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 21, 2012 6:30 PM

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

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

- Proclamation presentation to Mr. Alan Cosby

IV. **ROLL CALL**

V. **APPROVAL OF MINUTES**:

February 6, 2012

VI. **PUBLIC COMMENTS ON AGENDA ITEMS**

VII. **REPORTS: DEPARTMENTS**

a. Mayor
b. City Attorney
c. Police
d. Courts
e. Public Works
f. Library
g. Parks & Recreation
h. City Hall
i. Planning & Zoning

VIII. **PUBLIC HEARING**

IX. **OLD BUSINESS**

- Resolution to Adopt New Fee Schedule- City Planning Develepment Director Joe Cooley(carried over from 2/6/12)
- 1st Reading of Ordinance Delete Fee Schedule from the Code – City Planning Development Director Joe Cooley (carried over from 2/6/12)
- Commercial Window Tinting- Councilmember Brian Bates (carried over from 2/6/12)
- Ordinance to Create Advisory Committees- City Attorney Cecil G. McLendon Jr. (carried over from 2/6/12)

- Storm Water Discussion Only- Councilmember Karen Pachuta (carried over from 2/6/12)
- Annexation Discussion – Councilmember Brian Bates (carried over from 2/6/12)

X. **NEW BUSINESS**

- City Manager Search –Councilmember Maria T. Alexander
- Workmen's Comp/Liability Insurance - Councilmember Maria T. Alexander
- City Signage RFP- Councilmember Brian Bates
- Halpern Park Restoration – Councilmember Pam Fleming
- Stormwater System Repair – Steven Strickland
- 1st Reading of Ordinance to Revise PTO Policy - City Attorney Cecil G. McLendon Jr.
- Finance Director – Mayor Donna Pittman

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

XII. **CITIZEN AGENDA ITEMS**

XIII. **PUBLIC COMMENTS:**

XIV. **EXECUTIVE SESSION:**

XV. **ADJOURNMENT:**

The city of
Doraville
OWERS TY · VIT AL TY · COMMUNITY

AGENDA ITEM REQUEST SHEET
FEBRUARY 16, 2011

Subject: **Proclamation presentation to Mr. Alan Cosby**

Date of Meeting: February 21, 2011

Budget Impact: ☐Yes ☐ No

Budget Impact Amount: $ N/A

Funding Source:

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

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

Department: Administrative **Department Head:** Mayor

Action Requested: Mayor Pittman will recognize and present a congratulatory proclamation to Mr. Alan Cosby, a Northwoods neighborhood resident.

Background: Mr. Cosby was recently named the 2012 "Big Brother of the Year" by the United Way of Metropolitan Atlanta for his outstanding work with the Big Brothers/ Big Sisters program.

If you have any additional questions, please don't hesitate to contact me.

Respectfully,

S/Luke Howe
Assistant to the Mayor

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

Action Requested: Adopt New Fee Schedule

History, Facts, Issues: _____

Options: _____

Recommended Action: _____

Department: _____ Department Head: Joe Cooley

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Delete Fee Schedule Ordinance

Date of Meeting: 2.21.12

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

Action Requested: Delete Fee Schedule Ordinance

History, Facts, Issues:

Options:

Recommended Action:

Department: Department Head: Joe Cooley

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~~ ~~1/12/12~~ ~~2/6/12~~ 2/21/12

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: Ordinance to Create Advisory Committees

Date of Meeting: ~~February 6, 2012~~ 2-21-12

Budget Impact: ___Y _X__ N

Budget Impact Amount: $_____

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

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: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Storm Water

Date of Meeting: ~~2/16/12~~ 2/21/12

Budget Impact: ___Y ___ N

Budget Impact Amount: $_____

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

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

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: Annexation Discussion

Date of Meeting: ~~Feb 6, 2012~~ 2/21/12

Budget Impact: ___Y ___ N

Budget Impact Amount: $_____

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

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

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Annexation Discussion

History, Facts, Issues: _____

Options: _____

Recommended Action: _____

Name: _____ Department Head: _____

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: City Manager Search

Date of Meeting: Tuesday, February 21, 2012

Budget Impact: X Yes ☐No

Budget Impact Amount: $ To Be Determined

Funding Source:

☐ Annual
☐ Capital
X One-time expenditure, funding line item to be determined

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Begin research for an employment agency to assist in locating and screening possible candidates for the City Manager position.

History, Facts, Issues: In November 2012, the voters of Doraville approved to change the current form of government to a City Manager form of government.

Options: _____

Recommended Action: Begin task immediately

Department: Council **Department Head:** Mayor

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Workmen's Comp/Liability Insurance

Date of Meeting: Tuesday, February 21, 2012

Budget Impact: X Yes ☐No

Budget Impact Amount: $ To Be Determined

Funding Source:

X Annual
☐ Capital
☐ N/A

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: In July 2012, Council voted to change Workmen's Comp/Liability Insurance coverage to generate a cost savings.

History, Facts, Issues: The cost savings has not been as great as anticipated; service has not been to the level that the City expected

Options: _____

Recommended Action: Contact current providers and voice concerns, review current contract, contact previous provider and request a quote and voice concerns with previous coverage

Department: Council **Department Head:** Mayor

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

Doraville

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: City Signage RFP

Date of Meeting: 2/22/2012

Budget Impact: ☑ Yes ☐ No

Budget Impact Amount: $ Unknown

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

Funding Source:

☐ Annual ☑ Capital ☐ Grant ☐ N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested:

Approve City Signage RFP

History, Facts, Issues:

The city signage, including city welcome signs, city parks signs, municipal complex signs, way-finding signs, and neighborhood signs are inconsistent, in some cases in poor repair, and dated. The cost for such an undertaking has been prohibitive from the general fund. However, the city is now receiving HOST funds, which must be used for capital improvements. Permanent city signage would classify as a capital improvement, including the design of such signage.

Options: Issue RFP or not

Recommended Action:

Issue the RFP

Department: City Council **Department Head:** Mayor

Administrative Comments and Recommendation:

Action Taken By Board:

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Halpern Park Restoration

Date of Meeting: February 21, 2012

Budget Impact: __x_Y __ N

Budget Impact Amount: $ 25,000

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: To move forward with funding from the HOST monies to be able to utilize the LCWF Matching Grant of $25,000 awarded in 2010 to be used by December 31, 2012. Matching Grants require that the recipient utilize their funding first submitting documentation for reimbursement.

History, Facts, Issues: Halpern Park was slated to be the next park renovated before English Oak which is located in the Oak Cliff Estates. Council approved TSW to design and manage the construction of Halpern. To defray some of the financial burden the costs were submitted in three phases. The first phase included the wooded and pavilion areas. A 540 ft walking trail has since been laid out to determine just paving costs. Twenty trees have been taken down, removed, and one picnic table, three benches, and one dome children's jungle gym has been purchased waiting for additional clearing and trails to be installed.

Options:

Recommended Action: Release the funding for the requirements set forth in the LCWF Grant. If Council approves these measures it would not be necessary for the additional costs of the management provided by TSW. Our Public Works Dept. has been actively working in the park and can complete most tasks with the help of a paving company for the walking trails.

Department: City Council Department Head: Mayor Donna Pittman

Submitted by: Pam Fleming

Attachments: 5 pages

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Stormwater System Repair and Replacement

Date of Meeting: Feb 21, 2012

Budget Impact: Yes

Budget Impact Amount: $ 103,789.00

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: City Council to approve entering into a contract with GA Development Partners for the stormwater repair work.

History, Facts, Issues: Phase III is construction repairs to the stormwater system – Capital Improvement Plan.

Options: Approve or identify required action

Recommended Action: Approval

Department: Stormwater

Department Head: S Strickland

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: **Ordinance to Revise PTO Policy**

Date of Meeting: February 21, 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

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

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

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

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

Administrative Comments and Recommendation: _____

_____

_____

Action Taken By Board: _____

_____

_____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Finance Director

Date of Meeting: 2.21.12

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

Discuss evaluation of hiring process for Finance Director

History, Facts, Issues: _____

Options: _____

Recommended Action: _____

Name: Mayor Department Head: _____

Administrative Comments and Recommendation: _____

Action Taken By Board: _____