



**Mayor and Council Meeting
Work Session Minutes
February 10, 2014 | 5:30PM**

The Riverdale Mayor and City Council met on February 10, 2014 at 5:30PM 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 5:37PM

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

APPROVAL OF AGENDA WITH ANY ADDITIONS/DELETIONS:

The following amendments were made to the agenda:

Addition(s): None.

Deletion(s): None.

Tabled: None.

Postponed: None.

PRESENTATION OF THE QUATERLY FINANCIAL UPDATE, DON TURNER, FINANCE DIRECTOR.

General Property Tax collections as of December 31, 2013 (FY 2014) totaled \$2,992,968, an increase of \$91,193 over the same period in FY2013. However, after analyzing historical collection patterns, we have determined that we should have collected \$3,069,500 in order to reach the FY 2014 budget of \$3,701,000. Therefore, we are \$76,532 under the budgeted amount at this time.

This is due to Franchise Tax collections being under historical collection percentages.

Second quarter 2014 Local option Sales Tax collections exceeded FY 2013 collections by \$6,005. Although the collections to date are substantially less than 50% of the \$3,980,000 FY budget, we have collected \$138,532 more than the budget to date.

The majority of LOST will be collected in the second half of the year because of the increase in the tax percentage as well as the “true up” funds we will receive from Clayton County.

Business & Intangible tax collections of \$1,423,341 exceeded prior year second quarter collections by \$111,213. Current year collections also exceeded the budget to date of \$1,242,367 by \$180,974.

Collections of Licenses & Permits of \$215,029 exceeded prior year second quarter collections by \$38,110. Current year collections for second quarter also exceeded the budget to date of \$175,836 by \$39,193.

Fine & Forfeiture revenues of \$1,187,771 as of December 31 were a decrease of \$20,729 from the same period in FY 2013. FY 2014 Second quarter collections were \$200,455 less than the budget for that period.

Cultural/Recreational Fund revenues as of December 31, 2013 were \$83,381, which is \$25,474 less than the total expenditures of \$108,855. There is enough money in the fund balance to absorb this shortfall.

When costs of employees paid out of this fund are eliminated, revenues exceeded expenditures by \$3,838. Therefore, these recreational programs are generating enough revenue to pay their direct costs.

The Cultural/ Recreational Fund no longer meet the definition of a special revenue fund. Therefore, this fund cannot be presented as a separate fund on our FY 2013 or FY 2014 Comprehensive Annual Financial Reports. Consequently, we will not budget revenues or expenditures in this fund after the current fiscal year. All recreational programs will be budgeted in the General Fund.

Revenues in the E911 Fund were \$232,949 for the period ended December 31, 2013 which is \$10,525 more than the expenditure total of \$222,423. However, the total revenues include transfers from the General Fund totaling \$162,515. The balance of \$70,434 collected from 911 Funding Fees constituted only 32% of the total operating costs to date.

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

Council member Wanda Wallace posed a statement regarding the possible need for a forensic audit, and inquired if Mr. Don Turner currently knows our currently financial status.

Mr. Turner replied, Yes. We currently have a total of \$7,392.166 dollars in Unrestricted Funds, which is very good.

Council Member Wallace commented she just want to ensure we do not increase property tax to pay for expenditures.

Mr. Turner replied, with the increase in LOST revenue we will be fine. We will not have to increase property tax.

Council Member Stamps-Jones requested clarity on the special revenue fund, regarding Cultural Affairs/Recreational.

The government accounting status changed approx. 4 years ago. We cannot report it as a special revenue fund – it no longer meets the definition. All recreational programs will be budgeted in the General Fund.

Council Member Wanda Wallace requested further discussion on a possible forensic audit at the next Feb. 24, 2014 Mayor & Council meeting.

PROGRESS REPORT ON AUDIT OF CITY HALL CONSTRUCTION FUNDS, DON TURNER, FINANCE DIRECTOR.

Mr. Don Turner provided progress report on audit of City Hall construction funds, and concluded everything out this Bond is accounted for. At this time, he has accounted for \$1,881.56 more than we had to spend. This is probably due to accounting for interest incorrectly or a refund or doubled up invoice, not yet identified.

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

OVERVIEW OF THE GATEWAY GRANT PROGRAM, NATE MINGO, INTERIM CITY MANAGER.

The GATEway Grants assist communities in their efforts to beautify roadsides along state routes. (GATE is an acronym for Georgia Transportation Enhancement.) Organizations, local governments, and state governments may apply for grants up to a maximum of \$50,000 for landscape enhancement of the state right-of-way that involves the local community, displays the right-of-way in an attractive fashion, and promotes pride in Georgia. The maximum cumulative fund allotment each year shall be \$50,000 within a local government entity.

GATEway Grants ***will not*** be considered for:

- Projects previously awarded a GATEway Grant.
- Projects in which the landscape installation is in progress or completed.
- Applications with multiple site locations (locations on different routes and/or different mile posts).

Previous grant recipients who have not obtained a Special Encroachment Permit for their previous GATEway Grant Project.

The funds may be used only for landscape plant material and its installation for the furtherance of roadside enhancement and beautification projects along state routes in Georgia.

Funds **cannot** be used for:

Hardscape items such as paving, benches, fences, flagpoles, signage, lighting, and fountains. Funding on a project shall be confined to softscape items such as landscape plant material and its installation, mulch, and sod.

- Maintenance, design, administration, highway contraction, office furnishings and fixtures, entertainment, lobbying, equipment, or mitigation.
- Planting at private developments, individual businesses, or in front of advertising signs that solely benefits and brings attention only to those businesses, developments, or signs.
- Annual plant material (seasonal color).
- Median landscaping

I will task the Community Development Department and General Services to work in concert to complete the design work and provide all ancillary materials as required by the application.

The deadline for entries is **February 28, 2014**.

The maximum funding available through the GATEway Grant is \$50,000. No match is required. The GATEway grant will cover the cost of shrubs and other landscaping materials. There is a component of the grant that requires the awardees to maintain the beautified areas through an annual maintenance agreement. I estimate the cost to have the area maintained by our landscaper will be less than \$5,000 per annum.

If we do not apply for the grant and all beautification efforts will be funded via the general fund. City Manager recommends approval the request and allows us to submit an application for the grant.

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

Council Member Stamps Jones inquired if the grant could be used for existing projects. Mr. Mingo replied no.



OVERVIEW OF BUDGET AMENDMENTS TO COVER COST OF CONTRACT WORKERS PROVIDED BY ACCOUNTTEMPS, DON TURNER, FINANCE DIRECTOR.

To amend the budget to appropriate funds to cover the costs of contract workers provided by Accountemps. Accountemps provided a CPA to work with the auditors on our FY 2013 audit prior to the Finance Director being hired. We also have a temporary Accounts Payable Clerk provided by Accountemps.

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

Council Member inquired how much are we paying out, and what where the services for.

Mr. Turner indicated the amount is \$32K YTD, the Temp staff was used when Lynette Bastiste was Interim Finance Director and needed assistance to prepare for the audit.

OVERVIEW OF BUDGET AMENDMENTS TO APPROPRIATE FUNDS FOR COSTS OF THE NEW PARKING DECK, DON TURNER, FINANCE DIRECTOR.

A budget amendment to appropriate the funds expended for the construction of the new parking deck has never been approved. This amendment is to appropriate those funds as well as the funds needed to cover the costs of the privacy fence at Riverdale Regional Park.

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

OVERVIEW OF BUDGET AMENDMENTS TO APPROPRIATE FUNDS FOR COSTS OF APPROVED EMPLOYEE BONUS GIFT CARDS AND EMPLOYEE SERVICE AWARDS, DON TURNER, FINANCE DIRECTOR.

Mayor & Council approved the purchase of gift cards for employee bonus and service awards. However, the resolution authorizing the purchase did not authorize amending the budget to appropriate the funds. This budget Amendment authorizes the appropriation of these funds. \$8,500 from the General Fund Balance.

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

Council Member Wallace requested Mr. Turner to prepare and send a report of the number of employees that received cash bonuses – to include a breakdown of cash bonuses and gift cards.



OVERVIEW OF PROJECT AGREEMENT FOR TRANSPORTATION ENHANCEMENT GRANT PI #0090009 (PREDESTRIAN IMPROVEMENTS ALONG STATE ROUTE 85 FROM LAMAR HUTCHESON PARKWAY TO KING ROAD), CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED & BUSINESS SERVICES.

In 2009, the City applied for and received a Transportation Enhancement Grant for pedestrian Improvements along State Route 85 from Lamar Hutcheson north to King Road. This grant includes sidewalks, landscape improvements and required right of way acquisition. It is a 20 % matching grant. The local match can be in kind and/or cash/and or contracted services. Riverdale has already expended funds for Construction Drawings & ROW Drawings (Pond & Company), ROW consultant (Terrell, Hundley, Carroll), ROW acquisition, including fee simple parcels and temporary/permanent easements (Terrell, Hundley, Carroll), and in-kind work by the City Engineer.

The plans have been approved, the ROW has been certified and the Project Agreement with Georgia DOT is ready to be signed by the Mayor. After the Agreement is signed Riverdale will begin the bid process and the project will be underway.

The total project cost estimate (GDOT) is \$1,062,500. This includes the Federal Grant of \$850,000 plus the local contribution (match) of \$212,500.

If we do not accept the grant and we will lose the project and all funds expended to date.

Staff recommends **approval** of the resolution authorizing the Mayor to execute the agreement.

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

Council Member Ruffin inquired if the City of Riverdale has any more contributions to add.

Camilla Moore replied no, we have paid our portion.

Council Member Wallace inquired if Camilla Moore will be over the project. Yes, Camilla Moore will be over the project.

Council Member Stamps-Jones expressed this great opportunity to attract new business and residents to the City, and further contribute to the cities growth.

OVERVIEW OF ESTABLISHMENT OF AN ASSISTANT DIRECTOR'S POSITION FOR PLANNING & COMMUNITY DEVELOPMENT, CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED & BUSINESS SERVICES.

In light of a Departmental Re-organization in 2011 and with increase in job responsibilities for the Community Development Director, an Assistant Director's position is requested in an effort to assist in the directing and managing the work of the planning, permitting, and inspections divisions, including establishing priorities, setting quality standards, and ensuring established deadlines are met. In addition, in the absence of the Director, supervise all staff and subordinate professionals in the Department in the delivery of departmental goals and objectives.

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

OVERVIEW OF NETCHEX HRIS ENHANCEMENT UPGRADE, JACQUETTE JACKSON, HUMAN RESOURCE DIRECTOR.

Jacquette Jackson invited business partner, Mr. Trey Phillips to assist in the presentation and be able for questions regarding the upgrade.

The City does not have a strong enough HRIS tool towards required federal Affordable Care Act reporting, time keeping, HR and Benefit administration. We have received quotes from several vendors to provide the software to keep us in compliance with all government regulations.

If we do not upgrade, we may be out of compliance for required federal reporting (of 2014 data) and thus incur penalties up to and including federal charges against employer.

Staff recommends to Approve Netchex HRIS System upgrade (HR and Benefits, reporting, self-service, electronic annual enrollment).

Current Annual Payroll Cost \$ 24,000

We received the following three quotes:

	<u>Netchex</u>	<u>ADP</u>	<u>Proliant</u>
Annual cost	\$ 28,863	\$ 38,900	\$ 39,260
Implementation Fee	2,400	7,550	7,000
Additional Annual Cost	\$ 4,863	\$ 14,900	\$ 15,260

The Netchex upgrade is only \$4,863.00 annual difference in what we are currently paying. Mr. Trey Phillips, indicated he values the business relationship and partnership with the City of Riverdale. His company will provide an annual contribution of \$5,000 per year to



offset the cost of the upgrade. Therefore, the upgrade enhancement will not cost the City any additional revenues.

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

Council Member Wanda Wallace asked how long it would take to implement.

Jacquette Jackson indicated it would take 6-8 weeks for implementation time.

Don Turner stated with Netchex, the City of Riverdale will receive additional upgraded services without additional cost.

L'Erin Barnes, City Attorney, inquired if we were contemplating employees losing their job with the enhancement implementation. The response was no. Employees will not lose their jobs.

The Board inquired if there were any stipulations, if the Governing Body decided to table this measure for further discussion.

Mr. Turner replied, if this item was tabled, we will not be able to implement the system before 2nd Quarter.

RECESS INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER

Executive Session

Mayor & Council recessed into an Executive Session to discuss a personnel matter. Council Member Cynthia Stamps-Jones motioned to recess. Council Member An'cel Davis offered the second. The time was 6:32PM

Adjournment

There being no further business to come before Mayor and Council, Council Member Wanda Wallace motioned to adjourn. Council Member An'cel Davis offered the second. The time was 6:58PM.