

August 4, 2018 City Council Retreat Meeting Minutes
Doraville City Council

Note: The August 4, 2018 City Council Retreat was an informal work session of the Doraville City Council. No formal action by the City Council was taken. As such, there was no audio or video recording of the meeting. These meeting minutes reflect an accurate record of the City Council Retreat.

The Doraville City Council Retreat was held on Saturday, August 4, 2018 at the Serenbe Inn and Conference Center (10950 Hutchesons Ferry Rd, Palmetto, GA 30268). The Retreat began at 9:05 a.m.

Mayor Donna Pittman, Council Member Robert Patrick, Council Member Joseph Geierman, Council Member MD A Naser, Council Member Shannon Hillard, and Council Member Stephe Koontz were in attendance. Council Member Pam Fleming was unable to attend. Guests in attendance were Robert Cahn, who facilitated the Retreat. Participating City staff included City Manager Regina V.K. Williams-Gates, City Attorney Cecil McLendon, and City Clerk Raquel D. González.

I. Welcome – Facilitator Introduction of Day’ Activities

Mayor Pittman kicked off the Retreat by welcoming Council Members, guests and staff. She charged the Council to be open during the day’s discussion. City Manager Williams-Gates then introduced Mr. Robert Cahn.

After sharing a brief biography, Mr. Cahn explained that he hoped the dialogue would be informal, and he reminded Council Members that no formal actions would be taken during the Retreat.

For the first activity, Mr. Cahn asked that each City Council Member share what they hoped to accomplish during the Retreat. Collectively, the Council identified the following:

1. Define a path forward on how the City Council will operate
2. Define City priorities, beyond ideas
3. Identify common group goals
4. Devise a path to implementation
5. Outline measurable goals
6. Be on the same page
7. Ensure thorough discussions ahead of action
8. Ensure a process to communicate and bring up new ideas
9. Ensure a process that allows staff to know Council’s collective thinking
10. Define the rolls of elected officials and administration

II. Governance & Leadership

City Council Members were asked to participate in a conversation about what core values they believed should define city operations. Collectively, the Council identified:

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| 1. Transparency | 6. Courage |
| 2. Honesty and Trust | 7. Consideration of Future Generations |
| 3. Respect | 8. Responsiveness |
| 4. Ethics | 9. Communication |
| 5. Equality and Equity | 10. Being a Welcoming City |

The City Council expressed the desire to have additional Work Session meetings throughout the year. In doing so, the City Council will have the opportunity to thoroughly review and discuss issues coming before the Council. Staff will propose at an upcoming regular meeting of the City Council a modified City

Council 2018 Meeting Calendar that will include the addition of one Work Session per month on the second Monday of each month beginning at 6:30 p.m.

City Staff was also tasked with reviewing the current City Council Rules and Procedures and recommend revisions at a future regular meeting of the City Council.

Finally, City Staff was tasked with developing a proposed Council Referral System for City Council's review and approval.

III. Strategic Prioritizing

Each City Council Member expressed their desire to grow the City. To ensure positive growth, the Council Members were tasked with identifying priority programming and policy areas. Collectively, the group identified:

Economic Development

- Marketing the City to businesses
- Make zoning codes more efficient
- Accelerate time for businesses to open
- Coordinate with other governments
- Streamline permitting
- Publicize our openness to diversity and inclusivity; friendly to diversity.
- Utilize commissions better; more incentives.
- Understand what other cities do with developers.
- City invests in its infrastructure and Town Center ex: Sandy Springs City Springs.

Transportation/ Transit

- Ensure a comprehensive multimodal plan
- Identify where Bike facilities can be added
- Create connectivity between segments of City
- Create connectivity to our neighbors and region
- Pedestrian access
- Identify Bus stop/ sidewalk connectivity
- Move obvious bike paths/ wider

Infrastructure

- Engage in public-private-partnerships to address blight
- Create a city-wide stormwater plan
- Create a walkable town center with cultural amenities
- Create plan to tie septic properties into sewer system
- Demolish derelict buildings
- Complete a City assets assessment

Well-Managed Government

- Build a system to respond timely and efficiently to residents', businesses', and developers'
- Recognize city staff for work efforts, employment anniversaries, achievements, etc...
- Fill vacant positions and retain talented employees
- Create pay plan based on best practices
- Provide monthly report
- Publish frequently requested information on City's website
- Identify ORR efficiencies

Neighborhood Preservation

- Build a sidewalk program for maintenance and installation
- Create a plan for in-fill development
- Create Historic Preservation plan
- Develop policy and process on burnt-down or blighted properties
- Enforce expired permits
- Develop a list of problem properties
- Define enforcement priorities of code compliance, e.g. ladder on trucks vs high grass
- Explore residents using complaints to target groups
- Define code enforcement priorities

Housing

- Research developable tracts
- Research "small houses" with shared resources, e.g. shared laundry
- Research "in-law suites"
- Research allowing smaller square footage minimums, e.g. 1,200 sq. ft.
- Research incentivizing building of more affordable apartments and housing
- Create an overall housing policy that covers all aspects of fair and quality housing
- Produce various publications to educate builders, residents and developers on City requirements

Other areas of priority identified include: Education; Demographics, Diversity and Inclusion; and Public Safety.

IV. Capital Improvement Plan

To assist with prioritizing capital improvement projects, City Manager Williams-Gates provided Council Members with list of key factors for consideration. Upon review, Council Members asked to incorporate all of the key factors into a criterion when determining the City's capital improvement program. The Principles for Prioritizing Capital Projects are:

- Align with strategic focus areas planning documents.
- Consider the health and safety impact.
- Assess asset preservation as well as expanding assessment. Presentation is an absolute priority.
- Determine the return on investment including what may be maybe non-financial returns.
- Complete a project before starting a new project that is similar.

- Look for public-private-partnership opportunities and other ways to leverage funding resources.
- Projects will be for the city-wide good, and no neighborhood will be left out.
- Engage the public for input.
- Assess the operational impact (ongoing maintenance; replacement cost).
- Invest in quality.
- Coordinate with developers and key stakeholders.

V. Wrap Up

At the conclusion of the City Council Retreat, Council Members shared that they enjoyed the open-dialogue and the opportunity to develop a strategy framework for the operation of the City. Staff present expressed they had received the feedback from the Council that they needed. The City Council looks forward to revisiting the items discussed at the City Council Retreat in six to twelve months.

The City Council Retreat concluded at 5:00 p.m.