

**MEETING MINUTES  
MAYOR & COUNCIL WORK SESSION  
MONDAY, JULY 28, 2014 ~ 6:00 PM RIVERDALE, GEORGIA**

**CALL TO ORDER/WELCOME:**

Meeting was called to order at 6:01PM.

**ROLL CALL- CITY CLERK**

Attendee Name	Title
Evelyn Wynn Dixon	Mayor, At-Large
Cynthia Stamps Jones	Council Member, Ward 1 Parliamentarian
An'cel Davis	Council Member, Ward 2 Mayor Pro-Tem
Wanda Wallace	Council Member, Ward 3
Kenneth Ruffin	Council Member, Ward 4

**COUNCIL PARLIAMENTARIAN TO READ RULES OF CONDUCT:**

**APPROVAL OF AGENDA:**

Executive Session was added to the Agenda to discuss a legal matter and City Attorney Report was added to the Agenda. The Agenda was approved with Board's consensus, with additions.

**CITY MANAGER'S REPORT:**

Reported by Nate Mingo, Interim City Manager

1. **Economic Development Promotional Video** will begin shooting this week, with Mayor Dixon.
2. Entire report for **Patrol Cars/shot guns** will be provided Aug 11th Council Meeting.

**Honorable Mayor Dixon called for questions and/or concerns from the Board.**

Council Member Ruffin emphasized the importance to use the Promotional Video to showcase the city of Riverdale in the most favorable light, for economic development and growth.

**CITY ATTORNEY REPORT:**

Reported by L'Erin F. Barnes, City Attorney

1. **SPLOST** - The President of CCMA asked Ms. Barnes to identify any money that may be owed to the County. She has requested reports from the State and advise Mayor and Council of her findings.
2. **The SPLOST 2009 project list was amended.** This report will be prepared and sent to the Board and Department of Revenue.
3. **Riverdale Downtown Development Authority (RDDA)** - Attorney Barnes reported on the lack of information, receipts from the RDDA and increasing debt caused by DDA - unpaid RDDA bills coming to the City of Riverdale (affecting city's budget and credit standing).

Don Turner, Finance Director added, if the \$200,000.00 loaned to the RDDA isn't paid by October 2014, the auditors would want the City of Riverdale to write the loan off. RDDA opened accounts in "City of Riverdale" name, in which case the City has paid the overdue bills to avoid negative impact on city's credit rating, due to delinquent payment.

**4. Southern Crescent Center for Innovative Technology** - a new non-profit created by Mike Syphoe. There is discrepancy whether Southern Crescent Center for Innovative Technology is a licensed business, whether or not there is a lease to occupy the 6630 Camp Street (Riverdale, GA) location. Economic Development/Planning & Zoning Staff stated they have tried repeatedly for 3 weeks to contact Mike Syphoe for clarity regarding "Southern Crescent Center for Innovative Technology" in order to move forward with his paperwork, no response at this time from Mr. Syphoe.

City Attorney will continue to research the validity of Southern Crescent Center for Innovative Technology, and any possible negative fallback on the City of Riverdale.

**5. Development Authority workshop/seminar** - Attorney Barnes recommended workshop/training for the Governing Body to ensure the Board is well informed on the needs, expectations, and requirements for setting up a productive and viable Downtown Development Authority. She has received a proposal from a company, for comparison she will reach out to two others including the Carl Vinson Institute for Government Studies at the University of Georgia. She will report back to the Board with her findings.

## **OVERVIEW OF LASERFICHE SOFTWARE (RECORDS MANAGEMENT SOLUTION), LEMMY PASKEL, IT DIRECTOR**

In an continuous effort to increase productivity, streamline business, and better serve the community, the IT Dept and City Clerk's Office would like to propose use of Laserfiche Software - Records Management Solution.

MCCi, a subsidiary of Municipal Code Corporation (The nation's leading codifier for local government), has been providing Electronic Records Management Solutions to its clients since 1998. In 1998, Municipal Code Corporation (MCC) created a document imaging division, which subsequently evolved into MCCi in the summer of 2003. This allowed MCCi to provide its customers with a higher level of service, but still benefit from the stability and credibility of MCC. With a client base of over 400 government agencies and satellite offices across the country, we are striving to be the leading Electronic Records Management provider in the United States. MCCi has been the #1 Laserfiche VAR in the world the last 5 years.

**Proposed Solution** MCCi is proposing the Laserfiche software for your organization. Laserfiche is a unified solution that manages all your organization's documents and records, regardless of location or media. Please keep in mind some of the features of Laserfiche:

**User Friendly** - Laserfiche is very easy to learn, navigate and use. Users will see Laserfiche has a folder tree structure similar to Windows Explorer for easy viewing and use. This familiarity will give your staff the confidence to begin scanning and retrieving documents almost immediately after installation making an Enterprise rollout easier on your resources.

**Comprehensive Security** - Laserfiche Comprehensive Security allows you to control the security of your documents on many levels. You determine what functions, such as scanning and printing, each

staff member may use. Security features are easy to administer and with proper right records managers can administer most security functions without IT staff assistance.

**Intelligent Search** – Laserfiche lets you search your documents based upon full-text search, index search, and document and folder name searches. The Laserfiche full-text search unlocks the contents of your documents; if you need to find a word or phrase within a document, the full-text search retrieves it immediately. An easy Google-style toolbar is available for searching as well.

**Integration** – Laserfiche is the central repository for records in your organization and allows you to integrate other main line of business solutions easily. Whether you are looking for a way to integrate with a departmental solution, ERP solution, Microsoft product, etc., Laserfiche has options available. Laserfiche Microsoft integrations include the ability to archive Office & Outlook documents directly into Laserfiche as well as integration with Microsoft SharePoint.

**Business Process Automation** – Laserfiche allows users to capture information instantly and automate business processes instead of the traditional methods of using an imaging solution as an archival tool. Users are finding efficiencies by reducing the time processes take and giving users access to information instantaneously through the implementation of Laserfiche Workflow, resulting in cost savings for the organization.

**Mobility & Web Tools** – Mobile devices are being used more and more in organizations for day to day operations. Laserfiche has options available to ensure you can access Laserfiche from these devices and perform related actions quickly on the go. There are also options for giving your outside citizens/customers access to records through the web to promote transparency and decrease records requests.

Financial Impact:                      \$13,965.00

**Honorable Mayor Dixon called for questions and/or concerns from the Board.**

Council Member Davis inquired about training for this software solution.

Mr. Paskel indicated there will be extensive training for IT Department and other software users.

Council Member Wallace asked if the software will be on the city server, or will it have its' own server?

Mr. Paskel responded, Laserfiche is an on premises solution, managed by IT Department. With the fiber optic project it will eliminate issues of service going down.

## **OVERVIEW OF THE RIVERDALE REGIONAL PARK SECURITY CAMERAS, BENNIE ROSE, DIRECTOR OF GENERAL SERVICES.**

Currently Riverdale Regional Park has no security monitoring for safety of those using the Park. There have been several autos broken into, PVC fence damage, robbery in parking lot with no means to better identify those committing these offenses. Financial Impact: \$67,221.99

To address these concerns, staff recommends installation of security cameras, recording equipment, and connect to 911 Dispatch for ability to "real time" monitor for safety of those using Park.

### **Honorable Mayor Dixon called for questions and/or concerns from the Board.**

Council Member Stamps Jones inquired where the cameras will be located.

Council Member Ruffin commented on the need to provide coverage at Evans Dr.

Staff stated additional cameras can be ordered, based on Council's suggestion.

Camilla Moore suggested we setup the cameras and see where the coverage 'pans' out. We should survey the area covered, before additional cameras are purchased.

L'Erin Barnes (City Attorney), stated we need to have signs posted, indicating the area is under surveillance and is being recorded.

## **OVERVIEW OF NATIONAL LEAGUE OF CITIES SERVICE LINE WARRANTY PROGRAM, NATE MINGO, INTERIM CITY MANAGER.**

Councilman Davis recently met with Mr. Lee. Zell from Utility Service Partners Inc. in reference to beginning a service line warranty program for City residents. The service will allow the residents to participate in program which will provide warranty service for the water and sewer lines going into the resident's home. For each resident that participates the city will receive a license fee of \$1.00 for each month a Warranty shall be in force. The warranty provides \$4,000 in waterline coverage to the resident plus an additional \$500 for sidewalk cutting (if necessary) and \$4,000 in sewer line coverage plus an additional \$4,000 for public street cutting (if necessary) and no public money will be used to initiate or promote the service. The program also enlists the services of local master plumbers to perform the work

### **Honorable Mayor Dixon called for questions and/or concerns from the Board.**

Council Member Davis stated this is a good program for our citizens to provide Riverdale's homeowners protection and insurance for their water and sewer lines. Affordable insurance for our citizens, at no cost to the City. Opportunity for the city to generate revenue as well. Company will use local contractors and plumbers in Riverdale for service & repair.

Mr. Jean Pressley, Riverdale Citizen, asked to comment and Mayor Dixon acknowledged Mr. Pressley, He stated he pays \$64/year for a similar service. He thinks the National League of Cities (NLC) Utility Warranty program is a bargain at \$14/year.

Mr. Lee Zell with NLC Utility Warranty program, indicated this is a very successful and valuable program. It's growing and provides a cost efficient solution for citizens. A benefit of living in Riverdale.

Council Member Davis stated local plumbers are used, it puts money back into the community by using city licensed plumbers.

Council Member Wallace inquired how long local municipalities involved in the program.

East Point - 2 & 1/2 years, Union City - 3 years, Atlanta - 4 years

Council Member Ruffin stated it's important to let citizens know about the program and educate Riverdale Residents it's for the water and sewer lines on their property.

### **OVERVIEW OF THE EDWARD BYRNE MEMORIAL JUSTICE GRANT ASSISTANCE, CHIEF PATTERSON, RIVERDALE POLICE DEPT.**

Staff request Council to provide authorization to apply for a Grant offered by the Edward Byrne Memorial Justice Assistance – Local Solicitation Funds in the Amount of \$11,291.00. This local Grant is limited in terms of what the funds can be used for, the Police Department is asking for new technology which is an approved item to request. The item in question is a body camera to be worn by patrol and investigator personnel on-duty. There is no financial obligation to the City, the Grant will cover all expenses.

**Honorable Mayor Dixon called for questions and/or concerns from the Board.  
There were none.**

### **DISCUSSION ON PART TIME-TEMPORARY EMPLOYEES, CAMILLA MOORE, ASST. CITY MANAGER (ON BEHALF OF HR MANAGER - JACQUETTE JACKSON)**

In an effort to identify issues in the Employee Handbook that conflict with standard industry practices governing accrual time for part-time and temporary employees, Staff recommends the following:

- That no Part-Time Employees be allowed to accrue any leave (vacation or sick), which is a cost saving for the City as well as alleviate employee dissatisfaction by full time employees
- That current Part-Time Employees accrual cease effectively immediately (August 8<sup>th</sup> pay cycle)
- That “All” Temporary Employees be converted to Part Time Employees within the next pay cycle (Excluding Cultural Affairs Staff) or be “terminated”
- That “All” Temporary Employees be hired through the City’s HR Department and not an “Agency” which is a cost saving for the City

Current practices are counterproductive to financial controls and employee morale.

**Honorable Mayor Dixon called for questions and/or concerns from the Board.  
There were none.**

### **OVERVIEW OF ITEMS FOR THE NEXT MAYOR & COUNCIL MEETING.**

1. Update on Riverdale Downtown Development Authority (RDDA)
2. Emergency 911 Call Boxes (Price Quotes)

### **EXECUTIVE SESSION**

The Executive Board forged a consensus to recess into an Executive Session to discuss a personnel and legal matter. The time was 7:04PM.

**ADJOURNMENT** The Board reconvened into Work Session. There being no further business to come before Mayor & Council, Council Member Wanda Wallace motioned to adjourn. Council Member An'cel Davis offered the second. The time was 7:33PM.