



Mayor and Council Meeting Work Session Minutes August 12, 2013 5:30PM

Call to Order/Welcome:

With a quorum present, Mayor Evelyn Wynn-Dixon called the meeting to order at 5:33PM.

Roll Call-City Clerk: All members of the governing body were present. Council Member Kenny Ruffin joined at 5:37PM.

Approval of Agenda:

The following amendments were made to the agenda:

Addition(s): None.

Deletion(s): None.

Postponement(s): None.

Tabled Item(s): **Resolution No. 23-08-2013 Pay and Classification Plan & Organizational Chart Amendment will be reviewed and discussed at upcoming 8/26 Mayor and Council Meeting.**

Overview of Resolution No. 24-08-2013 Appointment of Acting City Clerk - Sherry D. Henderson

Council Member Stamps Jones stated, "I feel Ms. Henderson has been briefed correctly, and I think she will do well in Ms. Thomas absence."

Council Member Wallace, "I'm fine with that."

Mayor Evelyn Wynn-Dixon, "I think she will do well also."

Overview of Unaudited Quarterly Financial Report by Lynette Batiste, Interim Finance Director.

Lynette Batiste, Interim Finance Director presented the Financial Report. General Funds records revenues and expenditures for the primary government services. All the major revenue sources showed an increase, with the exception of Fines & Forfeitures. Revenues 4th quarter period ending June 30, 2013 were \$11,577,128; 95% of budgeted amount. Total General Fund Revenues increased \$204,244 when compared to revenues for the period ending June 30, 2012



Total General Property Taxes

Total General Property taxes collected for the period ending June 30, 2013 were \$3,597,150, an increase of \$537,189 from the period ending June 30, 2012. The Motor Vehicle Title Ad Valorem Tax -effective since March 2013 has already collected \$103,000 since March 2013. Increased revenues expected 2014. Real Property taxes considerably lower than projected. The Real Property taxes collected for FY2013 were \$2,429,964 or 81% of budged amounts. Suggested reason for decline, higher unemployment affected citizen's ability to pay their taxes in FY2013

Sales Tax

Sales & Use (L.O.S.T.) Tax Collections totaled \$2,812,130, an increase of \$87,870 from June 30, 2012. Sales Tax revenues are based upon consumer spending and have fluctuations over the past months. Alcoholic Beverage Excise Taxes increased \$64,889 or 21% over budget expectations.

Business and Intangible Taxes

Business & Intangible Tax Revenues exceeded projected amount by \$75,825 for the period ending June 30, 2012. Only seven (7) business licenses less than 2012. Business & Occupation Taxes exceeded forecasted amounts by \$32,206

Licenses & Permits

Collectively, Licenses and Permits increased \$9,242 or 3% over projected budget.

Fines and Forfeitures

Fines & Forfeitures revenues recorded through June 30, 2012 were \$2,405,969, a decrease of \$538,797 from June 30, 2012. All revenue sources decreased a total of 19% under projected budget

Mr. Nate Mingo stated we ran a comparison study, and learned we received 5,000-6,000 less citations than last year. Based on lower number of citations, showed a decrease in funds.

General Funds Expenditures

General Fund Expenditures were \$10,811,134 or 88.49% of budgeted amount. Expenditures increased \$247,585 when compared to expenditures for June 30, 2012. The operating cash balance decreased 14% from 2012. The cash balance was \$2,529,519 at June 30, 2012. The operating cash balance was directly affected by increase in attorney fees, our general liability insurance increased. Payment of employment pension from last year, GMA payments for two (2) police cars and one (1) fire truck.



Cultural Affairs Fund

Total expenditures were \$266,867 and increase of \$105,454 from June 30, 2012. The increase is attributed to increased operational cost, FY 2013 South City Concerts and Town Center Security. The May Concert brought in increased revenue, as well as increased expenditure. Cash balance at June 30, 2013 was \$331,553

E911 Fund

Revenues for the period ending June 30, 2013 were \$530,270, a decrease of \$65,300 from June 30, 2012. However, revenues exceeded projected budget by \$85,018 or 19%. The cash balance was \$93,208 on June 30, 2013, a decrease of \$15,385 from June 30, 2012.

SPLOST Fund

The SPLOST revenues for the period June 30, 2013, actually represents revenues through May 2013. The repayment schedule for the Riverdale Town Center. We will receive the June 2013 receipts for SPLOST in August 2013. Expenditures are predetermined we have a payment schedule.

COPS Fund

Revenues and expenditures meet the projected annual budget of 3,034,119

Recovery Bond Fund

Expenditures were \$1,510, 389 a decrease of \$9,358 from June 30, 2012. The decrease is due in part to the completion of the new park. The cash balance was \$5,496,736.

Solid Waste Fund

Revenue for the period ending June 30, 2013 was \$789,101, a decrease of \$562,449 from June 30, 2012 and 2.9% below projected budgeted amount. The cash balance was \$789,464

Mayor Dixon called for questions and concerns.

Council Member Davis asked Lynette Batiste, "do you feel we are financially sound?"

Lynette Batiste reply, "Yes Sir, but we still need to monitor spending until property tax payments begin to come in October 2013."

Council Member Stamps Jones asked, "Is it normal that commercial collections is handled by a 3rd party?"

Lynette Batiste answered, "No, the last fiscal year was the 1st time we started July 2012. Republic Services handles the billing and collecting for commercial sanitations. Prior to, we did it in-house - we did the billing and collected the funds."

Council Member Stamps Jones inquired, "If this new process causes us to lose revenue."

Lynette Batiste answered, "No, I can't say we lost revenue; however, our expenditures went down."

Nate Mingo stated, "We are taking measures to make certain we are getting what we are due, to ensure proper payment to the City."

Lynette Batiste added, "The process is being audited each month by Laurie Hood. This is important to ensure we are receiving our portion of the franchise tax, per contract."

Camilla Moore added, "We do monitor Republic Services to ensure we get everything we are suppose to get. Our cost of doing business is less because we no longer have the huge overhead, and we capture franchise fees. So, we are making a profit."

Lynette Batiste added, "We really are making more money with Republican Services partnership."

Council Member Stamps Jones asked, "If Nate Mingo could elaborate more on the decrease in revenue for Forfeitures and Fines and decline in citations (approx 5-6,000 less citations), from last year."

Nate Mingo stated, "With citations lower, the streets are safer with less people committing crimes. However, the revenues collected from citations is lowered as well."

Council Member Stamps Jones asked Chief Patterson to comment.

Chief Patterson agreed with Nate Mingo's statement. Also added that the average number of citations each officer wrote did not go down. However, there are less officers on the streets which ultimately multiplies the problem of enforcement issues. He said officers are doing a very good job of patrolling, and cutting down on traffic violations. He further said if the City has officers patrolling the major thoroughfares (Hwy 85 & 138), it typically decreases traffic violations. However, the less officers that are on the streets, perhaps being used to do other things, then obviously there will be less citations issued than normal.



Chief Patterson said the City tries to project in the budget process a work plan that identifies strategically and tactically how we're going to deploy our resources, so we will have a very good idea of how our citations will average out.

Council Member Stamps Jones, "Absolutely, Thank you."

Mayor Dixon, "Mr. Ruffin do you have any questions?"

Council Member Ruffin made comments regarding the cash reserve. He stated in the past there has always been a misunderstanding about the cash balance. Per policy, the goal is to have 4 months of operating expenses. Currently, the reserve is close to \$2.5M in general fund. Which is only 3 months reserves. He said the average monthly operating expenses is \$900,000.

Council Member Ruffin expressed concern with the reserve being at a certain level. He said, "If we do need to go into debt for something else. One of the things a bond company will consider is if we've followed our own policy."

Mr. Ruffin pointed out that Special Purpose Local Option Sales Tax (SPLOST) ends in 2015, and the City is to pay \$2M toward the debt payment. Mr. Ruffin feels that Clayton County will push to continue SPLOST. He said it is important that we focus on increasing our operating revenues in various ways.

Based on Mr. Ruffin's comment regarding the Cash Reserve, Council Member Wallace proposed a question to Lynette Batiste and Nate Mingo regarding the possibility of adopting a flat budget. She said she would like to keep it the numbers the same from the previous fiscal year and give the employees their 5% raise. She stated based on her research, this is an option she would have supported.

Nate Mingo made a recommendation to take FY2013 budget, and move those revenue numbers over to the FY2014 budget. He indicated that any tax increases we receive would be considered revenue; however, he and Mrs. Batiste collectively tried to fulfill the requests of the Department Heads regarding expenditures.

Lynette Batiste added, "COLA was not in the budget for 2013, however, it was added for 2014."

Council Member Wallace in her research discovered that various cities in Florida and the Las Vegas City Council is doing the same thing to keep the deficiencies down. She said, "in the

event there is a big project that may develop we would have the money to cover it. She said, “with a flat budget, we can make sure raises are actually in the budget for our employees.”

Council Member Wallace proposed a question to City Attorney Greg Reybold. She asked, “Although the budget is actually approved (even though Mayor & Council will meet again for amendments), she wanted to know if can we still do the flat budget to help ensure raises are granted and instill morale amongst employees.”

Lynette Batiste wanted clarification on the comment, “When you say ‘flat’ are you considering to take the numbers from 2013 and add COLA for the 2014 budget.”

Council Member Wallace agreed and any other items that would need to be added if revenues allow.

City Attorney Greg Reybold replied, “We can definitely look at considering the budget is already approved. It would need to be looked at in detail, and placed on agenda for consideration if we even think there’s a way we can do it.”

Mayor Dixon stated, “Service Delivery Strategy (SDS) is passed. Money that would normally come out of our budget will not now. The County has made a formidable agreement they will supply equipment and man power, we just provide the supplies. In September we will receive service funds from L.O.S.T., which will help our budget tremendously.”

Mayor Dixon added, “Foreclosures are down according to the County. People are buying houses and construction projects. There is economic growth, and the incubator underway will generate a lot of revenue as well.”

Mayor Dixon encouraged the team as a whole to think positive and progressively. She said, “Our City will continue to thrive as we maintain our streets and other issues of concern.”

Council Member Wallace proposed a question to Lynette Batiste. She asked, “Since the Motor Vehicle Title Ad Valorem Tax began on 3/1/2013, is there an actual rate /percentage that can affect the City and County?”

Lynette Batiste stated, “When you purchase a car you have to pay 6.5% tax. When you pay that you no longer have to pay the Birthday Tax, which in 2015 will increase to approx.7%.”

Council Member Wallace, “Does everything go directly to the State? How is the money distributed to cities and counties”?



Lynette Batiste replied, "It goes to the State. We get a percentage of the 6.5% for the new or used car the Riverdale citizen purchased."

Mrs. Batiste said more research would have to be conducted to find out how much of that percentage we receive. Lynette indicated she can contact the State Dept. of Revenue to find out how much local municipalities are entitled to.

Council Member Wallace asked her to secure the information and provide to Office of the City Clerk to share with Council Members.

Ann Smith stepped up and announced she did that for Mr. Ruffin, and she currently has that information from the Dept of Revenue. The Valorem Tax = 6.5%, out of that 57% goes to the State and 43% goes to the local town. She provided additional info for Sales Tax for 2011, 2012, 2013.

Council Member Stamps-Jones requested all the Council Members receive a copy of the information.

Ann Smith replied she will make certain Mayor and Council receives a copy.

Update on the Status of the RFP for Financial Auditing Services by Nate Mingo & Lynette Batiste.

Nate Mingo reported a few months ago that City Council charged Staff with the task of securing a new auditing firm. We choose Mauldin & Jenkins - Certified Public Accountants with the caveat that Mauldin & Jenkins provides us with a new auditing team, at the same cost. They agreed to do that. We are now working to get all documents ready for the upcoming audit. They agreed to take Meredith off the team and insert whole new team of auditors for us.

Mayor Dixon called for questions and or concerns.

Council Member Davis, 'Great, that's what I am interested in hearing that we are prepared to move forward.'

Council Member Stamps-Jones, 'How soon will they begin?'

Lynette Batiste, "They will begin Oct 7th. We also met the new team leader Doug Moses. According to his report, everything will be completed by Dec 31st."



Mayor Dixon asked Council Member Ruffin if he had any questions.

Council Member Ruffin replied, “no”.

Mayor Dixon asked Council Member Wallace, if she had any questions.

Council Member Wallace inquired about the status of identifying a Finance Director.

Karl Kelly indicated that four (4) candidates have been interviewed; however, a no offers have been extended at this time.

Attorney Greg Reybold interrupted and advised the room the matter of hiring a Finance Director is not on the agenda, and therefore can't be discussed at this time.

Mayor Dixon thanked Mr. Mingo for his efforts to help secure a company for Financial Auditing Services.

Update Regarding the Elderly Exemption by Ann Smith, Tax Collector.

Presented by Ann Smith, Veterans (totally disabled) & Elderly are the only exemptions the City of Riverdale has. There are thirteen (13) Veterans \$4,277.00 and eighty-one (81) Riverdale Elderly-Seniors \$19,023.21 representing a total of (94) exemptions in this city and \$23,300.31 dollars of Tax money we do not receive because they are exempt.

\$16,920 is not given to the trash people. We do not keep any of the trash/sanitation money, it goes directly to Sanitation Company. Based on 180 cans x 94 people.

Mayor Dixon asked Council Member Davis did he have any questions.

Council Member Davis replied, “No.”

Council Member Stamps Jones stated, “Thank you for bringing this to the table. But, I don’t think this is something we will remove from our books. I think it’s a great incentive for our seniors and veterans.”

Ann Smith added, “Seniors are doing the best they can with Social Security. The sanitation company is exempt, there isn’t an ordinance for them. The sanitation fee hurt the seniors so badly, and we don’t get a penny of the \$180, it goes directly to sanitation company.”

Council Member Ruffin wanted clarification that the County provides the numbers for the veterans. Ann Smith confirmed and explained that veterans must go through Federal Government to be designating as disabled – providing medical paperwork, etc Judge approves and Clayton County provides data to the tax collector.

Council member Wallace, “I’ve asked for updates regarding this since last year. Thanks for bringing it back. What age are senior citizens eligible for the exemption?”

Ann Smith responded that seniors are eligible when they turn 62yrs old. Ms. Smith would like for it be changed to 65yrs. She further expressed that she would like for a person to have lived in City of Riverdale a minimum of 5 years before they can apply for the exemption status. Ms. Smith would like every person listed in the home to earn a maximum of \$10,000 cumulatively. The cut off is currently \$30,000. She said everyone in the home isn’t a senior citizen, she feels that others should not benefit from the exemption that’s being offered to the senior. She said the City does not offer exemptions on trusts and living trusts; it must be a living person.

Mayor Dixon commented to Ann Smith, that the Social Security Federal Act is 62yrs old. She said she does not think someone whom has worked all their life should be penalized with an amended guideline of 65 years old.

Mayor Evelyn Dixon suggested keeping the requirements as is.

Council Member Stamps Jones requested Ann Smith to create suggested ideas to bring to Council. Ms. Smith indicated she provided drafts of information to the City Attorney, Matthew Lavallee. Mr. LaVallee is reviewing and will have information available by the next council meeting.

Overview of 2014 Proposed Millage Rate by Ann Smith, Tax Collector.

Ms. Smith stated that property taxes are an investment in the community. She said property taxes provide community services to improve police protection, 911, criminal prosecution, EMT, Fire Services, economic development. She also stated that City property tax is calculated based on current rate of 9.98% (i.e., on \$32,000 one would pay \$319.30) A mill is 1% of \$1.00 of assessed property value.



Council Member Ruffin asked her to explain the rollback process.

Ann Smith explained, “We do not have a rollback this year. However, the rollback is what we are charging plus what we could. Rollback is not mandatory. Council can elect to use rollback or not.”

Discussion About Attendance Policy for Elected Officials By Councilwoman Cynthia Stamps-Jones.

Council Member Stamps-Jones proposed setting a policy of attendance for elected officials. There have been three (3) meetings that we had to make arrangements on. Council Member Stamps-Jones feels that as elected officials, it is owed to not only city employees, but the constituents that elected officials are here to ensure we have a quorum. When an elected official is not available there should be a process in which they should call in a timely manner to let the designated person know they will not be present. We will follow the Charter, which states that we must approve the absence. If the absence is not approved, the elected official should be fined for that absence. If a member misses a bi-weekly meeting, the elected official should not be paid. If an elected official misses a special called meeting, then they should be fined accordingly.

Mayor Dixon asked Mr. Davis if he had any comments.

Council Member Davis replied, “I support the proposal by Ms. Stamps-Jones.”

Mayor Dixon asked Mr. Ruffin if he had any comments.

Council Member Ruffin asked to speak with the City Attorney, Greg Reybold, outside the room briefly.

Mr. Greg Reybold stated he is unable to leave the room in the middle of the work session. However, he would be happy to speak with Mr. Ruffin immediately following the work session.

Council Member Wallace indicated there is a procedure in place per the City Code of Ordinances that simply needs to be complied with by everyone. She added that the members need to hold one another accountable.



Council Member Stamps Jones added that the current ordinance does not require a fine to be paid by violators nor is there a designated person that should be contacted in the event of an absence.

Council Member Wallace stated the City Clerk is the designated person and a 5 hour notice should be given.

Council Member Wallace mentioned the procedure was put in place because of Council Member Ruffin's effort to hold a former elected official accountable for missed meetings.

City Attorney, Greg Reybold stated the current ordinance is very explicit and provides a mechanism to address missed meetings. He advised that if the governing body wants to enforce the new rules the existing rules need to be revised and updated to comply with current meeting requirements.

Council Member Stamps Jones and Mayor Dixon is in favor of the ordinance re-write.

Presentation of the Organizational Leadership Assessment (OLA) Work Plan by Jacquette Jackson, Human Resources Manager.

Ms. Jackson said the City is striving for a more healthy and more efficient operation. She said, "What we are aiming for in our organization is high performance. With that we want everything to run a little bit smoother. Employee email blasts – make sure everyone is on the same page Promoting people within the organization, opportunity for growth within organization. Understanding what our mission is, as one organization that is *Building Greatness Daily*. She continued, "It sounds awesome. However, 96% of our employees are not connected to that. It's an opportunity to reinvigorate our employees and to become engaged. The Model = Riverdale is Changing, Be part of the Change is what I encourage employees to embrace."

She said that Executive Leaders should use the presentation as a tool to build their departments; promote the change. She further stated that Executive Leaders should listen to their staff and identify what they want, make it part of the conversation. Everyone must take complete accountability. We are all servants to the City of Riverdale. We have to operate as one team. We are aiming for total optimal health. We have to do it together – build community and inspire trust.



Ms. Jackson said, “Riverdale can be something incredible we want to display authenticity in our message to our employees. Optimize the human resource, and target team building.”

[Mayor Dixon left the room @ 6:36PM]

Mayor Dixon asked for any comments.

Council Member Davis, “no comment.”

Council Member Stamp-Jones, “thank you.”

Council Member Ruffin, “no, I’m fine.”

Council Member Wallace, “Thank you for this report. Have you actually gotten with your Department Heads to request written updates regarding what their employees are looking for?”

Jacquette Jackson responded, “Yes I have, in every Executive Meeting we talk about ideas and how to make it better. Every Dept Head was asked to go to their departments and ask their employees what ideas they would like to see implemented.”

Council Member Wallace, “No, I’m not talking about discussions. I’m talking about written action plans so people can be held accountable with measurable goals.”

Jacquette Jackson indicated a lot of factors must be considered before we can put something in writing as a concrete plan of action – one would be the selection of a City Manager and the other would be the finalization of a City budget.

Nate Mingo responded that there are relative discussions taking place collectively and Department Heads will design an effective Plan of Action.

Council Member Wallace indicated the assessment was taken Jan 2013, with an overview Feb 2013 and nothing has been done since.

Nate Mingo stated Jacquette Jackson has done a lot to boost morale, open lines of communication, and she has implemented the new internal recruitment process.



Council Member Wallace asked if the internal recruitment process had already been in place. She said the City should have encouraged promoting from within.

Nate Mingo & Jacquette Jackson responded, "No."

Council Member Stamps-Jones indicated the internal recruitment process is something positive that was developed in our efforts to improve the climate of the workplace and employee morale.

Council Member Wallace agreed.

Council Member Stamps-Jones stated, "Where we are with the OLA is going to take time and will require everyone coming together adding their input. We have creative people here, and we should give them a voice. Allow the Department Heads to discuss in the Executive Meetings and develop an effective Plan of Action to address the concerns of the OLA."

Council Member Wallace agreed, and asked when will Council be briefed or provided an update.

Jacquette Jackson agreed to provide Council an update

Nate Mingo stated, an update can be provided in the Mayor & Council Brief or the an ancillary report before the next Mayor & Council Meeting (8/26).

Council Member Wallace, "ok, thank you."

Mayor Evelyn Wynn-Dixon appreciated that Jacquette Jackson is soliciting ideas from everyone to get feedback and their input before moving forward so everyone feels vested in the process. "We have good employees that are doing good things. Thank you for that report, Ms. Jackson."



Overview of Resolution No. 22-08-2013 Appointment of Interim City Manager, Consensus to remove Karl Kelley from the Signature Card & Consensus to move forward with the search for a permanent City Manager.

Mayor Evelyn Wynn-Dixon, “Thank you, Mr. Kelly, for your input, and for working with Matt Lavallee and myself to push through the L.O.S.T. and Service Agreement forward.”

Council Member Davis, “Thank you for taking the *‘bull by the horns’* and helping move us forward.”

Council Member Stamps-Jones stated that change is difficult, but sometimes necessary. She thanked Karl, Nate, Stephanie and Lynette for stepping up and being leaders.

Council Member Ruffin said, “Thank you guys. What concerns me is the lack of concreteness in proceeding with a permanent City Manager and the narrative in the resolution. We need guidelines; something a bit more concrete.”

Mayor Evelyn Wynn-Dixon mentioned when the RFP is put out, she’s certain specific guidelines will be in place.

Council Member Wallace, “Thank you guys.”

Karl Kelley, “I would like to thank Mayor and Council for giving me the opportunity to step in.” Mr. Kelley said that he always knew the position of interim city manager was temporary but he never considered himself interim. He took on his duties with conviction as if he was the permanent city manager. He said, “I am proud of my work with the Mayor with L.O.S.T. and Service Delivery Strategy and working with Nate and Lynette to present a balanced budget.” He thanked the Dept Heads for their teamwork, loyalty and honesty.

Overview of Resolution No. 23-08-2013 Resolution No. 23-08-2013 Pay and Classification Plan & Organizational Chart Amendment.

City Attorney Greg Reybold stated that he had spoken with Mathew Lavallee (City Attorney) and City Clerk. It was recommended that this resolution be tabled and discussed at 8/26/2013 Mayor & Council Meeting. He feels the language in the resolution should be revised.

Mayor & Council accepted the recommendation.



Council Member Stamps-Jones requested to review items to discuss on the next Agenda.

City Attorney Greg Reybold suggested we do not do that considering it was not officially on the agenda to discuss planning for the next agenda.

Council Member Stamp-Jones understood.

Adjournment into Executive Session to Discuss a Legal & Personnel Matter.

There being no further business to come before Mayor and Council, Council Member An'cel Davis motioned to adjourn the work session and enter into an executive session where a legal and personnel matter will be discussed. Council Member Stamps-Jones seconded. The time was 6:55PM