

CITY OF DUNWOODY
February 20, 2013
CITY COUNCIL SPECIAL CALLED MEETING MINUTES

The Mayor and Council of the City of Dunwoody held a Special Called Meeting February 20, 2013 at 8:15 AM. The meeting was held in the Atlanta Marriott Perimeter Center, 246 Perimeter Center Parkway, N.E., Carter Room, Dunwoody, Georgia 30346. Present for the meeting were the following:

Voting Members: Mike Davis, Mayor
 Adrian Bonser, Council Member
 Lynn Deutsch, Council Member
 John Heneghan, Council Member
 Terry Nall, Council Member
 Denis Shortal, Council Member
 Doug Thompson, Council Member

Also Present: Warren Hutmacher, City Manager
 Sharon Lowery, City Clerk
 Billy Grogan, Chief of Police
 Chris Pike, Finance Director
 Kimberly Greer, Assistant to the City Manager
 Gordon Maner, Facilitator

COUNCIL BREAKFAST – 7:30 A.M.

CALL TO ORDER

Mayor called the meeting to order.

ROLL CALL

All members were in attendance.

INVOCATION

Council Member Bonser gave the Invocation.

PLEDGE OF ALLEGIANCE

Council Member Deutsch led the Pledge of Allegiance.

PUBLIC COMMENT

There was none.

See attached Mayor and Council Strategic Planning Retreat Summary Report, provided by Facilitator Gordon Maner.

ADJOURNMENT

Council Member moved to adjourn. Council Member Deutsch seconded.

Passed For: 7; Against: 0; Abstain: 0; Absent: 0



Mayor and Council Planning Workshop

February 20, 2013

Marriott Atlanta Perimeter
Dunwoody, Georgia





SPECIAL CALLED MEETING

Mike Davis, Mayor

Denis Shortal,	District 1, Post 1	Terry Nall,	At Large, Post 4
Adrian Bonser,	District 2, Post 2	Lynn Deutsch,	At Large, Post 5
Doug Thompson,	District 3, Post 3	John Heneghan,	At Large, Post 6

AGENDA

ATLANTA MARRIOTT PERIMETER CENTER
246 PERIMETER CENTER PARKWAY, N.E.
CARTER ROOM
DUNWOODY, GA. 30346

February 20, 2013 8:15 AM

- A. COUNCIL BREAKFAST - 7:30 A.M.
- B. CALL TO ORDER
- C. ROLL CALL
- D. INVOCATION
- E. PLEDGE OF ALLEGIANCE
- F. PUBLIC COMMENT
- G. OVERVIEW, OBJECTIVES AND INTRODUCTIONS
- H. 2012 YEAR IN REVIEW AND 2012 RETREAT RESULTS
- I. PRIORITIZING OF ITEMS (SEE ATTACHMENT "A" FOR LIST OF ITEMS THAT MAY BE DISCUSSED)
- J. ROLES, RESPONSIBILITIES AND EXPECTATIONS OF ELECTED OFFICIALS AND STAFF
 - 1. Mayor and Council Team Expectations
- K. FINANCIAL PLANNING DISCUSSION (Chris Pike)
 - 1. 5 Year Financial Forecast
- L. MEDIA RELATIONS
 - 1. Media Policy
- M. DISCUSSION OF IDENTIFIED ITEMS
- N. SUMMARIZE AGREEMENTS, WRAP UP AND EVALUATION

DUNWOODY CITY COUNCIL
8:15 AM

MEETING AGENDA

FEBRUARY 20, 2013 —

O. PUBLIC COMMENT

P. EXECUTIVE SESSION

1. For the Purposes of Legal, Real Estate, and Personnel Discussions.

Q. ADJOURNMENT

Mayor, Council, Manager, Clerk Expectations

Mayor and Council: For us to be successful, what do we need or expect of each other?

- Support one another – don't talk disparagingly about colleagues behind their backs
- Active listening – allow full explanations then consider the point of view presented
- Be all inclusive – every voice is important; work together and be respectful of each other
- Support the direction of Council – after a vote is taken, the issue has been decided. Votes are not personal, respect the direction of Council and refrain from going public counter to the decision of Council.
- Learning how to count to 4; action comes only through consensus
- Maintain proper decorum amongst the Council when interacting with one another and the public. Treat all citizens in a dignified manner and avoid labeling groups.
- Socialize issues with one another in advance of discussions to avoid surprises
- Remember the commitments we have made to the citizens
- Respect each other's time by limiting repetitive comments—if appropriate just state that agreement with comments made
- Stay positive – frame comments in a positive manner such as “I'm for this because...”
- Be respectful of staff in terms of scheduling – avoid last minute additions to agendas
- Refrain from “lecturing” others and don't take things personally
- Work to connect concerned citizens with appropriate department for their concerns or issues to be addressed
- Be representative of the community as a whole
- Remember to remain focused on ethical behavior

Mayor and Council: For us to be successful, what do we need or expect of Manager / Clerk?

- Be forthright - tell me what I need to hear, not what you think I want to hear
- Keep critical identified issues on the radar for Council with regular updates
- Full information – present objective analysis of both sides of any issue and try to anticipate possible questions
- When making a recommendation, provide rationale for recommendations
- Work to avoid surprises – err on the side of providing too much information
- Be proactive, try to stay out in front of issues and anticipate possibly public concerns and strategize appropriately
- For major projects and initiatives, make information and project materials available to Council in advance of public open houses/informational meetings
- For locally sensitive issues, inform district representative and copy the full Council

- Utilize Special Called Meetings on individual topics when appropriate – park design meeting was a good example from 2012
- Improve relationship with the media
- Be respectful of time by spacing out regular reports and long items on Council agendas

Manager and Clerk: For us to be successful what do we need or expect of the Mayor and Council Members?

- Respect agenda deadlines and process – send agenda additions to the Manager
- Focus your efforts and discussion on policy level, providing long-term direction so that the Manager can focus on implementation
- Provide timely response to email communication from Clerk and Manager – short acknowledgements such as “got it” or “ok” are appreciated
- Be proactive about communicating with our citizens – newsletter updates are one good example
- Provide feedback throughout the year, not just during annual evaluation
- Send suggestions or feedback regarding department heads or employees to the Manager
- Work to avoid surprises – err on the side of providing too much information –cc the Manager on any communication with department heads or employees

Media Guidelines Discussion

Agreement: Follow Media Guidelines.

Fire Services

Agreements:

- Continue to explore the possibility of creating a North DeKalb Fire District with the cities of Brookhaven, Chamblee, and Doraville.
- Fine tune analysis and prepare information to share with other potential participant cities.
- Begin exploratory conversations potential participant cities.
- If other cities interested in the possibility of creating a North DeKalb Fire District, hire a consultant with expert in fire services to verify and double-check analysis.

Future Development – Perimeter Area

Agreement:

- Create presentation for Council regarding the current zoning and entitlements in the PCID including details regarding vacant office space.

Long Term Park Improvements Strategy

Agreements:

- Prepare a list of park improvement projects (including items such as capital improvements and demolition of obsolete building) in priority tiers/groupings.

- Council to provide feedback to Manager on draft list and potentially discuss at a future Work Session.

Transportation/Capital Project Management

Agreement:

- Solicit proposal for alternatives (and corresponding deliverables) regarding management of capital projects.

Contract Services

Agreement:

- Revisit and at 2014 Retreat.

Charter Commission

Agreement:

- Appoint a Charter Commission in May 2013 with the intention of having the Commission complete their work by the first of November 2013 and make recommendations to the Dunwoody legislative delegation for the 2014 legislative session.

Stormwater

Agreement:

- Prepare analysis of the cost savings associated with the speeding up of the capital projects repairs and improvements.
- Revisit at the 2014 Retreat.

Long Term Financial Goals

Agreement:

- Maintain adequate fiscal reserves throughout the year by budgeting for a 4 month reserve level at lowest point of the year.
- Invest appropriately in infrastructure, when fiscal reserves exceed 8 months strategically spend on high priority infrastructure.

ChatComm

Agreement:

- Explore options and timing for 911 services beyond the current contract in an effort to provide sufficient information for Council to make a decision early in the first quarter 2014.

Code Compliance

Agreement:

- Explore the options regarding having code personnel available to address night and weekend violations.

Financial Ratios

Agreement:

- Evaluate adding GFOA ratios to the monthly financial report.

Policies Regarding Bike Facilities and Routes

Agreement:

- Review Comprehensive Transportation Plan and Complete Streets Policies for conflicts, reconcile differences if necessary.

ABOUT YOUR FACILITATOR

GORDON MANER

Senior Public Service Associate

Governmental Training, Education, and Development



Mr. Maner has a distinguished career in the local and state government training and development arena, and he currently serves as a facilitator, presenter, and special projects manager for the Institute. Mr. Maner is a recipient of the University of Georgia's Public Service and Outreach Walter B. Hill Award for Distinguished Achievement in Public Service. In addition to his work in Georgia, he provides training, facilitation, and consulting regionally, nationally, and internationally.

Prior to joining the Institute, Mr. Maner spent more than 20 years in various management roles in Georgia local governments. He holds graduate degrees in psychology and in public administration from West Georgia University, and he is a skilled facilitator and presenter.

Fields of interest: facilitation (strategic planning, problem solving, relationship building), performance measurement, process improvement, management and leadership development, organization development, learning needs assessment and developing learning interventions.

Education:

M.P.A., West Georgia College

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