



**Mayor and Council Meeting
Work Session Minutes
February 25, 2013 6:00PM**

The Riverdale Mayor and City Council met on February 25, 2013 at 6:00PM for the purpose of conducting a regular work session. The meeting was held in the conference room on the second floor at City Hall, located at 7200 Church Street, Riverdale, Georgia 30274.

Call to Order and Welcome

With a quorum present, Mayor Evelyn Wynn-Dixon called the meeting to order at 6:00PM.

Roll Call

All members of the governing body were present for the meeting, with the exception of Council Member Cynthia Stamps- Jones.

Approval of the Agenda

The following amendments were made to the agenda:

Addition(s): None.

Deletion(s): None.

Postponement(s): None.

Tabled Item(s): None.

The Agenda was approved by general consensus.

City Manager's Report:

Discussion of the Organizational Leadership Assessment (OLA)

City Manager, Iris Jessie, advised that she would be providing updates from the OLA with Interim Human Resources Director, Jacquette Jackson. Ms. Jackson was not available to present at the time the item was introduced.

The Board reached consensus to discuss the item at the next work session.

Discussion of the Audit Report

Council Member Wallace asked Director of Finance, Lolita Grant, if the City receives a franchise check from Solid Waste.

Ms. Grant affirmed, saying that the check amount varies from \$13,000-\$15,000 a month.

Council Member Wallace asked how the City used those funds.

Ms. Grant advised that the money goes into the Solid Waste Fund and is used to cover operational costs for Solid Waste.

Council Member Wallace asked Ms. Grant for an explanation of the Capitol Access Management Repeat Finding.

Ms. Grant advised that Capitol Asset Management is the City's mechanism for tracking its assets. She advised that the system of inventory management was antiquated and that a lot of the things that need changing happen after first contacting Tailored Business Systems (TBS). Ms. Grant further advised that several years ago there was a person designated to track the City's assets, but that person was off of the City's financial system. She said that the departments of police, information technology and general services conduct their respective inventory tracking.

There was a brief discussion between Council Member Wallace and Ms. Grant regarding the repeated findings by the auditor, during which Ms. Grant advised that the repeated findings would be eliminated with the new Enterprising Resource Planning (ERP) system.

Council Member Wallace asked about some discrepancies found in the firefighter's payroll calculations.

Ms. Grant advised that during the retirement audit the auditors used the calculation of forty hours. She stated that the auditor had used another calculation of the retirement audit that did not correspond with the retirement calculations that the City uses. She further stated that once the error was discovered the figures matched.

Council Member Ruffin had no comment.

Council Member Davis asked for an explanation of the accumulated depreciation. He asked if the total would negatively impact the figures.

Ms. Grant advised that it was an ongoing problem. She cited the figures in 2011 wherein there was a finding with the depreciation schedule.

Council Member Davis asked if new ERP system would eliminate the problem.

Ms. Grant affirmed.

There was a brief discussion between Council Member Davis and Ms. Grant regarding some other recommendations listed in the audit.

Ms. Iris advised that one of the former auditors also managed the City's inventory. After the City changed auditors the former auditor still managed inventory until the City received all the information it needed from the auditor's findings. She advised that there was a repeat finding assessed to the audit due to the antiquated accounting system, but that the matter would be resolved once the new system was implemented.

Cable and Telecommunications Management Service Program, by Deputy City Attorney, Sharonda Boyce

Ms. Boyce advised that the Georgia Municipal Association (GMA) has a cable and telecommunications services program. Given the changing climate within the industry, she indicated, the proposal came to the attention of Legal to determine if it would be a cost benefit to the City. She stated that being a part of the program allows the City to take advantage of the benefits offered. She further elucidated the benefits package.

Mayor Dixon asked Ms. Jessie what her recommendation was for the City.

Ms. Jessie advised that she feels it would be helpful. She explained that the companies have negotiated state laws which govern utility services. The GMA program would help the City to collect as much revenue possible. She further explained that the program would be especially beneficial to the City because of the way County and City limits are set; it would increase precision in locating residents and business proprietors who receive services from the City.

Council Member Davis asked about the fee structure.

Ms. Boyce advised that it was on a year-by-year basis, based on the population of the City, at \$7,000/yr.

Council Member Ruffin said that the program would be superseded by Bill 176, if it is passed.

Ms. Boyce affirmed and explained that although some benefits of the program would be lost if the bill is passed, the auditing services would not be affected--the auditing services constitute the majority of the GMA fee. She further stated that that was another benefit of the flexibility of the contracts, which allow the City to assess the need for participating in the program on a yearly basis.

There was a brief discussion between Council Member Wallace and Ms. Boyce regarding the timeframe the program was received and reviewed by Legal.

Council Member Wallace said that she would like to discuss it further at a later session.

Mayor Dixon asked when GA Bill 176 was scheduled to be heard.

Council Member Wanda Wallace said that it was scheduled for February 25, 2013. She said that her only concern was how the bill would affect the program.

Mayor Dixon said that she was in support of the City trying the program for one year. She asked if the program would need to be passed through an ordinance.

Ms. Boyce said that it would depend on the what happens in the bill. She said that cities are limited in what they could do in relation to the purview of state laws.

The Board reached a consensus to continue discussion of the item at the next work session.

Discussion about items that appear on the Business Session Agenda

There were no questions or concerns offered.

Agenda Items for the next meeting:

Mayor/Council did not make any additions to the agenda for the next meeting.

Adjournment

There being no further business to come before Mayor and Council, Council Member An'cel Davis motioned to adjourn into an Executive Session. Council Member Wanda Wallace seconded. The time was 6:23PM.