

CITY OF DAHLONEGA

WORK SESSION MINUTES JANUARY 20, 2011

The Dahlonega City Council held a Work Session on January 20, 2011 at 4:00 p.m. at City Hall. Members present were Mayor Gary McCullough, Ralph Prescott, Gerald Lord, Michael Clemons, Terry Peters, Sam Norton and Johnny Ariemma. Also present were City Manager, Bill Lewis, Projects Manager, Ricky Stewart and Water Distribution Supervisor, C. L. Grizzle.

PURCHASE OF REPLACEMENT GARBAGE TRUCKS:

City Manager, Bill Lewis informed Council that staff was recommending the purchase of two (2) new garbage trucks. He stated that staff was looking at the possibility of purchasing these through GSA, (General Services Administration). At this time GSA has a rear load truck on their federal contracts and we would need to look at those specs to see if they would fit our needs or if we could modify the truck that GSA had to fit our needs. Mr. Lewis advised all but one of the trucks would be declared surplus and sold. The truck in the best condition would be kept as a backup.

Councilman Norton stated that the City should look at the option of front loading garbage trucks, because he felt that the City could add additional customers and increase revenue. Mr. Lewis stated that he did not feel front load commercial trucks were cost effective for the City to use. First, the truck could only be used for commercial pick up which means we would still need two rear load trucks for residential service. Second, we would use the front loader a minimum number of hours per day because we have a small commercial base using dumpsters. Finally, all existing dumpsters would need to be replaced with front load dumpsters at a cost of approximately \$65,000.00.

After further discussion, Councilman Lord requested that staff look at a five (5) day residential route instead of the existing three (3) day route in order to buy only one (1) new truck. City Manager, Bill Lewis stated that staff will look at this option and inform Council of the results.

FUND BALANCE POLICY:

Finance Director, Christopher Austin, informed Council that this new policy redefines the fund balance of governmental funds only; this would not affect the Water, Sewer or Sanitation funds. He explained that Committed Fund Balance is an amount that would need adoption of a Resolution and voted on by Council. Assigned Fund Balance is an amount set aside for special projects and would need the approval through the consent of the Council or City Manager and does not require a vote of the City Council. Non-Spendable are funds used to purchase inventory and pre-paid expenses. Restricted Funds are funds such as grants, matching monies and cannot be allocated elsewhere. Unassigned Fund Balance is an amount that is not classified and available for any purpose. Mr. Austin informed Council that the Policy had been reviewed by the City auditors, and he requested that the Policy be on the February agenda for Council approval. Once the policy is adopted, it will apply to the Fiscal Year 2011 budget. He advised Council that this new Policy would require the City to retain at least six (6) months revenue in fund balance.

PAYROLL OUT-SOURCING:

City Manager, Bill Lewis informed Council that staff recommended out sourcing payroll to GMA (Georgia Municipal Association). They were the lowest bid of the four companies submitting proposals for a bi-weekly payroll. He requested that the City change from a weekly payroll to a bi-weekly. Mr. Lewis stated that this would be done over a period of time to have less impact on City employees. Councilman Clemons agreed for the City to outsource payroll but requested that payroll continue to be weekly. Mr. Clemons stated that the cost difference between weekly and bi-weekly payroll services was not significant enough to put an impact on the employees. Mr. Lewis informed Council that the employees would be given a thirty (30) day notice and the transition would be gradual over several months.

CHAMBER OF COMMERCE TOURISM CONTRACT:

Chamber President, Amy Booker submitted the Chamber report to Council for review. Ms. Booker informed Council the 2011 budget was adopted December 15th. Finance Director, Christopher Austin informed the budget not having an ending date of December 31st did not affect the Finance Department. The Chamber contract with the City is still the same and would need a date change only to be compliant. The revised contract will be on the February agenda for Council approval. Mayor McCullough complimented the Chamber staff on the great job they were doing and stated the economy was better here due to their efforts to bring people to Dahlonega.

QUALIFICATIONS FOR INSURANCE CONSULTANT:

City Manager, Bill Lewis informed Council that he had been requested to send out a RFQ to have a consultant review our Health and Life Insurance Program. This is in no way an insurance salesman, but a consultant that would review all options to the City in an objective way to evaluate the City coverage. He stated this would be an independent consultant who would look at other cities coverage, what other coverage was available and guide the City through this process. Mayor McCullough requested staff send out the RFQ and submit the selected response to Council for approval to select a consultant.