

**MINUTES OF
BOARD OF CITY COMMISSIONERS WORKSHOP**

Tuesday, July 22, 2014
W. Elmer George Municipal Hall
100 South Hill Street
9:00 A.M.

Those present: Chairperson Ryan McLemore, Commissioners Cora Flowers, Cynthia Reid Ward, Doug Hollberg, Dick Morrow, Rodney McCord, City Attorney Drew Whalen, and City Manager Kenny Smith.

Those absent: Commissioner Joanne Todd.

Chairman Ryan McLemore called the meeting to order at 9:00 a.m.

Chairman McLemore announced that the AMI/AMR overview would need to be divided into two sections. Due to the possibility of potential litigation, the Commission agreed to meet in an Executive Session at the end of the workshop.

Chairman McLemore announced that the first item on the agenda, *Local business and property owner, Ben M. Johnson, has requested to discuss the eligibility requirements of The Utility Incentive Program*, will be discussed at a later date.

Bill Bosch presented a brief overview of the City's AMI/AMR projects:

AMI Electric Meters

- Fully implemented as of April 2013
- Parallel reading with manual reads from TruCheck to confirm accuracy of AMI readings
- Assured a reading rate in excess of 98% before changing to AMI readings for billing purposes
- Changed to full AMI meter reading in July 2013 and eliminated electric meter reading services provided by TruCheck
- Meter reading rate continues to exceed 98% with 100% accuracy.
- Manual meter reading entry errors have been eliminated
- Ability to provide the customer with 15 minute usage data when dealing with high bill complaints

AMR Water Meters

- Full deployment of AMR water meters for City of Griffin customers completed in April 2014
- Parallel reading with manual reads from TruCheck to confirm accuracy of AMR readings
- Assured a reading rate in excess of 98% before changing to AMR readings for billing purposes
- Created separate reading cycles for City and County water customers
- Changed to full AMR meter reading in May 2014 and eliminated water meter reading services provided by TruCheck for City meters
- Meter reading rate continues to exceed 98% with 100% accuracy.

- Manual meter reading entry errors have been eliminated
- Ability to provide the customer hourly usage data when dealing with high bill complaints

The implementation of AMI electric meters and AMR water meters for all City of Griffin customers enables us to read meters remotely on demand. We are able to allow customers to select one of four days of the month on which their utility account payment will be due. Bill Bosch then provided a proposal to allow City of Griffin utility customers to select their utility bill due date, stating we have a large number of customers whose utility bill due date does not coincide with the receipt of their income. Examples include:

- Social Security, teachers: one check/month
- City/county employees, etc.: bi-weekly pay

This proposal will enable City customers to select a due date that coincides with their income and will hopefully reduce late payments, disconnections, and save them money. The four days from which to choose are the 3rd, 10th, 17th, or 24th of the month. The due date may vary slightly month-to-month based on weekends and/or holidays.

Commissioner Flowers said the verbiage should clearly reflect the actual drop dead date without a penalty versus the cut-off date.

Each customer would be limited to one due date change request during a 12-month period, and the change must remain in effect for an entire 12-month period. Spalding County has not elected to install remote radio read water meters, so their water service customers will not qualify for this option.

Discuss procurement policy.

Mr. Schwab said the Board requested discussion of the policy and how it compares to Spalding County's policy. The policy is currently a part of the Code of Ordinances. He suggested it be removed from the Code and recognized as a Procurement Policy, which staff would still be bound to follow. However, revisions and updates would be less cumbersome.

Mr. Whalen said we adopted the policy during a time when we were getting a great many complaints but it has always been a part of the code and some of the requirements are State law.

Mr. Schwab said that times have changed and he felt the City should rewrite and maintain as a Policy document.

There was discussion of minority enterprise or local enterprise, and how state law applied to the policy. Mr. Whalen pointed out if there's a project such as the Housing Authority, federal regulations would prevail.

After further discussion, Mr. Smith recommended an amendment to what we currently have with a focus on contractors using local subcontractors.

Discuss options for funding of new airport.

Mr. Smith said the County has a potential option for funding their portion of the Airport and would like a joint meeting to discuss. They tabled the item on their agenda last night for further evaluation.

Mr. Morrow advised the FAA reduced the up-front requirement from \$6 million each from City and County, to a total of \$6.3 million total, divided between the City and County

Robert Mohl reported that projects for the existing Airport for FY 2015 would not occur except for obstruction removal if we decide to move forward with the new airport. He said he was unsure of the discussion for the Joint Workshop.

Commissioner Morrow said if the County wants to back out of the new Airport, they need to move out of the Authority. He recommended meeting with the City attorney to get a specific agreement (contractual language) with the County.

County Manager William Wilson addressed the Board and proposed a Joint meeting at the Annex at 9:00 AM this Friday morning. He advised the County would label their meeting a Special Called Meeting in order to be able to vote, in the event an agreement could be reached.

City Manager Kenny Smith announced that Commissioner Joanne Todd is having surgery this morning and he hopes to have an update later this afternoon. Mr. Smith also announced that this is Alicia Bolton's last workshop meeting, as she will be leaving after Friday.

On motion by Commissioner Dick Morrow, seconded by Commissioner Cynthia Ward, and unanimously approved, the City of Griffin Board of Commissioners entered into Executive Session at 10:12 a.m.

On motion by Commissioner Cynthia Ward, seconded by Commissioner Dick Morrow, and unanimously approved, the City of Griffin Board of Commissioners returned to the morning workshop.

On motion by Doug Hollberg, seconded by Commissioner Cora Flowers, and unanimously approved, the morning workshop adjourned at 10:40 a.m.

Respectfully submitted,

Kenny Smith, Secretary

Accepted:

Ryan McLemore, Chairman