

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
November 2, 2023 @ 6:30PM

The Honorable Michael Owens, Mayor
The Honorable Ron Davis, District 1 Councilmember
The Honorable Dami Oladapo, District 2 Councilmember
The Honorable Keisha Jeffcoat, District 3 Councilmember
The Honorable Patricia Auch, District 4 Councilmember
The Honorable TJ Ferguson, District 5 Councilmember
The Honorable Debora Herndon, District 6 Councilmember

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING AGENDA

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF AGENDA**
6. **PUBLIC COMMENTS**
7. **NEW BUSINESS:**
 - a. *FIRST READ: Civility Resolution*
 - b. *FIRST READ: Transitional Spending Plan*
8. **OLD BUSINESS:**
 - a. *SECOND READ: Ordinance Granting Franchise to Austell Gas System*
9. **DISCUSSION:**
 - a. *GovPilot Software Integration*
(Cloud-based government management platform developed exclusively for local governments).

Public comments are limited to 2 minutes per speaker. Anyone wishing to make a public comment should complete and submit the public comment card to the City Clerk prior to the start of the meeting.

b. *State Mandated and Other Government Training/Registrations:*

1. *2024 State-Mandated Newly Elected Officials Institute*

(February 28-March 1, 2024, Athens, Georgia, facilitated by Carl Vinson Institute of Government)

2. *The National League of Cities Annual City Summit*

(Atlanta, Georgia, November 16-18, 2023)

3. *The Georgia Academy for Economic Development*

(Atlanta, Georgia, November 16, 2023, “The Essentials” advanced topic course focusing on in-depth issues in housing, economic development and collaboration.)

4. *Georgia Municipal Association Cities United Summit*

(Atlanta, Georgia, January 26-29, 2024)

10. **CITY ATTORNEY COMMENTS**

11. **CITY CLERK COMMENTS**

12. **CITY COUNCIL COMMENTS**

13. **EXECUTIVE SESSION (IF NEEDED) FOR:**

Litigation O.C.G.A. 50-14-3 (b)(1)(A)

Real Estate O.C.G.A. 50-14-3 (b)(1)

Personnel O.C.G.A. 50-14-3 (b)(2)

Exemptions O.C.G.A. 50-14-3 (b)(4)&(5)

14. **ADJOURNMENT**

Public comments are limited to 2 minutes per speaker. Anyone wishing to make a public comment should complete and submit the public comment card to the City Clerk prior to the start of the meeting.



AGENDA ITEM MEMORANDUM

MEETING OF: November 2, 2023

DEPARTMENT: City Clerk for Mayor and Council

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of a Resolution Pledging to Practice and Promote Civility in the City of Mableton – Interim City Clerk Susan Hiott

BACKGROUND/SUMMARY:

The Georgia Municipal Association CEO and Executive Director states: Civility fosters respect, trust, and belonging. By modeling and practicing civility, city leaders set an expectation that vigorous debate and vetting of ideas can be respectful and productive, leading to better engagement and outcomes for all.”

Cities that pledge to become a City of Civility and adopt the Resolution at a Council meeting (City of Civility) will be awarded the City of Civility Award by the Georgia Municipal Association (GMA). The Georgia Municipal Association staff have often commended the Mableton City Council for their leadership and civility during the training sessions at the GMA facility. GMA encourages the City to obtain the City of Civility Designation.

The 9 Pillars of Civility include (per GMA Website):

1. Be considerate of others’ opinions. It’s ok to agree to disagree.
2. Manage your emotions. Get curious instead of furious.
3. A silent voice is not always a weak voice. Sometimes it’s ok not to respond.
4. Be Kind! Make your point about the issue, not the person.
5. Think about the impact of your actions and not the intent.
6. Ask questions to learn. Answer questions with respect.
7. Remember the acronym QTIP (Quit Taking it Personally).
8. Have empathy! Just because you have not experienced it, does not mean it does not exist.

BUDGETED/FINANCIAL IMPACT – FUND: N/A

RECOMMENDATION:

Motion: To approve the Resolution Pledging to Practice and Promote Civility in the City of Mableton.

ATTACHMENTS: Resolution

**A RESOLUTION
PLEDGING TO PRACTICE AND PROMOTE CIVILITY IN THE CITY OF MABLETON**

WHEREAS, the governing body (the “City Council”) of the City of Mableton, Georgia, recognizes that robust debate and the right to self-expression, as protected by the First Amendment to the United States Constitution, are fundamental rights and essential components of democratic self-governance;

WHEREAS, the City Council further recognizes that the public exchange of diverse ideas and viewpoints is necessary to the health of the community and the quality of governance in the City of Mableton;

WHEREAS, the members of City Council, as elected representatives of the community and stewards of the public trust, recognize their special role in modeling open, free and vigorous debate while maintaining the highest standards of civility, honesty and mutual respect;

WHEREAS, City Council meetings are open to the public and thus how City officials execute their legal duties is on public display;

WHEREAS, civility by City officials in the execution of their legislative duties and responsibilities fosters respect, kindness and thoughtfulness between City officials, avoiding personal ill-will which results in actions being directed to issues made in the best interests of residents;

WHEREAS, civility between City officials presents an opportunity to set a positive example of conduct and promotes thoughtful debate and discussion of legislative issues, resulting in better public policy and a more informed electorate while also encouraging civil behavior between residents;

WHEREAS, civility between City officials is possible if each member of the elected body remembers that they represent not only themselves, but the constituents of their district and City; and

WHEREAS, in order to publicly declare its commitment to civil discourse and to express its concern for the common good and well-being of all of its residents, the City Council has determined to adopt this Resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION ONE

The City of Mableton pledges to practice and promote civility within the governing body as a means of conducting legislative duties and responsibilities.

SECTION TWO

The elected officials of the City Council enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of the City of Mableton.

SECTION THREE

This pledge strives to ensure that all communication be open, honest, and transparent as this is vital for cultivating trust and relationships.

SECTION FOUR

This pledge strives to show courtesy by treating all colleagues, staff and members of the public in a professional and respectful manner whether in-person, online or in written communication, especially when we disagree.

SECTION FIVE

This pledge strives to ensure mutual respect to achieve municipal goals, recognizing that patience, tolerance and civility are imperative to success and demonstrates the Council's commitment to respect different opinions, by inviting and considering different perspectives, allowing space for ideas to be expressed, debated, opposed, and clarified in a constructive manner.

SECTION SIX

This pledge demonstrates our commitment against violence and incivility in all their forms whenever and wherever they occur in all our meetings and interactions.

SECTION SEVEN

The City of Mableton expects members of the public to be civil in its discussion of matters under consideration by and before the City Council, with elected officials, staff, and each other.

ADOPTED this ____ day of _____, 2023.

Mayor Michael Owens

Councilmember Ron Davis – District 1

Councilmember Dami Oladapo - District 2

Councilmember Keisha Jeffcoat – District 3

Councilmember Patricia Auch – District 4

Councilmember TJ Ferguson – District 5

Councilmember Debora Herndon – District 6

ATTEST:

Susan Hiott, Interim City Clerk

(Seal)



AGENDA ITEM MEMORANDUM

MEETING OF: November 2, 2023

DEPARTMENT: City Attorney for Mayor and Council

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Ordinance Granting Franchise to Austell Gas System.

BACKGROUND/SUMMARY:

Ordinance initially presented for First Read on June 29, 2023. Austell Gas System representatives have reviewed and accepted current form.

BUDGETED/FINANCIAL IMPACT – FUND: N/A

RECOMMENDATION:

Motion: To approve, as desired, following council consideration.

ATTACHMENTS: Ordinance.

**STATE OF GEORGIA
COBB COUNTY
CITY OF MABLETON**

ORD 2023-_____

ORDINANCE GRANTING FRANCHISE

To

AUSTELL GAS SYSTEM

By

CITY OF MABLETON

On

_____, 2023

The within Ordinance Granting Franchise

accepted on _____, 2023, by

AUSTELL GAS SYSTEM:

**By: _____,
Justin Isbill, President & CEO**

THIS ORDINANCE GRANTING FRANCHISE agreement (“Franchise Agreement”) is made by and between **AUSTELL GAS SYSTEM** (referred to herein as “Company”) and the **City of Mableton, Georgia** (referred to herein as the “City”) in consideration of the mutual terms and conditions below and herein:

Section 1. Grant of franchise.

In exchange for making the franchise fee payments as provided in this Franchise Agreement, the City grants to the Company, its successors and assigns a non-exclusive right to lay, construct, extend, maintain, renew, replace, and repair gas pipes, valves, manholes, service boxes, posts, lamps, structures, appliances, and all appurtenances and appendages under, along, through and across any streets, avenues, roads, public highways, alleys, lanes, ways, parks, rights-of-way, and other public places in the City (hereinafter collectively referred to as the "City's property") and to use and occupy the City's property for the purpose of therein laying, constructing, extending, maintaining, renewing, replacing and repairing mains, pipes, valves, manholes, service boxes, posts, lamps, structures, appliances, and all appurtenances and appendages thereto, used and useful for the manufacture, transmission, distribution, and sale of gas within and through the present or future territorial limits of the City, such right, when exercised as herein provided, to commence as of June 1, 2023 and to continue for a term of 30 years through May 31, 2053.

Section 2. Definitions.

- a. *Firm customers* means all residential and business customers who purchase gas service that ordinarily is not subject to interruption or curtailment.
- b. *Fiscal year* means the 12-month period ending July 31st of each year.
- c. *GPSC* means the Georgia Public Service Commission or such successor regulatory body, having general regulatory authority over the Company’s pipeline distribution system.

Section 3. Rates.

Company shall be entitled to charge for gas distribution services through a monthly rate schedule.

Section 4. Franchise fee.

That the Company shall hereafter pay the City each year the following compensation for the use of its roads, streets, ways and rights of way during the term of this Franchise Agreement in the amount as follows:

Three percent (3%) of the gas sales receipts received by the Company from residential and commercial customers, but not from industrial gas sold to industrial customers as hereinafter defined, located within the incorporated territorial limits of the City.

Industrial gas customers who are eligible for interruptible gas service based on the volumes actually consumed or projected to be consumed are natural gas consumers who purchase 60,000 MMBTU per month or greater and who purchase this volume for three (3) or more months out of each twelve (12) month period, or who are projected to purchase 60,000 MMBTU or greater for three (3) out of the next twelve (12) months.

Commencing August 1, 2023, Company shall make franchise payments as set forth herein to the City on a biannual basis, which payments shall be remitted by Company to City not later than thirty (30) days after the last day of July and January, throughout the term of this Franchise Agreement. The initial payment shall be due on or by February 1, 2024.

That in the event the County should impose any license, franchise, property, sales or other tax on the property, sales or operation of the City’s gas system, or if any other governing authority such as the State shall impose any of same for the benefit of the County, then in such event the amounts of same paid in any fiscal year by the City shall be deducted from the payment for such year otherwise due hereunder.

As the holder of the franchise privilege hereunder, the Company is responsible for the payment of all franchise fees payable hereunder, and shall file such reports and returns as required by this Franchise Agreement. Company shall make the franchise fee payments to City on the same schedule and with such supporting documentation as Company provides to other counties and/or municipalities in Georgia.

The franchise fee payments required hereunder shall be in lieu of any franchise fee, license fee, permit fee, administrative fee, occupation tax or other payment for the use of the rights-of-way by the Company for the provision of gas service, but shall not prohibit imposition of a license fee or an occupation tax on gas marketers. The Company shall comply with the City’s utility right-of-way permitting process, as enacted, so long as such process does not conflict with O.C.G.A. § 32-4-92 and is not more restrictive than rules and regulations as promulgated by the Georgia Department of Transportation. The City will not charge the Company any other franchise fee, occupation tax, or regulatory fee as prohibited by O.C.G.A. § 48-13-16, or any other fee prohibited by state law. Company reserves the right to reduce the annual franchise fee payable to the City for any and all fees, taxes or charges assessed by the City in contravention of this section in connection with the granting of permits to perform Company’s work on City’s property during such fiscal year.

Section 5. Powers retained by City.

All rights herein granted and authorized by the City shall be subject to and governed only by this Franchise Agreement; provided, however, that the City expressly reserves unto itself all of its police power to adopt general ordinances necessary to protect the safety and welfare of the general public in relation to the rights hereby granted not inconsistent with the provisions of this Franchise Agreement.

Section 6. Excavation.

Company, upon making an opening in the City’s property, for the purpose of laying, repairing, or maintaining gas facilities, shall use due care and caution to prevent injury to persons, shall replace and restore the City's property to its former condition as nearly as practicable within a reasonable time, and shall not unnecessarily obstruct or impede traffic upon the streets, avenues, roads, public highways, alleys, lanes, ways, parks, and other places of the City.

Section 7. Liability of grantee.

Company shall save and keep harmless the City from any and all liability by reason of damage or injury to any person or persons whomsoever, on account of negligence or intentional act or omission of the Company in the installation, maintenance, and repair of its mains and pipe lines located in the City's property, provided the Company shall have been notified in writing of any claim against the City on account thereof and shall have been given ample opportunity to defend the same.

Section 8. When effective.

This Franchise Agreement shall become effective upon its execution by the City and the Company.

Section 9. Insurance requirements.

Throughout the term of this Franchise Agreement, the Company shall, at its own cost and expense, maintain comprehensive general liability insurance and shall, upon request, provide the City certificates of insurance designating the City as additional insured and demonstrating that the Company has obtained the insurance required in this section. Such policy or policies shall be in the minimum amount of \$1,000,000.00 for bodily injury or death to any one person, and \$1,000,000.00 for bodily injury or death to any two or more persons resulting from one occurrence, and \$1,000,000.00 for property damage resulting from any one accident. Such policy or policies shall be non-cancelable except upon 30 days' prior written notice to the City. The Company shall provide workers' compensation coverage in accordance with applicable law. The Company shall indemnify and hold harmless the City from any workers' compensation claims to which the Company may become subject during the term of this Franchise Agreement. Alternatively, and in lieu of the foregoing insurance requirements, the Company may elect to self-insure or insure through its captive insurance carrier, provided that Company or its parent company have sufficient net worth to do so, as determined by customary practice in the natural gas utility industry.

Section 10. Renewal, term.

Unless 90 days written notice is given by one party to the other prior to the expiration of this Franchise Agreement, this franchise shall be considered as renewed and binding in all its provisions for twenty-nine consecutive one-year renewal terms, unless notice is given by either party prior to the expiration of any renewal term that the Franchise Agreement shall not further renew after the end of the then current renewal term.

Section 11. Severability.

In the event that any provision of this Franchise Agreement should be ruled void, invalid, unenforceable or contrary to public policy by any court of competent jurisdiction, the remaining provisions of this Franchise Agreement shall survive and be applied, and together with the invalid or unenforceable portion shall be construed or reformed to preserve as much of the original words, terms, purpose and intent as shall be permitted by law.

Section 12. Notices.

Any and all notices required to be given under this Franchise Agreement shall be in writing and shall be delivered by U.S. Mail, return receipt requested, commercial overnight courier or hand

delivery and shall be deemed delivered when received or rejected for receipt by the recipient. The parties' addresses are set forth below and can be changed upon 30 days' notice to the other:

City of Mableton, Georgia
Attn: Michael Owens, Mayor
1400 Veterans Memorial Highway, Ste 134-200
Mableton, GA 30126

Austell Gas System
Attn: Justin Isbill
2838 Joe Jerkins Boulevard
Austell, Georgia 30106

Adopted by the City Council of the City of Mableton, Georgia, at a meeting held on the 2nd day of November, 2023.

Reviewed by:

Michael Owens, Mayor

Emilia Walker-Ashby, City Attorney

Attest

I, _____, Clerk of the City of Mableton, Georgia, hereby certify that I was present at the meeting of the City Council of the City of Mableton, Georgia, held on November 2, 2023, which meeting was duly and legally called and held, and at which a quorum was present, and that Ordinance _____, a true and correct copy of which I hereby certify the foregoing to be, was duly passed and adopted by the City Council of the City of Mableton, Georgia, at said meeting.

IN WITNESS WHEREOF, I hereunto set my hand and the corporate seal of the City of Mableton, County of Cobb, State of Georgia, this 2nd day of November, 2023.

Susan Hoitt, City Clerk



AGENDA ITEM MEMORANDUM

MEETING OF: November 2, 2023

DEPARTMENT: Executive Administration – Presented by Mayor

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Gov Pilot Software.

BACKGROUND/SUMMARY:

Please see proposal attachment. Mayor will provide additional detail at meeting.

BUDGETED/FINANCIAL IMPACT – FUND: N/A

RECOMMENDATION:

Motion: To approve, as desired, following council consideration.

ATTACHMENTS: Proposal.

Subscription Service Order

Prepared for:

Mableton, GA DRAFT

Sales Representative

Austin Talty

atalty@govpilot.com

Proposal Valid Through 11/30/23



Overview of Services

GovPilot is a cloud-based government management platform developed exclusively for local government. We unify fragmented data and communication between employees, department heads and their administrators, resulting in an environment in which information flows freely and subject matter knowledge can be obtained within seconds. With a clear view of how well a department is operating, administrators, and department heads alike can make more educated decisions on the best course of action.

Leveraging Best Government Practices (BGP) from subject matter experts, GovPilot has developed a catalog of over 120 standard template modules as well as 3 premium services. GovPilot regularly checks the pulse of local governments and incorporates their feedback into the product, benefiting all of our customers!

GovPilot accommodates unlimited users, which allows governments to manage and share critical data throughout their organization, at no additional cost. This information can be shared 24/7 from the office, the field, or the employee's home.

Wherever the Community,
Whatever the Problem,
GovPilot offers a Solution.





Benefits of GovPilot

Employee & Elected Officials Benefit

- Customizable Dashboards to see the data that's important to you
- Remove communication and data silos
- Cut-down on call volume, walk-ins and other distractions
- Learn one platform, replace single-purpose software systems, IT doesn't need to support 10+ systems
- Drastically improve productivity through automated modules

Constituent Benefits

- Convenience of E- Commerce functionality – submit application and pay online
- Communicate concerns via Mobile App
- Access information and data via website, eliminating need to submit OPRA

Unlimited Users

- All employees and Elected Officials are eligible for login credentials

Preloaded Data

- Assessment Records, Parcel Boundaries
- Foreclosure Filings

All tax, parcel boundaries, and foreclosure data is uploaded upon execution of contract from GovPilot, any updates thereafter need to be proactively provided to GovPilot from the customer. Accuracy of this information is the responsibility of the customer.

Cloud Based

- Access, manage and edit data from the office and in the field
 - No scaling limitations, local server installation, burdensome maintenance costs or time-consuming software updates
 - Data updates occur in real time, enabling office-based employees to collaborate with colleagues in the field via mobile device
-

Fields & Forms

- GovPilot works closely with assigned divisions and departments to modify the platform based on your unique needs
- Deploy flexible modules and forms integrated with pre-loaded data
- User-friendly, drag-and-drop interface
- Merge and log external data, attach documents, calendars, files and notes to individual property records with ease

GovPilot's Templated Modules Consist of 5 Main Components



Dashboard

Whether you are a typist, department head, city manager or elected official, GovPilot's dashboard allows you to retrieve the answers you need, quickly. The dashboard is customizable, allowing users to create shortcuts to their data, called "tiles". These tiles are doorways to filtered and sorted data sets. When clicked, each tile opens a different view. Arrange and add an unlimited number of tiles with unparalleled ease.

The screenshot shows the GovPilot dashboard with a dark blue sidebar on the left containing navigation options: New Record, Home, Modules, Recently Viewed, Map, Scheduler, My Tasks (with a 30x notification), Advanced Search, Reports, and Log. The main content area features a 'Dashboard' section with 12 colorful tiles, each representing a different data set with a count and a link to view more. Below the tiles is a 'Recent Records' table.

Property	Form	Record Type	Reference	Status	Other	Property Address	Last Modified
		Vacant Property Registration	VCNT-2019-00001	New		45 CHELSEA CT	3/31/2019 7:58:59 PM
		Report a Concern	RAC-2018-00005	Open	Abandonment of Small Energ...	123 DISSTON AVE	3/31/2019 7:57:57 PM
		Rental Property Registration	RPR-2019-00001	Registered	EVANS, MICHAEL & THERESA	24 S MONTGOMERY AVE	3/31/2019 7:57:17 PM
		Dog License	DG-2019-0003	Active	Biggie	24 S MONTGOMERY AVE	3/31/2019 7:56:49 PM
		Construction Permit	GPI-06305	Closed		24 S MONTGOMERY AVE	3/31/2019 7:55:06 PM
		Construction Permit	GPI-0633	Plan Review		100 ATLANTIC AVE	3/31/2019 7:52:31 PM
		Dog License	DG-2019-0002	Active	DOGGY	101 S RALEIGH AVE	3/31/2019 6:24:12 PM



Property Profile

The cornerstone of our platform, this feature links all property-related data to a single property profile. See all building permits, violations and licenses associated with a property. Attach and take notes within the profile as well.

-
-
-
-
-
-
-

Property Profile - x

24 S MONTGOMERY AVE ATLANTIC CITY NJ 08401 Units RESI-1 TO 4 FAM ATLANTIC COUNTY BLOCK 1: 213 LOT 1: 9



Property AVM

View in Map

Tax Map

Mail Merge

New Record

Foreclosure

Tax Assessment Information	
OWNER COMPLETE NAME	EVANS, MICHAEL & THERESA
CITY VALUE	\$397,201.40
ASSESSMENT BUILDING	\$136,300.00
ASSESSMENT LAND	\$261,900.00
ASSESSMENT TOTAL	\$397,400.00
TAXES	\$13,599.03
TAX YEAR	2016
YEAR BUILT	1925
LAST SALE DATE	8/28/1997
LAST SALE PRICE	\$110,000.00
BLOCK 1	213
LOT 1	9
BUILDING DESCRIPTION	F25
PROPERTY & MAILING ADDRESS SAME	Y
PROPERTY MAILING ADDRESS	24 S MONTGOMERY AVE, ATLANTIC CITY, NJ 08401
LAND DESCRIPTION	43x75
LOT SIZE	3223
LOT DEPTH	75
LOT WIDTH	43
PROPERTY AREA(ACRE)	0.074
BUILDING AREA(SQ.FT)	1776
TOTAL UNITS	1
PROPERTY ADDRESS	24 S MONTGOMERY AVE
MULTIPLE UNITS	N
SALE DOCUMENT	0618000200
ZONING	R-2

All Records						Layers	Sales History	Assessment History	Attachments	Notes
Form	Record Type	Reference	Status	Other	Last Modified					
<ul style="list-style-type: none"> Construction Permit (1) 										
	Construction Permit		Closed		03/31/2019 07:54:45 PM					
<ul style="list-style-type: none"> Dog License (1) 										
	Dog License	DG-2019-0003	Active	Biggie	03/31/2019 07:56:49 PM					
<ul style="list-style-type: none"> Rental Property Registration (1) 										
	Rental Property Registration	RPR-2019-00001	Registered	EVANS, MICHAEL & THERESA	03/31/2019 07:57:17 PM					



Digital Forms E-commerce Functionality

GovPilot's digital forms can significantly reduce the time your staff spends on data entry. Form data is routed directly into the GovPilot system, eliminating the redundant process of a government employee transferring constituent information from a PDF to the database. Constituents access, complete and submit digital forms through your government website. Form logic blocks submission until all required fields have been populated, which guarantees that your departments receive properly completed forms, every time.



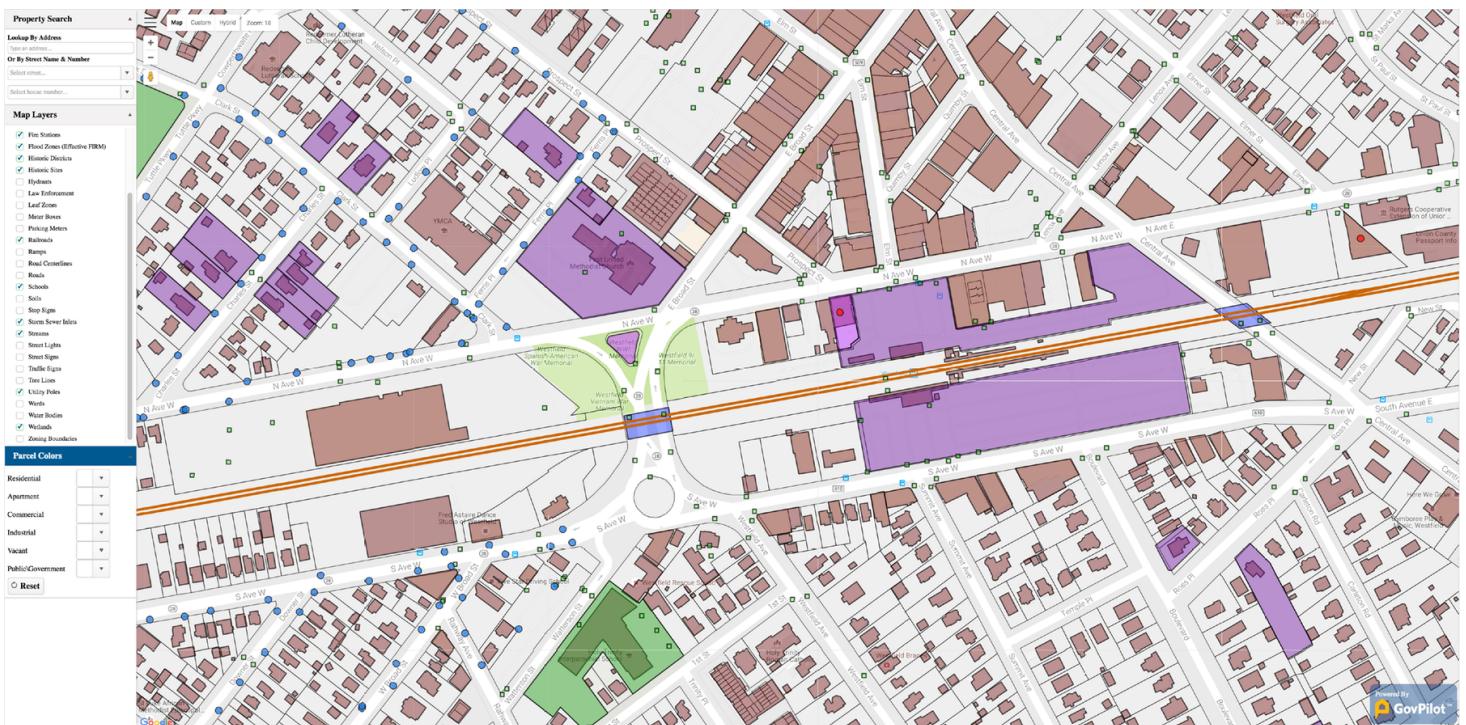
Automated Workflows

GovPilot's workflow engine reads data, calendar and user activity as triggers to automate the completion of a multitude of tasks, including the processing of public requests, licenses, applications, e-commerce transactions and internal administrative functions. Automated alerts notify employees of changes in project status and streamline post-submission correspondence with applicants. Workflows improve operational efficiency while promoting transparency and accountability among employees and departments.



Geographic Information System (GIS)

A picture is worth a thousand words. From cave paintings to emojis, graphic depiction is an integral part of how humans communicate and make sense of the world. When trying to identify patterns and otherwise understand your data—which could include thousands or even millions of variables—the ability to visualize that data is essential. GovPilot's user-friendly map grants ALL government employees the ability to harness the power of a geographic information system (GIS).



Service Order

Customer Name:	Mableton, GA DRAFT	Billing Contact	
Billing Address:	1400 Veterans Memorial Highway, Suite 134-200	Billing Phone	
City, State, Zip:	Mableton,GA 30126	Billing Email	

Project Manager (person running onboarding on behalf of the customer)	
Name	Michael Owens
Email	michael@owensformableton.com
Title	Mayor
Phone	(770) 815-6091

Webmaster	
Full Name	
Email	
Phone	

Vendor	GovPilot LLC	Address	204 E. Main St
City, State, Zip	Manasquan, NJ 08736	Vendor Contact	Austin Talty
Pricing Valid Through:	11/30/23	Term:	3 Years
Bill Date	12/1/23	Contract Start Date	12/1/23

Annual Subscription

Name	Price	QTY	Subtotal
5 Module Essentials Package	\$60,000.00	1	\$60,000.00
Data Import of 3 Modules at \$2,000 Per Module	\$6,000.00	1	\$6,000.00

Subtotal	\$66,000.00
Discount	-\$10,000.00
Total	\$56,000.00

Annual cost for the 2nd and 3rd year is \$50,000

Module	Module Owner	Data
Variance Application	Michael Owens	Yes
Zoning Permit	Michael Owens	Yes
Business License	Michael Owens	Yes
Hotel/Motel Tax Revenue	Michael Owens	No
Report A Concern	Michael Owens	No

TERMS: Pricing is based on an annual subscription fee which includes an unlimited number of user licenses, initial onboarding, and unlimited support. Payment is due upon execution of this agreement. Onboarding will not commence until payment has been received. This subscription will automatically renew annually upon the effective date, as set forth above, unless either party has provided a notice of termination to the other at least thirty (30) days prior to such renewal date. Payment is due upon renewal. Failure to make payment within ten (10) days of renewal, or any other payment due date, will result in a notice of default. Failure to make payment within ten (10) days of notice of default will result in shut off of all Customer access to systems/modules and services. Service under the Agreement will not be restored until payment has been received. GovPilot does not waive any rights or remedies provided under the terms of this Agreement in the event of default. The [Master Subscription Agreement](#) between Client and PropertyPilot, LLC d/b/a GovPilot (the "MSA"), as it may be amended from time to time pursuant to the [MSA](#), the onboarding, and implementation process, and the onboarding statement of work are incorporated by reference in this Subscription Service Order ("Service Order") all of which collectively, comprise the "Agreement." Capitalized terms not defined in this Service Order have the meaning given them in the [MSA](#).

The person signing below represents that he or she is authorized to sign this Service Order on behalf of Client and that Client accepts this Service Order subject to the terms in the [MSA](#). Signatory represents that all appropriate resolutions from the governing body, if appropriate, have been obtained to authorize execution of this Contract.

GovPilot's liability to the Customer for actual, direct damages resulting from GovPilot's performance hereunder and for any and all third party claims to the extent arising from GovPilot's negligence, willful misconduct, or violation of law in fulfilling its obligations herein, shall be limited in the aggregate to the total amount of fees actually paid or payable by the Customer to GovPilot under this Agreement for the year previous to the incident which gave cause for such liability
GovPilot shall retain ownership rights to (1) all of its intellectual property, including any derivatives, modifications and enhancements thereto, (2) Confidential Information of GovPilot, and (3) any tools or scripting applications used, developed or created by GovPilot or its third party licensors during the performance of this Agreement.

Propertypilot, LLC dba GovPilot	Mableton, GA DRAFT
Signature:	Signature:
Name:	Name: Michael Owens
Title:	Title: Mayor
Date:	Date:



On-boarding and Implementation Process

Our on-boarding team is here to help you implement & launch GovPilot.

1. Kick-off Call	Your Account Manager & Onboarding Project Manager will coordinate a call with you to learn about how you will be leveraging GovPilot to gain further transparency into your day to day processes.
2. Variable Validation	To get started on your new GovPilot deployment, we need to confirm the information you've provided us during the sales process. This will also be a great opportunity for us to collect any additional information to ensure a successful on-boarding experience.
3. Variable Implementation**	During this time, our On-boarding team will be building out the modules you signed for. While this process typically takes 45-60 Days, there are times we need additional clarification. Please be sure to respond to any inquiries in a timely fashion so we can ensure a timely delivery of your services.
4. Team Training	<p>We'll provide a one-time, 1 hour live web training, per module and Q&A focused on your end-user team members. We'll deliver the training using your modules so that the users know exactly how to work with GovPilot.</p> <p>We'll also provide access to our premier knowledge-base so your team can get the answers to their questions instantly!</p>

**Variable Validation is subject to the terms stated within the On-Boarding Statement of Work



On-boarding Statement of Work

Objectives

The objective of GovPilot's on-boarding engagement is to collect and implement the necessary information to configure the purchased Modules and their corresponding template variables. This engagement also includes the training of the software in accordance to the pricing table of this document.

Scope of Work

Work will include the modification of variables as specified on the **Service Order** under **Initial Templated Modules Selected from the GovPilot Catalog** on a per module basis with a maximum of 12 hours of configuration per module. While the variables we will modify differ on a per module basis, variables are generally inclusive but not limited to the following.

- Fees
- Licenses
- Permits
- Ordinances
- Pick-list Fields
- Employees
- Workflow Routing

Any additional work requested beyond the specified variables and the 12 hour time limit on a per module basis would be charged a professional services rate of **\$150/hour** pending customer approval.

Deliverables

GovPilot will deliver the following deliverables as part of your on-boarding:

- Selected Templated Modules from the GovPilot Catalog stated on the **Service Order** under **Initial Modules Selected** with fully implemented variables as provided by the Customer
- Live web training of the modules

Tasks and Responsibilities

Our ability to provide a successful on-boarding experience for our customers is a shared effort. It is crucial that all parties provide timely responses to any inquiries pertaining to the On-boarding.

Task	Responsibility
Provide Variable Gathering Tool(s) for completion	GovPilot
Completion of the Variable Gathering Tool	Mableton, GA DRAFT
Host Review of Collected Variables with Customer	GovPilot
Responses to any additional follow ups for clarification of provided variable data	Mableton, GA DRAFT
Delivery of Completed Modules	GovPilot
Host and Attendance of Training	Mableton, GA DRAFT
Provide Live Web Training to Customer	GovPilot

Timeline for Completion of Work

Upon receipt and review of complete set of variable information collected from the customer, GovPilot's anticipated deployment time of a module is 45-60 days. GovPilot assumes a 24-48 hour response time from the customer upon any requests for clarification. Failure to respond in a timely response will result in a delay of your module deployment. Once a module is deployed, GovPilot reserves the right to put out a press release regarding the module deployed for your account.

Data Import Restrictions

Please note that data will be imported **AS IS**. **All Data Imports for all modules are subject to a fee, no matter what contract package you are purchasing.** Any errors included in the data set will be compiled and provided back to the customer for correction. It is the responsibility of the customer to correct the data and resubmit it to GovPilot should they want it included in their data set. It is the customers responsibility to obtain their legacy data, GovPilot will not be communicating with third party software vendors on behalf of the customer nor obtaining access to third party software. GovPilot will perform a maximum of two data imports per module. This requires the customer to provide data to GovPilot on two separate occasions. The first data import will be to validate and test the legacy data to ensure quality and accuracy during the onboarding process. The second and final data import will be performed the business day before the module is due to launch. In the event the customer is bringing on legacy data after the module has launched the time and date of the second data import will be coordinated between GovPilot and the customer. Acceptable file types include, MS SQL, Excel, MS Access, CSV.

In the event the customer is providing the legacy data the business day the module is set to launch, GovPilot must receive the data at 3pm on the day prior to launch. Failure to provide data no later than 3pm EST will result in a rescheduling of your module launch date.

In the event the customer is negligent in not providing all data, or provides incorrect data, pertaining to a module resulting in more than 2 data imports, the customer will be charged \$250/hour for any subsequent time spent reimporting data after the

second data import. In the event the customer requests more than two data imports they will be charged \$250/hour for any subsequent time spent after the second data import.

Such errors may include, but are not limited to:

- Incorrect data type for the field
 - E.g., Email addresses in phone number fields / symbols in text and or number fields
- **For importing of data that is property related.** If there is no existing block and lot or parcel ID to link the record to, those records will not be imported.
 - The client can update those unique parcel identifiers and provide back to GovPilot should they wish to have those records in the system.

Credit Card Vendor Integration - GovPilot is currently integrated with 11 credit card vendors. There is no additional charge to configure your modules to take credit card payment for any of the 11 listed. If you would like an integration with a vendor not on the list, there will be an additional cost of \$250/hour in order to perform that integration. GovPilot also reserves the right to refuse integration based on documentation provided by the third party credit card vendor, or length of time in order to complete the integration.

1. Authorize.net
 2. Municipay
 3. Xpress BillPay
 4. Network Merchants Inc (NMI)
 5. Heartland
 6. Payeezy
 7. Elavon
 8. The Satellite.Biz
 9. Value Payment Systems
 10. FIS Global
 11. CardX
-

Minimum & Recommended System Specifications

The following system specifications for desktop PCs & Laptops:

Minimum Specifications

- OS: Windows 10 32/64-bit.
- CPU: Intel Core i3.
- RAM: 8GB RAM.
- Monitor: 19-inch.
- Network: Broadband Internet connection 50mbps with Latency <10ms.
- Browser: Any supported browser (see supported browser list).

Recommended Specifications

- OS: Windows 10 64-bit or Windows 11 64-bit.
- CPU: Intel Core i5 or more.
- RAM: 16GB RAM or more.
- Monitor: 24-inch or more (preferred wide screen).
- Network: Broadband Internet connection 100mbps with Latency <10ms.
- Browser: Any supported browser (see supported browser list).

Minimum Specifications for Mobile tablets:

- OS: Latest stable version update
- CPU: 1GHz or more
- RAM: 4GB RAM.
- Monitor: 10-inch or more
- Network: Wi-fi or Cellular 4G or more.
- Browser: Any mobile browser (see supported browser list).

Browser	Desktop/Mobile Devices
MICROSOFT® INTERNET EXPLORER®	Not Supported
MICROSOFT® EDGE (NON-CHROMIUM)	Not Supported
MICROSOFT® EDGE CHROMIUM	Latest stable browser version supported
GOOGLE CHROME™	Latest stable browser version supported
MOZILLA® FIREFOX®	Latest stable browser version supported
APPLE® SAFARI®	Latest stable browser version supported

TIP: For optimum performance, we recommend that users devices adopt the Google Chrome™ or Microsoft® EDGE browser and machines with 8 GB of RAM, 64-bit OS, 21-inch monitor and minimum 50mbps network bandwidth.

Note that 32-bit systems are subject to memory limitations. To take full advantage of the added RAM, use 64-bit versions of both the OS and the browser.



AGENDA ITEM MEMORANDUM

MEETING OF: November 2, 2023

DEPARTMENT: City Clerk for Mayor and Council

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of State Mandated and Other Government Training/Registrations – Interim City Clerk Susan Hiott

BACKGROUND/SUMMARY:

1. 2024 State-Mandated Newly Elected Officials Institute

Mandated Elected Official Training February 28-March 1, Athens, Georgia

Name	Athens - 2 nts, 180 R/Trip				
	Education Registration	Travel Lodging	Travel \$200 nt Mileage	Travel Meals	
Mayor Owens	\$ 450.00	\$ 400.00	\$125.00	\$ 50.00	
Ron Davis	\$ 450.00	\$ 400.00	\$125.00	\$ 50.00	
Dami Oladapo	\$ 450.00	\$ 400.00	\$125.00	\$ 50.00	
Keisha Jeffcoat	\$ 450.00	\$ 400.00	\$125.00	\$ 50.00	
Patricia Auch	\$ 450.00	\$ 400.00	\$125.00	\$ 50.00	
TJ Ferguson	\$ 450.00	\$ 400.00	\$125.00	\$ 50.00	
Debora Herndon	\$ 450.00	\$ 400.00	\$125.00	\$ 50.00	
			\$125.00	\$ 50.00	
TOTAL	\$ 3,150.00	\$ 2,800.00	\$1,000.00	\$ 400.00	\$ 7,350.00

2. The National League of Cities Annual City Summit (Atlanta, Georgia, November 16-18, 2023)

City Clerk will provide additional cost information at meeting.

3. The Georgia Academy for Economic Development

Georgia Academy for Economic Development’s newest course, the Essentials on November 16, 2024 from 8:00 am - 5:00 pm with a cost of \$195 per person.

4. Georgia Municipal Association Cities United Summit (Atlanta, GA, Jan. 26-29, 2024)

City Clerk will provide additional cost information at meeting.

BUDGETED/FINANCIAL IMPACT – FUND: See above

RECOMMENDATION:

Motion: To approve, as desired, following council consideration.

ATTACHMENTS: None.