

# CITY OF MABLETON, GEORGIA

Riverside EpiCenter  
135 Riverside Pkwy, Austell, GA 30168  
March 13, 2024 @ 6:30PM

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*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*

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## **CITY COUNCIL REGULAR 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 February 14, 2024 City Council Work Session Meeting Minutes*
  - b. *Approval of February 14, 2024 City Council Regular Meeting Minutes*
  - c. *Approval of February 20, 2024 City Council Special Transitional Meeting Minutes*
7. **PUBLIC COMMENTS**
8. **DISCUSSION:**
  - a. *City Financial Report (Frank Milazi)*
9. **NEW BUSINESS:**
  - a. *Consideration and Approval of Two Voting Delegates for the Cobb Municipal Association*

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

- b. *City Annual and Sick Leave Accrual Schedules and Employee Insurance Plans Under the Georgia Municipal Employees Benefit System (GMEBS) Life and Health Program (Susan Hiott)*
- c. *Consideration and Approval of Agreement with Ikon Filmworks for Video Services for Mayor and Council Meetings*
- d. *Consideration and Appointment of Sole Finalist Bill Tanks as City Manager*

**10. CITY ATTORNEY COMMENTS**

**11. CITY CLERK COMMENTS**

**12. CITY COUNCIL COMMENTS**

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

- Litigation O.C.G.A. 50-14-3 (b)(1)(A)*
- Real Estate O.C.G.A. 50-14-3 (b)(1)*
- Personnel O.C.G.A. 50-14-3 (b)(2)*
- Exemptions O.C.G.A. 50-14-3 (b)(4)&(5)*

**14. ADJOURNMENT**

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

# CITY OF MABLETON, GEORGIA

Riverside EpiCenter

135 Riverside Pkwy, Austell, GA 30168

February 14, 2024 @ 5:15PM

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*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*

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## **CITY COUNCIL WORKSESSION MINUTES**

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

**2. ROLL CALL** - Quorum was present.

**3. NEW BUSINESS:**

*a. FIRST READ: Ordinance Creating Article 5, Finance, of Chapter 2, Administration, of the City Code of Ordinances (Frank Milazi)*

Financial Consultant Frank S. Milazi provided a Powerpoint presentation on the first read of the Ordinance Creating Article 5, Finance, of Chapter 2, Administration of the City Code of Ordinances. The power point presentation is available in the record. Highlights of the ordinance included:

- The fiscal year shall commence on July 1 and end on June 30.
- The Municipal Budget Policy was summarized.
- Municipal fund balance was explained.
- Accounting and auditing policies were summarized.
- Debt policy was explained.
- Investment policy and cash management were explained.
- Monetary Receipt Policy was explained.
- Contracting and purchasing procedures and sales and disposition of property were addressed.

**4. DISCUSSION:**

*a. Georgia Interlocal Risk Management Agency Membership (Susan Hiott)*

City Clerk Susan Hiott reported on the property and casualty and liability insurance proposed coverage with Georgia Interlocal Risk Management Agency (GIRMA). The information is available in the agenda packet. She added the insurance year runs May to May, so the premium will be pro rated until May, and then the City will pay full premium. The premium is \$16,073 yearly. Questions and discussion followed.

*b. City Employment Screening Services (Susan Hiott)*

City Clerk Susan Hiott provided background information. She pointed out the importance of having background checks and drug tests prior to hiring. She had researched three companies: Chekr, Secure Hire, and Paycom. The information is available in the record. She recommended the council authorize the mayor, in conjunction with the City Attorney, to further negotiate, finalize, and execute an agreement for employment with one of the screening agencies. It was noted that the City already used Paycom for payroll, but Paycom's contract for background checks was stringent, and the City Attorney would need to negotiate further regarding Paycom's proposed contract. Questions and discussion followed.

**5. 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)*

**6. ADJOURNMENT**

**Motion** to adjourn was made by Councilmember Jeffcoat and seconded by Councilmember Oladapo. The motion carried unanimously. The meeting adjourned at 6:33 p.m.

(Mayor and Council immediately opened the Regular Meeting. Councilmember Oladapo made a motion to amend the Regular Agenda to allow a ten minute recess. Councilmember Ferguson seconded the motion. There was a ten minute recess.)

# CITY OF MABLETON, GEORGIA

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*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*

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## **CITY COUNCIL REGULAR MEETING MINUTES**

Immediately following the worksession, a **motion** was made to amend the agenda for a ten minute recess by Councilmember Oladapo and seconded by Councilmember Ferguson. The motion passed unanimously. There was a ten minute recess.

**Motion** was made to end the recess by Councilmember Jeffcoat and seconded by Councilmember Davis. The motion carried unanimously.

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

**Motion** was made by Councilmember Ferguson to approve the agenda as presented. The motion was seconded by Councilmember Oladapo. The motion to accept the agenda was approved by the Council unanimously.

### **6. CONSENT AGENDA:**

- a. Approval of January 24, 2024 Special Called Transitional City Council Meeting Minutes*

**Motion** was made by Councilmember Auch to approve the Consent Agenda. The motion was seconded by Councilmember Ferguson. The motion carried unanimously.

## 7. PUBLIC COMMENTS:

**Denny Wilson** of District 2 wished everyone Happy Valentine's Day and inquired about when the residents could see a financial statement.

**Steven Shearod**, board member of the Family Life Restoration Center, wished everyone Happy Valentine's Day. He spoke about concerns and challenges of providing warming centers for the South Cobb area. He addressed the token program challenges for riding to warming centers in Marietta.

**Michael Murphy** of District 4 wished everyone Happy Valentine's Day and Ash Wednesday. He echoed comments by Mr. Shearod about the warming centers. One of the reasons for the creation of the city was to help others. He addressed the suffering of those in cold weather and the need for warming centers. He urged the Council to support a warming center. He addressed how he had recommended people for positions in the City, and suggested the City should provide some type of acknowledgement to the applicants. He addressed housing issues and encouraged Council to give attention to the housing matters.

## 8. NEW BUSINESS:

- a. Resolution Authorizing Membership in the Georgia Interlocal Risk Management Agency (The item was discussed in the Work session prior to the Regular Meeting.)*

**Motion** was made by Councilmember Jeffcoat to approve the Resolution Authorizing Membership in the Georgia Interlocal Risk Management Agency. Councilmember Ferguson seconded the motion. The motion carried unanimously.

- b. Authorization for Mayor Owens to Finalize Employment Screening Services (The item was discussed in the Work session prior to the Regular Meeting.)*

**Motion** was made by Councilmember Oladapo and seconded by Councilmember Jeffcoat to approve authorization for Mayor Owens to Finalize Employment Screening Services. The motion carried unanimously.

## 9. DISCUSSION:

- a. Authorization for Mayor Owens to Waive Occupation Tax Penalties, Interest and Late Fees through April 30, 2024*

Mayor Owens explained that because the City was still working through the transitional process and collaborating with the County, he felt waiving the occupation tax penalties, interest and late fees through April 30th was the best thing to do for the business owners. Attorney Walker-Ashby explained the Council would need to vote on the recommendation. Mayor Owens asked if there were any questions or comments.

Councilmember Ferguson asked why April 30th. Attorney Walker-Ashby opined two months as a reasonable time and Mayor Owens explained it would be best instead of setting March 30th and then possibly having to extend again. Councilmember Ferguson reiterated the City was diligently working through the issues.

**Motion** was made by Councilmember Ferguson and seconded by Councilmember Oladapo to authorize Mayor Owens to Waive Occupation Tax Penalties, Interest and Late Fees through April 30, 2024. The motion carried unanimously.

Mayor Owens noted the website would be updated that night.

**10. CITY ATTORNEY COMMENTS - None**

**11. CITY CLERK COMMENTS -** City Clerk Hiott announced the Mayor and Council would not be having the 4th meeting of the month due to mandated training that week.

**12. CITY COUNCIL COMMENTS**

Council wished everyone Happy Valentines Day and thanked everyone for attending the meeting. Councilmember Davis spoke about the need for everyone's help and assistance. Council addressed housing concerns and warming center needs. Councilmember Oladapo spoke about the partnership and program with the Neighborhood Assistance Corporation of America (NACA) having a workshop in the City of Mableton. Councilmember Jeffcoat reported on interviews with candidates. The City was making progress. Councilmember Jeffcoat spoke about the recent Commission, Authority, and Boards (CAB) meeting. She provided additional information about Black History Month and noted various events in the area. Councilmember Auch spoke about the great turn out at the CAB meeting. She announced Arbor Day was on Friday. She mentioned other events in Mableton. Councilmember Ferguson recognized Luther and Angela Washington of the Family Restoration Center. Councilmember Ferguson spoke additionally about love and Mableton striving toward quality of life. Councilmember Herndon asked everyone to volunteer for the CABs. She stated she had received some calls about the business licenses, and asked those who had issues renewing, to please feel free to call her. She spoke additionally about the need for warming centers. Mayor Owens noted the Council were wearing scarves from Georgia Municipal Association's Cities United Summit. He reported on attending the Summit. The City won its first award for being the City of Civility. He provided additional information about the City of Civility of designation. The City was moving forward. He spoke about respecting each other's opinions. He encouraged everyone to reach out to their district's councilmember.

**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 Jeffcoat to go into Executive Session and seconded by Councilmember Ferguson. The motion passed unanimously. Yeas: Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, Herndon (7:27 p.m.)

**Motion** to end Executive Session was made by Councilmember Auch and seconded by Councilmember Ferguson. The motion passed unanimously. Yeas: Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, Herndon (10:06 p.m.)

#### **14. OLD BUSINESS CONT'D:**

*a. SECOND READ: Ordinance Granting Franchise to Georgia Power Company*  
*The first read was June 2023.*

**Motion** was made by Councilmember Jeffcoat to authorize for the mayor, in consultation with the city attorney, to finalize negotiations and execute the franchise agreement with Georgia Power. The motion carried unanimously.

#### **15. ADJOURNMENT**

**Motion** was made by Councilmember Jeffcoat and seconded by Councilmember Oladapo to adjourn the meeting. The motion passed unanimously. (10:08 p.m.)



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*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*

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## **SPECIAL CALLED CITY COUNCIL MEETING MINUTES**

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

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

6. **NEW BUSINESS:**

- a. *Authorization for City to Become a Member of the Cobb Municipal Association*

**Motion** was made by Councilmember Jeffcoat to approve the authorization for the City to become a member of the Cobb Municipal Association. Councilmember Davis seconded the motion. The motion passed unanimously.

7. **CITY COUNCIL COMMENTS-** Mayor and Council thanked everyone for attending the meeting. Mayor Owens stated there would be a short Executive Session and asked everyone to please not leave the meeting until Council returned from the Executive Session.

**8. EXECUTIVE SESSION 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 Oladapo to go into Executive Session and seconded by Councilmember Ferguson. The motion passed unanimously. Yeas: Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, Herndon (6:43 p.m.)

**Motion** was made by Councilmember Jeffcoat to close the Executive Session meeting. Councilmember Auch seconded the motion. The motion passed unanimously. Yeas: Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, Herndon

Mayor Owens provided background about the selection process of the sole finalist for the city manager position. He reported that after reviewing and vetting twenty-nine applications, there was a sole finalist. He reported that the sole finalist was Mr. Bill Tanks. He recognized Mr. Tanks who was in the audience.

**Motion** was made by Councilmember Ferguson to declare Mr. Bill Tanks as sole finalist for the City Manager position. Councilmember Jeffcoat and other Council seconded the motion. The motion passed unanimously.

**9. ADJOURNMENT**

**Motion** was made by Councilmember Jeffcoat and seconded by Councilmember Oladapo to adjourn the meeting. The motion passed unanimously. (7:08 p.m.)



# AGENDA ITEM MEMORANDUM

**MEETING OF:** March 13, 2024

**DEPARTMENT:** Administrative - City Clerk

**ISSUE/AGENDA ITEM TITLE:** Consideration and Approval of two voting delegates for the Cobb Municipal Association

**BACKGROUND/SUMMARY:** In August of 1965 six municipalities of Cobb County joined together to form the Cobb Municipal Association (CMA). Per CMA’s *Constitution & Bylaws*, the purpose of the Association is to foster better understanding between the governing authorities of all levels of government and to effect ways and means of providing maximum efficiency and economy in government to the citizens of the municipalities of Cobb County, Georgia.

The membership of the association is composed of the City Manager, City Clerks, City Attorneys and Mayor and Council Members.

Mayor and Council approved joining the Cobb Municipal Association at their February 14, 2024 meeting.

Per CMA’s Constitution and Bylaws:

Section 4 The secretary shall mail notice of meetings to each Association member not less than ten (10) days prior to the date on which the meeting is to be held. Section 5 Representation by a majority of the voting members shall constitute a quorum at any meeting of the Association. **Each officer shall have one (1) vote. Each member city shall have two (2) voting delegates elected by their respective Mayor and Council.** A simple majority vote on any normal issue shall be sufficient to carry; however, Roberts Rules of Order shall prevail.

Additional Information:

<https://cobbmunicipalassociation.com/index.html>

**BUDGETED/FINANCIAL IMPACT – FUND: N/A**

**RECOMMENDATION:** Approve that the City of Mableton appoint \_\_\_\_\_ and \_\_\_\_\_ to be the CMA voting delegates.

**Motion: I move to approve \_\_\_\_\_ and \_\_\_\_\_ as CMA voting delegates.**

**ATTACHMENTS : NONE**



## AGENDA ITEM MEMORANDUM

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**MEETING OF:** March 13, 2024

**DEPARTMENT:** City Clerk - Administration

**ISSUE/AGENDA ITEM TITLE:** Consideration and Approval of Agreement with Ikon Filmworks for video services for Mayor and Council meetings

**BACKGROUND/SUMMARY:** Mr. James Hammond of Ikon Filmworks has donated his time and services during the Special Called Transitional Meetings from May 11, 2023 until February 2024. He has only sent one invoice to the City of Mableton for services of February 14, 20, and March 13th. Ikon live-streamed 16 meetings for Mableton the last year, and has all of the files as well and can make them downloadable to the City of Mableton for the City Clerk's Office. The in-kind donated services total over \$23,200 for the 2023 year.

The City Clerk's Office is currently researching and viewing an agenda management software system. Although any of the agenda management systems have live streaming capabilities, the City does not own a building to install its own cameras and agenda management system encoding equipment. If the City did, any agenda management software streaming system would have a subscription cost, also.

The City Clerk's Office recommends hiring Ikon Filmworks.

Quotes from two other services were received back in January, 2024 and that memorandum is attached.

Ikon provides a high quality, professional product for the price. The work product is available on YouTube for reviewing. Ikon conducts services for several cities and agencies in metro Atlanta: College Park, South Fulton, Clarkston, Westside Fund, and Atlanta Beltline, Inc.

The Ikon proposal and agreement is attached.

**BUDGETED/FINANCIAL IMPACT – FUND:** \$34,800 for 24 meetings but the billings for Feb. - June 30th costs will be out of the recent Spending Plan of City Clerk Technical Services Fund No. 100-5.1330.52.1300- The other costs will be allocated in July 1 - June 30 2025 Budget Year.

**RECOMMENDATION:** Approve the agreement with Ikon Filmworks.

**Motion:** I move to approve the agreement with Ikon Filmworks.

TO: Mayor and Council, Emilia Walker-Ashby, Frank Milazi, Lily Smith  
FROM: Susan Hiott, City Clerk  
DATE: January 21, 2024  
SUBJECT: Videography quotes

This is a summary report on three quotes that I received for streaming our council meetings. If you know of anyone else, please share info and I will gladly contact the company for a quote. As we have discussed in meetings already, for each meeting location other than EpiCenter, we may have to confirm availability of equipment for any powerpoint/presentation equipment, etc, microphones, and how accessible the audience can see powerpoint output, etc.(if any presentations).

(1) **Ikon Filmworks** -

Currency does the services now and has volunteered for twelve meetings.

Ikon conducts services for several cities in metro Atlanta already. College Park, South Fulton, Clarkston, Westside Fund, and Atlanta Beltline, Inc. The rate below is the rate with discounts applied. Mr. Hammond reports *If needed we are happy to offer some packages for smaller meetings(Boards and Commissions). Still, our rate is below the going rate for Livestreaming meetings with multiple cameras.* Mr. Hammond of Ikon will be sending additional information about his previous quote some time ago.

Meeting Camera Services

- 2 Cameras
- 2 Tripods
- Powerpoint integration
- Setup 1 hour before meeting time
- Dedicated Event Videographer

\$1200.00 **per meeting** (other costs may apply according to the amenities of meeting locations)

(2) **Superkul. [www.superkul.cool](http://www.superkul.cool) - Pedro De Jesus**

Reference - City of Smyrna (Communications Director, Fire, and Police References)

**\$550 set up fee:** This is to create all the infrastructure for a successful streaming. Setting up streaming accounts, verifying channels, doing camera and audio set-up, streaming speed tests, and scouting recording space. This is a one time fee.

Side note: This setup must be done at least one week before the first scheduled livestream because it often takes days for YouTube to enable the live-streaming feature after the account is verified and those features are activated.

**Monthly Estimate \$960-\$1440:** This will vary based on the hours required per meet to do the livestream. I'm estimating between 4-6 hours per livestream session **twice a month** and it includes set-up, filming, and post livestream management.

If we do **two cameras** the quote will be **\$1200-1700 monthly**. The EpiCenter location is totally fine. He has 3-4 back up crew.

(3) **Gradick Communications - <https://www.gradickcommunications.com/>**

Spoke with Steve 770-328-6182

Gradick does Villa Ria, Carroll County, and Carrollton

He estimated **\$1300-\$1400 a meeting** (Wednesdays, 4 hours each discussed). Quote includes 2 cameras. He stated he must have an ethernet high speed Connection. Company will provide DVD back up. There is a back up guy to do the meetings.

Thank you for considering. I wanted to document the three quotes that I had received for our records.



**IKON**  
FILMWORKS

# City of Mableton

## City Council Meeting Proposal

02/15/24

# Who We Are

Atlanta raised Photography, Videography & Multi-disciplined professionals with Over 50 years of Government and Fortune 100 experience. Our Mission is a very simple one, give the customer what they want. Our Goal is to deliver the most professional highest quality product to our customers for a price that is within their budget. With Ikon Filmworks, there is always a positive can do attitude.



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# What We Do



- Photography
- Videography
- Audio Visual Services
- Commercials



- Community Building and Creation
- Social Media Consulting
- Social Media Content Creation

# Our Clients: National and International



# Our Clients: Local and Regional



# Proposal: Services

Item
City Council Meeting Videography
Livestream Services
AV Services

# Our Composites

- **City of College Park Services**

- Livestream City Council Meetings
- Manage Television Station
- Livestream Industrial Authority meetings
- Podcasting Services
- Provide Event AV Services
- Produce Informative and strategic videos for the City



# Our Composites

- **City of South Fulton Services**
  - Livestream City Council Meetings
    - Facebook and Youtube
  - Provide Event AV Services
  - Produce Informative and strategic videos for the City
  - Event Photography Services



# Our Composites

- **City of Clarkston Services**
  - Livestream City Council Meetings
    - Youtube
  - Provide Event AV Services
    - Microphones
    - Monitor Services
    - Audio Services



# Proposed Services

- **Video and Livestream Services**

- Capture Meetings from start to finish gavel to gavel
- Utilization of multiple camera angles for Meeting Capture
- Create a better viewing experience for the public
- Establish Youtube Channel for City of Mableton
- Inclusion of Virtual attendance for meetings
- Provide a quality recording of the meeting to the City Clerk's Office for archive purposes
- Livestreaming to Clarkston Social Media Channels.





# Proposed Services

- AV Services
  - Audio Engineering Services for Council Meeting
  - Video Monitor Services for Council Meeting
  - Video Distribution Services



# Proposal: Services

Item	Description	Qty	Price
<b>City Council Meeting Videography</b>	<ul style="list-style-type: none"> <li>• 2 Cameras</li> <li>• 2 Tripods</li> <li>• Powerpoint integration</li> <li>• Setup 1 hour before meeting time</li> <li>• Dedicated Event Videographer</li> </ul>	1	\$1200
<b>Cloud hosting and backups</b>		1	\$150
<b>AV Services</b>	Audio Integration Services	1	\$100
<b>TOTAL</b>			<b>\$1,450*</b>

\*Cost per meeting



# IKON

FILMWORKS

## Questions?

**James Hammond**

Managing Partner

Ikon Filmworks LLC

404.939.4670

[jhammond@ikonfilmworks.com](mailto:jhammond@ikonfilmworks.com)

DISCOVER | PRODUCE | EDIT | DELIVER



**City of Mableton  
City Council Meeting Streaming  
And  
Video Production Services**

Our mission is straightforward: give the customer what they want. We aim to deliver the highest-quality, professional product to our customers at a price within their budget. With Ikon Filmworks, there is always a positive, can-do attitude. We do not make excuses; we make things happen, and we look forward to serving you.

# DISCOVER | PRODUCE | EDIT | DELIVER

## **Executive Summary**

Ikon Filmworks is one of Atlanta's premier production companies. We pledge to produce quality content and promotional videos that will yield positive results for the City of Mableton and deliver positive community interaction. All programs must stay true to the City of Mableton brand and expand upon the campaign's missions and values.

## **Scope of Services:**

Ikon Filmworks has the ability perform the following tasks as part of the contract:

- City Council Streaming Services
- Multi Camera Switching
- Multicast Streaming Service
- Live streaming to YouTube, Facebook, and Twitter to reach the largest possible audience
- Archive of Meeting
- Copy of meeting provided for television purposes and clean audio copy submitted to City Clerk Office within 24 hours of the meeting
- Video Editing Services
- Regular Station Programming Production
- High Quality Audio Recording and production Services

## **Initial Requirements:**

- Access to locations at least 1 hour before event begins
- Access to take down equipment 30 min after event
- Secure locations for cameras
- Representatives of Ikon Filmworks LLC must be notified either by phone call or email that an event is canceled within 24 hours of the scheduled event or the client will be charged the full cost of the event
- Delivery of Video encoded and TV ready within 24 hours of event to Communications Department
- Delivery of Audio encoded to City Clerk's Office within 24 hours of the event.

## **Hardware:**

- 4k Cameras Setup or High power PC/MAC computers
- High Quality Microphone set-up

Additional abilities and features that Ikon Filmworks could provide outside of the contract if requested:

- Virtual Town Hall and Fireside Chats
- Produce full television Segments and Shows
- Social Media consulting
- Quarterly Social Media Analytics reporting

Feel free to ask us any questions around how we can make your programs reach more of the market.

DISCOVER | PRODUCE | EDIT | DELIVER

Our goal is to produce quality content that makes a difference in for your brand. We strive to ensure that the community is well informed around all of the exciting things happening in with the City of Mableton. The content we can produce for the City educates stakeholders, prospective volunteers, and community leaders about the City, and their mission and values as a whole.

Quote Details			
Create Date	3/13/24	Prepared By:	James Hammond
Expire Date	3/13/25	Phone:	404.376.1698
Account Information			
Account Name	City of Mableton		
Contact Name	Susan Hoitt	Billing Address:	City of Mableton 1400 Veterans Memorial Highway SE STE 134-200 Mableton, GA 30126
Phone:	<b>404-927-9502</b>	Email:	<a href="mailto:susan.hiott@mableton.gov">susan.hiott@mableton.gov</a>
Name	Quantity	Price	Subtotal
City Council Meeting Videography*	24	1200 US\$	28800 US\$
Cloud Hosting and Backups	24	150 US\$	3600 US\$
AV Services	24	100 US\$	2400 US\$
		<b>TOTAL</b>	<b>34800 US\$</b>

\*Additional occurrences can be added by scheduling accordingly.

DISCOVER | PRODUCE | EDIT | DELIVER

**PAYMENT TERMS**

**Payment Frequency** Per Above Terms **Payment Terms** Payment Due Net 30 from Receipt of Invoice  
Late Fee: 10% of Past due Invoice

**CUSTOMER**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

**IKON FILMWORKS**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE