

CITY OF MABLETON, GEORGIA
Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
May 22, 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, Mayor Pro Tem/District 3 Councilmember
The Honorable Patricia Auch, District 4 Councilmember
The Honorable TJ Ferguson, District 5 Councilmember
The Honorable Debora Herndon, District 6 Councilmember

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. **ACKNOWLEDGEMENTS/ PROCLAMATIONS**
7. **APPOINTMENTS**
8. **ANNOUNCEMENTS/PRESENTATIONS/REPORTS**
 - a. Presentation of Concept Plan for 6116 Mableton Parkway SW, Suite 144 - Chad Kastner of AEI Engineering
 - b. Overview of Urban Redevelopment Planning - Attorney Emilia Walker-Ashby
9. **PUBLIC COMMENTS** - *2 minutes per speaker - no more than 30 minutes for all speakers. 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.*
10. **CONSENT AGENDA**
 - a. May 8, 2024 Regular Meeting Minutes
 - b. May 8, 2024 Work Session Minutes

11. UNFINISHED BUSINESS

- a. **Second Read:** Consideration and Approval of an Ordinance Amending Chapter 2, Administration of City of Mableton Code of Ordinances to add Section Dealing with Oaths - (First Read was held May 8, 2024) - City Attorney Emilia Walker-Ashby
- b. Consideration and Approval of RFQ 24-02 for Professional Planning Firm to Conduct services for City of Mableton Comprehensive Plan 2045 (Deferred from May 8, 2024 Meeting) - Mayor Owens
- c. Consideration and Approval of Resolution Updating the City of Mableton Preliminary Classification and Pay Plan and for Other Purposes - (Deferred from the May 8 2024 Meeting) - Mayor Owens

12. NEW BUSINESS

- a. **First Read:** An Ordinance Creating Appendix A, Zoning, of the City of Mableton Code of Ordinances - Attorney Emilia Walker-Ashby
- b. Consideration and Approval of Statement of Work, The Recruitment Alliance, with HR Knowledge Source (HRKS LLC) and Authorize Mayor to Negotiate and Execute Agreement - City Manager Bill Tanks

13. OTHER BUSINESS/DISCUSSION

14. CITY MANAGER'S ANNOUNCEMENTS/COMMENTS

15. CITY ATTORNEY/CITY CLERK/STAFF ANNOUNCEMENTS/COMMENTS

16. MAYOR AND COUNCIL ANNOUNCEMENTS/COMMENTS

17. 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)); AND MISC. EXEMPTIONS (O.C.G.A. 50-14-3 (b)(4)&(5))

18. ADJOURNMENT

CITY OF MABLETON, GEORGIA

Riverside EpiCenter

135 Riverside Pkwy, Austell, GA 30168

May 8, 2024 @ 6:30PM

The Honorable Michael Owens, Mayor - Present
The Honorable Ron Davis, District 1 Councilmember - Present
The Honorable Dami Oladapo, District 2 Councilmember - Absent
The Honorable Keisha Jeffcoat, Mayor Pro Tem/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

CITY COUNCIL REGULAR MEETING MINUTES

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL** - City Clerk Hiott conducted the roll call and quorum was present.
3. **INVOCATION** - Led by Councilmember Davis.
4. **PLEDGE OF ALLEGIANCE** - Led by City Manager Tanks.
5. **APPROVAL OF AGENDA**
Motion was made by Councilmember Jeffcoat and seconded by Councilmember Davis to approve the agenda. The motion carried 6-0.
6. **PRESENTATIONS/ACKNOWLEDGEMENTS/ PROCLAMATIONS** - None
7. **APPOINTMENTS** - None.
8. **PUBLIC COMMENTS** - *2 minutes per speaker - no more than 30 minutes for all speakers. 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.*

Jo Lahmon, Regional Manager of South Cobb Regional Libraries, spoke about Happy Happenings at North Cobb and South Cobb libraries. She announced other events being held by the library, including summer readings beginning May 13th. There will be a new mascot to be named by the community.
9. **CONSENT AGENDA**
 - a. April 24, 2024 Regular Meeting Minutes
Motion was made by Councilmember Jeffcoat and seconded by Councilmember Herndon to approve the Consent Agenda. The motion carried 6-0.
10. **UNFINISHED BUSINESS** - None.

11. NEW BUSINESS

- a. First Read:** Ordinance Amending Chapter 2, Administration of City of Mableton Code of Ordinances to add Section dealing with Oaths - City Attorney Emilia Walker-Ashby

Mayor Owens announced the item and explained how the ordinance stipulated that certain oaths of office are required by the City’s Charter and the State of Georgia for mayor, council, boards, commissions, and staff. He asked if there were any questions or comments. There was none. (First Read, no action taken.)

- b. Consideration and Approval of RFQ 24-02 for Professional Planning Firm to Conduct services for City of Mableton Comprehensive Plan 2045 - Mayor Owens**

Mayor Owens announced the item explaining six companies had responded to the City’s Request for Qualifications for the City of Mableton Comprehensive Plan Mableton 2045. The Mayor and Council have been reviewing the RFQs. He would like to have the final company selected by the next council meeting. He entertained a motion to allow the City Manager to convene a small group of council members and staff to review and make a recommendation for the mayor to nominate a final company.

Motion was made by Councilmember Auch for the City Manager, Mayor, Councilmembers Jeffcoat and Davis and two staff members to form a selection panel to narrow down from three companies down to one by the May 22, 2024 Council meeting.

- c. Consideration and Approval of Resolution Updating the City of Mableton Preliminary Classification and Pay Plan and for Other Purposes - (DEFERRED)**

Mayor Owens announced the item and asked that the item be deferred until the next meeting.

Motion was made by Councilmember Jeffcoat to defer the Resolution Updating the Preliminary Classification and Pay Plan to the next meeting (May 22, 2024). Councilmember Ferguson seconded the motion. The motion carried 6-0.

12. OTHER BUSINESS/DISCUSSION

- a. Discussion on Extension of Exemption on Business Licensing Lates Fees and Penalties - City Attorney Emilia Walker-Ashby**

Mayor Owens announced the item. Attorney Walker-Ashby stated the item was presented at the discretion of the Mayor and Council to authorize the Mayor to allow an additional 90 day extension to waive business license penalties and late fees. The Mayor had previously extended waiving of business license penalties and late fees through April 30th. The authorization would give the Mayor the discretion to waive business license late fees and penalties through August 31st.

Motion was made by Councilmember Auch to allow the Mayor to waive business license penalties and late fees through the end of August (August 31, 2024). Councilmember Ferguson seconded the motion. The motion carried 6-0.

13. CITY MANAGER’S ANNOUNCEMENTS/COMMENTS - NONE

14. CITY ATTORNEY/CITY CLERK/STAFF ANNOUNCEMENTS/COMMENTS - NONE

15. MAYOR AND COUNCIL ANNOUNCEMENTS/COMMENTS

Mayor and Council thanked everyone for attending the meeting. Mayor Owens asked everyone who was interested in serving on boards and commissions to reach out to their council members. He encouraged everyone to vote in the upcoming election.

16. 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)); AND MISC. EXEMPTIONS (O.C.G.A. 50-14-3 (b)(4)&(5))

Motion was made to go into Executive Session by Councilmember Ferguson for real estate, personnel, and litigation and seconded by Councilmember Jeffcoat. The motion passed 6-0. Yeas: Davis, Jeffcoat, Auch, Ferguson, and Herndon (6:52 p.m.)

Motion was made to close Executive Session by Councilmember Auch and seconded by Councilmember Ferguson. The motion carried 6-0. Yeas: Owens, Davis, Jeffcoat, Auch, Ferguson, and Herndon. (9:51 p.m.)

Motion was made by Councilmember Jeffcoat to authorize the Mayor to finalize and execute the lease agreement with the Epicenter for an amount not to exceed the parameters of the approved spending plan. Councilmember Auch seconded the motion. The motion carried 6-0.

Motion was made by Councilmember Ferguson to authorize the Mayor to finalize and execute the nonexclusive brokerage agreement with McWhirter Realty Partners LLC, with commission to be paid by the landlord or seller. Councilmember Jeffcoat seconded the motion. The motion carried 6-0.

Mayor Owens presented a Certificate of Excellence to City Clerk Susan Hiott and thanked her for service.

17. ADJOURNMENT

Motion was made by Councilmember Auch and seconded by Councilmember Herndon to adjourn. (9:56 p.m.)

Dr. Michael Owens, Mayor

Susan Hiott, City Clerk

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
May 08, 2024 @ 5:15PM

The Honorable Michael Owens, Mayor - Present (Arrived few minutes late)
The Honorable Ron Davis, District 1 Councilmember - Present
The Honorable Dami Oladapo, District 2 Councilmember - Absent
The Honorable Keisha Jeffcoat, Mayor Pro Tem/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

CITY COUNCIL WORK SESSION MINUTES

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL**
3. **AGENDA ITEMS AND DISCUSSION**
 - a. **Work Session Meetings - City Manager Bill Tanks**

City Manager Tanks addressed the need for scheduled longer work sessions, preferably on a different day than the regular meeting. The scheduled work sessions would allow more time for information gathering, answering of questions, debate and discussion of an issue/item prior to the regular meeting agenda. As the City grows, the agendas will have more items to consider. The work sessions could be more centrally located, and would not be streamed, but would be open to the public. Mr. Tanks offered to take Council on tours to visit some city council work sessions. He asked for direction and feedback from the Council. Councilmember Auch expressed she was favorable to a work session at a central location. Discussion followed. The new Cobb Works Building was a suggestion for a meeting location.
4. **PRE REVIEW OF UPCOMING REGULAR AGENDA MEETING ITEMS -**

Mayor Owens led in review of the upcoming regular agenda meeting agenda.

 - o The Mayor and Council discussed the Comp Plan RFQs. The Council is to pick the top three. Mayor Owens, Councilmember Jeffcoat, and Councilmember Davis plus City Manager and a staff member are to form a panel to select the recommendation out of the three top companies selected by the Council.
 - o Mayor Owens explained the DCA data of the 2023 salary survey was not in searchable format for his reference in updating the pay plan. He recommended deferring the pay plan.
5. **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)); AND MISC. EXEMPTIONS (O.C.G.A. 50-14-3 (b)(4)&(5))**
6. **ADJOURNMENT - Motion** was made to adjourn by Councilmember Jeffcoat and seconded by Councilmember Jeffcoat. The motion passed 6-0. The meeting adjourned at 6:30 p.m.

AN ORDINANCE UPDATING CHAPTER 2, ADMINISTRATION, ARTICLE 1, IN GENERAL, OF THE CITY CODE, REGULATING OATHS 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, the City Council is authorized by the City Charter Sec. 1.13 and O.C.G.A. § 36-35-3 to adopt ordinances relating to its operations, affairs and local government;

WHEREAS, (a) the City Charter Sec. 2.18 sets forth the form of oaths for the City Council, (b) the City Charter Sec. 3.11(f) sets forth the form of oaths for City boards, commissions and authorities and (c) O.C.G.A. § 45-3-11 through O.C.G.A. § 45-3-11 sets forth the form of a loyalty oath for elected officials and City employees;

WHEREAS, the City Council desires through this Ordinance to codify law consistent with oath requirements set forth under Charter Sections 2.18 and 3.11(f) and O.C.G.A. § 45-3-11 through O.C.G.A. § 45-3-11; and

WHEREAS, the City Council finds this Ordinance to be in the best 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. Chapter 2, Administration, Article 1, In general, of the City of Mableton Code of Ordinances is hereby created to add a new Section 2.1.6 Oaths, to read as follows:

CHAPTER 2 - ADMINISTRATION

ARTICLE 1 –IN GENERAL

...

Sec. 2.1.6 Oaths.

- (a) Councilmembers. The oaths of office taken by the mayor and council under Section 2.18 of the city charter section shall be filed by the city clerk in the office of the judge of the Cobb County Probate Court.
- (b) City boards, commissions and authorities. No member of a city board, commission, or authority shall assume office until that person has executed and filed with the city clerk

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

ORD 2024-05-

the following oath, which shall be administered by the mayor, or mayor pro tem if the mayor is unavailable:

I, _____ (insert name), do hereby solemnly swear and/or affirm that I will faithfully and impartially perform the duties of being a member of the _____ (insert name the board, commission or authority) for the City of Mableton, Georgia.

- (c) Loyalty oath. All elected officials, and persons who are employed by and are on the payroll of the City and are the recipients of wages, per diem, or salary of the City, are required to take an oath that they will support the Constitution of the United States and the Constitution of Georgia. The oath, which shall take the following form, shall be filed with the city clerk and administered by the mayor, or mayor pro tem if the mayor is unavailable:

“I, _____ (insert name) a citizen of _____ and being an employee and/or elected official of the City of Mableton and the recipient of public funds for services rendered as such elected official and/or employee, do hereby solemnly swear and affirm that I will support the Constitution of the United States and the Constitution of Georgia.”

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

- (a) 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.
- (b) 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.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance 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, clauses, sentences, paragraphs or sections 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.

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

ORD 2024-05-

SO ORDAINED this _____ day of _____, 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, City Clerk

Dr. Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney



AGENDA ITEM MEMORANDUM

MEETING OF: May 22, 2024

DEPARTMENT: Mayor and Council

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Comp Plan RFQ

BACKGROUND/SUMMARY: On February 1, 2024, fourteen (14) companies were sent the City of Mableton Comprehensive Plan Mableton 2045 Request for Qualifications.

RFQ respondents were asked to 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.

The City received six (6) RFQs from: Blue Cypress Consulting, Grice Team, JLL Qualifications, The Collaborative Team, Pond, and Jacobs. The Mayor and Council reviewed the RFQs. Three firms were selected to provide their presentations to Mayor Owens, Councilmembers Jeffcoat and Davis, City Manager Bill Tanks, City Clerk Susan Hiott, and Executive Assistant to the Mayor Lily Smith.

Council will select and approve the firm to conduct the Comprehensive Plan Mableton 2045.

AN ORDINANCE CREATING APPENDIX A, ZONING, OF THE CITY CODE OF ORDINANCES 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, the City Council is authorized by the city Charter Sec. 1.13 and O.C.G.A. § 36-35-3 to adopt ordinances relating to its operations, affairs and local government;

WHEREAS, the City Council desires through this Ordinance to codify law relating to its operations, affairs and local government; and

WHEREAS, the City Council finds this Ordinance to be in the best 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. Appendix A, Zoning, of the City of Mableton Code of Ordinances, is hereby created to read as follows:

APPENDIX A - ZONING

CHAPTER 1 - REVIEW AND DECISION-MAKING BODIES

Sec. 1.1 Planning commission.

(a) *Establishment, composition and terms.*

- (1) The city’s planning commission shall consist of seven members authorized by majority vote of the city council, with one member being appointed by each member of the city council. Members appointed by the mayor may reside anywhere within the corporate limits of the city, but a member appointed by a councilmember shall reside within the district of the councilmember who appointed such member.
- (2) If a planning commission member moves outside the city, such move constitutes a resignation from the planning commission, effective upon the date of such move.

- (3) Planning commission members serve four-year terms or until their successor is appointed and qualified.
 - (4) Any vacancy in the membership of the planning commission shall be filled for the remainder of the unexpired term, in the manner prescribed herein for original appointment.
 - (5) Planning commission members may be reappointed to successive terms without limitation.
 - (6) Members of the planning commission may not hold any other city office or city-compensated position.
 - (7) The city council is authorized to determine the amount of compensation, if any, to be paid to the members of the planning commission.
 - (8) All planning commission members serve at-will and may be removed at any time by a vote of four members of the city council.
- (b) *Meetings and rules of procedure.*
- (1) The planning commission shall conduct its meetings in accordance with the procedures contained in the city's zoning ordinance. The planning commission is further authorized to adopt rules of procedure governing the conduct of its meetings, so long as not inconsistent with city policies, city ordinances or applicable law. If the city's zoning ordinance or the rules of procedure do not address a procedural issue that arise, *Robert's Rules of Order* shall be followed. The planning commission is authorized to amend its rules by majority vote. A copy of the adopted rules of procedure and any subsequent amendment shall be filed by with the city clerk and copies of the rules shall be made available to the public.
 - (2) The date and time of each meeting shall be standardized and regular. Agenda items to be considered shall be publicized in the same manner as meetings of the mayor and city council. The chairperson is authorized to call for special meetings of the planning commission with no less than 24 hours of public notice in advance of any such meeting.
 - (3) A meeting may be canceled by the chairperson or community development director if there are no matters to be acted upon by the planning commission.
 - (4) A quorum of the planning commission consists of a minimum of four members. A quorum is necessary for the planning commission to take official action. All official actions of the planning commission shall be taken by majority vote of the members present. A roll call vote shall be taken upon the request of any planning commission member.
 - (5) At its first regular meeting in January, the planning commission shall, by majority vote of its membership, excluding vacant seats, elect one of its members to serve as chairperson and preside over the board's meetings and one member to serve as vice chairperson, who both shall serve one year or until reelected or a successor is elected. Chair and vice chairperson vacancies may be filled for the unexpired terms only by majority vote of the planning commission membership, excluding vacant seats. The chairperson and vice chairperson may take part in all deliberations and vote on all

issues. The chairperson and the vice-chairperson may be elected to successive terms without limitation.

- (6) The planning commission shall appoint a secretary who may be an officer or employee of the city or a member of the planning commission. The community development department director, may serve as secretary of the city planning commission, as directed by the mayor. The secretary shall provide such support to the planning commission as is reasonable and necessary to accomplish said commissions' duties. The secretary of the planning commission shall provide the members of the planning commission all information submitted to, or generated by, city staff on each matter to be considered by the planning commission. The secretary is also responsible for maintaining the records of the planning commission.

Sec. 1.2 Board of appeals.

(a) Establishment, composition and terms.

- (1) The city's board of appeals shall consist of seven members authorized by majority vote of the city council, with one member being appointed by each member of the city council. Members appointed by the mayor may reside anywhere within the corporate limits of the city, but a member appointed by a councilmember shall reside within the district of the councilmember who appointed such member.
- (2) If a board of appeals member moves outside the city, such move constitutes a resignation from the board of appeals, effective upon the date of such move.
- (3) Board of appeals members serve four-year terms or until their successor is appointed and qualified.
- (4) Any vacancy in the membership of the board of appeals shall be filled for the remainder of the unexpired term, in the manner prescribed herein for original appointment.
- (5) Board of appeals may be reappointed to successive terms without limitation.
- (6) Members of the board of appeals may not hold any other city office or city-compensated position.
- (7) The city council is authorized to determine the amount of compensation, if any, to be paid to the members of the board of appeals.
- (8) All board of appeals members serve at-will and may be removed at any time by a vote of four members of the city council.

(b) Meetings and rules of procedure.

- (1) The board of appeals shall conduct its meetings in accordance with the procedures contained in the city's zoning ordinance. The board of appeals is further authorized to adopt rules of procedure governing the conduct of its meetings, so long as not inconsistent with city policies, city ordinances or applicable law. If the city's zoning ordinance or the rules of procedure do not address a procedural issue that arise, *Robert's Rules of Order* shall be followed. The board of appeals is authorized to amend its rules by majority vote, so long as not inconsistent with City policies, ordinances or

applicable law. A copy of the adopted rules of procedure and any subsequent amendment shall be filed by with the city clerk and copies of the rules shall be made available to the public.

- (2) The date and time of each meeting shall be standardized and regular. Agenda items to be considered shall be publicized in the same manner as meetings of the mayor and city council. The chairperson is authorized to call for special meetings of the board of appeals as authorized by law.
 - (3) A meeting may be canceled by the chairperson or community development director if there are no matters to be acted upon by the board of appeals.
 - (4) A quorum of the board of appeals consists of a minimum of four members. A quorum is necessary for the board of appeals to take official action.
 - (5) All official actions of the board of appeals shall be taken by majority vote of the members present. A roll call vote shall be taken upon the request of any board of appeals member.
 - (6) At its first regular meeting in January, the board of appeals shall, by majority vote of its membership, excluding vacant seats, elect one of its members to serve as chairperson and preside over the board's meetings and one member to serve as vice chairperson, who both shall serve one year or until reelected or a successor is elected. Chair and vice chairperson vacancies may be filled for the unexpired terms only by majority vote of the board of appeals membership, excluding vacant seats. The chairperson and vice chairperson may take part in all deliberations and vote on all issues. The chairperson and the vice-chairperson may be elected to successive terms without limitation.
- (c) *Testimony.* All testimony before the board of appeals shall be taken as if under oath regardless of whether or not a formal oath or affirmation is administered. The chairperson may administer oaths and compel the attendance of witnesses by subpoena.

Sec. 1.3 Community development director.

- (a) *General.* The community development director is responsible for:
- (1) The interpretation, administration and enforcement of the provisions of the city's zoning ordinance;
 - (2) Issuing permits as required with respect to the city's zoning ordinance; and
 - (3) Carrying out those powers and duties expressly identified in the city's zoning ordinance.
 - (4) Any other duties as may be authorized by city policies, city ordinances and/or applicable law.

Section 2. It is hereby declared to be the intention of the city council that:

- (a) 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.

- (b) 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.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance 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, clauses, sentences, paragraphs or sections 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. Planning Commission and board of zoning appeals members shall not review any zoning case, application and/or matter under this Ordinance, until the date in which the City officially assumes responsibility for such matters as authorized under Section 7.15 of the City Charter and/or other applicable laws.

Section 5. The effective date of this Ordinance shall be the date of adoption, unless provided otherwise by the City Charter, state and/or federal law.

SO ORDAINED 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



AGENDA ITEM MEMORANDUM

MEETING OF: May 22, 2024

DEPARTMENT: Administrative - City Manager

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Statement of Work, The Recruitment Alliances, with HR Knowledge Source (HRKS LLC) and Authorize Mayor to Negotiate and Execute Agreement

BACKGROUND/SUMMARY: City Manager Tanks has asked HRKS LLC to submit a proposal for services to recruit, streamline hiring processes and ensure alignment with the City's organizational objectives for staffing to add additional services to the City of Mableton. The firm will recruit, conduct an organization design and job description review, compensation review, and other HR duties.

The Scope of Work and Agreement is being reviewed by the city attorney.

BUDGETED/FINANCIAL IMPACT – FUND: Funding is available in the current Spending Plan.

RECOMMENDATION: Approve Statement of Work, The Recruitment Alliances, with HR Knowledge Source (HRKS LLC) and Authorize Mayor to Negotiate and Execute Agreement.