

Minutes
SPECIAL CALLED MEETING
Monday, April 26, 2004
3:00pm

Those present:

Mayor Ray Jenkins

Mayor Pro Tem Lamar Lang

Council members: Thurman Roach
 Ed Lowe
 Jason Anavitarte
 Marlene Hadden

And City Attorney Rick Powell

Not Present: Councilman David Weese

The meeting was called to order by Mayor Jenkins.

1. Mayor Jenkins presented the paid bills from April 19, 2004 for approval. Because there was not a vote taken after the motion and second was made, this was taken care of at this Special Meeting.

Motion made by Mayor Pro Tem Lang to approve the payment of the bills.

Seconded by Councilman Roach.

Councilwoman Hadden voted no. The motion carried by majority vote.

2. Councilwoman Hadden discussed the need for a written policy and procedures for financial. She said Doraville could use the format used by the City of Decatur. A stronger, clearer, policy is the objective of Councilwoman Hadden. She cited that policies and procedures are necessary not only for the state mandates as well as a giving the public an assurance of the criteria by which the City is conducting its business in the best possible way we can. Attorney Rick Powell said he was aware there are debatable methods for the hiring of CPA as an independent contractor. One way of thinking is that professionals are hired by the Mayor and Council based on credentials presented, as an item of specialized training, while others think the hiring should be put out for bids. Attorney Powell was not aware of the purchasing of items in excess of \$1000 without bids. Chief King gave an example of purchases over \$1000 such as fuel, and uniforms. Major projects automatically go out for bids.

Attorney Powell pointed out the City of Decatur's plan depended on Department Heads and the City Manager. Chief King said if the budget was approved and there were funds budgeted then a purchase could be made by the Department head. If the proper bidding process has already been done this amount is included in the budget then when the time comes to purchase an item the funds are available for the expenditure.

Our current ordinances are in compliance with the State requirements. Councilwoman Hadden said the 10 point outline she had previously presented could be broken down by priority of the City of Doraville. Instituted criteria should be in place to govern how each expenditure is handled. The city needs something written in place to show the public we have the procedures to carry on the city business from purpose and objective covering everything from budgets to investments. Financial reports will be made available to any person interested in the status of accounts and investments of the City.

Mayor Jenkins said he was for anything to better the City he was in favor of. The Mayor suggested a committee be formed to work on developing the financial policies and procedures. Volunteers are Marlene Hadden, Ed Lowe, and Lamar Lang with the alternate Jason Anavitarte.

Mayor Jenkins said the pool admission would be increased to \$3.00, family passes will be \$45.00, and the opening date will be May 29th, at the recommendation of Director Carol Stephens.

Councilman Roach said there has been talk about backgrounds investigations and credit history reports not being obtained.

Motion was made by Councilwoman Hadden to proceed with 10 year background checks and credit history on elected officials.

Seconded by Councilman Roach.

The motion was approved by majority vote. Councilman Anavitarte voted no. Councilman Weese was not present to vote.

Mayor Pro Tem Lang discussed a retirement plan amendment which would impact the death benefit portion of the retirement plan. Consensus of council was to review the plan and modify accordingly. Attorney Powell will seek additional information regarding the legalities of beneficiary's benefits.

Mayor Jenkins brought up the lights going out at Honeysuckle Park. Georgia Power Company was called to replace the bad ballast and lights. In an emergency situation it is not necessary to obtain bids.

Mr. Lang brought up the insurance increase of 9.5%. No determination has been made of the cost absorption. The council had previously said any future increases would be paid by the employee. Chief King asked the council to consider passing along the increase across the board for both married and single employees.

Mayor Pro Tem Lang discussed the use of sick day time. The policy states only 30 days of banked sick pay time will be paid. Vacation time will be reviewed in the future to modify the payroll records which indicate how much time has been paid in vacation time.

Chief King would like to dispose of old computers at the PD. It is the understanding that the computers are not salvageable and need to be moved out to free up the space.

Motion was made by Councilman Roach to put Chief King and Bobby Pittman in charge of disposing of the computers.

Seconded by Councilman Anavitarte.

The motion passed unanimously.

There being no further business the meeting was adjourned.