



**Mayor and Council Meeting  
Work Session Minutes  
November 25, 2013 | 5:30PM**

The Riverdale Mayor and City Council met on November 25, 2013 at 5:30PM 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 5:32PM

**Roll Call**

All members of the governing body were present for the meeting, with the exception Council Member Kenny Ruffin.

**APPROVAL OF AGENDA WITH ANY ADDITIONS/DELETIONS:**

The following amendments were made to the agenda:

**Addition(s):** Agenda Items (F) and (Q) were combined to be discussed together. Discussion about making former City Manager ineligible for rehire, and Discussion about an internal audit on the Town Center Project, presented by Council Member Wanda Wallace.

**Deletion(s):** None.

**Tabled:** None.

**Postponed:** None.

**PRESENTATION:**

**DISCUSSION OF CITY OF RIVERDALE'S VISION AND VALUES PROPOSAL, JACQUETTE JACKSON, HUMAN RESOURCE DIRECTOR.**

Jacquette Jackson presented a proposed Vision and Values statement for The City of Riverdale. The statements will represent the path and 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 are a powerful motivational tool. Connecting employee to the business at a deeper level.



## Human Resource Recommendation

### **VISION:**

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

### **VALUES:**

- **Integrity** (Professional, ethical, transparent dealings in all that we do)
  - Being accountable
  - Avoiding conflicts of interest
  - Earn and sustain high levels of trust
  - Making informed decisions based on evidence and objective information
- **Diversity** (respect, value and celebrate differences)
  - Equality, diversity, respect
  - Considering various needs of diversity
  - Working together to achieve the best outcomes for org and citizens
- **Responsiveness** (faster, friendlier, easier support to internal and external customers)
  - Engage and communicate with all customers
  - Ensure relevance by adapting to changing needs and priorities
  - Demonstrate innovation & creativity in the timely delivery of professional development and representation
- **Financial Responsibility** (represent high stewardship to all stakeholders)
  - reduce waste, redundancy, duplication of effort
  - streamline procedures, promote faster, friendlier, more responsible financial decisions)

Per the request of Council Member Wanda Wallace, Jacquette Jackson presented the Governing Body with a handout outlining the Human Resource Department Action Plans for organizational development.

Council Member Wallace noted on the handout several pending items, and inquired about due dates for completion. She stated the items look great on paper. However, accountability is important to obtain measurable goals and create tangible results.

Jacquette Jackson explained many of the Action Plans were dependent on the hiring of a Finance Director. With the recent hiring of Mr. Don Turner as Finance Director, Jacquette Jackson feels confident most of the items can be achieved by March 2014. Under the direction of Mr. Mingo, Jacquette Jackson stated she is currently working with the Department Heads for insight and get a pulse of the required training that will



be necessary to move the workforce forward in a positive direction. Utilizing the gap analysis and identifying the skill set to allow us to do a lot more, with a lot less.

Several of the suggested action items discussed in February 2013 were dependent on finalizing a budget.

Council Member Wanda Wallace goal is to ensure people are held accountable and take action and actually accomplishing our goals, and not simply put ideas on paper to present to Mayor & Council.

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

**REQUEST BY THE CITY MANAGER TO OFFER EMPLOYEE BONUS IN CURRENT FISCAL YEAR, MR. NATE MINGO, INTERIM CITY MANAGER.**

The City of Riverdale, not unlike most areas in the State of Georgia, went through an economic downturn that left many local governments having to resort to drastic measures to balance their budgets and lower expenditures. Some of the measures the City took to achieve a balanced budget includes: Employee furloughs, City paid 401K deferments, the separation of part-time employees, no cost of living adjustments and the freezing/ defunding of some vacant positions. Through all the adversity and trying financial times the employees have continued to perform their duties faithfully and negotiations the City stands to receive more revenue in the way of sales taxes for the upcoming years and it is based on this anticipated increase in revenue that the City Manager's office is asking for this one-time bonus to staff. The bonus would range from \$750.00 - \$1,000.00 based on council determination as appreciation to the employees and to show support for the all the hard work the employees have exhibited through these hard times – not based on number of years of service, merit, etc. All full-time non-probationary employees will be eligible for the bonus.

If Mayor and Council deem it appropriate part- time as well as probationary staff may be eligible for a smaller bonus however that amount would have to be determined at a later time and the disbursement would occur at a later date as well.

The recommended action is to approve the bonus for all eligible staff members for \$1,000.00.

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



Council Member Davis commented that the employees deserve a bonus. Would like to extend sincere appreciation to the City of Riverdale staff members for the outstanding service provided to our citizens and for a job well done. However, in Corporate America bonuses are not on the same level. Council Member Wanda Wallace agreed.

Council Member An'cel Davis proposed the following one-time bonus to staff for the 2014 Fiscal Year.

All probationary employees will receive \$50.00 Wal-Mart gift card.

Part-time, non-probation employees will receive \$125.00 + Wal-Mart \$25.00 gift card.

Full-time, non-probation employees will receive the following:

- 1-3 years of service = \$350.00
- 3-5 years of service = \$550.00
- 5-7 years of service = \$750.00
- 8 years of service and beyond = \$1,000.00

Mayor Dixon stated showed support for all employees receiving flat \$1,000.00 bonus. She indicated the bonuses should not be based on years of service, merit, etc – all employees (with exception of part-time and probationary employees) deserve \$1K bonus based on the hard work exemplified by the employees during hardships experienced over the past few years. The City's employees have worked hard to move the city forward.

Council Member Stamps-Jones indicated all across the United States, everyone has suffered the wrath of the bad economy. The City of Riverdale was affected as well – including our constituents (tax payers). It is the Governing Body's responsibility to be mindful how money is spent

**DISCUSSION ABOUT MAKING THE FORMER CITY MANAGER INELIGIBLE FOR REHIRE. DISCUSSION ABOUT AN INTERNAL AUDIT ON THE TOWN CENTER PROJECT, COUNCIL MEMBER WANDA WALLACE.**

Council Member Wanda Wallace commented, The former City Manager, Iris Jessie resigned with no reason given. At that time, Mr. Karl Kelly (Chief Engineer), was appointed the Interim City Manager.

Council Member Wallace inquired who authorized Mr. Kelly to indicate Ms. Jessie was eligible for rehire and to give insight on the information he based this decision on.



Mr. Karl Kelly conveyed at the time of Iris Jessie resignation, it was his understanding she was in good standing. Based on this information, we could not deny her that status. However, he did not authorize nor place anything in her file to indicate Ms. Jessie was eligible for rehire.

Council Member Wallace directed question to Human Resource Director, Jacquette Jackson, regarding information for the OLA regarding Ms. Jessie. Information she stated she asked the Human Resource Director to share with Mr. Kelly, as to reasons why Ms. Jessie is ineligible for rehire. Ms. Jackson indicated she was not familiar with this information.

Based on mislead information with the Georgia Sports Alliance and litigation with Sizemore Group, Council Member Wanda Wallace feels Ms. Iris Jessie (former City Manager) should be ineligible for rehire as City Manager or as an employee for the City of Riverdale.

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

Council Member Stamps Jones requesting to revisit this issue at the December 9, 2013 Mayor & Council Meeting with resolution.

Matt Lavellee, city attorney, advised the governing body not to discuss attorney/client privileges and stated that the City Manager serves at the pleasure of the Governing Body. Meaning, the current governing body are unable to tie the hands of future Governing Boards for the city. He recommended a resolution not be drafted for this item.

Council Member An'cel Davis requested a letter to be drafted from the current Governing Body, signed and placed in Iris Jessie employee file.

Mayor Dixon stated Ms. Iris Jessie is gone. She does not feel it is necessary to prepare a letter and place in Ms. Jessie employee file. It could possible affect her livelihood and hinder her ability to secure employment somewhere else.



**INTRODUCTION OF NEW TEAM MEMBERS, SAMUEL F. PATTERSON, PUBLIC SAFETY DIRECTOR/ CHIEF OF POLICE.**

The Governing Body and Staff welcomed new team members to the city.

Chief Patterson introduced the following new team members:

- |                      |                   |
|----------------------|-------------------|
| 1. Mr. Joshua Harris | Police Dispatcher |
| 2. Francesca Lumpkin | Police Dispatcher |
| 3. Demetrius Henry   | Police Officer    |
| 4. Troy Young        | Police Officer    |

**UPDATE FOR CITY OF RIVERDALE POLICE VEHICLE AND INSPECTION REPORT, SAMUEL F. PATTERSON CHIEF OF POLICE.**

The Riverdale Police Department is a value driven organization dedicated to our community and the protection of all who live in and visit our city. Our primary focus is public safety and the reduction of crime through strategic partnerships with the community. We achieve this mission by patrolling our community, enforcing the law and developing relationships with our stakeholders. Our primary means of transportation is the patrol car used by our patrol officers to respond to 911 calls and to patrol our neighborhoods. This vehicle is representative of our city, our community and our department and it is the working office of our patrol officers. The dignity of the community is often perceived by how we present ourselves to the public. We are proud to be Riverdale Police Officers and our equipment should also reflect our pride.

The financial impact to the city is yet to be determined, depending on our means of financing or leasing new vehicles. The average cost of a new police car with the necessary equipment is approximately \$35,000 and includes the cost of the vehicle, the video camera, the light bar, the radios, the Lidar (laser) device, the laptop/stand, five year/75,000 mile warranty and any other equipment necessary to outfit the vehicle.

The department is completely out of pool vehicles and we do not have vehicles for the two recent police officer hires nor would we have vehicles for the additional vacancies (two) that we are recruiting. The PowerPoint presentation includes the status of a number of vehicles that have a value that is less than the required mechanical repairs. We can either continue to repair those vehicles and purchase/lease a lesser number or we can double up our patrol officers and reduce our ability to have a widespread presence in the community.



It is recommended that we purchase/lease ten new police vehicles for use in the police department which would include two of them being assigned to Court Services, where our highest mileage patrol cars are in operation.

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

Council Member Wanda Wallace inquired why we do not receive a report for Fire Services Fleet Maintenance.

Chief Patterson responded he can provide the governing body this requested information.

Council Member Stamps Jones inquired who is contracted to service our vehicles, and are they serviced on site. She also asked about the 3-5 year rotation for our vehicles, and inquired if we are still implementing

Chief Patterson stated vehicles are not serviced onsite. Speed Way Ford is a state contractor for State of Georgia. We have not been on fleet rotation for a while, which is causing our fleet to age out so quickly.

Council Member Wanda Wallace requested to have this item added to the upcoming Monday, December 9, 2013 Agenda for further discussion.

Mayor Dixon commented that staff and citizen safety should always be first priority.

#### **DETENTION POND UPDATE, CAMILLA MOORE DIRECTOR OF PLANNING**

On Monday, October 28, 2013, Staff reported to Mayor/Council the results of their meeting with residents of the Cedar Hill Neighborhood regarding the Regional Park's existing detention pond and other concerns relating to the park's development. The following is an update on their listed concerns:

**1. That issues relating to the existing detention pond be addressed immediately.**

Cedar Hill residents requested that the City make the required modifications to the adjacent detention pond, removing it as a sight and rodent impediment, by March 1, 2014. In an effort to meet the neighborhoods request, Staff has obtained the required three (3) quotes for professional services for topographic surveying, which is step as outlined in the Project Logistics Scheduled as presented to Mayor/Council on October 28, 2013.

Below is a summary of the three quotes obtained by the City Engineer for the topographic surveying needed to begin the grading plan and design work at the Park pond. These quotes are for providing us PDF and AutoCad files of the area for the new multipurpose field. All of them were provided a drawing indicating the extent and scope of the work.

Patrick and Associates	\$3,400.00
Land Engineering	\$1,850.00
Georgia Land Surveying	\$5,600.00

Based on the Quotes received, it was determined that Land Engineering was the lowest and most responsive bidder and the City proceeded to enter into an agreement for services to be provided and completed within ten (10) days.

Staff is in the process of establishing costs for the completion of the proposed modifications to the pond by transforming it into an active recreational detention basin. However, proposed modifications are currently tied to available bond funds. To date, the Finance Department reports that approximately \$120,000 in bonds funds remain uncommitted and available for use, minus costs associated with installation of the proposed fencing.

**2. That fencing be placed along the entire adjacent property lines between the city and residential properties to provide privacy and security;**

Currently, the City's General Services Department has received two of the three required quotes. Staff is waiting on the last vendor to schedule a meeting. Upon receipt of that quote, staff will prepare a price matrix for selection. Staff anticipates this process to be complete by December 18, 2013.

**3. That the fencing along the top of the wall behind home plate of the baseball field and in front of the concession stand should be raised to a height sufficient to prevent injury from occurring. In addition, the fencing should be curved at the top to prevent anyone from climbing over it;**

Staff is currently examining options for either modifications or replacement.



- 4. That the park should be closed each evening with the installation of a perimeter fence around the entirety of the property to keep the area secure and minimize loitering;**

Park operation time is posted indicating that the Park is open from “daylight” to “dark”. Public Safety has begun patrolling the park after dark for enforcement purposes.

- 5. A rat and rodent problem has occurred as a result of the trash being left by people using the park and it was requested that the City hire an exterminator to address the problem;**

Bait stations have been located inside the retention pond fence at Park--100% complete. General Services will monitor stations on a regular basis to determine their effectiveness.

- 6. That several residential properties continue to have water run-off as a result of the park construction.**

Clayton County Water Authority has made site visits to those properties that have filed a complaint.

- 7. That the city needs to install trash container/receptacles around the rear of the park and along the entirety of the walking trail.**

General Services has received (2) trash receptacles for the walking trail at the backside of the football field. They are on schedule and are scheduled for installation on Thursday, November 14, 2013.

- 8. Citizens want the sidewalk repaired at Evans Drive. Ms. Paula Octalien who lives at 916 N. Cumberland Drive stated that the sidewalk was broken.**

General Services inspected the area in question. The sidewalk that is just below Cumberland Circle is a man hole cover and a CCWA issue and they are supposed to be checking it on Wednesday, November 13, 2013. Staff will report CCWA Findings when complete.

- 9. Ms. Candice Lilly, at 913 N. Cumberland Circle, suggested that the City have additional police patrol through their neighborhood and the park in the evening between 5pm – 9:00pm, when most of the people are cutting through her property to get to the park.**

The Police Department increased its patrols of the neighborhood and the park on October 29, 2013 and will continue until security concerns are minimized.

- 10. Ms. Sabrina Edwards at 895 N. Cumberland Circle had concerns about rodents and water runoff.**

Clayton County Water Authority visited the site and had the following Findings: The Homeowner appears to have an area that has settled by her fence. There is no Storm Water infrastructure in this area. It appears to be a trash pit that will need to be filled and graded properly to flow from her yard towards Evans Drive. The rodent issues have been addressed by the placement of baits in the detention ponds.

- 11. Citizens stated that they would like to see the safety issues discussed become a priority.**

The Police Department has increased patrols for the park and the neighborhood, quotes for fencing is being obtained, detention pond modifications are under way, and all other safety concerns as expressed by residents are being addressed.

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

Council Member Wanda Wallace requested a spreadsheet be prepared with a breakdown of expenditures for the Detention Pond, once all invoices have been received and posted. The update for the Detention Pond will be revisited once we receive all information and secure any pending invoices. This will allow the Governing Body to know exactly where money was spent.



## **OVERVIEW OF JOINT CODE ENFORCEMENT EFFORTS, CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED & BUSINESS SERVICES.**

The primary purpose of the Code Enforcement Division is to ensure the safety and welfare of the city and its citizens by enforcing the city does and ordinances in residential and commercial districts. This include addressing violations and issues such as: dumping, tall grass, property maintenance, junk vehicles, refuse container enclosures, truck tractors in residential areas, illegal signs and zoning issues. In addition to these daily tasks, the enforcement of business licenses (occupational taxes) and construction permits is also a part of our duties.

An examination of Code Violations and Citations at the end of the last quarter revealed that a percentage of violations occur between the hours of 7:00PM-7:00am. It is during this time frame in which neighborhoods and commercial areas are negatively impacted by inactivity, which violates city ordinances.

In an effort to combat illegal activities afterhours, Staffs of Planning, Community Development & Business Services Department and Public Safety met to discuss a partnership in which the latter would assist the City's Code Enforcement Officers in issuing code citations for illegal code activity between the hours of 7pm and 7am and weekends.

Violations in which Public Safety has agreed to cite are as follows:

- Parking of Tracker Trailers in residential neighborhoods located on the street
- Tractor Trailers in residential neighborhoods for over 24 hours
- Abandoned Vehicles
- Businesses operating without licenses
- Illegal cook-outs
- Illegal parked vehicles
- Illegal roofing or construction work being performed without a license.

Public Safety has agreed to assist both the Building Official and Fire Marshall with gaining access to buildings when an immediate threat exist and/or when buildings need to be closed or vacated.

Having assistance from the Public Safety Department allows the City to maintain both commercial and neighborhood integrity consistent with the quality of life which initially drew them to the City of Riverdale. Staff from both departments will evaluate the success of their joint efforts every quarter and make any necessary modifications.



**LEED UPDATE, CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED & BUSINESS SERVICES.**

To date, the City has not received LEED (Leadership in Energy and Environmental Design) Certification for Buildings located on the Town Center Property. In 2012, the Department of Planning, Community Development & Business Services and Charles Abbots & Associates (CAA) were 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. City staff provided CAA with a reduced set of plans for the project, access to the LEED templates, and the LEED review report.

Staff met with Mike Sizemore on October 29, 2013 to discuss all outstanding issues pertaining to the City obtaining "LEED" Certification for both buildings comprising the Town Center Development. Mr. Sizemore is in the process of reviewing the information previously submitted as well any new information for consideration. Upon Sizemore's review and certification of the information supplied by each vendor, Ron and Jay will assist the City in its attempt to obtain some level of LEED Certification. All this is contingent upon LEED accepting the submittal and all the requisite requirements.

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

**WILLIE WATKINS FUNERAL HOME UPDATE, CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED & BUSINESS SERVICES.**

On Monday, November 18, 2013, the Planning Commission considered Mr. Watkins request to combine two parcels for the operation of a Funeral Home and Repass facility. There are two (2) structures located on separate sites. The properties are located at 6580 & 6570 Church Street Riverdale GA, 30274.

The main structure located on track 1 was formerly a Bed and Breakfast. The parcel contains the funeral home and was rezoned in 2012 from C-2C General Commercial with Conditions to C-2 General Commercial. This site has ingress and egress on Church Street and Powers Street.

The secondary structure located on track 2 was formerly a single-family residential home. The City will issue a Certificate of Occupancy to Watkins Funeral Home upon submission of bonds for the installation of sidewalks along the following streets: Church, Powers, Howard, passage of Final Inspections by the Fire Marshall and Building Official and Clayton County Water Authority, and compliance with all development standard requirements by Planning and Community Development & Business Services.



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

**OVERVIEW OF BUDGET AMENDMENTS FOR FISCAL YEAR 2013, DONALD TURNER FINANCE, FINANCE DIRECTOR.**

Budget amendments are needed to clean up the budget. It is necessary to amend the budgets to cover increased costs for the General Fund and Cultural/Recreational Fund, and balance the Fiscal Year 2013 annual operating budget.

There will be no financial impact. The amendments will be made from either additional unbudgeted revenues or budgeted expenditures which were not used.

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

**DISCUSSION TO ENTER INTO CONTRACT WITH TRUGREEN LANDCARE FOR 2014 PROFESSIONAL LAWNCARE FOR THE CITY OF RIVERDALE GROUNDS, ROW'S, AND REGIONAL PARK, BENNIE ROSE, GENERAL SERVICES DIRECTOR.**

The City of Riverdale Landscaping services for the City of Riverdale and Regional Park which includes, but not limited to mowing, weed eating, edging, bed maintenance, aeration, fertilize, mulch, pruning, irrigation startup-monitoring-shutdown, mowing, ROW's and medians, and seasoning floral arrangements on specified City property, buildings, and right-of-ways.

The following companies participated in the Landscaping Bid process:

1. TruGreen Landcare
2. Greenside Landscape
3. Bobby Dodd Enterprise
4. Kings Landscaping
5. Premier Tree & Shrub

Based on proposed cost and service expectations, staff recommends to enter into contract with TrueGreen Landcare for Landscaping services for the City of Riverdale.

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

Council Member Wanda Wallace commented, based on current service, the city should continue to look for a professional landcare service company. TruGreen has not meet city expectations.

Bennie Rose explained the mowing schedule has been revised (different from last year), based on a seasonal mowing schedule to provide better service.



**OVERVIEW OF PET. NO. 2013-0009 CELL TOWER (PUBLIC HEARING), CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED & BUSINESS SERVICES.**

Sonya Ness-Verizon is applying for a Use Permit to expand compound area to accommodate another structure and generator to allow Verizon Wireless to be able to operate and provide service from this cell tower at 6794 Hwy 85 Riverdale GA, 30274.

The land use is currently C-2 General Commercial. There is an existing telecommunications tower located on the property. This expansion of the compound and installation of equipment will not increase the height on the tower. The expansion will consist of the installation of 12 panel antennas, additional wiring, and the expansion of compound area to 34' x 18' to build a shelter to house a generator. Proposed improvements are in compliance with the City's Telecommunications Ordinance as well as the FCC and Middle Class Tax Relief and Job Creation Act of 2012.

The property is served by a shared driveway off of Hwy 85. This proposed use will not cause any hardships to other businesses as presently represented or in the near future; the nearest residentially zoned property is over 500 feet from the existing tower.

The Department of Planning Zoning and Economic Development recommends approval of this application with conditions.

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

**OVERVIEW OF PET. NO. 2013U-0010 BEAUTY SHOP (PUBLIC HEARING), CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED & BUSINESS SERVICES.**

This proposed site is zoned C-3, Intense Use Commercial and is similar to the nearby and adjacent properties. Adjacent and nearby zonings consists of C-2 General Commercial and C-3 Intense Use Commercial. The proposed use is no longer a permitted use in the City of Riverdale according to "Section 2.3 Definitions Section", of the Zoning Ordinance. The proposed site was initially established as a beauty salon/barber shop, but was only in business for a short period of time. This request would allow the proposed use to be established and will comply with all the requirements of the ordinance for Non-Conforming Uses.

According to the Zoning Ordinance, the propose use would be a "Legal Non-Conforming Use" (Section 6.2) and a "Grandfathered Use" (Section 6.1) and is allowed as long as the business continues to operate.



If the use is vacant for a period greater than 6 months the use "shall constitute evidence of intent to abandon the legal non-conforming status" and would not be permitted any longer. The applicant is within the 6 month period.

The Community Development Department recommends approval of this application with conditions.

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

**OVERVIEW OF PET. NO. 2013Z-0003 REZONING FOR DDA INCUBATOR FROM RESIDENTIAL TO COMMERCIAL (PUBLIC HEARING), CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED & BUSINESS SERVICES.**

Mike Syphoe, Riverdale Downtown Development Authority, 6630 Camp Street, Riverdale, GA 30274 requests to rezone the subject property to Office – Institutional to allow the Riverdale Downtown Development Authority to operate a business incubator and house a school on the property located at 6630 Camp Street. The property is presently zoned R-4 Single-Family Residential.

The subject site is located at 326 Camp Street is currently zoned R-4 Single-Family Residential. The site was previously Riverdale Elementary School. The site fronts on Camp Street and Upper Riverdale Road. The property is 5.6 acres and is currently being used for a small business incubator in two of the buildings with Scholar Academy in the remaining buildings. The school has been operating at this location since August. The proposed incubator will divide existing classrooms into multiple office space area for various businesses.

The property as currently zoned does not have a reasonable economic use due to its location to more intense land uses and zoning classifications. In addition, its current zoning is in conflict with the Future Land Use Map for Office-Institutional. This proposed zoning change would bring the property in conformance with the Existing and Future Land Use Maps

The Community Development Department recommends approval of this application with conditions.

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

**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 legal matter. Council Member An'cel Davis seconded. The time was 6:50PM.