CITY COUNCIL

Donna Pittman-Mayor

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

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

AGENDA

April 2, 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:**

- March 5, 2012
- March 19, 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
- Swimming Pool Operations Contract

h. City Hall
- Approve Staff Recommendation for HVAC/Lighting Upgrades(carried over from 3/19/12)
- DeKalb County Comprehensive Transportation Plan Update

i. Planning & Zoning

VIII. **PUBLIC HEARING**

- Zoning & CUP for 2001 Clearview Avenue- City Planning Development Director Joe Cooley

IX. **OLD BUSINESS**

- City Manager Search –Councilmember Maria T. Alexander (carried over from 3/19/12)

X. **NEW BUSINESS**

- Ordinance to Clarify some Message and CSTTOM Provisions-City Attorney Cecil G. McLendon, Jr.
- Upgrade and Enhance Agenda Format – Councilmember Trudy Jones Dean
- Review and Revision of Planning Commission Procedures - Councilmember Trudy Jones Dean

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

XII. **PUBLIC COMMENTS:**

XIII. **EXECUTIVE SESSION:**

XIV. **ADJOURNMENT:**

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: SWIMMING POOL OPERATIONS CONTRACT & ADA CHAIR LIFT

Date of Meeting: APRIL 2, 2012

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: THE TOP TWO POOL COMPANIES THAT BID WERE SEARS POOL AND USA POOL. THESE TWO COMPANIES HAD THE LOWEST TWO BIDS OF A TOTAL OF FOUR BIDS. SEARS POOL CAME IN AT $26,450 FOR POOL MANAGEMENT OPERATIONS AND $3,995 FOR PURCHASING AND INSTALLING THE MANDATORY ADA ACCESSIBLE CHAIRLIFT.

History, Facts, Issues: THE FIRM THAT CAME IN SECOND WAS USA POOLS. USA POOLS CAME IN AT $35,840 FOR POOL MANAGEMENT OPERATIONS AND $2,020 FOR PURCHASING AND INSTALLING THE MANDATORY ADA ACCESSIBLE CHAIRLIFT.

Options: RAMOND WILL CHECK REFERENCES AND BRING A RECOMMENDATION TO YOU ON MONDAY EVENING.

Recommended Action: _____

Department: RECREATION

Department Head: DONNA PITTMAN.

Administrative Comments and Recommendation: _____

Action Taken By Board: _____

the city of
Doraville
DIVERSITY | VITALITY | COMMUNITY

AGENDA ITEM REQUEST SHEET
MARCH 28, 2012

Subject: **Recommendation for Arena HVAC System Procurement/ Installation**

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

Date of Meeting: April 2, 2012

Budget Impact: □Yes ■ N/A

Budget Impact Amount: $ N/A

Funding Source:

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

Department: Administrative **Department Head:** Mayor

Action Requested: Requesting Council approve staff recommendation to award the Fleming Arena HVAC system project bid to Shelnutt HVAC of Dawsonville in the amount of $16,294.10 with $15,590.00 going towards the procurement and installation of one of the Arena's two 25-ton HVAC units. The remaining $704.10 will go towards the installation of programmable thermostats at priority locations. Additionally, staff requests that Council grant the mayor the authority to enter into a contract with Shelnutt for the stated work. Said agreement's execution would be subject to the City Attorney's "approval to form."

Background: After successfully completing lighting, solar and training projects, the City has $16,294.10 left over from the original $300,000.00 Energy Efficiency Block Grant (EECBG). In February, staff sought and the Georgia Environmental Finance Authority, the grant's administering authority, duly approved the primary use of remaining funds for HVAC upgrades (see attached report). **All recipients of EECBG funds (the City included) have until April 20, 2012 to complete their project's procurement and May 1, 2012 to complete and close out their projects.** If these deadlines are not met, grant recipients will have to return unspent funds. As requested at the March 19, 2012 meeting, contractual documents for all of the City's current grants were placed in each Council member's box on Friday, March 23, 2012.

Respectfully,

S/Luke Howe
Assistant to the Mayor

the city of Doraville

DIVERSITY | VITALITY | COMMUNITY

AGENDA ITEM REQUEST SHEET
MARCH 14, 2012

Subject: **Approve Staff Recommendation for HVAC/ Lighting Upgrades**

March 19, 2012

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: Council approve staff recommendation for HVAC unit procurement and installation.

Background: The City has $16,294.10 left over from the Energy Efficiency Community Block Grant (EECBG) of 2010. This grant is being administered by the Georgia Environmental Finance Authority who approved the Change-of-Scope request on 02/07/12. Based on an October 2011 energy audit conducted by Georgia Power, Heating, Ventilation and Air Conditioning (HVAC) upgrades were identified as energy saving measures. Upon reviewing the audit, GEFA recommended that the additional money be spent to upgrade HVAC units in addition to a lighting retrofit project at the Public Works building. The Public Works facility's existing lighting consists of 60 8 ft. T-12 fluorescent fixtures. The proposed replacement product is 60 8ft. T-8 fixtures, which are superior to the T-12 in efficiency.

Respectfully,

S/Luke Howe, Assistant to the Mayor

the city of
Doraville
DIVERSITY | VITALITY | COMMUNITY

AGENDA ITEM REQUEST SHEET
MARCH 28, 2012

Subject: **DeKalb County Comprehensive Transportation Plan Update**

Date of Meeting: **April 2, 2012**

Budget Impact: ☐Yes ■ N/A

Budget Impact Amount: $ N/A

Funding Source:

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

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

Department: Administrative **Department Head:** Mayor

Action Requested: Staff recommends that the City participates in the DeKalb Co. Comprehensive Transportation Plan (CTP) update in some form and is requesting direction on preferred meeting format (see below for synopsis).

Background: DeKalb County is getting ready to kick off their update to the CTP. This plan was last completed in 2005, and the City of Doraville is cited as a participating municipality. It covers both incorporated and unincorporated portions of the county. The purpose of these plans is to prioritize infrastructure improvements out into the future (30 years) based on community input, projected traffic conditions, safety, maintenance, etc. These improvements include roadway, bicycle/pedestrian and transit. Recently, the County extended an invitation to the City to participate in the update.

The county is reaching out to every community through a series of County-wide meetings before the formal process begins. The purpose of these meetings is to:

- Educate people on the process and provide opportunities to participate;
- Review of previous plans, including the Livable Centers Initiatives (LCI) the last CTP, and other transportation plans;
- Discuss the Transportation Investment Act (TIA) and projects that will directly impact the community;
- Receive input on community priorities and need as it relates to transportation.

The format of these meetings in the cities depends largely on the respective city. The County is offering a means of participation through one public meeting in multiple formats. For example, some cities have asked for a work session briefing for Council, others have opted for a town hall setting and some will be participating through a combination of both. Confirmed participating municipalities include: Atlanta, Avondale Estates, Decatur, Lithonia

and Stone Mountain. The Doraville-DeKalb CTP meeting would be held in early to mid May, pending Council's consent.

Respectfully,

S/Luke Howe
Assistant to the Mayor

THE CITY OF DORAVILLE
AGENDA ITEM SHEET
Public Hearing

Subject: Zoning & CUP for 2001 Clearview Ave (aka Metro Hotel, aka Comfort Inn)

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

Date of Meeting: April 2, 2012

Budget Impact: ___Y _x_ N

Budget Impact Amount: $___

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Applicant has requested a 6 month deferral.

History, Facts, Issues: The Applicant has a request for rezoning to O-I with a Conditional Use Permit to allow for the conversion of the hotel to an assisted living facility. The application had been deferred to April 4 at the request of the Applicant. The Applicant has requested an additional 6 month deferral while selecting a management company and seeking an alternate form of financing.

Options: Grant requested deferral; grant deferral to another date certain; continue with public hearing.

Recommended Action: Staff has reviewed the request with legal and neither has objections to the deferral.

Department: Planning & Development Department Head: Joe Cooley

Submitted by: Planning & Development

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: City Manager Search

Date of Meeting: ~~Tuesday, February 21, 2012~~ 4·2·12

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.
*Councilmember Alexander will provide copies on Monday

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: Ordinance to Clarify some Massage And CSTTOM Provisions

Date of Meeting: April 2, 2012

Budget Impact: ___Y __X_ N

Budget Impact Amount: $ N/A

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

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

This Agenda item is an Ordinance to clarify some provisions of the Massage and CSTTOM Code of the City relating to denial of a parlor license, as well as what constitutes a sale of one.

History, Facts, Issues: **Upon review of the Massage Establishment Ordinance and CSTTOM Ordinance (Articles IX and XVII of Chapter 6), it came to our attention that each had two provisions that needed clarification. First, each of the Ordinances authorized revocation of a license for violation of any of the provisions of the City Code, but no such authorization was given to deny the same licenses. In order to be internally consistent and maximize the City's resources, it is best to insert that requirement into each denial provision. Second, each also has a provision nullifying the license if the business is transferred or sold. Though the implication is that a transfer of a corporation acts the same as a transfer of a non-corporate entity, that fact is not explicitly stated. In order to avoid any confusion in the future for our staff in evaluating the applications, it is best to make the fact of corporate stock transfer equal to sale of business as explicit as possible. The attached Ordinance makes both of those clarifications for the Massage and CSTTOM Articles of the Business Code.**

Options: **The Council can adopt the clarification Ordinance or continue to operate as the City does currently.**

Recommended Action: **It is recommended that the Council adopt the Ordinance as presented.**

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: Upgrade and Enhance Agenda Format

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

Date of Meeting: April 2, 2012

Budget Impact: ___Y _X_ N

Budget Impact Amount: _____

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested:
Upgrade and enhance agenda format, attached materials, and timing of when council gets packets.

History, Facts, Issues:
Council could use more time for review of agenda items; better/more information; post backup material online (that's not classified) with agenda to better inform our citizenry; and provide a few hardcopies at meetings to better inform those in attendance.

Options:
Keep it the same.

Recommended Action:
Upgrade and enhance agenda format and materials.

Department: City Council

Department Head: Mayor Donna Pittman

Submitted by: Trudy Jones Dean

Attachment/s: _____

THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Review and Revision of Planning Commission Procedures

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

Date of Meeting: April 2, 2012

Budget Impact: ___Y _X_ N

Budget Impact Amount: _____

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

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested:
Review and Revise the Planning Commission Procedures to ensure proper notification and participation of interested community members.

History, Facts, Issues:
Confusion and disgruntled citizens with current policy.

Options:

Recommended Action:
Change the Planning Commission Procedures.

Department: City Council

Department Head: Mayor Donna Pittman

Submitted by: Trudy Jones Dean

Attachment/s: _____