

BUSINESS MINUTES

October 13 2014

The Riverdale Mayor and City Council met on Monday, October 13, 2014 at 7:00PM for the purpose of conducting a regular business session. The meeting was held in the Courtroom Chambers on the 1st floor at Riverdale City Hall, located at 7200 Church Street, Riverdale, GA 30274.

City of Riverdale Mayor & Council Meeting

MAYOR

Dr. Evelyn Wynn-Dixon

CITY COUNCIL

Cynthia Stamps-Jones, Ward 1

An'cel Davis, Ward 2

Wanda Wallace, Ward 3

Kenneth Ruffin, Ward 4

CITY MANAGER

E. Scott Wood

CITY CLERK

Sherry D. Henderson

ASSISTANT CITY MANAGERS

Camilla Moore

Nathaniel Mingo

CITY ATTORNEY

L'Erin F. Barnes





**CITY OF RIVERDALE
MAYOR AND COUNCIL MEETING
MONDAY, OCTOBER 13, 2014
BUSINESS MINUTES**

CALL TO ORDER/WELCOME:

Meeting was called to order at 7:07PM

ROLL CALL:

All members of the governing body were present at the meeting.
Sherry D. Henderson, Interim City Clerk declared a quorum.

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	Present
Wanda Wallace	Council Member, Ward 3	Present
Kenneth Ruffin	Council Member, Ward 4	Present

INVOCATION/PLEDGE OF ALLEGIANCE:

Invocation & Pledge were led by Pastor Riley, Lakewin Christian Center.

OFFICER IN ARMS TO READ RULES OF CONDUCT:

Rules of Conduct read by Officer V. Brown.

APPROVAL OF AGENDA WITH ANY ADDITIONS/DELETIONS:

The following amendments were made to the agenda:

**Addition(s): Resolution 91-10-2014 and Resolution 92-10-2014
were called together (MCCi Software Solutions)**

Deletion(s): None.

Tabled: None.

Postponed: None.

MOTION: Council Member Wanda Wallace moved to approve the agenda, calling Res. 90-10-2014 and Res. 91-10-2014 together. Council Member An'cel Davis moved to second the motion. **The measure was APPROVED by a vote of 4/0.**

CONSENT AGENDA:

Adoption of the September 22, 2014 Mayor & Council Meeting Minutes.

**Adoption of the September 29, 2014 Special Called Meeting Minutes
(Millage Rate)**



MOTION: Council Member Wanda Wallace moved to approve the consent agenda Council Member An’cel Davis moved to second the motion. **The measure was APPROVED by a vote of 4/0.**

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

PRESENTATION:

Presentation of Proclamation in recognition of Tara Oaks Homeowners Association, Inc. - 1 year Anniversary of Certificate Of Reinstatement, by Secretary of State. Presented on behalf of Council Member Kenny Ruffin

Tara Oaks Homeowners Association Inc. was formed on Aug. 18, 2006 and later administratively dissolved on September 12, 2010. Tara Oaks Homeowners Association Inc. received a Certificate of Reinstatement by the State of Georgia, Secretary of State on Aug. 29, 2013; having met the requirements for reinstatement under Title 14 of the Official Code of Georgia Annotated.

The City of Riverdale Mayor and Council thanked and acknowledged Tara Oaks’ Homeowners Association, Inc. as they come together to celebrate their 1st year Anniversary of their Certificate of Reinstatement by the Office of the Georgia Secretary of State on August 29, 2013. The Governing Body recognized their important role in the progress of this and surrounding communities. We are pleased that their work will continue in the years to come.

PUBLIC COMMENT (5 minute limit): See Blue Card for Rules of Participation.

Alice Hardaway 8344 Mountain Pass (770) 210-9936

RE: Departments not returning phone calls

Ms. Hardaway complimented Mayor and Council for what they are doing for the city. However, she wanted to voice her concern regarding her phone calls going unanswered with the Community Development Dept (Planning & Zoning). She would like to discuss HOA and was not able to get info from anyone. She stated she left voice message, sent email and stop by the office.

The Governing Body thanked Ms. Hardaway for her time. Mayor Dixon advised City Manager to speak with Ms. Hardaway after the meeting.



RESOLUTION(S)

RESOLUTION NO. 89-10-2014 ENTER INTO CONTRACT AND APPROVING THE INSTALLATION OF EDMONDS & ASSOCIATES FINANCIAL MANAGEMENT SOFTWARE.

A RESOLUTION OF THE CITY OF RIVERDALE MAYOR AND CITY COUNCIL APPROVING THE INSTALLATION OF EDMONDS AND ASSOCIATES FINANCIAL MANAGEMENT SOFTWARE; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Presented by Mr. 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 Governing Body.

There were none.



MOTION: Council Member Wanda Wallace moved to approve the measure. Council Member An’cel Davis moved to second the motion. **Resolution No. 89-10-2014 was APPROVED by a vote of 4/0.**

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

RESOLUTION NO. 90-10-2014 ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2014 ANNUAL BUDGET; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF RIVERDALE MAYOR AND CITY COUNCIL, ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2014 ANNUAL BUDGET; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Presented by Don Turner, Finance Director.

Year end Budget Amendment to clean up our budget before providing it to the auditors.

Mayor Dixon called for questions /concerns from the Governing Body.

There were none.

MOTION: Council Member Wanda Wallace moved to approve the measure. Council Member An’cel Davis moved to second the motion. **Resolution No. 90-10-2014 was APPROVED by a vote of 4/0.**

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



RESOLUTION NO. 91-10-2014 ENTER INTO CONTRACT WITH MUNICIPAL CODE CORPORATION (SUBSIDIARY OF MUNICODE), AND APPROVING THE INSTALLATION OF LASERFICHE RECORDS MANAGEMENT SOFTWARE.

A RESOLUTION OF THE CITY OF RIVERDALE MAYOR AND CITY COUNCIL AUTHORIZING CITY MANAGER TO ENTER INTO CONTRACT WITH MUNICIPAL CODE CORPORATION, AND APPROVING THE INSTALLATION OF LASERFICHE RECORDS MANAGEMENT SOFTWARE; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Presented by Sherry D. Henderson, City Clerk

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

MOTION: Council Member Wanda Wallace moved to approve the measure. Council Member Kenny Ruffin moved to second the motion. **Resolution No. 91-10-2014 was APPROVED by an unanimous vote of 4/0.**

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



RESOLUTION NO. 92-10-2014 ENTER INTO CONTRACT WITH MUNICIPAL CODE CORPORATION (SUBSIDIARY OF MUNICODE), AND APPROVING THE INSTALLATION OF JUSTFOIA OPEN RECORDS TRACKING SYSTEM.

A RESOLUTION OF THE CITY OF RIVERDALE MAYOR AND CITY COUNCIL AUTHORIZING CITY MANAGER TO ENTER INTO CONTRACT WITH MUNICIPAL CODE CORPORATION, AND APPROVING THE INSTALLATION OF JUSTFOIA PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Presented by Sherry D. Henderson, City Clerk

In an continuous effort to increase productivity, streamline business, and better serve the community, City Clerk's Office would like to propose use of JustFOIA, Open Records Request Tracking System. 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.

What is FOIA?

The Freedom of Information Act (FOIA) is a law that gives citizens the right to access information from the government, unless it is protected by law. It is often described as the law that keeps citizens in the know about their government. While this is best known as a federal term, it also applies to local government, along with each state's specific Open Records and Transparency laws. At the local level, it is often referred to as the Open Records Request Process. JustFOIA has been designed as a tool to improve the efficiency of processing Open Records Requests.

Why JustFOIA?

JustFOIA is the most user-friendly Open Records Request tracking system available, and has been designed by and for government agencies. JustFOIA handles the entire life cycle of the Open Records Request process, which starts with standardized electronic intake of requests, and manages the requests all the way through fulfillment. JustFOIA also provides analytical reports to help agencies know how they are performing in regards to fulfilling records requests within the required time frames.



Key Features:

- Configurable web-based public portal for request submittal
- Notification upon submission, task assignment, escalation, etc.
- Notification and distribution of requests to the departments involved
- Fulfillment status tracking
- Fee management and tracking
- Correspondence tracking
- Detailed request history tracking
- Enterprise-level reporting for internal and FOIA regulations

Financial Impact: \$4,999.00

Mayor Dixon called for questions /concerns from the Governing Body.

Council Member Ruffin inquired how long to implement the system.

Once contracts signed, MCCi will process internally and coordinate with team, within a week to kickoff orientation and timeline for training.

MOTION: Council Member Wanda Wallace moved to approve the measure. Council Member Kenny Ruffin moved to second the motion. **Resolution No. 92-10-2014 was APPROVED by an unanimous vote of 4/0.**

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

RESOLUTION NO. 93-10-2014 AUTHORIZING MAYOR TO SIGN SERVICE DELIVERY STRATEGIES (SDS) AND LOCAL OPTION SALES TAX (LOST) CERTIFICATES TO EXTEND CURRENT NEGOTIATIONS.

A RESOLUTION OF THE CITY OF RIVERDALE MAYOR AND CITY COUNCIL AUTHORIZING MAYOR TO SIGN SERVICE DELIVERY STRATEGIES (SDS) AND LOCAL OPTION SALES TAX (LOST) CERTIFICATES TO EXTEND CURRENT NEGOTIATIONS; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

Presented by L'Erin F. Barnes, City Attorney.



Mayor Dixon called for questions /concerns from the Governing Body.

There were none.

MOTION: Council Member Wanda Wallace moved to approve the measure. Council Member An’cel Davis moved to second the motion. **Resolution No. 93-10-2014 was APPROVED by an unanimous vote of 4/0.**

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

MAYOR AND COUNCIL COMMENT(S):

Council Member Cynthia Stamps-Jones, Ward 1

Council Member Stamps-Jones thanked everyone for coming out tonight. She welcomed Ms. Vanessa Holiday, new Deputy City Clerk and Ms. Hang Nguyen, Administrative Assistant. She encouraged everyone to attend the next Council Meeting (Monday, October 27, 2014). She thanked Ms. Hardaway for her feedback.

Council Member An’cel Davis, Ward 2

Council Member Davis thanked everyone for attending the meeting. He encouraged everyone to sign up for CodeRed (Emergency Communication System) and Service Line Warranties of America - new program the city endorses in partnership with National League of Cities. The program provides homeowners warranty protection for buried outside water and sewer lines. Riverdale residents will begin to receive information in the mail this week. [\(To learn more about the program, please call 1-866-922-9006 or visit www.SLWofA.com\)](#)

In light of recent EBOLA outbreak, Council Member Davis encouraged everyone to mindful of their health and take precautions.

Council Member Wanda Wallace, Ward 3

Council Member Wallace Thanked everyone for attending tonight’s meeting. Council Member Wallace further elaborated on precautions that must be taken in light of EBOLA outbreak. She suggested the city look into grant opportunities to help pay for equipment and other essential materials for public safety.



Council Member Kenny Ruffin, Ward 4

Council Member Ruffin thanked the Tara Oaks Homeowners Association for their time this evening. He congratulated the organization on their 1st Anniversary of re-instatement. He congratulated CieCie McGhee and Nate Mingo and the new gym at the Riverdale Centre. He looks forward to the kids being able to use the new basketball court and goals soon.

Mayor Evelyn Wynn-Dixon, At-Large

Mayor Dixon thanked everyone for attending Council Meeting. She acknowledged recent events hosted by City of Riverdale. Mayor Dixon thanked Ms. Hardaway for her public comment.

ADJOURNMENT: Council Member Wanda Wallace moved to approve; second offered by Council Member An'cel Davis and with a unanimous vote of 4/0, the meeting adjourned at 7:47PM.