



**Mayor and Council Meeting
Work Session Minutes
February 24, 2014 | 5:30PM**

The Riverdale Mayor and City Council met on February 24, 2014 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 5:30PM

Roll Call

All members of the governing body were present at the meeting. Sherry D. Henderson, Interim City Clerk, declared a quorum.

Attendee Name	Title	Status
Evelyn Wynn Dixon	Mayor, At-Large	Present
Cynthia Stamps Jones	Council Member, Ward 1 Parliamentarian	Present
An'cel Davis	Council Member, Ward 2 Mayor ProTem	Present
Wanda Wallace	Council Member, Ward 3	Present
Kenneth Ruffin	Council Member, Ward 4	Present

APPROVAL OF AGENDA WITH ANY ADDITIONS/DELETIONS:

The following amendments were made to the agenda:

Addition(s): SPLOST Intergovernmental Agreement

Deletion(s): None.

Tabled: None.

Postponed: None.

There was consensus to amend the Agenda, to include conversation on SPLOST Intergovernmental Agreement.

CITY MANAGER'S REPORT:

At the last Mayor & Council Meeting (2/10), it was discussed the Basketball League did not have enough time to practice at the Riverdale Centre. Mr. Mingo is working with the team/coaches of the league and Riverdale Centre Director (Cie Cie McGhee) to allow additional time for the League to practice basketball. At this time, the gym will close at 6:00PM for open play, this will allow sufficient time for the league to practice from (6pm-9pm). This is a temporary solution. The Basketball season for the league ends on Saturday March 8, 2014. After this date, the Riverdale Centre will resume normal operating hours (Closing at 9pm).

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



Mayor Dixon stated the city has an open door policy to allow others to play and enjoy the Riverdale Centre. We have not only Riverdale Residents, but County residents that uses the facility as well.

Council Member Wallace stated when it's open to everyone, the city needs to be mindful of wear and tear on the building and equipment.

DISCUSSION ON 2015 SPLOST AND POSSIBLE INTERGOVERNMENTAL AGREEMENT.

Mayor Cartwright (City of Love Joy), was invited to speak to the Board. Southern Regional Hospital is currently facing financial difficulties, and has asked Clayton County to providing financial support. Southern Regional is in debt by \$70M. To provide this financial support, City of Riverdale will lose \$3M of SPLOST funding, for special projects.

With an Intergovernmental Agreement the City can collect SPLOST for 6 years. Without an Intergovernmental Agreement we will collect SPLOST for only 5 years.

City Attorney, L'Erin Barnes, moments before the meeting received a copy of the Intergovernmental Agreement from Clayton County Attorney (Jack R. Hancock). Ms. Barnes was reviewing the Agreement at the time of the scheduled Mayor & Council Meeting.

A Special Called Meeting will be held later in the week or early next week, to allow the Board additional time to review options - whether or not to enter into an Intergovernmental Agreement.

PRESENTATION OF THE 2014 SOUTH CITY CONCERT SERIES LINEUP & STAFF INTRODUCTIONS, CIECIE MCGHEE, DIRECTOR OF CULTURAL AFFAIRS.

Cie Cie McGhee provided a video presentation of the 2014 South City Concert lineup, including a "behind the scenes" documentary of Cultural Affairs staff that displayed their hard work in executing a successful fun-filled concert for the community.

However, due to time, the video presentation was abbreviated.

The City of Riverdale Department of Cultural Affairs & Leisure Services produces a multitude of community events and concerts throughout the year- including the South City Concert Series. All programs are designed to foster and cultivate good community relations among our residents and surrounding cities alike.

The South City Concert Series is a signature music series that provides a family atmosphere where community can enjoy top talent and come together to strengthen ties in the City of Riverdale. Our goal for FY'14 is to increase revenue in the form of sponsorship in an effort to offset production expenses. Whereby creating relationships with corporate and community partners.

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

Council Member Wanda Wallace indicated she can support this. The City of Riverdale lost money last year with the 2013 Concert Series.

Council Member Ruffin reiterated that the City needs to sell 85% in ticket sales to break even.

Council Member Stamps Jones indicated she would like to see more diversity in the concert series.

Council Member Davis stated he wish we had more time to see the entire presentation. He's aware it takes a team effort to pull off an event as large as the Concert Series.

Mayor Davis stated the presentation was very good, and thanked CieCie McGhee for her time.

PRESENTATION OF THE NEW COMMUNICATION SYSTEM, CHIEF PATTERSON, DIRECTOR OF PUBLIC SAFETY AND COURTNEY JACKSON, CLAYTON COUNTY INFORMATION TECHNOLOGY, DEPUTY DIRECTOR AND MR. LAVENDOR, COUNTY IT DIRECTOR.

The City of Riverdale is going to have to identify a new communications system for transitioning to a digital communications platform. The Clayton County has moved in the direction of developing a 700MHZ system to be implemented on June 1, 2014. The County has planned for participation from all of the cities with the exception of Forest Park, which has its own 800MHZ system. The county has used SPLOST funds to fund this project and has asked us to join with them at no cost (user fees) as partners. We would also be given the opportunity to acquire equipment at the county's cost to save a considerable amount of funds.

The financial impact is going to be approximately \$1.7M if we go out on our own and purchase replacement equipment for all of our handheld radios, mobile radios and E911 Consoles. The cost to partner with the county would save approximately \$.5M or \$1.2M and we would have ongoing access to their service facilities and their network.

The city alternatives are: Go out on our own, join with the City of Morrow or join as partners with Clayton County where capacity has been identified for us.

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

Chief Patterson commented he does not want to obligate the City of Riverdale, until we have a chance to review terms with City Attorney, for legal sufficiency

Mr. Mingo commented he provided the Executive Board copies of this proposed information 2 weeks ago, to allow the Board adequate time to review the information to make an informed decision.



Chief Patterson Recommends moving forward with the county until a Memorandum of Understanding is developed that we can review and decide if we want to sign on as partners with Clayton County.

OVERVIEW OF RIVERDALE DOWNTOWN DEVELOPMENT FINANCIAL STATEMENT AND BY LAWS, MIKE SYPHOE, RDDA EXECUTIVE DIRECTOR.

With the continued effort to revitalize and redevelop the central business district of the City, the Riverdale Downtown Development Authority was adopted and created by Council in 2006. The RDDA was established as a non-profit corporation to maximize opportunities for grant funding, government financing, and other financing opportunities, RDDA was created to carry out revitalization initiatives within the City of Riverdale.

Mr. Mike Syphoe, Executive Director, was not present at meeting. *(He has requested a roundtable meeting with Mayor & Council and the RDDA Executive Board Members to discuss current & past RDDA projects and financial status. A round table meeting will provide adequate time to properly present information to the Board.)*

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

Mr. Don Turner, Finance Director, indicated Mr. Syphoe pays himself as an contractor, not an employee. He has received \$74K this Fiscal Year thus far, and we are to pay him an additional \$26K by the end of the Fiscal Year.

Mr. Turner recommends a detailed financial statement from the RDDA, at the beginning of each quarter. If we do not receive the statement, RDDA should not receive funding for that quarter.

L'Erin Barnes, City Attorney, stated Mr. Doug Moses is preparing the RDDA 2013 Audit. The 2013 Audit should be completed by end of February 2013. Mr. Moses expects a clean audit for the City of Riverdale. However, the RDDA is lacking a few receipts. Ms. Barnes suggests a CPA come in and prepare the paperwork for DDA, so we can have a clean audit for the Fiscal Year.

Mr. Turner stated, if the Board decides to defund the RDDA and they fail, the city will need to write off their \$200K loan.

Mayor Dixon proposed Mr. Roland be allowed to speak at the Business Session to address a few concerns the Board has pertaining to the RDDA.

There was consensus to allow further discussion and bring this item back at the next regularly scheduled Mayor & Council Meeting.



DISCUSSION ON MAYOR AND COUNCIL CREDIT CARD POLICIES, DON TURNER FINANCE DIRECTOR.

The Finance Department is in the process of revising all financial policies and procedures. Tonight we are presenting the portion of the credit card policy which pertains to the Mayor and Council for discussion. We feel that this policy is important to ensure that all expenditures are properly allocated to the person responsible for the charge, and no one will have charges on the card issued to them which they have not authorized.

Mayor & City Council Credit Card Use Policy

Credit cards issued to the Mayor and City Council should be kept in the possession of the card holder at all times. No charges should be made to any person's credit card except the person it is issued to.

Any travel arrangements, or other charges, made by the City Clerk on behalf of The Mayor or members of the City Council should be charged to the credit card issued to the City Clerk. The Mayor or Council member requesting such charges made on their behalf should use the "Request for Expenditure" form.

When credit card statements are received by the City Clerk, notice should be given to card holders to meet with the City Clerk within five days. At the time of this meeting, the card holder should review all charges to the account and turn in applicable receipts. The card holder should sign the check request certifying that they are in agreement with all charges on their account.

If any charges are disputed, notation should be made with details of the dispute and the check request should be forwarded immediately to Finance.

Credit Card Statements should be received in Finance no later than ten days before the end date. If the statement is received after that date, and the City incurs a late payment penalty, the cardholder is responsible for paying the penalty.

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

For the Record, Council Member Wanda Wallace asked the Interim City Clerk to read out loud a letter she drafted to the Board regarding past usage of her assigned city credit card.

DISCUSSION TO OPEN SEARCH FOR CITY MANAGER POSITION, COUNCIL MEMBER CYNTHIA STAMPS-JONES.

Council Member Stamps Jones proposed the city opens the search for a permanent City Manager.

Mayor Dixon does not want to do a search, she feels Mr. Mingo has done an excellent job.



DISCUSSION TO UTILIZE CITY HALL ANNEX AS A PRIVATE FACILITY RENTAL, COUNCIL MEMBER CYNTHIA STAMPS-JONES.

In an continual effort to generate revenue to add to the General Fund, and provide affordable rental options to the community. Council Member Stamps-Jones proposes utilizing City Hall Annex (6690 Church Street) as an affordable, revenue generating rental facility for the community.

Affordable rental, clients will be allowed to bring in their own food. Event bookings will be handled through the Clerk's Office, and events serviced by Cultural Affairs & Leisure Services.

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

There was consensus for additional discussion on this item, at the next regularly scheduled Mayor & Council Meeting.

UPDATE ON THE RIVERDALE REGIONAL PARK BASEBALL FIELD AND EXTENDED HEIGHT RETAINING WALL FENCE, BENNIE ROSE, DIRECTOR OF GENERAL SERVICES.

Currently there are concerns addressing safety at the fence on the wall behind the Baseball field. Due to wall height replace current fence with a taller fence of 6-1/2ft with a horizontal 2-1/2 ft safety back drop to prevent climbing over.

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

There were none.

UPDATE ON VIDEO CAMERA SURVEILLANCE FOR 971 WILSON ROAD, LEMMY PASKEL, INFORMATION TECHNOLOGY DIRECTOR.

Due to several criminal events taking place at 971 Wilson Rd, it has been determined that the video surveillance solution that's currently in place at this location does not have the adequate amount of camera's nor the quality of cameras that would enable the City Police Department to examine recorded video and have potential evidence to identify individuals or vehicles in a criminal act.

Mr. Paskel and staff recommends Approval of the purchase of video surveillance equipment from Hawkeye Security Depot for 971 Wilson Rd.

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

There were none.

OVERVIEW OF THE ENTERPRISE RESOURCE PLANNING (ERP) RFP ISSUANCE, LEMMY PASKEL, INFORMATION TECHNOLOGY DIRECTOR.

The City of Riverdale future is to operate more efficiently and effectively, to provide the best level of services to the citizen of Riverdale and to be innovative internally and externally in all aspects of local government. Currently the organization is operating where each department has their own application with little to know integration. There are some departments that do not have a solution at all.

ERP will allow the organization to:

- * Re-engineer business processes, which can streamline the way we do business.
- * The city will have the ability to provide the same updated and accurate information across different functions.
- * The city will lower cost of ownership and savings achieved by standardizing one application to manage multiple business functions.
- * Improved visibility, Reduced operating costs, standardized business processes, better reporting and improved compliance.

The alternatives are to continue to operate in a non-integrated environment, which causes poor reporting, lack of standard process across the organization and no continuity.

Mr. Paskel recommends Approval of the issuance of the RFP to solicit a vendor to implement a solution within the City of Riverdale.

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

OVERVIEW OF THE RIVERDALE REGIONAL PARK RECREATIONAL DETENTION BASIN DESIGN WORK, CAMILLA MOORE, DIRECTOR PLANNING & ZONING, CD, ED.

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:

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 the design work for the Recreational Detention Basin, as outlined in the Project Logistics Scheduled as presented to Mayor/Council on October 28, 2013.

Based on the Quotes received, it was determined that ACES Engineering was the lowest and most responsive bidder and that the City proceeds to enter into an agreement for services to be provided and completed within thirty (30) days.

ACES

P.O. Box 439
635 Main Street
Palmetto, GA

Conceptual Plan, Final Design,
Client Meetings,
NPDES/Erosion Control, Hydro
Study, Permitting

\$10,000 L.S. plus
reimbursable expenses
not to exceed \$500 plus
hourly rates for
additional services

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

**OVERVIEW OF PETITION NO. 2014ZTA-0001 DEFINITION FOR GENERAL STORES
(PUBLIC HEARING) CAMILLA MOORE, DIRECTOR OF PLANNING/ZONING, CD, ED.**

Article II, Section 2.3 currently does not define General Stores. Staff recommends adding a definition of "General Store" to ensure that such uses which fall under this category be properly placed. This definition will help clarify and define the difference between general stores, grocery stores, and convenience stores, which sell general merchandise and food. Such clarifications will allow Staff to more easily make a determination concerning whether a proposed use is permitted or not. Therefore, there needs to be a clear distinction between such uses so that the general public fully understands the difference. Therefore, Staff recommends Zoning Ordinance Text Amendment be APPROVED.

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

OVERVIEW OF ITEMS FOR THE NEXT MAYOR & COUNCIL MEETING.

Agenda items for the next regularly scheduled Mayor & Council Meeting

1. Overview of Riverdale Downtown Development Authority (RDDA)
2. Discussion to utilize City Hall Annex (6690 Church Street), as a private facility rental.

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

RECESS INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER.

Executive Session

The Executive Board forged a consensus to recess into an Executive Session to discuss a personnel matter. The time was 7:33PM

Adjournment

The Board reconvened into Work Session. There being no further business to come before Mayor and Council, Council Member Wanda Wallace motioned to adjourn. Council Member Cynthia Stamps-Jones offered the second. The time was 7:48PM.