



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

August 06, 2012 6:30 PM

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **CEREMONIAL PRESENTATIONS, CITY ANNOUNCEMENTS, SPECIALGUESTS:**
 - Smart Code Presentation-Caleb Racicot, TSW & Assoc. and Dan Reuter, ARC
- IV. **ROLL CALL**
- V. **APPROVAL OF MINUTES:**

July 02, 2012
- VI. **PUBLIC COMMENTS ON AGENDA ITEMS**
- VII. **REPORTS: DEPARTMENTS**
 - a. Mayor
 - Head Hunters Discussion
 - b. City Attorney
 - c. Stormwater
 - Brook Park Pipe Contract
 - d. Police
 - Part-time Dispatchers
 - Animal Services Vehicle
 - e. Courts
 - f. Public Works
 - g. Library
 - h. Parks & Recreation
 - Halpern Park Renovation
 - i. City Hall
 - Community Improvement District Presentation
 - j. Planning & Zoning
 - Admin. Review for Telecommunications Tower
 - k. IT Department
 - l. Finance
 - Ordinance to Terminate the GMEBS Retirement Plan
 - Resolution to Adopt a New Retirement Plan Document
 - Approval to Dispose of Surplus Property

VIII. **OLD BUSINESS**

- Website Link Policy-Councilmember Pam Fleming

IX. **NEW BUSINESS**

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

XI. **PUBLIC COMMENTS:**

XII. **ADJOURNMENT:**



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Head Hunters Discussion

Date of Meeting: August 6, 2012

Budget Impact: x Y N

Budget Impact Amount: \$20,797.50- \$24,500.00

Funding Source:

() Annual

() Capital

() N/A

Regular Meeting (x)

Work Session ()

Recommendation ()

Policy/Discussion ()

Report ()

Other ()

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Action Requested:

Discussion on Head Hunter firm for the City Manager position

History, Facts, Issues:

Options: _____

Recommended Action:

Department: Council Department Head: _____

Administrative Comments and Recommendation: _____

Action Taken By Board: _____



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Brook Park Pipe Contract

Date of Meeting: August 6, 2012

Budget Impact: Yes

Budget Impact Amount: \$ 123,424.50

Funding Source: Stormwater

() Annual

() Capital

() N/A

Regular Meeting (X)

Work Session ()

Recommendation ()

Policy/Discussion ()

Report ()

Other ()

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: City Council to approve entering into contract with Southern Premier Contractors

History, Facts, Issues: Two(2) bids were received. Southern Premier is the low bid and will be using a cured in place (CIP) pipe which will cause minimal disturbance to the park. FYI, GA Development Partners' bid was \$138,902.

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: Part-time Dispatchers

Date of Meeting: August 6, 2012

Budget Impact: X Y N

Budget Impact Amount: \$ Within Budget

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

Funding Source:

() Annual

() Capital

() N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

Action Requested: Authorize the police department to hire 4 part-time positions to be used when dispatch shifts are not covered.

History, Facts, Issues: The police department is authorized to have 8 full-time positions in dispatch. However, when one of these dispatchers takes off or resigns, the police department has to take away another employee from their regular duties in order to cover the shift or allow another dispatcher to accrue comp time. The use of part-time employees would eliminate this and allow the dispatch center to work more efficient.

Options: Continue to allow other dispatchers to accrue comp time or use other employees.

Recommended Action: Allow the police department to hire and use 4 part-time employees to cover various shifts in dispatch.

Department: Police

Department Head: John King

Administrative Comments and Recommendation: _____

Action Taken By Board: _____



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Animal Services Vehicle

Date of Meeting: August 6, 2012

Budget Impact: Y 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

Action Requested: Authorization to write a Request for Proposal to add an animal compartment to the existing Animal Services vehicle.

History, Facts, Issues:

Options: Continue to operate the vehicle as it is currently being operated.

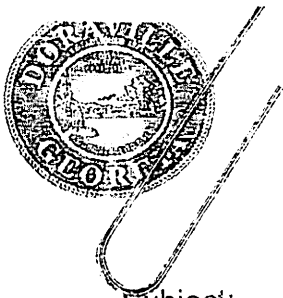
Recommended Action: Grant the authority to write a request for proposal to add an animal compartment to the existing Animal Services vehicle.

Department: Police

Department Head: John King

Administrative Comments and Recommendation:

Action Taken By Board:



THE CITY OF DORAVILLE
AGENDA ITEM SHEET

Subject: Halpern Park Renovation

Date of Meeting: August 6, 2012

Budget Impact: x Y N

Budget Impact Amount: \$ \$25,000.00 HOST (\$50,000.00 Total)

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

Funding Source:

- () Annual
(X) Capital/HOST
() N/A

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Action Requested: Request approval of an option to proceed with the Halpern Park renovation project and a contract to be finalized with chosen option.

History, Facts, Issues: The Halpern Park renovation project is set to move to construction, Phase I. Scope of work and final costs have been submitted from both Ed Castro Landscaping and Todd Smith Grading, Inc.; each have proposed options for moving forward and maintaining our projected budget. The estimates are outlined in the attached memo.

Options: 1) approve Todd Smith Grading (\$57,267.63) to complete Phase I with concrete trails, playground pads and 1 picnic pad (2 picnic pads and area around the existing pavilion removed from current plan to accommodate budget requirements)
2) approve Ed Castro Landscaping (\$60,506.85) to complete Phase I with concrete trails, playground pads and area around the existing picnic pavilion (picnic pads removed from current plan to accommodate budget requirements).

Recommended Action: Approval of option 1, Todd Smith Grading. This approval should include a contingency of a set percentage (normally 10%) to prevent delays in construction for unexpected issues. This would involve the commitment of additional HOST funds. Please see attached memo and estimates for complete information and recommendation.

Department: Parks and Recreation

Department Head: Rip Robertson

Administrative Comments and Recommendation: _____

Action Taken By Board: _____



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AGENDA ITEM REQUEST SHEET
August 1, 2012

Subject: Community Improvement District Presentation

Date of Meeting: August 6, 2012

Budget Impact: ☒ Yes ☐ N/A

Budget Impact Amount: \$ 10,000.00

Funding Source:

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

Regular	<input checked="" type="checkbox"/>
Work Session	<input type="checkbox"/>
Recommendation	<input type="checkbox"/>
Policy/Discussion	<input type="checkbox"/>
Report	<input checked="" type="checkbox"/>
Ceremonial	<input type="checkbox"/>
Other	<input type="checkbox"/>

Department: Administrative

Department Head: Mayor

Action Requested: Allow Mr. Emory Morsberger to give a 5-10 minute presentation on the proposed Community Improvement District (CID)

Background: (See attached staff report)

Respectfully,

S/ Luke Howe
Assistant to the Mayor





THE CITY OF DORAVILLE
AGENDA ITEM SHEET AND COMMENTS

Subject: Admin. Review for Telecommunications Tower

Date of Meeting: 8/6/12

Budget Impact: ☐ Yes ☒ No

Budget Impact Amount: \$ n/a

Funding Source: ☒ N/A

Regular Meeting	<input checked="" type="checkbox"/>
Work Session	<input type="checkbox"/>
Recommendation	<input type="checkbox"/>
Policy/Discussion	<input type="checkbox"/>
Report	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>

~~CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE~~

Action Requested: Administrative Approval for installation of additional cabinet within lease area of T-Mobil Telecommunications Tower at 2903 Woodwin Road, Doraville.

History, Facts, Issues: RETEL Brokerage Services, Inc. has requested Administrative Approval to install a new 4'x7' equipment cabinet in conjunction with the replacement of two antennae on the T-Mobile telecommunications tower located at 2903 Woodwin Road. This site is identified as T-Mobile Modernization Project: 9AT3042 Woodwin Road Plantation Pipeline. While there is no expansion of antennae on the tower, the replacement the antennas require the installation of a new equipment cabinet. As per City of Doraville Code of Ordinance Sec. 23-706(e)(2)(b) any placement of additional buildings or support equipment on an existing tower requires Administrative Approval from Mayor and Council. The site is question is within an industrial area

Options: Grant or deny Administrative Approval.

Staff Comments: This is a modernization of equipment on an existing tower which requires Administrative Approval by Mayor and Council due to the installation of an additional 4'x7' equipment cabinet. Staff has visited the site which is zoned M-2 Heavy Manufacturing. The placement of the new equipment cabinet will be within the current tower lease area and staff anticipates no negative visual or safety impacts.

Department: Planning & Development

Department Head: Joe Cooley

Action Taken By Board: _____



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Ordinance to terminate the GMEBS Retirement plan

Date of Meeting: August 6, 2012

Budget Impact: ___ Y ___ N

Budget Impact Amount: \$___ N/A at this time

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

Funding Source:

- () Annual
- () Capital
- () N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

As part of the transfer of the retirement plan from GMEBS to OneAmerica/AUL, GMEBS is requiring that we pass an ordinance terminating the plan. I am attaching the termination letter received from GMA which outlines the process and the items required in the ordinance as well as the ordinance itself.

GMA requires that we adopt a successor plan and appoint a successor trustee before it will agree to transfer the assets. A resolution to accomplish this is on the agenda for tonight.

GMA will deduct a \$5,000 fee for services when the assets are transferred. However, OneAmerica will credit back the \$5,000 to make the plan whole once the plan transfers.

Due to the compressed timeline for the retirement plan transfer, we are requesting that you waive the first read on this ordinance. The timeline has already been pushed from August 1st to August 31st due to the requirement of having a plan document in place at the time of termination. If we do not waive the first read on the termination ordinance, we will have to push the asset transfer date to September 30, 2012.

Options: a) Waive first read and adopt termination ordinance

b) Consider this the first read and have the second read at the next council meeting. This will result in delaying the asset transfer date to September 30, 2012.

Recommended Action: Waive first read and adopt termination ordinance.

Department: Finance

Department Head: Lisa Ferguson

Administrative Comments and Recommendation: _____

Action Taken By Board: _____



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Resolution to Adopt Successor Plan Document
And appoint successor trustee

Date of Meeting: August 6, 2012

Budget Impact: ___Y___ N

Budget Impact Amount: \$___N/A at this time

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

Funding Source:

- () Annual
- () Capital
- () N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

As part of the transfer of the retirement plan from GMEBS to OneAmerica/AUL, GMEBS is requiring that adopt a successor plan document and appoint a successor trustee. The attached plan document is intended to be a restatement of the current plan at GMEBS. The adoption of this plan document is an interim step necessary to expedite the transfer of assets from GMEBS. Once the asset transfer is complete, the plan redesign process will begin and will ultimately result in a new plan document.

The plan documents attached are still draft documents as they still must be reviewed by outside legal counsel, Benefits Law Group. They will provide a letter stipulating that the plan document meets the requirements of IRC 401 (a) in lieu of an IRS determination letter as required by GMEBS. I have requested that the draft document be provided to us at the same time that it goes to the attorney for review as it is important that you have sufficient time to review it prior to the August 6th meeting.

The termination ordinance also requires that we appoint a successor trustee for the plan. This is a requirement stipulated by GMA and they will not transfer the assets unless a trustee is appointed. The resolution agreement names Donna Pittman, Mayor and Maria Alexander, Mayor Pro Tem as the successor trustees. The appointment of successor trustees is also an interim step necessary to expedite the transfer of the assets from GMEBS. This appointment can be revoked or changed at a later date by an action of the Council.

The Trust Agreement document details the responsibilities of the trustees. However, it is a standard trust agreement and not all of the powers and responsibilities outlined will be required due to the type of retirement plan we have. Any changes in the plan document, in the nature of the retirement plan or the types of investments will be brought before the Council for a vote prior to adoption.

Options: Approve the resolution to adopt the successor plan document and the trust agreement and appoint the successor trustees.

Recommended Action: Approve the resolution to adopt the successor plan document and the trust agreement and appoint the successor trustees.

Department: Finance

Department Head: Lisa Ferguson



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Approval to dispose of Surplus Property

Date of Meeting: August 6, 2012

Budget Impact: ___Y___N

Budget Impact Amount: \$___N/A at this time

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

Funding Source:

- () Annual
- () Capital
- () N/A

CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE CITYOFDORAVILLE

The Mayor has worked with a representative from GovDeals develop a list of certain property items that the City departments have determined is no longer useful for city functions. The list is attached (Items 1-14). We are requesting authorization to dispose of the listed property as surplus. In addition to the list of vehicles and equipment they compiled, we are also requesting authorization to dispose of certain furniture, equipment and other items inventoried by the previous City Clerk. Finally, we are requesting authorization to dispose of any computers, furniture or other equipment currently stored at Public Works on behalf of other departments which have not yet been inventoried (excluding the recreation equipment recently purchased).

The items 1-14 have been inventoried and are set to be listed on GovDeals. The next steps will be to place an ad in the Champion newspaper to advertise the sale in accordance with our ordinance and notify GovDeals to run the auctions.

The remainder of the items will be inspected for condition, grouped into lots and listed on GovDeals at a later date. If they do not sell after a reasonable period of time, they will be disposed of in an alternate manner, either by recycling, donating or destroying the items.

- Options: a) Grant authorization to dispose of surplus property
b) Deny authorization to dispose of surplus property

Recommended Action: Grant authorization to dispose of surplus property

Department: Finance

Department Head: Lisa Ferguson

Administrative Comments and Recommendation: _____

Action Taken By Board: _____



THE CITY OF DORAVILLE AGENDA ITEM SHEET

Subject: Website Link Policy

Date of Meeting: August 6, 2012
~~July 16, 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

Action Requested: To draft a Web Site Policy for the City of Doraville similar to the Dunwoody Policy attached.

History, Facts, Issues: The City of Doraville does not have a policy to address links to and links from the City Website. In an effort to facilitate a positive marketing ability for the City of Doraville we need to communicate our best.

Options: Discuss and address adopting a policy for the inclusion of permitted Organizations, Neighborhood Associations, and Civic Organizations.

Recommended Action: Review the attached Website Link Policy and discuss for adopting a policy for the City of Doraville.

Department: City Council

Department Head: Mayor Donna Pittman

Submitted by: Pam Fleming

Documentation attached..



Dunwoody Website Link Policy 4 pages