

**MAYOR & COUNCIL WORK SESSION  
MONDAY, NOVEMBER 24, 2014 MINUTES**

**CALL TO ORDER/WELCOME:**

Mayor Dixon called the meeting to order at 5:34PM

**ROLL CALL- CITY CLERK**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Evelyn Wynn Dixon	Mayor, At-Large	Present
Cynthia Stamps Jones	Council Member, Ward 1 Parliamentarian	Arrived at 5:35PM
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:**

Mayor Dixon acknowledged the rules of conduct.

**APPROVAL OF AGENDA:**

The Agenda was approved by the Board.

**CITY MANAGER'S REPORT:**

City Manager report provided by E. Scott Wood.

1. Meeting with the County Economic Development Director was very information and successful.
2. The Governing Body will receive monthly financial statements.
3. Human Resource Dept. has ensured all Job Descriptions are properly updated.
4. GMA Pension program – meeting scheduled in December with GMA, to gather information review. Recommendation will be presented at or around the 1<sup>st</sup> of the new year.
5. The Riverdale Centre will be open on Saturday Nov. 29<sup>th</sup> and Saturday Dec. 27<sup>th</sup>
6. Camilla Moore, Assist City Mgr, will be on Dec. 1-5, 2014.

Council member Stamps Jones inquired when will Council receive the Job Descriptions.

City Manager responded once the City Attorney has the opportunity to review, the job descriptions will be made available.

Council Member Wallace inquired about the number of employees the city has. Approx.160

Mayor Dixon inquired about the number of employees in Cultural Affairs.

Cie Cie McGhee, Cultural Affairs Director, indicated (12) full time and (1) part-time employee, in addition to (10) on-call event attendants.

### **CITY ATTORNEY REPORT:**

City Attorney reported provided by L'Erin F. Barnes.

1. CCMA meeting scheduled, Thursday Dec 18, 2014
2. Intergovernmental SPLOST 2015- City Attorney will reconvene with all involved for a "clean" copy of the of the IGA to present. Mayor Dixon and Don Turner (Finance Director) will receive new SPLOST certificate for their files.

### **UPDATE ON ANNEXATION OF AREA 9 (HWY 85 AND ROUNDTREE ROAD), CAMILLA MOORE, ASST. CITY MANGER/DIRECTOR OF PLANNING & ZONING.**

Camilla Moore provided a listing of all the business and business owners within the proposed area.

Council Member Wallace inquired about the average income in the Apartment Complex, and the tax base from the commercial side.

Camille Moore indicated the total for all 39 will ring in approx. \$10 Million.

City Manager Wood inquired about the property tax dollars.

Don Turner stated we should receive about 40%. However he needed to recalculate the figure and provide update to City Manager to share with the Governing Body, our anticipated amount into the General Fund.

Camilla Moore stated we have a few residential properties that want to de-annex from the City of Riverdale. She will secure a listing of this information for the Board's review.

Council Member Stamps-Jones inquired when will the City move forward with annexation.

Camilla Moore stated with this discussion we are moving forward. The last Council meeting January 2015, a resolution will be presented to the Board for adoption. We will then forward to Department of Community Affairs, by March 2015.

Council Member Ruffin inquired if we have a way to estimate how much the taxes would be.

The Clayton County Tax Assessor will provide evaluation form.

Mr. Ruffin added that information will be helpful to address citizens' concerns.

### **OVERVIEW OF DONATION OF PROPERTY TO THE CITY (PINEVIEW TERRACE), CAMILLA MOORE, ASST CITY MANAGER/ DIRECTOR OF PLANNING & ZONING.**

This item is to discuss the donation of property from AC Investments, LLC to the City of Riverdale (Tax Parcel # 13-137A-B001 and 13-137A-B002) located in Aspen Acres Subdivision on Pine View Terrace. Mrs. Norma Buckley and her father own the 2 parcels and they are interested in donating it to the city for the purpose of a park. The property abuts additional green space that is located in Steeplechase Subdivision. The subject parcels along with the green space would make an ideal area for a passive park for the 4 surrounding neighborhoods and add an additional amenity to the area. This would increase the available park area for the City. These areas could be used as walking/running trails, biking trails, dog runs and/or multi-purpose open space.

The 2 parcels as well as the green space in Steeplechase subdivision is within a Georgia Power easement and would have to be approved by Georgia Power. Staff feels that by making it a passive park with limited amount of improvements, this will be received favorably by Georgia Power.

Camilla Moore indicated we a lot of old families that once lived in Riverdale, and has since moved out. This is our 2<sup>nd</sup> family that has requested to donate their land to the City of Riverdale. The City has discussed passive parks in the past. The proposed donated land is large enough to create walking area for citizens. We can make the area passive in a manner that is actually usable for the neighborhood (adjacent to subdivision).

### **Mayor Dixon called for questions from the Board.**

Council Member Ruffin requested clarity on the location.

Camilla Moore stated the land is located in the Steeplechase area on Church Street - 4 acres of Land. Mostly open space, not a lot of trees.

Cynthia Stamps Jones inquired if the city has a budget to make it a more usable park, and not just passive.

Camilla Moore stated making the land a “passive park” would not require much – a few benches and gravel. However, if it is pleasure to enhance the area to be more of a park, staff can price out the additional amenities and present to governing body for consideration.

Council Member Stamps Jones stated she is interested in seeing the space used as a true park with amenities the citizens can actually use.

City Manger reminded the Board we should be mindful of the additional insurance premiums if we i included additional parks, such as skateboard park, etc.

Mayor Dixon asked L’Erin Barnes (City Attorney) to research the liability involved in possible skateboard park.

Don Turner added the city will have an increased liability. He stated the insurance company can not provide exact quote at this time because it depends on the services offered at the park.

### **UPDATE ON MULTI-FMAILY APARTMENT HOMES COALITION, CAMILLA MOORE, ASST. CITY MANAGER/DIRECTOR OF PLANNING & ZONING.**

This is to bring City Council’s attention of Staff’s plan to reestablish the Multi-Family Apartment Homes Coalition to address the concerns of the City’s Apartment Communities. The purpose is to promote safety, improve relationships and increase the aesthetics appeal of these areas. Staff feels if there is better dialogue, it would help in ensuring these communities are in compliance and could lead to higher occupancy for the apartment communities. Working together to form better relationships with the City’s Police Department will foster trust and will improve safety and reduce crime.

### **UPDATE ON HOMEOWNERS ASSOCIATION, CAMILLA MOORE, ASST. CITY MGR.**

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
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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.

### **UPDATE ON TATTOO ORDINANCE, CAMILLA MOORE, ASST CITY MANAGER/DIRECTOR OF PLANNING & ZONING.**

This is a request to move forward with the updating of our Tattoo Ordinance so that our ordinance works in concert with the Clayton County Tattoo Ordinance and the requirement of the Clayton County Health Department concerning Tattoo shop. This ordinance is being revised to promote and to protect the general health of patrons of Tattoo shops and the City and County as a whole.

The County has asked we adopt their ordinance. Staff will send to City Attorney for review. If accepted, Staff will submit to the Board for approval and adoption.

Council Member Wallace asked for a general summary of the Ordinance.

Camilla Moore indicated it includes standard guidelines for upkeep for Tattoo Shops, such as age requirement of the customers, cleanliness of needle, etc.

**Mayor Dixon called for questions from the Board.**

### **OVERVIEW ON PETITION NO. 2014Z-0001 – LAKEWIN CHRISTIAN CENTER, CAMILLA MOORE, ASST CITY MGR/DIRECTOR OF PLANNING AND ZONING.**

This request is to allow Lakewin Christian Center to rezone their property located on 812,828,856 King Road from R-4 Single Family Residential and 6487,6479,6473 Church Street from C-2 General Commercial to O-1 Office Institutional for the construction of a public charter school. Lakewin Christian Center currently owns three (3) parcels of land on the south side of King Road. On Tract three (3) is a single-story administrative office building. There are four (4) single-family properties that will be purchased and combined with the existing three (3) tracts of land that is owned by Lakewin for the proposed development. The total proposed acreage for the development is 7.46 acres.

Staff is excited about this development, the church has acquired the additional parcels need to accommodate the Charter School. The official address will be CHURCH STREET. They hope to break ground in January 2015 and start enrollment for upcoming school year.

**Mayor Dixon called for questions from the Board.**

**There were none.**

## **DISCUSSION ON CIVIL SERVICE BOARD MANUAL, L'ERIN F. BARNES, CITY ATTORNEY.**

The manual can change as the Governing Body sees fit. The Board will only meet, when there are appeals to be heard. Pay will be uniform and board members will be required to have training. Appointed by the Mayor and Council. Their role is to affirm or reject the recommendation of the City Manager.

### **Mayor Dixon called for questions from the Board.**

Council Member Stamps-Jones inquired if this is only the guideline.

City Attorney Barnes responded it an outline, and if revisions or changes are needed we can discuss.

Council Member Ruffin inquired if the members of the Personnel Board has any liability.

City Attorney Barnes responded they will not have any liability in their individual/personal capacity.

Council Member Wallace inquire if it similar to the Planning & Zoning Board.

City Attorney Barnes responded yes.

## **DISCUSSION ON INTERNAL GRIEVANCE POLICY, L'ERIN F. BARNES, CITY ATTORNEY.**

The Internal Grievance Policy are for positions that do not have provisions to appeal to the Personnel Board. This allows the employee to grieve or appeal terminations or disciplinary action.

## **DISCUSSION TO REPEAL ASST CITY MGR POSITION(S) AND RE-CREATE ASST. CITY MANAGER POSITION(S), L'ERIN F. BARNES, CITY ATTORNEY.**

City Attorney explained this action will bring us in alliance with the city charter.

### **Mayor Dixon called for questions from the Board**

Mayor Dixon added Mayor & Council did not have the authority to appoint Assistant City Managers, according to the Charter.

Council Member Davis proposed the Governing Body discuss this at the proposed January 2015 Council Retreat.

Council Member Stamps-Jones agreed. She added the Board needs a Retreat, and this item can be discussed in greater detail at that time.

Council Member Ruffin agrees to repeal and recreate the Assistant City Manager positions.

Joyce Kitchens (Labor & Employment Attorney), added what Ms. Barnes offers will cleanup the process.

Mayor Dixon added Camilla Moore and Nate Mingo are doing a great job as Assistant City Managers. He aim is to simply make it a clean process.

Council Member Stamps-Jones supports the effort to further discuss at Council Retreat and include everyone. The Board should address how effective is City Manager with two (2) Assistant City Managers with divided departments. City Manager (E. Scott Wood) has assistance to manage the city, which affords the City Manager the opportunity to go out and handle external matters to bring resources and economic development to Riverdale.

**DISCUSSION ON CITY OF RIVERDALE HIPPA POLICY, L'ERIN F. BARNES, CITY ATTORNEY.**

**DISCUSSION ON HUMAN RESOURCE ACT, L'ERIN F. BARNES, CITY ATTORNEY.**

All positions prior to the Repeal (6/26/2014) will remain grandfathered in as Civil Service Employees. Positions filled after June 26, 2014 will not have the Civil Service provision. However, they will be At-Will.

**Mayor Dixon called for questions from the Board**

Council Member Wallace noted that Mr. Davis has requested that Department Heads attend Council Meetings and be available to address any concerns or questions. Ms. Wallace noted the Human Resource Manager (Jacquette Jackson) was not present at Council Meeting.

Camilla Moore explained Ms. Jackson had an emergency and unable to attend.

Council Member Stamps-Jones inquired how will the Civil Service & Non Civil Service workers know their path to follow – regarding the avenue to appeal or file a grievance.

City Manager (E. Scott Wood) stated this information will be part of Employee Orientation to educate everyone.

Council member Wallace inquired if this will be in the Employee Handbook.

City Attorney stated yes.

**OVERVIEW OF ITEMS FOR NEXT COUNCIL MEETING.**

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

(Clerk's Note: Executive Session was added to Business Session Agenda)

**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 6:57PM.