



**MAYOR & COUNCIL WORK SESSION  
MONDAY, FEBRUARY 9, 2015 ~ 6:00 PM RIVERDALE, GEORGIA  
MEETING MINUTES**

**CALL TO ORDER/WELCOME:**

**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	Present
An'cel Davis	Council Member, Ward 2	Present
Wanda Wallace	Council Member, Ward 3 Mayor Pro-Tem	Present
Kenneth Ruffin	Council Member, Ward 4 Parliamentarian	Present

**RULES OF CONDUCT:**

**APPROVAL OF AGENDA:**

Agenda approved by consensus.

**CITY MANAGER'S REPORT:**

City Manager prepared and presented by E. Scott Wood (Written report was provided to the Executive Board in advance).

Mr. Wood further commented on the financial status of the status, and congratulated Mr. Don Turner (Finance Director) on his efforts. The Audio system in the Chamber is repaired and ready for tonight's Council Meeting (Business Session). Mr. Wood indicated he meet with IT Consultants today to discuss and review the city's IT needs.

Mayor asked the Board if they had questions.

Council Member Stamps-Jones thanked Mr. Wood for the narrative that was provided for the City's Bonding. However, she noticed a few of the dollar figures in the narrative did not match the handout that was previously given to the Board. She asked the City Manager, in the future, to provide a narrative from the Finance Department. She thanked Mr. Wood for looking in to the cabinetry for 911 Center, and his update on MARTA.

Council Member Stamps-Jones indicated she will meet with Mr. Wood for clarification with the numbers for the Bonding.

Council Member Ruffin suggested meeting with E. Scott Wood (City Manager) and Don Turner (Finance Director) at the same time.

Mr. Wood complied, and indicated he coordinate the meeting.

### **CITY ATTORNEY REPORT:**

City Attorney provided an update on the FAA Jet Fuel Policy, any fuel sold at the airport, taxes on the fuel LOST, ESPLOST, MARTA tax is affected, and must be used or airport purposes. We do not know the financial impact at this time. However, we will reconvene to find out the impact on the County and to the cities. Delta gets an exemption because they consume the most.

Council Member Ruffin inquired about the exemption. He thought it should have gone down further than what it is now. Attorney Barnes stated that Delta gets an exemption because they consume the most. However, she will keep an eye on this bill for future updates, while our legislators are in session.

HB 170, Transportation Funding Act of 2015, by Rep Jay Roberts (R-Ocilla), is scheduled for a hearing on Wednesday, February 18, 2015 at the Legislative Office Building.

City Attorney reached out to Annie Bright, Clayton County Election Services Director, as a follow-up to the city's upcoming IGA with the County for election services. City Attorney Barnes further explained that all elected posts for the City of Riverdale, including the Mayor are at large.

Council Member Stamps-Jones asked for clarity regarding the Elected Officials Wards. She asked if it was necessary to change the charter. L'Erin replied only if the Board wants to, however it's not necessary.

HB192, Prohibition on Elected Officials Use of Government Purchasing Cards, by Rep. Allan Powell (R-Hartwell), is scheduled to be heard in the House of Governmental Affairs Committee on Wednesday, Feb. 18, 2015. HB192 would prohibit local elected officials from being issued or using a government purchasing or credit card. This bill would also require local governments to enact policies regarding the reimbursement of expenses for elected officials.

### **DISCUSSION ON MARTA PERMIT FEES, L'ERIN BARNES, CITY ATTORNEY.**

City Attorney Barnes stated that MARTA officials has already paid their permit fees. However, they may have additional permit fees in the future with the City.

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

Council Member Wallace asked E. Scott Wood, City Manager, what was his recommendation.

Mr. Wood recommendation was to not take any action.

By consensus, the Board agreed.

### **DISCUSSION TO ISSUE REFUND CHECK TO WILLIE WATKINS FUNERAL HOME, L'ERIN BARNES, CITY ATTORNEY.**

City Attorney reported, in 2012 \$2,500.00 was given to the city by Mr. Watkins of Willie Watkins Funeral Home for gateway signs. We need to refund this money back to Mr. Wakens. The resolution presented to the Board for consideration is to authorize the Finance Director to issue refund check to Mr. Watkins.

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

Council Member Davis asked if this has happened before.

Mr. Turner stated it is usual for someone to make a donation and ask for it back. During his time with the City of Riverdale, it has not happened before.

Council member Davis inquired if we are setting precedence, and why is Mr. Watkins requesting the money back. Where has the money been since 2012 and was the money used for anything. He further asked if there are any legal repercussions. Council Member Davis want to ensure the city is doing things right and legal with this matter, and asked if there are any ethical problems with the acceptance of the money.

City Attorney Barnes stated the city should have never accepted the \$2,500.00 donation from Mr. Watkins. Regarding precedence, she has not been with the City long enough to know if this is a onetime occurrence, therefore unable to speak on that. However, the City Attorney understands that Mr. Watkins has asked for the money back, so we should issue a refund, if it was not spent on the purposes in which it was donated in 2012, we should certainly give the money back. To avoid the appearance of impropriety, it is always best practice to not accept funds from anyone with an open application with the city.

Don Turner stated the \$2,500.00 donation was designated for gateway signage and was not used for that.

Council Member Stamps-Jones inquired why no one ever mentioned the donation to the Governing Body until now, considering it was donated in 2012. Ms. Stamps-Jones indicated someone should have brought this to the Governing Body's attention for consideration.

Council Member Wallace when dealing with business affairs, it is best for the city not to accept money when offered by individuals/businesses, because it can be misleading and the appearance detrimental. She feels Don Turner (Finance Director) is doing a good job.

Don Turner added the correct way to handle donations is to bring it before the Governing Body (Mayor & Council), and the Board votes whether or not to accept the check/donation on behalf of the city. This process ensures transparency and accountability.

Council Member Ruffin stated Mr. Watkins had open permits with city at the time, so we should not have accepted the donation. We need to return the check and use the opportunity to learn from this mistake.

Mayor Dixon did not want any problems; she is in support of issuing a refund check.

City Attorney Barnes stated she first learned of the donation at the January 26, 2015 Council Meeting. Ms. Moore (Planning & Zoning Director) inquired if the funds could be used for the proposed gateway signs (2015), and inquired about the whereabouts of the money (\$2,500.00 donation). Upon receiving an email inquiry, City Attorney Barnes further probed about the status of the money (\$2,500.00 donation).

City Manager, E. Scott Wood, stated he was initially told the money was used for a Women's Empowerment Conference. Upon research it appears the money was not used at all, for anything.

City Attorney Barnes further elaborated because the donator (Mr. Watkins) had an open permit with the city, to avoid the appearance of impropriety, City Attorney Barnes recommended refunding Mr. Watkins the \$2,500.00 donation.

Council Member Stamps Jones wanted assurance the action did not reflect criminal activity.

Mayor Dixon stated, at the time, she was not aware it was an illegal act to accept the check due to the open permit. Once she discovered what happened, she fully supported refunding the money back to Mr. Watkins.

For the record, City Attorney Barnes stated the resolution will be presented at Business Session to consideration of the refund. However, the verbiage in the resolution will be re-worded to state, "the city accepted \$2,500.00 from Willie Watkins for the purpose of paying for City's gateway signs" and not for landscaping. She extended over apology for the oversight.

### **DISCUSSION ON FLEET MAINTENANCE COORDINATOR POSITION, RODNEY PITTS, FLEET MAINTENANCE DIRECTOR.**

The duties and responsibilities within the Fleet Maintenance Department requires a new position that would be a great asset to the City of Riverdale workforce

The Fleet Maintenance Coordinator serves as the principal assistant to the Director of Fleet Maintenance, the responsibilities of the Fleet Maintenance Coordinator includes assisting in the administrative support to the Fleet Director; provide daily fleet status on "in-shop", "awaiting-shop" and "returned to service vehicles"; review daily fuel poll data; provide weekly fuel use reports; process daily invoices for payment; maintain daily vehicle repair access database on all city vehicles; provide Bi-weekly vehicle expense report; provide Bi-weekly fuel use report; setup a quarterly review meeting with all Fleet Liaison Representatives and other departments with Fleet Director; maintain a daily working relationship with City fleet vendors and City employees; provide excellent customer service; assist the Fleet Director with all other task that may come to the Fleet Department

The Fleet Maintenance Coordinator is distinguished from the Fleet Director in that the Fleet Director is primarily responsible for the day-to-day management of the Fleet Department, city employee and vendor vehicle maintenance support. The Fleet Maintenance Coordinator is accountable for accomplishing the goals and objectives for the office and for furthering the City Fleet Vehicle Policy and Procedure guidelines.

Having a team in place affords the opportunity gather information to present to the Board, to make informed decisions on behalf of the city. Rodney Pitts asked the Board for approval to add the position of Fleet Maintenance Coordinator to the Pay and Classification Scale.

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

Council Member Stamps Jones asked once approved, will we immediately make the position full time.

City Manager Wood responded we can so immediately, or after July 1, 2015 for the next fiscal year budget. It is the decision of the Governing Body.

Council Member Stamps-Jones recommendation is to approve with the new budget.

Council Member Wallace inquired about vehicles/police cars.

Mr. Turner stated with the budget, we are working with a five year rotation plan.

Council Member Wallace inquired about the cost analysis of gas fuel for comparison.

Rodney Pitts, Fleet Maintenance Director, conveyed the City of Riverdale has a state contract; we are currently as low as we're able to get. We need to understand what it takes police officers to operate their vehicles on the streets 10-12 hours a day and what that vehicle goes through.

Council Member Ruffin commented on the policy that was suggested to Mr. Pitts. He advised Mr. Pitts he would be better served, by receiving his directives from the City Manager and not a Council Member.

Council Member Davis clarified that he did not give Mr. Pitts a directive. It was an open meeting during Q& A.

Council Member Davis asked about the impact on the budget for Creation of the Fleet Maintenance Coordinator position.

Mr. Wood indicated very minimal approx. \$10,000

For the record, City Attorney Barnes added, if this position is created it will be an "At-Will Position"

**\*City Clerk Selection Process**

Council Member Ruffin stated the City Clerk position should be reviewed and interviewed to make a decision.

Human Resource Manager and City Attorney worked collaboratively to publish the City Clerk job posting on various job websites. City Attorney asked for instruction from the Board on how to proceed with the applications received. Council Members Stamps-Jones and Davis did not feel comfortable with the decision. However, by consensus, the Governing Body authorized the City Manager to move forward and review applications received for the City Clerk position and schedule interviews.

**ADJOURNMENT:** There being no further business to come before Mayor & Council, Council Member Wallace motioned to adjourn. Council Kenny Ruffin offered the second. The time was 7:06PM.

**Minutes Approved By:** \_\_\_\_\_  
*Dr. Evelyn Wynn Dixon, Mayor*

**Attested By:** \_\_\_\_\_  
*Sherry D. Henderson, Office of the City Clerk*