



**Mayor and Council Meeting
Work Session Minutes
April 08, 2013 6:00PM**

The Riverdale Mayor and City Council met on April 08, 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.

Approval of the Agenda

The following amendments were made to the agenda:

Addition(s): None.

Deletion(s): None.

Postponement(s): None.

Tabled Item(s): None.

The Agenda was approved by general consensus.

City Manager's Report:

Interim City Manager, Karl Kelley, advised that Finance Director, Lolita Grant, had submitted her resignation, effective April 23, 2013. He further advised that he would be posting her job immediately. He said that he and Ms. Grant agreed to have the budget completed within the time frame of her notice.

Mr. Kelley said that he and Interim Assistant City Manager, Nathaniel Mingo, and Ms. Thomas had had several short meetings and have also met with all members of the Board, with the exception of Councilman Davis, at least once.

Mayor Dixon said that he (Mr. Kelley), City Attorney, Matthew LaVallee, and Ms. Grant had been working diligently on completing the final steps of the Service Delivery

Strategy (SDS) and Local Option Sales Tax (LOST) negotiations. She thanked Mr. Kelley for the job he has done within his first week of his tenure as Interim City Manager.

Presentation by Pamela Helton, Local Government Marketing Manager, Georgia Municipal Association (GMA).

Pamela Helton, Local Marketing Manager for GMA, came before the Board to provide it with information regarding the organization's role in aiding the City in its day-to-day operations. She said that she would like the City to maximize its relationship with GMA. She opened the GMA website to show the Board all of the benefits it provides its affiliate municipalities. She advised that legal consultation as well as insurance provisions are also available to the City. She made the City aware of its memberships in other sub-programs of GMA. She said that the City has \$590,000 available at its disposal to spend on capital project or emergency vehicles at a low interest rates.

Mr. Kelley asked Ms. Helton what the interest rates were.

Ms. Helton said that the interest rates were at 1.75%. She said that the City financed two police cars as recently as 2012. She suggested that the City use the monies currently available to it before using its own capitol. She advised that there was a possibility that the City was not receiving all of the revenue for excise alcohol taxes. She explained the type of excise tax to which she was referring (restaurant sales tax as opposed to package store sales). She said that GMA provides an audit to ensure that businesses are coding alcohol sales properly.

Council Member Stamps-Jones asked what services the membership dues went towards; if the auditing services were included in the membership fee.

Ms. Helton advised that the services and associated fees were separate from the overall fee. She then explained what the basic fee covered. She said that the goal of GMA is to bring efficiency to local government, recover revenue and/or save money.

Council Member Davis asked if the some of the services provided in the basic fee were duplicated in other separate services.

Mayor Dixon reminded the Board of the time constraint and the impending Executive Session.

Council Member Wallace asked Mr. Helton if she could discuss the services GMA provides with Mr. Kelley.

City Clerk, Stephanie Thomas, asked if GMA required a unanimous vote to enroll in the City of Ethics program.

Ms. Helton advised that in order to enroll as a Certified City of Ethics program, the City would need to adopt an ethics ordinance and send it into GMA.

Ms. Thomas advised that the City had done this in 2007 and was rejected by GMA because the organization preferred the ordinances be passed unanimously.

Ms. Helton advised the City to resubmit the paperwork and GMA would review it.

Ms. Thomas said that the City's ethics programs reflects the GMA model, but it was not awarded because the Board had not reached a unanimous vote.

Discussion of Organizational Leadership Assessment (OLA) Results by Cynthia Stamps-Jones.

Council Member Stamps-Jones asked Human Resources Director, Jacquette Jackson, what juncture members of staff were with addressing some of the findings in the OLA.

Ms. Jackson advised that she was working with other members of the executive team to implement programs that would save the City's resources and reach the goals of the OLA. She further said that she was working with managers to establish a recruitment process for internal hiring. Ms. Jackson advised that she was waiting for further direction from the Board.

Council Member Stamps-Jones suggested that the Board review the OLA in a retreat.

Council Member Wallace asked for a date to be solidified for the retreat.

The date of Saturday, April 27, 2013, was established.

Request to Assign a Council Member to Attend City Advisory Boards, Cynthia Stamps-Jones

Council Member Stamps-Jones advised that there be a council representative appointed to attend various city advisory board meetings. She encouraged other members of the Board to take a more active role in providing support to city advisory boards. She added that it is important that there be a line of communication established with the boards.

Mayor Dixon opened the floor to the Board for questions and concerns.

Council Member Davis said that he was in agreement with Council Member Stamps-Jones.

Council Member Ruffin said that while reviewing the OLA one of the matters it addresses is encouraging employees to have decision making capabilities. He said that it

creates a sense of buy-in within and among staff. He said that he would be concerned with having a council person present at meetings because of the potential impact it could have on the contributions of the employees. He said that he was not opposed to it, but was not sure if under the current work environment the employees would be comfortable having a council representative. Council Member Ruffin advised that there would have to be strict guidelines governing the involvement of council members on various boards.

Council Member Stamps-Jones said that what she is referring to was not regarding the OLA results nor the city's employees. She added that the OLA covered an array of employee related topics that would first be addressed at the retreat. She said that having a council representative attend various city advisory board meetings is what her topic is about.

Council Member Wallace recalled a directive that was given to the former city manager regarding department heads providing monthly reports to the Board. She said that the council representative would give a similar report.

Mayor Dixon said that having council representatives could be helpful, but would like to avoid the appearance of micromanaging. She said that the supervisors should be responsible for oversight.

Council Member Stamps-Jones reiterated that she was not referring to boards consisting of employees, but rather boards that consists of individuals that were appointed by the Mayor and Council.

The Board reached a consensus to move forward with having council representatives to attend city advisory board meetings.

Discussion about items that appear on the Business Session Agenda

There was no discussion about items that appear on the Business Session Agenda.

Agenda Items for the next meeting:

Council Member Wallace advised that an update on the Bartos Building contract be given, as well as discussion about the possibility of conducting a financial audit.

Adjournment

There being no further business to come before Mayor and Council, Council Member Wanda Wallace motioned to adjourn into an Executive Session to discuss a personnel and legal matter. Council Member An'cel Davis seconded. The time was 6:50PM.