



**CITY OF RIVERDALE  
MAYOR AND COUNCIL  
WORK SESSION ACTION MINUTES  
MONDAY, DECEMBER 14, 2015 | 5:30 PM**

The Honorable Mayor Evelyn Wynn Dixon

The Honorable Cynthia Stamps-Jones  
The Honorable Wanda Wallace  
City Manager:  
City Clerk:  
City Attorney:

The Honorable An'cel Davis  
The Honorable Kenneth Ruffin  
E. Scott Wood  
Sylvia Vaughan  
L'Erin Barnes

1. **CALL TO ORDER/WELCOME:** The meeting was called to order by the Honorable Mayor Evelyn Wynn-Dixon. She announced that she would be adhering to the Roberts Rules of Order while conducting the meeting. Mayor Wynn-Dixon also stated that moving forward; all agenda items must be provided to the City Clerk, Wednesday prior to each Mayor and Council Meeting.
2. **ROLL CALL- CITY CLERK:** All Members of Council were present which constituted a quorum.

Attendee's Name	Title	Absent / Present
Evelyn Wynn-Dixon	Mayor, At-Large	<b>X</b>
Cynthia Stamps-Jones	Council Member, Ward 1	<b>X</b>
An'cel Davis	Council Member, Ward 2	<b>X</b>
Wanda Wallace	Council Member, Ward 3 Mayor Pro-Tem	<b>X</b>
Kenneth Ruffin	Council Member, Ward 4 Parliamentarian	<b>X</b>

**3. APPROVAL OF THE AGENDA:**

Council Member Wanda Wallace made a motion to approve the agenda as presented with Council Member Davis providing the second. **The motion carried.**

4. **CITY MANAGER'S REPORT:** E. SCOTT WOOD (A written report was provided in advance to the board).



City Manager Scott Wood spoke about the Christmas Tree Lighting Event and stated that it was a success. He also announced that the Annual Employee Christmas Reception would be December 18, 2015, from 3:00pm until 5:00pm and encouraged everyone to come out and attend the event. Mr. Wood also spoke about using the consent agenda. He stated that starting January 2016, the consent agenda would be included in the Mayor and Council Agenda Packet.

## **5. CITY ATTORNEY'S REPORT: L'ERIN F. BARNES**

City Attorney L'Erin Barnes provided a report to the Board which consisted of the following items:

- Subpoenas and open records request
- Utopian Academy
- Floodplain Ordinance with Clayton County
- Green Code Ordinance
- Title Searches - Thomas Marshall
- Forms for non-profit organizations
- Clothes Bin Ordinance
- Code Enforcement revisions
- Review and begin revision of SOP's
- Apartment Ordinance
- Personnel Board Hearings
- Training on new employee handbook

## **6. AMENDMENT OF THE BUDGET- FY -2015:**

Finance Director Don Turner provided an overview of the FY-2015 Budget Amendment. He stated that the purpose of this item is to increase the revenue budget and balance the City's Budget.

## **7. CODE ENFORCEMENT ORDINANCES:**

Interim Planning and Zoning Director Ellis Still provided an overview of the following Code Enforcement Ordinances:

- Off-street parking
- Prohibit property with code violations from being transferred to a new owner without notice
- Cooking in garage/front yard

- Basketball Goals in the street
- No parking on side/front yard
- Tractor trailer
- Pull trash containers back and limit trash on curb
- Shrubs
- Edging
- Conflicts with IPMC and City Code

#### **8. DISCUSSION OF CITY NEWSLETTER:**

Council Member Ruffin provided an overview of the City's Newsletter. He stated that the purpose of this item is to move the printing and binding accounts of the Mayor and Council to the City Manager's Contingency Account to be used for publication of a quarterly City Newsletter.

#### **9. DISCUSSION OF RECREATION AND CULTURAL AFFAIRS JOB DESCRIPTION:**

City Manager Scott Wood provided an overview of the Recreation and Cultural Affairs New Job Descriptions. He stated that the purpose of this item is for Mayor and Council to approve the job distributions as recommended by staff.

#### **10. PRESENTATION- POLICE DEPARTMENT:**

Police Chief Todd Spivey presented a presentation of the Riverdale Police Department that focused on the following items:

- Apartment Complex Ordinance
- Faith Based Leaders Police Academy
- Salary Survey
- Crime statistics
- Training
- Body Cameras

#### **11. ADJOURNMENT:**

A consensus was made by the Board to adjourn the Work Session Meeting at 7:00pm.

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Mayor Evelyn Wynn-Dixon

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City Clerk Sylvia Vaughan