

**CITY OF CHAMBLEE, GA**  
**MINUTES OF CITY COUNCIL MEETING**  
**March 15, 2011**

Mayor Eric Clarkson called the meeting to order at 7:30 p.m.

Councilmembers present were: Mr. Tom Hogan, Ms. Leslie Robson, Mr. Scott Taylor, Mr. Mark Wedge, and Mr. Dan Zanger.

Staff members present were: Mr. Marc Johnson, Acting City Manager/Police Chief; Mr. Tillman Hannon, Public Works Director; Mr. Joel Holmes, Director of Parks & Recreation; and Mrs. Nancy Williams, City Clerk.

**CITY MANAGER SELECTION:**

Mr. Wedge made a motion to offer the City Manager's position to Mr. Niles Ford. Ms. Robson seconded the motion. The motion passed unanimously.

**STAFF ITEMS:**

City Clerk:

1. **Approval of Minutes – February 7, 2011 – Special Called Meeting** - Mr. Wedge made a motion to approve the minutes of the Special Called Meeting held on February 7, 2011, as submitted. Mr. Zanger seconded the motion. The motion passed unanimously.
2. **Approval of Minutes – February 10, 2011 – Public Hearing and Work Session** - Ms. Robson made a motion to approve the minutes of the Public Hearing and Work Session held on February 10, 2011, as submitted. Mr. Taylor seconded the motion. The motion passed unanimously.
3. **Approval of Minutes – February 15, 2011 – Regular City Council Meeting** - Mr. Taylor made a motion to approve the minutes of the Regular City Council Meeting held on February 15, 2011, as submitted. Mr. Wedge seconded the motion. The motion passed unanimously.
4. **Approval of Minutes – February 26, 2011 – Special Called Meeting** - Mr. Taylor made a motion to approve the minutes of the Special Called Meeting held on February 26, 2011, as submitted. Ms. Robson seconded the motion. The motion passed unanimously.

5. **Approval of Minutes – February 28, 2011 – Special Called Meeting** - Ms. Robson made a motion to approve the minutes of the Special Called meeting held on February 28, 2011, as submitted. Mr. Wedge seconded the motion. The motion passed unanimously.
6. **Request to Amend Minutes of Meeting Held on January 18, 2010** - Mr. Taylor made a motion to approve the amendment to the minutes of the meeting held on January 18, 2010, as requested by the City Clerk. Ms. Robson seconded the motion. The motion passed unanimously.

**City Manager:**

1. **Approval of Lease Agreement for Patrol Cars** - Mr. Wedge made a motion to approve the Direct Installment Program Lease through the Georgia Municipal Association in the amount of \$92,866. Ms. Robson seconded the motion. The motion passed unanimously.
2. **2010 Budget Amendments** – Mr. Taylor made a motion to approve the amendments to the 2010 budget, as recommended by the Acting City Manager. Mr. Wedge seconded the motion. The motion passed unanimously.
3. **Approval of I.T. Support Contract** – Mr. Wedge made a motion to approve a contract with VC3, for I.T. Support, as requested by the Acting City Manager. Mr. Zanger seconded the motion. The motion passed unanimously.
4. **Amendments to City Purchasing Ordinance** – Mr. Wedge made a motion to allow the City Attorney to have the City Attorney conduct the first reading of the proposed amendment to the City's Purchasing Ordinance. Mr. Taylor seconded the motion and the motion passed unanimously.
5. **Approval of Finance Director Job Description** – Mr. Wedge made a motion to approve the new Job Description for the Finance Director's position and to change the pay grade from 33 to 35. Ms. Robson seconded the motion and the motion passed unanimously.
6. **Marketing and Communication RFP's** - Ms. Robson made a motion to appoint Councilmembers Taylor, Hogan and Robson to a committee to review the proposals for marketing and communication services and for the committee to decide which proposals will be presented to the City Council for consideration. Mr. Taylor seconded the motion and the motion passed unanimously.

- 7. Approval of Surplus Vehicles** – Mr. Taylor made a motion to declare the following vehicles as surplus equipment and to authorize disposal:

Year	Make	Model	VIN#	Unit#
1. 1994	Ford	Crown Vic	2FALP71W5RX187874	41
2. 1996	Ford	Crown Vic	2FALP71W7TX170128	48
3. 2000	Ford	Crown Vic	2FAFP71W4YX106407	10
4. 1998	Ford	Crown Vic	2FAFP71W2WX167221	14
5. 1998	Ford	Crown Vic	2FAFP71W1WX167226	17
6. 1998	Ford	Crown Vic	2FAFP71W3WX167227	18
7. 2003	Ford	Crown Vic	2FAFP71W63X140633	29
8. 2003	Ford	Crown Vic	2FAHP71WX3X215374	31

Mr. Wedge seconded the motion. The motion passed unanimously.

- 8. Resolution to Change Speed Limit on Savoy Drive** - Ms. Robson made a motion to remove Savoy Drive from the resolution as requested by Chief Johnson. Mr. Zanger seconded the motion. The motion passed unanimously.
- 9. Ethics Commission Appointments** – Mr. Wedge made a motion to appoint the following citizens to the Ethics Commission:

Stacey Godwin, recommended by Councilmember Wedge  
Paul Magnuson, recommended by Councilmember Wedge  
Nancy Douglas, recommended by Councilmember Hogan  
Leslie Freyman, recommended by Councilmember Hogan  
Jack Butler, recommended by Councilmember Zanger  
Timothy Hipp, recommended by Councilmember Zanger  
Doug Champan, recommended by Councilmember Taylor  
Sam Gould, recommended by Councilmember Taylor  
Chad Dunkin, recommended by Mayor Clarkson  
Kyle Drucker, recommended by Mayor Clarkson.

Councilmember Robson said she did not have any names to recommend at this time.

Mr. Taylor seconded the motion. The motion passed unanimously.

- 10. Consider Contract with Pond for On-Call Service** – Mr. Wedge made a motion to authorize a contract with Pond as presented in Scenario 2 as stated in a memo dated March 10, 2011, from Michelle Alexander. (A copy of the memo is attached to these minutes.) Mr. Taylor seconded the motion. The motion passed unanimously.

## Development Director

1. **Contract with Decatur for GEFA Grant** – Ms. Robson made a motion to approve a contract with the City of Decatur to administer Chamblee’s GEFA grant. Mr. Taylor seconded the motion. The motion passed unanimously.
2. **RFP for Comprehensive Plan** – Mr. Taylor made a motion to approve a contract with Pond for an amount not to exceed \$55,000 to prepare a major update to the City’s Comprehensive Plan and the City’s Short Term Work Program. Ms. Robson seconded the motion. The motion passed unanimously.
3. **Draft Language for “In Lieu of Parking” Ordinance** – No action was taken on this item.
4. **Revocation of Land Disturbance Permit, 5420 Peachtree Road** – Chief Johnson said that this item could be removed from the agenda because it should have never been brought before the City Council. He said the City Manager had the responsibility for deciding this issue. Mr. Wedge made a motion to remove this item from the agenda. Mr. Taylor seconded the motion. The motion passed unanimously.

Ms. Robson made a motion to suspend the rules to allow an item to be added to the agenda. Mr. Wedge seconded the motion. The motion passed unanimously.

Ms. Robson made a motion to add a resolution supporting the City of Doraville and the City of Chamblee’s joint for the Buford Highway/Peachtree Boulevard connection, as outlined in the City of Doraville’s 2010 Livable Centers Initiative Study. Mr. Wedge seconded the motion. The motion passed unanimously.

5. **Resolution – Support of the City of Doraville and the City of Chamblee’s joint for the Buford Highway/Peachtree Boulevard connection, as outlined in the City of Doraville’s 2010 Livable Centers Initiative Study.** Mr. Wedge made a motion to approve the resolution as submitted by Mayor Clarkson. (A copy of the resolution shall be attached to these minutes.) Mr. Taylor seconded the motion. The motion passed unanimously.

## City Attorney

Mr. Fowler read the proposed amendment to the City’s Purchasing Ordinance. The second reading will take place at the next regular meeting scheduled for April 19, 2011.

Mr. Wedge made a motion to adjourn the meeting. Mr. Taylor seconded the motion and the meeting adjourned at 8:00 p.m.

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Nancy Williams, City Clerk

Attest: \_\_\_\_\_  
Eric Clarkson, Mayor

**STATE OF GEORGIA  
COUNTY OF DEKALB  
CITY OF CHAMBLEE**

**RESOLUTION NO. 2011-03**

A RESOLUTION IN SUPPORT OF THE CITY OF DORAVILLE, GEORGIA AND THE CITY OF CHAMBLEE, GEORGIA'S JOINT PROPOSAL FOR THE BUFORD HIGHWAY/ PEACHTREE BOULEVARD CONNECTION AS OUTLINED IN THE 2010 DORAVILLE LIVABLE CENTERS INITIATIVE STUDY KNOWN AS THE DOWNTOWN DORAVILLE MASTER PLAN.

**WHEREAS**, the 2010 Transportation Investment Act created the Metropolitan Atlanta 10-County Transportation Special Tax District to fund transportation projects of this size and scope; and,

**WHEREAS**, the Buford Highway – Peachtree Boulevard Connector Road Project will complete a regional link by connecting Buford Highway (State Route 13) to Peachtree Boulevard (SR 141), in addition to creating west side accessibility and main point of vehicular entry to the future General Motors Plant redevelopment; and,

**WHEREAS**, the proposed connector would begin at the Shallowford Road / Buford Highway intersection, then follow the existing Shallowford Road to a new location roadway (north of Pearl Lane) to Peachtree Road; and,

**WHEREAS**, said road would then follow Peachtree Road to a new location roadway connecting to existing Clyde Drive, then following Clyde Drive to North Peachtree Road, ending at the North Peachtree Road / Peachtree Boulevard intersection; and,

**WHEREAS**, the proposed project would include intersection upgrades to Shallowford Road / Buford Highway and North Peachtree Road / Peachtree Boulevard intersections, roadway upgrades to Shallowford Road, Peachtree Road, Clyde Drive and North Peachtree Road; and,

**WHEREAS**, the project would also include a bridge that would span over the existing New Peachtree Road / MARTA rail / freight rail, thereby connecting existing roads to the new connector; and,

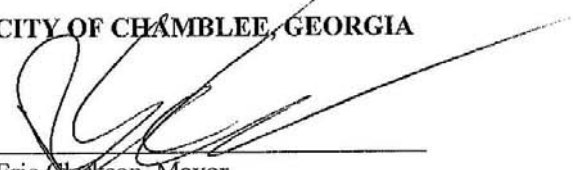
**WHEREAS**, the proposed connector road would include four travel lanes, bike lines, pedestrian sidewalks, street trees, pedestrian lighting and other pedestrian facilities.

**WHEREAS**, currently the Livable Center Initiative study area contains only one urban minor arterial street (Motors Industrial Way) connecting its east and west limits; thus, the new connector will not only establish better accessibility to the future development but also ease congestion at that one existing connection, and keep vehicles from leaving the study area to find a route across the railway; and,

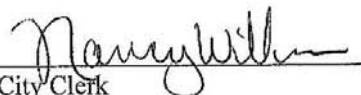
**WHEREAS**, it will also have a regional significance by creating a connection from I-85 to I-285 as well as a connection from Doraville to Dunwoody.

SO THEREFORE BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF CHAMBLEE HEREBY SUPPORTS A JOINT PROPOSAL WITH THE CITY OF DORAVILLE FOR THE AFOREMENTIONED PROPOSED 10-COUNTY REGIONAL SPECIAL TAX DISTRICT PROJECT, ADOPTED AND EFFECTIVE this 15<sup>th</sup> day of March, in the year 2011.

**CITY OF CHAMBLEE, GEORGIA**

  
\_\_\_\_\_  
Eric Clarkson, Mayor

ATTEST:

  
\_\_\_\_\_  
Nancy Wilton (SEAL)  
City Clerk

<b>POND</b>	<b>Pond &amp; Company, Inc.</b>		
	<i>Architects</i>	3500 Parkway Lane	<b>P</b> 678.336.7740
	<i>Engineers</i>	Suite 600	<b>F</b> 678.336.7744
	<i>Planners</i>	Norcross, GA 30092	<a href="http://www.pondco.com">www.pondco.com</a>

## MEMORANDUM

To	Chief Johnson	Pond Project No.	1100152
Company	City of Chamblee	Copies to	CMC
From	<b>Michelle M. Alexander</b>		HCS
Date	March 10, 2011		SAM
Subject	Adjunct staff on-call services and estimate		

As requested, Pond has prepared an estimate of a potential on-call budget for expanded on-call assignments. This memo proposes services to assist the City with interim Development and Zoning activities; it serves as discussion purposes only so that Council and Mayor may direct staff regarding management and roles in the immediate and short-term.

(1) an immediate-only scenario: to function for six (6) weeks only until a new staff member is employed to provide daily technical and coordination functions of handling permitting and zoning needs or, alternatively until internal staff assignments can be re-aligned and training conducted by Pond with staff under a new city administrator.

(2) an immediate and short-term scenario to function for 6 months: this option allows Pond to provide certainty for our other projects and meet City of Chamblee needs as adjunct staff for an extended period.

### SCENARIO 1: March 14, 2011 - April 22, 2011

- A. Start-up: establish administrative procedures, systems, schedule, establish Pond person in offices

Pond can rely upon City internal administrative assistance in preparing (as guided by Pond) any instruction sheets, non-technical telephone correspondence with applicants or other customers, and filing or other similar administrative functions.

$$16 \text{ hours} * 145.87 = 2,333.92$$

- B. Office hours: Customer Service and Applicant Administration

This would probably work best by an established "office-hours" schedule whereby a mid-level Pond person is at the Chamblee office 2 days a week. We could not field all the phone calls and walk-ins that occur on a daily basis, but assume Chamblee staff would take detailed messages that we could provide

**POND**

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responses to within 24 hour turn-around. This would still require PM level Pond staff supervising and attending any meeting with an applicant. We can prepare responses, reports and any non-customer service related services while there, including some of the zoning code 'fix-it' list items, review the annexation zoning, and, if appropriate and desired, beginning the Comp Plan amendment process.

Pre-application type meetings with applicants would be scheduled with Michelle and/or Craig at the hourly rate. The City has an hourly consultation fee established, if you wish to employ this as a way to off-set these interim costs.

Reviews would still be conducted on a per-fee basis, according to existing fee schedule.

Hourly rates: If these are committed hours, Pond will assign the in-office persons as if they were a Planning Intern level (103.33) to achieve cost savings for the city, and the PM level person at the Senior Planner rate (145.87).

Rate \* 16 hours per week = 1,653.28 weekly \* 6 weeks = 9,919.62 (office hours designated planner)  
Rate \* 5 hours per week = 729.35 weekly \* 6 weeks = 4,376.10(anticipated supervising/PM effort)

Subtotal: 14,295.72

C. Work sessions and Regular meeting attendance.

Assuming you will want both engineering and planning person at both Work Session and Regular Meetings:

4 meetings \* 3 hours = 12 hours \* 145.87 = 1,750.44

D. Single-family residential zoning compliance reviews (currently performed by City).

These would be performed during the established office hours.

SCENARIO 1 Estimated Total: \$18,380

<b>POND</b>	<b>Pond &amp; Company, Inc.</b>		
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**SCENARIO 2: March 14, 2011 - September 31, 2011**

- A. Start-up: establish administrative procedures, systems, schedule, establish Pond person in offices

Pond can rely upon City internal administrative assistance in preparing (as guided by Pond) any instruction sheets, non-technical telephone correspondence with applicants or other customers, and filing or other similar administrative functions.

$$16 \text{ hours} * 145.87 = 2,333.92$$

- B. Office hours: Customer Service and Applicant Administration

This would probably work best by an established "office-hours" schedule whereby a mid-level Pond person is at the Chamblee office **3 days a week**. We could not field all the phone calls and walk-ins that occur on a daily basis, but assume Chamblee staff would take detailed messages that we could provide responses to within 24 hour turn-around. This would still require PM level Pond staff supervising and attending any meeting with an applicant at the consultation fee, at least during the first two months. We can prepare responses, reports and any non-customer service related services while there, including improving application forms, addressing zoning code 'fix-it' list items, review the annexation zoning, and, if appropriate and desired, beginning the Comp Plan amendment process.

Reviews would still be conducted on a per-fee basis, according to existing fee schedule.

Pre-application type meetings with applicants would be scheduled with Michelle and/or Craig at the hourly rate. The City has an hourly consultation fee established, if you wish to employ this as a way to off-set these interim costs.

We estimate we can provide a qualified Pond staff person 3 days per week through September for an estimated lump sum of \$57,000.

SCENARIO 2 Estimated total: ~ \$59,300.