



**MAYOR & COUNCIL WORK SESSION MINUTES  
MONDAY, SEPTEMBER 8, 2014 ~ 6:00 PM RIVERDALE, GEORGIA**

The Riverdale Mayor and City Council met on September 8, 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**

Mayor Evelyn Wynn-Dixon called the meeting to order at 6:00PM

**Roll Call**

All members of the governing body were present at the meeting. Sherry D. Henderson, 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.

**CITY MANAGER'S REPORT:** E. Scott Wood provided full City Manager Report - highlights were:

1. Recap presentation by Billy Peppers for DDA Overview (Special Called Meeting 9/3/2014)
2. The city was awarded the Certificate of Achievement for Excellence in Financial Reporting by The Government Finance Officers Association.
3. We will implement "Public Stuff" software by end of this month (Sept 2014). General Services in process of hiring add'l personnel to assist city provided timely responses to those services requested and identified with "Public Stuff"
4. The first newspaper ad on the millage rate will appear on Wed. Sept 10<sup>th</sup>. Public Hearings are scheduled for 10AM and 5PM on Thu Sept 18<sup>th</sup> and a final meeting scheduled Monday Sept 29<sup>th</sup> at 6PM.
5. City Attorney, L'Erin Barnes, has mentioned a need for labor attorney to represent city as we Implement necessary civil service process in Riverdale.

6. At this time, we do not have a fuel management system. Rodney Pitts, Fleet Maintenance Director, secured (3) three quotes and has identified Trak Engineering at a cost of \$11,657.50 with those funds to be reallocated from contingency.
7. City Manager requesting Mayor and Council authorize the creation of a position of Administrative Assistant to the City Manager and enable him to begin interviewing for the position as soon as possible.

**CITY ATTORNEY REPORT:**

L'Erin F. Barnes will provide updates at Executive Session for personnel and legal matter.

**OVERVIEW ON CITY FUEL MANAGEMENT SYSTEM, RODNEY PITTS, FLEET MAINTENANCE DIRECTOR.**

Rodney Pitts is requesting to purchase a new City Fuel Automated Management System. It is database software that provides the ability to report on all our fueling information. It polls, downloads, stores, and organizes the information from the Fuel Sentry(s). The WinCC Software manages the database functions of the system, stores the transactions, inventory, vehicles and personnel information. There are over 40 standard reports that can be saved to word doc, a PDF File or an excel spreadsheet. We can also export to our fleet maintenance software or any windows based software. Staff is recommending Trak Engineering (\$11,657.50) to provide service for City of Riverdale.

**DISCUSSION ON ACQUIRING AND CONTRACTING A LABOR & EMPLOYMENT ATTORNEY, L'ERIN F. BARNES, CITY ATTORNEY.**

City Attorney expressed the need of the city to engage the services of a labor/employment attorney on a contract basis for the purposes of providing legal advice and counsel to the City of Riverdale's Civil Service Board and all other related purposes related to the internal grievance and appeal procedure.

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

Council Member Stamps-Jones inquired about the amount to be paid to the contracted attorney. It there was a range.

Council Member Ruffin understands we can amend the budget, however he also feels it will be difficult to quantify and amount. We clearly want the best attorney for this task.

Councilwoman Wallace agreed with Mr. Ruffin.

Don Turner, Finance Director, stated additional funds were budgeted to cover contingencies in the FY2015 budget for unexpected legal fees/services - which could be used to cover cost for the labor & employment attorney. If needed, the budget can be amended for additional cost.

E. Scott Wood inquired if a basic hourly rate could be offered.

Attorney Barnes stated an average hourly rate could range between \$150-\$200/hr.

Council Member Stamps-Jones stated the amount paid to the Attorney should not outweigh the amount of the grievance.

**DISCUSSION ON CREATION OF ADMINISTRATIVE ASSISTANT POSITION, E. SCOTT WOOD, CITY MANAGER.**

City Manager, E. Scott Wood, requested Mayor and Council to authorize the creation of a position of Administrative Assistant to the City Manager and to enable him to begin interviewing for the position as soon as possible. Funding for this position, if approved, will be reallocated from contingency and the salary will fall within the appropriate scale on the pay and classification schedule previously approved by City Council.

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

Council Member Stamps-Jones inquired if this person can also assist serves Mayor Dixon to assist with managing her calendar.

Council Member Wallace stated she's in support of productivity.

Council Member Ruffin posed a concern regarding companies that can track man hours by different tasks. It's a great way to gauge needs.

Jacquette Jackson, HR Manager, confirmed what Mr. Ruffin is referencing is a Job Analysis and Compensation Analysis tool.

E. Scott Wood commented on the Executive Assistant to Mayor and Council position as well.

Council Member Stamps-Jones stated suggest we see how it goes, Administrative Assistant person can assist Mr. Wood and serve Mayor Dixon. Mr. E. Scott Wood will advise the Board if the work load becomes too much for the Administrative Assistant. But, for now she recommends the person serves Mr. Wood and Mayor Dixon.

**OVERVIEW OF THE LIVABLE CENTERS INITIATIVE (LCI) UPDATE, ELLIS STILL, ASST DIRECTOR OF PLANNING & ZONING.**

**OVERVIEW OF THE SHORT TERM WORK PLAN, ELLIS STILL, ASST. DIRECTOR OF PLANNING & ZONING.**

*Ellis Still requested to present Livable Centers Initiative (LCI) and Short Term Work Plan together, they are inter-related. The Governing Body agreed.*

Planning & Zoning presented these items to Mayor & Council in January 2014 and was approved. This is the second round of approval with Atlanta Regional Commission (ARC) and Department of Community Affairs (DCA).

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

Council Member Ruffin stated it would be beneficial to have a measurement of what we have done. We need the initiatives/ projects documented with measurable goals and projected due dates.

Mr. Ellis Still stated the Economic Development Specialist will be responsible for tracking and measuring the projects, as well as updates on grants applied for and received. Planning & Zoning Department is working to identify a qualified candidate for this current open position.

### **DISCUSSION ON THE PROVISION OF THE HANDBOOK FOR MANDATORY AGE FOR RETIREMENT, L'ERIN F. BARNES, CITY ATTORNEY**

City Attorney L'Erin Barnes presented this item for discussion. Sometime ago, Ms. Jackson, HR Manager, was working on the revision of the handbook. At this time, City Attorney proposes to remove the provision regarding mandatory age for retirement.

#### **Mayor Dixon called for questions and/or concerns from the Governing Body**

Council Member Wanda Wallace posed a question to Mr. Mingo, why after a year, we are still waiting on the completed handbook.

Mr. Ming, Asst. City Manager, replied the first revision was completed. Once a new City Attorney was appointed (L'Erin Barnes Jan. 2014), she needed time to become familiar with the circumstances and revisions associated with the Handbook for legal form.

Ms. Jackson, HR Manager, stated the Employee Handbook was completed May 2014. New policies were made within the workforce and the Handbook needed to be revised again. With the creation of Assistant City Manager position(s), we need to review and revise policies

Mr. E. Scott Wood, City Manager, inquired if the 70 year retirement age will affect Public Safety.

Ms. Jackson stated we currently have a "fit for duty" policy. However, it is not properly enforced and supported in the budget.

Mr. E. Scott Wood stated he will properly follow-up with the Police Department, for additional information.

### **OVERVIEW OF ITEMS FOR THE NEXT MAYOR & COUNCIL MEETING.**

Council has requested items to be added to Sept 22<sup>nd</sup> Work Session Agenda for discussion:

1. Update on Security Cameras at Riverdale Regional Park
2. Update on eCivis software program for Grants
3. Update on outstanding litigation cases
4. Discussion on amendment to Employment Handbook regulating mandatory age for retirement.
5. Review of attorneys for Employment and Labor issues.

### **EXECUTIVE SESSION**

The Executive Board forged a consensus to recess into an Executive Session to discuss a personnel and legal matter. The time was 6:47PM

**ADJOURNMENT**

The Governing Body reconvened into Work Session, the time was 7:11PM.

There being no further business to come before Mayor & Council, Council Member Wanda Wallace motioned to adjourn. Council Member An'cel Davis offered the second. The time was 7:11PM

**Meeting Minutes Approved:**

By: \_\_\_\_\_  
Dr. Evelyn Wynn-Dixon, Mayor

Attested By: \_\_\_\_\_  
Sherry D. Henderson, City Clerk

DRAFT