



**CITY OF RIVERDALE  
MAYOR AND COUNCIL  
WORK SESSION MINUTES  
MARCH 24, 2014 | 6:00PM**

The Riverdale Mayor and City Council met on Monday, March 24, 2014 at 6:00PM for the purpose of conducting a scheduled 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 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

**PARLIAMENTARIAN TO READ RULES OF CONDUCT:** Council Member Stamps-Jones.

**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.

**There was consensus to approve the Agenda.**

**CITY MANAGER'S REPORT**

Nate Mingo, Interim City Manager

1. Introduction of new software for city, "Public Stuff" will help eliminate issues we have with citizens not able to report city concerns.
2. We have Economic Development Video production is scheduled within the next couple of weeks.
3. The Accreditation for the Police Department (CLEA) was very successful. Formal presentation to the city will be scheduled soon.
4. The Athletic Coordinator, Bryan Carroll, with Cultural Affairs & Leisure Services recently submitted his resignation notice. Cultural Affairs request approval to post this position as a full time position.

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

Council Member Stamps-Jones requested a copy of the job description for the Athletic Director position.



## **STATUS UPDATE ON THE RIVERDALE DOWNTOWN DEVELOPMENT AUTHORITY (RDDA)**

The only Resolution for RDDA is the original Res. No. 34-07-06 to create the RDDA and Chris Smith Resolution to fulfill the unexpired term of Keith McDonald which expired July 2012.

L'Erin Barnes, City Attorney, stated the current Board is defunct. The Riverdale Mayor and Council needs to appoint or re-appoint the Board members of the RDDA.

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

Council Member Ruffin stated we don't know if the current members would like to be reappointed.

Council Member Stamps-Jones thanked the RDDA Board members for their time served.

Mayor Dixon stated a university will be moving into the Incubator building soon and we will need someone from the RDDA on hand to manage that.

Mr. Roland stated there is still an Executive Director on the RDDA. He stated he would be honored to continue to serve on the RDDA Board.

Mr. Culbertson stated he has enjoyed serving on the RDDA Board. He feels the Executive Director, Mike Syphoe, has done a great job. If it pleases Mayor and Council, he would like to continue to serve.

Mr. Solomon would like to remain on the RDDA Board as well.

Council Member Wallace indicated the recent RDDA Board Meeting was held on this past Thursday. She asked if anyone had copies of the minutes of the meeting.

Mayor Dixon stated she has Minutes from the Thursday, March 20, 2014 RDDA Board Meeting. She is happy to share with Riverdale City Council Members.

Mayor Dixon polled the Governing Body if a Special Called Meeting would be needed to discuss RDDA.

Special Called Meeting was not needed.

City Attorney, L'Erin Barnes, would like to reach out to the RDDA attorney for further conversation.



**PRESENTATION OF THE APRIL 2014 DESTINED FOR GREATNESS CONCERT LINEUP, CIECIE MCGHEE, DIRECTOR OF CULTURAL AFFAIRS.**

CieCie McGhee indicated the Mayor and Council approval process is slowing down the selection process of talent for city concerts. She indicated, at this time, she does not have any talent to present to the Board. Her suggested/proposed artists have signed with another venue due to the delay in commitment from the City of Riverdale.

CieCie would like to review with the Board a revised format for the concert selection. She request the flexibility to select the artist and not have to review with the Board at Work Session and later request approval at Business Session.

Council Member Davis stated Council needs to release and allow Ms. McGhee to select and confirm the artists for concerts, and not hold her up from moving forward. Simply allow her to do what she does and allow for success.

Council Member Wallace stated that Ms. McGhee knew about the Destined for Greatness Concert last year, and she had sufficient time to select her artist and allow time for the approval process, if she started earlier and not at the last minute. Other municipalities already have their artist selected, and are currently selling tickets, and Riverdale doesn't have a lineup.

Council Member Ruffin stated that CieCie brought us artists a month ago, and the Board disapproved of her suggested lineup. He stated the Board should take ownership of that part of the process.

Council Member Stamps-Jones stated she understands CieCie's concern.

Mr. Mingo added to the conversation; that the process of addressing the Board 2 weeks, 4 weeks, 6 weeks out, can possible hinder CieCie's ability to lock in her artists.

It is Mr. Mingo's recommendation that we do not have the lineup approved with a resolution. He request the Board rely on CieCie's expertise and experience to design and create a successful concert series.

Council Member Stamps Jones inquired if The Destined For Greatness Concert can be salvaged. Cie Cie stated that we can still salvage The Destined For Greatness Concert. However, we will need to secure new artists and change the concert date.

Mayor Dixon stated she supports Council Member Davis idea. The Board should allow CieCie to choose the artists.

Council Member Wanda Wallace indicated she does not feel comfortable giving a Department a huge amount of tax payers money to spend, and Department is not producing.

Council Member Stamps-Jones stated she is in agreement to give CieCie autonomy. However, CieCie must confer with City Manager, and it is the responsibility of the City Manager to keep the Governing Body informed.

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

**PRESENTATION OF THE JUNE 2014 SOUTH CITY CONCERT LINEUP, CIE CIE MCGHEE, DIRECTOR OF CULTURAL AFFAIRS.**

The July South City Concert Series would be contingent on the Board's decision tonight to allow CieCie authority to select the artist with approval from the Board.

Council Member Wallace asked CieCie McGhee to provide the Board an expense report for the expenditures involved for the Concert Series.

**DISCUSSION ON THE SALVAGE AND AUCTION OF FURNITURE, CHIEF B. WILLIS, FIRE SERVICES.**

The Riverdale Fire Services has the following furniture that has exceeded its useful life span and we are requesting permission to salvage or auction the furniture when we can replace it: 8 chairs, 10 beds, 10 nightstands, two dining tables/chairs.

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

Council Member Stamps Jones inquired which budget will this come out of. Chief Willis responded, some will come out of current Fiscal Year and upcoming Fiscal Year Budget.

**DISCUSSION OF SANITATION EXEMPTION FOR SENIORS, DON TURNER, FINANCE DIRECTOR.**

Seniors and Veterans who are exempt from property taxes were not charged sanitation until 2011. In 2012 and 2013 they were charged sanitation but the ordinance was changed from 2014 to exempt them. This discussion is whether or not we should make that exemption retroactive to 2012.

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

**DISCUSSION ON ADDING A NEW POSITION OF ASSISTANT FINANCE DIRECTOR AND RECLASSIFYING THE POSITION OF ACCOUNTING TECHNICIAN, DON TURNER, FINANCE DIRECTOR.**

Discussion on adding a new position of Assistant Finance Director and Reclassifying the position of Accounting Technician.



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

**DISCUSSION ON THE GMA LEASE RESOLUTION, DON TURNER, FINANCE DIRECTOR.**

This resolution is required in order for the City to be in compliance with the Dodd-Frank Act. The attached letter from GMA explains the reasons for this action.

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

**OVERVIEW OF THE CITY VISION AND VALUES PROPOSAL, JACQUETTE JACKSON, HUMAN RESOURCES DIRECTOR.**

Implement Vision and Values statements for the organization. These will represent the path, direction towards attaining our mission. Vision allows clear definition of long term goals for achieving the mission. Additionally, these help to create identity for the organization and the company culture. Invokes a synergy, opportunity for all employees to engage, and be inspired in one direction....one goal. Employees are the biggest asset and they need to know they are relevant. Having these statements is a powerful motivational tool.

Vision: A lean responsive local government that allows communities, individuals, and businesses to prosper.

Values: Customer Service, Integrity, Diversity, Responsiveness, Financial Responsibility

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

Council Member Wallace inquired when will the Governing Bod receive the Employee Handbook.

Mr. Mingo stated she will receive the handbook next week.

**OVERVIEW OF THE REPUBLIC/BFI/ALLIED SANITATION SERVICES (CONTRACT ADDENDUM NO. 1), CAMILLA MOORE DIRECTOR OF PLANNING AND ZOING, CD, ED.**

On February 27, 2012, an original Vendor Service Agreement by and between the City of Riverdale and BFI Waste Services LLC, d/b/a Allied Waste Services of Atlanta/Republic Services of Georgia was executed for residential, commercial, and recycling services.

Since the execution of the contract, Staff and representatives from Allied Waste have diligently worked together in an attempt to create a more innovative and successful residential recycling program that does not negatively impact the City's General Fund or causes a financial hardship for the citizens of Riverdale.



To make the recycling program more appealing, as well as more users, inviting, moving away from small recycling containers to 64 gallon recycling carts is being suggested. This change augmented by educational material that will be mailed to citizens by allied bi-annually should increase the number of residents participating in the program.

However, there is an increased monthly cost of \$2.12 per household (\$25.44 yr.) associated with the new proposal, for an estimated cost of \$97,740.48. Coupled with the \$18,000 set aside for “exemption”, the total proposed cost of the new residential recycling is approximately \$115,740.48.

To lessen the impact to both residents and the City, Staff recommends that the City and residents split the annual increased cost of \$25.44 (\$12.72 each). Homeowners will see an increase of \$1.06 per month.

Staff recommendation will have an impact on sanitation revenues of only \$57,870.24. Homeowners will see an increase of \$1.06 per month.

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

Council Member Ruffin commented on the fact of \$2.00 added to everyone’s sanitation bill. He recommended a survey be completed to gauge the number of people that would participate.

Camilla Moore indicated a survey was done last year (2013). Republic Services will do a marketing campaign to encourage recycling. The citizens want to be informed and educated on the program.

**OVERVIEW OF THE CHARLES ABBOTS ASSOCIATES - PROFESSIONAL ENGINEERING SERVICES (CONTRACT ADDENDUM NO. 2), CAMILLA MOORE DIRECTOR OF PLANNING & ZONING, CD, ED**

On April 24, 2012, an original Vendor Service Agreement by and between the City of Riverdale and Charles Abbott Associates, Inc. was executed for professional inspection and plan review services. In 2013, the City executed Addendum 1 for LEED Certification Services.

The City currently does not have an executed contract with a professional engineering firm to provide for General Professional Engineering. The attached Addendum 2 is to amend the existing contract of CAA to provide additional services as authorized by the term of their Agreement in Section 3.5, as well as provide all the associated technical services to provide additional support and serve as the City Engineering Firm for the oversight of the Riverdale Park Expansion and other development projects.



In compliance with federal, state, and local development guidelines, all development site plans and construction drawing require the review and sign-off by a “Certified” Professional Engineer.

CAA will provide a full array of engineering services to include; Design Phase Services, Construction and Inspection Phase Services, Project Administration, General Civil Support, Environmental Services, Traffic Engineering, and other services as needed.

Failure to have development plans reviewed and signed off by a certified professional engineer subjects the city to possible litigation.

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

Council Member Wallace inquired when with this take place.

Camilla Moore responded it will be on an as needed basis. Council will vote on this measure at the April 14<sup>th</sup> Council meeting.

**OVERVIEW OF THE PETITION NO. 2014U-0001 (USE PERMIT FOR NAIL SALON),  
CAMILLA MOORE, DIRECTOR PLANNING & ZONING, CD, ED,**

The Applicant, Phat Pham is applying for a Use Permit to change ownership of an existing Nail Salon establishment at 6736 Highway 85, Riverdale, GA 30274. This proposed site is zoned C-2, General Commercial. Adjacent and nearby zonings is C-2 General Commercial districts. The property does have a reasonable economic use as currently zoned. The property has (7) seven suites that are all occupied and the existing nail shop has been in business for the past 20 years. As zoned, the property does allow a variety of different possible uses which are legally conforming and would support a number of uses that does not require the approval of a use permit. The C-2 General Commercial Zoning is the most flexible of all the commercial districts.

**OVERVIEW OF ITEMS FOR NEXT MAYOR AND COUNCI MEETING.**

**ADJOURNMENT.**

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 7:10PM.