THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: **Amendment of Employment Hearing Procedures**
Date of Meeting: July 18, Aug. 1, Aug. 15

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	(X)
Report	( )
Other	( )

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_The attached Memorandum, Charter Amendment and Ordinance are recommended revisions to the Employee Hearing Procedures in the Charter and the Employee Handbook. The recommendation is for the hearing rights to City Council be removed from the Charter and, should the Council desire to keep a form of due process for employee termination appeals, the recommendation is for the City Council to modify the Employee Handbook as presented in the attached Ordinance.

History, Facts, Issues: **_As with the Charter Amendment for Council compensation, the Home Rule Charter Amendment Ordinance is going on First Read twice on July 18th and will be up for a vote at two consecutive meetings on August 1 and 15. A Notice will be placed in the paper once a week for three weeks and a copy of the Ordinance will be sent to the Superior Court Clerk. The Amendment to Employee Handbook is up for First Read on the 18th and possible Second Read on August 15th to coincide with the final passage of the Charter Amendment.**

Options: ____To keep the hearing procedures as they are. To change the Charter but not the Employee Handbook. To pass these ordinances as is or to Change the Charter and eliminate the procedures in the Employee Handbook altogether._____

Recommended Action: __Adoption of Charter Amendment Ordinance and either deletion of the hearing procedures in Section 10.3.3 of the Employee Handbook altogether or adopt the recommended changes in the Ordinance.

Department: _Legal_____ Department Head: _Cecil G. McLendon_____

Administrative Comments and Recommendation: _____

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AGENDA ITEM REQUEST SHEET

AUGUST 22, 2011

Subject: **Amend Comprehensive Plan to include 2010 LCI Short Term Work Program (STWP) Public Hearing**

Date of Meeting: August 22, 2011

Budget Impact: □Yes ■ No

Budget Impact Amount: $ N/A

Funding Source:

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

Regular Meeting □
Public Hearing ■
Recommendation ■
Policy/Discussion □
Report □
Other □

Department: Administrative

Department Head: Mayor

Action Requested: 1) Adopt 2010 LCI study as an amendment to the City's Comprehensive Plan. 2) Hold hearing for public comment on the City's report of the STWP (2006-2010) and the proposed STWP (2011-2015). 3) Transmit the documentation to the Atlanta Regional Commission for review via resolution.

Background: (See attached Short Term Work Plan Overview)

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

Respectfully,

S/Luke Howe
Assistant to the Mayor

SHORT TERM WORK PROGRAM OVERVIEW

In order to maintain Qualified Local Government (QLG) status under the Georgia Planning Act, local governments must have an approved and adopted Short Term Work Program (STWP) for implementation of their Comprehensive Plan. The STWP is a key implementation tool, which reflects those activities and strategies the local government has chosen to undertake in the current five-year period. The STWP must be updated periodically.

Local governments have two options to meet the minimum requirements for updating the

Short Term Work Program portion of their comprehensive plans:

1) Annual update: Local governments may prepare annual updates to the STWP. Each annual update must include a new fifth year and any changes to the work program for the other four years of the STWP. Annual updates of the STWP do not have to include a report of accomplishments for activities listed in the previous STWP;

Or,

2) 5-Year update: The local government may prepare a new STWP every five years.

This new STWP must cover the upcoming five-year period, and must include a report of the local government's accomplishments in implementing its previous STWP, covering the five year period just passed.

Local governments that are charging development impact fees must update both the STWP and the Capital Improvements Element (CIE) of their plan annually, but need not submit a report of accomplishments with the update.

New Short Term Work Program

The new STWP shall consist of:

1) Major actions to be undertaken by a municipality or county to implement plan recommendations;

These actions can include a description of community and economic development initiatives or programs, public or private; major capital improvements or infrastructure expansions; and administrative systems, regulatory measures or land development regulations to be adopted or amended.

2) Time frames for implementing each of the major recommendations;

3) Responsible party for implementing each of the major recommendations; and,

4) Estimated cost (if any), and alternative funding sources (if applicable), for implementing each major recommendation.

Report of Accomplishments

For a 5-year update, the local government must also submit a Report of Accomplishments that identifies the current status of each activity in the old STWP. At a minimum, for each activity, the local government should indicate whether the activity: has been completed; is currently underway--including a projected completion date; has been postponed, with an explanation of

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AGENDA ITEM REQUEST SHEET

AUGUST 17, 2011

Subject: 2011 CDBG New Peachtree Rd Sidewalk Project Construction Services

Date of Meeting: August 22, 2011

Budget Impact: □Yes ■ No

Budget Impact Amount: $ N/A

Funding Source:

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

Regular	□
Special Called	■
Work Session	□
Recommendation	■
Policy/Discussion	□
Report	□
Other	□

Department: Administrative **Department Head:** Mayor

Action Requested: Seeking Mayor/ Council approval on staff recommendation for the project's construction.

Background: The 2011 Community Development Block Grant (CDBG) was awarded last year in the amount of $300,000.00 for the New Peachtree Road Sidewalk Project, which entails constructing new sidewalk facilities that would extend where the existing sidewalk ends on the north side of New Peachtree Road near the Georgia Power sub-station approximately 2,000 linear feet to the Chamblee border. This project does not require local matching funds, and funding covers costs associated with the project's construction and administration.

Bidding Process: The Invitation to Bid (ITB) on the construction phase was published on July 20, 2011. The bidding closed on August 15, 2011 with work expected to begin mid to late September. Bid packages were unsealed in City Hall at approximately 4:15 PM with me, the mayor, the engineer, the city clerk and a staff planner from the County Community Development Department present. Minutes were taken.

Recommendation: Staff recommends Cotangent Technical Services, who rendered a total bid of **$252,786.00** – the lowest most responsive bidder. The total amount awarded for this project is $300,000.00. Add Cotangent's bid with Keck & Wood's rate of $14,000, which equals $266,786.00 with $33,214.00 left over for contingencies or, as was the case with the MARTA Offset project, additional work at the Community Development Department's discretion.

Aside from being the lowest bidder for the base and alternate bids, Cotangent has a solid track record with the City, completing the recent sidewalk construction on Park Avenue, New Peachtree Road and Longmire Way under the MARTA Offset program.

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

Respectfully,

S/Luke Howe
Assistant to the Mayor