

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
January 24, 2024 @ 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. **CONSENT AGENDA:**
 - a. *Approval of November 30, 2023 Special Called Transitional City Council Meeting Minutes*
 - b. *Approval of December 11, 2023 Special Called Transitional City Council Meeting Minutes*
 - c. *Approval of December 18, 2023 Special Called Transitional City Council Meeting Minutes*
 - d. *Approval of December 19, 2023 Special Called Transitional City Council Meeting Minutes*
 - e. *Approval of January 2, 2024 Special Called Transitional City Council Meeting Minutes*
7. **PUBLIC COMMENTS**

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.

January 24, 2024 Special Called Meeting Agenda

8. OLD BUSINESS:

a. SECOND READ: Ordinance Establishing a Year 2024 Regular Meeting Schedule

9. NEW BUSINESS:

a. Resolution Approving an Intergovernmental Agreement with Cobb County for Zoning Verifications

b. Resolution to General Assembly Requesting Authorization for 8% Hotel Motel Tax, as consistent with neighboring Cobb County Municipalities, O.C.G.A. § 48- 13- 51(b) and other Applicable Laws

c. Resolution Establishing Committees for Effective Governance

10. DISCUSSION:

a. City of Mableton Comprehensive Plan Scope of Work and Request for Qualifications - Mayor Owens

b. Update on GIRMA and Retirement Plan - City Clerk

11. CITY ATTORNEY COMMENTS

12. CITY CLERK COMMENTS

13. CITY COUNCIL COMMENTS

14. 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)

15. 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.

CITY OF MABLETON, GEORGIA

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

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

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING MINUTES DRAFT

1. **CALL TO ORDER** Mayor Michael Owens

Mayor Owens thanked everyone for attending.
2. **ROLL CALL** - City Clerk Hiott called the roll. All councilmembers were present.
3. **INVOCATION**- Led by Barry Smith of First Christian Church of Mableton
4. **PLEDGE OF ALLEGIANCE** – led by Deputy McPhee from Cobb County Sheriff's Office.
5. **APPROVAL OF AGENDA**

Motion was made by Councilmember Oladapo to approve as presented. The motion was seconded by Councilmember Jeffcoat. The motion to accept the agenda was approved by the council unanimously.

6. **CONSENT AGENDA**
 - a. *Approval of October 26, 2023 Special Called Transitional City Council Meeting Minutes*
 - b. *Approval of November 2, 2023 Special Called Transitional City Council Meeting Minutes*
 - c. *Approval of November 9, 2023 Special Called Transitional City Council Meeting Minutes*

Motion to approve the consent agenda was made by Councilmember Ferguson and seconded by Councilmember Davis. The motion passed unanimously.

7. **PUBLIC COMMENTS** - City Clerk Hiott announced information about the time limit and asked those who spoke to announce their address and district. Those who spoke were:
- **Monica Delancey** of District 2 spoke about the age and condition of the 35 apartment complexes in Mableton. She spoke about 11 of the complexes that are listed on the dangerous dwelling list. She asked Council to visit the complexes. She asked for an ordinance about items being placed in storage instead of on the street. She asked the Council to look at Cobb County's code about rental properties.
 - **Jasmine Lester**, a resident of Mableton and member of We Thrive Association, spoke about the need for youth participating in activities.
 - **Michael Murphey** of District 4 expressed support for Council actions and the County's vote regarding the entertainment district on the conversion of the hotel. An area such as Six Flags should get the opportunity to develop the area around the establishment. He was disappointed in the Cobb County Commission's vote. He spoke about keeping an eye on the Magnolia Crossing property.
 - **Denny Wilson** of District 2 commended the Council for coming together and doing what could do to protect the community. There were mixed emotions and untruths about the Tunnels to Towers project near Six Flags. She expressed her concerns about the County oppressing another layer of government when Councilmember Ferguson spoke at the County Commissioners' meeting.

8. **OLD BUSINESS:**

a. *SECOND READ: Ordinance Amending Chapter 7, Taxes, Fees and Assessments, of the City of Mableton Code of Ordinances Pertaining to Occupation Taxes*

Mayor Owens announced the item and recognized City Attorney Walker-Ashby who provided background. Ms. Walker-Ashby explained:

- The ordinance was read at the last meeting.
- This was one of the major transitional actions of incorporation.
- There have been discussions with the software company, GovPilot.
- The capabilities of the software will allow mass communication and can input data and payment features. It provides more efficiency.
- Council approved the mayor to finalize the contract and the contract has been vetted. GovPilot was very amiable during the discussion about the contract.
- There have also been multiple meetings with the County.
- The priority was to make sure the transition was smooth and the City stayed in harmony with the County. The County's feedback was an important component of the transition.
- Since the first read, the ordinance has been amended for consistency with the County and provide consistency with the software, GovPilot.

- Major changes included on page 13, Section 7.6 1.2.3 – a fireworks section was removed and transferred back to the County until the City was ready to have more regulatory actions when have sufficient code enforcement. The County addresses fireworks as a vendor status and fireworks would be regulatory and go to the county for approval.
- Mayor Owens explained the City was not taking the regulatory part of the licensing. Ms. Walker-Ashby explained there was the occupational tax component and the regulatory component. The City has agreed to leave the regulatory with the County. She provided additional explanation.
- The businesses will pay the City for the occupational tax and will issue a tax certificate and will pay the County for regulatory fees such as adult entertainment, bars, clubs, precious metal dealers, spas, fireworks establishments, and alcohol establishments.
- Division 2 7.6.1 through 7.6.2.4 Special License and Regulatory Fees – The occupation tax certificate is a pre-condition to special regulatory license/permit.
- Ms. Walker-Ashby explained that the County had six schedules and the City incorporated only two schedules into the City’s code.
- Mayor Owens expressed a single fee structure that made more sense to him. Councilmember Ferguson agreed to having a single schedule. Councilmember Auch agreed to having a single structure but would not want the fees to be consistent and not higher.
- Councilmember asked about what actions would be triggered and the timeline would be affected with the adoption of the ordinance. Ms. Walker-Ashby clarified the software training would start next week, over the next 45-60 days, the City would be hiring. The ordinance allows the mayor to extend a waiver of penalties due to the transition until March 1. The goal was to get staff in place ASAP. Advertisements for the positions have already gone out. Her office would be assisting with the business license renewals. The initial hiring classification plan, based on communications with the software vendor, staff would be able to handle the software. Councilmember Oladapo asked when will the notices be out to businesses. Ms. Walker-Ashby stated there should be emails tomorrow, Monday or Tuesday. At this time emails will be going out, but if it looks like there is a substantial number that have not paid, will do mailers. There is a significant cost of mass mailers. It is a reserve tool if needed.
- Mayor Owens stated they had asked for all contact information including email and phone for all businesses in the City currently active, delinquent, and those not in business. Some may be operating without a current license.
- Mayor Owens asked if there were any questions about the ordinance, not the process.
- Mayor Owens asked for an additional explanation of Division 3 – Lawyers and Law Firms. Ms. Walker-Ashby provided additional explanation. She

stated it was transferred directly from Cobb County. Questions and discussion followed.

- There was discussion about potentially tabling the ordinance. Councilmember Ferguson noted the City's late fee date was February 29, 2024. Cobb County had dates of December 31. Per Councilmember Herndon's question, there was additional explanation regarding attorneys not being required to register but they do pay an occupation tax consistent with the County's Schedule H fees.

Motion was made by Councilmember Oladapo to approve the Ordinance Amending Chapter 7, Taxes, Fees and Assessments, of the City of Mableton Code of Ordinances Pertaining to Occupation Taxes. Councilmember Jeffcoat seconded the motion. The motion carried unanimously.

b. SECOND READ: Ordinance Adopting Transitional Spending Plan

The spending plan had been considered for over 30 days. There were several phases. First, there was a presentation (October 26th) on the YTD Income and Expense to Mayor and Council. The presentation showed how the City has brought in \$1.4 million revenue coming in, but \$1.7 million now and expenditures going out was approximately \$120,000 salary including backpay. The next meeting had a full presentation of the spending plan and a public hearing. It was a spending plan for transparency and guidance up until June 30, 2024. The fiscal year budget will be July 1, 2024. The expenditures were considered across different departments. The plan includes key leadership staff including City Clerk, City Manager, Finance, HR, code enforcement, building inspectors, Community Development, and IT director. There was a public hearing, and he thanked all who provided feedback.

Mayor Owens asked if there were any questions. Councilmember Herndon asked questions that had come from her constituents:

Question 1 – Is it a green light to spend the money or is there another step that takes place. Ms. Walker-Ashby explained the spending plan provided expenditure allocations for various line items. As long as in the range, the mayor is authorized to spend up to \$5,000 per transaction. If it is over \$5,000, the only way for him to authorize, would be for Council to authorize the expenditure.

Question 2 – how were the numbers derived? Some came from feasibility studies. Mayor Owens explained the compensation numbers were derived from the DCA surveys and looking at other cities and other services. He provided additional explanation.

Question 3 – Why not any funding for Parks and Recreation? The spending plan goes to June 30th. The City did not plan to take on Parks and Recreation in the next six months. The timeline for an actual budget would begin July 1st. The budget cycle would start on January 1st for the July – June 2025 budget year.

While the plan is well thought out, it could change. The spending plan is voluntary. The Charter states the City does not have to have a budget during the transitional period. The City wanted to be transparent. The residents have asked for a spending plan. Discussion followed about how

could set a spending threshold for an emergency expenditure. Council agreed that they would call a meeting if there was an emergency expenditure needed.

Motion was made by Councilmember Ferguson to approve the spending plan ordinance with inclusion of the emergency meeting clause. Councilmember Jeffcoat seconded the motion. The motion passed unanimously.

c. Resolution Adopting a Preliminary Classification and Pay Plan

Mayor Owens announced item and provided background. This has been talked about since the retreat. To create the salaries, the City looked at the annual survey of the Department of Community Affairs. He named the positions: City Manager, Executive Assistants, City Clerk, Finance Director, Human resource Director, Community Development Director, Business License Specialist, Building Inspector, Code Enforcement Officer, IT Director, IT Systems Administrator, and Communications & Community Engagement Director. They have minimum and maximum. They were based on neighboring cities, also. The City did not go to highest or rock bottom. The City had to be competitive and ensure hiring the best people possible. The majority are annual salaries. Some are on an hourly basis. Ms. Walker-Ashby noted the duties and responsibilities, compensation, can refer and have discussions in an executive session. She pointed out appointed officers and directors authorized within the parameters of the Preliminary Classification and Pay Plan shall be nominated by the Mayor with confirmation of appointment by at least three of the other members of the City Council, in accordance with Section 3.10 (e) of the City Charter. The Mayor shall have the authority to approve all non-director and non-appointive positions authorized by the Preliminary Classification and Pay Plan, with exception that where the city council has appointed a City Manager, the City Manager, shall approve non-director and non-appointive positions authorized within the parameters of the Plan. Mayor announced the City has started promoting roles online and have started collecting resumes. The positions authorized under the Plan may be secured as employees or contractors. The positions have been posted on LinkedIn, Indeed, and the Georgia Market Place (for Georgia Municipal employees). There are full job descriptions for the roles. They are posted on the free sites. Questions and discussion followed. Councilmember Oladapo asked if the City was hiring outside help to assist with the interviews. Mayor Owens stated that would be looked at since there was a spending plan now. Councilmember Oladapo stressed the importance of asking the right questions for those department hirings to obtain the best talent for the job for services to the citizens.

Motion to approve the Classification and Pay Plan was made by Councilmember Jeffcoat and seconded by Councilmember Davis. The motion passed unanimously.

9. **DISCUSSION:**

a. Regular Meeting Schedule

Mayor Owens explained the importance of having a regular schedule so people can come to the meetings and know when and where they are. Most municipalities meet every two weeks. It's prudent to have a regular meeting schedule. He asked how the Council felt about regular meetings. Councilmember Jeffcoat stated it was important to have regular meetings. She suggested having some working sessions also. The mayor stated the City could still have special called meetings. Councilmember Oladapo asked about locations. Mayor Owens stated the Council had been having the EpiCenter graciously offered but there was not a contractual agreement yet. There was discussion about there being other locations, but have to consider technological solutions. There are people who would like to see the meetings in a more central location. Attorney Walker-Ashby recommended to come back in December for a meeting. If preference can give proposed dates so public will have the anticipated dates. Discussion followed. Council agreed to discuss after executive session.

10. **CITY ATTORNEY COMMENTS - NONE**

11. **CITY CLERK COMMENTS - NONE**

12. **CITY COUNCIL COMMENTS**

Council expressed their appreciation for everyone who attended the meeting. Councilmember Davis addressed the importance of coming together as a community. Councilmember Jeffcoat expressed appreciation for all items approved that evening and well wishes for the holidays. Councilmember Auch provided holiday events in Mableton were announced.

Councilmember Ferguson spoke about the City's opposition to the Board of Commissioners. He commented further about the City was not against Tunnels to Towers, but was against the location. He asked citizens to show up at zoning meetings, the City's voices need to be heard. He asked citizens to contact the Council and provide their input.

Mayor Owens addressed the opposition of the Tunnels to Towers project because of the location. He commented about the spending plan approved the beginning of the Comprehensive Plan. The City has an opportunity to gather plans of the past and look to the future and what residents want the City to look like. As near the first of the year, will be looking for people to serve on the boards and commissions. He recognized his mom, Claudette Owens, and cousin Diane and thanked them for attending.

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)

Motion was made by Councilmember Auch to go into executive session for litigation, real estate, personnel, and exemptions related matters. Councilmember Oladapo seconded the motion. The motion carried unanimously. **Yeas:** Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, and Herndon

Motion was made to close executive session by Councilmember Oladapo and seconded by Councilmember Herndon. The motion carried unanimously. **Yeas:** Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, and Herndon (10:15 p.m.)

Motion to have the next special called meeting on December 11, 2023 by Councilmember Herndon and seconded by Councilmember Davis. The motion carried unanimously.

14. ADJOURNMENT

Motion was made by Councilmember Jeffcoat and seconded by Councilmember Auch to adjourn. The motion carried unanimously.

ATTEST:

Mayor Michael Owens

Interim City Clerk Susan Hiott

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
December 11, 2023 @ 6:30PM

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

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING MINUTES -DRAFT

1. **CALL TO ORDER** - Mayor Michael Owens called the meeting to order at 6:37 p.m. Mayor Owens thanked everyone for attending the meeting.

2. **ROLL CALL** - City Clerk Susan Hiott conducted the roll call. A quorum was present.

Mayor Owens commented that Councilmember Ach was not present for the meeting due to a medical issue. He and the Council hoped she would be better soon.

3. **INVOCATION**- Led by Dr. Boyd

4. **PLEDGE OF ALLEGIANCE** - Led by Councilmember Keisha Jeffcoat.

5. **APPROVAL OF AGENDA**

Motion was made by Councilmember Herndon to approve the agenda as presented. The motion was seconded by Councilmember Ferguson. The motion to accept the agenda was approved by the Council (6-0).

6. **PUBLIC COMMENTS**

City Clerk Hiott announced guidelines about the time limit and asked those who spoke to announce their address and district. Those who spoke were:

- Ray Thomas, President of Mableton Improvement Coalition, expressed appreciation on behalf of M.I.C. for the remarkable work the Council and staff have done. He congratulated Mayor Owens for being selected as one of 27 newly elected U.S. mayors to participate in the Bloomberg Center for Cities at Harvard University's Program for New Mayors. He commended the Mayor and Council for conducting themselves with civility and professional manner. He wished all continued success and asked for support for the 2024 Taste of Mableton.

- Leroy Tre Hutchins of Cobb County School Board District 3 provided a report on happenings in the school district. The State School Superintendent presented literacy awards to schools in Cobb County. Riverside Elementary and Austell Elementary won. Other educational updates followed.
- Monica Delancy of District 2 - spoke about the article in the Atlanta Journal Constitution about dangerous dwellings in the area. She asked Council to review and address an eviction ordinance. She addressed how landlords are refusing to do maintenance but continually ask for rent. She asked the Council to do a renter's rights summit.
- Denny Wilson of District 2 thanked the Council for standing up for the community a few weeks ago at the Cobb County Board of Commissioners meeting. The Tunnels to Towers project was using the name of Atlanta Veterans Village. The name did not reflect the community. She spoke about the importance of the City taking over zoning. She announced details of an upcoming light show on December 20th.

7. **NEW BUSINESS:**

- Authorization for Mayor to Execute a Memorandum of Agreement with the Department of Homeland Security, U.S. Citizenship and Immigration Service, for Citizenship and Immigration Status Verification*

Mayor Owens announced the item and provided background. He explained how the SAVE (Systematic Alien Verification of Entitlement) program was a statute by law. City Clerk Hiott added the law required public agencies to use the Systematic Alien Verification of Entitlement (SAVE) program to confirm that persons who are seeking public benefits, such as business licenses, are legally eligible for such benefits. Those who receive benefits should complete an affidavit indicating they use the E-Verify system. The City is required to report all affidavit information by December 31st to the Department of Audits and Accounts. Public agencies must obtain affidavits (to check compliance with E-Verify) from businesses that obtain/renew licenses.

Motion was made by Councilmember Ferguson to approve for the mayor to execute a Memorandum of Agreement with the Department of Homeland Security, U.S. Citizenship and Immigration Service, for Citizenship and Immigration Status Verification. Councilmember Herndon seconded the motion. The motion was carried unanimously.

- Resolution Authorizing the City's Membership in the Georgia Municipal Association Workers' Compensation Self-Insurance Fund*

Mayor Owens announced the item and provided background. GMA had stepped forward to assist and explain their self-insurance fund during the Council's retreat. City Clerk Hiott added GMA was willing to work with the City with hiring estimates since the City did not know definite hires at this time. Councilmember Herndon inquired if there had been a comparison of quotes. City Attorney Walker-Ashby and Finance Consultant Frank Milazi explained how the premium was derived by a scale consisting of the type of risk of the

positions. Discussion followed about how the premium was set. City Clerk Hiott noted there were not any other quotes received. Mayor Owens stated the rates were consistent from company to company; it was the type of employee that carries the risk that made the rates fluctuate. City Clerk Hiott added most of the cities in Georgia had their workers compensation insurance with Georgia Municipal Association.

Motion was made by Councilmember Jeffcoat to approve the resolution authorizing the City's Membership in the Georgia Municipal Association Workers' Compensation Self-Insurance Fund. Councilmember Davis second the motion. The motion passed 6-0.

8. **DISCUSSION:**

a. City Benefits and Insurance Plans

Mayor Owens announced the item and noted the city was beginning to look at hiring and one of the key items needed other than workers compensation, was other insurance plans. City Clerk Hiott explained the need to obtain insurance ASAP in order to get benefits in place for the upcoming hiring. The Georgia Municipal Association has quoted 23 different health insurance plans. She and the Executive Assistant checked with other cities in the area to compare their plans. Because it was December and the fast pace of hiring, a consultant was asked to get quotes. The consultant reported at 4 p.m. that day that he could not get any interest from other providers or quotes due to the uncertainty and start-up circumstances the City was in at this time. One company was quoting the following day, but in order to get a good quote, that company required at least 50 employees. All the other cities' information about their plans and premium amounts have been given to the Mayor and Council for their review. She recommended that the Mayor and Council discuss additional matters in executive session.

Mayor Owens thanked City Clerk Hiott and Executive Assistant Smith for their work gathering all the information. He explained he was aware and thankful for GMA providing the quotes. He stated it was a reality of where the City was at this time with a low number of employees. Questions and discussion followed. If the City goes with GMA, it would be locked in for a year. City Clerk Hiott explained GMA requests the application and resolution be approved by December 13th to have an effective date of February 1st. If after the 13th, the effective date would be March 1st. Employees would want insurance as soon as possible.

b. Regular Meeting Schedule

Mayor Owens explained until the City could lock down a meeting site to have a contract with the EpiCenter, Mayor and Council will have to decide what day of the month the Council would prefer to meet, such as first and third Thursday or 2nd or 4th Thursday, or another day of the month. The City should consider next year's holiday schedule as well. City Attorney Walker-Ashby added the 2nd and 4th gives administration and staff more time to sure up items. Councilmember Jeffcoat inquired if could have separate days and Mayor Owens explained the importance of consistency for planning and calendaring. Special meetings could still be called on occasion. Councilmember Herndon asked if

Council could entertain having the meetings at another more central location after this year. Mayor Owens stated that could be reevaluated.

9. CITY ATTORNEY COMMENTS – NONE

10. CITY CLERK COMMENTS - NONE

11. CITY COUNCIL COMMENTS (SUMMARY BELOW):

- The Mayor and Council expressed appreciation for everyone who attended the meeting and wished everyone happy holidays.
- Councilmember Davis expressed concern and well wishes for Councilmember Auch's recovery.
- Councilmember Oladapo expressed excitement about the milestones already reached for the City.
- Councilmember Jeffcoat recognized Trey Hutchins for receiving the Unsung Hero Award by Morehouse School of Medicine. She expressed appreciation for all Mr. Hutchins service and his updates.
- Councilmember Jeffcoat expressed concern, thoughts and prayers for Councilmember Auch.
- Councilmember Ferguson spoke about how amazing it was to have all of the accomplishments setting up the City. He recognized and commended staff, mayor, and council. He expressed appreciation for the Mableton Improvement Coalition and the Austell Community Taskforce (A.C.T.).
- Councilmember Herndon commented about how fast the meeting had been. She wished everyone safety and happy holidays to all.
- Councilmember Davis announced the Austell Community Taskforce's (A.C.T.) was having the Toys for Tots event December 16th 10:00 a.m. - 2:00 p.m. South Cobb Recreation Center. He encouraged everyone to attend.
- Mayor Owens spoke about the well-established community and how although the City was now in place, the work was building on the work of what many organizations had already done. He spoke about attending the Bloomberg Center for Cities at Harvard University's Program for New Mayors. He commented on how the eyes of the nation were on the City of Mableton as Mableton was the newest city in the country. He was honored and humbled to attend the program and learn. As a City, Mableton was on the map. He reminded everyone to reach out to their council person and ask how they can be engaged. The Mayor and Council need the help of the community.

12. 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)

Motion was made by Councilmember Jeffcoat to go into executive session for litigation, real estate, personnel, and any exemptions related matters. Councilmember Ron Davis seconded the motion. The motion was carried unanimously. **Yeas:** Davis, Oladapo, Jeffcoat, Owens, and Ferguson and Herndon (7:38 p.m.)

Motion was made to close the executive session by Councilmember Herndon and seconded by Councilmember Ferguson. The motion was carried unanimously. **Yeas:** Davis, Oladapo, Jeffcoat, Owens, and Ferguson and Herndon (9:45 p.m.)

City Benefits and Insurance Plans - From previous discussion -Item 8a

Motion was made by Councilmember Oladapo to authorize the Mayor to execute and approve city benefits with the Georgia Municipal Association for medical, life, dental, and vision insurance, at an amount not to exceed the anticipated monthly cost under the spending plan. Councilmember Davis seconded the motion. The motion passed 6-0.

13. ADJOURNMENT

Motion was made by Councilmember Jeffcoat and seconded by Councilmember Oladapo to adjourn. The motion was carried unanimously.

Mayor Michael Owens

Attest:

Interim City Clerk Susan Hiott

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
December 18, 2023 @ 6:30PM

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

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING MINUTES – DRAFT

1. **CALL TO ORDER** Mayor Michael Owens
Mayor Owens explained the reason for the meeting was that the State of Georgia was requiring the City to comply with a newer version of the City’s insurance premium ordinance. The City’s ordinance was passed some time ago. The city had used Cobb County’s version, but since the City was a new city, the state required a newer version.
2. **ROLL CALL** - City Clerk Susan Hiott called roll. Quorum was present. Mayor Owens wished Councilmember Auch a speedy recovery and stated he hoped to see her back soon.
3. **INVOCATION** - Led by Councilmember Davis.
4. **PLEDGE OF ALLEGIANCE** – Led by Councilmember Ferguson.
5. **APPROVAL OF AGENDA**

Motion was made by Councilmember Herndon to approve the agenda. The motion was seconded by Councilmember Davis. The motion to accept the agenda was approved by the council unanimously.

6. **PUBLIC COMMENTS** - City Clerk Hiott announced information about the time limit and asked those who spoke to announce their address and district. Those who spoke were:
 - Monica Delancey of District 2 spoke about good things that happened on Riverside Parkway with the creation of the non-profit Riverside Rent Association. She named various awards and grants that had a significant impact in the

community. She spoke about issues of concern of apartment complexes since COVID.

- Jo Lahmon, Regional Manager for South Cobb Region, stated the library community was asking why Mableton's meetings were held at the EpiCenter and not at the South Cobb Regional Library. She offered use of the South Cobb Regional Library for meetings. It was located centrally in the City of Mableton.
- Michael Murphy of District 4 spoke about the meeting of the South Cobb Redevelopment Authority that day. He had asked them for an open meeting. He asked Council for support of the fifty acres that is a diamond in the rough. He spoke about there not being any warming centers in South Cobb.
- Barry Krebs of District 3 spoke about Keep Cobb Beautiful Appreciation Awards Gala. He named the winners from the Mableton area. KCB Executive Director Kimberly Whate was the winner of the 2023 National Sue Smith Award. As Mr. Krebs sat down, it was noted that he also had won an award.

7. NEW BUSINESS:

- a. *FIRST READ: An Ordinance Amending Chapter 7, Article 2, Insurance Companies, of the City of Mableton Code of Ordinances* – No action taken.

Mayor Owens announced the item and recognized City Attorney Emilia Walker-Ashby to provide additional background information. Ms. Walker-Ashby stated she was contacted by the Office of Insurance Commissioner and asked that the City use their insurance taxation collection template. The State collects the premiums and distributes based on the City's population. This is the second source of revenue for the city. She recommended the City adopt the State's template. She looked at the template and it was legally compliant. The ordinance should be adopted by January 1st. Councilmember Ferguson asked about Section 7.2.5 and asked about a grace period. The mayor has authorized a grace period. The attorney will add to the ordinance for the second read.

She explained one additional adjustment about the ongoing communication with the County regarding the schedules. She explained the range of discretion and probability schedules. The County gave her profitability ratios. She can make the scheduled amendment in the ordinance for second read the following day. Discussion followed about the profitability ratios and business codes and fee assessments and analysis. The City will match the County's process now since they have provided the analysis. Questions and explanation continued.

- b. *FIRST READ: An Ordinance Authorizing the City's Participation in the Georgia Municipal Employees Benefit System* – No action taken – First Read.

Mayor Owens explained the benefit package was approved last week by a resolution. He explained how GMA has been a partner and assisting with the benefits. When

going through the execution of the documents, GMA wanted an ordinance instead of a resolution. Mayor Owens asked for discussion or questions. There was none.

Motion was made by Councilmember Jeffcoat to move item #9 to #8. Councilmember Oladapo seconded the motion. The motion passed unanimously.

8. CITY COUNCIL COMMENTS (REARRANGED – WAS #9)

The Mayor and Council expressed their appreciation for those who attended the meeting and wished everyone Merry Christmas and Happy Holidays and Happy New Year. Mayor Owens commented about the many community activities over the weekend. It was great to see a vibrant community. He looked forward to the City partnering with the non-profits in the future. He addressed his concerns for homeless and veterans.

9. EXECUTIVE SESSION (IF NEEDED) FOR: (REARRANGED- WAS #8)

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)

Motion was made by Councilmember Jeffcoat to go into executive session for litigation, real estate, personnel, and exemptions related matters. Councilmember Herndon seconded the motion. The motion carried unanimously. **Yeas:** Davis, Oladapo, Jeffcoat, Owens, Ferguson, and Herndon (7:18 p.m.)

Motion was made by Councilmember Oladapo to close executive session. Councilmember Ferguson seconded the motion. The motion carried unanimously. **Yeas:** Davis, Oladapo, Jeffcoat, Owens, Ferguson, and Herndon (8:40 p.m.)

10. ADJOURNMENT

Motion was made by Councilmember Jeffcoat and seconded by Councilmember Herndon to adjourn. The motion carried unanimously. (8:40 p.m.)

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
December 19, 2023 @ 3:30PM

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

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING MINUTES – DRAFT

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL** – City Clerk Susan Hiott conducted roll call. Quorum was present.
3. **INVOCATION** – Led by Councilmember Davis.
4. **PLEDGE OF ALLEGIANCE** – Led by Councilmember Jeffcoat.
5. **APPROVAL OF AGENDA**

Motion was made by Councilmember Oladapo to approve as presented. The motion was seconded by Councilmember Jeffcoat. The motion to accept the agenda was approved by the council unanimously.

6. **PUBLIC COMMENTS** - City Clerk Hiott announced information about the time limit and asked those who spoke to announce their address and district. Those who spoke were:
 - Monica Delancey of District 2 shared positive updates from Riverside Community. She added her daughter lived fifteen years near Six Flags Georgia and now lives in Texas near Six Flags. She spoke about evictions and apartment complexes on Riverside Parkway.
 - Sulenia Alexander of District 4 agreed with Monica Delancey and asked Council to keep on their agenda to stop evictions.

7. NEW BUSINESS:

- a. *SECOND READ: An Ordinance Amending Chapter 7, Article 2, Insurance Companies, of the City of Mableton Code of Ordinances*

Mayor Owens announced the item and provided background information. City Attorney Walker-Ashby announced there was a change to Section 7.6.1.4 to include schedule of fees attached, Schedule A, and subsequent fee schedules. Also, Section 6 was changed to authorize Mayor to waive city late fees and penalties, through February 29, 2024. Staff will use the NCIC code, and the code will be within the business license software. Councilmember Oladapo asked for explanation of the Acronyms. Attorney Walker-Ashby provided additional explanation. Additional questions and discussion followed about the NAICS Codes. Mayor Owens reiterated that in Section 6 that he would be authorized to waive city late fees and penalties through February 29, 2024.

Motion was made by Councilmember Oladapo to approve an ordinance amending Chapter 7, Article 2, Insurance Companies of the City of Mableton Code of Ordinances and seconded by Councilmember Davis. The motion carried unanimously.

- b. *SECOND READ: An Ordinance Authorizing the City's Participation in the Georgia Municipal Employees Benefit System*

Mayor Owens announced the item. This was approved by a resolution, but GMA wanted adoption in form of an ordinance. There were not any questions or discussion.

Motion was made by Councilmember Ferguson to approve an ordinance authorizing the City's participation in the Georgia Municipal Employees Benefit System. Councilmember Jeffcoat seconded the motion. The motion carried unanimously.

8. EXECUTIVE SESSION (IF NEEDED) FOR: NONE

- 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)

9. CITY COUNCIL COMMENTS

Council expressed gratitude for the work over the year and happy holidays, love and happiness to everyone. Councilmember Jeffcoat thanked staff and noted Santa had left a gift for everyone. Councilmember Ferguson thanked those who came to the meetings and expressed their opinions and concerns. Councilmember Herndon thanked Monica Delancey for sending pictures. The pictures were impactful. The council does hear the comments and hopefully as the City grows, Council can address issues. Mayor Owens thanked everyone for taking time and effort to attend the

meetings. They have been working for six months. There is a lot more to do. He addressed the importance of public comments and added how emails are also impactful. He asked everyone to continue to send emails to the Council. He explained there are some things that the City can't do. The City has no authority to stop evictions. He has checked with City attorney and Cobb County Court and verified that the City can't stop evictions. He explained there are some things the City can do, but the City can't stop or impede evictions.

10. PROCEDURAL ISSUE

Interim City Attorney Walker-Ashby explained that there was a public hearing required for occupational taxes (fees) in the Occupational Tax Ordinance before adoption.

Motion was made by Councilmember Jeffcoat to reconsider the vote for the Chapter 7, Article 2, Insurance Companies of the City of Mableton Code of Ordinances for a public hearing. Councilmember Davis seconded the motion. The motion passed unanimously.

Motion was made by Councilmember Oladapo to have a public hearing for any comments about the fee schedule Chapter 7, Article 2, Insurance Companies. Councilmember Jeffcoat seconded the motion. The motion passed unanimously.

Mayor Owens opened the public hearing for the fee schedule. There was a question from the audience about the location of the ordinances on the website. Council indicated the ordinances were at Mableton.gov. There was no other comment. Mayor Owens closed the public comment.

Motion was made by Councilmember Oladapo to approve Chapter 7, Article 2, Insurance Companies of the City of Mableton Code of Ordinances. Councilmember Herndon seconded the motion. The motion passed unanimously.

11. ADJOURNMENT

Motion was made by Councilmember Jeffcoat and seconded by Councilmember Oladapo to adjourn. The motion carried unanimously. (4.04 p.m.)

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
January 2, 2024 @ 6:30PM

The Honorable Michael Owens, Mayor - Present
The Honorable Ron Davis, District 1 Councilmember - Present
The Honorable Dami Oladapo, District 2 Councilmember - Present
The Honorable Keisha Jeffcoat, District 3 Councilmember - Present
The Honorable Patricia Auch, District 4 Councilmember - Present
The Honorable TJ Ferguson, District 5 Councilmember – Present
The Honorable Debora Herndon, District 6 Councilmember – Arrived 7:07 p.m.

SPECIAL CALLED

ORGANIZATIONAL CITY COUNCIL MEETING MINUTES - DRAFT

1. CALL TO ORDER

Mayor Michael Owens

Mayor Owens explained the reason for holding the first meeting on Tuesday, January 2, 2024. The charter states that on the first Tuesday of every calendar year the City is to have a meeting. In the future, if there are new council members, they would be sworn in at the first meeting of the year.

2. ROLL CALL – City Clerk Hiott conducted roll call. Quorum was present.

3. INVOCATION – LED BY COUNCILMEMBER DAVIS

4. PLEDGE OF ALLEGIANCE – LED BY COUNCILMEMBER FERGUSON

5. APPROVAL OF AGENDA

Motion was made by Councilmember Jeffcoat to approve agenda as presented. The motion was seconded by Councilmember Davis. The motion to accept the agenda as presented was carried unanimously.

6. PUBLIC COMMENTS

- Representative House District 39 Terry Cummings wished everyone Happy New Year. She extended condolences to those who lost someone during 2023. She presented an update on the General Assembly Special Session. Three maps were approved (Congressional, Senate, and House of Representatives maps). She addressed the district and map changes that would impact the City of Mableton in 2025. The General Assembly starts meeting on Monday.
- Mayor Owens commented on the long serving and hard work over the years by Senator Donzella James. He asked Representative Cummings about having a Mableton Day at one of the sessions.

- Denny Wilson of District 2 encouraged the City to take over Zoning. She addressed her concerns about zoning on Factory Shoals Road. She gave the Mayor and Council a picture and stated the building looked like a boarding house. The address was 6587 Factory Shoals.

7. NEW BUSINESS:

a. [FIRST READ] Ordinance Establishing a Year 2024 Regular Meeting Schedule

Mayor Owens announced the item and explained the meeting schedule had to be set by an ordinance which required two reads. The meeting schedule has been given to the council and the goal was to establish a regular meeting schedule. This was discussed previously in 2023. The Mayor and Council had discussed having the meetings the second and fourth week of the month. The schedule proposed would provide continuity and transparency for the City. A work session was listed 5:15 p.m. to 6:00 p.m. once a month. He had looked at other jurisdictions that held work sessions for comparison. The regularly held meetings were set for 6:30 p.m. in consideration of when people got off from work and that the meetings should not be too late. The work session was recommended for once a month. The proposed schedule was for the 2nd and 4th Wednesday of the month. The schedule was for twenty-two meetings in consideration of holidays. Councilmember Auch entertained moving the location of the meetings South Cobb Regional Library after March 27. She explained the library was a more central location. The benefits would be at no cost for the City and the library had additional meeting rooms. Mayor Owens agreed to the concerns of having more centralized noting that long term the meetings would be at a City Hall. Mayor Owens stated he spoke with the library branch manager about having other meetings at the location. The library closes between 6:00 and 8:00 p.m. and the burden was shifted to the library staff to stay late.

Councilmember Auch asked if the Regional Manager Jo Lahmon who was present could provide additional information. Mayor Owens noted a lot of dates were taken because the library was a polling place. Ms. Lahmon provided available dates and invited the Mayor and Council to meet at the South Cobb Library for some of the council meetings. There would be no charge. There would be salaried staff so no overtime. She explained the executive sessions could be held in the children's program room that held thirty people. Ms. Lahmon stated she was present on behalf of the citizens who asked why the City was not having meetings at the library. Councilmember Ferguson inquired about the AV systems at the library. He asked if the City would need to bring their own microphones. Ms. Lahmon replied there were not any microphones. Questions and discussion followed.

Councilmember Feguson expressed concern about the February 14th proposed meeting day. Councilmember Jeffcoat thanked Ms. Lahmon for offering the library. She commented about the importance of having consistent meeting locations. She asked how many dates would have conflicts due to elections. Discussion followed about the availability of the library from the audience. The library had Wi-Fi. Mayor Owen named the dates that the County was planning to have elections and early voting (lasting 21 days). Discussion followed about the importance of having continuity and the costs for the EpiCenter. The EpiCenter is allowing the first quarter free. Math was noted for 22 meetings minus six free meetings at a total of \$5520. There was discussion about providing AV would cause an increase in cost. Councilmember Auch noted the microphones were \$50 a piece including the board. Councilmember Auch asked to make a motion to change the meeting location to the library after March 27. Attorney Hastey explained the motion could be made at the second read. There was not anymore discussion.

(Councilmember Herndon arrived at 7:07 p.m.)

No action was taken for the first read of the ordinance.

b. Resolution Establishing a Year 2024 City Holiday Schedule Resolution Electing a Mayor Pro Tempore

Mayor Owens announced the holidays listed in the resolution. He explained the days for additional time off with pay for employees will be addressed later. The holidays in the current resolution were official observed holidays for city hall closings. Attorney Scott Hastey noted a scrivener's error for Memorial Day was May 27th instead of typo May 17th.

Motion was made by Councilmember Herndon to approve the 2024 City Holiday Schedule (clerk noting scrivener's error of May 27 for Memorial Day). Councilmember Jeffcoat seconded the motion. The motion carried unanimously.

c. Resolution Electing a Mayor Pro Tempore

Nominations from the Council included: Councilmember Davis nominated Councilmember Keisha Jeffcoat; Councilmember Auch nominated Councilmember Oladapo; and Councilmember Herndon nominated Councilmember Auch.

Mayor Owens called for vote:

For Councilmember Jeffcoat – Yeas – Davis, Oladapo, Jeffcoat, Owens, Ferguson (5)

For Councilmember Oladapo – Yeas - Oladapo and Auch (2)

For Councilmember Auch – Yeas - Auch and Herndon (2)

Councilmember Jeffcoat was nominated Mayor Pro Tem with the total of five years.

8. CITY ATTORNEY COMMENTS - NONE

9. CITY CLERK COMMENTS - NONE

10. CITY COUNCIL COMMENTS – The Mayor and Council congratulated councilmember Jeffcoat as Mayor Pro Tem and wished everyone a Happy New Year. Councilmember Davis thanked Dr. Boyd for all of his assistance from the EpiCenter. Councilmember Jeffcoat thanked the Mayor and Council for nominating her as Mayor Pro Tem. Councilmember Jeffcoat commented about the great work ahead. Appreciation was expressed for the offers by the library and EpiCenter to allow the City meetings. Councilmember Auch commented about her recent diagnosis. She expressed how great it was to be back with the Council. She stated she was overwhelmed by those who expressed their concern and commented about the wonderful Mableton Community. She announced details of Bring One for the Chipper for discarding Christmas trees. Councilmember Ferguson commented about how fast pace the upcoming work for the City would be in 2024. Councilmember Herndon apologized for being late, noting she had a 12-hour drive from Virginia. She thanked everyone who showed up for the meetings and supporting the City of Mableton. Mayor Owens thanked the EpiCenter and all of those who attended the meetings. He addressed appreciation for the Cobb and Mableton delegation members. He announced details about the tenth anniversary of the EpiCenter and noted there would be a career fair on Saturday. There will be a meeting on February 7th at 6:30 p.m. – 8:00 p.m. for an interest meeting of the boards and commissions at the South Cobb Regional Library.

11. 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)*

THERE WAS NOT AN EXECUTIVE SESSION.

12. ADJOURNMENT

Motion was made by Councilmember Oladapo and seconded by Councilmember Jeffcoat to adjourn. The motion carried unanimously. (The meeting closed at 7:31 p.m.)

**AN ORDINANCE ESTABLISHING A YEAR 2024 REGULAR MEETING SCHEDULE
AND OTHER PURPOSES.**

WHEREAS, the City of Mableton (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council (“City Council”) thereof;

WHEREAS, Sec. 2.19 of the City Charter provides that “[t]he city council shall hold regular meetings at such times and places as shall be prescribed by ordinance”;

WHEREAS, the City Council desires through this Ordinance to adopt a regular meeting schedule for year 2024; and

WHEREAS, the City Council finds this Ordinance to be in the bests interest of the health, safety and welfare of the City.

IT IS HEREBY ORDAINED, by the governing authority of the City of Mableton as follows:

Section 1. The City Council hereby adopts the 2024 Regular City Council Meeting Schedule, as attached hereto.

Section 2. It is hereby declared to be the intention of the City Council that:

- (a) All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.
- (b) All sections, paragraphs, sentences and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (c) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.
- (d) In the event any portion of this Ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this Ordinance which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of the Ordinance.

Section 3. The City Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Ordinance for proofing and renumbering purposes.

Section 4. The effective date of this Ordinance shall be the date of adoption, unless provided otherwise by the City Charter, state and/or federal law. In the event that any effective date and/or tax commencement date herein is invalid and/or determined to be invalid, said effective date and/or tax commencement date shall instead be the earliest date allowed by law.

SO ORDAINED this _____ day of January, 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney



2024 City Council Regular Meeting Schedule

Month	Meeting Date	Meeting Time	Location	Work Session Time	Status
January	2nd	6:30pm	Riverside Epi Center	-	-
January	24th	6:30pm	Riverside Epi Center	-	-
February	14th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
February	28th	-	-	-	Cancelled due to mandatory training.
March	13th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
March	27th	6:30pm	Riverside Epi Center	-	-
April	10th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
April	24th	6:30pm	Riverside Epi Center	-	-
May	8th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
May	22nd	6:30pm	Riverside Epi Center	-	-
June	12th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
June	26th	6:30pm	Riverside Epi Center	-	-
July	10th	-	-	-	Cancelled due to summer break.



Month	Meeting Date	Meeting Time	Location	Work Session Time	Status
July	24th	6:30pm	Riverside Epi Center	-	-
August	14th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
August	28th	6:30pm	Riverside Epi Center	-	-
Sept	11th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
Sept	25th	6:30pm	Riverside Epi Center	-	-
Oct	9th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
Oct	23rd	6:30pm	Riverside Epi Center	-	-
Nov	13th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
Nov	27th	-	-	-	Cancelled due to Thanksgiving.
Dec	11th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
Dec	25th	-	-	-	Cancelled due to Christmas.

Note: Meeting dates and times are subject to change. Please check the city's website at www.mableton.gov for the most up-to-date information.

A RESOLUTION OF THE CITY OF MABLETON, GEORGIA, APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH COBB COUNTY, GEORGIA, FOR ZONING VERIFICATIONS AND FOR OTHER LAWFUL PURPOSES

WHEREAS, the City of Mableton (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council (“City Council”) thereof;

WHEREAS, in order to maintain the high level of responsiveness to its citizens, the City desires to contract with the County to help expedite the provision of zoning information for new businesses; and

WHEREAS, this Resolution is enacted to safeguard and promote the public health, safety, and general welfare of the City.

NOW, THEREFORE, BE IT RESOLVED, by the governing authority of the City of Mableton, Georgia, as follows:

Section 1. The Mayor, in consultation with the City Attorney, is hereby authorized to execute, in substantial form, the attached intergovernmental agreement with Cobb County, Georgia, for zoning verifications.

Section 2. It is hereby declared to be the intention of the City Council that:

- (a) All sections, paragraphs, sentences and phrases of this Resolution are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (c) In the event that any phrase, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, sentences, paragraphs or sections of this Resolution.

Section 3. The City Attorney and the City Clerk are authorized to make non-substantive editing and renumbering revisions to this Resolution for proofing and renumbering purposes.

Section 4. The effective date of this Resolution shall be the date of adoption, unless required otherwise by the City Charter, state and/or federal law.

BE IT SO RESOLVED, this _____ day of _____, 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney

**STATE OF GEORGIA
COUNTY OF COBB**

INTERGOVERNMENTAL AGREEMENT FOR ZONING VERIFICATIONS

THIS AGREEMENT is made and entered into by and between COBB COUNTY, GEORGIA, a political subdivision of the State of Georgia, (hereinafter the “County”), and the CITY OF MABLETON (the “City”), a municipal corporation of the State of Georgia (hereinafter known as the “City”).

RECITALS

WHEREAS, the City is a new municipal corporation duly organized and existing under the laws of the State of Georgia and is in its transition period, as allowed by Section 7.15 of the City Charter, until May 31, 2025;

WHEREAS, until December 13, 2023, the County collected occupation tax for all persons engaged in business in the unincorporated area of the County which included the City;

WHEREAS, as of December 13, 2023 and after notice to the County, the City elected to begin collection of occupation tax for the persons and businesses within the incorporated area of the City;

WHEREAS, the City does not currently provide zoning services in the incorporated area which are necessary when granting a new business an occupation tax certificate to operate;

WHEREAS, in order to maintain the high level of responsiveness to its citizens, the City desires to contract with the County to help expedite the provision of zoning information for new businesses;

WHEREAS, the County is willing to continue to provide zoning information to the City throughout the transition period or earlier if so determined by the City; and

WHEREAS, the City and the County are authorized to enter into this agreement pursuant to Georgia Constitution. Article IX, Section III, Paragraph I.

NOW, THEREFORE and in consideration of Ten Dollars and the mutual promises and covenant contained herein, the receipt and sufficiency of which the parties hereby acknowledge, the parties agree as follows:

Section 1. County Responsibilities

- a. Upon the written email request of the City which shall be directed to the Zoning Division Manager, the County shall research the zoning of the address via GIS to confirm it is within the City limits and the zoning file to confirm the proposed business is permitted on the property.

- b. The County will issue a written email response to the City's business license administrators and/or other designated representative(s) approved by the Mayor, as to whether or not the use is permitted and invoice the City \$25.00.
- c. All written requests from the City will be reviewed and responded to within two business days.
- d. The County shall have sole responsibility for all personnel decisions related to County employees. The City shall not have any control regarding the staffing and personnel issues of the Zoning Division of Cobb County Community Development.

Section 2. City Responsibilities

- a. The City shall email to the Zoning Division Manager the address and a brief description of the proposed business with sufficient detail to allow the County to confirm compliance with any zoning stipulation of the proposed property.
- b. Within thirty (30) days of receipt of the County response and the invoice, the City shall authorize and send payment to the address on the invoice.

Section 3. Liability

- a. The City shall bear the responsibility and be liable for any act or omission, on the part of the City, its officers, agents, employees, subcontractors and/or others working at the direction of the City or on the City's behalf, due to the violation of any pertinent federal, state or local law, rule or regulation while carrying out the operations of this Agreement, or due to any breach of this Agreement; provided, that the City and its respective governing body does not waive its sovereign immunity by entering into this Agreement, and the City retains all immunities and defenses provided by law with respect to any action based or occurring as a result of this Agreement.
- b. The County shall bear the responsibility and be liable for any act or omission, on the part of the County, its officers, agents, employees, subcontractors and/or others working at the direction of the County or on the County's behalf, due to the violation of any pertinent federal, state or local law, rule or regulation while carrying out the operations of this Agreement, or due to any breach of this Agreement; provided, that the County and its respective governing body does not waive its sovereign immunity by entering into this Agreement, and the County retains all immunities and defenses provided by law with respect to any action based or occurring as a result of this Agreement.

Section 4. Term

This Agreement shall commence and be effective on the ____ day of February, 2024 and shall continue until May 31, 2025. This agreement may be terminated prior to the termination date upon mutual agreement of both Parties. Either the County or the City may unilaterally terminate

this Agreement upon providing advance 30 days written notice to the other Party.

Section 5. Service Delivery Strategy

To the extent that the City is subject to O.C.G.A. § 36-70-20 *et seq.*, it is the intention of the Parties that this Agreement shall comply with those provisions.

Section 6. Severability

If any provision of this Agreement is held as a matter of law to be unenforceable or unconscionable, the remainder of this Agreement shall be enforceable without such provision.

Section 7. Applicable Law and Venue

This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the rules, regulations, statutes and laws of the State of Georgia will control. Any action or suit related to this Agreement shall be brought in the Superior Court of Cobb County, Georgia.

Section 8. Notices

All notices and other communications required or permitted under this Agreement shall be in writing to the address set forth for such Party below and shall be deemed to be effective when actually received or refused. Either Party may change the address to which future notices or other communications shall be sent.

If to City: Michael Owens, Mayor
1400 Veterans Memorial Highway SE, Suite 134-200
Mableton, Georgia 30126

With Copy to: Emilia Walker-Ashby, City Attorney
Denmark-Ashby, LLC
100 Hartsfield Centre Pkwy, Suite 400
Atlanta, GA 30354

If to County: Community Development Director
1150 Powder Springs Street, Suite 400
Marietta, Georgia 30064

With Copy to:
Cobb County Manager
100 Cherokee Street, Suite 300
Marietta, Georgia 30090

Section 9. Entire Agreement

The terms and conditions contained herein supersede all prior oral or written understandings between the Parties and constitute the entire agreement between them concerning the subject matter of this Agreement. This Agreement shall not be modified or amended except by a writing signed by authorized representatives of the Parties.

Section 10. Dispute Resolution

Any claim, controversy or dispute, related directly or indirectly to this Agreement, shall be resolved by a court of competent jurisdiction located in Cobb County, Georgia. The parties agree in good faith to participate in a mediation process if requested by the other party with all costs of mediation to be borne equally between the parties.

Section 11. Force Majeure

Neither County nor City shall be liable for their respective non-negligent or non-willful failure to perform or shall be deemed in default with respect to the failure to perform (or cure a failure to perform) any of their respective duties or obligations under this Agreement or for any delay in such performance due to: (i) any cause beyond their respective reasonable control; (ii) any act of God; (iii) any change in applicable governmental rules or regulations rendering the performance of any portion of this Agreement legally impossible; (iv) earthquake, fire, explosion, or flood; (v) strike or labor dispute, excluding strikes or labor disputes by employees and/or agents of Parties; (vi) delay or failure to act by any governmental or military authority; or (vii) any war, hostility, embargo, sabotage, civil disturbance, riot, insurrection, or invasion. In such event, the time for performance shall be extended by an amount of time equal to the period of delay caused by such acts, and all other obligations shall remain intact.

Section 12. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

Section 13. Headings

All headings herein are intended for convenience and ease of reference purposes only and in no way define, limit, or describe the scope or intent thereof, or of this Agreement, or in any way affect this Agreement.

WHEREFORE, the parties have read and understood the terms of this Agreement, they do hereby agree to such terms by execution of their signatures below.

CITY OF MABLETON

COBB COUNTY, GEORGIA

By: Michael Owens
Title: Mayor

By: Lisa N. Cupid
Title: Chairwoman, Cobb County Board of

Commissioners

Date: _____

Date: _____

Attest: _____
City Clerk

Attest: _____
County Clerk

Approved as to form:

Approved as to form:

City Attorney

County Attorney

A RESOLUTION OF THE CITY OF MABLETON, GEORGIA, REQUESTING THAT THE GEORGIA GENERAL ASSEMBLY ADOPT LOCAL LEGISLATION AUTHORIZING THE CITY TO ADOPT A 8% HOTEL/MOTEL EXCISE TAX UNDER O.C.G.A. 48-13- 51(B) AND FOR OTHER LAWFUL PURPOSES

WHEREAS, the City of Mableton (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council (“City Council”) thereof;

WHEREAS, within the City there currently exists a five percent (5%) hotel/motel tax authorized under O.C.G.A. 48-13-51(a)(3) and other applicable laws;

WHEREAS, the Georgia law authorizes municipalities to increase their hotel/motel tax up to eight percent (8%), subject to approval of the General Assembly;

WHEREAS, subsequent to the enactment of an authorizing local act by the General Assembly, and in conformity with the requirements of O.C.G.A. § 48- 13- 51(b) and other applicable laws, the City shall impose an excise tax on rooms, lodgings and accommodations at a rate of eight percent (8%);

WHEREAS, such tax would benefit the City by providing additional revenues for the promotion of City tourism, conventions, tradeshows and/or tourism product development; and

WHEREAS, this Resolution is enacted to safeguard and promote the public health, safety, and general welfare of the City.

NOW, THEREFORE, BE IT RESOLVED, by the governing authority of the City of Mableton, Georgia, as follows:

Section 1.

- a. **Request for Local Legislative Act.** The City of Mableton, Georgia, hereby requests that the Legislative Delegation of Cobb County, Georgia, sponsor and introduce a local legislative act before the Georgia General Assembly authorizing the City to adopt a hotel-motel excise tax of eight percent (8%) (“tax” and or “taxes”), as authorized pursuant to O.C.G.A. 48-13-51(b) and/or other applicable laws.
- b. **Purposes.** the City intends to use the proceeds of such eight percent (8%) tax for any legal purposes, to include specifically, but not necessarily limited to, promoting tourism, conventions, and trade shows by a qualified destination marketing organization designated by the City, and as defined by O.C.G.A 48-13-50.2(1), for such purpose. The tourism product development projects to be supported by this tax are designated to include City attraction, corridor and/or gateway improvements/renovations, signage and physical improvements associated with a community "branding" campaign, and any other permissible purpose under O.C.G.A. § 48-13-50 et seq. and O.C.G.A. § 48-13-51 et seq.

c. **Allocation.** Pursuant to O.C.G.A. § 48- 13- 51(b):

1. An amount equal to not less than fifty percent (50%) of the total amount of taxes collected by the City that exceed the amount of taxes that would have been collected at the rate of five percent (5%) shall be expended by the City for the promotion of tourism, conventions and trade shows by either the Destination Marketing Organization designated by the City, as defined by O.C.G.A 48-13-50.2(1);
2. Any remaining amount of taxes collected by the City that exceed the amount of taxes that would be collected at the rate of five percent (5%) which are not otherwise expended for the promotion of tourism, conventions and trade shows shall be expended for tourism product development; and
3. Thirty-seven- and one-half percent (37.5%) of the total amount of taxes collected by the City shall be allocated to the general fund of the City.

Section 2. It is hereby declared to be the intention of the City Council that:

- (a) All sections, paragraphs, sentences and phrases of this Resolution are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (c) In the event that any phrase, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, sentences, paragraphs or sections of this Resolution.

Section 3. The City Attorney and the City Clerk are authorized to make non-substantive editing and renumbering revisions to this Resolution for proofing and renumbering purposes.

Section 4. The effective date of this Resolution shall be the date of adoption, unless required otherwise by the City Charter, state and/or federal law.

BE IT SO RESOLVED, this _____ day of _____, 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney

**A RESOLUTION OF THE CITY OF MABLETON, GEORGIA, ESTABLISHING
COMMITTEES FOR EFFECTIVE GOVERNANCE IN THE CITY AND FOR OTHER
LAWFUL PURPOSES**

WHEREAS, the City of Mableton (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council (“City Council”) thereof;

WHEREAS, Section 2.20(b) of the City Charter provides that “all committees of the city council shall be appointed in a manner determined by the City Council;”

WHEREAS, the City of Mableton recognizes the importance of fostering strategic initiatives, enhancing community health, promoting technological innovation, and improving transit services for the overall well-being and prosperity of its residents;

WHEREAS, the Mayor of Mableton is elected as the official spokesperson and leader of the city, entrusted with the responsibility to advocate for policies that address the evolving needs of the city;

WHEREAS, the Mayor, in fulfilling this vital role, requires the support of committees to thoroughly examine, advise, and address key areas such as transit, education, community health, strategic initiatives, technology, and innovation, ensuring a comprehensive and effective approach to governance;

WHEREAS, the establishment of committees, with appointed members serving at the pleasure of the Mayor, will provide a structured framework for the Mayor to exercise their leadership, enabling them to leverage the expertise of community stakeholders and professionals in each respective field; and

WHEREAS, this Resolution is enacted to safeguard and promote the public health, safety, and general welfare of the City.

NOW, THEREFORE, BE IT RESOLVED, by the governing authority of the City of Mableton, Georgia, as follows:

Section 1.

- a. **Establishment of Mayoral Committees.** The City hereby authorizes the Mayor to establish committees to address key areas of concern within the City, including but not limited to transit, community health, strategic initiatives, technology, and innovation. Such committees shall be individually named by the Mayor and referred to collectively as “Mayoral Committees.”

- b. **Appointment.** The Mayor shall have the authority to appoint committee chairs and officers, as well as members to serve on each Mayoral Committee. All committee chairs, officers, and members shall serve at the pleasure of the Mayor.
- c. **Procedure.** Each mayoral Committee may adopt bylaws and/or rules of procedure, so long as such are not inconsistent with Ordinances, Resolutions and/or adopted actions of the City Council.
- d. **Removal.** The Mayor shall have the discretion and right to remove members and/or officers of any Mayoral Committee, at any time and without or without cause, for purposes that include ensuring such committees remain relevant and responsive to the evolving needs of the City.
- e. **Tasks.** Each Mayoral Committee shall be tasked with thoroughly examining and providing recommendations and advice on matters relevant to its designated focus area.
- f. **Communication.** Mayoral Committees shall regularly report their findings and recommendations to the Mayor, facilitating a transparent and accountable governance process between the Mayor and Mayoral Committees.
- g. **Reimbursements.** Committee members are not entitled to receive compensation but may be reimbursed for actual and necessary expenses, as approved in writing in advance by the Mayor and within the confines of the City’s budget and/or spending plan.

Section 2. It is hereby declared to be the intention of the City Council that:

- (a) All sections, paragraphs, sentences and phrases of this Resolution are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (c) In the event that any phrase, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, sentences, paragraphs or sections of this Resolution.

Section 3. The City Attorney and the City Clerk are authorized to make non-substantive editing and renumbering revisions to this Resolution for proofing and renumbering purposes.

Section 4. The effective date of this Resolution shall be the date of adoption, unless required otherwise by the City Charter, state and/or federal law.

BE IT SO RESOLVED, this _____ day of _____, 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney



Comprehensive Plan MABLETON 2045 - Scope of Services

The City of Mableton is in Cobb County, Georgia, a suburb of Atlanta. The City of Mableton is bordered by Fulton County, Douglas County, the City of Austell, the City of Smyrna, and unincorporated Cobb County. Mableton has a population of approximately 79,000 and is approximately 36 square miles. The City of Mableton was established by a referendum passed by voters in November 2022. The City began operations in June 2023 to become Cobb County's seventh city and its largest by population and land mass.

As a new city, Mableton does not have a current Comprehensive Plan and is currently utilizing the plan from Cobb County. There have been various studies, plans, and assessments conducted in Mableton and "South Cobb" over the past 10 years that may provide some valuable information and a basis for some of the needs and challenges that exist. With that in mind, the City desires, where reasonable and when not in conflict with current vision and plans, to leverage existing studies and plans along with the Mayor, Council, and residents to start envisioning the next 20 years. This includes providing a description, vision and mission statement, work program, and general implementation strategies. To that end, the Department of Community Development has prepared the following scope of work.

SCOPE OF WORK

RFQ respondents should provide a Scope of Work as part of their qualification package. The Scope of Work should contain, at minimum, the items listed below. Consultants submitting packages may add additional items that are considered necessary to implementing a successful project.

The final document should meet all Georgia Department of Community Affairs (DCA) Minimum Standards and Procedures for Local Comprehensive Planning and the minimum local planning standards defined in O.C.G.A. 50-8-7.1(b). The process shall include a thorough review of the existing plans and policies. The following plan elements shall be included but not limited to:

1. Community Goals
2. Needs and Opportunities
3. Community Work Program
4. Broadband Services
5. Economic Development
6. Land Use
7. Housing (Including Needs Assessment)
8. Transportation- multimodal, including trails and pathways
9. Environmental and Sustainability
10. Historic Preservation and Restoration
11. Cultural Resources
12. Vision and Mission Statements
13. Character Areas with maps and narrative statements
14. Special Use Areas
15. Future Land Use Map

The plan shall include a detailed implementation plan with short-and long-term work programs with considerations for estimated cost and funding sources.



Please note that the tasks below are considered the minimum elements required to successfully deliver this project.

Task 1 – PROJECT ADMINISTRATION

The consultant will be expected to perform general administrative duties associated with the project, including progress monitoring, scheduling, and general correspondence. The consultant will work collaboratively with the City to manage the project, with the consultant managing and coordinating all activities of its team members. The consultant should create clearly defined roles and responsibilities; communicate early and often; streamline communications through the use of clear protocols, templates, and online platforms; and, ensure there are clear checkpoints for the management team to assess the project holistically.

1.1 Progress Reports

Submit progress reports to the City Manager or the City’s designated project manager monthly. Progress reports will briefly summarize work accomplished to date, the progress of specific work tasks, key decisions that will require input or discussion with City staff and a list of any significant challenges or unresolved issues.

1.2 Project Schedule

Prepare, submit, and monitor the project schedule. The project schedule shall be updated monthly and submitted with the monthly progress report.

1.3 Project Kick-off and Regular Project Management Meetings

Key consultant team members and City staff will participate in a project kick-off meeting. The goal of the meeting will be to introduce City and consulting team members and agree on team member roles, expectations, project risks, and timelines. Consultant will work with City staff to prepare an agenda and identify materials needed for the meeting. Consultant will summarize the outcomes of the meeting, including any needed refinements to the project scope and schedule. Conduct project meetings and presentations that will include an initial project meeting with City staff, monthly progress meetings to discuss progress reports, community involvement meetings, and other meetings as necessary throughout the preparation and adoption, where applicable, of Key Deliverables. Consultant will organize, participate, co-lead (with the City), and summarize project management team meetings or conference calls. These in-person meetings or conference calls will be conducted approximately every 4 weeks for the duration of the planning process.

1.4. Obtain and Review Background Materials

Consultant will obtain, review and assess all relevant background materials from the City, Cobb County, Atlanta Regional Commission, redevelopment authorities and sources to gain better knowledge and understanding of the economic, cultural, social and financial past and current environment..

Task 2 - COMMUNITY ENGAGEMENT

Community involvement is a critical component of all City of Mableton planning efforts. Community engagement should be provided both in-person and virtual. Community engagement materials should be available at a minimum in both English and Spanish. In-person meetings should provide a Spanish translator. Community engagement should be consistent with the City Community Engagement Plan (Appendix A) and include the following components:



2.1 Community Engagement Plan (CEP)

The consultant will prepare a draft and final Community Engagement Plan which will guide engagement activities throughout the Comprehensive Plan process. The Engagement Plan will be based on the information needs (the information to share, the information the City is aiming to collect) and the audiences the City is trying to reach. Consultant will prepare an underserved Populations Report as a section of the Engagement Plan to identify the locations and concentrations of underserved populations in the project area to ensure full and fair participation by all potentially affected community members in the decision-making process, including disabled, low-income, limited English proficiency, minority or other underserved groups. The Engagement Plan also will address other project accessibility needs including (but not limited to) language translation services, vision and hearing impairment accommodations, and access to technology. An initial draft of this document will be reviewed at the project kickoff meeting proposing an initial schedule for the major activities, lines of communication, and lead times. The Engagement Plan will include some combination of the activities described under this task, as well as other strategies agreed upon by the City and consultant.

2.2 Project Branding

Consultant will develop a project brand package that includes a project logo, color scheme, font, and heading hierarchy based on any existing City standards and aiming for quick identification of this project's communications, accessibility, and flexibility of use.

2.3 Stakeholder Interviews

As part of the initial, information gathering stage, consultants should gather a sense of the prevailing sentiment among property owners, business owners, City staff, elected officials, and other key stakeholders the City will help the consultant identify. The initial, and any necessary follow-up interviews, should facilitate the understanding of the existing environment and development pattern expected in the region over the next 20 years.

2.4 Steering Committee (minimum 4)

The Mayor and Council shall appoint a Steering Committee of community residents and business owners to assist with this project. The Steering Committee members will not necessarily have any technical knowledge or specific financial stake in the outcome of the project but are generally interested in the City's well-being. The Steering Committee is an important method of gathering input, akin to a standing focus group, but will not be steering the process or directing the consulting team's efforts. From consistent engagement with the City's Steering Committees, we anticipate gaining input and preliminary feedback for different Key Deliverables prior to each community meeting and presentation to the City Council.

The selected consultant will meet with the Steering Committee at least every four weeks throughout the project to solicit feedback and ensure that the best interests of the community are being acknowledged and addressed.

2.5 Community Meetings (minimum 5)

Initial community meetings will need to help educate the public at large about what the Comprehensive Plan does, how it is arranged, and why it is relevant to them. Later meetings will need to gather input on defining issues and alternatives, build community consensus, and provide meaningful avenues for input from the community.

The City does not have a predetermined maximum number of community meetings for this project but acknowledges that several community meetings will be necessary prior to the adoption process. Proposers should include relevant information regarding the scheduling and frequency of



community meetings. Any information related to cost, including a breakdown of the cost per community meeting, should be contained within the sealed cost proposal.

The City envisions a series of meetings, workshops, and charrettes that the consultant will be expected to facilitate. Each meeting should provide an educational component to the public on the City's comprehensive planning process to date and the visioning needed for the City. The City's goal is to ensure maximum involvement from the public through a facilitator-guided process.

Meeting Series #1 (minimum of 2)

During this meeting series, the consultant will provide an overview of the City's comprehensive planning process to date and goals of the planning project including what items will be addressed and those that will not. Furthermore, the consultant shall be responsible for educating the residents on the purpose and intent of comprehensive/long-range planning.

A map of the city will be hung in the chosen meeting space and a sign-up sheet will be provided so that residents can sign up to receive notifications and participate in future events.

Meeting Series #2 (minimum of 2)

The number of interested residents who sign up during the first meeting series will determine the number of meetings held during the second meeting series. During this meeting series, the consultant will again provide an overview of the City's comprehensive planning process to date and the goals of the character area planning project including what items will be addressed and those that will not, and also educate the attendees on the purpose and intent of comprehensive/long-range planning. The consultant will then be responsible for guiding and facilitating a discussion reviewing the future land use map and visioning exercises to develop the goals and recommendations for the area.

Special Focus Area Meetings (minimum of 2 per area)

During these meetings, the consultant will provide an overview of the Special Focus Area as part of the comprehensive planning process. Progress to date and goals of the Special Focus Area including what items will be addressed and those that will not. Furthermore, the consultant shall be responsible for educating the residents on the purpose and intent of comprehensive/long-range planning.

A map of the Special Focus Area will be hung in the chosen meeting space and a sign-up sheet will be provided so that residents can sign up to participate in future city events.

Planning Commission Hearing (minimum of 2)

Presentation of findings and recommendations to the City Planning Commission.

Final Meeting/City Council Hearing (minimum of 2)

Presentation of findings and recommendations to the Mayor and City Council for adoption.

2.6 Electronic Communications

Interactive Website

Consultant will develop and host a joint Comprehensive Plan and TSP project website (www.mableton2045.org) to be linked from the City website (www.mableton.gov). The project website will serve as the primary information source, including at a minimum project



background, current/upcoming events, a process schedule, a document library, and an ongoing method for providing comments or input. The website should be used to communicate with the general public about why the Comprehensive Plan and TSP Update matters and how they can contribute to it. Consultants will create a project overview video to introduce the Comprehensive Plan and TSP Update process in a readily understandable way. Consultant will work with City staff to regularly update the website to include access to draft work products, announcements about upcoming engagement events, results of previous engagement events and other project information as it is available. Consultant will develop a plan for transitioning web assets back to the City at the conclusion of the project.

For use as a communication tool and participation mechanism for the duration of the project, the consultant should create and host an interactive website. The website should include, at a minimum, project news and updates, participation information and opportunities, and project documents. The website should be updated both periodically throughout the project, in advance of each meeting, and within 48 hours of any major meeting or project milestone with photos, documents, and other relevant information.

Newsletter Articles

The City will periodically produce an electronic newsletter. Throughout the duration of the project, the consultant shall provide information to the City’s designated project manager for use in the newsletter.

“Mableton 2045” Email Project Updates

The consultant should coordinate with the City’s designated project manager to send out project updates via email to attendees of community meetings and other interested stakeholders that have either “opted-in” or participated in the process. “Mableton 2045” emails should be sent within 48 hours of any community meeting.

Social Media

The City and the Office of the Mayor maintains an official social media presence including, but not limited to Facebook, X (formally known as Twitter) and Instagram page. In advance of community meetings and other key project milestones, the consultant should provide information to the City’s designated project manager for use in the City’s social media outlets.

Public Hearings and Adoption Process

A “final draft” of all key deliverables, as listed in the following section, will be prepared prior to the consideration and adoption process, where appropriate, by all appropriate boards including the City’s Planning Commission and the City Council.

The consultant will be responsible for incorporating any changes that are made as a part of the formal adoption process.

KEY DELIVERABLES

1. Meeting strategy and schedule memo detailing recommended dates and times over a 12-month

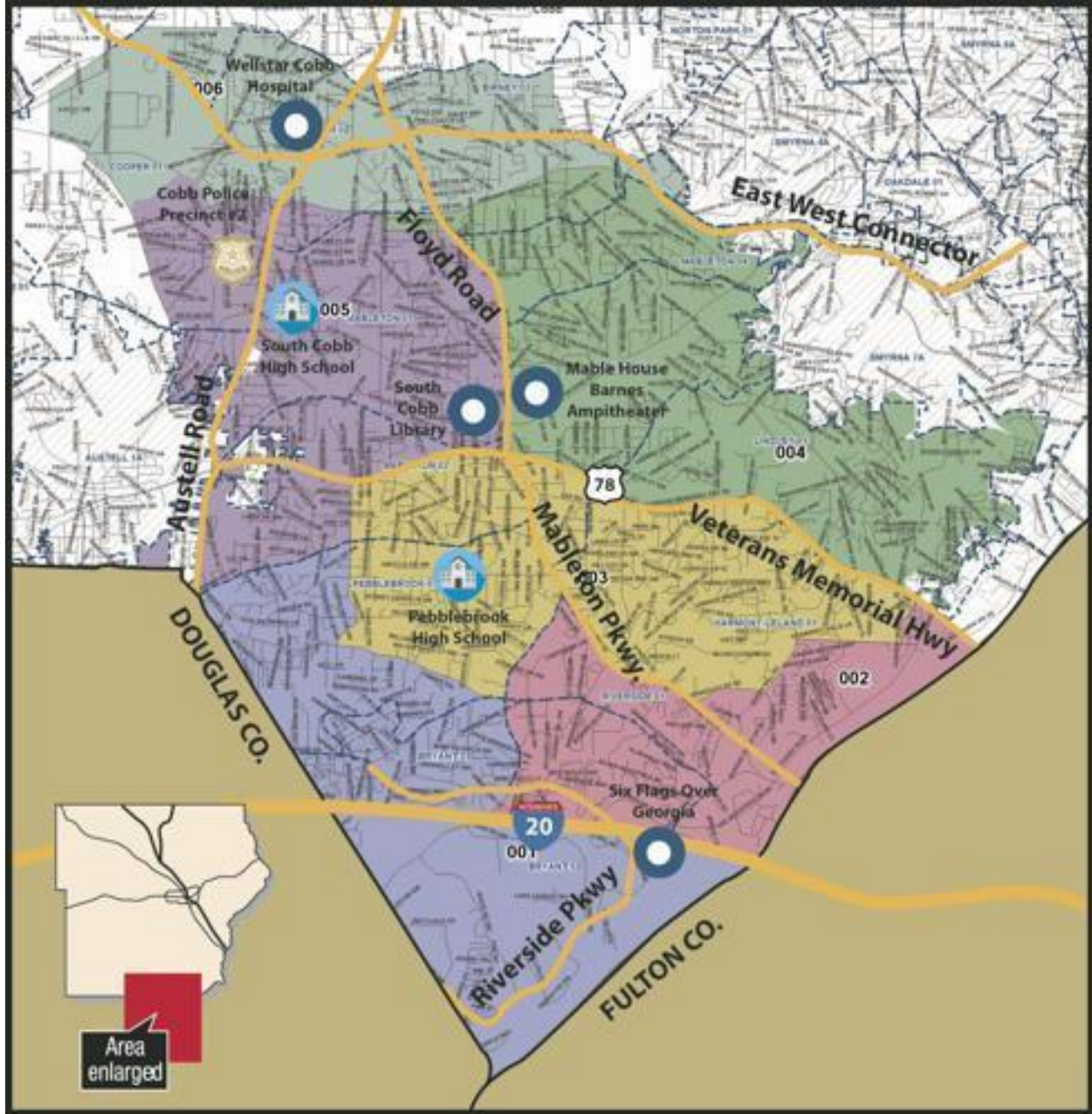


project period.

2. A summary of public hearings, stakeholder interviews, Steering Committee meetings, Technical Advisory Committee meetings, surveys and other forms of input for use in developing the final recommendations.
3. Draft and Final versions of the Comprehensive Plan with dedicated sections for the designated Special Focus Areas.
4. All graphics and other materials required to conduct workshops/charrettes.

FINAL PRODUCTS

The final versions of all Key Deliverables, as listed in the preceding section, shall be provided to the City of Mableton in both digital and paper format. One (1) digital copy of the completed, and adopted (if applicable), documents in Word (or some other editable format) and PDF. Any prepared graphics or illustrations will also be provided in both digital and paper format. A minimum of eight (8) bound copies of the final products shall be provided. Final document shall be provided in both English and Spanish.





**REQUEST FOR STATEMENT OF
QUALIFICATIONS FOR PROFESSIONAL
COMPREHENSIVE PLANNING SERVICES**

RFQ 24-02

Qualifications Submittal Deadline: February 9, 2024@ 2:00 p.m.

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1. GENERAL INFORMATION & REQUIREMENTS

- 1.1. **GENERAL INFORMATION:** The City of Mableton, Georgia is soliciting statements of qualifications (“Qualifications”) for selection of a professional planning firm for the evaluation and potential development of a (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Statement of Qualifications.

This Request for Qualifications (“RFQ”) is a one-step process for selecting a professional firm. The RFQ provides the information necessary to prepare and submit qualifications for consideration and initial ranking by the City. Based on the initial ranking, the City may select up to three (3) of the top-ranked qualified respondents to attend interviews in the final step of the process.

If needed, interviews with the “most” qualified respondents will be requested to attend an interview with the City to confirm the Qualification submittal and answer additional questions. The City will then rank the remaining respondents in order to determine the “most” qualified respondent.

- 1.2. **PUBLIC INFORMATION:** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.
- 1.3. **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form as agreeable to both parties.
- 1.4. **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be provided by the City as an addendum. All such addenda issued by the City before the proposals are due as part of the RFQ, and respondents shall acknowledge receipt of and incorporate each addendum in its Qualifications.

Respondents shall consider only those clarifications and interpretations that the City issues by addenda seven (7) days prior to the submittal deadline (February 9, 2024 at 2 p.m.). Interpretations or clarifications in any other form, including oral statements, will not be binding on the City and should not be relied on in preparing Qualifications.

1.5. SUBMISSION OF QUALIFICATIONS AND ANTICIPATED SCHEDULE:

RFQ Available for Distribution	5:00 PM	January 22, 2024
Deadline for Questions:	2:00 PM	February 9, 2024
Questions Addendum Emailed	2:00 PM	February 5, 2024
Deadline for Firm Proposals	2:00 PM	February 9, 2024
Interview Selections, if needed	10:00 AM	February 12, 2024
Final Firm Selected and Notified	6:00 PM	February 14, 2024

DEADLINE AND LOCATION: The City will receive Qualifications at the time and location described below.

February 9, 2024 @ 2:00 p.m.

**City of Mableton
ATTN: Purchasing Department RFQ 24-02 1400
Veterans Memorial Highway SE
Suite 134-200
Mableton, Georgia 30126**

Submit one (1) original with (4) identical copies of the Qualifications in print and with one PDF copy provided on CD or USB drive. An original signature must be included on the “Respondent’s Statement of Qualifications and Ability to Undertake the Project” document submitted with the original document.

Late received Qualifications will be returned to the respondent unopened.

The City will not acknowledge or receive Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

Properly submitted Qualifications will not be returned to respondents.

Qualification materials must be enclosed in a sealed envelope addressed to the Point-of-Contact person; the package must clearly identify the submittal deadline, and the response is for The Comprehensive Planning Project - City of Mableton;

The name and return address of the respondent should be denoted on the envelope.

- 1.6. POINT-OF-CONTACT: The City designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the City and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications, to the Point-of-Contact person noted below:

City of Mableton
ATTN: City Attorney Emilia Walker-Ashby
RFQ 24-02 1400 Veterans Memorial Highway SE
Suite 134-200
Mableton, Georgia 30126
cityofmableton@gmail.com

- 1.7. **NO LOBBYING:** Respondent acknowledges and accepts that they will not take any action, make any effort or support, or engage others on their behalf to take actions or efforts with the attempt to influence the decision-making process in the favor of the respondent. This includes direct contact with the Mayor, City Council, City Manager, and City staff of the City of Mableton, or any board members of the City. Additionally, the respondent acknowledges and accepts that they will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the evaluation or decision-making process. Any respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration.
- 1.8. **EVALUATION OF QUALIFICATIONS:** The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the City. The top three or fewer ranked respondents may be selected by the City to participate in step two of the selection process.

Qualifications shall not include any information regarding respondent's fees, pricing, or other compensation. Such information will be solicited from firms qualified by the City to participate in step two of the selection process.

- 1.9. **CITY'S RESERVATION OF RIGHTS:** The City may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The City reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. The City makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.
- 1.10. **ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Qualifications in response to this RFQ, the respondent accepts the evaluation process and acknowledges and accepts that the determination of the "most qualified" firm(s) will require subjective judgments by the City.
- 1.11. **NO REIMBURSEMENT FOR COSTS:** Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.
- 1.12. **ELIGIBLE RESPONDENTS:** Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using consultants.) The City will contract only with the individual firm or formal organization that submits a Qualification.
- 1.13. **RULES, REGULATIONS, LICENSING REQUIREMENTS:** The firm shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Firms are presumed to be familiar with all Federal, State and local laws, ordinances, codes, and regulations that may in any way affect the services offered.

2. EXECUTIVE SUMMARY

2.1. BACKGROUND AND PROJECT DESCRIPTION

In November 2022, the City of Mableton was officially incorporated as Georgia's newest municipality. The City provides municipal services to its citizens and businesses in a unique manner.

The City, having relied upon Cobb County's Comprehensive Plan since incorporation, is soliciting a Statement of Qualifications for the development of the City of Mableton Comprehensive Plan – (Mableton 2045), "Plan", the long-range planning document which will serve to guide growth and development over the next 20 years. In addition, the Veterans Memorial Highway Corridor, City Center, Historic Main Street, Riverside Parkway, and Six Flags Entertainment District will be designated Special Focus Areas in which development strategy should be incorporated into the planning process.

A Short-Term Work Program and Capital Improvement Element (CIE) will be needed as key parts of the comprehensive plan.

The Georgia Planning Act requires that cities and counties maintain comprehensive plans that help shape future growth. These plans generally recognize the physical, economic, social, political, and aesthetic factors of a community and are developed in a process that includes intensive analysis and robust public engagement.

City leaders have an interest in forming a vision and goals for the effective delivery of services to the community. Adopted plans will serve as a blueprint for the future growth, development, and management of the City of Mableton.

It is expected that a steering committee will be created, consisting of but not limited to, community members, elected officials, non-profit organizations, Regional Commissions, Development Authorities, and Cobb County representatives

The final document should meet all Georgia Department of Community Affairs (DCA) Minimum Standards and Procedures for Local Comprehensive Planning and the minimum local planning standards defined in O.C.G.A. 50-8-7.1(b).

The total budget for this project is not to exceed \$500,000.00 which is inclusive of everything including but not limited to, time, labor, materials, travel expenses, etc. to be paid to the selected Respondent.

2.2. SUPPORTING DATA

Considerable additional information about the City of Mableton is available on the website: <https://www.mableton.gov>.

2.3. MANDATORY REQUIREMENTS

The City of Mableton is seeking a firm that will provide a project team with demonstrated experience and expertise in the following areas in undertaking a planning project:

1. Economic Development
2. Funding Sources to stimulate Economic Development and Economic Growth
3. Business expansion
4. Corporate Recruitment
5. Job Creation and Retention
6. Housing Initiatives - including, Affordable, Senior and Workforce Housing
7. Environment and Sustainable Practices
8. Community Engagement
9. Arts and Culture
10. Streetscape and Beautification
11. Land Use and Zoning
12. Transportation Planning
13. Capital Improvement Planning
14. Historic Preservation and Restoration
15. Program and Project Management

The above experience will be critical elements in the final selection of the firms to be interviewed, if needed, as well as final selection of the projects.

EXPECTED PROJECT COMPLETION: March 31, 2025

3. REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete statement of Qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete Qualifications will be considered non-responsive and subject to rejection.

3.1. RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT (Maximum of two (2) printed pages per question)

Provide a statement of interest for the project including a narrative describing the Firm's and Project Team's unique qualifications as they pertain to this particular project.

Provide a statement on the availability and commitment of the Firm and its principal(s) and assigned professionals to undertake the project.

Provide a brief history of the Firm and each consultant proposed for the project.

Provide a graphic representation of the project team, identifying the Firm and each consultant proposed for the project.

3.2. FIRM'S ABILITY TO PROVIDE SERVICES

Provide the following information for the Firm:

- Legal name of the company as registered with the Secretary State of Georgia
- Address of the office that will be providing services
- Number of years in business
- Type of Operation (Individual, Partnership, Corporation, Joint Venture, etc...)
- Number of Employees by skill group

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the City.

Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any City employee, officer or investor? If so, please explain.

Provide a claims history under professional malpractice insurance for the past ten (10) years for the Firm and any team members proposed to provide professional planning services.

3.3. PROJECT TEAM'S ABILITY TO PROVIDE ADMINISTRATIVE SERVICES

Describe, in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of each consultant who will be involved in the project. Indicate the estimated percent of time these individuals will be involved in the project.

Provide resumes giving the experience and expertise of the professional members for each consultant who will be involved in the project, including their experience with similar projects, the number of years with the firm, and their city and state of residence.

Clearly identify the members of the proposed team who worked on the listed projects in the below Criteria 3.4, and describe their roles in those projects.

Describe the basis for the selection of the proposed sub-consultants included in the design team and the role each will play in this project.

Describe the Firm's process in working with consultants and integrating them into the project.

3.4. RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

List a maximum of three (3) projects for which you have provided services that are most related to this project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final project size in land area and description
- Type of Project (Redevelopment, Brownfield, Greyfield, Transportation Plans, Parks and Recreation Plans...)
- Description of professional services Firm provided for the project
- Name of Project Manager (individual responsible for the overall success of the project)
- Name of Project Planner (individual responsible for coordinating the day-to-day work)
- Consultants

Describe your project team's demonstrated technical competence and management qualifications in the development of programs and initiatives outlined in 2.4 (Mandatory Requirements).

Describe the project team's approach to assuring timely completion of this project, including methods you will use for schedule recovery if necessary.

3.5. EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT CITY'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the City and Respondent; (3) the City has made no representation or warranty, written or oral, that one or more contracts with the City will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.

By signature hereon, Respondent offers and agrees to furnish to the City the products and/or services more particularly described in its Qualifications, and to comply with all terms, conditions, and requirements set forth in the RFQ documents and contained herein.

By signature hereon, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant, elected officials, leadership or staff of the City or partner organizations in connection with the submitted Qualifications.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership, or City represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, or the Federal antitrust laws, nor communicated directly or indirectly the Qualifications made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:
Respondent is a reputable company regularly engaged in providing planning services necessary to meet the terms, conditions, and requirements of the RFQ;

Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions, and requirements of the RFQ;

Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations and ordinances;

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFQ is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, that may result from the submission of Respondent's Qualifications.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFQ.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the City, all of its officers, agents, and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of Respondent's Qualifications.

Submitted and Certified By:

(Respondent's Name) (Title) (Street Address) (Telephone Number) (City, State, Zip Code)(Authorized Signature) (Date)

4. FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1. GENERAL INSTRUCTIONS

Qualifications shall be prepared **SIMPLY AND ECONOMICALLY**, providing a straightforward, **CONCISE** description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the **QUALITY**, completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs.

Qualifications shall be a maximum of forty (40) printed pages. The cover, table of contents, divider sheets, Subcontracting Plan (Section 1.13), and Execution of Offer do not count as printed pages.

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications will be considered non-responsive and subject to rejection.

Qualifications and any other information submitted by respondents in response to this RFQ shall

become the property of the City.

The City will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.

Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the City, at its option.

The City makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The City reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the City's best interest.

Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer.

Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

4.2. PAGE SIZE, BINDING, DIVIDERS, AND TABS:

Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD-COVER BINDERS.

Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the respondent to the questions identified in Section 3 of this RFQ will be used by the City for evaluation.

Separate and identify each criteria response to Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.

4.4 DAVIS-BACON AND MBE FEDERAL REQUIREMENTS

Qualifications must meet all Davis-Bacon and MBE Federal requirements as outlined below:

29 CFR Part 5 – Labor Standards Provisions for Federally Assisted Projects

Labor standards provisions applicable to contracts funded with federal assistance authorized by the American Recovery and Reinvestment Act of 2009 are:

§ 5.5 Contract provisions and related matters.

(a) The Agency head shall cause or require the contracting officer to insert in full in any contract in excess of \$2,000 which is entered into for the actual construction, alteration, and/or repair, including painting and decorating, of a public building or public work, or building or work financed in whole or in part from Federal funds or in accordance with guarantees of a Federal agency or financed from funds obtained by pledge of any contract of a Federal agency to make a loan, grant or annual contribution (except where a different meaning is expressly indicated), and which is subject to the labor standards provisions of any of the acts listed in Sec. 5.1, the following clauses (or any modifications thereof to meet the particular needs of the agency, *Provided*, That such modifications are first approved by the Department of Labor):

(1) *Minimum wages.* (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the

project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in Sec. 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers. (ii)(A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

- The work to be performed by the classification requested is not performed by a classification in the wage determination; and
- The classification is utilized in the area by the construction industry; and
- The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) *Withholding.* The (write in name of Federal Agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the (Agency) may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) *Payrolls and basic records.* (i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (ii)(A) The contractor shall submit weekly for each week in which any contract work is performed. A copy of all payrolls to the appropriate agency, if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to the agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (*e.g.*, the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at

<http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the (write in name of appropriate federal agency) if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit them to the applicant, sponsor, or owner, as the case may be, for transmission to the (write in name of agency), the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or the applicant, sponsor, or owner).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under Sec. 5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under Sec. 5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the (write the name of the agency) or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) *Apprentices and trainees*--(i) *Apprentices*. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) *Trainees*. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a

percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) *Equal employment opportunity.* The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) *Compliance with Copeland Act requirements.* The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the (write in the name of the Federal agency) may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) *Contract termination: debarment.* A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) *Compliance with Davis-Bacon and Related Act requirements.* All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) *Disputes concerning labor standards.* Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) *Certification of eligibility.* (i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C.1001.

(b) *Contract Work Hours and Safety Standards Act.* The Agency Head shall cause or require the contracting officer to insert the following clauses set forth in paragraphs (b)(1), (2), (3), and (4) of this section in full in any contract in an amount in excess of \$100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by Sec. 5.5(a) or 4.6 of part 4 of this title. As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

(1) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible there for shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including

watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower-tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower-tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

(c) In addition to the clauses contained in paragraph (b), in any contract subject only to the Contract Work Hours and Safety Standards Act and not to any of the other statutes cited in Sec. 5.1, the Agency Head shall cause or require the contracting officer to insert a clause requiring that the contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the Agency Head shall cause or require the contracting officer to insert in any such contract a clause providing that the records to be maintained under this paragraph shall be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the (write the name of agency) and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

PART TWO – DISADVANTAGED BUSINESS ENTERPRISES

2.1 The Contractor and/or subcontractors shall comply with **Executive Order 12432, Minority Business Enterprise Development**, which encourages greater economic opportunity for minority entrepreneurs.

2.1.1 Contractor shall make a good faith effort to award at least 10 percent of subcontracts and material purchases to Disadvantaged Business Enterprises.

2.1.2 The Contractor and his subcontractors, if any, shall file compliance reports, to the City monthly with the applications for payment.

2.1.3 In determining whether a Contractor has made “Good Faith Efforts”, the evaluation will look not only at the different kinds of effort that a Contractor has made, but also the quantity and intensity of these efforts. The following list of kinds of efforts is provided for consideration:

2.1.3.1 Whether the Contractor advertised in general circulation, trade association and minority-focus media concerning the subcontracting opportunities;

2.1.3.2 Whether the Contractor provided written notice to a reasonable number of specific DBEs that their interest in the Contract was being solicited, in sufficient time to allow the DBEs to participate effectively;

2.1.3.3 Whether the Contractor followed up initial solicitations of interest by contacting DBEs to determine with certainty whether the DBEs were interested;

2.1.3.4 Whether the Contractor provided interested DBEs with adequate information about

- the Drawings, Specifications and requirements of the Contract Documents;
- 2.1.3.5 Whether the Contractor negotiated in good faith within interested DBEs, not rejecting DBEs as unqualified without sound reasons based on a thorough investigation of their capabilities;
- 2.1.3.6 Whether the Contractor made efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance required by the Owner or Contractor.
- 2.1.3.7 Whether the Contractor effectively used the services of available minority community organizations; minority contractor's groups; local, state, and federal minority business assistance offices, and other organizations that provide assistance in the recruitment and placement of DBEs.

PART THREE-CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY – PRIMARY COVERED TRANSACTIONS

- 3.1 The Contractor/subcontractor certifies to the best of his/her knowledge and belief, that he/she:
- 3.1.1 Is not presently debarred, suspended, proposed for debarment, and declared ineligible, or voluntarily excluded from covered transaction by any Federal department or agency.
- 3.1.2 Has not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- 3.1.3 Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification.
- 3.1.4 Has not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

3.2 Drug-Free Workplace

The Contractor certifies that the provisions of Code Sections 50-24-1 through 50- 24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full.

- 3.2.1 The Contractor further certifies that a drug-free workplace will be provided for the Contractor’s employees during the performance of the Contract
- 3.2.2 Each Contractor who hires a Subcontractor to work in a drug-free workplace shall secure from that Subcontractor the following written certification “As part of the subcontracting agreement with Contractor’s name), (Subcontractor’s name) certifies to the Contractor that a drug-free workplace will be provided for the Subcontractor’s employees during the performance of this Contract pursuant to paragraph (7) of subsection (b) of Code Section 50-24-3”. Also, the Contractor/subcontractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.

3.3 Equal Employment Opportunity

During the performance of this Contract, the Contractor agrees as follows:

- 3.3.1 The Contractor shall not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, national origin, or handicapping condition. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated

during employment without regard to their race, religion, color, sex, national origin, or handicapping condition. Such action shall include, but not be limited to, the following: Employment, upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provision of this nondiscrimination clause.

- 3.3.2 The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, or handicapping condition.
- 3.3.3 The Contractor will send to each labor union or representative of the workers, with which the Contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Contractor's commitments under **Section 202 of Executive Order 11246, as amended (# CFR 169 (1979))**, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 3.3.4 The Contractor will comply with all provisions of **Executive Order 11246**, as amended, and the rules, regulations, and relevant orders of the Secretary of Labor.
- 3.3.5 The Contractor will furnish all information and reports required by **Executive Order 11246**, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- 3.3.5 In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in **Executive Order 11246**, as amended, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246, as amended, or by rules, regulations, or orders of the Secretary of Labor, or as otherwise provided bylaw.
- 3.3.6 The Contractor will include the provisions of **Paragraphs (1) through (7)** in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to **Section 204 of Executive Order 11246**, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the "interests of the United States."

TO: Mayor and Council, Emilia Walker-Ashby, Frank Milazi, Lily Smith
FROM: Susan Hiott, Interim City Clerk
DATE: January 19, 2024
SUBJECT: Retirement Plans

Per your desire to offer competitive benefits to the City of Mableton employees, this memo is to update you on additional research and conversations I have had with other cities to supplement the information you received at the GMA Retreat in September about potential retirement plans. Please note the following:

I have attached the *Georgia Municipal Employees Benefit System Retirement Fund Summary of Plan Features* that you received in September 2023 GMA Retreat. This booklet provides a summary of the features contained in the retirement plan of each member organization of the Georgia Municipal Employees Benefit System (GMEBS). I have also enclosed a portion of the presentation on benefits which include the type of retirement plans to be considered. The City can reach out to GMA's Director of Retirement Field services and DC Programs Michelle Warner for more information. Executive Assistant Lily Smith and I spoke with Michelle Warner on the phone about the GMA plans. Lily recorded the conversation. The recording is within this memo if you would like to watch and hear what Michelle explained. Of course, the City can look at a broker if they wish to consider other similar plans other than the Georgia Municipal Association plans.

Below are additional comments and information from cities that I contacted about their plans:

1. **Acworth** has a City Pension (GMA Defined Benefit) and a 457 b/401a (Defined *Contribution*) – City matches up to 2.5% contribution (listed in GMA's Summary of Plan Features Booklet.)
2. **Brookhaven** - Provides eligible employees with a comprehensive retirement program consisting of a 457 b plan, a 401 a plan, and a Social Security replacement plan. The benefits are administered by OneAmerica. The 457 b plan allows employees to defer part of their pay on a tax-deferred basis into the investment of their choice. The City will match 2 to 1 contributions to the 457 b into a 401 a plan of eligible compensation (i.e. if employee puts 5% into the 457 b plan, the City of Brookhaven will contribute 10% into the 401 a plan. The maximum is 10% that the City will contribute.
BROOKHAVEN DOES NOT PAY SOCIAL SECURITY.
3. **Peachtree Corners** has GMA's defined *contribution* plan (401 a and 457 b plans). They use Newport Group for the plan administration. The City contributes 12% of employee's salary plus match employee's contributions dollar for dollar up to 5%, so if an employee contributes 5%, they will receive the City's 12% up front plus another 5%. The City does not have a waiting period for vesting either...most places have some sort of vesting schedule for city contributions. The City does not offer a pension plan or anything else. The Finance Director stated ICMA has a 401a and 457 b plan too...they use MissionSquare to administer the plans. **THE CITY ALSO PAYS SOCIAL SECURITY.**
4. **Powder Springs** (listed in GMA's booklet) Powder Springs offers the GMA Defined Benefit Pension Plan that is completely funded by the City. (Listed in GMA's booklet attached.) Currently, they

match the employee’s MissionSquare 457 plan via a MissionSquare 401a. The City offers a maximum 2% match provided the employee contributes at least 4%. Employees can contribute less and that would reduce the City contribution. For example, if an employee contributes 2% the City contributes half or 1%. The City match is considered during the budget process each year and is subject to change based on the final budget.

5. **Smyrna** - (taken from Smyrna’s benefit booklet) has the GMA Defined Benefit Retirement Plan that provides a retirement benefit equal to 2% of the employee’s five-year average earnings multiplied by your years of service. After you retire, the plan pays a DEFINED monthly benefit for as long as the employee lives. (Smyrna is in the GMA Booklet.) Normal retirement is at age 65 if you have at least 7 years of credited service, at any age if you have at least 35 years of service, and when your age and years of service combine to equal at least 80 years (Rule of 80), as long as you are at least 55 and have at least 7 years of service. Early retirement, with a reduced benefit, is also available at age 55 if the employee has at least 7 years of service. All eligible employees are required to contribute 3.25% of their earnings, exclusive of overtime pay reimbursements, and other unusual compensation, toward the cost of the plan. The City pays the remaining cost of the plan. Eligible employees also have the opportunity to defer compensation to a 457 b Deferred Compensation plan. A 457 b plan is an employer-sponsored, tax-favored retirement savings account. With this type of plan, you can contribute pre-tax dollars and that money won't be taxed until you withdraw it, usually for retirement. The maximum contribution for 2024 is \$23,000 or 100% of salary, whichever is less. If you are (or will be) 50 years of age or older in 2024, you can contribute an extra \$7,500 per year as of January 1.

6. **Tucker** - From HR Director Lolita Brown who graciously offered to help Mableton with any questions. She teaches HR courses for GMA.

- 1. GMA-Newport Retirement 401(a): Automatic enrollment
- 2. GMA-Newport Retirement 457(b): Voluntary enrollment with city matching

Employee Contribution (457)	City of Tucker Match
1%	1%
2%	2%
3%	3%
4%	3.5%
5%	4%
6%	4%
7%	4%

On the date of hire Vested 100% on both plans. **TUCKER DOES NOT PAY SOCIAL SECURITY**

7. **Vila Rica** - Offers defined benefit plan. (Is listed in the GMA *Summary of Plan Features Booklet*). Employees do not have to contribute. They also offer 457 and City matches half of employee’s contribution up to 3%.

Highlights of conversation with Michelle Warner of GMA (see recording within):

If the City wants to consider the pension route with a pension plan (defined benefit), there's a lot of things that have to be determined for a formula such as vesting years, a benefit multiplier, how old you have to

be to retire, whether to have a death benefit, disability, and other considerations that would play into how much the plan would cost. So if the City wanted to do a cost study on a pension plan, then the City would need to determine what all the City was interested in looking at. GMA can do a cost study for a pension **plan for \$2500**. They normally don't recommend a pension plan unless there are at least ten employees. Michelle will check with the actuary about the City's circumstances. She thought a pension plan would be affordable to begin with. GMA just did a study for another City, and the number came to the City paying 7-8% of the payroll. Mableton could estimate 8-10% of payroll. She said 20% of their GMA members have a pension plan (defined benefit). She referenced the *Summary of Plan Features Booklet*. It has a lot of information about the elements (formula and other considerations) to design a pension plan. For defined benefit pension plan, the City must have a determined benefit formula.

In the beginning, Peachtree and Stonecrest had 401 and 457 with few employees. It is best to get what the City wants in the beginning since there is a 30-year amortization. The pension is efficient to provide a good level of benefit.

Mayor and Council are eligible for a retirement plan, but they can not be counted toward the ten employee count. If Mableton thinks it will get ten employees, they can do the pension plan.

The City can offer two plans: pension (defined benefit) and 457 or 401 and 457.

With the 401 and the 457 type plans, the City is better able to control the budget, because the City is putting in the same amount all the time. With a pension plan, it's different because it is formula based. The City would have an account, a trust fund with GMA that they fund so that we can pay the benefits out of that trust fund based on the formula.

Pensions are good for retention. With a 401 a or k, employees know they can take their money with them and leave.

GMEBS is a full service system. Service provided includes a trust fund, and they have investment managers, guide board, actuarial services, legal services, and once a year evaluation. The city provides updated salary information and they come up with the amount the City would have to put in. There could be a bad year, so it is good for the City to have a "slush" fund off to the side in case there is a bad year.

Timeline: If the City wanted a pension plan and 457, GMA could have them up and running in a couple of months. The City can make changes if it wants to later. The City could start a pension plan first, and can add something else later. The City can tweak the pension plan anytime, but can't take away something an employee already has. The recording with Michelle Warner is below:

[City of Mableton Pension/401k meeting \(2024-0...](#)

*From GMA's Presentation
September Retreat 2023*

RETIREMENT FIELD SERVICES

- Assist members with plan amendments
- Provide training related to retirement programs for staff
- Conduct participant education seminars

In addition, all of GMA's retirement programs include the following services:

- Financial Custodian
- Legal Compliance
- Plan Updates/Amendments
- Professional Investment Oversight
- Actuarial services (DB only)


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DEFINED BENEFIT MEMBERSHIP

- Commenced in 1967
- We currently have 294 Members which includes:
- 251 Municipalities
- 13 Housing Authorities
- 7 Regional Commissions
- 3 consolidated city/county government
- 20 other authorities & commissions

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DEFINED BENEFIT COVERED SERVICES

- Administration of retirement benefits – processing of lump sum and monthly payments, terminated vested letters, and assisting with retirement plan eligibility questions
 - Collection of data for the annual Valuation Reports and pension statements for active employees
 - Retiree Hotline – to assist retirees with changes to their federal and state taxes, direct deposit updates, and address changes.
 - Retirement Income Verification
 - In the fiscal year 2022, the fund's net assets totaled over \$2.7 billion.
- 

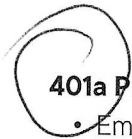
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PLAN DESIGN CONSIDERATIONS

- Plan Design Considerations:
 - Normal Retirement Age
 - Early Retirement Age
 - Final-pay Provision
 - Benefit Multiplier
 - Death Benefits
 - Disability Benefits
 - Vesting Requirements
 - Cost of Living Increases
 - Portable Service
- 

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DEFINED CONTRIBUTION



401a Plans

- Employer Funded
- Set formula in plan for employer contributions
- Individual Accounts

Common Elements

Who can participate?

How much will the employer contribution be?

Will contributions be matching or automatic?

Type of vesting?

- Immediate
- Cliff
- Graded

Benefits

- Predictable employer costs
- No FICA taxes
- Vesting controls
- Employees responsible for plan administration fees
- Portable assets
- Inheritable assets

DEFINED CONTRIBUTION



457b Plans

- Employee funded
- Pre-tax contributions
- After-tax (Roth) contributions

Common Elements

Who can participate?

How much money can be contributed each year?

Can an employee access money if there is an emergency or financial hardship?

When can an employee get money out penalty-free?

Will employees be required to participate?

Benefits

- Employees responsible for plan administration fees
- Flexible funding options
- -pre-tax vs. after-tax
- -contribution changes anytime
- No early withdrawal penalty on pre-tax contributions
- No minimum age requirement for withdrawals
- Portable assets
- Inheritable assets

The GMA Defined Contribution/Deferred Compensation Program includes:

- RMEBS board management
- Rigorous legal oversight
- Lower than average fund fees
- Experienced, non-commissioned reps
- Award winning investment fund managers
- Thorough and responsive record keeper

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GMEBS LIFE & HEALTH

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Georgia Municipal Employees Benefit System Retirement Fund

SUMMARY OF PLAN FEATURES

January 2023

A summary of the features contained in the retirement plan of each member organization of the Georgia Municipal Employees Benefit System (GMEBS) Retirement Fund that offers a view of the retirement system as a whole, as well as the detailed provisions of each individual retirement plan.



A Note About the Summary Information

The material contained in this summary briefly explains and illustrates the various plans of the GMEBS retirement program members. The summary includes the most recent plan information for each member as it would apply to new employees in the general employee population. The summary does not detail specific plan benefits that are provided for special employee classes or benefits previously provided under the plan. The full terms and conditions of each plan are set forth in the plan text. The full text will control in deciding any questions that may arise concerning the plan.

For more specific retirement plan information, please contact:

Randy Briskin

Retirement Field Services Representative
(678) 686-6257
rbriskin@gacities.com

Michelle Warner

Director, Retirement Field Services and
Defined Contribution Program (678)
686-6214 mwarner@gacities.com

Membership Plan Features – A Quick Overview

PARTICIPANT CONTRIBUTIONS

89% of the membership does not require participant contributions. 11% of the membership provides for participant contributions

BENEFIT FORMULA

The benefit formulas for the fund's membership are broken down as follows:

Formula	% of Membership
1.25%	8%
1.5%	22%
1.75%	5%
2.00%	21%
1.0%-1.75%	16%
1.25%-2.0%	10%
1.5%-2.0%	3%
Other	15%

NORMAL RETIREMENT

Employees – 57% of the membership's normal retirement requirements for employees is 65+5, 21% use a combination with specific years of service such as 65+5 OR 55+25, and 13% use a combination with an age and YOS formula such as

65+5 OR Rule of 80. 9% use some other variation.

Officials – Of those members who offer benefits for officials, 64% use age 65 as the normal retirement requirement and 36% use some other type of combination.

EARLY RETIREMENT

For 95% of the membership, the early retirement requirement is 55+10 and 6% uses some other type of requirement.

ELECTED OFFICIALS

55% of the membership provides benefits for elected officials. The average monthly dollar amount is \$30 for each year of service.

VESTING 46% of the membership offers 10-year vesting and 46% offers 5-year vesting.

DEATH BENEFIT

60% of the membership offers the Automatic Option A death benefit and 42% offers the Actuarial Reserve death benefit for active employees. 99% of the membership offer Automatic Option A death benefit for terminated vested employees.

DISABILITY

59% of the membership offers some type of disability retirement benefit. Of those members who offer a disability benefit, 87% provides a minimum disability benefit equal to 20% of the employee's final average salary, 6% uses 66 2/3%, 6% uses 10%, and 1% uses some other percentage or disability benefit.

COST-OF-LIVING

20% of the membership provides a cost-of-living adjustment, with 8% of the membership using a maximum increase percentage of 5%.

PUBLIC SAFETY

Almost 11% of the membership offers some type of alternative retirement benefit for public safety employees.

POPULATION

87% of the total membership is cities. Of those members who are cities, 58% have a population of 5,000 or less.

EMPLOYEES

70% of the membership employs 75 or fewer employees, 23% employs 76-200 and 7% employs 201 and over.

Explanation of Plan Features

POPULATION (POP)

The most current census data for member cities.

EMPLOYEES (EMP)

The number of active employees for each member organization.

GMA District (GMA DIST)

The GMA district of each member to provide a geographic point of reference to compare plans of similar locations throughout the state.

PARTICIPANT CONTRIBUTIONS (PART CONT)

Denotes plans that require participant contributions. Employers and employees share the cost.

NORMAL RETIREMENT

The age and years of credited service (YOS) needed to receive a full retirement benefit.

EARLY RETIREMENT

The age and years of credited service (YOS) needed to receive a reduced retirement benefit. The earlier an employee retires, the lower the benefit paid.

BENEFIT FORMULA

The percentage that is multiplied by an employee's final average earnings (FAE) and years and months of credited service to produce the employee's annual normal retirement benefit.

Split Formulas – Split formulas are utilized in some plans. The split or break point is determined based upon either (1) an amount designated by the fund's actuary on an annual basis (Dynamic or Index Break Point), or (2) an amount found in the Covered Compensation Break Point table based on the employee's year of birth. The amount of FAE that falls below the break point is multiplied by the lower percentage, and the FAE that is above the break point is multiplied by the higher percentage. These two calculated amounts are added together and multiplied by the employee's years and months of credited service to calculate the employee's annual normal retirement benefit.

Dynamic Break Point – The break point is published annually by the Social Security Administration. For employee's terminating with a vested benefit in 2023, the break point is \$95,172. The benefit percentages are usually 1.25%-2.0%

Index Break Point – The break point is published by the Social Security Administration. For employees terminating with a vested benefit in 2020, the break point is \$80,652. The benefit percentages are usually 1.0%-1.75%

Table Break Point – The break point is determined by using the Covered Compensation Break Point table found in the Master Plan document. For those participants born in 1941 or after, the breakpoint is \$7,800. The benefit percentages are usually 1.0%-1.75%

Smaller Employer Plans – A standardized plan is offered (at a reduced administrative fee) specifically for small cities with fewer than 16 active participants. These plans vary only in their benefit formula, vesting, and disability provision – every other feature is standard. The plans are non-contributory and may cover elected officials. They have the Automatic Option A death benefit.

ELECTED OFFICIALS (EO)

If the plan covers elected officials, the dollar benefit is shown. The dollar benefit, multiplied by the number of years of credited service in office, will equal the monthly retirement benefit payable at normal retirement age.

VESTING

10-year – An employee is entitled to a vested benefit when he has accrued 10 years of credited service.

5-year – An employee is entitled to a vested benefit when he has accrued 5 years of credited service.

IMM – Immediate vesting.

IN-SERVICE DEATH BENEFIT

Automatic Option A (Auto A) – In some plans, only participants who have met the requirements for early or normal retirement are eligible for the death benefit. Some plans provide death benefits for participants who have met the requirements for vesting.

Actuarial Reserve (AR) – Death benefit covers all participants, regardless of age or length of service and typically provides a higher benefit amount than the Automatic Option A death benefit.

DISABILITY

Denotes plans that offer a disability retirement benefit. Disability retirement benefits are paid if and when, in most plans, a participant becomes entitled to Social Security disability benefits. The minimum percentage is shown. An employee's disability benefit is always at least this percentage of his final average monthly earnings.

COST-OF-LIVING (COLA)

Denotes plans that provide an automatic increase in benefits when the cost-of-living index rises. The maximum increase allowed for any one year is shown.

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT			BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS
					EMPLOYEES	OFFICIALS	EARLY RETIREMENT			10-YR	5-YR	Active	TV			
Abbeville	2,656	12	9		65+5	65	55+10	1.50%	\$10		x	Auto A	Auto A			
Acworth	22,440	167	3	x	65+5 or Rule of 80	65	55+10	2.00%	\$81/\$120 Mayor	x ¹	8 YR ²	Auto A	Auto A			
Adairsville	4,878	55	1		65+5 or 55+25	65	55+10	1.65%	\$20	IMM ²	7 YR ¹	AR	Auto A		2.5%	
Adel	5,571	88	11	x	65+5 or 55+30	65+5 or 55+30	55+5	2.00%	\$22		x	Auto A	Auto A		2%	
Alamo	771	10	9		65+5		55+10	1.50%		x		Auto A	Auto A			
Alma	3,433	31	11		65+5	65	55+10	1.75%	\$30	x	IMM ²	AR	Auto A	20%		
Americus	16,230	154	8	x	65+5 or Rule of 75	65	55+10	1.25% - 2.0% (dynamic)	\$35	IMM ²	x	Auto A	Auto A	20%		
Aragon	1,440	10	1		65+5		55+10	1.0% - 1.75% (index)		x		AR	Auto A	20%	5%	
Ashburn	4,291	50	11		65+5	65	55+10	1.0% - 1.75% (index)	\$14	x	IMM ²	AR	Auto A	20%		
Attapulgus	454	2	10		65+5		55+10	1.50%			x	Auto A	Auto A	20%		
Auburn	7,495	46	5		65+5		55+10	1.60%			x	Auto A	Auto A	20%		
Augusta	202,081	2,500	7	x	65 or 62+25; 55+25 PS only	65 or 62+25	50+5	2.00%	\$0	IMM ²	x	Auto A	Auto A	20%	1.50%	x
Augusta-Richmond County Planning Commission		11	7	x	65+5		55+10	2.50%		x ³		AR	Auto A	60% ⁵		
Austell	7,713	110	3		65+5	65	55+10	2.00%	\$52		x	AR	Auto A	20%	5%	
Avondale Estates	3,562	43	3	x	65+5		55+10	1.25% - 2.0% (dynamic)			7 YR	Auto A	Auto A	20%		
Bainbridge	14,468	157	10		65+5		55+10 or 55+30	1.25%		x		Auto A	Auto A			
Ball Ground	2,650	16	3	x	65+5	65+8	55+10	1.50%	\$10	8 YR ²	x ¹	Auto A	Auto A			
Barnesville	6,292	56	4		65+5 or Rule of 75	65 or 60+15	55+10	1.0% - 1.75% (index)	\$34	x	IMM ²	AR	Auto A	20%	5%	
Berlin	511	4	10		65+5		55+10	1.50%			x	Auto A	Auto A			
Blackshear	3,506	35	11		65+5		55+10	1.25%			x	Auto A	Auto A	20%		
Blairsville	616	28	2		65+5	65	55+10	1.50%	\$20	x ³	IMM ²	Auto A	Auto A	20%		
Blakely	5,371	89	10		65+5 or 55+20	65 or 55+20	55+10	1.25% - 2.0% (dynamic)	\$60	IMM ²	x	Auto A	Auto A	66-2/3% ⁵		
Blakely-Early County Department of Recreation		2	10		65+5 or 55+20		55+10	1.25% - 2.0% (dynamic)			x	Auto A	Auto A	66-2/3% ⁵		

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT		EARLY RETIREMENT	BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS
					EMPLOYEES	OFFICIALS				10-YR	5-YR	Active	TV			
Blue Ridge	1,253	29	1		65+5		55+10	1.50%		x		Auto A	Auto A			
Bowdon	2,161	28	4		65+5	65	55+10	1.25% - 2.0% (dynamic)	\$5		x	AR	Auto A			
Bowman	872	6	5		65+5	65	55+10	1.25%	\$10	IMM ²	x	Auto A	Auto A			
Braselton	14,383	65	5		65+5		55+10	1.50%		x		Auto A	Auto A	20%		
Bremen	7,185	65	1		65+5		55+10	1.25% - 2.0% (dynamic)		x		AR	Auto A	20%		
Brooklet	1,704	12	12		65+5		55+10	1.50%		x		Auto A	Auto A			
Broxton	1,060	4	11		65+5	65	55+10	1.50%	\$10		x	Auto A	Auto A			
Brunswick-Glynn County Water and Sewer Comm.		151	12	x	65+3		55+10	2.00%		x		Auto A	Auto A			
Buchanan	938	16	1		65+5		55+10	1.25% - 2.0% (dynamic)		x		Auto A	Auto A			
Buena Vista	1,585	15	8		65+5		55+10	1.25% - 2.0% (dynamic)		x		AR	Auto A	20%	5%	
Buford	17,144	138	3		65+5,60+30, or Rule of 75	65,60+30, or Rule of 75	55+10	2.00%	\$76	x		Auto A	Auto A		3%	
Butler	1,881	15	8		65+5	65	55+10	1.25%	\$13	x	IMM ²	AR	Auto A			
Byron	5,702	56	6		65+5		55+10	2.50%		x ³		AR	Auto A	66-2/3% ⁵	3%	
Cairo	10,179	163	10		65+5	65	55+10	1.0% - 1.75% (table)	\$12	x	IMM ²	Auto A	Auto A			
Calhoun	16,949	275	1		65+5 or 60+25 PS only	65+7	55+10 or 55+25 PS only	1.50%	\$50	7 ²	x	Auto A	Auto A			x
Calhoun Housing Authority					65+5 or Rule of 75		55+10	2.00%			x	Auto A	Auto A	10%	3%	
Camilla	5,187	92	10		65+5	65	55+5	1.0% - 1.75% (table)	\$15	IMM ²	x	AR	Auto A			
Canon	643	3	2		65+5	65	55+10	1.50%	\$10	IMM ²	x	Auto A	Auto A			
Carnesville	713	3	2		65+5 or 30 and out		55+10	1.50%		x		Auto A	Auto A			
Carrollton	26,738	367	4	x	65+5		55+5	2.0% or 2.5%	\$75	IMM ²	x	AR	Auto A	10%		
Cave Spring	1174	16	1		65+5		55+10	1.50%		x		Auto A	Auto A			
Cedartown	10,190	103	1		65+5 or Rule of 80 30 and out PS only	65 or Rule of 80	55+10	2.00%	\$39	IMM ²	x	Auto A	Auto A	20%		x
Centerville	8,228	68	6		65+5 or Rule of 80	65 or Rule of 80	55+10	2.00%	\$40	IMM ²	x	AR	Auto A	20%	5%	

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT			EARLY RETIREMENT	BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS
					EMPLOYEES	OFFICIALS					10-YR	5-YR	Active	TV			
Cherokee County Water and Sewerage Authority		190	3		65+5 or Rule of 80		55+10	2.00%			x	Auto A	Auto A				
Chester	1,564	3	9		65+5	65	55+10	1.50%	\$10	IMM ²	x	Auto A	Auto A				
Chickamauga	2,917	23	1		65+10 or Rule of 75	65 or Rule of 80	55+10	1.0% - 1.75% (table)	\$24	x	8 YR ²	AR	Auto A				
Clarkesville	1,911	19	2		65+5 or 55+30		55+10	1.25% - 2.0% (dynamic)			x	AR	Auto A	20%			
Clarkston	14,756	35	3		62+5	65	55+5	2.50%	\$35	IMM ²	x	AR	Auto A	20%	3%		
Claxton	2,602	32	9		65+5 or 55+25	65	55+10	1.25% - 2.0% (dynamic)	\$21	x	IMM ²	Auto A	Auto A		5%		
Clayton Housing Authority		4			65+5		55+10	1.20%			x	Auto A	Auto A	20%			
Cleveland	3,514	32	2		65+5		55+10	1.75%			x	Auto A	Auto A	20%			
Cochran	5,026	50	9		65+5 or 30 YOS, 25 YOS PS	65 or 30 YOS	55+10	1.0% - 1.75% (table)	\$20	x	IMM ²	AR	Auto A	20%		x	
College Park	13,930	448	3	x	62+5 or 60+25	62+5 or 60+25	52+10	2.75%	\$100/\$115		x	AR ⁶	Auto A	\$200			
Colquitt	2,001	40	10		65+5, Rule of 75	65, Rule of 75	55+10	2.00%	\$26	x	IMM ²	Auto A	Auto A	20%			
Comer	1,512	6	5		65+5		55+10	1.50%			x	Auto A	Auto A				
Commerce	7,387	81	5		65+5 or 62+30	65	55+10	1.75%	\$50	x	IMM ²	AR	Auto A	20%	5%		
Conyers	17,305	180	3		65+5 or Rule of 85, 55+10 PS		55+10	1.75%-2.0%		x		AR	Auto A	10%		x	
Conyers Housing Authority		8	3		65+5 or Rule of 75		55+10	2.00%			x	AR	Auto A	10%	3%		
Cordele	10,220	148	8		65+5 or 55+30	65	55+10	1.25% - 2.0% (dynamic)	\$13	x	IMM ²	AR	Auto A	20%			
Cornelia	4,503	80	2		65+5		55+10	1.75%		x		Auto A	Auto A	20%			
Cumming	7,318	147	2		65+5 or 55+25	65 or 55+25	55+10	1.5% - 2.0% (dynamic)	\$68	IMM ²	x	AR	Auto A	20%	3%		
Cuthbert	3,143	31	8		65+5		55+10	1.50%		x		Auto A	Auto A				
Dacula	6,882	18	3		62+5		55+10	2.00%			7 YR	Auto A	Auto A	20%			
Dahlonega	7,537	52	2		65+5	65+5	55+10	2.00%	\$25		x	AR	Auto A	20%	2%		
Dallas	14,042	85	1		65+5 or Rule of 80	65 or Rule of 80	55+10	1.0% - 1.75% (table)	\$90	IMM ²	x	AR	Auto A	20%			
Danielsville	654	8	5		65+5		55+10	1.50%			x	Auto A	Auto A				

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT			BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS
					EMPLOYEES	OFFICIALS	EARLY RETIREMENT			10-YR	5-YR	Active	TV			
Darien	1,460	31	12		65+5 or 55+25	65 or 55+25	55+10	1.0% - 1.75% (table)	\$15	IMM ²	x	AR	Auto A	20%		
Davisboro	1,832	5	7		65+5	65	55+10	1.50%	\$23	IMM ²	x	Auto A	Auto A	20% ¹		
Dawson	4,414	52	10		65+5 or 55+25	65 or 55+25	55+10	1.0% - 1.75% (index)	\$14	x	IMM ²	AR	Auto A	20%		
Dawsonville	3,720	20	2		65+5	65	55+10	1.50%	\$25	IMM ²	x	Auto A	Auto A			
Demorest	2,022	36	2		65+5		55+10	1.50%		x		Auto A	Auto A			
Doerun	738	13	10		65+5		55+10	1.50%		x		AR	Auto A	20%	3%	
Donalsonville	2,833	40	10	x	65+5 or 55+25	65	55+10	1.5% - 1.75%(table)	\$7	IMM ²	x	Auto A	Auto A	20%		
Douglas	11,722	153	11	x	65+5 or Rule of 90	62+8 or Rule of 90	55+10	2.00%	\$35	x	8YR ²	AR	Auto A	20%	5%	
Douglasville	34,650	250	3		65+5, 50+25 PS	65	55+10	1.75%	\$67	IMM ²	x	Auto A	Auto A	20%		x
Douglasville-Douglas County WSA		182	3		65+5		55+10	2.00%		x		AR	Auto A		5%	
Dublin	16,074	235	9		62+5 or Rule of 85	62 or Rule of 85	55+10	1.0% - 1.75% (table)	\$90	x ⁴	IMM ²	Auto A	Auto A	10%		
Dublin-Laurens County Recreation Authority		11	9		65+5		55+10	1.0% - 1.75% (table)		x ⁴		Auto A	Auto A	10%		
Duluth	31,873	150	3		65+5,62+20 or 60+25		55+10	1.50%			x	Auto A	Auto A			
East Ellijay	650	11	1		65+5	65	55+10	1.75%	\$20	x	IMM ²	Auto A	Auto A			
Eastman	5,658	47	9		65+5 or Rule of 90	65 or Rule of 90	55+10	1.50%	\$9	x	IMM ²	AR	Auto A	20%		
Eatonton	6,307	51	6		65+5	65	55+10	1.25% - 1.75% (table)	\$17	x	IMM ²	Auto A	Auto A			
Elberton	4,640	121	5		65+5 or 60+30	65	55+10	2.00%	\$55	x	IMM ²	AR	Auto A		5%	
Ellaville	1,595	21	8		65+5 or 55+25	65 or 55+25	55+10	1.25% - 2.0% (dynamic)	\$15	IMM ²	x	AR	Auto A			
Ellijay	1,862	25	1		65+5	65	55+10	1.0% - 1.75% (index)	\$5	IMM ²	x	AR	Auto A			
Emerson	1,415	24	1		65+5	65	55+10	1.50%	\$18	IMM ²	x	Auto A	Auto A			
Enigma	1,058	7	11		65+5		55+10	1.25%		x		Auto A	Auto A			
Fairburn	16,483	167	3		65+5 or 55+25	65	55+10	2.00%	\$48	IMM ²	7 YR	AR	Auto A	20%	5%	
Fayetteville	18,957	155	3	x	62+5 or 55+25	62 or 55+25	55+10	2.50%	\$45	IMM ²	x	AR	Auto A	20%		

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT			BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS
					EMPLOYEES	OFFICIALS	EARLY RETIREMENT			10-YR	5-YR	Active	TV			
Fitzgerald	9,006	106	11		65+5 or 55+20	65	55+10	2.00%	\$20	IMM ²	x	Auto A	Auto A	20%		
Fitzgerald Light and Bond Commission		79	11		65+5 or 55+20	65	55+10	2.00%	\$20	IMM ²	x	Auto A	Auto A	20%		
Flint Area Consolidated Housing Authority		10	8		65+5		55+10	2.00%		x		Auto A	Auto A		3%	
Flowery Branch	9,391	41	2		65+5		55+10	2.00%			x	Auto A	Auto A			
Forsyth	4,384	66	6		65+5 or Rule of 75	65	55+10	1.50%	\$20	IMM ²	x	Auto A	Auto A	20%		
Fort Oglethorpe	10,423	85	1		65+5 or Rule of 70		55+10	1.0% - 1.75% (table)			x	Auto A	Auto A	20%		
Fort Valley	8,780	81	6		65+5		55+10	1.0% - 1.75% (table)		x		AR	Auto A	66-2/3% ⁵		
Fort Valley Utilities Commission		44	6		65+5 or 35 YOS		55+10	1.0% - 1.75% (table)		x ³		AR	Auto A	20%		
Franklin	950	12	4		65+5	65	55+10	1.75%	\$13	x	IMM ²	Auto A	Auto A			
Gainesville	42,296	718	2		65+5	65+5	55+10	1.25% - 2.0% (dynamic)	\$11	x	x ²	Auto A	Auto A			
Garden City	10,289	116	12	x	65+5, 55+20	65	55+10	2.00%	\$35	IMM ²	x	Auto A	Auto A	20%	2.50%	
Georgia Emergency Management Agency		11	3		62+5		55+10	1.25% - 2.0% (dynamic)			x	AR	Auto A	20%	2%	
Georgia Mountains RC		32	3		65+5 or 62+25		55+10	1.25% - 2.25% (table)			x	AR	Accrued AE		5%	
Georgia Municipal Association		89	3		62+5		52+10	1.25% - 2.0% (dynamic)			x	Auto A	Auto A	20%	3%	
Gibson	630	2	7		65+5		55+10	1.25%		x		Auto A	Auto A			
Glennville	3,834	28	9		65+5	65	55+10	1.75%	\$12	x	IMM ²	AR	Auto A	20%		
Gordon	1,783	20	6		65+5	65	55+10	1.25% - 2.0% (table)	\$7	IMM ²	x	AR	Auto A			
Grantville	3,276	37	4		65+5 or Rule of 85		55+10	1.00%			x	Auto A	Auto A	20%	2%	
Gray	3,436	31	6		65+5	65	55+10	2.00%	\$36		x	Auto A	Auto A			
Greensboro	3,648	47	5		65+5 or 55+30	65 or 55+30	55+10	1.0% - 1.75% (table)	\$16	x ³	IMM ²	Auto A	Auto A	20%		
Greenville	794	15	4		65+5	65	55+10	1.25%	\$20	x	IMM ²	Auto A	Auto A			
Griffin	23,478	460	4	x	65+5 or 55+25, Rule of 75 PS	65+5 or 55+25	55+10	2.00%	\$25	x	8YR ²	Auto A	Auto A	Yes	3%	x
Grovetown	15,577	100	7		65+5	65	55+10	1.25% - 2.0% (dynamic)	\$12	x	IMM ²	AR	Auto A	20%		

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT		EARLY RETIREMENT	BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS
					EMPLOYEES	OFFICIALS				10-YR	5-YR	Active	TV			
Guyton	2,289	11	12		65+5		55+10	1.50%		x		Auto A	Auto A			
Hagan	959	7	9		65+5		55+10	1.50%		x		Auto A	Auto A			
Hahira	3,384	33	11		65+5		55+10	1.25%		x		Auto A	Auto A			
Hampton	8,368	75	3		65+5, Rule of 80 PS	65	55+10	2.00%	\$25	IMM ²	x	AR	Auto A	20%		x
Hapeville	6,553	119	3		65+5, 35 YOS PS		55+10	1.32%, 2.0% PS			x	Auto A	Auto A	66-2/3% ⁵	1%	x
Hartwell	4,470	87	2		65+5 or 55+30	65	55+10	1.0% - 1.75% (index)	\$25	x	IMM ²	Auto A	Auto A			
Hawkinsville	3,980	31	6		65+5, 62+5 PS	65	55+10	1.25% - 2.0% (dynamic)	\$49	x	IMM ²	AR	Auto A	20%		x
Hazlehurst	4,088	53	9		65+5 or 55+30	65 or 55+30	55+10	1.25% - 2.0% (dynamic)	\$12	x	IMM ²	AR	Auto A	20%		
Heard County Water Authority		15	4		65+5		55+10	1.50%			x	Auto A	Auto A	20%		
Heart of GA Altamaha RC		28	9		65+3 or 55+30		55+10	2.00%			3 YR	AR	Auto A	20%		
Henry County Water and Sewer Authority		180	3	x	62 + 5		55+5	2.50%			x	Yes	Yes	Yes	2.75%	
Hephzibah	3,830	15	7		65+5		55+10	1.25%			x	Auto A	Auto A	66-2/3% ⁵		
Hinesville	34,891	197	12		65+5 or 55+25	65 or 55+25	55+10 or 50+25	1.5% - 2.25% (dynamic)	\$80	x	IMM ²	Auto A	Auto A			
Hiram	4,929	33	1		65+5		55+10	1.50%			x	Auto A	Auto A			
Hogansville	3,267	47	4		65+5	65	55+10	1.0% - 1.75% (table)	\$15	x	IMM ²	AR	Auto A	20%		
Holly Springs	16,213	57	3		65+5	65	55+10	2.00%	\$50	IMM ²	x	Auto A	Auto A			
Jackson	5,557	50	4		65+5 or 55+30	65 or 55+30	55+10	1.5% - 2.0% (dynamic)	\$38	x	IMM ²	AR	Auto A	66-2/3% ⁵	5%	
Jackson County Water and Sewerage Authority		22	5		65+5		55+10	1.50%			x	Auto A	Auto A			
Jasper	4,084	72	1		65+5 or Rule of 80		55+10	1.50%		x ³		Auto A	Auto A			
Jasper County Joint 911 Authority		8	5		65+5		55+10	1.50%			x	Auto A	Auto A	20%		
Jefferson	13,233	80	5		65+5 or 30 YOS	65 or 30 YOS	55+10	2.00%	\$35	IMM ²	x	AR	Auto A	20%		
Jeffersonville	977	9	6		65+5		55+10	1.25%			x	Auto A	Auto A	20%		
Jesup	9,809	86	9		65+5 or 55+35	65	55+10	1.00%	\$30	IMM ²	x	AR	Auto A	20%		

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT			BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT			COLA	PS
					EMPLOYEES	OFFICIALS	EARLY RETIREMENT			10-YR	5-YR	Active	TV	DISABILITY		
Jonesboro	4,235	42	3		65+5 or 55+30	65 or 55+30	55+10	1.75%	\$22	x	IMM ²	AR	Auto A	20%		
Jonesboro Housing Authority		19	3		65+5 or 55+30		55+10	1.75%		x		AR	Auto A	20%		
Kennesaw	33,036	189	3	x	65+5 or Rule of 80		55+10	2.00%		x		AR	Auto A	20%		
Kingsland	18,337	162	12		65+5 or 62+20, 20 YOS PS	65	55+10	1.60%	\$25	x	IMM ²	AR	Auto A	20%		x
LaFayette	6,888	101	1		65+5	65	55+10	1.0% - 1.75% (table)	\$30	IMM ²	3 YR ¹	AR	Auto A	20%		
LaGrange	30,858	417	4		65+5 or 55+30	65	55+10	1.5% - 2.0% (dynamic)	\$40	x	IMM ²	Auto A	Auto A	10%		
LaGrange Housing Authority		19	4		65+5		55+10	1.5% - 2.0% (dynamic)		x		Auto A	Auto A	10%		
Lake City	2,952	25	3	x	65+5	65	55+10	2.00%	\$20	IMM ²	x	Auto A	Auto A			
Lakeland	2,875	19	11	x	65+5	65	55+10	1.50%	\$50	IMM ²	x	Auto A	Auto A	Yes		
Lake Park	932	8	11		65+5		55+10	2.50%			x	Auto A	Auto A	20%		
Lavonia	2,143	47	2		62+5, 55+20 PS	62	55+10	2.00%	\$100	IMM ²	x	AR	Auto A	20%		x
Lavonia Housing Authority		5	2		65+5		55+10	2.00%			x	AR	Auto A	20%		
Leesburg	3,480	20	10		65+5		55+10	1.50%			x	Auto A	Auto A			
Lenox	752	10	11		65+5	65	55+10	2.50%	\$26		7 YOS	Auto A	Auto A			
Liberty Consolidated Planning Commission		10	12		65+5 or 55+25		55+10 or 50+25	1.5% - 2.25% (dynamic)		x		Auto A	Auto A			
Lincolnton	1,480	11	7		65+5		55+10	1.50%		x		Auto A	Auto A			
Lithonia	2,662	14	3		65+5		55+10	1.0% - 1.75% (table)			7 YR	Auto A	Auto A			
Locust Grove	8,947	52	3		65+5, Rule of 80 PS	65	55+10	2.00%	\$24	IMM ²	x	Auto A	Auto A			x
Loganville	14,127	135	5		65+5 or Rule of 80	65 or Rule of 80	55+10	3.00%	\$47	x	IMM ²	Auto A	Auto A	20%		
Lookout Mountain	1,641	16	1		65+5		55+10	1.0% - 1.75% (table)		x		Auto A	Auto A	10%		
Louisville	2,381	26	7		65+5		55+10	1.0% - 1.75% (table)		x		AR	Auto A	20%		
Lyons	4,239	47	9		65+5	62	55+10	1.0% - 1.75% (table)	\$36	x	IMM ²	AR	Auto A	20%		
Madison	4,447	74	5		65+5 or 30 YOS	65 or 30 YOS	55+10	2.00%	\$30	x	IMM ²	AR	Auto A	20%	5%	

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT			BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS	
					EMPLOYEES	OFFICIALS	EARLY RETIREMENT			10-YR	5-YR	Active	TV				
Manchester	3,584	54	4		65+5	65	55+10	2.00%	\$30	x ³	IMM ²	AR	Auto A	20%			
Marshallville	1,048	8	8		65+5		55+10	1.00%		x		Auto A	Auto A				
McDonough	29,051	180	3		65+5 or Rule of 80		55+10	1.5%/2.25% after ten years			x	Auto A	Auto A	20%			
McRae -Helena	8,277	37	9		65+5	65	55+10	1.50%	\$12	IMM ²	x	Auto A	Auto A				
Menlo	480	3	1		65+5		55+10	1.50%		x		Auto A	Auto A				
Middle Georgia RDC		42	6		62+5		55+10	1.375% - 2.5% (table)		x		AR	Auto A	20%			
Midville	385	5	7		65+5		55+10	1.50%		x		Auto A	Auto A				
Midway	2,141	13	12		65+5	65	55+10	1.50%	\$10		x	Auto A	Auto A				
Millen	2,966	46	7		65+5	65	55+10	1.25% - 2.0% (dynamic)	\$16	x	IMM ²	AR	Auto A	20%			
Monroe	14,928	234	5		65+5, 55+25, or 50+20 PS		65	55+10	2.00%	\$30	IMM ²	x	Auto A	Auto A	20%		x
Monticello	2,541	26	5		65+5	65	55+10	1.0% - 1.75% (table)	\$25	IMM ²	x	AR	Auto A	20%			
Morrow	6,569	102	3		65+5	65	55+10	3.00%	\$37	x	6 YR ²	AR	Auto A	66-2/3% ⁵			
Mount Airy	1,391	8	2		65+5	65	55+10	1.0% - 1.75% (index)	\$30	IMM ²	x	AR	Auto A	20%	5%		
Mount Vernon	1,990	13	9		65+5		55+10	2.00%		x		Auto A	Auto A				
Mount Vernon Housing Authority		2	9		65+5		55+10	2.00%		x		Auto A	Auto A				
Mount Zion	1,766	14	4		65+5		55+10	1.50%			x	Auto A	Auto A				
Nahunta	1,013	8	11		65+5		55+10	1.50%			x	Auto A	Auto A				
Nashville	4,947	38	11		65+5	65	55+10	1.0% - 1.75% (table)	\$16		x	Auto A	Auto A	20%			
Newnan	42,549	267	4		65+10 or Rule of 88, Rule of 85 PS		62+10	55+10	2.00%	\$95	x	Auto A	Auto A	66-2/3% ⁵		x	
Nicholls	3,147	11	11		65+5		55+10	1.50%			x	Auto A	Auto A				
Nicholson	1,808	5	5		65+5	65	55+10	1.50%	\$10	IMM ²	x	Auto A	Auto A				
Norcross	17,209	109	3	x	65+5 or 62+10, 55+20 PS			55+10	1.60%			Auto A	Auto A		3%	x	
Northeast GA Housing Authority		22	2		65+5		55+10	1.0% - 1.75% (table)		x		AR	Auto A	20%	4%		

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT			EARLY RETIREMENT	BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS
					EMPLOYEES	OFFICIALS					10-YR	5-YR	Active	TV			
Northeast GA RC		42	5		65+5		55+10	2.00%		x		Auto A	Auto A				
Northwest GA RC		54	1		65+5		55+10	1.0% - 1.75% (table)			x	AR	Auto A	65% ⁵			
Oakwood	4,822	32	2		65+5 or Rule of 75	62+8	55+10	3.60%	\$24	8 YOS ²	x	Auto A	Auto A	20%			
Ocilla	3,498	31	11		65+5		55+10	2.00%		x		Auto A	Auto A				
Oglethorpe	995	8	8		65+5	65	55+10	1.0% - 1.75% (table)	\$22	x	IMM ²	AR	Auto A	20%			
Palmetto	5,051	59	3		65+5	65	55+10	1.25%	\$40	x	IMM ²	Auto A	Auto A	20%	3%		
Patterson	749	8	11		65+5		55+10	1.25%			x	Auto A	Auto A				
Pelham	3,507	42	10		65+5	65	55+10	1.0% - 1.75% (table)	\$10	x	IMM ²	AR	Auto A	20%	4%		
Pembroke	2,513	35	12		65+5	65	55+10	2.00%	\$17	IMM ²	x	AR	Auto A	20%			
Pendergrass	1,740	11	5		65+5 or 30 YOS		55+10	2.00%			x	Auto A	Auto A	20%			
Pine Mountain	1,216	16	8		65+5		55+10	2.00%		x		Auto A	Auto A				
Pooler	25,711	190	12	x	62+5 or 55+30, Rule of 75 PS	62 or 55+30	55+10	3.00%	\$35	IMM ²	x	Auto A	Auto A		1.5%	x	
Port Wentworth	10,878	86	12		65+5 or 55+25	65 or 55+25	55+10	1.0% - 1.75% (table)	\$100	IMM ²	x	AR	Auto A	20%	5%		
Portal	638	5	12		65+5		55+10	1.50%		x		Auto A	Auto A				
Powder Springs	16,887	62	3		65+5	65+8 or 2 terms	55+10	1.75%	\$55	OS or 2 term	7YOS ¹	Auto A	Auto A				
Quitman	4,064	58	11		65+5		55+10	1.25%			x	AR	Auto A	20%			
Reidsville	2,515	22	9		65+5	65	55+10	1.25%	\$11	x	IMM ²	AR	Auto A	20%			
Remerton	1,334	14	11		65+5		55+10	3.00%			x	Auto A	Auto A				
Reynolds	926	14	8		65+5	65	55+10	1.0% - 1.75% (table)	\$8	x	IMM ²	AR	Auto A	20%			
Riceboro	615	5	12		65+5 or Rule of 80	65	55+10	1.50%	\$10		x	Auto A	Auto A				
Richmond Hill	16,633	85	12	x	65+5 or 55+20	65 or 55+20	55+5	1.48% - 2.36% (dynamic) Reg EE or 2.40% Police	\$25	IMM ²	x	AR	Auto A	66-2/3% ⁵	5%	x	
Rincon	108,934	60	12		60+5	60+5	50+10	1.5% - 2.0% (dynamic)	\$50		x	Auto A	Auto A	20%			
Roberta	813	12	6		65+5		55+10	1.25%			x	Auto A	Auto A	20%			

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT			BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS
					EMPLOYEES	OFFICIALS	EARLY RETIREMENT			10-YR	5-YR	Active	TV			
Rochelle	1,167	11	9		65+5	65	55+10	2.00%	\$15	IMM ²	x	Auto A	Auto A	20%		
Rockmart	4,732	79	1	x	65+5 or Rule of 80		55+10	2.00%		x		AR	Auto A			
Rome	37,713	574	1		67+5 or 64+25, 62 PS	67+5	57+10, 52+10	1.35% - 2.0% (\$35K breakpoint)	\$27	x		AR	Auto A	20%		x
Rossville	3,980	22	1		65+5		55+10	1.0% - 1.75% (table)		x		AR	Auto A	20%		
Royston	2,649	43	2		62+5 or 55+20 PS	65	55+10	1.75%	\$50	IMM ²	x	Auto A	Auto A	20%		
Sandersville	5,813	86	7	x	65+5	62	55+10	1.50%	\$32	IMM ²	x	AR	Auto A	20%		
Senoia	5,016	42	4		65+5 or Rule of 80 PS		55+10	2.50%			x	Auto A	Auto A	20%		
Sky Valley	482	17	2		65+5		55+10	1.25%			x	Auto A	Auto A			
Smithville	593	2	10		65+5 or 55+25	65	55+10	1.50%	\$10	IMM ²	x	Auto A	Auto A			
Smyrna	55,663	383	3	x	65+5, 65+10, Rule of 80 or 35yrs	65 or Rule of 80	55+7 or 55+10	1.00%	2% or 1%	x	7 YR ²	Auto A	Auto A	20%		
Social Circle	4,974	64	5		65+5	65	55+10	1.75% / 2.0%	\$75	x	IMM ²	AR	Auto A	20%	2%	
Soperton	2,889	24	9		65+5	65	55+10	1.25% - 2.0% (dynamic)	\$7	x	IMM ²	AR	Auto A	20%		
Southern Georgia RC		65	11		65+5 or Rule of 85		55+10	1.25% - 2.0% (dynamic)		x		Auto A	Auto A			
Springfield	2,703	22	12		65+5 or Rule of 85		55+10	1.25%			x	Auto A	Auto A	20%		
Statesboro	33,438	297	12	x	65+5 or 30 YOS, 55+25 PS	65 or 30 YOS	55+10	2.00%	\$35	IMM ²	x	AR	Auto A	20%	5%	x
Stockbridge	28,973	80	3		65+5	65	55+10	3.00%	\$50	IMM ²	x	AR	Auto A	60% ⁵		
Stone Mountain	6,703	29	3		65+5 or 55+25		55+10	1.50%			x	AR	Auto A	20%	5%	
Sugar Hill	25,076	72	3		65+5 or 62+10	65	55+10	2.00%	\$35	IMM ²	x	Auto A	Auto A	20%	2%	
Summerville	4,435	77	1		62+5 or 50+30	62	50+10	1.75%	\$25	x	IMM ²	AR	Auto A	20%	3%	
Suwanee	20,786	105	3	x	65+5	65+5	55+10	1.50%	\$33		x	50%	50%			
Swainsboro	7,425	70	9		65+5	65	55+10	1.25% - 2.0% (dynamic)	\$11	x	IMM ²	AR	Auto A	20%	5%	
Sylvester	5,644	124	10		65+5 or 50+30	65 or 50+30	55+10	1.5% - 2.25% (dynamic)	\$40	x	IMM ²	AR	Auto A	20%		
Tallapoosa	3,227	33	1		65+5		55+10	1.25% - 2.0% (dynamic)		x		AR	Auto A	20%	2.5%	

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT			EARLY RETIREMENT	BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS
					EMPLOYEES	OFFICIALS					10-YR	5-YR	Active	TV			
Temple	5,089	32	4		65+5		55+10	1.25%			x	Auto A	Auto A				
Tennille	1,469	7	7		65+5	65	55+10	1.50%	\$12	x	x ²	Auto A	Auto A	20%			
Thomaston	9,816	85	4		65+5 or 55+30, 55+20 PS	65	50+5	1.25% - 2.0% (dynamic)	\$25		7 YOS	AR	Auto A	20%		x	
Thomson	6,814	71	7		65+5	65+5	55+10	1.0% - 1.75% (table)	\$26	x ³		AR	Auto A	10%			
Thunderbolt	2,556	22	12		65+5	65	55+10	1.50%	\$15	IMM ²	x ⁹	AA ² AR ¹	Auto A	20% ¹			
Tifton	17,045	122	11	x	65+5 or 62+25 or 55+30, Rule of 75 PS	65 or 55+25	55+10	1.50%	\$25	x	IMM ²	Auto A	Auto A	20%		x	
Toccoa	9,133	165	2		65+5	65	55+10	1.0% - 1.75% (table)	\$11	IMM ²	x	AR	Auto A	20%	4%		
Towns County WSA		6	2		65+5		55+10	1.50%		x		Auto A	Auto A				
Trion	1,960	6	1		65+5 or 55+25	65 or 55+25	55+10	1.0% - 1.75% (table)	\$50	x	IMM ²	Auto A	Auto A	20%	4%		
Tri-County Natural Gas Authority		7	5		65+5 or 55+30		55+10	1.0% - 1.75% (table)		x ³		Auto A	Auto A	20%			
Tybee Island	3,114	115	12		65+5, 55+ 20 PS	65	55+10	1.5% - 2.0% (dynamic)	\$20	x ³	4 YR ²	AR	Auto A	20%	3%	x	
Tyrone	7,658	35	3		65+5 or Rule of 70		55+10	1.25% - 2.0% (dynamic)			x	AR	Auto A	20%	3%		
Unadilla HA		5	8		65+5		55+10	1.30%			x	Auto A	Auto A				
Unified Gov't of Georgetown-Quitman	2,235	45	8		65+5		55+10	1.50%		x		Auto A	Auto A				
Union City	26,830	224	3		65+5	65	55+10	2.00%	\$100	IMM ²	x	Auto A	Auto A	20%			
Union Point	1,597	11	5		65+5		55+10	1.0% - 1.75% (index)		x		Auto A	Auto A	20%			
Valdosta	55,378	616	11	x	65+5 or Rule of 80	62+5	55+10 ¹	2.00%	\$50	x	x ²	Auto A	Auto A	10% ¹			
Valdosta Lowndes County Parks & Recreation		28	11	x	65+5 or Rule of 75		55+10	2.00%		10YR		Auto A	Auto A	10%			
Vidalia	10,785	74	9		65+5, 62+20 PS	65 or 62+4	55+10	1.0% - 1.75% (table)	\$45	x	IMM ²	AR	Auto A	20%		x	
Vidalia Housing Authority		4	9		65+5		55+10	1.0% - 1.75% (table)		x		AR	Auto A	20%			
Vienna	2,928	28	8		65+5 or Rule of 85	65	55+10	1.0% - 1.75% (table), 1.6% PS	\$10	x	IMM ²	Auto A	Auto A	10%	4%	x	
Vienna Housing Authority		4	8		65+5		55+10	1.50%			x	Auto A	Auto A	20%			
Villa Rica	16,970	156	4		65+5	65	55+10	1.5% - 2.0% (dynamic)	\$14	x	IMM ²	AR	Auto A	20%			

MEMBER	POP	EMP	GMA DIST	PART CONT	NORMAL RETIREMENT		EARLY RETIREMENT	BENEFIT FORMULA	EO	VESTING		DEATH BENEFIT		DISABILITY	COLA	PS
					EMPLOYEES	OFFICIALS				10-YR	5-YR	Active	TV			
Wadley	1,643	21	7		65+5	65	55+10	2.00%	\$20	x	IMM ²	Auto A	Auto A	20%		
Waleska	921	4	3		65+5		55+10	1.25%			x	Auto A	Auto A			
Walthourville	3,680	30	12		65+5	65	55+10	1.25%	\$10	IMM ²	x	Auto A	Auto A			
Warm Springs	465	3	4		65+5	65	55+10	1.75%	\$7	x	IMM ²	AR	Auto A	20%		
Warner Robins	80,305	528	6		60+5 or 30 YOS, 55+25 PS	60 or 30 YOS	55+10	2.00%	\$50	x	IMM ²	AR	Auto A	20%	5%	x
Warrenton	1,744	25	7		65+5	65	55+10	1.0% - 1.75% (index)	\$11	x	IMM ²	Auto A	Auto A	20%		
Waycross	13,942	200	11		65+5, 60+30 or Rule of 90, Rule of 85 PS	65	55+10	1.75%	\$11	x	IMM ²	Auto A	Auto A	20%		x
Waynesboro	5,799	70	7		65+5, Rule of 70 PS		55+10	1.25% - 2.0% (dynamic)		x		AR	Auto A	20%		x
West Point	3,719	86	4	x	65+1,60+10,50+30		50+20	2.01%		x		Auto A	Auto A			
Whigham	428	8	10		65+5		55+10	1.50%		x		Auto A	Auto A			
White	661	6	1		65+5, 62+30	65	55+10	1.50%	\$12	IMM ²	x	Auto A	Auto A			
Whitesburg	596	10	4		65+5		55+10	2.00%			x	Auto A	Auto A			
Willacoochee	1,240	10	11		65+5	65	55+10	1.50%	\$15	IMM ²	x	Auto A	Auto A	20%		
Woodbine	1,062	11	12		65+5		55+10	1.25%			x	AR	Auto A	20%	5%	
Woodstock	35,065	204	3		65+5, Rule of 80 PS		55+10	2.00%			x	Auto A	Auto A			x
Wrens	2,217	25	7		65+5	65	55+10	1.0% - 1.75% (table)	\$17		x	Auto A	Auto A			
Wrightsville	3,449	24	9		65+5		55+10	1.50%		x		Auto A	Auto A			

FOOTNOTES

- 1 — Employees Only
- 2 — Officials Only
- 3 — 50% vested after 5 years, 60% after 6 years, increasing to 100% after
- 4 — 25% vested after 7 years, 50% after 8 years, 75% after 9 years, 100%
- 5 — Minus certain benefits from other sources as described in AA
- 6 — 75% of accrued normal retirement