

**CITY OF CHAMBLEE, GA**  
**MINUTES OF WORK SESSION MEETING**  
**June 16, 2011**

Mayor Eric Clarkson called the meeting to order at 6:00 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. Niles Ford, City Manager, Mr. Marc Johnson, Police Chief; Mr. Tillman Hannon, Public Works Director; Mr. Joel Holmes, Director of Parks & Recreation; Mrs. Nancy Williams, City Clerk and Mrs. Linda McDaniel, Assistant City Clerk.

**ANNOUNCEMENTS AND PRESENTATIONS:**

1. The 2010 Audit will be presented at the regular scheduled City Council meeting on June 21, 2011.
2. Police Department promotions will be presented at the regular scheduled City Council meeting on June 21, 2011.
3. Mr. Dan Sullivan, Project Manager for the Center for Disease Control (CDC) presented the City Council with a PowerPoint Presentation explaining the future development of the CDC Complex located in Chamblee.

**STAFF ITEMS:**

City Clerk:

1. **Approval of Minutes – May 12, 2011 – Public Hearing and Work Session**
2. **Approval of Minutes – May 17, 2011 –Regular City Council Meeting**

Minutes of the meetings held in May were submitted to the City Council. No changes were requested. The City Council will adopt the Minutes at the scheduled meeting to be held on June 21, 2011.

**3. Request DeKalb County to Conduct 2011 General Municipal Election**

Ms. Williams explained that the City entered into a contract with DeKalb County to manage the City's elections in 1996. She requested permission to ask DeKalb County to manage the 2011 General Municipal Election with an understanding that a budget amendment may be necessary at the end of the year to cover additional expenses for the new polling places. The City Council will take action on this item at the regular meeting scheduled to be held on June 21, 2011.

#### **4. Set Dates for Qualifying Period for the November 2011 Election**

Ms. Williams requested permission from the City Council to publish the qualifying period for the November 2011 Municipal Election to be from Tuesday, August 30, 2011, until Thursday September 1, 2011, from 9 a.m. until 4:30 p.m. each day. The City Council will take action on this item at the regular meeting scheduled to be held on June 21, 2011.

#### **5. Insurance License Fee Ordinance**

Ms. Williams explained that the Insurance License Fee Ordinance needed to be readopted so it could be sent to the Insurance Commissioner within 45 days of adoption for approval. The City Attorney will read the ordinance at the regular meeting scheduled to be held on June 21, 2011.

#### **City Manager:**

##### **1. Presentation – Gring Marketing Consultants, 90-day Marketing Recommendations**

Ms. Robbie Gring, with Gring Marketing Consultants, presented recommendations to the City Council for a 90-day Marketing Plan, with prices ranging from \$76,000 to \$167,000. The City Council will take action on this item at the regular meeting scheduled to be held on June 21, 2011.

##### **2. Appeal – Occupational Tax Application – In-Talage, 3718 Sexton Woods Drive**

Mr. G. Basreen Haque presented an appeal to the City Council and asked that they overrule the City Clerk's decision to deny issuing an Occupational Tax Certificate for his home occupation located at 3718 Sexton Woods. He explained that he no longer lives at the residence but he would like to continue using the home as an office for his business. The City Council will take action on this item at the regular meeting scheduled to be held on June 21, 2011.

##### **3. Appeal – Occupational Tax Application – Four Legged Angels Pet Rescue, 4164 Admiral Drive**

Mr. Joseph Duncan and Mrs. Nancy Duncan presented an appeal to the City Council and asked that they overrule the City Clerk's decision to deny issuing an Occupational Tax Certificate for a proposed pet rescue in their home. Mr. Duncan said they currently have more than three pets, which was a violation of the City's ordinance and that they only applied for an Occupational Tax Certificate because they believed it would bring them into compliance with the City's Ordinance. The City Council will take action on this item at the regular meeting scheduled to be held on June 21, 2011.

#### **4. Appeal – Occupational Tax Application – Reptiles of Mass Destruction, 3588 Sexton Woods Drive**

Ms. Robyn Trotter presented an appeal to the City Council and asked that they overrule the City Clerk's decision to deny issuing an Occupational Tax Certificate for a proposed business to breed and sell reptiles from her home. The City Council will take action on this item at the regular meeting scheduled to be held on June 21, 2011.

#### **5. Confirmation of Employment of Finance Director**

Dr. Ford recommended the City Council confirm the employment of Travis Sims as the City's Finance Director with a starting pay of \$72,179.80. The City Council will take action on this item at the regular meeting scheduled to be held on June 21, 2011.

#### **Development:**

##### **1. Discussion about Seasonal Events Ordinance**

Chief Johnson explained that the zoning ordinance was amended in October 2009 to allow for and set regulations for Farmers' Markets. That ordinance also modified a previous section which previously allowed the City Manger to issue temporary special event permits for events such as health fairs, carnivals, circuses, etc. The revised ordinance now limits those events to no more than 3 consecutive days and no more than 4 times per year. The revised ordinance also describes temporary outdoor sales events and limits those to no more than 14 consecutive days. Chief Johnson asked the City Council if it was their intention to limit the number and length of time for Seasonal Events and if so, was the limitation meant to apply to each location or to the entity/function applying for the permit. The City Council will take action on this item at the regular meeting scheduled to be held on June 21, 2011.

##### **2. Ordinance Statue Update – Construction and Design for Gravel Driveways**

Ms. Michele Alexander with Pond, Inc. gave the City Council an update on the status of preparing an ordinance to regulate the construction and design of gravel driveways. The City Council will take action and give staff further direction on this item at the regular meeting scheduled to be held on June 21, 2011.

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

Mr. Wedge made a motion add the following three items to the agenda, "Fees in Lieu of Parking and Streetscape", "Marta Sidewalk", and "Audit Presentation". Ms. Robson seconded the motion. The motion passed unanimously.

### **3. Fees in Lieu of Parking and Streetscape**

Ms. Alexander provided a Power Point Presentation to the City Council with recommendations to create a uniform fee for parking spaces. Mayor Clarkson expressed concern that Pond had been working on this project without first providing the City Council with a proposal for their cost. He also he was not pleased that the City Council had not been given the opportunity to review any of the information being presented prior to the work session. This item will not be placed on the agenda for the regular meeting scheduled for June 21, 2011.

### **4. Marta Sidewalk**

Ms. Lynn Buffkin with Pond advised the City Council that Marta was renovating their building and they did not have room to install a sidewalk and also meet the streetscape design requirements. She suggested that this may be an opportunity study the traffic flow in that area to determine if it would be appropriate to put the street on a diet and reduce four lanes of traffic into two lanes. This item will not be placed on the agenda for the regular meeting scheduled for June 21, 2011.

### **3. Comprehensive Plan Update**

Ms. Alexander advised the City Council of the progress being made on the Comprehensive Plan Update. No action was necessary. This item will not be moved the agenda for the regular meeting scheduled to be held on June 21, 2011.

## **Finance**

### **1. Budget Amendments**

There was no discussion on this item. The amendments will be presented to the City Council for consideration at the regular meeting scheduled to be held on June 21, 2011.

### **2. Update on Public Hearing Schedule for setting the Millage Rate**

Chief Marc Johnson presented the Mayor and Council Members a copy of the Computation for the Millage Rate, Roll back Rate and Percentage Increase in Property Taxes for 2011. He also presented a copy of the 5-Year History published in the Champion Newspaper. Public Hearings concerning the millage rate will be held on June 23, at 6:00 p.m. and July 5, at 11:30 a.m. and at 6:30 p.m.

## **City Attorney**

The City Attorney will read the following ordinances at the regular meeting scheduled to be held on June 21, 2011:

- 1. 2nd Reading of the Ordinance Amendment concerning Discharging Firearms in the City.**
- 2. 2nd Reading of the Ordinance to Amendment City Charter to Provide for New Election Districts.**
- 3. 1st Reading of the Ordinance to Amend Insurance License Fees.**

## **Council Member Tom Hogan**

### **1) Limited Sanitation Service for Commercial**

Mr. Hogan said he had spoken with a citizen who requested an option for small businesses to pay for sanitation service other than the commercial fee for dumpsters. After a brief discussion with Mr. Tillman Hannon, Public Works Director, Mr. Hogan asked that this item not be placed on the agenda for action at the regular meeting scheduled for June 21, 2011.

### **2) Chamblee Farmers' Market**

Mr. Hogan asked the City Council to consider waiving the 2011 Occupational Tax fees for the Chamblee Framers' Market. He said the Farmers' Market was considering relocating outside of the city limits because the market was not doing well and they could not afford the Occupational Taxes. The City Council will take action on this item at the regular meeting scheduled for June 21, 2011.

## **Council Member Mark Wedge**

### **1. Discuss City Employee Pensions/401A**

Mr. Wedge said that he had learned it was possible for some city employees to retire under the GMEBS Retirement Plan and then to be rehired and continue working for the City while receiving their retirement benefit and earning benefits in the City's new 401A plan. After a brief discussion among the City Council, Mr. Wedge asked that this item not be placed on the agenda for the regular meeting scheduled for June 21, 2011.

**Council Member Leslie Robson**

**1. Maintenance of Invasive Plant Species**

Ms. Robson suggested the City Council adopt an ordinance to regulate or prohibit certain types of invasive plant species, such as Kudzu, Wisteria and Bamboo. The City Council will take action on this item at the regular meeting scheduled for June 21, 2011.

**Citizen Comments.**

There were no citizen comments.

The Mayor adjourned the meeting by consent of the Council at 9:40 p.m.

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Nancy Williams, City Clerk

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