

**MAYOR & COUNCIL WORK SESSION
MONDAY, NOVEMBER 10, 2014 MINUTES**

CALL TO ORDER/WELCOME:

Mayor Dixon called the meeting to order at 6:03PM

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:

Read by Council Member Stamps-Jones, Parliamentarian.

APPROVAL OF AGENDA:

Council Member Stamps Jones requested to add to the Agenda discussion on to add the Mayor Report to the Council Agenda. Council Member Ruffin stated he was not familiar with a Mayor Report. The Agenda was approved by The Governing.

CITY MANAGER'S REPORT:

Written report prepared in advance.

CITY ATTORNEY REPORT:

L'Erin F. Barnes provided overview for Civil Service and At Will item later discussed on agenda.

DISCUSSION ON UPDATED RETENTION SCHEDULE FOR LOCAL GOVERNMENT PAPER & ELECTRONIC RECORDS, SHERRY D. HENDERSON, CITY CLERK.

O.G.C.A. § 50-18-99 (d) states that each office or officer shall recommend to the Governing Body a Retention Schedule.

Under O.C.G.A. § 50-18-99 (f), the Secretary of State, through the Division of Archives and History, provides local governments with a list of common types of records maintained in local offices together with recommended retention periods.

Riverdale City Council approved Resolution No. 29-04-07 to adopt a Retention Schedule (2007)

The Georgia Division of Archives and History approved a revised scheduled on June 14, 2010.

This is only for discussion. City Clerk intends to bring before the Board for adoption at the next regularly scheduled Council Meeting.

Mayor Dixon called for questions from the Board.

City Council Member Wallace inquired if we could postpone the adoption of the retention schedule until December 2014.

City Clerk stated yes.

OVERVIEW OF PERFORMANCE, SHERRY D. HENDERSON, CITY CLERK.

City Clerk (Sherry D. Henderson) and City Manager (E. Scott Wood) were appointed by Council on Monday, July 28, 2014. City Clerk handed out 90 day Performance Evaluations for City Clerk and City Manager, to all members of The Governing Body to review and complete by Friday, November 14, 2014. The performance evaluation will provide feedback to the City Clerk and City Manager regarding Performance and areas needed for improvement, to better serve citizens of Riverdale and staff.

Mayor Dixon called for questions from the Board.

Council Member Stamps-Jones stated evaluations are extremely important. It's not just to critique but It is a means to offer feedback on performance.

Council Member Wanda Wallace asked Mr. Wood about the employee performance evaluations and to hold everyone accountable.

It was confirmed employee evaluations we're completed in July 2014.

Mr. Wood stated is holding the Assistant City Managers accountable to ensure Job Descriptions are in place for all employees.

Ms. Moore stated the City Manager will receive all job descriptions by the end of the week.

Council Member Ruffin stated there are several performance evaluations. He would have liked to have had input on the creation of the performance evaluation.

OVERVIEW OF RIVERDALE TOWN CENTER BUSINESS PLAN, NATE MINGO, ASSISTANT CITY MANAGER.

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

The Business Plan for the Riverdale Centre For the Arts, Business and Leisure Services was compiled by the Department of Cultural Affairs and Leisure Services to demonstrate a comprehensive business model of operations for 2015 and beyond. This plan includes profitability projections, services, and streams of revenue all designed to favorably impact all departmental programming and increase revenue.

Mayor Dixon called for questions from the Board.

Council Member Stamps Jones requested a Special Called Meeting to further discuss the Riverdale Town Centre Business Plan.

City Manager agreed and stated he would accommodate Council Member Stamps Jones request. Mr. Wood further added, he would like direction from Council their vision for the Riverdale Centre to further build on.

Council Member Wallace inquired if a financial advisor assisted staff with the creation of the business plan, to prepare realistic revenue goals and expectations.

Mr. Mingo replied, no. The plan is an overview. It was his intent to review the information in detail with City Manager, prior to submitting to the Board. Staff will reconvene to create more specific details and action steps.

Council Member Stamps-Jones reiterated a Special Called Meeting will assist everyone in the planning process to design a realistic business plan with measurable goals for the Riverdale Centre.

Council Member Ruffin stated we are not experts in Cultural Affairs. It takes time to develop a successful program with any business.

Mayor Dixon stated the Board reached a consensus to hold a Special Called Meeting for further discussion on the Riverdale Centre Business Plan.

DISCUSSION ON RIVERDALE CITIZENS UNIVERSITY, CAMILLA MOORE, DIRECTOR OF PLANNING & ZONING.

Beginning in January of 2015, as part of the City of Riverdale's commitment to operate an efficient and effective government, Mayor and Council will launch the City of Riverdale Citizens' University, a series of interactive courses offered to Riverdale citizens, instructed by City of Riverdale Department Heads and their staff. Participants examine the same kinds of challenges faced by City staff for a fuller understanding of the business of local government.

Riverdale's Citizens University will be offered three times per year with three four month sessions with special tailored programs. The program is limited to 30 participants per session. The program will consist of interactive courses and activities presented by various Riverdale Department Directors and their Staff. All students will receive hands-on instructions.

Classes will be held every Thursday evening from 6:00 p.m. until 8:30 p.m. To graduate, students will need to attend eighteen of the twenty sessions.

Citizens interested in attending RCU, will be required to complete and submit an application. Those accepted into the class will be notified prior to the start of the class. Classes will begin in 2015. Registration fees are only accepted in the form of a check or money order made payable to City of Riverdale Citizens' University (RCU) and mailed to: Department of Planning & Community development, Attn: Rasheen Dixon, 971 Wilson Road, Riverdale, GA 30296. Please do not send cash. Pre-registration is required.

Registration Fee is \$40.00 per person to defray the cost of a class shirt, course materials, graduation ceremony and diplomas.

Participating Departments Includes: Planning, Community Development & Business Services
Finance, Fleet, General Services, Human Resources, Police, Courts, Cultural Affairs, Fire, Information
Technology, Recreation, Clerks' Office

Mayor Dixon called for questions from the Board.

Council Member Ruffin supports the program, but stated we should not charge citizens \$40.00 to participate.

Council Member Stamps-Jones supports the program as well.

Mayor Dixon would like the program to be offered free of charge.

(Clerk's Note: Council Member Davis asked everyone to be mindful of the time. We have a special event scheduled at the 7:00PM Business Session, with several special invited guests and citizens in attendance)

DISCUSSION ON MIKE PIETSCH CONSULTING SERVICES, E. SCOTT WOOD, CITY MANAGER.

The City of Riverdale currently holds the highest ISO rating in the entire county. Achieving a lower ISO rating for the City of Riverdale will provide a more professionally competent fire department, invite lower insurance premiums for citizens and businesses, and can be a major advantage in our overall economic development initiatives. As we approach the coming budget season it will be helpful if we have a clear understanding of what will be financially required and what steps are necessary to achieve a Class 1 or Class 2 rating. We will not achieve a lower ISO rating overnight, or even within one fiscal year. It will require a significant multi-year budget commitment from Mayor and Council. However, no one can currently quantify the scope of commitment because we do not have the information necessary to do so.

City Manager is asking City Council to authorize the city manager to contract with Mike Pietsch Consulting Services, Inc. in an amount not to exceed \$9,500, to evaluate our current fire services and to provide a specific plan which, if implemented, will qualify the City of Riverdale Fire Department for improved ISO ratings.

Mayor Dixon called for questions from the Board.

Council Member Davis asked about the \$9,500 price point for services.

Mr. Wood responded \$9,500 is simply the charge quoted by this particular vendor.

Council Member Stamps-Jones requested she would like to put this out to bid. If the value of services is over \$5,000 it is customary to submit a bid for services to ensure the citizen is spending tax payers money responsibly and getting best value for the dollar. This Best Practice will also avoid the perception of favoritism.

Council Member Wallace supported put this item out to bid, to get other proposals/offers for the city to consider for services.

Council Member Ruffin was in support of placing this out to bid as well.

Council Member Wallace recommended City Manager authorize a RFQ be prepared and submitted.

OVERVIEW ON ASSISTANT CITY MANAGER JOB DESCRIPTION AND ORGANIZATIONAL CHART, E. SCOTT WOOD, CITY MANAGER.

Council Member Davis requests we table this item for further discussion.

Council Member Wallace inquired who wrote the job description.

City Attorney Barnes stated she reviewed the job description. However, she is more concerned with the adoption of the Job Description in partnership with the Organizational Chart. She feels these should be two separate resolutions.

Council Member Ruffin stated he feels it will be a conflict of interest to have a Dept Head as an Asst. City Mgr. it should be separate position.

DISCUSSION ON CIVIL SERVICE AND AT WILL EMPLOYER ORDINANCE AMENDMENT, L'ERIN F. BARNES, CITY ATTORNEY.

In the Spring of 2014, Council Amended Section 21B of the City's Charter to Amend its Charter to a "dual" system of employment with a Civil Service Act to govern employees hired before the Act was amended and an At Will Act to govern all employees hired after the Effective date of the approved Amendment to the Ordinance.

Staff provided a Draft Copy of the proposed amended language which addresses both Civil Service and At Will Employment.

The Failure to amend the current Ordinance precludes the City from resolving existing and pending employment grievances and EEOC cases and may subject the City to future employment litigation resulting in a financial impact to the City.

It was recommended to hold this item until the 2nd meeting in November for further discussion.

DISCUSSION TO ADD MAYOR REPORT TO AGENDA

Mayor Dixon did not want to discuss possible Mayor Report added to the Agenda.

Council Member Stamps-Jones stated, Mayor Dixon is an elected official and the face of the city. She should keep the other members of the Board abreast of events attends on behalf of the city.

Mayor Dixon stated she understands her position. If there is anything pertinent to the city. Mayor Dixon shares with the City Clerk and/or City Manager to update other members of the Governing Body.

EXECUTIVE SESSION

(Clerk's Note: Executive Session was not held due to time restraints).

ADJOURNMENT

There being no further business to come before Mayor & Council, Council Member Wanda Wallace motioned to adjourn. Council Member Kenny Ruffin offered the second. The time was 6:58PM.