



CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
August 14, 2024 at 6:30 PM

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**
- 2. ROLL CALL**
- 3. INVOCATION**
- 4. PLEDGE OF ALLEGIANCE**
- 5. APPROVAL OF AGENDA**
- 6. PUBLIC HEARINGS**
 - a. City of Mableton Comprehensive Plan 2045 Public Hearing - John Funny and Allison Stewart-Harris of Grice Consulting Group**
- 7. PRESENTATIONS/ACKNOWLEDGEMENTS/PROCLAMATIONS**
- 8. APPOINTMENTS**
 - a. Resolution to Appoint Greg Fuller to the Mableton Development Authority**
- 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. Consideration and Approval of Design Services Proposal, Scope of Work, and agreement between GTS Consulting and City of Mableton for Architectural Services for future city hall office space at 1245 Veterans Memorial Highway, Hawthorne Plaza - \$14,950**
 - b. Approval of July 24, 2024 Regular Meeting Minutes**
- 11. UNFINISHED BUSINESS**
- 12. NEW BUSINESS**

- a. **Consideration of an Ordinance Amending the Year 2024 Regular Meeting Schedule and Other Purposes - First Read - City Manager Bill Tanks**
- b. **Consideration and Approval of Funding to the Mableton Development Authority for Economic Development Services - City Manager Bill Tanks**
- c. **Consideration and Approval of Intergovernmental Agreement between Mableton Development Authority and City of Mableton for Economic Development Services - City Manager Bill Tanks**

13. OTHER BUSINESS/DISCUSSION

- a. **Commissions, Authorities and Boards - Mayor Owens**
- b. **Mableton Day Anniversary - Financial Benefit to the Mayors Educational Impact Fund - Councilmember Herndon**

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))

18. ADJOURNMENT

Persons with special needs relating to handicapped accessibility, disability, or foreign language may contact the City Clerk at (404) 927-9502 or susan.hiott@mableton.gov at least three days prior to the meeting. The clerk can be located at the City of Mableton Offices, 135 Riverside EpiCenter, 135 Riverside Pkwy, Austell, Georgia 30168 during regular office hours.



AGENDA ITEM MEMORANDUM

MEETING OF: August 14, 2024

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: City of Mableton Comprehensive Plan 2045 Public Hearing - John Funny and Allison Stewart-Harris of Grice Consulting Group

BACKGROUND/SUMMARY:

City of Mableton Public Hearing Notice - Placed in Marietta Daily Journal -

The City of Mableton will hold a public hearing to brief the community on the process that will be used to develop the City of Mableton's first Comprehensive Plan. In accordance with the Georgia Minimum Standards and Procedures for Local Comprehensive Planning (Chapter 110-12-1), each community in Georgia must conduct a public hearing before the start of the planning process.

This public hearing is an opportunity for residents to understand the plan development process, the public participation process, and how to provide input and engage in discussions about the future development and planning of the City of Mableton.

Meeting Information:

Date: Wednesday, August 14, 2024

Time: 6:30 PM

Location: Riverside Epic Center, 135 Riverside Parkway, Austell GA 30168

All interested parties are encouraged to attend. Your participation is vital to shaping the future of Mableton. For more information, please contact the City of Mableton City Manager – William B. Tanks at (470) 307-5339 or email william.tanks@mableton.gov.

City of Mableton
1400 Veterans Memorial Highway, SE
Suite 134-200
Mableton, GA 30126
(470) 307-5339
william.tanks@mableton.gov

The Grice Group team will be presenting a project overview of the Comprehensive Plan, project schedule, and information about the community engagement program.

BUDGETED/FINANCIAL IMPACT – FUND: N/A

MOTION: N/A

ATTACHMENTS: None



AGENDA ITEM MEMORANDUM

MEETING OF: August 14, 2024

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Resolution to Appoint Greg Fuller to the Mableton Development Authority

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

MOTION:

ATTACHMENTS: None



AGENDA ITEM MEMORANDUM

MEETING OF: August 14, 2024

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Design Services Proposal, Scope of Work, and agreement between GTS Consulting and City of Mableton for Architectural Services for future city hall office space at 1245 Veterans Memorial Highway, Hawthorne Plaza - \$14,950

BACKGROUND/SUMMARY: Design Services Proposal and Scope of Work are attached.

BUDGETED/FINANCIAL IMPACT – FUND: \$14,950 Total

MOTION: On Consent Agenda - to approve Design Services Proposal, Scope of Work and agreement between GTS Consulting and City of Mableton for Architectural Services for future city hall office space at 1245 Veterans Memorial Highway, Hawthorne Plaza - \$14,950.

ATTACHMENTS:

1. City of Mableton Offices - Design Services Proposal



Design Services Proposal

Date: July 26, 2024

Project Name: City of Mableton Offices – Interior Renovation

Project Address: 1245 Veterans Memorial Hwy SW, Suite 20
Mableton, GA 30126

Client: City of Mableton William “Bill” Tanks – City Manager Cell: (470) 307-5339
Email: william.tanks@mableton.gov
Michael Owens – Mayor Office: (404) 927-9505 Email: michael.owens@mableton.gov
Keisha Jeffcoat – Mayor Pro Tem Office: (404) 927-9497
Email: kiesha.jeffcoat@mableton.gov

GTS CONSULTING LLC. (hereinafter “GTS Consulting”) is pleased to offer architectural and MEP design services on behalf of THE CITY OF MABLETON (hereinafter “Client”) for the referenced project. This project involves converting an existing interior retail space into offices. In addition to architectural services, the Architect, Todd Spencer, will provide project management services for the design phase of the project and will serve as a single point of contact for the Client. All questions and correspondence from all design subcontractors (MEP Engineer) will go through the Architect and be relayed to the Client as needed.

BASIC SERVICES – See “Attachment A: Scope of Services.” This attachment is part of this Agreement by reference. The design services include producing a basic set of drawings that is enough for a General Contractor to pull a building permit for the project.

TERMS AND CONDITIONS – See “Attachment B: Terms and Conditions.” This attachment is part of this Agreement by reference.

COMPENSATION –

- **BASIC SERVICES: Architectural and MEP permit documents - \$14,950** Contract amount includes one review package for MEP documents. Architectural review is as described in Attachment A: Scope of Services. Each additional review package for MEP documents will be \$850.
- **ADDITIONAL SERVICES:** Not included in Basic Services, billed separately on an hourly basis.
- **REIMBURSABLE EXPENSES** (plotting, shipping, courier, etc.): Not included in Basic Services, billed separately at 1.1 times cost. Mileage for trips (meetings and site visits) which are not included as part of Basic Services will be billed at the prevailing IRS Standard Mileage Rate.
- **HOURLY RATE SCHEDULE –** Principal: \$180 per hour; Project Manager: \$170 per hour Engineer / Sr. Designer: \$130 per hour; Designer: \$115 per hour; Drafter: \$95 per hour; Clerical: \$60 per hour

This Agreement will expire after 60 days unless it is executed and returned by that time. I hope you will find this proposal acceptable. We appreciate the opportunity to work with you.

Sincerely,

G. Todd Spencer
Architect
GTS Consulting LLC

Approved (Client): _____
(signature/date)

(printed name / title)

(company)



ATTACHMENT A: SCOPE OF SERVICES

BASIC SERVICES

Architectural Design Services

As-Built Drawings – THIS PHASE HAS ALREADY BEEN COMPLETED DURING THE NEEDS AND OPTIONS REVIEW PROCESS – THIS PROPOSAL DOES NOT INCLUDE ADDITIONAL FEES FOR THIS WORK.

The first step is to document existing conditions and provide as built drawings of the interior of the building.

- Travel to the site to take photos and measurements of existing conditions as needed.
- Architect will create as built drawings including:
 - Existing Floor Plan.
 - Proposed Floor Plan
- Send as-built drawings to the Clients via email in PDF format.

Preliminary Design Drawings

The next step is to provide a preliminary design and receive approval from the Client before proceeding to Construction Drawings.

- Conduct life safety and building code research to determine code requirements for this project.
- Programming / Aesthetic Discussion: Architect will discuss size, function and aesthetic of spaces with the Client.
- Architect will create preliminary design drawings including:
 - Cover Sheet with applicable codes, code summary and calculations, drawing list, location map, owner, MEP Engineer, and Architect information.
 - Existing / Demolition Floor Plan
 - Proposed Floor Plan
 - Reflected Ceiling Plan
- Send preliminary design drawings to the Clients via email in PDF format for review.
- Clients review the drawings and provide feedback to the Architect as to any changes required.
- Architect to revise the drawings per feedback from Clients.
- Send final preliminary design drawings to the Clients via email in PDF format for review.

Construction Documents (CD)

Once the Architect has received all final design changes from the Client, the Architect will develop construction documents in accordance with the building codes having jurisdiction. The final CAD drawings will be sent to the MEP Engineer. The CD phase includes the following steps:

- Architect revises drawings based on Client feedback after reviewing final Preliminary Design drawings.
- Architect emails architectural preliminary design drawings in AutoCAD format to the MEP Engineer for them to begin their work.
- Architect will create construction drawings in AutoCAD including:
 - Cover Sheet with applicable codes, code summary and calculations, drawing list, location map, key plan showing suite location, owner, MEP Engineer, and Architect information.
 - Existing / Demolition Floor Plan
 - Proposed Floor Plan with notes and dimensions as needed.
 - Life Safety Plan
 - Reflected Ceiling Plan
 - Door / Interior Window schedule and details as needed



GTS Consulting LLC G. Todd Spencer, AIA Registered Architect – GA #RA009618
300 Lucinda Ct NW, Marietta, GA 30064
Phone: 404-277-5206 E-mail: todd@gtscons.com

- Floor Finish Schedule
- Interior Partition Details
- Architect emails architectural construction drawings in AutoCAD format to MEP Engineer.
- MEP Engineer to send preliminary construction drawings to Architect.
- Architect compiles the preliminary CD Package, creates PDF file and emails to Client for review.
- Clients review the drawings and provide feedback to the Architect as to any changes required.
- Architect to make client requested changes and email final architectural construction drawings in AutoCAD format to MEP Engineer.
- MEP Engineer to send final construction drawings to Architect.
- Architect compiles the FINAL CD Package, creates PDF file and emails to Clients for review.
- Meet with Clients (preferably on site) to present final construction drawings and discuss project and next steps.

Permit Submittal Process

Once the final construction documents are complete, GTS Consulting will assist the Client with the building permit process. This phase includes the following steps:

- Architect will fill out a Cobb County Building Permit application for the project and obtain all required documents and forms. **NOTE: Cobb County requires that a General Contractor be selected for the project before the building permit application can be submitted.**
- Architect will submit all drawings and forms for the project to Cobb County Building Department via email and to the Cobb County Fire Marshal's Office via MobileEyes Online Permitting Portal.
- Architect will receive comments from Cobb County and make the required changes and resubmit the drawings.
- 2 rounds of changes for the Cobb County Building Department and 2 rounds of changes for the Cobb County Fire Department have been included in this proposal. If a 3rd or more round of changes are required by either or both departments, the architect's time required to complete those changes will be billed on an hourly basis per the included hourly rate schedule.

MEP Design Services

Basic Design Services

1. HVAC, Electrical, and Plumbing (hereinafter "MEP") permit documents. Scope is a tenant fit-out design of a ~5,100sf office suite.
2. HVAC: Standard air conditioning (electric/gas heating) and ventilation systems per Code and Client criteria. System controls will be vis stand-alone thermostats and not part of a Direct Digital Controls or Building Management system.
3. Power: Service to building and power distribution design for all spaces per Code and Client criteria.
4. Low-Voltage: Voice, data, and CATV device layout and performance specification for design by others.
5. Fire Alarm (if required): Fire alarm panel and device layout and performance specification for design by others.
6. Lighting: Interior lighting per Client plans.
7. Plumbing: Plumbing for new fixtures per Client plans.
8. Fire Protection (if required): Performance specification for design by others.
9. Specifications: General notes will be provided on the drawings. A bound, CSI-formatted "book spec" is not included.

Energy Code Compliance

1. MEP Engineer will complete required calculations and documentation to demonstrate that the MEP design complies with Energy Code requirements.



GTS Consulting LLC G. Todd Spencer, AIA Registered Architect – GA #RA009618
300 Lucinda Ct NW, Marietta, GA 30064
Phone: 404-277-5206 E-mail: todd@gtscons.com

- a. Calculations of compliance of building envelope is not needed since the building envelope will not be substantially altered.
- b. Verification of compliance for MEP construction (requires on-site inspection) is not included as part of Basic Services.

Green Building Design

1. It is understood that this project is not subject to any green/sustainable building requirements (e.g., LEED, IgCC, Georgia Peach, etc.) and the design and documentation for such programs is not included as part of Basic Services.

Deliverables

1. One MEP permit package will be provided for all work included in this Agreement. The project will not be phased.
2. 90% Owner Review: Electronic files (PDF format) of MEP design documents for Owner review and comment.
3. 100% Construction Documents: Electronic files (PDF format) of MEP design documents digital stamped for permitting. Printing and shipping hard copies is not included.
4. Energy Code compliance documentation for MEP systems, as required.

MEP Field Survey

1. One field survey included to confirm existing MEP conditions.

Construction Phase Services

1. Not included as part of Basic Services.

Clarifications

1. Fee allowance is based on project type, size (overall project and breakdown by space usage), and scope noted above under Basic Services. Additional fees may apply should the type, size (in whole or in part), or scope be modified.
2. Changes to criteria which are received after Notice to Proceed with MEP design is given may require additional fees at the sole discretion of GTS Consulting.
3. Owner/Client review of Construction Documents, where provided, is for conformance with pre-established criteria or Code requirements only. New criteria introduced during the review process are not included.
4. MEP design will be produced in two dimensions with AutoCAD 2024. Three-dimensional modeling of building and systems is not included.
5. It is assumed that existing building systems and utilities are of proper type and sufficient capacity to accommodate new work to be provided under this Agreement. Design for replacement or upgrade of existing systems or utilities, if required, is not included as part of Basic Services but may be provided as needed for Additional Services.

Additional Services

The following are not included as part of this Agreement but may be provided for additional fees upon approval:

1. Design and specification of special systems except as noted above including, but not limited to the following:
 - a. Electrical: generator, UPS or power conditioning systems.
 - b. HVAC: computer room air conditioning systems, HEPA filtration, kitchen ventilation systems, DDC controls.
 - c. Plumbing: grease traps, process piping, grey water systems, medical gas or central vacuum systems.
 - d. Fire Protection: pre-action systems or gaseous FP systems.
2. Design, calculations, or documentation for LEED, IgCC, Georgia Peach, or similar sustainable building certification programs.



GTS Consulting LLC G. Todd Spencer, AIA Registered Architect – GA #RA009618
300 Lucinda Ct NW, Marietta, GA 30064
Phone: 404-277-5206 E-mail: todd@gtscons.com

3. Design and coordination of underground utilities (electrical, water, sewer, storm, gas, etc.) outside the demised space.
4. Design and specification of structural or civil construction, including those which are related to and required by Architectural and MEP work, except where such services are specifically included within this Agreement.
5. Detailed demolition drawings.
6. Construction as-built drawings.
7. Revisions to drawings required due to contractor field changes or substitutions, approved or otherwise.
8. Bidding and construction phase services, except as specifically noted above.
9. On-site construction review and punch reports.
10. Code inspections.
11. Special inspections of construction which may be required by the Authority Having Jurisdiction.
12. AutoCAD (dwg) files of drawings.



GTS Consulting LLC G. Todd Spencer, AIA Registered Architect – GA #RA009618
300 Lucinda Ct NW, Marietta, GA 30064
Phone: 404-277-5206 E-mail: todd@gtscons.com

ATTACHMENT B: TERMS AND CONDITIONS

COMPENSATION / PAYMENT TERMS

Compensation shall be as set forth in this Agreement. Where a fee arrangement is on a lump sum basis, the remaining balance shall be paid upon final invoice. Where the fee arrangement is to be on an hourly basis, the rates which apply shall be those that prevail when the services are rendered. Rates given in this agreement are valid for the current calendar year and are subject to increase each subsequent calendar year beginning January 1. Payments will be invoiced and paid in the following order base on milestones reached:

- **\$1000 retainer payment due when contract is signed for Architect to begin work on the project.**
- **\$1400 for Architectural Preliminary Design Drawings due when drawings are submitted to Client.**
- **\$1950 payment for 50% Architectural Construction Drawings due when drawings are submitted to Client.**
- **\$5500 for 90% Owner Review MEP Design Drawings due when drawings are submitted to Client.**
- **\$3300 payment for FINAL Construction Drawings due when drawings are submitted to Client. These drawings will be ready to submit to Cobb County for Building Permit.**
- **\$900 payment due for Architect to begin work on the permit submittal process.**
- **Final \$900 due when up to 2 rounds of changes to permit drawings required by Cobb County Building Department and Cobb County Fire Marshal's Office are made and drawings are submitted.**
- All permitting, application, Cobb County plan review and similar project fees will be paid directly by the Client.

APPLICABLE LAW

This Agreement shall be governed by the Laws of the State of Georgia.

CLIENT RESPONSIBILITIES

The Client will provide information necessary for the performance of services in a timely manner including, but not limited to: Owner criteria, prototype information, budget constraints, or other requirements affecting the scope of design provided under this Agreement; lighting, power and data requirements; existing conditions mechanical and electrical plans; utility (electrical, gas, water, etc.) requirements of equipment specified by others but requiring connections by GTS Consulting. All criteria impacting the Architectural and MEP design shall be provided to GTS Consulting before Notice to Proceed with MEP design is given.

The Client will ensure proper access to the site and internal spaces for all activities necessary for the performance of services. Spaces requiring access include, but are not limited to, the entire scope of work including above the ceiling (for verification of ductwork and piping systems), all supporting mechanical and electrical equipment spaces, and the roof (if applicable). Additional visits which are necessary due to lack of proper access during the scheduled visit(s) may be subject to additional fees, at the applicable hourly rates, at the discretion of GTS Consulting.

DESIGN SCHEDULE

It is assumed that services provided as part of this Agreement shall commence within 60 days of the execution of this Agreement, will be continuous from start thru completion (i.e., issuance of 100% Construction Documents), and will be completed within a timely manner. No allowance has been made in the fee to accommodate extended delays or periods of inactivity in GTS Consulting's design schedule. Compensation for Basic Services shall be subject to increase should, for any reason, the scope of services provided under this Agreement be delayed or interrupted for a period of 60 calendar days or longer.

INVOICING AND PAYMENTS

Invoices will be submitted to the Client monthly for services and expenses. Invoices shall be considered PAST DUE if not paid within 30 days after the invoice date and GTS Consulting may without waiving any claim or right against the Client, and without any liability whatsoever to the Client, terminate the performance of the service immediately and without notice. Interest (1% per month) shall apply to all past due invoices. In the event any



GTS Consulting LLC G. Todd Spencer, AIA Registered Architect – GA #RA009618
300 Lucinda Ct NW, Marietta, GA 30064
Phone: 404-277-5206 E-mail: todd@gtscons.com

invoice or portion thereof is not paid within 60 days, the Client shall pay all costs of collection, including reasonable attorney fees. As prescribed by the Georgia Prompt Pay Act, Client agrees that payment to the Client for services rendered by GTS Consulting shall not be considered precedent to payment of GTS Consulting by the Client. Retainages may not be withheld unless noted otherwise within this Agreement.

DESIGN WITHOUT CONSTRUCTION ADMINISTRATION

It is understood and agreed that GTS Consulting's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services. Should Client elect not to hire GTS Consulting for construction phase services, Client agrees to provide construction administration and assumes any and all potential liability arising from such administration. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and the Client waives any claims against GTS Consulting that may be in any way connected thereto. In addition, Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless GTS Consulting, its officers, directors, employees and sub-consultants (collectively, GTS Consulting) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of GTS Consulting.

INDEMNIFICATIONS

The Client shall indemnify and hold harmless GTS Consulting and all of its personnel from and against any and all claims, damages, losses, expenses (including reasonable attorney fees), claim losses, or injuries arising out of or resulting from the performance of the services, provided that any such claim, damage, loss, expense (including reasonable attorney fees), claim losses, or injury is caused in whole or in part by the negligent act of omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except GTS Consulting), or anyone for whose acts any of them may be liable.

ARBITRATION

Claims or disputes between the Client and GTS Consulting arising out of or relating to this Agreement or breach thereof shall be subject to and decided by arbitration according to the Construction Industry Arbitration Rules of American Arbitration Association unless the parties mutually agree otherwise. Award rendered by the arbitration shall be final and judgment may be entered upon it in accordance with applicable law and in any court having jurisdiction.

OWNERSHIP OF DOCUMENTS

All documents and other work provided by GTS Consulting shall remain the property of GTS Consulting and may not be copied, transmitted, or used for any other endeavor, except for reference and coordination of future renovations to this project, without the written consent of GTS Consulting. GTS Consulting shall retain all common law, statutory, copyright, and other reserved rights.

LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the project to both the Client and GTS Consulting, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of GTS Consulting, its officers, directors, employees and sub-consultants (collectively, GTS Consulting) to the Client and anyone claiming by or through the Client, and to all construction contractors and subcontractors on the project for any and all claims, damages, losses, liabilities, expenses (including reasonable attorneys' fees, defense costs, and expert witness fees), claim losses, or injuries (including death) and costs of any nature whatsoever or claims expenses resulting from or in any way related to the project or the Agreement from any cause or causes shall not exceed the total compensation received by GTS Consulting under this Agreement. It is intended that this limitation apply to all liability or cause of action however alleged or arising, unless otherwise prohibited by law.



AGENDA ITEM MEMORANDUM

MEETING OF: August 14, 2024

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Approval of July 24, 2024 Regular Meeting Minutes

BACKGROUND/SUMMARY: N/A

BUDGETED/FINANCIAL IMPACT – FUND: N/A

MOTION: N/A - On Consent Agenda

ATTACHMENTS:

1. 2024-07-24 Minutes Regular Meeting.docx (2)

CITY OF MABLETON, GEORGIA
Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
July 24, 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, Mayor Pro Tem/District 3 Councilmember - Absent
The Honorable Patricia Auch, District 4 Councilmember - Present
The Honorable TJ Ferguson, District 5 Councilmember Present
The Honorable Debora Herndon, District 6 Councilmember - Absent

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 Councilmember Ferguson.
5. **APPROVAL OF AGENDA**

Motion was made by Councilmember Oladapo and seconded by Councilmember Davis to approve the agenda. The motion was carried 5-0..
6. **PRESENTATIONS/ACKNOWLEDGEMENTS/ PROCLAMATIONS - NONE**
7. **APPOINTMENTS - NONE**
8. **PUBLIC HEARINGS - NONE**
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.*
Those who spoke:
 - **Jo Lahmon** - Announced June 1st started with a Kick Off Party. New Mascot *ReadAbook* appeared at the party. She reported on reading challenges and Vision to Learn and Happy Helping Food Program statistics.
 - **Edward Bailey** spoke about his and the City's need for code enforcement. He asked for a helping hand for a complaint.
 - **Monica Delancy** of District 2 thanked Mr. Tanks for coming out to Silver Creek Apartments to let residents know he was there to help. She spoke about concerns for lack of upkeep such as broken windows, grass not cut, outlets not working, fallen

ceilings, and no working stoves. The City of Mableton must join with Cobb County to work on these issues. She spoke about back to school events.

- **Tre Hutchins** of Cobb County School Board noted the first day of school was August 1st. He provided updates on happenings and back to school events at the schools in the Mableton area. He spoke about the free breakfasts and lunches in the Mableton area.

10. CONSENT AGENDA

- a. June 26, 2024 Regular Meeting Minutes
- b. July 8, 2024 Special Called Meeting and Work Session Minutes
- c. July 15, 2024 Special Called Meeting Minutes
- d. Ratification of the Council authorizing the City Manager to hire an Interim Finance Operations Consultant and authorize the Mayor to execute the agreement with Ms. Dawn Glidden as Financial Operations Consultant

Motion was made by Councilmember Ferguson and seconded by Councilmember Davis to approve the Consent Agenda. The motion carried 5-0.

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a. End of Year Report and Recommendations - City Manager Bill Tanks

Mayor Owens announced the item and explained how the City had been operating since October 2023 under a Spending Plan and an extended interim Spending Plan. The presentation by City Manager Tanks will address how the City has operated financially and look at the initial Feasibility Study in comparison. He recognized City Manager Bill Tanks who provided background. Summary of Mr. Tank's presentation included:

- Mr. Tanks thanked the Council for allowing him to bring on Financial and Human Resources Services firms to work with staff.
- There are two facilities being set up to secure City services will be in place by April 2025.
- The City should have BS&A Financial software by October 2024.
- HR and Finance firms will be giving updates.
- Revenues \$6,096,196; Expenditures \$1,551,073.28; Net Revenue over Expenditures \$4,545,122.61 (Presentation is available in the record.) .
- Year One Expenditures at 25% of Revenues.
- Foundation is established.
- Expect increase in both revenues and expenses for transition.
 - Higher proportion of Expenditures/Revenues FY 25 Operational
- Areas of Growth - staffing, facilities, and internal and external process.

Questions and discussion followed:

Councilmember Auch asked why the exceeding over the budget for legal fees was not approved by the Council. Mr. Milazi explained there was an amended budget and Mr.

Chris Pike provided explanation about amending lines items and laws that regulate the line item budgeting process. The Legal Category included city attorney, lawsuit, insurance, hotel motel administration, insurance, and business license contractor. Discussion continued about the City did not have departments yet, so numbers were considered in one large department/account for transition. Mr. Tanks proceed with the comparison of the City's Spending Plan to the Feasibility Study.

Mayor Owens commented about the foundation made by getting the revenues established, and implementing a participatory plan and approach. The participatory Spending Plan helped to prepare the city going forward. He commended the city attorney and city clerk that did a lot of work in the beginning because there was not a transition committee. He described the work done in the beginning to establish the Spending Plan.

Mayor Owens recognized Chris Pike, financial consultant. Mr. Pike presented potential policies and asked for guidance and feedback from the council for each policy. He stressed how establishing policies was essential for long term livability. Summary of discussion:

- Everything the Mayor and Council does should point to the City's mission.
- Policies protect the employees.
- Policies are guard rails - stop bad actions to happen.
- Policies are important to internal controls.
- Mayor and Council set the bar - the tone at the top should be ethical and provide expectations.
- Policies should be updated.

Questions, feedback, and discussion followed on proposed financial policies to give direction to Mr. Pike for compiling the policies to be presented at a later time:

Councilmember Expenses Policy - As long as expenditures do not create taxable events, the council members have discretion to spend dollars within what the City Charter states. Expenses will be reimbursed. There should be a monthly report of expenditures.

Fund Balance Reserves and Spending - (Rainy Day Funds i.e. for emergency, catastrophic, pandemic, economic downturn) The recommendation was to work toward 3-6 months of projected revenues. Before funds are used, council approves as well as a plan to replenish the fund. The fund savings are based on operational expenses plus debt services excluding capital. (i.e. for 3 months, \$3 million reserves on a \$12 million budget). Contingency plan is different from the Fund Balance Reserve. Contingency is a fund set aside for something that could occur 18 months down the road.

Budget Committee - Mr. Pike recommended having a Budget Committee consisting of three members of the City Council. The Budget Committee, made on a rotating basis, meets with the City Manager and Finance Director reviewing the budget. If all three agree, items stay. If two of the Committee say taken out, it is taken out but brought before the Council. If one says take out, it stays in the budget but goes before full council. The logic is if three agree, the other four will agree. The Mayor

already discusses the budget with the City Manager. The three of the committee would not include the Mayor. Council agreed and supported having a Budget Committee.

Amendment Process - Any amendments flow through the Budget Committee so can revisit items cut as well as the current item and put all together for comparison, and then present to the full Council for consideration.

Selection of the Auditors - Council agreed to have recommendation from City Manager and Council to approve but based on a policy.

Internal Audit Functions - Some governments have chosen to have internal auditors. It does not have to be a staff function. It can be an outside firm. The internal auditor reports to the Mayor and Council. The current internal auditor, Rausch Advisory Services, spoke about providing the Council and City with complete transparency for risk assessment. Mr. Pike recommended having some sort of internal auditing. If you want to stay on this track to have an internal auditor, then have a policy. Staff or outside firm. The Mayor and Council expressed the need for internal auditing by an outside firm. In the policy, Mr. Pike would have that Council would appoint an internal auditor and not stipulate whether staff or outside firms.

Procurement Cards - P-cards are designed to provide for small purchases that create efficiencies in the accounting process. It is state law that Mayor and Council can not have a procurement card unless a policy is adopted. There would be a City Manager and Administrator. An internal auditor should review the Procurement Card process. Council indicated the City should have procurement cards as long as a policy is in place. There will be some procedures in the Purchasing Card Policy. Mr. Pike recommended having a procurement card process in place. Mayor and Council expressed approval to have the procurement card policy.

Purchasing Policy - Mr. Pike explained difference between Request for Bid and Request for Proposal, sole source, and single source. Discussion continued about authorized spending limits of purchasing and difference between contract and purchase. Direction was given for the policy:

If over contracts of \$50,000 - goes to Council.

Department Director - if in the budget, \$10,000.

Mr. Pike reminded Council to be cognitive of vendors that want to get their foot in the door during the request for proposal process. Do not talk with vendors during the RFP period. Refer them to the City Manager.

Motion was made by Council Member Ferguson and seconded by Councilmember Oladapo for the meeting to go into recess for ten minutes. The motion passed 5-0. (9:03 p.m.)

Mayor and Council reconvened at 9:16 p.m.

- b. Human Resources Report and Recommendations - City Manager Bill Tanks
 - i. Consideration and Approval of Resolution Updating the City of Mableton's Classification and Pay Plan and for Other Lawful Purposes - City Manager Bill Tanks

Mayor Owens announced the item and recognized City Manager Tanks who provided background information. Mr. Tanks stated Mayor and Council approved the hiring of both financial and human resources firms to get the City to the next level. HR Knowledge Source Founder and CEO Sheree Knowles and Executive Consultant Ardie Harrison were present to talk about the company and Jenee Boler and Aubriel Cameron were present to talk about the work they had done. The presentation is available in the record.

Highlights of presentation:

Ms. Knowles expressed appreciation for being at the City of Mableton. The firm was a business consulting firm and specializing in HR, Culture and Talent Management. The firm is a woman and minority-owned faith-based firm. The firm does not do off the shelf. Their work was customized for the City. The firm does recruitment alliance, career blueprint pathways, signature consulting solutions, and diversity, inclusion, culture, and equity. She named some of their clients including City of Norcross, City of Euharlee, Town Center Community, and others.

Ms. Harrison reported on the work HRKS team was doing for the City of Mableton:

- Retained Recruitment and HR Coordinator
- Recruitment and Talent Acquisition
- Organization Design and Job Description Review
- Compensation Review and Validation

Ms. Harrison introduced Jonee Boler, HR Relationship Manager who thanked Mayor Owens and Council and City Manager Tanks for allowing HKRS to be present.

She provided steps and processes for the services provided:

- Consulted with internal personnel to gather supportive data.
- They consulted with internal personnel and got access to Indeed and got clarity for each role and met with Mr. Tanks for clarity of the role of the positions.
- Classification and Pay Plan Overview.
- Identified, reviewed, and evaluated open/filled positions by department.
- Conducted salary market research.

Data Review

- Analyzed the Department of community Affairs (DCA) recent Wage and Salary survey data.
- Defined and determined each role's competitive percentile.

HRKS Market Data Research

- Reviewed internal/external comps, focusing on cities with a population of 50,000 or higher.
- Minimized the pay disparity between the recommended salary ranges.
- Discussions and Recommendations.
- Determined competitive salary ranges for each role based on market data.
- Presented recommended salary ranges to City Manager.

Ms. Boler reported the final result was in the resolution in the agenda packet.

Ms. Boler reported on the next steps:

- Creating the City of Mableton Organization Chart.
- Developing ADA-compliant job descriptions for all approved roles.
- Creating a formalized benefits package brochure for the City of Mableton.
- Prioritizing and recruiting for open roles to be filled.

Questions and discussion followed. Mayor Owens explained there was a resolution in the packet for approval of the update to the Classification Pay Plan. Councilmember Oladapo asked about having subject matter expertise in the interviewing process for the specific positions. Mr. Tanks stated they would be coming up with a plan with a technical panel to make sure someone has the skills and a good fit for the City. He will then make a recommendation to the Mayor to present to the Council. He will have the candidates to speak with the Council during an Executive Session. Mayor Owens reiterated he wanted to make sure they were considering the technical and cultural fit for the City during the interviewing process.

Ms. Cameron, Senior Recruiting and HR Coordinator, explained how she looked at Indeed posting, becoming familiar with the technology and skills needed noting there are more of HRKS staff to make sure the roles are filled with the right fit. Staff was making sure they were educated as much as possible to understand the roles. Mr. Tanks stated the technical panels would include people from surrounding cities. He had volunteers to help already. After tonight, the City will gear up to begin the hiring and get the three city services started.

Councilmember Ferguson asked that the Council be informed and know what the City's process was for the hiring.

Mr. Tanks commended Ms. Boler and Ms. Cameron for their professionalism and doing exceptionally well. He thanked them for their presentation. Councilmember Ferguson thanked HRKS on behalf of the Council for working with the City.

Motion was made by Councilmember Auch to approve the Resolution (RES 2024-07-02) approving and updating the City of Mableton Classification and Pay Plan. Councilmember Oladapo seconded the motion.

Councilmember Ferguson asked how the City compared to other cities in the state and market. Mr. Tanks explained his process. Mayor Owens explained the DCA survey based on population and proximity to the City of Atlanta. Discussion continued. Mr. Tanks stated their paid compensation numbers were market, not restricted to local government, and the City Manager looked at both and took the best of both ranges. Mr. Tanks will send the chart with the ranges to the Mayor and Council.

Mayor Owens stated some of the roles could be local market and some are specific to city or county government. With the City being new, these positions require experience in the field.

The motion passed 5-0.

13. OTHER BUSINESS/DISCUSSION

- a. Commissions, Authorities, and Boards Overview - Mayor Owens - Deferred
Mayor Owens noted the time. There were some updates but there will be items on the August 14th agenda and asked that the item be deferred.

Motion was made by Councilmember Ferguson and seconded by Councilmember Auch to defer Item 13 - Commissions, Authorities, and Boards Overview to the August 14th agenda. Motion passed 5-0.

- 14. CITY MANAGER'S ANNOUNCEMENTS/COMMENTS - City Manager Bill Tanks** announced there were openings on the Wellstar Hospital Board. He has the applications for anyone interested in applying. Mr. Tanks recognized Mr. Amir Mason, a high school student, who attended the meeting. Mr. Mason was interested in civic duties. Mr. Tanks stated he was proud of how the Mableton City Council operated that evening. Mr. Mason was impressed.

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

16. MAYOR AND COUNCIL ANNOUNCEMENTS/COMMENTS

Councilmember Davis announced details about Back to School Supplies events for the Mableton area. Council expressed appreciation for all that attended the meeting. Councilmember Oladapo announced additional details about her backpack event and the Seniors Brunch at South Cobb Recreation Center upcoming on August 24, 2024 at noon. Councilmember Ferguson thanked everyone for birthday messages and wished Councilmember Jeffcoat Happy Birthday.

Mayor Owens commented about the City's progress and the impactful meeting and how the Finance Report provided solidification of where the City had been and where the City wanted to go in a thoughtful and fiscally conservative manner. The core mission of the City was to improve the quality of life for the citizens of Mableton.

- 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)) - NONE**

- 18. ADJOURNMENT - Motion** was made by Councilmember Oladapo and seconded by Councilmember Ferguson to adjourn. (10:03 p.m.)



AGENDA ITEM MEMORANDUM

MEETING OF: August 14, 2024

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Consideration of an Ordinance Amending the Year 2024 Regular Meeting Schedule and Other Purposes - First Read - City Manager Bill Tanks

BACKGROUND/SUMMARY: On January 24, 2024, Mayor and Council approved the 2024 Regular Meeting Schedule per ORD 2024-01-01. The City has a lot of set-up activities and decisions for the Mayor and Council's direction and more time is needed to present and discuss city business. Therefore, City Manager Bill Tanks will be asking the Council to add a regularly held work session to be held the Monday before the first council meeting of the month. For example, the first work session would be held on Monday, September 9th, before the Wednesday, September 11th, a regularly scheduled and already set meeting.

BUDGETED/FINANCIAL IMPACT – FUND: N/A

MOTION: This is a first read. No motion at this time.

ATTACHMENTS:

1. Ordinance Amending Regular Meeting Schedule - First Read (2)
2. 2024 Meeting Schedule Ord. Exhibit Rev. 08282024.docx (1)

**AN ORDINANCE AMENDING THE 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 approved Ordinance 2024-01-01 Establishing the Year 2024 Regular Meeting Schedule; and

WHEREAS, the City Council desires to add a work session the remainder of the 2024 Regular Meeting Schedule to be held on the Monday prior to the first meeting of the month; 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. The City Council hereby amends 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 28th day of August, 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, 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.
July	24th	6:30pm	Riverside Epi Center	-	-
August	14th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-



Month	Meeting Date	Meeting Time	Location	Work Session Time	Status
August	26th		Riverside Epi Center	6:30pm	Work Session Only
August	28th	6:30pm	Riverside Epi Center	-	-
Sept	9th		TBD	6:30pm	Work Session Only
Sept	11th	6:30pm	Riverside Epi Center	5:15pm - 6:00pm	-
Sept	25th	6:30pm	Riverside Epi Center	-	-
Oct	7th		TBD	6:30pm	Work Session Only
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	9th	TBD		6:30pm	Work Session Only
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.



AGENDA ITEM MEMORANDUM

MEETING OF: August 14, 2024

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Funding to the Mableton Development Authority for Economic Development Services - City Manager Bill Tanks

BACKGROUND/SUMMARY: This is funding for the Mableton Development Authority to provide Economic Development Services. There will be an IGA. The IGA is pending legal review and will be added to packet later.

BUDGETED/FINANCIAL IMPACT – FUND:

MOTION:

ATTACHMENTS: None



AGENDA ITEM MEMORANDUM

MEETING OF: August 14, 2024

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Intergovernmental Agreement between Mableton Development Authority and City of Mableton for Economic Development Services - City Manager Bill Tanks

BACKGROUND/SUMMARY: The City of Mableton and Mableton Development Authority will enter into an agreement for the MDA to provide economic development services. The IGA is pending legal review and will be added to packet later.

BUDGETED/FINANCIAL IMPACT – FUND:

MOTION:

ATTACHMENTS: None



AGENDA ITEM MEMORANDUM

MEETING OF: August 14, 2024

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Commissions, Authorities and Boards - Mayor Owens

BACKGROUND/SUMMARY: Mayor Owens will explain the types, goals, roles, and purposes of the upcoming Commissions, Authorities, and Boards of the City of Mableton. Additional information may be found on the City's website at <https://mableton.gov/get-involved>

BUDGETED/FINANCIAL IMPACT – FUND: N/A

MOTION: N/A

ATTACHMENTS: None



AGENDA ITEM MEMORANDUM

MEETING OF: August 14, 2024

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Mableton Day Anniversary - Financial Benefit to the Mayors Educational Impact Fund - Councilmember Herndon

BACKGROUND/SUMMARY: Councilmember Herndon has requestd to discuss this item.

BUDGETED/FINANCIAL IMPACT – FUND: N/A

MOTION: N/A

ATTACHMENTS: None