



CITY OF RIVERDALE MAYOR AND COUNCIL
WORK SESSION ACTION MINUTES

JUNE 11, 2018 |6:00 PM

CITY OF RIVERDALE MAYOR AND COUNCIL MEETING JUNE 11, 2018

*Mayor
& Council*

RIVERDALE



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BUILDING GREATNESS DAILY

MAYOR

Dr. Evelyn Wynn-Dixon

CITY COUNCIL

Cynthia Stamps-Jones, Ward 1

An'cel Davis, Ward 2

Wanda Wallace, Ward 3

Kenneth Ruffin, Ward 4

CITY MANAGER

E. Scott Wood

CITY ATTORNEY

L'Erin Barnes Wiggins

CITY CLERK

Sylvia Vaughan

RIVERDALE CITY HALL

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RIVERDALE, GA 30274

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WELCOME TO THE MAYOR & COUNCIL
MEETING OF THE CITY OF RIVERDALE
THIS MEETING IS OPEN TO THE PUBLIC



**CITY OF RIVERDALE MAYOR & COUNCIL
 WORK SESSION ACTION MINUTES
 MONDAY, JUNE 11, 2018 | 6:00 PM**

The Honorable Mayor Evelyn Wynn-Dixon

The Honorable Cynthia Stamps-Jones
 The Honorable Wanda Wallace

The Honorable An’cel Davis
 The Honorable Kenneth Ruffin

City Manager:
 City Clerk:
 City Attorney:

E. Scott Wood
 Sylvia Vaughan
 L’Erin Barnes Wiggins

1. **CALL TO ORDER/WELCOME:** The Honorable Mayor Evelyn Wynn-Dixon
2. **ROLL CALL - CITY CLERK:** All Members of Council were present which constituted a quorum.

Attendee’s Name	Title	Absent	Present
Evelyn Wynn-Dixon	Mayor, At-Large		X
Cynthia Stamps-Jones	Council Member, Ward 1		X
An’cel Davis	Council Member, Ward 2		X
Wanda Wallace	Council Member, Ward 3 Mayor Pro-Tem		X
Kenneth Ruffin	Council Member, Ward 4 Parliamentary		X

3. APPROVAL OF THE AGENDA:

Council Member Wallace made a motion to approve the agenda with the following additions and deletions:

Additions:

- Executive Session

Deletions: (None)

Council Member Ruffin provided the second. **The motion carried unanimously.**

4. CITY MANAGER’S REPORT: E. SCOTT WOOD (A written report was provided in advance to the Board)

City Manager, E. Scott Wood notified the Board about a concern regarding an organization by the name of “The Institute for Justice.” Mr. Wood stated that the organization had done critiques of Municipal Courts and Municipal Revenues. He indicated that as of last year, the City looked into Court Revenues. Mr. Wood spoke about the City of Doraville recently receiving criticism from the organization for Unproportioned Municipal Court Revenues. Mr. Wood also stated that the City of Riverdale’s Municipal Court Revenues percentage was below average. His reasoning for expressing concern to the Board was that recently the organization had requested Open Records from the City’s Municipal Court Revenues.

There were no questions or concerns on this item.

5. CITY ATTORNEY’S REPORT: L’ERIN BARNES WIGGINS (A written report was provided in advance to the Board)

Attorney Wiggins referred to an additional change regarding the FAA Jet Fuel Tax. She stated that the Department of Revenue order was still on the table. She also indicated that there had been some legislation passed or considered by the Senate on the federal level that will be added to the course of action. Attorney Wiggins stated that once more information is provided on the federal level, she would then give the Board with an update about how this will impact the Department of Revenue order concerning the grant. Attorney Wiggins also spoke about Clayton County’s Resolution and informed the Board that the Cities would be creating a Resolution within the next coming weeks.

Questions and comment were provided by the Governing Body.

**6. DISCUSSION OF THE FISCAL YEAR 2019 BUDGET- CITY MANAGER
E. SCOTT WOOD**

City Manager, E. Scott Wood stated that copies of the Fiscal Year 2019 Budget were provided to the Board two (2) months in advance. He spoke about the meeting with each Board Member and the Budget Hearings that was held at City Hall. Mr. Wood also stated that the City has a balanced budget with no tax increase, no reduction in services, and with employee raises.

There were no questions or concerns on this item.

**7. DISCUSSION OF THE CITY MANAGERS EMPLOYMENT CONTRACT-
E. SCOTT WOOD**

The discussion for the City Manager’s Employment Contract was conducted in the Executive Session.

8. DISCUSSION OF A VEEDER-ROOT AUTOMATIC TANK GAUGE MONITOR FOR INVENTORY CONTROL AND LEAK DETECTION - CITY MANAGER E. SCOTT WOOD

City Manager, E. Scott Wood spoke on the compliance with the Environmental Protection Agency standards. He stated that the City needs to install a more advanced and reliable fuel control and leak detection system. Mr. Wood specified that last year, in anticipation of this need, he included funds in the current budget for this project. He stated to the Board that there were three (3) bids for the system and his request for the approval of a \$13,995.00 contract award bid.

There were no questions or concerns on this item.

9. DISCUSSION OF A GMA VOTING DELEGATE FOR THE SAVANNAH CONFERENCE - CITY MANAGER E. SCOTT WOOD

City Manager, E. Scott Wood spoke to the Board about designating a representative to be the Voting Delegate for the Savannah Conference. Mayor, Evelyn Wynn-Dixon asked the Board for any volunteers. Councilmember, Kenny Ruffin stated that he would be the 2018 designated representative for the Voting Delegate in Savannah.

There were no questions or concerns on this item.

10. DISCUSSION OF A STREETLIGHT PROPOSAL - CITY MANAGER E. SCOTT

City Manager, E. Scott Wood voiced a suggestion to the Board to authorize the expenditure of up to \$2,000 in each of the four wards for the installation and operating costs of street lights. He stated that the decision would be made by each Councilmember about the specific placement of lights within his or her ward. Mr. Wood expressed that Mayor, Evelyn Wynn-Dixon would have the same financial allowance of \$2,000, and she would be authorized to apply those funds anywhere in the City. Mr. Wood indicated that at \$2,000 each, all four (4) wards and the one citywide allowance by the Mayor would equal a total of \$10,000. Mr. Wood stated that he would provide a crime statistic report to the Mayor and each Councilmember.

Questions and comment were provided by the Governing Body.

11. DISCUSSION OF PERSONNEL POLICY CHANGES - CITY MANAGER E. SCOTT

City Manager, E. Scott Wood explained to the Board changes made to the Employee Personnel Policy. He stated that the variations are described in the attached Executive Summary to the Board. Mr. Wood indicated that the modifications are focused language on:

- Part-Time Employee Holiday Pay
- Short-Term Disability
- FLMA
- Public Safety Shift Employee, and Payday Holidays

- Public Safety Bereavement Leave
- Part-Time Employees Accrue Annual Leave

City Manager, E. Scott Wood stated that he worked closely with the City Attorney, L'Erin Barnes Wiggins, HR Manager, Chris Cook, and Finance Director, Don Turner to make sure the modifications are precise.

Questions and comment were provided by the Governing Body.

12. EXECUTIVE SESSION:

Council Member Wallace made a motion to recess Work Session at 6:39 pm and to go into Executive Session to discuss an personnel matter. Council Member Ruffin provided the second. **The motion carried.**

13. ADJOURNMENT:

A consensus was made by the Board to adjourn Executive Session at 7:09 pm. Council Member Wallace made a motion to adjourn Work Session at 7:11 pm. Council Member Ruffin provided the second. **The motion carried.**

Mayor, Evelyn Wynn-Dixon

City Clerk, Sylvia Vaughan