



CITY OF DUNWOODY

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MEMORANDUM

To: Honorable Mayor and City Council

From: Warren Hutmacher, City Manager

Date: September 21st, 2009

Subject: Convention and Visitors Bureau of Dunwoody (CVBD) Assistance

The professional staff of the City of Dunwoody has been working with the CVBD to help them in their efforts to successfully commence operations in short order.

As you are aware the CVBD has begun advertising for an Executive Director. One of the challenges they face as a small business is offering their new Executive Director a benefit package. To meet their aggressive timelines and to attract a wide range of candidates it is critical for the CVBD to be able to market the position's benefit package (health insurance, retirement, etc...).

I recommend that the City of Dunwoody consider entering into a contract agreement with the CVBD that would allow them access to our employee benefit package at no cost or liability to the City of Dunwoody.

If this concept is agreeable to the City Council, the City Attorney is prepared to draft a contract with the CVBD for your consideration at the September 28th voting meeting. The key elements to the contract are as follows:

1. City of Dunwoody would formally employ the Executive Director for the sole purpose of providing this employee access to our benefit package and payroll services.
2. The CVBD would be solely responsible for the recruitment, selection, management and possible termination of this employee, with no involvement from the City of Dunwoody.
3. The CVBD would pay all costs associated with this arrangement in full, in advance each month.
4. The CVBD would indemnify the City of Dunwoody and would provide liability insurance to guarantee that the City of Dunwoody has no obligations or liabilities associated with this arrangement.