

The Riverdale Mayor and City Council met on February 11, 2013 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, with the exception of Council Member Ruffin.

Approval of the Agenda

The following amendments were made to the agenda:

Addition(s): City Advisory Board Appointments

Deletion(s): None.

Postponement(s): None.

Tabled Item(s): None.

The Agenda was approved by general consensus.

City Manager's Report:

Code of Conduct/Reentry Policy for the Town Centre.

City Manager, Iris Jessie, introduced the Reentry Policy for Town Centre patrons who are found in violation of its code of conduct. She advised that the policy was developed primarily for youth, which would include mandatory participation in Pathways to Recovery. It is a program that the parent(s) of the youth will have to pay for (\$25) and the child would have to attend before gaining reentry into the Town Centre facility, she further advised. She further stated that if the Board was in agreement with the policy that staff would form a policy around it, give it to Legal and then bring it back before the Board for review.

Mayor Dixon called for questions and concerns from members of the governing body.

Council Member Davis had no comment.

Council Member Stamps- Jones asked what the duration of the class.

Ms. Jessie said that she would research the class to schedule and find out its duration. She asked if there was a preference.

Council Member Stamps-Jones said that she understands that youth must learn the importance of following rules and showing respect, but that there should be one class required. She suggested that it be a two-hour class.

Ms. Jessie advised that once participants complete the class there would be no probationary period and then they would be granted reentry.

Council Member Stamps-Jones advised that there be something included in the policy regarding repeat offenders.

Council Member Ruffin came into the meeting at 6:04PM.

Mayor Dixon updated Council Member Ruffin on the matter being discussed. She went on to advise that the policy be put in place.

Council Member Wallace recommended that parent participation be mandatory, along with an added fee.

Council Member Ruffin advised that there be a policy that governs the behavior of adults as well.

Ms. Jessie said that Pathways to Recovery was a separate program for at-risk youth. She asked if the Board would prefer a program for adult violators.

Council Member Stamps-Jones said that there should be a class, but not to make the process of reentry too cumbersome.

Council Member Ruffin said that there needed to be a policy governing poorly behaved coaches.

Council Member Davis said that there ought to be an existing policy of that nature in place.

Mayor Dixon asked Director of Cultural Affairs, Cie Cie McGhee, if the Town Centre reports poorly behaved coaches to the countywide governing board.

Ms. McGhee affirmed. She said the department conducts an incident report. She said if the incident occurs with a football coach it is reported to Clayton County.

Ms. Jessie advised that staff would use the suggestions and return with policy formatted around the suggestions of the Board. She then asked for feedback about the volunteer program handbook. She said that if the Board could give comments on the handbook then it could be formally adopted.

Mayor Dixon asked if it would be formalized at the next work session meeting.

Ms. Jessie advised that it could be adopted as soon as the Board gave comments.

Council Member Wallace asked Ms. McGhee if they had reviewed the handbook.

Handbook of Federal, State, and Local Tax Incentives to Attract New Businesses, and Business Retention Program by Camilla Moore, Director of Planning, Zoning, & Economic Development.

Director of Planning and Zoning, Camilla Moore, asked if the Board had any questions regarding the information presentation.

Council Member Davis had no comment.

Council Member Stamps-Jones said that she did not get an opportunity to review it.

Council Member Ruffin approved.

Council Member Wallace approved.

Ms. Jessie asked the Board if it would like the Planning Commission, as well as Downtown Development Authority, to share with new businesses the potential benefits of establishing themselves in the City.

Council Member Davis advised that he would like to follow the direction of Ms. Moore and develop the program based on the types of businesses that would fit the City.

Council Member Stamps-Jones asked Ms. Jessie when she would like the Board to follow up with her regarding the volunteer program.

Ms. Jessie advised that she would like the Board to follow up with her as soon as possible due to the upcoming event schedule in Cultural Affairs. She said that staff needed to establish a policy on background checks and provide guidance regarding the

degree to which the City would consider a volunteer's criminal history in allowing him/her to participate in the volunteer program.

Council Member Stamps-Jones suggested that it would depend on the event. She asked how the crimes should be delineated.

Ms. Jessie recalled that in the last work session the Board had agreed the volunteers would be allowed to participate based on the department and the work assignment. She suggested that perhaps acts of moral turpitude (conduct that is considered contrary to community standards of justice, honesty or good morals) ought to be considered grounds for disallowing volunteers.

Council Member Ruffin advised that those decisions would need to be on a case-by-case basis. He said that a lot of times people who have gotten in trouble can be best suited to mentor- particularly for at-risk youth.

Council Member Wallace said that it would need to be looked at closely because people can say they have changed, but still repeat the offense or still engage in the behavior. She said that it would be a liability of the City's if anything happened with a participant that was allowed to volunteer after having failed a background check.

Mayor Dixon advised that the Board should caution against passing punitive guidelines; that persons with offenses on their record over an extended period of time that have exhibited model behavior ought to be considered. She said it should be considered on a case-by-case basis.

Council Member Wallace advised that work history should allow be considered.

Mayor Dixon said that that would be considered; she advised that the Board would follow up with staff later. She then asked Council Member Ruffin about his position on the incentives.

Council Member Ruffin advised that for residential he did not think the incentives would be a good fit for the City, but that for commercial it could be a good opportunity. He said that he would leave the option open.

Council Member Wallace advised that she would like to look at opportunities that would increase the City's housing market.

Mayor Dixon advised that the incentives in surrounding counties are very advantageous to buyers of both residential and commercial property.

Discussion about the Tax Collection Process by Councilwoman Cynthia Stamps-Jones.

Council Member Stamps-Jones advised that there needed to be verbiage provided on the City website to aid citizens wishing to do business with Finance and the Tax collector, respectively. She stated that she wanted both the Finance Director, Lolita Grant and Tax Collector, Anne Smith, to advise what they needed to increase efficiency in the department.

City Tax Collector, Anne Smith, said that she needed a page for tax collection where citizens could contact her. She said that sometimes she receives calls from persons owing current and past due taxes. She said that she needs people with questions to be able to call her. Ms. Smith advised that she is now selling houses on behalf of the City in order to gain tax monies. She said that she needs potential buyers to be able call her if they would like information to purchase a home.

Ms. Smith further stated that she needed to have a stronger presence. She said that the state of Georgia does not require a Treasurer/Tax Collector, conversely to other states; that there are stringent rules that govern monies that are collected from taxes. When the City is contacted by other states who honor Treasurer/Tax Collector, she advised, they should be instructed to call her directly. She advised that there needs to be a tax collector page on the City's website instructing citizens to communicate with her. Ms. Smith said that that would alleviate some of the research needed to make contact with persons owing taxes.

Ms. Grant said that if someone calls in for prior year taxes they call Anne Smith and for current year taxes they deal with Finance.

Council Member Stamps-Jones asked how the process can be streamlined.

Ms. Grant advised that differentiating between prior and current taxes would help the matter.

Ms. Jessie said that she, Lemmy Paskel (Director of Information Technology) and Ms. Grant have discussed doing what Ms. Grant advised had been done. She stated that Ms. Smith has some parameters that currently exist on the City's website. She said that there would need to be a way to sift the calls, so that she does not have to receive all calls regarding taxes.

Ms. Smith advised that she would take all the calls; that her name is on the mailing correspondence and she should be in communication with any entity owing taxes.

Mayor Dixon said that she wanted to poll the Board. She advised that Ms. Smith could take all calls and then refer calls not pertaining to current taxes to Ms. Grant.

Ms. Smith said that there need not be any differentiation.

Mayor Dixon advised that it would be easier to differentiate the calls.

Council Member Davis asked Ms. Smith if she was comfortable with that protocol.

Ms. Smith affirmed.

Council Member Ruffin said that there would be no challenges for IT to put up a webpage with the pertinent information.

Council Member Wallace agreed on the Ms. Smith taking all calls regarding taxes.

Overview of Summer Concert Series by Cie Cie McGhee, Director of Cultural Affairs & Leisure Services.

Director of Cultural Affairs, Ms. Cie Cie McGhee, gave a brief presentation giving the artist lineup for the upcoming summer concert series. She proposed starting the series a month early (11 May '13) in order to allow more time for marketing the Seafood and Beer Festival. She provided cost analyses for each concert, as well as projected profit margins.

The Board reached consensus to approve May 11, 2013, Mother's Day weekend, as the launch date of the summer concert series.

There was consensus to schedule a special call meeting, Thursday, February 14, 2013, at 5:30pm, to allow Ms. McGhee to discuss her item.

Becoming a City of Ethics, by Mayor Dixon

Mayor Dixon advised bringing the item up for discussion in thirty days.

The Board reached consensus to discuss becoming a City of Ethics in thirty days.

Discussion about items that appear on the Business Session Agenda

There were no questions or concerns posed.

Agenda Items for the next meeting:

Mayor/Council did not make any additions to the agenda for the next meeting.

Adjournment

There being no further business to come before Mayor and Council, Council Member An'cel Davis motioned to adjourn into an Executive Session. Council Member Wanda Wallace seconded. The time was 6:53PM.