



City of Riverdale
 7200 Church Street
 Riverdale, Georgia 30274
 OFFICE OF THE CITY CLERK



Sherry D. Henderson, City Clerk
 Tele: 770-909-5385
 Fax: 770-909-8854
 shenderson@riverdalega.gov

**MAYOR & COUNCIL WORK SESSION
 MONDAY, AUGUST 25, 2014 ~ 6:00 PM RIVERDALE, GEORGIA**

A. CALL TO ORDER/WELCOME:

B. ROLL CALL- CITY CLERK

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

C. COUNCIL PARLIAMENTARIAN TO READ RULES OF CONDUCT:

The Rules of Conduct was read by Council Member Stamps-Jones, Parliamentarian.

D. APPROVAL OF AGENDA:

By consensus, An Executive Session was added to the Agenda.

E. CITY MANAGER'S REPORT, E. SCOTT WOOD – CITY MANAGER:

Weekly staff meeting is very helpful to get acclimated to the needs of the respective departments and city. The Executive Assistant position is posted, and will be filled within 30 days, once the best candidate for the position is identified.

The Chief of Police closing date is set for September 13, 2014. Sheriff Victor Hill and the Executive Director of POST will be invited to be on the review panel.

Rodney Pitts, Director of Fleet Management, will bring before the Board a proposal/request to adopt a fuel management system for the city to ensure transparency and accountability. Mr. Pitts is gathering three (3) quotes for consideration and will bring this item to the Board for discussion at the Sept 8th Council Meeting.

Don Turner is positioning the city for a successful audit review. Audit will be completed and returned to the State by the end of December.

The Clerk's Office will gather information from other cities to create a use policy for corporate rental and special fee waivers.

Wednesday, Sept 3, 2014 @ 5:30PM Dept of Community Affairs representative will meet with the Board to review Downtown Development Authority (DDA) Law.

City Hall and city administrative offices will be closed Mon, Sept 1st, in National Observance of Labor Day.

Mayor Dixon called for questions and concerns from the governing body.

Council Member Stamps-Jones requested the Board receives a written copy of the City Manager report.

Mr. Wood indicated he will ensure the Board receives a copy.

Council Member Stamps-Jones inquired why is the Chief of Police search closing September 13, 2014. She was under the impression the search would remain open until November 2014. She questioned the abbreviated time to identify an ideal candidate for such an important position (Chief of Police). She asked if we were doing a National Search, and if Mr. Wood already had someone in mind for the Chief of Police position.

E. Scott Wood responded the position is posted on GLGA website, DOL, and published in Clayton News Daily. He stated he does not have anyone in mind for the Chief of Police position. He commented we certainly want the best person for this key position. We can push back the close date from Sept 13th. However, if we open this as a national search, we may get applicants that are not POST certified.

It was commented that an applicant that is not currently POST certified, can become POST certified.

Council Member Wallace stated she would like us to extend the search for an additional 30 days.

Council Member Davis had no comment.

Council Member Ruffin had no comment.

Mayor Dixon stated she would like the search to stay within the State of Georgia, to ensure the candidate is POST certified.

Council Member Wallace asked Mr. Turner to expound on the Netchex Payroll System.

Don Turner stated the Finance Department has discovered Netchex promised the city services they are unable to provide. At this time, Finance Department is considering other companies for Payroll Services.

F. CITY ATTORNEY REPORT, L'ERIN F. BARNES – CITY ATTORNEY:

The Hearing for Clayton County Public Schools vs. Mike Syphoe will be held Tues, Aug. 26th @ 2:30PM at the Clayton County Superior Court. Mike Syphoe is suing the Board of Education for not allowing the transfer of the lease from RDDA to Southern Crescent Information for Technology. The City of Riverdale is not part of this suit.

City Attorney has not received all the records back for the SPLOST forensic review. The Review team now has to do a report on how that money will be disbursed.

City Attorney has provided the Board with (2) proposals for an in-house Labor & Employment Attorney for review.

Mayor Dixon called for questions and concerns from the governing body.

Council Member Wallace had no questions.
Council Member Ruffin had no questions.
Council Member Davis had no questions.

Council Member Stamps-Jones inquired if the RDDA has any property that is owed to the City.

Don Turner responded if the DDA purchased items/property those items belongs to the RDDA.

G. PRESENTATION OF LASERFICHE SOFTWARE (RECORDS MANAGEMENT SOLUTION), NATHAN HANSARD, MCCi

Presented by:

Nathan Hansard | Account Executive - Lawrenceville, GA Office
MCCi
770.313.9782 Email: nhansard@mccinnovations.com

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

H. **PRESENTATION OF JUSTFOIA (OPEN RECORDS MANAGEMENT SOLUTION), NATHAN HANSARD, MCCI.**

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 and concerns from the governing body.

Council Member Stamps-Jones requested an add-on feature to filter the requestor name.

Council Member Wallace inquired how often is the software updated.

Nathan Hansard responded the software system is updated automatically. No need to purchase upgrades.

Council Member Ruffin posed question regarding the servers, if they are aged out. He also asked if people are limited to looking up items on the system during certain hours/time period. He inquired if support was available during off hours.

Nathan Hansard stated people are not limited to certain hours to access the system. Users can simply log-n for access. However, at this time the Corporate office is staffed Mon-Fri, 8AM-9PM Eastern Time for immediate assistance.

Council Member Wallace inquired if the Corporate office for MCCI/Laserfiche would manage the system for us, or will it be our in-house IT Department.

Nathan Hansard stated the city's in-house IT Department will manage the system.

I. DISCUSSION OF PARKS & RECREATION DEPARTMENT, NATHANIEL MINGO, ASSISTANT CITY MANAGER.

Due to limited time, discussion and action will be presented at Business Session.

J. OVERVIEW OF 2014 MILLAGE RATE, ANN SMITH, TAX COLLECTOR.

Due to limited time, discussion and action will be presented at Business Session.

K. OVERVIEW OF ITEMS FOR THE NEXT MAYOR & COUNCIL MEETING.

There were none.

L. RECESS INTO AN EXECUTIVE SESSION.

Due to limited time, The Governing Body will recess into an Executive Session, immediately following Business Session.

M. ADJOURNMENT.

There being no further business to come before Mayor & Council, Council Member Cynthia Stamps-Jones motioned to adjourn. Council Member An'cel Davis offered the second. The time was 7:01PM.

Minutes Approved:

Evelyn Wynn-Dixon, Mayor

Attested By:

Sherry D. Henderson, City Clerk

DRAFT