



CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
February 10, 2025 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 WORK SESSION AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION**
- 4. PLEDGE OF ALLEGIANCE**
- 5. AGENDA ITEMS AND DISCUSSION**
 - a. Rausch Advisory Services Presentation - Recruiting Services - Mike Harrington**
 - b. FY2025 Q2 Budget Report - City Manager Bill Tanks**
 - c. 6116 Operations Building Status Report - City Manager Bill Tanks, Program Manager Chad Kastner, and Special Projects Manager Xavier Ross**
 - d. Code Enforcement Department Update - Code Enforcement Director Alejandro Ferrell**
 - e. Sustainability, Waste, and Beautification Department Update - Sustainability, Waste & Beautification Director Emily Groth**
 - f. Community Development Update - Director Juliana Njoku**
- 6. PRE REGULAR MEETING AGENDA REVIEW**
 - a. Review of February 12, 2025, Regular Meeting Agenda**
- 7. ANNOUNCEMENTS**
- 8. 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))**
- 9. 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, Riverside EpiCenter, 135 Riverside Pkwy, Austell, Georgia 30168 during regular office hours.



AGENDA ITEM MEMORANDUM

MEETING OF: February 10, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Rausch Advisory Services Presentation - Recruiting Services - Mike Harrington

BACKGROUND/SUMMARY: The Finance Director and IT Director are pivotal positions within the city's administration. The Finance Director will oversee the city's financial strategy, budgeting, and fiscal management, ensuring transparency and accountability. The IT Director will lead the city's information technology initiatives, enhancing digital infrastructure, cybersecurity, and service delivery to residents.

The City of Mableton has met difficulties in recruiting a Finance Director, as evidenced by two unsuccessful attempts, which underscore the competitive nature of the market for this vital role. The city manager foresees similar difficulties in recruiting an IT Director and therefore intends to engage professional recruitment services. At the fall planning conference, the recruitment plan for the Finance Director and IT Director was presented. These positions were identified as critical for the city's transition into active status and operational readiness.

Rausch Advisory Services, a foundational partner with the city, has a proven record of delivering valuable services to the city as our internal auditing agency. The city manager is confident they will bring expertise and a broader candidate pool to the hiring process. By leveraging their services, the city manager aims to secure highly qualified candidates who can drive financial stability and technological advancement, essential components of the city's growth and efficiency.

BUDGETED/FINANCIAL IMPACT – FUND: The cost, pay, and rate structure will be presented by Michael Harrington, Principal Partner, Rausch Advisory. In the event a successful candidate is secured, the city will have the option to hire or contract through Rausch Advisory. If contracted, the city can assess the performance of the candidate and decide to hire full time or terminate the contract if deficiencies are noted. This reduces the risk of bad hires for the city while allowing the city to fill this critical role. The funding for any associated costs would be paid for from the Finance Department's budget.

RECOMMENDATION: Presentation only. No recommendation or council action required. The presentation is to inform the council of a shift in our recruiting and hiring model to overcome certain recruitment challenges both real and anticipated. The city has a Master Service Agreement with Rausch.

ATTACHMENTS:

1. 2025-Rausch-Overview-Mableton



RAUSCH

ADVISORY SERVICES



OVERVIEW

INDEPENDENT. NEVER A CONFLICT OF INTEREST.

We work as an extension of your company to address your unique business challenges.

Since December 2013, Rausch has been delivering comprehensive solutions tailored to meet the diverse needs of organizations in compliance, enterprise risk management, data analytics, information technology, and human resource capital.

OUR SERVICES & DELIVERY METHODS



**INTERNAL AUDIT
INFORMATION TECHNOLOGY
FINANCE & ACCOUNTING**

ADVISORY SERVICES · STAFF AUGMENTATION · PROFESSIONAL RECRUITING SVC.

Rausch provides a diverse array of services in Finance & Accounting, Internal Audit, and Technology through three distinct delivery methods: Advisory Solutions, Loan Staff, and Professional Placement Services. Our offerings include project leadership, co-sourcing, staff augmentation, professional placement, and tailored technology deployment. We prioritize transparency, reflected in our annually published rate schedule, ensuring clients benefit from consistent and reliable pricing. For more details on our transparent pricing, please refer to our pricing page.

GLOBAL REACH

With offices in the Atlanta Metro and Irvine, California, Rausch leverages borderless resources to serve clients wherever the need arises. We proudly serve clients across nearly every industry and have successfully executed projects in 23 countries, serving over 150 clients to date.

OUR PROFESSIONALS

- Our professionals are our most valuable resource. They are all W2 employees, as we don't subcontract to ensure quality and consistency.
- They are the primary reason our clients repeatedly engage with us. Agile, energetic, client-focused, and experienced professionals give us the ability to deliver an exceptional client service experience.
- Our professionals have earned and maintained a combination of CPA, MBA, CIA, CFE, CISA, CRISC, CISM, CISSP, and CCSA designations. Rausch not only helps you envision the solution but implements it.

OUR APPROACH

At Rausch, we prioritize understanding and articulating our clients' visions. We believe in listening closely to our clients' needs and goals, ensuring that our solutions are tailored to reflect their unique perspectives. Whether it's project lead solutions, co-sourcing, staff augmentation, professional placement services, or customized technology deployment, our approach is always client-centric, fostering collaboration and transparency throughout the process.

CLIENTS

A FEW OF OUR 150+ CLIENTS

 **LendingClub**

 **EMORY UNIVERSITY**

Smart&Final.

TOPA
INSURANCE GROUP

 **GEORGIA LOTTERY**

United Way 



Colonial Pipeline Company

VOYA
FINANCIAL

BlueLinX 


FOCUS BRANDS

GO WEST
UWG

ROLLINS

UT
MEDICAL CENTER

CO NA
SERVICES LLC

 **PROASSURANCE.**
Treated Fairly


Southern Company

 **MAUSER**
Packaging Solutions

WELLSTAR.

COBB COUNTY
SHERIFF'S OFFICE

marta 

 **Graphic Packaging INTERNATIONAL**

Coca-Cola

 **DELTA**

 **Southwest**


PIEDMONT OFFICE REALTY TRUST

 **ATLANTA PUBLIC SCHOOLS**

marta 

 **ICE**  **NYSE**

 **HAVERTYS**

 **Cousins**

 **MOHAWK**

Panasonic

Protective 

 **SECURITY BENEFIT®**

Aflac 

Secureworks

 **REGIONS**

 **WCBRADLEYCO**

 **DeKalb County School District**

 **AMERICOLOR**

Pricing

TRANSPARENT PRICING MODEL



- Currently providing Accounting & Finance Support and Internal Audit Services to the City of Mableton.
- Proposing Contract-to-Hire Services to assist in filling the open Director of Finance Role
 - Rausch team of recruiters will provide Passive and Active candidates for consideration.
 - We will provide the city with a market study for this position ensuring they are competitive.
 - Technically vetted, background screening and reference checks are performed prior to submittal.
 - City of Mableton will negotiate the rate with the professional and the probationary period will be done as a Rausch W2 employee
 - City of Mableton will amortize the recruiting fee over the probationary period, allow them the flexibility to gauge the candidate as a strong long term fit within the city.
- All Rausch employees including Contract-to-hire are immediately eligible for medical, dental and vision insurance as well as additional benefits.
- All Rausch Employees are covered by Errors & Omissions, Cyber-Liability, and Workman's Compensation insurance.

Practice Area & Title	Level of Experience	2025 Hourly Rates	Advanced purchase of 500 hours	Advanced purchase of 1000 hours
Internal Audit Services				
Audit Principal	15 yrs. +	\$225	\$213	\$203
Internal Auditor III	10 yrs. +	\$191	\$181	\$172
Internal Auditor II	5 yrs.+	\$169	\$160	\$152
Internal Auditor I	Less 5 yrs	\$147	\$140	\$133
IT Auditor III	10 yrs. +	\$215	\$205	\$194
IT Auditor II	5 yrs.+	\$191	\$181	\$172
IT Auditor I	Less 5 yrs	\$160	\$152	\$144
Information Technology Services				
Technology Principal	15 yrs. +	\$225	\$213	\$203
Info Sec Professional III	10 yrs. +	\$215	\$205	\$194
Info Sec Professional II	5 yrs.+	\$204	\$194	\$184
IT Operations Professional III	10 yrs. +	\$156	\$148	\$140
IT Operations Professional II	5 yrs.+	\$135	\$128	\$122
IT Operations Professional I	Less 5 yrs	\$113	\$108	\$102
Information Technology CFE	10 yrs. +	\$225	\$213	\$203
Accounting & Finance Services				
A&F Principal	15 yrs. +	\$225	\$213	\$203
A&F Advisory Professional III	10 yrs. +	\$177	\$168	\$160
A&F Advisory Professional II	5 yrs.+	\$149	\$142	\$135
A&F Advisory Professional I	Less 5 yrs	\$131	\$124	\$118
Managerial Accountant	10 yrs. +	\$149	\$142	\$135
Senior Accountant	5 yrs.+	\$113	\$108	\$102
Staff Accountant	Less 5 yrs	\$85	\$81	\$77
Forensic Accountant (CFE)	10 yrs. Min	\$203	\$193	\$183



RAUSCH

ADVISORY SERVICES

Questions & Answers



AGENDA ITEM MEMORANDUM

MEETING OF: February 10, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: FY2025 Q2 Budget Report - City Manager Bill Tanks

BACKGROUND/SUMMARY:

Meeting Date: [2-10-25]

Agenda Item: FY25 2nd Quarter Finance Report Summary

The City of Mableton, Georgia, incorporated in November 2022, is committed to providing consistent, cost-effective services while fostering a vibrant, safe, and sustainable future for its residents. The FY25 2nd Quarter Finance Report presents the year-to-date balances for the adopted FY2025 Spending Plan, reflecting the city's financial health, along with revenue and expenditure trends.

Key Highlights:

- **Budget Overview:** The FY2025 Spending Plan outlines the city's financial roadmap, focusing on providing internal and external services necessary to complete the city's transition to active city status.
- **Revenue Streams:** The report details the various revenue sources, including occupational taxes, hotel motel excise taxes, franchise fees, and other governmental funding.
- **Expenditures:** Year-to-date expenditures are categorized by the original spending plan categories and cross-referenced to the classifications within the city's financial software. Investments in staffing, capital projects, and operational costs and other purchases necessary to complete transition.
- **Financial Performance:** The report assesses the city's financial performance against the adopted spending plan, identifying any variances and providing explanations for significant deviations.
- **Future Projections:** Based on current trends, the report offers projections for the remainder of the fiscal year, ensuring that the city remains on track to meet its financial goals.

The City of Mableton remains dedicated to transparency and responsiveness, ensuring that residents are informed and engaged in the city's financial planning and execution.

BUDGETED/FINANCIAL IMPACT – FUND: N/A

RECOMMENDATION: N/A

ATTACHMENTS:

1. Q1 & Q2 Budget Report

City of Mableton
Statement of Activities by Month
FY 25 QTR 2 & QTR 1

	FY 25 QTR 1	FY 25 QTR 2	Total
Revenue			
Motor Vehicle TAVT	783,456	677,145	1,460,600
Electric Franchise Taxes	428,322	110,078	538,400
Natural Gas Franchise Taxes	155,253		155,253
Hotel/Motel Excise Tax	126,216	130,646	256,862
Business and Occupation Taxes	294,276	1,016,986	1,311,263
Interest Revenue	7,580	16,607	24,186
Donation from Privates Sources		2,600	2,600
Total Revenue	\$ 1,795,102	\$ 1,954,062	\$ 3,749,164
Expenditures			
Payroll Expenses			
Salaries and Wages - Regular Employees	166,260	209,013	375,272
Employee Health Insurance Contributions	14,808	25,773	40,581
Employer FICA Social Security Contributions	9,688	12,764	22,452
Employer FICA Medicare Contributions	2,266	2,985	5,251
Employee Retirement Contributions		15,378	15,378
Workers' Comp Insurance and Claims		14,346	14,346
Employee Appreciation		40	40
Total Payroll Expenses	\$ 193,022	\$ 280,299	\$ 473,321
Legal Services			
Legal Services - Internal	148,871	61,149	210,020
Legal Services - External	1,716	51,153	52,869
Total Legal Services	\$ 150,587	\$ 112,302	\$ 262,889
Operating Expenses			
Professional Services - General	241,009	211,355	452,364
Event Services	7,730	9,346	17,076
Billing Services	4,762	2,544	7,306
Contract Labor	101,354	32,277	133,631
Office Rental	17,320	38,307	55,627
Rentals Equipment	1,768	1,174	2,942
Telephone	2,998	1,848	4,846
Postage		142	142
Advertising & Marketing	7,486	1,333	8,819
Printing and Binding	317	383	700
City Travel	307	5,016	5,322
City Dues and Fees	650	42,584	43,234
Employee Dues and Fees		2,655	2,655
Subscriptions and Publications	3,966	20,620	24,586
Dues and Contrib. (inc. Local Events)	3,841	6,533	10,373
Registrations and Training	2,415	5,859	8,274
Other Purchased Services	9,096	5,765	14,861
Bank Charges & Fees	410	506	916
Operating Supplies and Materials	2,130	3,164	5,294
Utilities - Natural Gas		117	117
Utilities - Electricity	449	241	690
Food	1,158	1,381	2,539
Books and Periodicals		427	427
Small Equipment (<\$10,000)	1,378	1,970	3,348
Capital Outlay - Building & Building Imp.	42,960	70,388	113,348
Capital Outlay - Furniture and Fixtures	9,033	1,103	10,136
Capital Outlay - Computers	41,733	40,351	82,085
Capital Outlay - Equipment		9,837	9,837
Payment to Other Agencies		100,000	100,000
Total Operating Expenses	\$ 504,271	\$ 617,226	\$ 1,121,497
Total Revenue	\$ 1,795,102	\$ 1,954,062	\$ 3,749,164
Total Expenditures	\$ 847,880	\$ 1,009,827	\$ 1,857,707
Revenue Over Expenditures	\$ 947,223	\$ 944,235	\$ 1,891,458



AGENDA ITEM MEMORANDUM

MEETING OF: February 10, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: 6116 Operations Building Status Report - City Manager Bill Tanks, Program Manager Chad Kastner, and Special Projects Manager Xavier Ross

BACKGROUND/SUMMARY: The City of Mableton has successfully completed the build-out of the Community Development and Code Enforcement Operations building at 6116 Mableton Parkway, Suite 144. This marks a significant milestone as it is the city's first operational property leased to provide essential services such as planning and zoning, occupational licensing, permitting, inspections, and code enforcement.

The new facility will serve as a central hub for these critical functions, aiming to launch the city's development and enforcement processes. This development is part of Mableton's ongoing efforts to transition to full municipal operations and better serve its growing community.

It's an exciting step forward for Mableton as it continues to evolve and improve its infrastructure to meet the needs of its residents.

Chad Kastner the program manager with STV Engineering and Xavier Ross, Special Projects Manager will give the report.

BUDGETED/FINANCIAL IMPACT – FUND: Need information from Chad and Dawn

RECOMMENDATION: No action recommended. Information only

ATTACHMENTS: None



AGENDA ITEM MEMORANDUM

MEETING OF: February 10, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Code Enforcement Department Update - Code Enforcement Director Alejandro Ferrell

BACKGROUND/SUMMARY: The Code Enforcement Department will begin city services from Cobb County on March 3, 2025, after the Director of Code Enforcement was interviewed and confirmed by MCC and started employment on January 13, 2025. This is a summary of activity from January 13, 2025, through February 7, 2025.

BUDGETED/FINANCIAL IMPACT – FUND: None

RECOMMENDATION: No action needed

ATTACHMENTS:

1. Mableton Code Enforcement and Inspections Department



Mableton Code Enforcement and Inspections Department

1st Quarter of 2025 Workplan and 45 Day Highlights



January 2025

- Code Enforcement Director Started January 13, 2025
- Three new vehicles delivered - F- 150 Lightning Extended Cab
- HR posted on January 16th, 2025 for 2 supervisor roles and 16 applicants applied and 3 have been identified for February 4, 2025 interviews.
- HR posted the position of 3 CEO roles on January 16th, 2025 and 24 applicants applied with several identified and hopes of having the supervisors once hired involved in the selection process for those that will be interviewed.
- HR posted the position of Building Inspector for 2 roles and 65 plus applicants applied for the position with several identified and will wait to allow the supervisors to be involved in the process for those that will be interviewed.



January 2025

- Met with CM and Cobb County Deputy Fire Chief regarding the IGA
- Met with the CM and Sanitation Director- Emily Groth to discuss collaboration with departments.
- Met with CM to discuss meetings with Police, Fire, Health and Community Development of Cobb County.
- Met with GovPilot to discuss how to report concern and the Code Enforcement Module.
- Met with Xavier Ross and Mayor Pro Tem Jeffcoat to discuss possible future space.
- Met with CM and Com Dev Director-Njoku to discuss service delivery



February 2025

- **Mission Statement: Department of Code Enforcement and Inspections**

The Department of Code Enforcement is dedicated to enhancing the quality of life for all residents, businesses, and visitors by ensuring a clean, safe, and thriving community. Through proactive inspections, education, and fair enforcement of municipal codes, we strive to maintain the integrity, health, and safety of our neighborhoods and commercial areas.

Our department is responsible for enforcing regulations that address critical health and safety concerns, including the proper disposal of rubbish and debris, the elimination of attractive nuisances, the removal of overgrown vegetation, zoning compliance, and the management of inoperable vehicles on private property. By addressing these issues, we help prevent blight, promote public health, and support property values across the city.

We are committed to working collaboratively with residents, property owners, and businesses to achieve voluntary compliance whenever possible. Through education, outreach, and clear communication, we empower the community to take an active role in maintaining a high standard of living. When necessary, we take decisive enforcement actions to address persistent violations and ensure compliance with city ordinances.

Above all, our goal is to be a responsive and professional department that fosters a sense of pride in our city. By upholding municipal codes with fairness and consistency, we contribute to a safe, attractive, and welcoming environment for all who live, work, and visit here.



February 2025

- Meeting scheduled with CM and City Atty
- Meeting scheduled with CM and Cobb Comm Dev Director.
- 3 Interviews conducted for 2 Supervisor roles with 2 offers made and accepted with a tentative start date of February 24, 2025.



AGENDA ITEM MEMORANDUM

MEETING OF: February 10, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Sustainability, Waste, and Beautification Department Update
- Sustainability, Waste & Beautification Director Emily Groth

BACKGROUND/SUMMARY: This is a departmental update from January 13 through February 7, 2025. The update is introductory in nature and will consist of background information, financial overview, and projects and timelines. Projects include ordinance Chapter 12 implementation, Green Communities certification, Keep Mableton Beautiful considerations, and ongoing community engagement.

BUDGETED/FINANCIAL IMPACT – FUND: None

RECOMMENDATION:

ATTACHMENTS:

1. 2_10_25 - SWB Department Update

Sustainability, Waste, and Beautification Department Update

Prepared for: City Council Work Session - February 10, 2025

Prepared by: Emily Groth - Sustainability, Waste, and Beautification (SWB) Director



The City of Mableton

Discussion Agenda - SWB Department Update

1. Background Information

2. Projects & Timelines

- Chapter 12, Solid Waste Management
- Green Communities
- Keep Mableton Beautiful
- Community Engagement

3. Financial Outlook



Background Information - SWB Department Update

The Sustainability, Waste, and Beautification Department will strive to:

- **Promote sustainability** through comprehensive energy & recycling programs
- **Implement effective waste management** systems that are innovative & reliable
- **Enhance beautification** efforts through prioritized funding & community engagement

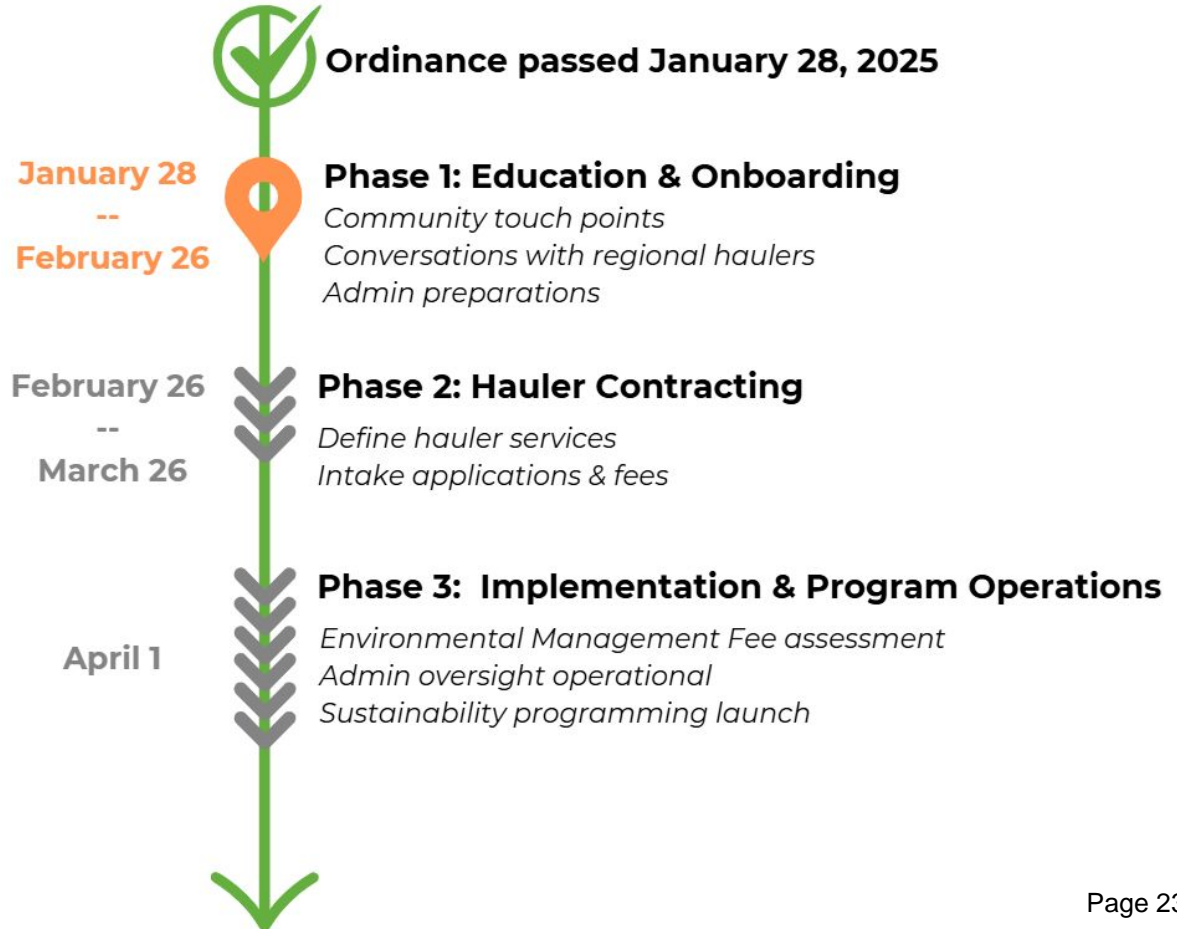
The department consists of the SWB Director, with the potential to hire administrative and program staff once more operational.

SWB will act as a versatile department, serving the needs of all residents and businesses while fostering environmental stewardship and promoting a sustainable community.



Projects & Timelines - SWB Department Update

Chapter 12 Solid Waste Management



Projects & Timelines - SWB Department Update

Green Communities Certification

- The Atlanta Regional Commission's (ARC) Green Communities Program is a voluntary sustainability certification that helps local governments reduce their environmental impact through actionable measures.
 - 2025 applications are due May 22
 - New Leaf or Bronze level



Projects & Timelines - SWB Department Update

Keep Mableton Beautiful

- Keep America Beautiful operates a national network of affiliates that are certified by name in a local community.
 - KAB Conference in Washington, D.C. on February 12 - 13
 - Feasibility and needs assessment

Community Engagement

- SWB Department will begin preparations for in-house sustainability programming.
 - Waste and recycling drop-off events
 - City Boards & Commissions
 - Master planning



Financial Outlook - SWB Department Update

CITY OF MABLETON
FY 2025 SPENDING PLAN

Anticipated Funds from Chapter 12

February 26 - March 26

- Application Fee (based on gross receipts)
- Decals

August 15

- EMF Fees due from Q2

SUSTAINABILITY, WASTE AND BEAUTIFICATION DEPARTMENT OPERATING SPENDING PLAN DETAIL

The Sustainability, Waste and Beautification (SWB) Department is responsible for the oversight of the solid waste collection, and sustainability and beautification efforts in the City. The department consists of two full time employees including the SWB Director and one administrative assistant.

	FY25 Proposed
Salary	\$ 168,470
Overtime	\$ 20,000
Group Insurance	\$ 81,950
Employer's FICA Expense	\$ 14,418
Pension Fund Contributions	\$ 10,743
Workers' Comp. Insurance	\$ 3,369
Office Supplies	\$ 30,000
Dues & Subscriptions	\$ 5,000
Training	\$ 5,896
Conventions/Meetings	\$ 10,000
Contracted Service/Consulting	\$ 10,000
Other Costs - Miscellaneous Expenses	\$ 5,000
Supplies	\$ 50,000
Total	\$ 414,847

Keep Mableton Clean

The City of Mableton is committed to providing reliable & sustainable services for residents and businesses.



Emily Groth

Sustainability, Waste, and Beautification Director

emily.groth@mableton.gov

470-413-6327



Mableton Community Development Update Report

2025

Juliana Njoku- Community Development Director



Update

Business License & Renewals

- **YTD Total Transactions: 3,325 Total Revenue: 3,188,189** (snapshot 2/6/2024)
- From November 15, 2024 (***Business License Renewals***) to date:
 - #Applicants: 1,175
 - \$Revenue: 1,585,214.51
 - New Staff: Addition of a **New Business License Manager, LaMaya Edmonds**



MABLETON

Update II

Zoning & Permitting Launch

- **Service Date:** March 3, 2025
- **Team Lead:** Christopher Wheeler, Zoning Manager
- **Permitting Tech/Community Development Clerk:** Nicole Sewell
- **Main Office:** 6116 Mableton Parkway
- **Main Activities for February:**
 - Commission On Kick Off & Training - February
 - Adoption of Ordinances
 - On-boarding Technology
 - Establishment of Process & Procedures
- ***Department will be supported by: Staff, IGA's, and Contracts for Inspections & Engineering***
- **Recruiting: Senior Planner**



The Big Move - February 2025

6116 Mableton Parkway

- **Timeline**

- **Team Meeting - Week One (2/3-2/7)** (Staff moving plan established)
- **Box and Move - Week Two (2/20 - 2/14)**
- **Split Schedule for Business Licensing - Week Three (2/17 - 2/21)**
- **Full Transition - Week Four (2/24 - 2/28)**
 - (1) Business Development Clerk will be at the Epicenter until February 21st to support help transition business residents to our new location.
 - All staff will be moved by Feb 14th to the new location. This will include a Business License Clerk to serve customers



In Closing

Next in the Next **60 +/-** days

- Preparing for the full establishment of **Mableton's Community Development Dept.**
 - Business Licensing (Completed)
 - Zoning, Permitting & Planning (In process)
 - Development Administration (In process)
- Planning Commission Training
- Scheduling of Pre-Development Meetings
- Adoption of Ordinances & Codes
- Adoption of IGA's & Contracts
- Comp Plan Stakeholder & Steering Committee Meetings



**We only win
together.**



AGENDA ITEM MEMORANDUM

MEETING OF: February 10, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Review of February 12, 2025, Regular Meeting Agenda

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS: None