

MAYOR & COUNCIL WORK SESSION
MONDAY, OCTOBER 13, 2014 ~ 5:30 PM RIVERDALE, GEORGIA

CALL TO ORDER/WELCOME:

Mayor Dixon called the meeting to order at 5:36PM

ROLL CALL- CITY CLERK

Attendee Name	Title	Status
Evelyn Wynn Dixon	Mayor, At-Large	Present
Cynthia Stamps Jones	Council Member, Ward 1 Parliamentarian	Present
An'cel Davis	Council Member, Ward 2 Mayor Pro-Tem	Arrived at 5:38PM
Wanda Wallace	Council Member, Ward 3	Present
Kenneth Ruffin	Council Member, Ward 4	Present

COUNCIL PARLIAMENTARIAN TO READ RULES OF CONDUCT:

Read by Council Member Stamps-Jones, Parliamentarian.

APPROVAL OF AGENDA:

The Agenda was approved by Board.

CITY MANAGER'S REPORT:

Reported by E. Scott Wood- In addition to the written City Manager report, Mr. Wood discussed his desire to place portrait photos of Mayor and Council strategically around City Hall.

CITY ATTORNEY REPORT:

L'Erin F. Barnes introduced the new Labor and Employment Attorney, Ms. Joyce Kitchens.

OVERVIEW ON SECURITY CAMERA'S FOR ANNEX AND FIRE STATION #2, AND UPGRADE FOR PUBLIC WORKS, BENNIE ROSE, DIRECTOR OF GENERAL SERVICES.

Currently at the annex existing cameras are either obsolete or not working- or both. There is no monitoring at Fire Station #2 and there have been attempted vehicle break-ins, shots fired issues. The system at Public Works can't be displayed at Dispatch or security of Finance, Police, and Fire.

Staff would like to upgrade current system and add appropriate number of camera's and put monitors in dispatch for safety of personnel. Fire Station #2 will be relayed via DSL to Dispatch.

Mayor Dixon called for questions/concerns from the Board.

There were none.

DISCUSSION ON FINANCIAL MANAGEMENT SOFTWARE, DON TURNER, FINANCE DIRECTOR.

The Finance Department has been evaluating software to enable us to bring payroll functions in house. We evaluated Kronos software which was almost as expensive each year as outsourcing payroll, which would defeat the purpose of bringing it in house. We also evaluated the payroll and Human resources software provided by the software companies who submitted proposals for our financial management software. We feel that the software provided by Edmonds & Associates would provide the most cost effective capabilities needed to provide payroll services as well as financial management functions.

The proposals which we evaluated were:

Kronos \$34,066 First year (\$20,566 per year thereafter)

Edmonds & Associates \$70,180 One time

BS&A \$173,370 one time

We negotiated a \$20,000 discount from Edmonds making them \$103,000 less than BS&A. Therefore, we propose to purchase Edmonds & Associates software.

The software will be financed over two years, interest free, from Edmonds & Associates. The payments will be \$35,000 per year for two years. The yearly cost will be paid from the \$25,000 budgeted for payroll fees and the 30,000 budgeted for Annual fees paid to our current software vendor, TBS. We will save \$20,000 the first year and \$4,800 the second year. Each year thereafter, we will save \$39,800.

Mayor Dixon called for questions/concerns from the Board.

Council Member Ruffin inquires if we needed to hire more staff members, in order to manage Payroll in-house with the new Financial Management System.

Don Turner responded, we do not need to hire additional personnel. In 2 years, we will actually begin to save \$20,000.00 year managing payroll in-house, with the current personnel on staff.

Council Member asked City Manager to share with the Board his recommendation.

E. Scott Wood responded he supports the new system and managing the employee payroll internally, we will not have to hire additional personnel.

Council Member Davis stated if the Finance Director feels his staff can handle it, he trust his recommendation.

Council Member Stamps-Jones thanked Mr. Turner for the information.

DISCUSSION ON BUDGET AMENDMENT ON VARIOUS FUNDS, DON TURNER, FINANCE DIRECTOR.
 Year-end Budget Amendment to clean up our budget before providing it to the auditors.

Clerk's Note: Mr. Turner submitted handout regarding the proposed budget amendments, at Work Session for the Governing Body to review. The handout included the following information:

GENERAL FUND		
INCREASE EXPENSE:		
Parrr-Time/Temp Employees	100-13201-51.1200	\$ 12,720
Overtime	100-13201-51.1300	285
Parrr-Time/Temp Employees	100-13300-51.1200	1,120
Retirement Contributions	100-15350-51.2400	1,120
Technical - IT Service	100-15350-52.1300	14,330
Communications	100-15350-52.3200	1,180
Wireless Phone Service	100-15350-52.3210	16,910
Licenses	100-15350-52.3800	23,220
Small Equipment - Non Capital	100-15350-53.1600	830
Technical - Others	100-15500-52.1320	3,385
Regular Employees	100-15650-51.1100	16,920
Group Insurance	100-15650-51.2100	855
Social Security	100-15650-51.2200	385
Medicare	100-15650-51.2300	90
Retirement Contributions	100-15650-51.2400	1,986
Repairs & Maintenance	100-15650-52.2200	21,100
Regular Employees	100-25000-51.1100	23,910
Group Insurance	100-25000-51.2100	10,495
Retirement Contributions	100-32100-51.2400	155
Taxable Uniform Allowance	100-32100-51.2915	1,650
PD2009sb/B91151-Recov/Cop	100-32100-53.1135	21,400
Regular Employees	100-32240-51.1100	24,900
Social Security	100-32240-51.2200	1,375
Medicare	100-32240-51.2300	325
Retirement Contributions	100-32240-51.2400	2,390
Group Insurance	100-32300-51.2100	28,500
Energy - Gasoline/Deisel	100-32300-53.1270	30,310
Regular Employees	100-35100-51.1100	1,260
Overtime	100-35100-51.1300	265

Regular Employees	100-35200-51.1100	25,740
Overtime	100-35200-51.1300	45,550
Social Security	100-35200-51.2200	1,190
Medicare	100-35200-51.2300	280
Professional	100-35200-52.1200	2,180
Education & Training	100-35300-52.3700	1,165
Retirement Contributions	100-42200-51.2400	295
Part-Time/Temp Employees	100-61100-51.1200	19,215
Group Insurance	100-61100-51.2100	1,035
Retirement Contributions	100-61100-51.2400	5,110
Pole Banners - Cultural Rec	100-61100-53.1103	3,300
Regular Employees	100-74100-51.1100	36,950
Group Insurance	100-74100-51.2100	2,295
Social Security	100-74100-51.2200	2,085
Medicare	100-74100-51.2300	500
Retirement Contributions	100-74100-51.2400	2,540
Purchased Prof/Tech Services	100-74100-52.1000	1,025
Inspection Services	100-74100-52.3851	2,350
Retirement Contributions	100-74200-51.2400	1,940
Professional	100-74200-52.1200	5,300
Other Purchased Services	100-74200-52.3900	6,150
Part-Time/Temp Employees	100-75100-51.1200	7,500
Group Insurance	100-75100-51.2100	1,200
Social Security	100-75100-51.2200	285
Medicare	100-75100-51.2300	70
Retirement Contributions	100-75100-51.2400	1,770
		<u>\$ 440,391</u>

DECREASE EXPENSE:

Salaries - City Manager	100-13200-51.1102	\$ 90,000
Group Insurance	100-13200-51.2100	3,191
Regular Employees	100-13201-51.1100	30,000
Regular Employees	100-13300-51.1100	20,000
Regular Employees	100-15100-51.1100	20,000
Electricity - Park	100-15650-53.1236	17,000
Electricity - Ch Annex	100-15650-53.1237	6,000
Salaries - Judge/Solicitor	100-25000-51.1100	26,000
Regular Employees	100-32100-51.1100	16,000
Regular Employees	100-32200-51.1100	40,000
Group Insurance	100-32200-51.2100	15,000
Regular Employees	100-32300-51.1100	33,000
Part-Time/Temp Employees	100-35100-51.1200	3,600
Group Insurance	100-35100-51.2100	4,500
Regular Employees	100-61100-51.1100	31,000

Regular Employees	100-61200-51.1100	30,000
Pk Activity Sup/Cul Rec	100-61200-53.1007	12,100
Regular Employees	100-74200-51.1100	23,000
Group Insurance	100-74200-51.2100	8,000
Regular Employees	100-74500-51.1100	8,000
Group Insurance	100-74500-51.2100	4,000
		\$ 440,391

CULTURAL/RECREATIONAL FUND

APPROPRIATIONS FROM FUND BALANCE:

Appropriation From Fund Balance	201-38.9990	\$ 8,805
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INCREASE EXPENSE:

Regular Employees	201-51.1100	6,840
Social Security	201-51.2200	1,590
Medicare	201-51.2300	375
		\$ 8,805

CONFISCATED ASSETS FUND

APPROPRIATIONS FROM FUND BALANCE:

Appropriation From Fund Balance	210-38.9990	\$ 35,135
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INCREASE EXPENSE:

Dues & Fees - State Confiscated	210-52.3602	10,100
Vehicle Purchases - PD	210-54.2201	25,035
		\$ 35,135

911 WIRELESS FUND

INCREASE REVENUE:

Wireless 911 Funding Fee	216-34.2502	\$ 15,000
Prepaid Wireless	216-34.2503	10,200
		\$ 25,200

INCREASE EXPENSE:

Regular Employees	216-51.1100	\$ 8,160
Equipment Maintenance - Contract	216-52.2205	2,015
Communications	216-52.3200	10,505
Wireless Phone Service	216-52.3210	4,215
Wireless Recovery fee	216-52.3996	305
		\$ 25,200

E. Scott Wood (City Manager) apologized to the Executive Board for receiving the handout of actual budget amendments at Work Session. He advised the Governing Body, if preferred we can postpone decision on this item until the next Council Meeting to allow additional time for review/discussion.

Mayor Dixon called for questions/concerns from the Board.

Council Member Ruffin inquired if the Executive Board do not vote tonight, will it delay the auditors.

Mr. Turner responded it would not hurt us if the Governing Body delayed a decision for 2 weeks.

Council Member Davis apologized for arriving late to the Council Meeting. If we're not allocating additional money more to fund, he suggested we move forward tonight.

Council Member Stamps-Jones was in support of the recommendation.

OVERVIEWS OF CIVIL SERVICE AND AT WILL EMPLOYER ORDINANCE AMENDMENT.

In the Spring of 2014, Council Amended Section 21B of the City's Charter to Amend its Charter to a "dual" system of employment with a Civil Service Act to govern employees hired before the Act was amended and an At Will Act to govern all employees hired after the Effective date of the approved Amendment to the Ordinance.

Staff provided a Draft Copy of the proposed amended language which addresses both Civil Service and At Will Employment.

The Failure to amend the current Ordinance precludes the City from resolving existing and pending employment grievances and EEOC cases and may subject the City to future employment litigation resulting in a financial impact to the City.

It was recommended to hold this item until the 2nd meeting in October, for further discussion.

DISCUSSION ON LOCAL OPTION SALES TAX (LOST) AND SERVICE DELIVERY STRATEGY (SDS) TO EXTEND CURRENT NEGOTIATIONS, L'ERIN F. BARNES, CITY ATTORNEY.

The City of Riverdale needs to sign the SDS and LOST certificates to extend current negotiations as required by Georgia Department of Community Affairs. The current Service Delivery Strategy Agreement was approved by the Georgia Department of Community Affairs on January 1, 2014 is set to expire on October 31, 2014. Clayton County is required to update and submit its Comprehensive Plan to the Georgia Department of Community Affairs on or before October 31, 2014 and that updating, pursuant to O.C.G.A. § 36-70-28 (b)(1), triggers the requirement to update or extend the current Service Delivery Strategy Agreement. The City of Riverdale, Clayton County, and other municipalities of Clayton County desire to extend the existing Service Delivery Strategy Agreement until October 31, 2024.

Mayor Dixon called for questions/concerns from the Board.

Council Member Stamps Jones stated she supports this item to move forward.

OVERVIEW OF MCCI (MUNICIPAL CODE CORP.) PRODUCTS - LASERFICHE AND JUSTFOIA SOFTWARE AND SERVICES, SHERRY D. HENDERSON, CITY CLERK.

In an continuous effort to increase productivity, streamline business, and better serve the community, The City Clerk's Office proposed the installation Laserfiche Software - Records Management Solution and JustFOIA - Open Records Tracking System.

EXECUTIVE SESSION

The Executive Board forged a consensus to recess into an Executive Session to discuss a personnel and l matter. The time was 6:18PM.

ADJOURNMENT

The Board reconvened into Work Session at 6:56PM.

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 6:56PM.