



**Mayor and Council Meeting
Work Session Minutes
January 27, 2014 | 6:00PM**

The Riverdale Mayor and City Council met on January 27, 2014 at 6:00PM 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 6:00PM.

Roll Call

All members of the governing body were present for the meeting.

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 PLANNING & ZONING 2014 MID YEAR REPORT, CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED, & BUSINESS SERVICES.

The mission of the Department of Planning, Community Development & Business Services is to create strong, vibrant and sustaining communities through the administration and management of diverse programs and initiatives which promotes the growth and enhancement of the City's citizenry through the introduction of new economic development, housing, and business opportunities, improved quality of life standards and cultural education and enrichment practices.

Camilla Moore presented the Board with a comprehensive project update for the last 6 months for July 1, 2013 – December 31, 2013. Development is increasing in Riverdale.

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



2014 ZONING SCHEDULE UPDATE, CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED, & BUSINESS SERVICES.

Each year Mayor & Council is required to approve a zoning schedule which outlines for the public, dates in which the zoning requests can be received, Planning Commission Review, Public Notice, etc.

**City of Riverdale
2014 Zoning Schedule
Planning, Community Development and Business Services**

Filing Deadline Date	Ad Date to the Paper	Date to Run in Paper	Planning Commission Meeting	Mayor and Council Meeting
January 13, 2013	January 27, 2014	January 31, 2014	February 17, 2014	February 24, 2014
February 10, 2014	February 24, 2014	February 28, 2014	March 17, 2014	March 24, 2014
March 17, 2014	March 24, 2014	March 28, 2014	April 21, 2014	April 28, 2014
April, 14 2014	April 28, 2014	May 2, 2014	May 19, 2014	May 26, 2014
May 12, 2014	May 26, 2014	May 30, 2014	June 16, 2014	June 23, 2014
June 16, 2014	June 23, 2014	June 27, 2014	July 21, 2014	July 28, 2014
July 14, 2014	July 28, 2014	August 1, 2014	August 18, 2014	August 25, 2014
August 11, 2014	August 25, 2014	August 29, 2014	September 15, 2014	September 22, 2014
September 15, 2014	September 29, 2014	October 3, 2014	October 20, 2014	October 27, 2014
October 13, 2014	October 27, 2014	October 31, 2014	November 17, 2014	November 24, 2014
November 10, 2014	November 24, 2014	November 28, 2014	December 15, 2014	December 22, 2014
December 15, 2014	December 29, 2014	January 2, 2015	January 19, 2015	January 26, 2015

Changes in the scheduling of any of the above meetings or notification will be made in compliance with the City of Riverdale Zoning Ordinance.

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

DISCUSSION REGARDING ESTABLISHMENT OF AN ASSISTANT DIRECTOR 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.

Mr. Ruffin posed a question regarding the staffing and funding for the position.

Mr. Mingo indicated this position will be filled internally and put in upcoming budget for funding.

The goal is to have a #2 in place, in the event the Director is out of the office, to ensure the flow of business continues for the city.

Mayor Dixon commented on the great opportunity the job will be posted internally to allow opportunity for growth.

OVERVIEW OF CITY OF RIVERDALE COMPREHENSIVE SHORT TERM WORK PLAN, CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED, & BUSINESS SERVICES.

On August 29, 2012, DCA Commissioner, Mike Beatty sent Local Governments and Chief Elected Officials the Proposed Revisions to the Rules for Comprehensive Planning and requested input on the draft rules. At that time, adoption of the proposed Rules was scheduled to occur on November 7, 2012.

Those Cities whose Comprehensive Plan Updates were due prior to the proposed adoption of the proposed Rules were asked to submit a "Waiver" to submit a Comprehensive Plan Update with an understanding that a submittal of a Short Term Work Plan by their respective Due Dates for the following year would be required.

Camilla Moore, Director of Planning & Zoning request approval of submitted information, for the record.

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

LIVEABLE CENTERS INITIATIVE UPDATE, CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED & BUSINESS SERVICES.

In 2006, the City of Riverdale was the recipient of a Livable Centers Initiative (LCI) Grant. An LCI is an initiative administered by the Atlanta Regional Commission, which utilizes Federal transportation dollars to fund studies aimed at helping foster greater livability, mobility, and accessibility. This is achieved by examining the land use and transportation connections within a community and identifying connections that can be improved or created.

Recipients of LCI funding are required to submit two, five, and ten year updates. The following report is an update of the City's accomplishments and pending objectives. While only a small percentage of the overall objectives as initially outlined by the City have been accomplished, the change in economic conditions makes it more probable that a greater percentage of the objectives can be achieved within the next five years.

Staff will continue to work diligently in meeting all of the goals and objectives as initially established and with an infusion of city funding for new staffing, equipment, and other needed resources, the Department will meet the prescribed goals. For the record, Camilla Moore, Director of Planning Zoning, request approval for submittal.

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

UPDATE ON THE RIVERDALE REGIONAL PARK PRIVACY FENCE AND FOOTBALL FIELD GATE, BENNIE ROSE, DIRECTOR OF GENERAL SERVICES.

Currently there are concerns from the Public about privacy issues, noise issues, and people walking through their property to access the Park. To install a gate across the sidewalk going down to football field from the concession stand so the field can be locked out after Saturday games allowing recovery time per recommendation from Clayton County Parks and Recreation and other professionals evaluating field.

General Services Department recommends the city Install a (8ft) PVC fence to run from the fence at the Baseball field to across from the retention pond below the football field. This should provide relief from the above mentioned concerns.

With installed gated, Football field can be locked out allowing field recovery time after games and savings due to be field management and maintenance. General Services Dept. recommends Natural Enclosures Fence Company at \$18,306.64 for services.

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

Council Member Stamps Jones inquired when installation will begin, if approved.

Bennie Rose stated within a few weeks, with weather permitting.

The proposed fence will address the fence along the rear property line that runs horizontally.

Council Member Ruffin indicated the fence needs to be an additional height.

Council Member Wallace wanted clarity on which dept is over this project, whether Bennie Rose or Camilla Moore.

Mr. Mingo stated Bennie Rose has always been over the actual fencing and Camilla Moore responsible for the basin.

Mr. Bennie Rose stated the Board was pleased with the existing fencing, but would like to have it raised 10-12 feet.

L'Erin F. Barnes, City Attorney inquired if the City planned to use the same company for both fences, and whether Natural Enclosures Fence Company would simply provide materials or will their service also include installation? Mr. Bennie responded the quote includes materials and installation.

Per the request of Council, Mr. Bennie will secure additional quotes from Fence Company for the additional fence that is needed.

UPDATE ON TRUGREEN LANDCARE CONTRACT FOR 2014 PROFESSIONAL LAWNCARE FOR THE CITY OF RIVERDALE, GROUNDS, ROW'S, AND RIVERDALE REGIONAL PARK, BENNIE ROSE, DIRECTOR OF GENERAL SERVICES.

TruGreen Landcare is being considered for Landscape services for the City of Riverdale and Regional Park which includes, but not limited to- mowing, weed eating, edging, bed maintenance, aeration, fertilize, mulch, pruning, irrigation startup-monitoring-shutdown, mowing ROWs and medians, and seasonal Bennie Rose, Director of General Services, recommends the city To enter into contract with TruGreen Landcare for Landscape/Mowing services. Offer reduced from \$94,068.00 to \$90,564.00.

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

DISCUSSION TO REQUEST WAIVER OF ALCOHOL BEVERAGE LICENSE FEE FOR RIVERDALE DOWNTOWN DEVELOPMENT AUTHORITY (RDDA), MICHAEL SYPHOE, RDDA EXECUTIVE DIRECTOR.

The Riverdale Downtown Development Authority (RDDA) works in conjunction with the Riverdale Centre on events that offer adult beverages for sale. The RDDA must purchase an Alcohol Beverage License to sell alcohol at Riverdale events. The RDDA's budget is very limited and they are requesting that the city waive the \$7,500 fees associated with the acquisition of this license.

City Attorney L'Erin F. Barnes recommended to the Board not to approve the waiver. She noted a license fee waiver has been approved in the past for the RDDA, and questioned will when the RDDA be able to support itself? She stated she would defer from approving the waiver, based on history.

Mayor Dixon stated the RDDA provides alcoholic services for several of our private facility rentals – such as weddings, in addition to our city events, concerts, and galas. She stated the RDDA serves the city, and would like to see continued support for RDDA for an additional year.

Mr. Syphoe indicated his net sales were extremely low in 2013 - the Riverdale Centre hosted one wedding that required alcohol services. The RDDA nets \$9K average for South City Concerts. However, in 2013 there was a drastic decline with \$4K in average sales. He stated due to rain, and possibly other factors he lost in excess of \$22K in sales.

Council Member Stamps Jones stated we have supported the RDDA since its creation. She posed question to Mr. Syphoe regarding why Mayor & Council has never been presented with a financial report for the RDDA. She feels because the city provides financial support, the Board is entitled to review financial reports

Council Member Ruffin would like the Board to support the RDDA's liquor license waiver. He noted the many financial challenges endured by the RDDA, including the bad roof at the incubator that needs repair.

Mr. Syphoe added the necessity to move out of their former location at 750 Main Street – it was inhabitable due to rates, fungus, and mold. He indicated RDDA did a thorough analysis of the new Business Incubator located at 6630 Camp Street. He reminded the Board the RDDA pays their own utilities (water, power, and gas). He stated this one additional alcohol fee waiver would help the RDDA tremendously, as they position themselves for growth.

Mr. Mingo posed question to Mr. Syphoe, what will be the ramifications if the RDDA does not have the liquor license fee waiver. Mr. Syphoe responded the RDDA will be unable to sell alcohol.

Council Member Davis asked if we could table this measure and allow 7-10 business days for the RDDA to provide a financial report to Mayor and Council to review.

Board forges a consensus of agreement.

Executive Session

Mayor & Council recessed into an Executive Session to discuss a legal matter. Council Member Wanda Wallace motioned to recess. Council Member An'cel Davis offered the second. The time was 6:55PM

Council Member Wanda Wallace offered motion to reconvene back into Work Session, Second offered by Council Member An'cel Davis.

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 7:22PM.