

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.)