



**MAYOR & COUNCIL WORK SESSION MINUTES
MONDAY, SEPTEMBER 22, 2014 ~ 5:30 PM RIVERDALE, GEORGIA**

CALL TO ORDER/WELCOME:

ROLL CALL- CITY CLERK

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 Pro-Tem	Present
Wanda Wallace	Council Member, Ward 3	Present
Kenneth Ruffin	Council Member, Ward 4	Present

COUNCIL PARLIAMENTARIAN TO READ RULES OF CONDUCT:

Rules of Conduct read by Council Member Stamps-Jones, Parliamentarian.

APPROVAL OF AGENDA:

Agenda approved by consensus.

CITY MANAGER'S REPORT:

City Manager prepared and presented by E. Scott Wood to include – in communication with Ms. Arrelle Anderson, COO with Clayton County to schedule meeting to discuss SPLOST review.

CITY ATTORNEY REPORT:

City Attorney report prepared and presented by L'Erin F. Barnes to include two resumes for Employment Labor Attorney for review. The contract is prepared for the guardrail, currently working with Bennie Rose.

OVERVIEW OF PROPOSED ANNEXATION OF AREA 9, CAMILLA MOORE, ASST. CITY MGR & DIRECTOR OF PLANNING & ZONING.

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. While it is simplistic to say that a city can choose to grow through annexation or choose a slow erosion of its economic and political viability, there is some truth embodied in the statement.

Staff has identified fifteen (15) Annexation Areas, in which the numbers of individual parcels vary. Of the fifteen areas identified, only one area, Annexation Area nine (9), qualified as an "island", which can be incorporated into the City of Riverdale within 120 day timeframe.

Area 9 comprises thirty-nine (39) parcels and is located adjacent to Hwy 85. In 2006, the City of Riverdale considered annexation of this area and had maps and a survey completed for the creation of a legal description of the properties for consideration. It appears that the city took no further actions of pursuing the annexation. Staff was unable to determine what reasons led to their decision but believes that the time is "ripe" to reconsider the annexation of this area.

The total Fair Market Value (FMV) of the total 39 parcels is approximately \$12,037,628 with an Assessed Property Value (APV) of approximately \$10,223, 128. These values are based on 2010 tax information obtained from Clayton County. With an economic surge nationally over the last 24 months, it is Staff's belief that there has been an increase in values since the last assessments were performed.

Mayor Dixon asked for questions or concerns from the Board.

Council Member Wallace inquired about the incentives given to property owners to make them want to join the city and pay additional taxes.

Camilla Moore explained we hope to make a mini fire station available in the complex. Manufacturing is looking for public safety. The islands do not have a choice. Per state mandate, they must comply and become part of the city.

**OVERVIEW OF THE ECONOMIC DEVELOPMENT TRACKS, GOALS & OBJECTIVES,
CAMILLA MOORE ASST. CITY MGR, DIRECTOR OF PLANNING & ZONING.**

In June of 2014, Mayor and Council signed-off on the Staff's proposal to move forward on the creation of an Economic Development Strategy with the identification of economic development tracks, goals and objectives. The following is a listing of an initial set of tracks identified by Staff as potential sites for development purposes.

1. Riverdale Town Center
 - a. 17.5 – 20 acres
 - b. Zoned TCMU
 - c. Vacant w/parking deck

2. Power's Road
 - a. 25-30 acres
 - b. Zoned CT
 - c. Vacant/residential single family homes

3. Kimball Plaza
 - a. 15 acres
 - b. Zoned C-2
 - c. Developed commercial with small shopping strip w/shops

4. Old China Buffet
 - a. 8+ acres
 - b. Zoned C-2
 - c. Developed Commercial with vacant restaurant

5. Lowe's Property
 - a. 15+ acres
 - b. Zoned C-2
 - c. Developed Commercial

6. Taylor Road Commercial Site
 - a. 10+ acres
 - b. Zoned C-2
 - c. Developed Commercial for cinema and strip stores

7. Roberts Drive Development site
 - a. 5+ acres
 - b. Zone C-2
 - c. Developed Commercial

8. West Mills Industrial Site
 - a. 6.7+ acres
 - b. Zoned industrial
 - c. Developed industrial

9. Georgia Hwy 85 Industrial Site
 - a. 3.3+ acres
 - b. Zoned industrial
 - c. Vacant

The last Council Meeting in December 2014, staff will bring to Mayor and Council the online link. It is imperative we get our parcels in the public domain on the internet to allow investors and developers to view our product for future discussion and collaboration. If interested in what they see online (internet), meetings will be scheduled for in person tours and discussion.

Mayor Dixon asked for questions or concerns from the Board.

Mr. Wood inquired if these items have been filed with the Department of Economic Development.

Ms. Moore replied, not at this time. However, we will as we progress further.

Mr. Wood inquired if we are working with the County.

Ms. Moore responded, yes we are.

Mr. Wood suggested we look into joining the State Chamber of Commerce.

Ms. Moore stated we will.

Council Member Ruffin mentioned that Forest Park has a pool. Dekalb County has a water park, and is a huge asset in the community. It is very affordable to citizens and non-residence as well.

Ms. Moore stated we need disposable income to create these types of events and projects.

Council Member Ruffin responded when we get the Riverdale Centre improvement and enhancements we will uncover a new stream of revenue, such as kickball. He stated Kickball is a major sellout program in Lovejoy.

Council Member Wallace agreed with Council Member Ruffin, and further elaborated we have to start thinking outside of the box.

Council Member Davis inquired about the status of Auto Smith.

Ms. Moore responded they are gradually closing their stores.

Council Member Stamps-Jones stated Economic Development is one of her platforms, and she is very excited about the potential development opportunities. We don't have to stay on the Riverdale Town Center plaza. We have to build the entire city. We need to decide what our vision is for Riverdale to invest and attract developers to our city.

UPDATE ON HOMEOWNERS ASSOCIATIONS, CAMILLA MOORE, ASST. CITY MGR, DIRECTOR OF PLANNING & ZONING.

In February 2014, Staff mailed over 3800 post cards to residents of Riverdale in an effort to assist neighborhoods in creating Neighborhood Associations. There are currently 58 subdivisions located within the City of Riverdale. Working in conjunction with the Police Department, the initiative is geared towards establishing more responsive communities to address the following:

- Development and redevelopment issues
- Neighborhood crime
- Property value issue
- Other community concerns

The first meeting was held on Tuesday, April 22, 2014. More than seventy (70) signs advertising the meeting were placed in subdivision prior to the meeting. Organizational meetings are held each Tuesday of the month with Staff serving as facilitators.

Effective October 1, 2014, Neighborhood HOAs will be able to use 6690 for monthly meetings on Mon, Wed, and Thu of each week (without charge), provided no existing paying reservations for the room are on file. To date, 15 HOA have met of which 13 new HOAs were created or re-established , Neighborhoods were provided signage for the announcement of HOA meetings.

Mayor Dixon asked for questions or concerns from the Board.

Council Member Davis stated he attended an Public Workshop Meeting at Atlanta Hartsfield International Airport regarding the 6th runway (\$1.1B project). He indicated the airport is acquiring land to accommodate the 6th Runway. He would be interested to learn what if anything the City of Riverdale will get from this expansion. He acknowledged the Homeowners Association Program (HOA) has been well received by citizens and he has attended a few meetings as well. The program supports great pride in homeownership, upkeep of code enforcement and overall adhering to policies and laws.

UPDATE ON ECIVIS SOFTWARE PROGRAM FOR GRANTS, NATE MINGO, ASST. CITY MANAGER.

In an effort to provide the city with an efficient mechanism to search for grants from across the country, Asst. City Manager, Nate Mingo, secured the services of eCivis for a period of 3 years (with Council approval). Grants can be difficult to find that fit your particular needs. This software eCivis will potentially alleviate those issues going forward.

Mr. Mingo is primarily looking at grants that not require matching funds. To widen the scope, he will eventually open the search for grant opportunities that includes fund matching.

At this time, Mr. Mingo is a licensed user for the software. He recommends adding Ms. Camilla Moore and Mr. Wood as licensed users as well, to further the city's efforts to identify available grants, for various projects and departments.

Council Member Davis stated the eCivis software program came about due to a meeting he had with representatives from Congressman David Scott office. We recently met with his team to learn more about Grant opportunities and learned they have had a 90% success rate.

UPDATE ON CAMERAS AT RIVERDALE REGIONAL PARK, BENNIE ROSE, CAMILLA MOORE, ASST. CITY MANAGER.

The conduit has been installed that runs under Wilson Road from a Power Pole connected to the Concession Stand. The Solar units have been installed to all poles that supply power to the Cameras. The Camera installation began on Thursday, Sept 18, 2014.

DISCUSSION OF OPTIONS TO REPLACE NETCHEX FOR PAYROLL, DON TURNER, FINANCE DIRECTOR.

Our payroll vendor, Netchex, has not provided the service we require. We have been looking at options to replace them. We have received proposals from three national payroll companies. The Companies and their annual cost of their service are:

	Annual Cost	Set up costs
ADP	\$ 33,644.62	\$12,696
Paychex	25,280	10,450
Proliant	25,560	8,770

The fourth option is to bring payroll back in house. The cost of the software to do everything in house that the payroll services do for us is about what we are paying for one year of payroll service. We can handle it with our current staff. With the proper software, the work would be about the same as we are doing for the payroll service.

Don Turner's recommendation is to bring payroll in house. At this time, we are requesting Council input into this matter. If the Council is amenable to doing our own payroll, we will bring back proposals for software purchase or lease to the next council meeting for a decision.

Mayor Dixon asked for questions or concerns from the Board.

Council Member Davis inquired about the pros and cons and moving payroll in-house.

Don Turner stated it will provide us greater control over our payroll and will provide significant savings. A possible pitfall is to ensure we stay current with Payroll Laws. He will ensure staff are properly trained to stay compliant and familiar with payroll laws. His anticipated time frame is January 2015.

Council Member Wallace stated she prefers we use an outside company. She did not want to imply Finance Department staff could not handle it. However, she has a concern regarding confidentiality and discretion.

Council Member Ruffin stated he will take the recommendation of staff. If he has any questions, he will advise Mr. Wood to speak with Mr. Turner.

OVERVIEW OF ITEMS FOR THE NEXT MAYOR & COUNCIL MEETING.

1. Amend the contract for security cameras to allow vendors to install cameras at police station.
2. Update on beautification of the city for General Services.

RECESS INTO AN EXECUTIVE SESSION TO DISCUSS LEGAL & PERSONNEL MATTER.

Executive Session

The Executive Board forged a consensus to recess into an Executive Session to discuss a legal and personnel matter. The time was 6:51PM.

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 An'cel Davis offered the second. The time was 7:12PM.

UPCOMING MEETINGS:

- Monday, Sept. 29, 2014 – Millage Rate Public Hearing & Adoption 6:00pm
- Monday, Oct. 13, 2014 – Mayor & Council Meeting 6:00pm