



**Mayor and Council Meeting  
Work Session Minutes  
June 10, 2013 6:00PM**

The Riverdale Mayor and City Council met on June 10, 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.

**Overview of Planning and Zoning, Community Development, Economic Development and Business Services Items by Camilla Moore, Director of Planning/Zoning, CD, ED & Business Services**

Director of Planning/Zoning, Camilla Moore, came before the Board and discussed modifying the ordinance of the Property Maintenance Standards. Ms. Moore advised that the City is presently unable to cite or enforce any building code violations.

She deferred to Ron Grider, Manager of Building and Safety, Charles Abbott & Associates (CAA), to share with the Board why the ordinance needed to be updated. He advised that the current ordinance that was part of the administration codes elude to codes which are currently obsolete. He advised that the new ordinance would provide for the city to enforce certain violations that occur on residential and commercial properties.

Mr. Grider stated that the City's existing code structure leaves the City legally vulnerable. He stated that it was staff's recommendation to adopt the ordinances reflected in the International Code Council and to also adopt the International Property Maintenance Code. He said it would give the City authority to issue citations on dilapidated buildings.

Ms. Moore stated that when staff was conducting in-field surveys of dilapidated buildings, the City could not cite owners due to the existing ordinance. She provided the Board with pictures of building structures that would potentially violate the proposed ordinance (See exhibit A: Sample Photos of Violations).

Council Member Wallace asked how the ordinance would coincide with the Clayton County Codes of Ordinances.

Mr. Grider advised that all property maintenance codes must comply with the state code.

Thomas Marshall, Building Official, Charles Abbott & Associates, indicated that the State has eight (8) mandates that counties and municipalities are required to enforce; that there are also two (2) permissible provisions that specifically govern municipalities. He stated that in order for a municipality to enforce the ordinances, the language has to be written accordingly. He indicated that because of the complexity of the ordinance it would need to be adopted in three phases.

There was a brief discussion between Council Member Wallace and Ms. Moore about provisions in the fee schedule for repeat violators.

Mayor Dixon opened the floor to the Board for questions.

There was a brief discussion between Council Members Stamps-Jones and Davis and staff about the contents of images of dilapidated buildings and other structures in potential violation. had no comment.

Council Member Ruffin had no comment.

Ms. Moore asked if the items could be placed on the agenda for the next business session.

Mayor/Council reached a consensus to allow the items to be placed on the June 27, 2013 business session agenda for action.

**Discussion of the Separation of Uses as a Distance Requirement for Non-profits, Ms. Camilla Moore**

In a previous session Ms. Moore asked Mayor/Council to amend Article VIII, Section 8.1 to add Section 8.1.1 to establish Separation of Uses including but not limited to non-profit organization and clubs, private and parochial schools, churches, temples, mosques, synagogues and other religious associations. Ms. Moore further advised that the intent of this amendment is to limit the number of similar uses on a property and in a certain vicinity of one another so as not to restrict other permitted uses on the same property or in the vicinity. She stated that currently, the zoning ordinance prohibits certain commercial uses within specified distances of schools, churches and libraries. Ms. Moore reviewed the input of Council Member Davis, who advised that the distance be modified from 250 ft. to 1,000 ft.

Mayor Dixon opened the floor to the Board for questions.

There was a brief discussion between Council Member Stamps-Jones and Ms. Moore wherein clarification of the provisions of the ordinance were made. Ms. Moore advised that staff feels that it is necessary to create a distance requirement between such uses so as not to over saturate the commercial districts and also not to diminish the potential use of the commercial districts within the City of Riverdale.

City Attorney, Matthew LaVallee, asked for a comparison of the Separation of Uses requirements in comparable municipalities.

Ms. Moore advised that the distance requirements were comparable to other municipalities, but that the distances did not reach or exceed 1,000 ft.

Council Member Stamps-Jones asked about a zoning code specifically dealing with the placement of non-profits in the City.

Ms. Moore advised that certain non-profits could not be restricted to a non-profit zone (i.e. places of worship) and that an ordinance restricting non-profit establishment would not be compliant with federal laws.

Council Member Davis had no comment.

Council Member Wallace agreed with the modifications.

Council Member Ruffin had no objections to the modifications.

### **Discussion of Proposed Annexation of Area 9**

Ms. Moore advised that she was providing follow up to a request for images of Area 9. She advised that an annexation provides a method for the City of Riverdale to assure the orderly provision of urban services to densely populated or developing areas located on the fringe of a municipality. She further advised that staff has identified fifteen (15) Annexation Areas, in which the numbers of individual parcels vary. Of the fifteen areas identified, Ms. Moore indicated that only one area, Annexation Area nine (9), qualifies as an island. She said islands can be incorporated into the city limits of Riverdale within 120-day timeframe. She provided figures telling what the tax digest would be if the island is annexed into the city limits.

Mayor Dixon opened the floor to the Board for questions.

Council Member Ruffin advised that while he is aware that the City does not have to have authorization from the County to annex, he would advise caution and sensitivity to the timeline during which the annexation takes place. He said that there would be further negotiations with the County regarding Service Delivery Strategy (SDS).

Council Member Davis agreed that the City should wait until the SDS was complete.

Council Member Wallace advised that while annexation is necessary she opined that the City postpone annexation until the SDS is solidified.

Ms. Moore advised that there were four residential areas within the annexation zone that staff feels would be of benefit to the City as well. She advised that there were inquiries from citizens asking to be annexed.

Council Member Wallace advised that she would want to be certain the City had enough fire and police personnel to accommodate more citizens.

Chief Patterson advised that law mandates 2.3-2.9 officers per thousand citizens.

Council Member Stamps-Jones asked when the SDS agreement would be finalized.

Mr. LaVallee advised that the deadline was June 30, 2013; that there were some remaining documents that needed approval from Mayor/Council.

There was a brief discussion about the timeframe during which the City would receive SDS funds.

Mayor Dixon advised that the City revisit annexation after the SDS agreements.

Mayor/Council reached a consensus to revisit the annexation of zone nine at the July 22, 2013 Mayor/Council meeting.

### **Discussion of the LEED Certification**

In a previous meeting (May 28, 2013), Ms. Moore had advised that to date, the City has not received LEED (Leadership in Energy and Environmental Design) Certification for Building 2 (Cultural Affairs Building) located on the Town Center Property. She stated that in 2012, Charles Abbotts & Associates (CAA) was tasked to review the LEED application process to determine what level of LEED certification may be achieved and the documentation needed to qualify for such certification. Ms. Moore advised that the recommendation of staff is that the City make a determination of the feasibility of having the building certified at this point in time, and if so, if the financial resources available to achieve LEED certification to move forward.

She deferred to Ronald Grider to field questions from the Board regarding moving forward with obtaining LEED certification.

CAA advised that the cost could be determined once the previous design firm has provided a quote.

Council Member Stamps-Jones asked what the benefit of being LEED certified.

CAA advised that cities often use the certification as a marketing tool to attract outside entities that might use the facilities for other purposes and also to be recognized as a city that uses energy efficient buildings.

Council Member Ruffin stated that it without knowing the full cost of obtaining the certification it would be a challenge deciding to move forward with appropriated funds for securing it. He advised that the decrease in the tax digest should also be factored as well.

Mayor Dixon opened the floor to the Board for questions.

Council Member Davis asked what costs the City would incur by having the building certified.

Staff advised that it would be an annual cost; that there were only eight of twenty six points awarded before certification was received.

Council Member Wallace advised that if getting the certification was not going to bring in any tax revenue for the City it would not be in the best interest of the City to use funds towards receiving the certification.

Ms. Moore advised that much of the costs had been paid by the City upon initial construction; that there needed to be a conversation with the subcontractors if the consideration is being made.

Mayor Dixon advised that a survey had been done prior to the construction.

Ms. Moore asked the Board if staff could have a conversation with the subcontractors before the decision was made to move forward

Mayor/Council reached a consensus to allow staff to revisit the Board after speaking the subcontractors.

**Discussion of the Rezoning of Shakes Property for the Subdivision of the Parcel**

Ms. Moore provided the Board with pictures of the parcels and land use maps. She deferred to staff to answer any questions of the Board.

Mayor Dixon opened the floor to the Board for questions.

Council Member Stamps-Jones had no comment.

Council Member Davis had no questions or comments.

Council Member Wallace advised that she had a clearer understanding of rezoning matter.

Council Member Ruffin had no questions.

Mayor/Council reached a consensus to move the item to the June 27, 2013 Business Session agenda.

**Discussion about Handbook Updates: Reserved Sick and Vacation Policy by Council Member Wanda Wallace**

Mayor Dixon opened the floor to the Board for questions.

Council Member Wallace stated that she had spoken with Mr. LaVallee about updating the employee handbook to address reserve sick leave for appointed officials. She asked the Board to review the handbook and return for a more in-depth discussion (i.e., vacation, resignation, insubordination, termination, etc.). She

Mr. LaVallee advised that he would conduct a global review of the handbook and come before the Board with matters deemed appropriate for modification.

Ms. Jackson advised that the last update to the employee handbook was the Leave Donation Policy, April 2013.

There was a brief discussion between Council Member Ruffin and Council Member Wallace about sick leave/vacation cap.

Council Member Stamps-Jones advised that she was in support of reviewing the handbook for possible updates.

Council Member Davis supported the decision as well.

Mayor Dixon discussed with Ms. Jackson (Director of Human Resources) and Mr. LaVallee employees whose vacation/sick times were grandfathered.

Mayor/Council reached a consensus to review the handbook and return with r

**Overview of Action Item:**

- 1. Adoption of the May 28, 2013 Mayor and Council Meeting Minutes**
- 2. Resolution 15-06-2013 Request to Authorize Contract for Pothole Repairs**

Mayor Dixon opened the floor to the Board for questions.

Council Member Stamps-Jones had no comment.

Council Member Davis asked how the quality of service of the lowest bidder compares to the company offering the highest quote.

Mr. Kelley advised that there was no difference in terms of the quality of service; that the cost differential lies in the cost of materials used.

Council Member Ruffin had no comment.

Council Member Wallace asked Mr. Kelley about the list of pothole repairs that the City was being funded.

Mr. Kelley advised that potholes in Riverdale streets have become a major source of citizen complaints. He indicated that A list of potholes to be repaired was provided to three paving contractors who were asked to provide quotes for the repairs, ranging from \$9,076.00- \$13,500. He further stated that he would recommend going with the lowest bidder who is locally based.

There was a brief discussion between Mr. Kelley and Council Member Stamps-Jones about the areas on the City's roads that needed restriping. Mr. Kelley advised that that was a matter that could be addressed in the intergovernmental agreement.

Council Member Davis thanked the city managers and code enforcement for addressing the concerns of the residents of the Green Acres community.

**Discussion about items that appear on the Business Session Agenda**

The Board reached consensus to amend the agenda to add the business a presentation introducing the new EMT Firefighter, Laurie Powell.

**Agenda Items for the next meeting:**

Council Member Wallace asked that the City Manager provide updates on the CPA auditing firms and the sanitation fees for seniors. There was no discussion of items that would appear on the next work session agenda.

**Adjournment**

There being no further business to come before Mayor and Council, Council Member An'cel Davis motioned to adjourn. Council Member Stamps-Jones seconded. The time was 6:57PM.