

MINUTES
WORKSESSION MEETING
MONDAY, NOVEMBER 9, 2009
6:30 P.M.

Present: Mayor Ralph Moore, Councilmembers Shirley Jackson, Angelette Mealing, Vince Williams, and Brian Jones, City Attorney Dennis Davenport, City Manager Steve Rapson and City Clerk Jacqueline R. Cossey

I. ACKNOWLEDGEMENTS/PRESENTATIONS: None.

II. REVIEW OF MINUTES: 2010 Budget Presentation, 10/06/2009
 2010 Budget Workshop & Millage Rate Hearing, 10/06/2009
 Worksession Meeting, 10/12/2009
 Millage Rate Public Hearing, 10/20/2009
 Regular Council Meeting/2010 Budget Adoption, 10/20/2009

Mayor Moore asked if there were any corrections to the minutes.

No corrections were made.

The minutes were placed on the Consent Agenda.

III. OLD BUSINESS:

IV. NEW BUSINESS: (*Determine Items for Consent Agenda*)

All matters listed on the Consent Agenda are considered routine by the Council and will be approved by one motion. No separate discussion will take place on these items. If discussion of any Consent Agenda item is desired, the item will be moved to the Regular Meeting Agenda for separate consideration.

1. Council to consider delegating City Manager, Steve Rapson, the authority to adopt and approve policies relating to the Financial Management Program.

Mr. Rapson led this discussion and stated that he would like to update the financial policy and he would bring any pertinent information back to Council. He added that he has made changes on page 8 of the Financial Management Plan regarding thresholds for verbal and written quotes.

Mayor Moore raised questions and concerns regarding the purchasing policies. These questions and concerns included the following:

- contract personnel
- Legal or disciplinary action by Elected/Constitutional Officers of the City
- Purchase requisition/The USER/Bids and quotes
- Purchasing functions/Source selection
- Pre bid purchases
- Internet purchases

- Rejections
- Brand names and Sole Source

Councilwoman Mealing raised a question regarding responsibility on page 6.

Mr. Rapson stated that the policy will address and or clarify all of above mentioned concerns. He also added that he would be changing the threshold amounts for approved budget purchases, budget capital purchases, and contracts as well as non-budgeted purchases or contracts. He stated that he was also like to implement the co-op procurement process.

Councilmember Jones addressed the amount for verbal quotes.

Mr. Rapson stated that he would like to increase the amount for verbal quotes.

Councilmember Williams raised questions regarding the number of designees.

Mr. Rapson stated that in the beginning it would be himself and the comptroller. He added that there could come a time when an accounting manager or a purchasing person could be put in place that he could delegate it to.

Mayor Moore asked if this would apply to the Jail Authority.

Mr. Rapson stated that he would need to review the Intergovernmental Agreement (IGA), but it should. He added that if we are handling the books for someone; they would typically follow our procedures that we have in place.

He then asked that the Council approve this item tonight.

On motion of Councilmember Mealing seconded by Councilmember Williams and carried, the request to authorize the City Manager, Steve Rapson, to adopt an approved policy related to Financial Management was unanimously approved.

V. RECOMMENDATIONS FROM THE PLANNING COMMISSION: None.

VI. OTHER BUSINESS:

At this time Mayor Moore suggested that the City Charter be reviewed and updated as the City has grown.

Mr. Rapson stated that it would help if we had an example of a City Charter that the Union City would like to follow.

Mr. Davenport recommended Georgia Municipal Association's (GMA) resources.

Mr. Rapson asked if Council wants to form a committee, he could direct the Operations Manger, Sonja Fillingame, to organize a committee to review the City Charter. He then asked if any member of the Council wanted to serve on the committee.

Councilmembers Williams and Mealing stated that they would like to serve on the committee to review and/or revise the City Charter.

At this time Mayor Moore stated that we need to address the stormwater concerns before they become an issue. He added that detention and retention ponds are all over the City and that the State is eventually going to impose a stormwater utility fee all for the entire State of Georgia. He then stated that this is possibly the time to begin to explore the utility fee. Mayor Moore concluded that he would like to explore a stormwater utility fee and a stormwater master plan for the City.

Mr. Rapson stated that he would reach out to Keck & Wood.

VII. ITEMS FOR DISCUSSION:

City Manager, Steve Rapson, provided the Mayor and Council with an update regarding the following:

- LCI Plan
- Comprehensive Plan
- New Conference Room Furniture
- Roof Replacement for City Hall
- Union Station Payment

At this time Mr. Rapson stated that he would like to enter into executive session to discuss 3 personnel matters.

On motion of Councilmember Jackson seconded by Councilmember Jones, and carried, Council entered into executive session to discuss three personnel matters. Vote was unanimous.

On motion of Councilmember Williams seconded by Councilmember Jackson, and carried, Council reconvened to regular session. Vote was unanimous.

Mayor Moore stated that we should take a look at the agreement that the City has with Union City Athletic Association (UCAA). He stated that perhaps the City should contract with them to handle their cash management and handling.

Mr. Rapson stated that he has spoken with the president of UCAA and informed her that he would like for them to make some modifications to their bi-laws and if they are willing to amend their bi-laws and perform a complete reconcile; then we could set them up under our financial system and take it from there.

VIII. ADJOURNMENT:

On motion of Councilmember Mealing seconded by Councilmember Jones and carried, the meeting was adjourned.