

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
April 10, 2024 @ 6:30PM

The Honorable Michael Owens, Mayor
The Honorable Ron Davis, District 1 Councilmember
The Honorable Dami Oladapo, District 2 Councilmember
The Honorable Keisha Jeffcoat, Mayor Pro Tem/District 3 Councilmember
The Honorable Patricia Auch, District 4 Councilmember
The Honorable TJ Ferguson, District 5 Councilmember
The Honorable Debora Herndon, District 6 Councilmember

CITY COUNCIL REGULAR MEETING AGENDA

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF AGENDA**
6. **PRESENTATIONS/ACKNOWLEDGEMENTS/ PROCLAMATIONS**
 - a. Presentation on Transit Referendum - Cobb DOT Director - Drew Raessler
7. **APPOINTMENTS**
8. **PUBLIC HEARINGS**
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 March 13, 2024 Regular Meeting Minutes
 - b. Consideration and Approval of March 13, 2024 Work Session Minutes
 - c. Consideration and Approval of March 22-24, 2024 Planning Conference Minutes
 - d. Consideration of City of Mableton Records Management Policy and Procedures

11. UNFINISHED BUSINESS

- a. Consideration and Approval of Ordinance Creating Chapter 2, Administration, Article III, Code of Ethics of the City of Mableton Code of Ordinances - Second Read (First Read was at the May 25, 2023 meeting) - Attorney Emilia Walker-Ashby
- b. Consideration and Approval of Ordinance Creating Article V, Finance, of Chapter 2, Administration, of the City of Mableton Code of Ordinances - Second Read (First Read was February 14, 2024) - Finance Consultant Frank Milazi

12. NEW BUSINESS

- a. Consideration and Approval of Agenda Management Software - Civic Plus - \$21,896 - City Clerk Susan Hiott
- b. Consideration and Approval of Financial Software (ERP) from BS&A - \$105,910 - Finance Consultant Frank Milazi
- c. Consideration and Approval of Resolution RES 2024-04-01 Updating the City of Mableton Preliminary Classification and Pay Plan and for Other Purposes - City Attorney Emilia Walker-Ashby
- d. Consideration and Approval of an Ordinance Amending the City of Mableton Transitional Spending Plan and for Other Lawful Purposes - Finance Consultant Frank Milazi

13. OTHER BUSINESS/DISCUSSION

14. CITY MANAGER'S ANNOUNCEMENTS/COMMENTS

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

16. MAYOR AND COUNCIL ANNOUNCEMENTS/COMMENTS

17. EXECUTIVE SESSION (IF NEEDED) FOR LITIGATION(O.C.G.A. 50-14-3 (b)(1)(A); REAL ESTATE(O.C.G.A. 50-14-3 (b)(1)); PERSONNEL (O.C.G.A. 50-14-3 (b)(2)); AND MISC. EXEMPTIONS (O.C.G.A. 50-14-3 (b)(4)&(5))

18. ADJOURNMENT

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
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March 13, 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, District 3 Councilmember - Present
The Honorable Patricia Auch, District 4 Councilmember - Present
The Honorable TJ Ferguson, District 5 Councilmember - Present
The Honorable Debora Herndon, District 6 Councilmember - Present

CITY COUNCIL REGULAR MEETING MINUTES - DRAFT

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL** - City Clerk Susan Hiott conducted a roll call. All of the Mayor and Council were present. Quorum was present.
3. **INVOCATION** - Led by Councilmember Ron Davis.
4. **PLEDGE OF ALLEGIANCE** - Led by Bill Tanks.
5. **APPROVAL OF AGENDA** -
Motion was made by Councilmember Auch to accept the agenda. Councilmember Ferguson seconded the motion. The motion passed unanimously.
6. **CONSENT AGENDA:**
 - a. *Approval of February 14, 2024 City Council Work Session Meeting Minutes*
 - b. *Approval of February 14, 2024 City Council Regular Meeting Minutes*
 - c. *Approval of February 20, 2024 City Council Special Transitional Meeting Minutes*

Motion was made by Councilmember Jeffcoat to approve the Consent Agenda. The motion was seconded by Councilmember Oladapo. The motion passed unanimously.
7. **PUBLIC COMMENTS**
 - **Donte Philpot**, District 1, representing the Austell Community Task Force (ACT), provided information about ACT and an update on signature events and meetings. The next meeting will be April 8th due to the spring break. He invited everyone to the March 23 Food Force event from 1:30 - 4:30 p.m. Food Force will be on Riverside next to the Recreation Center.
 - **Jo Lahmon**, of District 1 and the Regional Manager for Cobb County Library

System announced the Cobb County Public Library was honored at the Georgia Capitol for being the 2023 Library of the Year by the Georgia Public Library Service. She provided additional information about the Tuskegee Airmen Exhibit accessible until March 18, and South Cobb's Prime Time Literacy Program.

- **Denny Wilson** spoke about attending Tuesday's Board of Commissioners public meeting regarding the proposed stormwater utility fee. The fee would be based on the area of impervious surface. She expressed concerns about the stormwater fee placing a serious financial burden on homeowners.
- **Monica Delancy** of District 2 provided a report on behalf of the Riverside Rental Association applying for and receiving a grant. Miss Perkins, a youth from Riverside Community, will be attending the National Leadership Council in April. She commended Councilmembers Auch and Herndon on their town hall meeting and Mayor Owens's press conference to address the safety issues at Six Flags. She thanked associates and friends for her birthday celebration that evening.
- **Orville Owens** spoke about his concerns about residential construction on Floyd Road. He asked about the effect on the additional burden on the infrastructure.
- **Michael Murphy** of District 4 spoke about the opportunity the City has to bring on board the #1 civic professional. He urged Council to bring on Mr. William Tanks. He spoke about the credentials of Mr. Tanks. He agreed and supported the appointment of Mr. Tanks.
- **Shelia Edwards** of District 3 commended the Mayor and Council on their job to bring the community together. She spoke about attending the press conference held by Mayor Owens about the Six Flags and area safety. She spoke about concerns of the veteran's facility being near Six Flags and Magnolia Crossing not being developed yet. She expressed her endorsement for Mr. Tanks as Mableton City Manager.
- **Leroy Tre Hutchins**, Cobb County School Board of Education Member, Post 3, provided an update on Mableton area schools. He reported on Read Across America Week and School Board Appreciation Week. He thanked everyone for allowing him to serve on the Board. Spring Break will be the first week of April. He reported on town halls held regarding safety. He expressed approval of the appointment of Mr. Tanks as City Manager.

Mayor Owens expressed appreciation for all the work Mr. Hutchins did, noting it was School Board Appreciation Week.

8. DISCUSSION:

a. City Financial Report (Frank Milazi)

Finance Consultant Frank Milazi reported on the Year-to-Date February 2024 General Fund:

1. The City of Mableton's General Fund Spending Plan ended February 2024 with \$3,307,885.34 positive net cash over expenditures with most of the revenues coming from vehicle taxes, business license and hotel/motel. (This represented 97% of the adopted Spending Plan of \$3,798,932.)
2. As of February 29, 2024, the General Fund collected \$3,669,065.45 in revenues against corresponding expenditures of \$361,180.11 during the same time.

3. Most of the City's expenditures are from payroll, legal fees and business license software.
4. So far the Government Body has been very conservative. In the future, expenditures will increase with the hiring of new staff. However, revenues are expected to increase at the same time with new revenue lines to be added (i.e. Community Development - Planning and Zoning).
5. Mayor Owen added the City similar to the last report, the City incurred expenditures representing 10% of the adopted Spending Plan.
6. Mr. Milazi stressed the importance that Finance will make sure all services are provided for the benefit of the citizen, but within the budget. Policies and procedures have been drafted for the City to be transparent, fiscally responsible, and accountable. Finance should be the first area to be fiscally responsible on behalf of the Government body, management, and staff of the city.

9. NEW BUSINESS:

a. Consideration and Approval of Two Voting Delegates for the Cobb Municipal Association

Mayor Owens announced the item and City Clerk Hiott stated the appointments would attend the second Tuesday of the month meetings held on the even number months (February, April, June, August, October, and December). Mayor Owens asked for nominations from the Council. Mayor Owens nominated Councilmember Ferguson and Councilmember Davis nominated Councilwoman Jeffcoat.

Motion was made by Councilmember Davis to appoint Councilmember Ferguson and Mayor Pro Tem Jeffcoat as voting delegates at the Cobb Municipal Association (CMA) meetings. Councilmember Oladapo seconded the motion. The motion passed unanimously.

Mayor Owens noted the City was already Cobb Municipal Association (CMA) members. The CMA was asking for the names of Mableton's two voting delegates approved by Mableton Mayor and Council.

b. City Annual and Sick Leave Accrual Schedules and Employee Insurance Plans Under the Georgia Municipal Employees Benefit System (GMEBS) Life and Health Program (Susan Hiott) (To be considered after Executive Session)

Mayor Owens announced the item. He announced the initial Life and Health and benefits went into place February 1st. City Clerk Susan Hiott explained the decision to decide on the percentage the City paid for benefits and annual accruals would need to be discussed in the Executive Session. Mayor Owens agreed and announced the item would be considered after the Executive Session.

c. Consideration and Approval of Agreement with Ikon Filmworks for Video Services for Mayor and Council Meetings

Mayor Owens announced the item. He reported Ikon's services were used for all meetings thus far. The information was in the agenda packet along with the information from other

vendors. Attorney Walker-Ashby recommended having in the motion that the mayor finalize and execute subject to costs not to exceed \$1450 per meeting as quoted in the agenda packet. She would like to look through and add some standard contractual language.

Motion was made by Councilmember Jeffcoat to approve the mayor to finalize and execute the agreement with Ikon Filmworks for videoing services for costs not to exceed the amounts stated in the agenda of \$1450 per meeting. Councilmember Ferguson seconded. The motion passed unanimously.

d. Consideration and Appointment of Sole Finalist Bill Tanks as City Manager

Mayor Owens referenced the comments made by those in the Public Comment portion of the meeting. Mayor Owens stated he did not go over to Powder Springs and try to recruit Mr. Tanks, but he knew Mr. Tanks personally. He explained there were several months working with an outside company named ITBS searching for the City Manager. There were 29 candidates. During interviews, the City was looking at the technical and cultural fit. The candidates were narrowed down to a handful, and after looking at the candidates, the sole finalist was found. Mayor Owens spoke about Mr. Tanks' extensive experience, including being an outstanding member of the community, was living in Mableton, and had served the Country in the Navy. Mayor Owens commented how Mr. Tanks was a gentleman, a scholar, a mentor to many, had worked for the County, and had led Powder Springs to multiple awards. Mayor Owens expressed how he was proud to bring Mr. Tanks to the City, while also recognizing a historic moment for the City. He referenced the Charter which designated the Mayor as Chief Executive and Administrative Officer until there was a City Manager. He commented about how much he looked forward to having the City Manager to relieve not only him, but also the council, and clerk from a lot of duties.

Motion was made by Councilmember Auch to appoint Bill Tanks as City Manager. The entire Mayor and Council seconded the motion. The motion passed unanimously.

Mayor Owens welcomed Mr. Tanks as City Manager of Mableton. Mr. Tanks thanked God, family, Mayor and Council. He expressed he was humble to have a 7-0 vote. He recognized the workload of Finance Milazi, City Attorney, City Clerk and Mayor and Council carrying the load. He thanked the residents. He commented about Mableton being his community. He was very excited to serve the role of City Manager.

10. CITY ATTORNEY COMMENTS - NONE

11. CITY CLERK COMMENTS - NONE

12. CITY COUNCIL COMMENTS - Mayor and Council provided their reports and comments: Mayor and Council thanked everyone for attending the meeting and welcomed Mr. Tanks. Council wished Monica Delancy Happy Birthday. Councilmembers Davis and Jeffcoat reported on all they had learned at the National League of Cities and commented about how many people attending the conference knew of Mableton. Councilmember Oladapo provided an update on the Neighborhood Assistance Corporation of America (NACA) event and showed pictures. Council announced details of their upcoming and recent town hall meetings.

Councilmember Oladapo extended congratulations to Gerri Aldridge, a resident in her district, for appointment to the Cobb County Preservation Commission by Chairwoman Cupid. Condolences were expressed to the family of those impacted by the accident on Factory Shoals Road. Council commented about safety and the incident at Six Flags and thanked Mayor Owens for his leadership and the partnership of all of the community public safety and leaders. Mayor Pro Tem Jeffcoat commented about March being Women's History Month and the importance of reading. Councilmembers Auch and Herndon thanked everyone who attended their town hall meetings. Councilmember Ferguson commented about the current lawsuit and the money spent on the lawsuit instead of the most important issues in the community. Councilmember Herndon spoke about the honor of interviewing Mr. Tanks and commended him for the character of humility and sense of humor expressed by Mr. Tanks during the interview. Mayor Owens thanked Mr. James Hammond from Ikon Filmworks for being present at all of the meetings. Mayor Owens expressed concern and asked for prayers for Mr. Ray Thomas, President of Mableton Improvement Coalition. Mayor Owens commented about the incident at Six Flags and the coordination of all of the Cobb County leaders who came together to meet. It was the first time all of the agencies came together to work toward assuring that Mableton is a safe place. He spoke about the importance of the welfare and safety of the people. It's not just a Six Flags issue but goes on up into the community. Mayor Owens provided an update on the Comprehensive Plan 2045. Six companies submitted and they all were top notch and had sent outstanding proposals. He explained more about the Comprehensive Plan process. Mayor Owens mentioned there was a new hire as Business License Specialist. He welcomed her to the team noting she had already jumped in and was doing great work.

13. EXECUTIVE SESSION (IF NEEDED) FOR:

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

Motion was made to go into Executive Session for litigation, real-estate, personnel, and exemptions by Councilmember Oladapo and seconded by Councilmember Davis. The motion passed unanimously. Yeas: Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, and Herndon (8:03 p.m.)

Motion was made to close Executive Session by Councilmember Ferguson and seconded by Councilmember Herndon. The motion passed unanimously. Yeas: Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, and Herndon (10:22 p.m.)

Consideration of Item 9 (b) earlier in the meeting - *City Annual and Sick Leave Accrual Schedules and Employee Insurance Plans Under the Georgia Municipal Employees Benefit System (GMEBS) Life and Health Program*

Motion to approve the resolution for annual and sick leave accrual schedules and employee insurance plans under the Georgia Municipal Employees Benefit System (GMEBS) Life and Health Program was made by Councilmember Oladapo and seconded by Councilmember Jeffcoat. The motion passed

unanimously.

City Clerk Susan Hiott announced 0-5 Years Biweekly Accrual was 4.62 or 3 weeks annual annually; 6-14 years 6.26 biweekly accrual or 4 weeks accrual annually; 15-24 years 7.70 biweekly accrual or 5 weeks annually. (Per Resolution - 24 years plus was 9.23 biweekly accrual or 6 weeks annually for vacation). Eligible Part-time employees - 2.31 biweekly accrual.

Sick Leave Accrual - Biweekly - 4.62
Eligible Part-time Employees - 2.31

Attorney Walker-Ashby added to the resolution that the schedule and plan benefits hereunder shall be subject to change at the City's discretion.

14. ADJOURNMENT -

Motion made by Councilmember Jeffcoat and seconded by Councilmember Davis to adjourn. The motion passed unanimously. The meeting was adjourned at approximately 10:30 p.m.

Michael Owens, Mayor

Attest: _____
Susan Hiott, Interim City Clerk

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
March 13, 2024 @ 5:15PM

The Honorable Michael Owens, Mayor - Present
The Honorable Ron Davis, District 1 Councilmember - Present
The Honorable Dami Oladapo, District 2 Councilmember - Present
The Honorable Keisha Jeffcoat, District 3 Councilmember - Present
The Honorable Patricia Auch, District 4 Councilmember - Present
The Honorable TJ Ferguson, District 5 Councilmember - Present
The Honorable Debora Herndon, District 6 Councilmember - Present

CITY COUNCIL WORK SESSION MINUTES - DRAFT

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL** - All of the Mayor and Council were present. Quorum met.
3. **DISCUSSION:**
 - a. *City of Mableton Records Management Policy and Procedures (Susan Hiott)*
City Clerk Hiott presented the proposed policy. Questions and discussion followed.
Direction from Mayor and Council :
 - Clarify the link to the Georgia Archives Local Records Retention Schedules as https://www.georgiaarchives.org/records/local_government/
 - Place reference of National Institute of Standards and Technology NIST SP 800-53 Rev. 5 - Security and Privacy Controls for Information Systems and Organizations.
 - Attorney will review prior to the item being placed on the April 10 agenda.
 - b. *City of Mableton Agenda Management Policy (Susan Hiott)* - City Clerk Hiott presented the proposed policy. Questions and discussion followed. Direction from Mayor and Council:
 - Laptops are to be used during the meetings; only one paper copy for council to share, and one copy for the residents' reference.
 - Encourage electronic records, less paper.
 - The Mayor and Council agreed with the posting of the agenda on Fridays.
 - Attorney will review prior to the item being placed on the April 10 agenda.
4. **EXECUTIVE SESSION (IF NEEDED) FOR: NONE**
Litigation O.C.G.A. 50-14-3 (b)(1)(A)
Real Estate O.C.G.A. 50-14-3 (b)(1)
Personnel O.C.G.A. 50-14-3 (b)(2)
Exemptions O.C.G.A. 50-14-3 (b)(4)&(5)
5. **ADJOURNMENT - Mayor Owens adjourned the meeting at 6:16 p.m.**



**CITY OF MABLETON
PLANNING CONFERENCE MINUTES
FRIDAY, SATURDAY & SUNDAY, MARCH 22, 23 & 24, 2024**

Friday, March 22, 2024
900 Battery Ave, SE, Atlanta, GA 30339

Attendees: Mayor Owens, Councilmembers Davis, Jeffcoat, Ferguson, and Herndon. **Staff present:** Newly appointed City Manager Bill Tanks, Interim City Clerk Susan Hiott, City Attorney Emilia Walker-Ashby, Finance Consultant Frank Milazi, and Executive Assistant to Mayor Lily Smith

5:30 PM There was team building exercises at the Punch Bowl Social.

8:30 PM Adjourned for evening.

Saturday, March 23, 2024
Doubletree Suites, 2780 Windy Ridge Parkway, Atlanta, GA 30339

Attendees: Mayor Owens, Councilmembers Davis, Oladapo, Jeffcoat, Auch, Herndon, Ferguson, City Manager Tanks, City Attorney Walker Ashby, City Clerk Susan Hiott, Executive Assistant Lily Smith, and Finance Consultant Frank Milazi

Guests: Robin Meyer

8:15 AM Breakfast / Arrival

8:30 AM Welcome/ Roll Call Mayor Michael Owens

Mayor Owens welcomed everyone and spoke about the importance of the meeting to begin other steps for the City to move forward in the transitional phase. A lot has been done, but there is more to do. There are legal requirements per the Charter regarding transitioning from the County. He recognized the citizen guest, Ms. Robin Meyers, and welcomed her to the meeting. He recognized the newly appointed City Manager, William “Bill” Tanks, and thanked him for attending.

He called the meeting to order at 8:45 p.m.

8:45 AM Brief Review of Transitional Activities City Attorney Emilia Walker-Ashby



Attorney Walker-Ashby provided a brief review of transitional activities. The Power Point presentation is available in the record.

Mayor Owens addressed how the City of Mableton being a new city needed to be part of the SDS discussions by June 2025. Mableton has an exemption per state law to not be under the mandated deadlines at this time. Mr. Tanks explained why it was important to be at the table now during the Service Delivery Strategy discussions now.

Mayor and Council discussed previous challenges with the business license portal and the transition period between the County and the City. There was a suggestion to have SLA (Service Level Agreement) on the website. Mr. Tanks added the importance of providing more information about the license renewal period in a town hall. **The council stressed they would like to have FAQs and process of the business license process.** City Attorney Walker-Ashby provided an overview of the business license process. Mayor and Council discussed how Mableton would like to have digitized electronic files during the transition of County files.

10:00 AM There was a short break.

10:15 AM Transitional Planning – Planning and Zoning discussion began. Attorney Walker-Ashby described the Active Municipality Minimum Standards. The presentation is available in the record. Cash is coming in locally so can begin the process to set up the departments (O.C.G.A. 36-30-7.1) and (O.C.G.A. 36-31-2). The Planning and Zoning will be the most work. The City should have discussions about the shape of documentation from the City. There was a review of the preliminary organization chart.

The City has powers from Charter 1.13 (23) and OCGA 36-30-7.1.

Local Planning and Zoning Codes – There was discussion about how to reconcile the Cobb County Zoning Code and the Mableton Charter. (e) Anyone can be subject to the Cobb County Code or Ordinances. During the transitional time, the City can take on the powers, but give a notice to the County. The subject matter and experts must be in place, and then can give the County the notice. Once implemented the Planning Ordinance, must have compliance. Once take over zoning, a portion of the council meetings will be designated to zoning. The legislation process was explained of zoning. The recommendation from the department and subject matter expertise (staff and Planning Commission) will be given to the council. There was discussion about how the City can have input on the current zonings. It is imperative to have contact with the Cobb commissioners and that Mableton voice their opinions. The Planning and Zoning presentation is in the record.



The City will need to have appointees to the Mableton Planning Commission. The appointees should be submitted before the planning and zoning training class. It is important to have subject expert zoning official in place.

City Attorney Walker-Ashby stressed the Important Planning and Zoning Restriction: Per Mableton Charter 2.31 – *Neither the city council nor its members shall contact, discuss make inquiries to, or seek to influence any officer or employee, including the city manager, with regard to a potential or pending zoning or land use permit matter prior to the staff publishing their recommendations to the public, unless such potential matter involves land wholly owned by the city.* She continued to explain how processes need to be in place. She explained how the Council need access to the documentation when on file so that don't have to go to staff with respect to documentation.

The County-Wide GIS map is available on Cobb County's and Mableton's websites. The City boundaries are at the bottom of the Mableton website.

Attorney Walker-Ashby recommended that the City accept the County's Zoning Code initially. There was an overview of the County's Code. The County has the Sign Code within the Zoning Ordinance. This is recommended. Mayor Owens noted the City should overall take the County's Code, but there are some areas that could take practical approach and look at other ordinances to replace those of the County's Code that is not a good code. There was discussion of how to make sure if the County has a better update, that the City would know about the improvement. Council discussed the importance of having relationship with the Cobb County Commission to know best practices. Council needs to know what they want Mableton to look like.

The City has to comply with the State Zoning Procedures Act – Title 36 – Local Government – Chapter 66 – Zoning Procedures.

12:00 PM Lunch (working lunch)

12:35 PM Transitional Planning – Code Enforcement Latonya Wiley, Esq.
Local Government Attorney

At 12:35 Latonya Wiley, Esq. presented. She provided background of her experience in Code Enforcement. The presentation is available in the record. The Georgia Constitution gives the City Supplementary Powers. Mandatory services required by the Constitution were shared. Mandatory services for cityhood were named. A new City must provide three services. Enforcement of Building, Housing, Plumbing, Electrical Codes and Other Similar Codes - Code enforcement is one of the three. She addressed the Hierarchy of Laws in Georgia: Georgia Constitution, Georgia Statutes, Local Legislation, and local ordinances. There was an overview of Code Enforcement Ordinance Examples in other cities. There was discussion about the



judicial enforcement process for code enforcement and the need for the City of Mableton Municipal Court.

There was a break.

3:00 PM Transitional Planning – Solid Waste Management Michael Huening, Esq.
Local Government Attorney

Mr. Huening explained under O.C.G.A. 36-30-7.1(b), to establish and maintain city hood status, municipalities must provide three of the eleven services. Solid waste management was one of the services. He continued to provide information about the types of solid waste and how it is managed. The presentation is available in the record of the City of Mableton.

Different waste management service models were explained by Attorney Huening: (1) Single Vendor (McDonough), (2) Qualified vendor list (Milton), and (3) City provided service (Roswell). Other cities' models and ordinances were discussed. Questions and discussion followed. The general consensus was the #2 Qualified vendor list process. Council discussed having an ordinance, regulating the vendors, and importance of logging and tracking the number of complaints. If there are a certain number of complaints, they can no longer operate in the City. Also, the resident can change vendors if service is not adequate. The budget for having solid waste services was addressed.

3:55 PM There was a break.

4:05 PM Transitional Planning – Recreational Facilities Michael Huening, Esq.
Senior Director of Operations

Attorney Huening provided overview of the Mableton area parks. There are 534.63 acres of park land and facilities in the City of Mableton.

Mr. Huening addressed the Supplementary Powers Clause, Article IX, Sec. I., PAR. III. (a) In addition to and supplementary of all powers possessed by or conferred upon any county, municipality, or any combination thereof, any county, municipality, or any combination thereof may exercise the following powers and provide the following services: (5) Parks, recreational areas, programs, and facilities. He pointed out (1) No county may exercise any of the powers listed in subparagraph (a) of this Paragraph or provide any service listed therein inside the boundaries of any municipality or any other county except by contract with the municipality or county affected. Discussion followed. Parks and Recreation is not recommended for the third leg at this time, but can consider later for the fourth leg.

Attorney Walker-Ashby stated the agenda will be rearranged to have the roadmap in the beginning of the meeting the next day. Council discussed the City was not required to have a



budget in 2024, but it was practical to get those processes in place. The budget discussion will need to be in more detail. It was noted Councilmembers Oladapo and Ferguson would not be present on Sunday.

4:45 PM Adjourn

6:00 PM Dinner Bonefish Grill, 2997 Cobb Pkwy.
Atlanta, GA 30339

Attending Dinner: Mayor Owens, Councilmembers Davis, Jeffcoat, Herndon, and City Attorney Walker-Ashby, City Manager Tanks, City Clerk Hiott, and Finance Consultant Frank Milazi

Sunday, March 24, 2024
Doubletree Suites, 2780 Windy Ridge Parkway, Atlanta, GA 30339

Attendees: Mayor Owens, Councilmembers Davis, Jeffcoat, Auch, and Herndon, City Attorney Walker-Ashby, City Manager Tanks, City Clerk Susan Hiott, Finance Consultant Frank Milazi, and Executive Assistant Lily Smith

Absent: Councilmembers Oladapo and Ferguson

8:15 AM Breakfast / Arrival

8:30 AM Welcome/ Roll Call Michael Owens
Mableton Mayor

The council agreed that the agenda could be rearranged to reflect the roadmap discussion ahead of the budget discussion. The budget overview and internal controls will be discussed, and the budget calendar will be discussed at a later time.

2024 Roadmap Discussion – 2024 Service Transition Road Map

City Attorney Walker-Ashby provided a brief review of the many transitional activities. The list is available in the power point presentation in the record.

The City of Mableton Preliminary Organizational Chart was shown. The active municipality status includes: (1) Planning and Zoning (2) Code Enforcement (3) Solid Waste Management and (4) Parks and Recreational

The 2024 Service Transition Road Map was reviewed and discussed.



Other notations:

- Must consider the timeline of the build out of the building (city hall).
- Mayor Owens reminded that staff needs to meet with GovPilot for data migration, data validation and preparation for online services.
- Consider appointing a municipal judge for code enforcement.
- Discussed being proactive with code enforcement.
- Mayor Owens mentioned the need for training; the deadline to have class is June 1st
- Need to determine where class will be and when. Carl Vinson Institute wants to do a special class for the City.
- Best to do training in April and May.
- Consider moving the Planning Commission appointments up in schedule so will get training.

At 10:14 AM there was a break.

10:30 AM Internal Financial Controls

Frank Milazi

Finance Consultant Frank Milazi distributed a binder for Mayor and Council. The binder and presentation are available in the record. A video was shown about the fraud case in Dixon Illinois where comptroller Rita Crundwell was convicted of stealing \$50 million from the city. Highlights of Internal Controls and Fraud Risk presentation included:

Internal Controls & Fraud Risk

- Control starts with management.
- Components of Internal Control: Monitoring Activities; Risk Assessment; Information & Communication; Control Activities
- Primary Internal Control Weaknesses
 - Improper segregation of duties
 - Lack of management review
 - Override of existing controls
 - Poor or no succession planning
 - Lack of competent personnel in oversight roles
 - Lack of independent checks
 - Lack of employee fraud education
 - Lack of clear lines of authority
- Fraud and Abuse
- Fraud Triangle – Pressures, Rationalization, opportunity
- Common Motives – Incentive; opportunity; rationalization
- Risk Categories – Operational Risk and Financial Risk



- Common Risk Areas (Payroll (Ghost Employees); Accounts Payable, Cash Collection, Travel & Expenses,
- Behavioral Red Flags
 - Living beyond means
 - Financial difficulties (borrowing from co-workers
 - Divorce, family issues, including health
 - Addiction problems
 - Close association with vendor/customer
 - Legal problems
 - Bragging about significant new purchases
 - Refusing to take vacations
- Impact of Weak Controls
 - Higher insurance cost
 - Higher audit fees – more work for auditors
 - Difficulty recruiting
 - Downgrade on credit – more expensive to borrow
- Good Internal Control Measures
 - Proper segregation of duties
 - Transparency in decision making
 - Culture of integrity and accountability
 - Financial and succession planning for the future
 - Limited access to sensitive data and controls
 - Insurance for the unforeseen or unpredictable
 - Knowledgeable and responsible personnel
- Internal Controls – Review and assess regularly, evaluate and make needed changes, keep up with industry changes, take ownership of your area of responsibility.

At 11:51 there was a Budget Calendar Overview by Frank Milazi, Mableton Financial Consultant. The presentation is available in the record. Highlights that were addressed:

- What is a budget?
 - Operating Budget – 12 months, focuses on current operations, services, programs.
 - Capital Budget – 5+ years, focuses on projects and long-term infrastructure needs.
- There are laws that ensure compliance with sound financial management practices and generally accepted accounting principles.
 - GAAP – Generally Accepted Accounting Principles
 - Under GAAP – Balanced budget shall be adopted for: General Fund, Special Revenue Funds, Debt Obligation Funds, and Capital Projects Funds.
- Budget Cycle: Goal setting; Revenue Projections & Data Analysis; Budget Development; Budget Adoption; Budget Implementation; Review and Audit and then back to Goal Setting, etc.



Mr. Milazi addressed many more facts about the budget process, laws, regulations, and principles. He pointed out the Charter requirements, duties of the Accounting Manager and Finance Department.

12:00 PM Working Lunch

Motion was made to cancel the March 27, 2024, Council meeting by Councilmember Auch. Councilmember Jeffcoat seconded the motion. The motion carried unanimously.

12:45 PM Comprehensive Plan

Michael Owens
Mableton Mayor

At 12:45 PM Mayor Owens began the presentation on Comprehensive Plan 2045. Highlights of the presentation included:

- Mayor Owens stated great places don't happen by accident.
- Mayor Owens presented previous studies and plans for the Mableton area.
- The South Cobb Town Center – that was approved in 2011.
- Plans have been in place previously. There is still a form-based code, approved in 2013.
- South Cobb Implementation Strategy was done in 2012.
- Austell Road LCI Study was done in 2015.
- The Georgia Planning Act requires that cities and counties maintain comprehensive plans that help shape future growth.
- Comprehensive Plans allows the city to be eligible for various state-administered funding, permitting, and incentive programs.
- Key Tasks were addressed.
 - Select a company to manage the Comprehensive Plan.
 - Residents, local business owners, elected officials, and city staff served on the committee and worked together to give direction and feedback at key points in the process.
 - The committee organized monthly public meetings, and additional opportunities for public participation at other community meetings were advertised through local media outlets and on the city's social media sites.
 - A project page on the city's website was also created with a link to all the available materials and a form to submit feedback to the planning department by email.
- After the Comp Plan is complete:
 - Send a draft of the plan to the Atlanta Regional Commission for review.
 - It's the latest step needed to get the plan approved by the Mayor and Council by the end of February.
 - Following ARC review, it will be the Georgia Department of Community Affairs' turn to look over the document.



- The Mayor and Council, as well as the public, will still provide comments and suggestions on the document designated to plan the city's development for decades to come.

Mayor Owens explained the Comp Plan Score Sheet. The council will submit the Comp Plan Score Sheet. Staff are welcome to submit a score sheet if would like.

2:00 PM Adjourn

Motion was made to adjourn by Councilmember Jeffcoat and seconded by Councilmember Herndon. The meeting adjourned.

**A RESOLUTION ADOPTING A RECORDS MANAGEMENT POLICY AND FOR
OTHER LAWFUL PURPOSES**

WHEREAS, the City of Mableton (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council (“City Council”) thereof;

WHEREAS, Pursuant to Section 3.13 of the City of Mableton Charter, the city council shall appoint a city clerk who shall be the custodian of the official city seal and city records; maintain city council records required by this charter; and perform such other duties as may be required by the city council. The city clerk shall serve at the pleasure of the city council;

WHEREAS, Mableton Code of Ordinances, Chapter 2, Administration, Section 2.1.3 Records and Document Retention states: (b) The City adopts the records management plan and record retention schedules recommended by the Georgia Secretary of State, as may be additionally amended from time to time by future resolutions of the city council;

WHEREAS, Section 3.13 of the City of Mableton Charter states the city clerk shall be custodian of the official city seal and city records; maintain city council records required by this charter; and perform such other duties as may be required by the city council;

WHEREAS, the City Council through this Resolution desires to formally adopt the Record Management Policy (Exhibit A) to provide processes to eliminate accidental or innocent document destruction of records and to facilitate City operations by promoting efficiency and reducing unnecessary storage of documents;

WHEREAS, this Resolution is enacted to safeguard and promote the public health, safety, and general welfare of the City.

NOW, THEREFORE, BE IT RESOLVED, by the governing authority of the City of Mableton, Georgia, as follows:

Section 1. The City Council hereby officially adopts the Records Management Policy attached as Exhibit A.

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

- (a) All sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution.

Section 3. The City Attorney and the City Clerk are authorized to make non-substantive editing and renumbering revisions to this Resolution for proofing and renumbering purposes.

Section 4. The effective date of this Resolution shall be the date of adoption, unless provided otherwise by the City Charter, state and/or federal law.

BE IT SO RESOLVED, this 13th day of March, 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney



AGENDA ITEM MEMORANDUM

MEETING OF: April 10, 2024

DEPARTMENT: Administrative - City Clerk

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Mableton Records Management Policy

BACKGROUND/SUMMARY:

Now that the City is approaching one year since the inaugural meeting of May 11, 2024, records, both paper and electronic, are accumulating at a rapid pace. Already, some records can be destroyed under the State's Record Retention Schedules. Other records have longer retention dates. The Clerk's Office has many permanent record keeping requirements (i.e. minutes, ordinances, resolutions). A records policy is needed to provide procedures for records management. In the City's Code of Ordinances, Chapter 2, Administration, Document Retention, stipulates that the City Clerk shall coordinate all records management for the City and that the City adopts the Secretary of State's record retention schedules and plan. The proposed Records Management and Procedures Policy provides additional guidance and clarification for the City's Records Management program in consideration of future storage facilities. Also, please note that the State amends the Local Record Retention Schedules periodically. The recommended policy is attached for Mayor and Council approval. The City's current ordinance reads:

Mableton's Ordinance ORD 2023-06-02 Sec. 2.1.3 Records and document retention.

- (a) All requests for city records made under the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq., shall be submitted in writing to the city clerk. Requests for records stored by outside agencies, such as police and/or fire records, shall be made to the agency who stores such records.
- (b) Pursuant to the Georgia Records Act, O.C.G.A. § 50-18-90 et seq., the city adopts the records management plan and record retention schedules recommended by the Georgia secretary of state, as may be additionally amended from time to time by future resolutions of the city council.

BUDGETED/FINANCIAL IMPACT – FUND: N/A

RECOMMENDATION: Adopt the Mableton Records Management Policy

Motion: I move to approve that the City of Mableton adopt the Mableton Records Management Policy and Procedures.**ATTACHMENTS :** Records Management Policy, Certificate of Destruction, Sample of Record Retention Schedule

CITY OF MABLETON



RECORDS MANAGEMENT POLICY AND PROCEDURES

A. PURPOSE AND SCOPE OF POLICY:

1. This policy and procedure provide for the systematic review, retention, and destruction of documents received or created in the transaction of City of Mableton ("City") business. This policy is designed to ensure compliance with federal and state laws, regulations, and City ordinances. The purpose of the policy and procedures is to eliminate accidental or innocent document destruction of records and to facilitate City operations by promoting efficiency and reducing unnecessary storage of documents.
2. The City of Mableton retains and preserves vital records of its business and operations to preserve any historical record of the City, to ensure current and future operations, and to comply with its legal obligations as specified by the Georgia Records Act, O.C.G.A. §50-18-90 - § 50-18- 103 and the State Records Retention and Disposition Schedule which can be accessed at https://www.georgiaarchives.org/records/local_government/

B. DEFINITIONS:

1. *"APPROVED RECORD'S RETENTION AND DISPOSITION SCHEDULE"* - The approved State of Georgia's Record Act, O.C.G.A. 50-18-90 through 103 and the State's Record's Retention and Disposition Schedule for the City of Mableton. It can be accessed via internet at https://www.georgiaarchives.org/records/local_government/
2. *"RECORDS"* – Under the Georgia Records Act, O.C.G.A. § 50-18-99, (c) "all records created or received in the performance of public duty and paid for by public funds by a governing body are deemed to be public property and shall constitute a record of public acts." "Records" means all documents, papers, letters, maps, books (except books in formally organized libraries),

microfilm, magnetic tape, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in performance of functions by (the City). For practical purposes, a record is anything containing information reflecting City business transactions regardless of format (paper, digital, photographic, recordings, etc.). Typical records include official publications, fiscal data, incoming/outgoing correspondence including email, website postings, meeting minutes, reports, and maps.

3. *“RECORDS CENTER/ROOMS”* - the facilities used to provide centralized and secure storage for non-current and permanent City records.
4. *“DEPARTMENT”* - any department, division, commission, authority, committee, task force, or similar entity of the City.
5. *“DEPARTMENT RECORDS SCHEDULE”* – records schedule from each department listing all record types that correspond with the State of Georgia’s Records Retention and Disposition Schedule.
6. *“DIRECTOR”* - the person who is in charge of a department of the City that creates or receives City records.
7. *“ESSENTIAL RECORD”* - any City record necessary to resume or continue operations of the City in an emergency or disaster; recreate the legal and financial status of the City; or to protect and fulfill obligations to the citizens of the City.
8. *“PERMANENT RECORD”* - any City record for which the retention period on a Records Retention and Disposition Schedule is given as permanent.
9. *“RECORDS DISPOSITION”* - the removal or destruction of a City record from a department or from a non-current records storage center and for a City record that has passed its minimum legal retention period and no longer has value to the City, or for a permanent City record, transfer of the record to *RECORDS CENTER (ROOMS)* for archival accession.
10. *“RECORDS INVENTORY”* - the process of locating, identifying, and describing in detail the records of a department.
11. *“RECORDS COORDINATOR”* - a person designated by each Director/Chief/Department Head to implement the Records Management Program in their department.
12. *“RECORDS MANAGEMENT”* - the creation and implementation of systematic controls for City records from the point where they are created or received through final disposition or archival retention, including distribution, use, maintenance, storage, retrieval, protection, preservation and disposal, for the purpose of achieving adequate and proper documentation of the policies and transactions of City government and reducing costs and improving the efficiency of record keeping. The term includes: development of Records Retention and

Disposition Schedules; management of filing and information retrieval systems; protection of essential and permanent records; economical and space-effective storage of non-current records; control over the creation and distribution of forms, reports, and correspondence; management of manual, micrographic, electronic, and other records storage systems; and identification of functional record keeping requirements that ensure City records are created to adequately document the City's business transactions.

13. *"RETENTION PERIOD"* - the minimum time that must pass after the creation, recording, or receipt of a City record, or after the fulfillment of certain actions associated with a City record before the record is eligible for disposition.

C. OWNERSHIP OF CITY RECORDS:

As defined in O.C.G.A. § 50-18-102(a), all records created or received in the performance of duty and paid for by public funds are deemed to be public property and shall constitute a record of public acts. Every City record is the property of the City of Mableton. **No City officer or employee has any personal or property right to a City record even though they may have developed or compiled the record.** The unauthorized alteration, destruction, deletion, removal from files, or use of a City record is prohibited. A City record exempted from public disclosure under state or federal law is not made subject to disclosure by its designation as City property under this section.

D. PASSWORD PROTECTED ELECTRONIC RECORDS:

Only confidential documents may be password protected as long as the creator of the document provides his/her supervisor with the password.

E. RECORDS INVOLVED IN PUBLIC INFORMATION REQUESTS, PENDING LITIGATION OR PENDING AUDITS:

The destruction of a City record involved in a pending request under the Open Records Act, pending litigation, or a pending audit is prohibited, even if the destruction of the record is authorized by an approved Records Retention and Disposition Schedule.

F. POLICE DEPARTMENT AND COURT SERVICES DOCUMENTS:

1. The *Records Custodian* of the Cobb County Police Department oversees the records in accordance with the Georgia Records Act, O.C.G.A. §50-18-90 - § 50-18-103 and State Records Retention and Disposition Schedule. The Cobb County *Clerk of Court* oversees the records on behalf of the City of Mableton in accordance with Georgia Records Act, O.C.G.A. §50-18-90 - § 50-18-103 and State Records Retention and Disposition Schedule. Both departments will partner with the Records Manager/City Clerk to ensure compliance with federal and state laws, regulations, and City ordinances pertaining to records management.

2. When the City of Mableton Municipal Court is activated, the City of Mableton Clerk of Court oversees the court records of the City of Mableton.

G. RECORDS MANAGER (CITY CLERK) DUTIES AND RESPONSIBILITIES:

1. In addition to other duties assigned by this policy, City ordinances, and state law, the Records Manager (City Clerk) shall:
 - a. Coordinate the City's Records Management Program and provide advice and assistance to Directors and Records Coordinators in its implementation;
 - b. Prepare the requirements, policies and procedures for the City's Records Management Program;
 - c. In cooperation with the Director and Information Technology Department (IT) staff, will identify essential records and establish a records disaster and recovery plan for each department to ensure maximum availability of the records in order to re-establish operations quickly and with minimum disruption and expense;
 - d. Monitor retention/disposition schedules and administrative rules issued by the Georgia Secretary of State;
 - e. Disseminate information concerning State laws and administrative rules relating to City records to the Directors;
 - f. Direct Records Coordinators and other personnel in the conduct of records inventories;
 - g. Partner with the Information Technology Department (IT) to ensure that the creation, maintenance, preservation, scanning, electronic storage, destruction, and other disposition of City records are carried out in accordance with the requirements, policies, and procedures of the Records Management Program, this policy, City ordinances, and State law;
 - h. Develop procedures to ensure the permanent preservation of the historically valuable records of the City;
 - i. Initiate and practice electronic storage whenever possible;
 - j. Provide uniform standards and efficient controls over the identification, appraisal, maintenance, protection, preservation, transfer, retention, and disposition of City records. (i.e. The storage of paper documents are to be stored in boxes measuring 10"Hx12"Wx15"D) The City Clerk shall maintain a Retention/Inventory/Disposal Log);
 - k. Serve as the City's liaison to the Georgia Secretary of State for Records Management Program

requirements; and maintain supplies for the storage of documents.

2. Pursuant to §50-18-103, Whenever laws or rules and regulations prescribe where record series must be kept, the custodian of the records shall be considered in compliance with the laws and rules and regulations if the custodian transfers the records to a local holding area, a records center, or the Georgia State Archives when the custodian does so in accordance with an approved retention schedule.

H. DEPARTMENT DIRECTOR DUTIES AND RESPONSIBILITIES:

Every Director/Department Head shall:

1. Cooperate with the Records Manager/City Clerk and Records Coordinator in carrying out the policies, procedures, and requirements of the Records Management Program, this policy, City ordinances, and State law;
2. Cooperate with the Records Manager/City Clerk and Records Coordinator for the period of time the records are to remain in their department before moving to a record center or record rooms;
3. Notify the Records Manager/City Clerk within 24 hours of the discovery of any loss, theft, or damage to a City record;
4. Partner with Information Technology (IT) and Records Manager/City Clerk to ensure the ability to access records regardless of form or medium; Notify the Records Manager/City Clerk and Information Technology (IT) of proposed electronic record keeping systems to ensure compliance with electronic record keeping requirements established by the Records Management Program, this policy, City ordinances, and State law;
5. Partner with Information Technology and Records Manager/City Clerk to ensure electronic records in the director's custody are migrated forward as technology changes, for as long as the records are determined to have value, and to ensure that requests for funding for new systems or systems enhancements address requirements for backup, recopying, disaster recovery, security, public access, audit trails, and other record keeping requirements in accordance with the Records Management Program, this policy, City ordinance, and State law;
6. Partner with Information Technology (IT) and Records Manager/City Clerk to ensure compliance and practices as described in the National Institute of Standards and Technology NIST SP 800-53 Rev. 5 - Security and Privacy Controls for Information Systems and Organizations;
7. Appoint a department Records Coordinator in accordance with this program.

I. RECORDS COORDINATOR DUTIES AND RESPONSIBILITIES:

The Records Coordinator shall be designated by the department's Director or Department Head. A person designated as a Records Coordinator shall be thoroughly familiar with departmental policies and activities and have full knowledge of and access to all City records created and maintained by the Division/Department and by all officers and employees of the department. In cooperation with the Records Manager/City Clerk and Department Director, the designee shall coordinate and implement the requirements, policies, and procedures of the Records Management Program in the department.

J. RECORDS RETENTION AND DISPOSITION SCHEDULES:

1. The Records Manager/City Clerk in cooperation with Information Technology (IT) staff, Directors and Records Coordinators, shall follow the State's Record Management guidelines on Records Retention and Disposition Schedules. Each Department shall also have their departments' records retention schedule that corresponds with the State's Records Retention and Disposition Schedules or any other applicable schedules.
2. Records may not be destroyed prior to the time periods stated, however, they may be retained for longer periods for sufficient reasons. The State's Records Retention and Disposition Schedules are on the website https://www.georgiaarchives.org/records/local_government/.
3. A City record whose retention period has expired should be destroyed unless an Open Records Request is pending on the record; the subject matter of the record is pertinent to pending litigation or a pending audit; the Director requests to the Records Manager/City Clerk in writing that the record be retained for an additional period, which request must clearly state the reason for the continued retention; or the Records Manager/City Clerk sends written notification to a Director that the records must be held pending review for historical appraisal.

K. DESTRUCTION OF RECORDS:

1. The Records Manager/City Clerk shall approve City records proposed for destruction on a regularly scheduled basis, according to the maximum retention and records disposition guidelines provided in the State of Georgia guidelines. No original record shall be destroyed without the review and concurrence of the Records Manager/City Clerk and the appropriate Director. The Records Manager/City Clerk is directed to supervise the destruction of records approved for final disposition on a regularly scheduled basis. Any City record, the subject matter of which is in litigation, shall not be destroyed until such litigation is final, including the expiration of any period for appeal, final adjudication or as otherwise provided by law.
2. **Destruction Of Original Records That Have Been Duplicated** - Original paper records that have been duplicated on microfilm, microfiche, scanning, data processing, or word processing equipment may be destroyed prior to the retention period specified in the records schedule without further approval provided the following three conditions are met:

- a. The duplicate copy of the information contained in the original record is maintained for the specified time.
 - b. The original paper record has not been scheduled for permanent preservation.
 - c. The Records Management Officer has agreed to the destruction of the original paper record and the destruction is recorded.
3. **Unscheduled Records – Records not on a schedule can be destroyed at the department head's discretion.**

L. FINAL DISPOSITION – ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS:

Disposition/destruction reports must be generated and submitted to the Records Manager/City Clerk for all electronic records removed within City-wide document management software systems in compliance with the Records Retention Disposition Schedules.

M. FINAL DISPOSITION – DESTRUCTION CERTIFICATE FOR PAPER DOCUMENTS:

Disposition of records must be approved first by the Director/Department/Division Head in accordance to the State Records Retention regulations. A Certificate of Destruction Notice is to be sent to the Records Manager/City Clerk for final approval.

N. GUIDELINES AND PROCEDURES FOR STORAGE IN RECORD CENTERS (ROOMS):

1. Any designated City Hall Records Centers (Rooms) serve as centralized records storage facilities for all departments except the Mableton Municipal Court for storage of non-current City records and is under the direct control and supervision of the Records Manager/City Clerk. The Records Manager/City Clerk shall establish policies and procedures regulating the operations and use by City departments. Municipal Court record facilities are subject to change in accordance to any new locations of City facilities and buildings. The Clerk of Court may partner with the Records Manager/City Clerk.
2. ***RECORD CENTERS AND ROOMS SHOULD BE LOCKED AT ALL TIMES!***
3. The following procedures should be followed:
 - a. The Department's Record Coordinator, appointed by and under the direction of the Director/Division/Department Head, will be responsible for the coordination of the Department/Division's records storage in conjunction with the guidelines and procedures outlined in the Records Management Policy. The Records Manager (City Clerk) or designee (Deputy City Clerk) will witness receipt and approve all record storage deposits

into the Record Centers (Rooms or other designated facilities).

- b. Type of Storage Box- All records must be stored in one cubic foot size boxes (10x12x15). Any larger boxes are hard to handle and dangerous! Large boxes will not be accepted in the Record Centers.
- c. Packing of Box - Records may be categorized by date and item description. Disposition of records will be by year and type record. Please store records in similar categories and dates (years) unless otherwise approved by the Records Manager (City Clerk).
- d. Packing of Box - Leave enough room equivalent to "one hand's width"(about 1 inch) in each box when packing. Do not over-pack the box.
- e. Paperwork submittal- An entry form must be completed with record descriptions and signed by the Department/ Division Head and Record Coordinator.
- f. Receipt of Records to Record Centers (Rooms) - All boxes of records must be inventoried, reviewed for retention schedule assignments, and logged in through the City Clerk's Office by appointment.
- g. The box should be numbered and labeled as follows: **Department, Box #, Record Type, Destruction Date, Retention #, and Records/Departments Owner Name.**
- h. Record Disposition - *A Certificate of Disposition* documenting records to be destroyed are in compliance to the retention schedules will be sent to the Department/Division Head and Records Coordinator prior to any destruction of records for their signature of approval.
- i. Disposition of records must be approved by Director/Department/Division Head and Records Manager (City Clerk) and in compliance with State Records Retention Regulations. A witness shall be present during the destruction of the records and will also sign the *Certificate of Disposition*.
- j. The *Certificate of Disposition* will become the permanent record.

O. RECORDS MAY BE MAINTAINED BY THE GEORGIA STATE RECORDS CENTERS:

If needed, the City of Mableton may use the State Records Center, located 7815 Third Flag Parkway, Austell, GA 30168. The State Records Center maintains temporary records on behalf of local governments. Additional instructions and information are available at www.georgiaarchives.org/records

P. ELECTRONIC MAIL (EMAIL):

1. The retention or disposition of E-Mail message are to be maintained in accordance to the State Records Retention and Disposition Schedule:
https://www.georgiaarchives.org/records/local_government/.
2. Retention of emails are based on the information they contain or the purpose they serve. Because the content of E-Mail or on-line messages may vary considerably, no single retention period applies to all E-Mail messages. Therefore, message content must be evaluated to determine the length of time the E-Mail must be retained. Messages of short-term interest with no documentary or evidential value; for example, City event notices (holidays, parties, charitable campaigns) may be retained until no longer useful. An electronic message no longer required to be retained by the Records Retention and Disposition Schedule may be deleted.
3. An electronic message required to be retained by the Records Retention and Disposition Schedule may be deleted if a record copy has been made by printing the message or by transferring it to another system. The preserved copy of the message must include information about the transmission of the message, including the sender, the specific recipients (not just names of distribution lists), the date sent, and any attachments.

Q. AUDIO AND VIDEO RECORDINGS OF OFFICIAL MEETINGS:

1. Although audio and video recordings of Council Meetings used for the preparation of written minutes have a state retention of only 90 days after minutes are prepared and verified (LG-01-006), the City of Mableton will keep videos and audio recordings for at least one year. Videos may be stored longer at Mayor and Council's discretion in cloud-based third-party agenda management software and in other electronic media systems. **Videos considered historical shall be kept/stored permanently.**
2. The destruction of a City video or audio involved in a pending request under the Open Records Act, pending litigation, or a pending audit is prohibited, even if the destruction of the video or audio is authorized by an approved Records Retention and Disposition Schedule.



CERTIFICATE OF DESTRUCTION

NO.

From: City of Mableton Department

To: City Clerk's Office

Department/Division:

Susan.hiott@mableton.gov

404-927-9502

This form documents the destruction of public records in accordance with the Georgia Records Act, O.C.G.A. §50-18-90 - § 50-18-103 and the State Local Records Retention and Disposition Schedule which can be accessed at www.georgiaarchives.org/records/retention_schedules

LIST OF RECORD

Name and Description of the Documents	State Retention Requirement	City's Scheduled Destruction Date	Date of Destruction	Method of

SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any pending litigation. DISPOSAL CERTIFICATE: The listed records have been disposed of in the manner and on the dates shown above.

x _____

Records Coordinator Signature

Date

x _____

Department Head/Director's Signature

Date

x _____

City Clerk's Signature

Date

x _____

Witness of Record Destruction

Date

Local Government Records Retention Schedules

CATEGORY: **ADMINISTRATION (01)** [Total entries: 42]

LG-01-005 | Ad Hoc Narrative Reports

Description: Ad Hoc Narrative Reports that describe agency functions and activities.

Retention: 10 years

Updated: October 20, 2016

LG-01-003 | Annexation Files

Description: Records documenting the addition and/or incorporation of land into an existing city or county area.

Retention: Permanent

Updated: October 20, 2016

LG-01-004 | Annual Reports

Description: Annual reports that describe agency functions and activities.

Retention: Permanent

Updated: October 20, 2016

LG-01-006 | Audio and Video Recording of Official Meetings

Description: Audio and video of Council Meetings used for the preparation of written minutes.

Retention: 90 days after minutes are prepared and verified.

Updated: October 20, 2016

LG-01-007 | Certificate of Proof of Insurance

Description: Certificate of Liability Insurance for contractors

Retention: 7 years after contract expires

Updated: October 20, 2016

LG-01-008 | City Charter

Description: Includes the constitution and by-laws of an incorporated city.

Retention: Permanent

Updated: October 20, 2016

LG-01-009 | Code Violations

Description: Any violations of the Code of Ordinances pertaining to property.

Retention: 3 years

Updated: October 20, 2016

LG-01-010 | Community Service Forms

Description: Records documenting the terms of community service work or documenting the work provided.

Retention: 3 years after completion of service or project

Updated: October 20, 2016

LG-01-011 | Correspondence, Administrative

Description: This series includes communications that document formal decisions regarding significant matters.

Retention: Permanent

Updated: October 20, 2016

LG-01-012 | Correspondence, General

Description: This series includes correspondence that documents formal decisions regarding routine matters. If correspondence is related to records like contracts, bid selections, and the like where the retention is longer than five years but it would not be appropriate to keep permanent then the correspondence should be filed with the corresponding record.

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

ORD

**AN ORDINANCE CREATING CHAPTER 1, ARTICLE 2, CODE OF ETHICS, OF THE
CITY CODE OF ORDINANCES AND FOR OTHER LAWFUL PURPOSES**

WHEREAS, the City of Mableton (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council (“City Council”) thereof;

WHEREAS, the City Council is authorized by the City Charter Sec. 1.13 and O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government;

WHEREAS, the City Council deems it essential to the proper operation of democratic government that the public officials be, and give the appearance of being, independent, impartial, and responsible to the people; that governmental decisions and policies be made in the proper channels of the governmental structure and that public office not be used for personal gain;

WHEREAS, such measures are necessary to provide the public with confidence in the integrity of City government;

WHEREAS, it is the policy of the City that its officials, employees, appointees, and volunteers conducting official City business: 1) serve others and not themselves; 2) be independent, impartial and responsible; 3) use resources with efficiency and economy; 4) treat all people fairly; 5) use the power of their position for the well-being of their constituents and 6) create an environment of honesty, openness and integrity; and

WHEREAS, the City Council finds this Ordinance to be in the best interest of the health, safety and welfare of the City.

IT IS HEREBY ORDAINED by the governing authority of the City of Mableton as follows:

Section 1. Chapter 1, General Government, Article 2, Code of Ethics, of the City of Mableton Code of Ordinances is hereby created to read as follows:

CHAPTER 1 - GENERAL GOVERNMENT

ARTICLE 2 - CODE OF ETHICS

Sec. 1.2.1 – Purpose.

The purpose of this code of ethics is to:

- (a) Encourage high ethical standards in official conduct by city officials;
- (b) Establish guidelines for ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the interest of the city;
- (c) Require disclosure by such officials of private financial or other interest in matters affecting the city; and
- (d) Serve as a basis for disciplining those who refuse to abide by its terms.

Sec. 1.2.2 – Scope.

The provisions of this code of ethics shall be applicable to all elected or appointed city officials. Notwithstanding anything herein to the contrary, state law and the charter of the city shall be controlling in the event of an actual conflict with the provisions of this code of ethics. This ordinance shall be interpreted to supplement, and not replace, said provisions of state law and the charter.

Sec. 1.2.3 – Definitions.

Solely for the purpose of this code of ethics:

- (a) City official or official, unless otherwise expressly defined or provided otherwise by the city charter, does not include city employees but does mean the mayor, members of the city council, municipal court judges (including substitute judges), city manager, city clerk, city attorney, and all other persons holding positions designated by the city charter, as amended. The term “city official” also includes all individuals, including city employees, appointed by the mayor and/or city council as appropriate to city authorities, commissions, committees, boards, task forces, or other bodies which can or may vote or take formal action or make official recommendations to the mayor and/or city council.
- (b) Decision means any ordinance, resolution, contract, franchise, formal action or other matter voted on by the city council or other city board or commission, as well as the discussions or deliberations of the council, board, or commission which can or may lead to a vote or formal action by that body.
- (c) Employee means any person who is a full-time or part-time employee of the city.
- (d) Immediate family means the spouse, mother, father, grandparent, brother, sister, son or daughter of any city official related by blood, adoption or marriage. The relationship by marriage shall include in-laws.
- (e) Incidental interest means an interest in a person, entity or property which is not a substantial interest as defined herein and which has insignificant value.
- (f) Remote interest means an interest of a person or entity, including a city official, which would be affected in the same way as the general public. For example, the interest of an official in the property tax rate, general city fees, city utility charges or a comprehensive

zoning ordinance or similar matters is deemed remote to the extent that the official would be affected in common with the general public.

(g) Substantial interest means an interest, either directly or through a member of the immediate family, in another person or entity, where:

- (1) the interest is ownership of five percent or more of the voting stock, shares or equity of the entity or ownership of \$5,000.00 or more of the equity or market value of the entity; or
- (2) the funds received by the person from the other person or entity during the previous 12 months either equal or exceed:
 - (a) \$5,000.00 in salary, bonuses, commissions or professional fees, or \$5,000.00 in payment for goods, products or services, or
 - (b) ten percent of the recipient's gross income during that period, whichever is less;
- (3) the person serves as a corporate officer or member of the board of directors or other governing board of a for-profit entity other than a corporate entity owned or created by the city council; or
- (4) the person is a creditor, debtor, or guarantor of the other person or entity in an amount of \$5,000.00 or more.

Sec. 1.2.4 – Prohibitions.

- (a) No city official shall use such position to secure special privileges or exemptions for himself or herself or others, or to secure confidential information for any purpose other than official duties on behalf of the city.
- (b) No city official, in any matter before the council or other city body, relating to a person or entity in which the official has a substantial interest, shall fail to disclose for the record such interest prior to any discussion or vote or fail to recuse himself/herself from such discussion or vote as applicable.
- (c) No city official shall act as an agent or attorney for any non-city associated and/or affiliated entity, in any matter before the city council or other city body.
- (d) No city official shall directly or indirectly receive, or agree to receive, any gift, reward, or gratuity in any matter or proceeding connected with, or related to, the duties of his office except as may be provided by law.
- (e) No city official shall enter into any contract with, or have any interest in, either directly or indirectly, the city except as authorized by state law.

- i. This prohibition shall not be applicable to the professional activities of the city attorney in his or her work as an independent contractor and legal advisor on behalf of the city.
 - ii. This prohibition shall not be applicable to an otherwise valid employment contract between the city and a city official who is not elected (such as, by way of example, a city manager, city administrator or chief of police).
 - iii. Any official who has a proprietary interest in an agency doing business with the city shall make that interest known in writing to the city council and the city clerk.
- (f) All public funds shall be used for the general welfare of the people and not for personal economic gain.
- (g) Public property shall be disposed of in accordance with state law.
- (h) No city official shall solicit or accept other employment to be performed, or compensation to be received, while still a city official if the employment or compensation could reasonably be expected to impair such official's judgment or performance of city duties.
- (i) If a city official accepts or is soliciting a promise of future employment from any person or entity who has a substantial interest in a person, entity or property which would be affected by any decision upon which the official might reasonably be expected to act, investigate, advise, or make a recommendation, the official shall disclose the fact to the city council and shall recuse himself/herself and take no further action on matters regarding the potential future employer.
- (j) No city official shall use city facilities, personnel, equipment or supplies for private purposes, except to the extent such are lawfully available to the public.
- (k) No city official shall grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.
- (l) A city official shall not directly or indirectly make use of, or permit others to make use of, official information not made available to the general public for the purpose of furthering a private interest.
- (m) A city official shall not use his or her position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to such official or persons within the official's immediate family, or those with whom the official has business or financial ties amounting to a substantial interest.
- (n) A city official shall not order any goods and services for the city without prior official authorization for such an expenditure. No city official shall attempt to obligate the city nor give the impression of obligating the city without proper prior authorization.

- (o) No city official shall draw travel funds or per diem from the city for attendance at meetings, seminars, training or other educational events and fail to attend such events without promptly reimbursing the city therefore. This provision shall not include non-attendance resulting from illness and/or matters beyond the official's reasonable control.
- (p) No city official shall attempt to unduly influence the outcome of a case before the Municipal Court of the City of Mableton nor shall any city official engage in ex parte communication with a municipal court judge of the City of Mableton on any matter pending before the Municipal Court of the City of Mableton.

Sec. 1.2.5 - Conflict of Interest.

- (a) A city official may not participate in a vote or decision on a matter affecting an immediate family member or any person, entity, or property in which the official has a substantial interest.
- (b) A city official who serves as a corporate officer or member of the board of directors of a nonprofit entity must disclose their interest in said entity to the mayor and council prior to participating in a vote or decision regarding funding of the entity by or through the city.
- (c) Where the interest of a city official in the subject matter of a vote or decision is remote or incidental, the city official may participate in the vote or decision and need not disclose the interest.

Sec. 1.2.6 – Board of Ethics.

- (a) *Composition.* The Board of Ethics of the city shall consist of three (3) residents of the city, to be appointed as follows: the mayor shall appoint a qualified city resident to the board, who shall be a licensed attorney in good standing with the State Bar of Georgia and who shall serve on the Board for a two-year term. The remaining councilmembers shall each designate one (1) qualified resident to provide a pool of six (6) individuals ("Council Ethics Pool") who have consented to serve as a member of such Board of Ethics and who will be available for a period of two (2) years to be called upon to serve in the event a Board of Ethics is appointed. The city clerk shall maintain a listing of these qualified citizens. Upon receipt of a properly verified complaint and timely forwarding of that complaint to the city official charged in the complaint, the Mayor and Council, within thirty (30) days thereafter at a regularly scheduled or specially called public meeting, shall draw two names randomly from the Council Ethics Pool, to constitute, alongside the mayor's appointee at such meeting, the Board of Ethics for such charge. The Board will elect one of its members to serve as chair.
- (b) *Term.* All members of the Board of Ethics shall serve a 2-year term, commencing from the date of their appointment.

(c) *Vacancies/disqualification.* An alternate member of the Board of Ethics shall be selected in the same manner as the disqualified/replaced individual.

(d) *Compensation.* The members of the Board of Ethics shall serve without compensation. The city council shall provide meeting space for the Board of Ethics and, subject to budgetary procedures and requirements of the City, such supplies and equipment as may be reasonably necessary for the Board to perform its duties and responsibilities.

(e) *Qualifications.* No person shall serve on the Board of Ethics who:

1. Has been convicted of a felony involving moral turpitude in this state or any other state, unless such person's civil rights have been restored and at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude;
2. Is less than 21 years of age;
3. Has not been a city resident for at least one (1) year immediately preceding the date of taking office. All Board of Ethics members shall remain a resident while serving on the Board;
4. Holds a public elective office;
5. Is physically or mentally unable to discharge the duties of a member of the Board of Ethics; or
6. Is not qualified to be a registered voter in the City of Mableton;
7. Has, or has had within the preceding one (1) year period, any interest in any contract or contracting opportunity with the city or has been employed by the city; or
8. Has any permit or rezoning application pending before the city, or any pending or potential litigation against the city and/or any city official charged in the complaint.

(f) *Attestation.* Upon appointment, members of the Board of Ethics shall sign an affidavit attesting to their qualification to serve as a member of the Board of Ethics.

(g) *Removal.* Members of the Board of Ethics may be removed by majority vote of the city governing authority.

Sec. 1.2.7 – Receipt of Complaints.

- (a) *Contents and form.* No complaint shall allege charges against more than one official, nor shall it allege charges arising from an incident occurring more than six months from the date of the filing of the complaint. All complaints shall:
- i. contain the complainant's name, email and address;
 - ii. be submitted and signed by the complainant under oath;
 - iii. be limited to alleged violations of this article; and
 - iv. specifically name all sections of this article of which the official is alleged to have violated.
- ii. *Filing.* All complaints against city officials shall be filed with the city clerk, who will give it to the mayor and council. The city clerk or the clerk's designee shall forward a copy of the complaint to the city official or officials charged in the complaint within no more than seven (7) calendar days from their receipt of a complaint in proper form. The city clerk shall be authorized to reject a complaint that is not filed in proper form as required under this article.
- iii. *Board review.* Upon receipt of a complaint in proper form, the Board shall review it to determine whether the complaint is unjustified, frivolous, patently unfounded or fails to state facts sufficient to invoke the disciplinary jurisdiction of the city council. The Board of Ethics is empowered prior to conducting a hearing to dismiss in writing complaints that it determines are unjustified, frivolous, patently unfounded or fail to state facts sufficient to invoke the disciplinary jurisdiction of the city council. For complaints that are not dismissed, the Board of Ethics is empowered to collect additional evidence and/or information concerning any complaint and add the findings and results of its investigations to the file containing such complaint.
- iv. *Dismissal.* The Board of Ethics is empowered at any time to dismiss in writing those complaints which it determines are unjustified, frivolous, patently unfounded or which fail to state facts sufficient to invoke the disciplinary jurisdiction of the city council.
- v. The Board of Ethics is empowered to conduct investigations, to take evidence, and to hold hearings to address the subject matter of a complaint.
- vi. *Forms.* The Board of Ethics and/or city clerk is empowered to adopt forms for formal complaints, notices, and any other necessary or desirable documents within its jurisdiction where the city council has not prescribed such forms.
- vii. *Board findings.* Findings of the Board of Ethics shall be submitted to the city council for action. Some elected officials raised concerns about potential misuse of the ethics complaint process for political purposes.
- viii. *Political Timed Complaints.* To discourage the filing of ethics complaints solely for political purposes, complaints will not be accepted against a person seeking election as a city official, whether currently serving as a city official

or not, from the date qualifying opens for the elected office at issue through the date the election results for that office are certified. The time for filing complaints shall be tolled during this period.

Sec. 1.2.8 – Service of Complaint.

The city clerk shall cause the complaint to be served on the city official charged as soon as practicable but in no event later than seven (7) calendar days after receipt of a proper, verified complaint. Service may be by personal service, the complainant's email, official city email, certified mail, return receipt requested or by statutory overnight delivery.

Sec. 1.2.9 – Hearing.

A hearing shall be held within sixty (60) calendar days after the filing of a properly filed complaint that has not been earlier dismissed by the Board of Ethics for being unjustified, frivolous, patently unfounded or which fail to state facts sufficient to invoke the disciplinary jurisdiction of the city council. The Board of Ethics shall conduct hearings in accordance with the procedures and regulations it establishes but, in all circumstances, at least one hearing shall include the taking of testimony and the cross-examination of available witnesses. The recommendation of the Board of Ethics shall be rendered to the mayor and council within seven (7) calendar days after completion of the Board's final hearing. At any hearing held by the Board of Ethics, the city official who is the subject of inquiry shall have the right to written notice of the hearing and the allegations at least thirty (30) calendar days before the first hearing, to be represented by counsel, to hear and examine the evidence and witnesses and, to oppose or try to mitigate the allegations. The city official subject to the inquiry shall have also have the right but not the obligation of submitting evidence and calling witnesses. Failure to comply with any of time deadlines in this section of the ordinance shall not invalidate any otherwise valid complaint or in any way affect the power or jurisdiction of the Board of Ethics or the city council to act upon any complaint.

Sec. 1.2.10 – Penalty.

Any person violating any provision of this article may be subject to the following by the city council:

- (a) Public reprimand or censure by the city council; or
- (b) Request for resignation by the city council.

Sec. 1.2.11 – Appeal.

(a) Any appeal of a final ethics decision by the city council under this article shall be filed with the Cobb County, Georgia, Superior Court, as required by law.

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

- (a) All sections, paragraphs, sentences and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance.

Section 3. The City Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Ordinance for proofing and renumbering purposes.

Section 4. The effective date of this Ordinance shall be the date of adoption, unless provided otherwise by the City Charter, state and/or federal law.

SO ORDAINED this _____ day of _____ 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney

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

ORD

**AN ORDINANCE CREATING ARTICLE 5, FINANCE, OF CHAPTER 2,
ADMINISTRATION, OF THE CITY CODE OF ORDINANCES AND FOR OTHER
LAWFUL PURPOSES**

WHEREAS, the city of Mableton (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council (“City Council”) thereof;

WHEREAS, the City Council is authorized by the city Charter Sec. 1.13 and O.C.G.A. § 36-35-3 to adopt ordinances relating to its operations, affairs and local government;

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

WHEREAS, the City Council finds this Ordinance to be in the best interest of the health, safety and welfare of the City.

IT IS HEREBY ORDAINED by the governing authority of the City of Mableton as follows:

Section 1. Chapter 2, Administration, Article 5, Finance, of the city of Mableton Code of Ordinances is hereby created to read as follows:

CHAPTER 2 - ADMINISTRATION

ARTICLE 1 – FINANCE

Sec. 2.5.1 Purpose.

The purpose of this Article is to serve as a foundation for long- and short-term range planning, facilitate decision making, and provide direction to the city council and operational staff for handling the city’s day-to-day financial business. Because of the diverse nature of the city’s departments and committees, having written defined financial policies minimizes the risk of developing conflicting or inconsistent goals and objectives which could have a negative impact on the overall financial condition of the city.

Sec. 2.5.2 Fiscal year and budget calendar.

The fiscal year for the city shall commence on July 1 and end on June 30 of each following year. The city manager shall submit to the city council at least two months prior to the start of the city’s fiscal year a budget message and a budget report, accompanied by a draft of the recommended

appropriations ordinance, in a form and manner as may be prescribed by ordinance, which shall provide for the appropriation of the funds necessary to operate all the various departments, and to meet the current expenses of the city for the next fiscal year.

Sec. 2.5.3 Municipal budget policy.

The city council shall annually appropriate the funds necessary to operate all the various departments, and to meet the current expenses of the city for the next fiscal year. The city council shall comply with all state laws applicable to budget hearings, public notices, public inspection of budget documents, and budget adoption.

The city council shall not appropriate funds for any given fiscal year, which, in aggregate, exceed a sum equal to the amount of unappropriated surplus funds expected to have accrued in the City's finance at the beginning of the fiscal year, together with an amount not greater than the total municipal receipts from existing revenue sources anticipated to be collected in the fiscal year, less refunds as estimated in the budget report and amendments thereto.

All appropriated funds, except for the mandatory appropriations required by law and those required to meet contractual obligations or the continued appropriation and authorization of state or federal grants, remaining unexpended and not contractually obligated at the expiration of the agency appropriations policy, shall lapse, and return to the general fund.

All state or federal funds received by the agency are hereby continually appropriated in the exact amounts and for the purposes authorized and directed by the state or federal government making the grant.

- (a) The adoption of an annual budget for the next fiscal year shall not in itself constitute specific approval for the expenditures identified therein, and shall be approved in accordance with the city Charter and applicable law.
- (b) The appropriation for each department, office, bureau, board, commission, function, or line item for which appropriation is made shall be for a specific amount of money and, except where required by state law or expressly by order, no appropriation shall allocate to any object the proceeds of any revenue or a part or percentage thereof.
- (c) When possible, the city will finance all current expenditures with current revenues and will avoid budgetary procedures that balance current expenditures through the obligation of future resources. The city will avoid using short term financing to meet operating budget requirements.
- (d) All budgets for governmental funds (general, special revenue and capital projects) must be balanced. Budgets for proprietary funds will be prepared to establish fees and charges and to maintain managerial control.
- (e) Department appropriations. In addition to the provisions set forth in this Chapter:
 - (1) The city budget shall be adopted at the legal level of control, which is the fund/department level, and no department may exceed its appropriated funds.
 - (2) Transfers of appropriations within a department shall require the approval

of the finance director. Transfers of appropriations between departments for funds, an increase in personal services appropriation(s), or an increase in the level of authorized positions shall require approval of the city council.

(3) Department directors and elected officials are directed to operate within budget limitations to prevent emergency situations.

(f) The city will maintain a budgetary accounting control system to ensure adherence to the adopted annual budget and will prepare timely financial reports comparing actual revenues and expenditures with budgeted amounts.

(g) All budgets will be adopted on a basis of accounting consistent with generally accepted accounting principles (GAAP) as applicable to governments, including all relevant Government Accounting Standards Board (GASB).

Sec. 2.5.4 Budget Ordinances

(a) Each municipal appropriations ordinance, now in force or hereafter adopted with all amendments as are adopted from time to time, shall continue in force and effect for the next fiscal year after adoption and it shall then expire except for any mandatory appropriations required to meet contractual obligations or the continued appropriation and authorization of state or federal grants.

(b) The budget ordinance shall make appropriations in such sums as the city council may deem sufficient, whether those sums are the same as those presented in the city manager's proposed budget. The budget ordinance or resolution shall be adopted at a public meeting which shall be advertised in accordance with the procedures set forth in Chapter 81 of Title 36 of the Official Code of Georgia Annotated.

(c) The city council may adopt supplementary appropriations as set forth in this ordinance.

(1) In addition to the appropriations made by the municipal appropriations ordinance and amendments thereto, the city council may make additional appropriations by an affirmative vote in favor of an ordinance making such a change. Such ordinance shall be known as supplementary appropriations ordinances, provided no supplementary appropriation shall be made unless there is an unappropriated surplus in the city treasury or the revenue necessary to pay the appropriation has been collected into the general fund of the city treasury as provided by law.

(2) In no event shall a supplementary appropriations ordinance continue in force and effect beyond the expiration of the municipal appropriations ordinance in effect when the supplementary appropriations ordinance was adopted and approved.

Sec. 2.5.5 Municipal fund balance.

(a) The city shall maintain a prudent level of financial resources to protect against

financial disruptions of the city and to provide services in the case of temporary revenue shortfalls, unpredicted one-time expenditures, natural disasters, or emergencies and to maintain sufficient working capital and cash flow to always meet current financial needs.

(b) The City's definition of fund balance for its governmental fund types will conform to generally accepted accounting principles (GAAP) as applicable to governments, including all relevant Government Accounting Standards Board (GASE). For the purposes of this Ordinance, and in accordance with GASE 54, the following terms shall be defined as follows:

- (1) *Assigned* - financial resources whose use is restricted by management based on the intended use of those resources per the city council of the City.
- (2) *Committed* - financial resources whose use is restricted by action of the city council which will remain binding unless removed in the same matter creating the restriction.
- (3) *No spendable* - financial resources that will never convert to cash, that will not convert to cash soon enough to affect the current period, or that must be maintained intact pursuant to legal or contractual requirements.
- (4) *Restricted* - financial resources that are subject to externally enforceable legal restrictions such as debt covenants, federal or state grant requirements, private donors/contributors, or other governmental entities.
- (5) *Unassigned* - any residual net resources available after consideration of designation of no spendable, restricted, committed or assigned fund balance.

(c) The city's general fund may maintain all components of fund balance.

(d) The lowest level of fund balance classification for the city's special revenue funds will be committed fund balance. The committed fund balance will be used first when paying expenses, unless the expense is for purchases which were listed as being used from restricted fund balance classification.

(e) The lowest level of fund balance classification for the city's capital project funds will be assigned fund balance for the funding of specific projects. An assigned fund balance will be spent first unless the expenditure(s) is tied to a restricted fund balance amount. Once a project is completed, any fund balance remaining will be transferred back to the fund(s) which was the original funding source.

(f) Debt service funds will only classify fund balances as not spendable or restricted. When debt expenses are paid, the city will use restricted fund balance first. All debt services funds will maintain a fund balance at a level to retire the debt. Once all debt is retired, or the fund balance is sufficient to retire all remaining debt, any remaining fund balance will be transferred to other city funds or projects as directed by the city council.

(g) During the transition period, the city will maintain a balanced budget, and

thereafter, it shall maintain as an ending unassigned fund balance for its general fund of at least two and one-half (2½) months of its prior fiscal year's actual amounts budgetary basis operating expenditures of its general fund as reflected in the city's most recent annual audit report's statement of "Budgetary Comparison Schedule - General Fund." If governmental accounting standards change, which eliminates the inclusion of the "Budgetary Comparison Schedule - General Fund", a statement of similar nature should be used in its place.

(1) If the general fund's unassigned fund balance falls below the minimum targeted level as defined in this policy, the city council shall approve and adopt a plan to restore the general fund's unassigned fund balance to its target level within a twenty-four (24) month period. If due to severe financial hardship of the City, the general fund's unassigned fund balance cannot be restored within this period, the city council shall establish a different period.

(2) Any general fund's unassigned fund balances which exceed the minimum level established by this policy may be appropriated by the city council for non-recurring capital projects, equipment, or other operating uses.

(3) The city council shall avoid the appropriation of general fund's unassigned fund balance for recurring operating or capital expenditures unless there is some extraordinary, non-recurring event which would require the appropriation to meet the needs of the citizenry or an emergency.

(h) The city shall classify its enterprise funds' net assets as Restricted, Unrestricted or Invested in Capital Assets. The city's Unrestricted Net Assets of all its enterprise funds should be sufficient to cover operating expenses and infrastructure replacements. Unrestricted Net Assets will be spent first unless the expense was for a restricted asset.

Sec. 2.5.6 Accounting and auditing policy.

(a) All funds of the city will be audited in compliance with O.C.G.A. §§ 36-81-7, and 36-81-20, and Generally Accepted Audit Standards as issued by Auditing Standards Board of the American Institute of Certified Public Accountants and Government Auditing Standards as issued by the Comptroller General of the United States of America.

(b) The city's annual financial report will be prepared in accordance with generally accepted accounting principles (GAAP) as issued by the Financial Accounting Standards Board of the American Institute of Certified Public Accountants and with generally accepted governmental accounting principles as issued by the Governmental Accounting Standards Board.

(c) The city will maintain accurate records of all its assets to insure a high degree of stewardship for public property.

(d) The city shall maintain an ongoing system of financial reporting to meet the needs of the mayor and council, department directors, and the public. The reporting

system will provide for budgetary control, for monitoring of the cost of providing services, and for comparative analysis.

Sec. 2.5.7 Debt policy.

- (a) As mandated by Article 9, Sections, Paragraph 1 of the Constitution of the State of Georgia, the city's direct general obligation indebtedness does not exceed ten percent (10%) of assessed value of all taxable property within the city's limits.
- (b) The city shall confine long-term indebtedness to capital improvements projects.
- (c) The city will strive to not use short term debt for funding current operations.
- (d) The city will use approved general obligation debt to fund general purpose public improvements which cannot be financed from current revenues, available general fund balances, or other current sources of capital financing.
- (e) Long term financing of the city's enterprise funds will be used only when revenues of the debt issuing fund are sufficient to satisfy operating expenses and debt service requirements.

Sec. 2.5.8 Investment policy and cash management.

- (a) The city will maintain a conservative program of investing all funds under the direction of the city council and the finance director.
- (b) The city investment program shall comply with all state and federal laws, rules, and regulations for investing public funds and with safekeeping/security requirements.
- (c) The city's investment program shall be operating based on these principles; provided, however, this section shall create no cause of action in any person:
 - (1) Safety- Principal is protected from loss with secure investment practices and collateralization.
 - (2) Liquidity - Investments are readily convertible to cash when needed without incurring principal losses.
 - (3) Return of investment - Earning yields are maximized without diminishing the above principal.
- (d) The city shall ensure that all public funds are collateralized in accordance with state and federal law, thereby guaranteeing the safety of public deposits. The city will establish administrative procedures to maintain such pledged collateral and will utilize pooled collateral systems provided by the state and local depositories when possible.
- (e) The city will periodically reevaluate its banking services and will initiate competitive negotiation and bidding processes, if deemed necessary. The process may include the development of an RFP requesting quotations for banking services, services fees and earning rates available. Selection of a bank for banking services will

be based on receiving the most efficient and cost-effective proposals.

Sec. 2.5.9 Monetary receipt policy.

(a) The policy of the city is that all liquid monetary assets are properly, completely, and timely accounted for daily. It is the duty of the city's elected officials, management, and employee to the citizens of the city to ensure that all monetary assets received by the city are recorded for occurrence and completeness, physically secured, and controlled, deposited timely, and allocated to City's general ledger accounts in a timely and efficient manner. Liquid monetary assets are defined as cash, checks, credit cards payment, electronic payments, ACH (Automated Clearinghouse) or wires payments.

(b) The purpose of this policy is:

(1) To maximize the revenue accruing to the city through the investment of city funds and any trust funds to the extent allowed by law, ordinance, and contract.

(2) To minimize the clerical efforts required to handle, process, and account for all monies received.

(3) To maximize the accountability of monies received by the city.

(c) All monetary assets received by the offices of the city, or any of its related entities, shall be deposited timely, meaning within two (2) working days, into the City's banking system(s).

(d) Department directors/supervisors are responsible for the safekeeping of monetary assets received by their departments and the prompt receipting into the City's cash management program, or the prompt transfer to the city Finance's office for receipting into the cash management program.

(e) All monetary assets received in a day will be deposited in the form in which they are received.

(f) Cash received shall not be used to pay any city bills, cash personal checks, or be used for any other type of transaction.

Sec. 2.5.10 Contracting.

The original of all contracts shall be maintained on file in the office of the city clerk.

Sec. 2.5.11 Fund Balance Policy

A. Purpose. This policy is created in consideration of unanticipated events that could

adversely affect the financial condition of the city and jeopardize the continuation of necessary public services in order to address the implications of the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. This policy will ensure that the city maintains adequate fund balances and reserves in order to:

- (1) Provide sufficient cash flow for daily financial needs.
- (2) Secure and maintain investment grade bond ratings.
- (3) Offset significant economic downturns or revenue shortfalls; and
- (4) Provide funds for unforeseen expenditures related to emergencies.

This policy and the procedures promulgated under it supersede all previous regulations regarding the City's fund balance and reserve policies.

B. Fund type definitions. The following definitions will be used in reporting activity in governmental funds across the city. The city may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

- (1) The *general fund* is used to account for all financial resources accounted for and reported in another fund.
- (2) *Special revenue funds* are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt services or capital projects.
- (3) *Debt service funds* are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.
- (4) *Capital project funds* are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.
- (5) *Permanent funds* are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the City's purposes.

C. Fund balance reporting in governmental funds. Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

1) no spendable fund balance – includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. No spendable amounts will be determined before all other classifications and consists of the following items as applicable in any given fiscal year:

- a) The city will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the City);
- b) The city will maintain a fund balance equal to the value of inventory balances and

prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance);

- c) The city will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained intact; and
 - d) The city will maintain a fund balance equal to the balance of any land or other non-financial assets held for sale.
- 2) *Restricted fund balance* -Includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.
 - 3) *Committed fund balance* -Includes amounts that can be used only for the specific purposes determined by a formal action of the city council. Commitments will only be used for specific purposes pursuant to a formal action of the city council. A majority vote is required to approve or remove a commitment.
 - 4) *Assigned fund balance* - Includes amounts intended to be used by the city for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. The city council delegates the city Financial Officer the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.
 - 5) *Unassigned fund balance* -Includes the residual classification for the City's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Sec. 2.5.12 Operational Guidelines.

The following guidelines address the classification and use of fund balance in governmental funds:

- 1) *Classifying fund balance amounts.* Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include no spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.
- 2) *Encumbrance reporting.* Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for

which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

- 3) *Prioritization of fund balance use.* When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the city to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the city that the committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.
- 4) *Minimum unassigned. Fund balance.* Except during the transition period, the city will maintain a minimum unassigned fund balance in its general fund of 12 percent of the subsequent year's budgeted expenditures. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.
- 5) *Replenishing deficiencies.* When the fund balance falls below the minimum of 12 percent, the city will replenish shortages/deficiencies using the budget strategies and timeframes described below.
 - a. The city will reduce recurring expenditures to eliminate any structural deficit; or
 - b. The city will increase revenues or pursue other fund sources; or
 - c. A combination of the two options above.
 - d. Minimum fund balance deficiencies shall be replenished within the following time periods:
 1. A deficiency resulting in a minimum fund balance between 12 percent and 10 percent of the subsequent year's budgeted expenditures shall be replenished over a period not to exceed one year.
 2. A deficiency resulting in a minimum fund balance between 10 percent and six percent of the subsequent year's budgeted expenditures shall be replenished over a period not to exceed three years.
- 6) *Surplus fund balance.* Fund balance will be considered a surplus if over 12 percent of the subsequent year's budgeted expenditures. Should unassigned fund balance of the general fund ever exceed 11 percent, the city will consider such fund balance surpluses for one-time expenditures that are nonrecurring in nature.

Sec. 2.5.13 Implementation and review.

Upon adoption of this ordinance the city council authorizes the finance department to establish any standards and procedures which may be necessary for its implementation. When the need arises, the finance department shall make any necessary recommendation to the city council for changes to this policy.

Sec. 2.5.14 Revenue administration policy.

- (1) The city will strive to maintain a diversified and stable revenue stream to protect against short-term fluctuations in any single revenue source.
- (2) The city will estimate its revenues by an objective analytical process in a prudent manner.
- (3) The city will follow a policy of paying for services with user charges where practical to reduce the reliance on taxes and other general revenue sources.
- (4) The city will seek public and private grants, contracts and other outside sources of revenue for funding projects where appropriate.
- (5) The city will establish the levels of all user charges based on an analysis of the cost of providing the service(s). User charges will be evaluated periodically.
- (6) The city shall set fees for each enterprise and internal service fund at a level that fully supports the total direct and indirect cost of the fund. The city shall not set user fees for its enterprise funds which results in extra income to be used to subsidize the services of any governmental fund.

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

- (a) All sections, paragraphs, sentences and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the city council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance.

Section 3. The city Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Ordinance for proofing and renumbering purposes.

Section 4. The effective date of this Ordinance shall be the date of adoption, unless provided otherwise by the City Charter, state and/or federal law.

SO ORDAINED this _____ day of _____ 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim city Attorney



AGENDA ITEM MEMORANDUM

MEETING OF: April 10, 2024

DEPARTMENT: Administrative - City Clerk

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Purchasing Agenda and Meeting Management, Electronic Voting, Live Media Software from Civic Plus at a cost of \$21,896. (This includes a one time set up cost of \$4890 + the product cost of \$17,006.) Additional explanation is attached.

BACKGROUND/SUMMARY: The City of Mableton has been using Adobe PDF and paper copies for Mayor and Council meeting agendas since the first meeting of May 11, 2023. Mayor and Council and City Clerk have acknowledged not only the need to practice being more environmentally friendly with less paper, but also to improve Mableton customized workflows, efficiency, timeliness, and transparency of agendas and agenda background information.

The City Clerk and Executive Assistant to the Mayor, who has also worked as a Deputy Clerk in Kennesaw, reviewed three main vendors' products. Following extensive meetings and review, staff is recommending the purchase of Civic Plus' product named Select, previously known as Civic Clerk.

There are many reasons staff recommend Civic Plus. The Civic Plus product offers agenda and meeting management, electronic voting, videoing stored within the software, speaker timing, and time stamping and is web based. The product is Google Workspace friendly. Civic Plus has a great reputation for customer support. Many cities in Georgia use Civic Plus' products. Civic Plus has other modules that the City could consider integrating as the City grows such as an Open Records Platform and the (Municode) Codification of Ordinances, website development, and many other modules. And, the price was the lowest and came within the estimated Mableton Spending Plan.

For Mableton's residents, the Civic Plus Select product, which will be embedded in the City of Mableton website, will provide easier access to the agendas, minutes, and videos, all streamlined on one page.

The three vendors who graciously worked with us were: Civic Plus, Granicus, and E-Scribe. The details of the products and pricing are attached.

BUDGETED/FINANCIAL IMPACT – FUND: \$21,896

RECOMMENDATION: Purchase of Civic Plus Select product. **Motion:** I move to approve the selection of Civic Plus to provide Agenda and Meeting Management, Electronic Voting, and Live Media Software from Civic Plus at a cost of \$21,896.

ATTACHMENTS: Comparison Details, List of other cities that use Civic Plus, proposals.

Comparison based on City Clerk's Standards, Preference and Considerations:

- Prefer to have a web based (cloud) agenda and meeting management, electronic voting, own videos within software - not just a YouTube Link (YouTube can remove or have ads on our meetings that we don't agree with and clerk can not time stamp during the meetings.)
- Prefer software that is user friendly and compatible with Google Workspace and Google Docs.
- Customer Support - Very Important!
- Consideration of other cities and counties that use the product.
- Availability of other applications/modules as the City grows.
- And price.

Price Comparison

Company	OneTimeSetup Fees	Software Module	Price First Year Price Second Year
Civic Plus (Google and Microsoft/Word based)	\$4890	Agenda and Meeting Management/Live Meeting Manager Voting/Media Mgmt.w/timestam ping - can have our own video sent from IKON	\$17006. + \$4890 = \$21,896 Total 1st Year Recurring - \$17,006. + Uplift of 5% in Year 2
Granicus (Use of Microsoft/Word based - can adapt to Google)	\$7658 (Live Cast) (+ 3983(Agen and Mtg). = \$11,641.	Agenda and Meeting Mgmt. Voting/Media Live Cast - only link To video on YouTube or buy Live Cast Module	\$28,135 (only can link to video) to have own video with time stamping - 3983+22901+5234) have to purchase Live Cast with streaming - \$11,835 (live Cast) + \$7658 One Time Fees additionally Recurring - \$26,712.+6,105. = 32,817.
E-Scribe (Use of Microsoft/Word based - can adapt to Google)	\$6450.	Meeting and Agenda and Webcasting and Board manager	\$23,250 + \$6450 = \$29,700. Giving Board Manager Free in March (\$4950 value)

Civic Plus in Other Cities

City of Port Orange - Example of Video Media - Using link to YouTube

<https://www.port-orange.org/776/Agendas-and-Minutes>

City of St. Pete Beach, FL - City owns video

<https://stpetebeachfl.portal.civicclerk.com/event/2506/files/agenda/5358>

City of Kennesaw - No Videos at all, but using Civic Plus for Agendas and Meetings

City of Marietta - No Videos but uses Civic Plus for Agendas and Meetings

<https://www.mariettaga.gov/agendacenter>

City of Sandy Springs - Has own videos - no link to YouTube

<https://sandyspringsga.portal.civicclerk.com/>

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-65049-1
2/27/2024 1:03 PM
5/31/2024

Client:
MABLETON, GEORGIA

Bill To:
MABLETON, GEORGIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Darren Cornejo		darren.cornejo@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	USD 2,220.00
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	USD 420.00
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	USD 480.00
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	USD 720.00
1.00	CivicClerk Media Implementation	CivicClerk Media Implementation Fee	USD 1,050.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	Agenda and Meeting Management Select Annual Fee	Agenda and Meeting Management Select Annual Fee	USD 6,700.00
1.00	Live Meeting Manager Annual Fee	Agenda and Meeting Management Select: Live Meeting Manager Annual Fee - Live Meeting, Electronic Voting, Display Pages	USD 3,806.00

QTY	PRODUCT NAME	DESCRIPTION	TOTAL
1.00	Agenda and Meeting Management Select: Media Annual Fee	Agenda and Meeting Management Select: Media Annual Fee - Unlimited storage, unlimited users, up to 3 concurrent streams	USD 6,500.00

Total Investment - Initial Term	USD 21,896.00
Annual Recurring Services (Subject to Uplift)	USD 17,006.00

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



agenda and meeting
management

SELECT

Premium Implementation

Proposal valid for 60 days from date of receipt



CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

25+ Years
10,000+ Customers
850+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2024 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Features & Functionality

Agenda & Meeting Management Select System

CivicPlus' Agenda & Meeting Management Select software is the fastest, most intuitive way to streamline the entire agenda management process — from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.

Our innovators designed it to offer configuration flexibility so that the system can be scaled from the most simple agenda process to the most complex. Built-in integrations and a suite of APIs make working with other internal applications easy. Agenda & Meeting Management Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Field-level versioning
- Integrated code of ordinances
- Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)
- Single sign-on through the CivicPlus Platform
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Enhanced Analytics for Data Visibility

Part of the Integrated CivicPlus Platform

Our powerful CivicPlus Platform is the foundation on which all our CivicPlus solutions are built, allowing them to work seamlessly and securely, leveraging existing data, and reducing information silos so your administrative staff can collaborate efficiently. Administrators can take advantage of authentication using our identity provider integrations to provide a single sign-on experience for internal users. The entire system is cloud-based, eliminating the need for internal application management. Agenda & Meeting Management Select is hosted in Microsoft's Azure cloud service, providing a stable multi-user environment while ensuring high availability and uptime. CivicPlus is also the only technology provider that offers an integration between our agenda & meetings software and an online code of ordinances—with Municode Codification.



Agenda Management

FLEXIBLE, CUSTOMIZED TEMPLATES

Standardized templates throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically rennumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

CREATE AGENDA ITEMS IN SECONDS

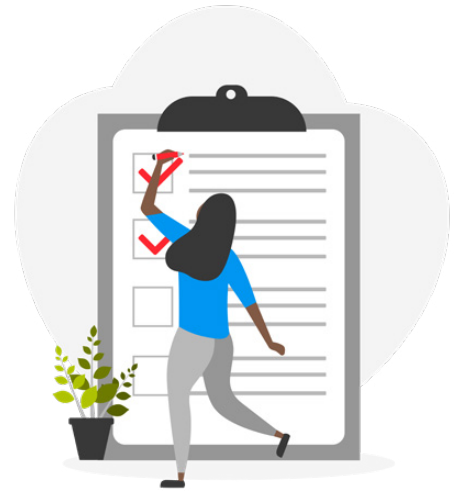
An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and send through the workflow with a few clicks. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.



Meeting Management

AUTOMATED MINUTES SETUP

A fully-integrated minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Agenda & Meeting Management Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls. (additional fees apply)



SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create bookmarks for the accompanying video during the live meeting. Additional fees apply



Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, OneDrive, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

FIND WHAT YOU NEED- FASTER

Agenda & Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate past items, attachments, minutes, and agendas by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.



Public Resident Portal

CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.

Public Resident Portal

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Mobile-responsive
- Custom branding
- Integrated live or on-demand video with bookmarks to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls



The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. Portal streamlines the resident user experience as they interact with the CivicPlus products leveraged by you – driving revenue, trust, and satisfaction.

With a single username and password, they can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with Select today:

- Automatically add agenda or minute files to the Document Center to be displayed on a CivicEngage® Central website after they are published in Select
- Set-up a workflow to post in the CivicEngage Central News Flash once you've published your Select meeting documents

Shorten your pre-meeting to-do list and send your meeting information instantly with a custom integration using the Integration Hub.



Integrated Code of Ordinances & Web

As the only local government software provider with an integrated codification, agenda and meeting management, and municipal website solution offering, our suite allows for digital transformation of the entire legislative process - from the start of the agenda process to the final online publishing of the newly adopted legislation.

If you are a customer of CivicPlus' codification services, the cutting-edge integration between your meetings & agenda management and code of ordinances reduces the manual steps associated between your agenda management and codification processes. As an example, you can send ordinances directly to the CivicPlus for codification by our team of legal editors. When pushed from Agenda & Meeting Management Select, this uncoded legislation will be visible on the landing page of our Online Code Hosting platform nearly instantaneously. You can also take this to the next level by integrating our Municipal Website solutions with our Online Code Hosting system, allowing for one-stop search, capabilities. With this integration, the public can instantly access your code, meetings, packets, and agendas in one simple search straight from your municipal website.



EXAMPLES OF MEANINGFUL CIVIC EXPERIENCE INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda & Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

CivicEngage Municipal Websites	• Set-up a workflow to post in CivicEngage's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to CivicEngage's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the CivicEngage Calendar. • Meeting files are automatically included in the website's search results.
Codification	• Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	• Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	• Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfische, Google Drive, Dropbox, and other APIs.



Implementation

Project Timeline

Twenty to Twenty-Four Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	• Project Kickoff communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	• Template Review meeting to review and discuss needs for Proposed Agenda Template • Obtain internal approvals on Proposed Agenda Template and send in final approval
PHASE 3: OPTIMIZE	• Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options • Premium system configuration is completed and handed off for review, testing, and feedback • Configuration adjustments made per submitted feedback
PHASE 4: EDUCATE	• Live, virtual training sessions are conducted within configured site
PHASE 5: LAUNCH	• System Launch



Premium Implementation Plan

Implementation & Support Experience Designed for You

Agenda & Meeting Management Select has the experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for automating manual or inefficient agenda and meeting processes. It is designed for organizations with less than 50 internal users and a desire for a guided implementation experience. A dedicated and knowledgeable Implementation consultant will manage your project from end-to-end—consulting and collaborating with your team, configuring the system to automate your process, and delivering live virtual training to your user groups. Key project staff will have online access to the timeline and all expected checkpoints and deliverables for a fully transparent implementation.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to 2 Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your custom template designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN

We will design up to 5 custom templates to ensure consistency in system-generated meeting documents: Agendas, Item/Staff Report, Minutes, Agenda Script.

CONFIGURATION

Our team will configure your system with Premium customization options to map existing processes to our Agenda & Meeting Management Select system. Additional custom configurations can be made by administrative users at any time using Help Center resources.

TRAINING

Up to 4 hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda & Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence.

AWARD-WINNING

CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year –

Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1000 Employees, and Most Valuable Response by a Customer Service Team (COVID-19). The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.



Support at a Glance

- Technical support engineers available 8 a.m. – 6 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.



Hosting & Security

Redundant power sources and internet access ensures consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site is unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage is done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda & Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.



Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Enhancement Options

CivicPlus Media: Live Streaming & On-Demand Video

Increase resident engagement and participation by sharing high-definition live video feeds of your meetings directly from Agenda & Meeting Management Select and CivicPlus Media. Stream up to 3 concurrent live proceedings and seamlessly integrate all video content directly into your meeting agendas. Videos feature clear bookmarking and navigation so viewers can quickly find discussions of interest. Viewers can watch videos from any device with no software or application downloads necessary. Integrated closed captioning services are available at an additional cost.

Live Meeting Manager

CivicClerk's fully integrated Live Meeting Manager will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. One-click control allows you to update your in-chamber display screens, set your video bookmarks, and queue items in the Board Portal for your elected and appointed officials.

- Display Pages – Keep meeting participants informed and engaged by displaying the current item, speaker, or vote results automatically to the constituents attending the meeting.
- Flexible Voting – Minutes takers can record motions and votes instantly in Live Meeting Manager or initiate electronic voting when desired. Apply motions and votes to individual agenda items or multiple agenda items as a group.

Boards & Committees Module

The Boards and Committees module tracks vacancies, applications, and appointments. Interactive dashboards give you quick access to actionable information. Easily manage rosters and generate communications using customized templates. Store system-generated communications and other necessary documentation at the board or individual member level. Track training and other internal requirements. Additional fees apply.

Historical File Import

As part of your implementation project, we will import up to 7,500 PDF, MP4, or MP3 documents to your new system. The process includes indexing your imported agendas for keyword searching and retrieval. You and your citizens will still have access to this historical information with increased functionality. Historic meeting documents imported into CivicPlus Agenda & Meeting Management Select by your implementation consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.



MEETING OF: April 10, 2024

DEPARTMENT: Finance Department

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of purchasing Financial Software (ERP) from BS&A at a cost of \$105,910. This amount includes data set up, data conversions, implementation planning and implementation training.

BACKGROUND/SUMMARY: The City of Mableton as a new city does not have financial software. Finance is the blood of every organization, and our city is no exception. Financial software is designed to simplify complex financial management requirements, such as planning and compliance. Data is efficiently accessed by the finance team to generate reports that are crucial for decisions making.

After reviews and demonstrations of several software together with the City Clerk, Executive Assistant and discussions with the City Manager staff is recommending the acquisition of BS&A Software for our new City. BS&A is cloud based and user friendly. Cloud computing offers access to web-based applications through the internet that allow users to work at any time and from any location.

Financial Management includes General Ledger, Budgeting, Project and Grant Accounting, Bank Reconciliation, Cash Receipting, Accounts Payable, Purchase Order and Fix Assets. In addition to Financial Management, BS&A has HR Management, Utilities Management, Community Development, Assessing & Property Tax and Online Services. BS&A Software meets our financial software at a reasonable cost compared to other software without compromising the standard and service delivery.

There are many cities and counties in Georgia that are using BS&A software as per attached list.

BUDGETED/FINANCIAL IMPACT – FUND: \$105,910

RECOMMENDATION: Purchase of BS&A Financial Software. Motion: I move to approve the selection of BS&A Financial Software from BS&A at a cost of \$105,910.

PROPOSALS

BS&A cost to implement: \$105,910

Edmunds GovTech cost to Implement: \$96,395 but does not include 16 hrs. training.

Georgia Clients

- Adairsville
- Auburn
- Braselton
- Brantley County
- Commerce
- Covington
- Dahlonega
- Doraville
- Douglasville
- East Point
- Fayetteville
- Glennville
- Hiram
- Morrow
- Oconee County
- Oxford
- Peachtree City
- Peachtree City WASA
- Peachtree Corners
- Royston
- Suwanee
- Thomaston
- Tifton
- Tucker
- Tybee Island
- Wayne County
- Woodstock



Proposal for:
City of Mableton, Cobb County GA
February 27, 2024
Quoted by: Kevin Schafer

Software and Services for BS&A Cloud



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Cloud Modules

Financial Management

General Ledger	\$7,330
Accounts Payable	\$6,020
Accounts Receivable	\$5,640
Fixed Assets	\$5,515
Purchase Order	\$5,895

Community Development

Business License	\$5,765
Service Request <i>(Will be implemented at a later time when module becomes available)</i>	\$4,675

BS&A Online

Public Records Search + Online Bill Pay <i>With use of integrated Credit Card Processor</i>	\$2,925
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Subtotal **\$43,765**

Data Conversions/Database Setup

Database Setup:

General Ledger (Chart of Accounts/Balances/Budget as of a Specified Date. Each additional year of 'history' balances to be setup will be an additional \$1,000)	\$2,520
Accounts Payable (Vendor Master File)	\$1,920
Accounts Receivable (Setup of Billing Items, Penalties)	\$1,800
Fixed Assets (Setup of Assets, Entry of Value, Accumulated Depreciation)	\$6,010
Business Licensing (per database)	\$1,800

Subtotal **\$14,050**

No conversion or database setup to be performed for:

- Purchase Order
- Service Request



Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$15,100

Implementation and Training

- \$1,200/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	4		\$4,800
Financial Management Modules	Days:	7		\$8,400
Community Development Modules	Days:	4		\$4,800
		Total:	15	Subtotal \$18,000

Cost Totals

Modules	\$43,765
Data Conversions/Database Setup	\$14,050
Project Management and Implementation Planning	\$15,100
Implementation and Training	\$18,000
Total Proposed	\$90,915
<i>Travel Expenses</i>	<i>\$14,995</i>

Payment Schedule

- 1st Payment: **\$29,150** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$43,765** to be invoiced at activation of customer’s site.
- 3rd Payment: **\$32,995** to be invoiced upon completion of training.

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger	\$7,330
Accounts Payable	\$6,020
Accounts Receivable	\$5,640
Fixed Assets	\$5,515
Purchase Order	\$5,895
Community Development	
Business License	\$5,765
Service Request	\$4,675
BS&A Online	
Public Records Search	\$2,925
Total Annual Service Fees	\$43,765



Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.

**A RESOLUTION UPDATING THE CITY OF MABLETON'S PRELIMINARY
CLASSIFICATION AND PAY PLAN AND FOR OTHER LAWFUL PURPOSES**

WHEREAS, the City of Mableton ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council ("City Council") thereof; and

WHEREAS, City Council desires through this Resolution to update the City's Preliminary Classification and Pay Plan adopted on or about November 30, 2023; and

WHEREAS, this Resolution is enacted to safeguard and promote the City's successful transition and the public health, safety, and general welfare of the City.

NOW, THEREFORE, BE IT RESOLVED, by the governing authority of the City of Mableton, Georgia, as follows:

Section 1. Confirmation of Preliminary Classification and Pay Plan. The following personnel positions and accompanying salaries parameters shall hereby constitute the City's Classification and Pay Plan:

City of Mableton Preliminary Classification and Pay Plan				
Job Title	Minimum	Maximum	Pay Basis	Positions
City Manager	\$121,825	\$182,728	Annual	1
Executive Assistant	\$19	\$29	Hourly	1
Executive Assistant	\$19	\$29	Hourly	1
City Clerk	\$78,841	\$118,262	Annual	1
Finance Director	\$105,559	\$168,894	Annual	1
Human Resource Director	\$63,418	\$98,298	Annual	1
Community Development Director	\$91,016	\$136,524	Annual	1
Business License Specialist	\$55,000	\$65,500	Annual	1
Community Development Clerk	\$41,600	\$52,000	Annual	1
Building Inspector	\$20	\$30	Hourly	1
Code Enforcement Officer	\$19	\$33	Hourly	3
IT Director	\$55,392	\$85,857	Annual	1
IT Systems Administrator	\$23	\$35	Hourly	1
Communications & Community Engagement Director	\$86,000	\$106,000	Annual	1

Section 2. Selection/Appointment. Appointed officers and directors authorized within the parameters of this Classification and Pay Plan shall be nominated by the Mayor with

confirmation of appointment by at least three of the other members of the City Council, in accordance with Section 3.10(e) of the City Charter. The City Manager shall have the authority to approve all non-director and non-appointive positions authorized by this Classification and Pay Plan. The positions authorized under this Preliminary Classification and Pay Plan may be secured as employees or independent contractors. Additionally, the Mayor is hereby authorized to switch the status of City Clerk, Susan Hiott, from that of an independent contractor to an employee.

Section 3. It is hereby declared to be the intention of the City Council that:

- (a) All sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Resolution shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Resolution.

Section 4. The City Attorney and the City Clerk are authorized to make non-substantive editing and renumbering revisions to this Resolution for proofing and renumbering purposes.

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

BE IT SO RESOLVED, this _____ day of _____, 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney

**AN ORDINANCE AMENDING THE CITY OF MABLETON TRANSITIONAL
SPENDING PLAN AND FOR OTHER LAWFUL PURPOSES**

WHEREAS, the City of Mableton (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia;

WHEREAS, the duly elected governing authority of the City is the Mayor and Council (“City Council”) thereof;

WHEREAS, the Section 7.15(a) of the City Charter affords the City a two-year transition period, commencing on June 1, 2023, to help the City accomplish an “orderly transition of various government functions;”

WHEREAS, during November of 2023, the City adopted a Transitional Spending Plan providing for a organic growth plan for the City, and its departments and services, versus a forced growth model utilizing infused funding from loans or property taxes;

WHEREAS, the Council desires through this Resolution to update and amend the Transitional Spending Plan, consistent with on-going and anticipated transitional progress and activities; 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.

- a. **Adoption by Reference.** The document attached hereto, entitled “Amended City of Mableton, Georgia, Transitional Spending Plan” for December 1, 2023 - June 30, 2024, is hereby adopted.
- b. **Authorization.** The Mayor is authorized to approve budgeted¹ payments, services, purchases or contracts up to \$5,000 per transaction, without obtaining further City Council approval. The City Council must approve any payment, service, purchase or contract over \$5,000, with exception that the Mayor may authorize and cause for the payment of single and/or on-going services, payments, contracts and expenditures which have been previously approved by the City Council by resolution, motion or otherwise. The City Council will approve emergency expenditures which exceed \$5,000, as allowed by law.

¹ The term “budgeted” means expenditures budgeted for in the City’s Transitional Spending Plans, as such plans may be amended time to time by the City Council.

Section 2. Functions and duties of the newly added position of Community Development Clerk is attached hereto, and may be amended by the Mayor or City Manager from time to time, consistent with the City Charter and/or City ordinances, rules, policies, regulations and directives of the City Council. Functions and duties of all City employees, agents and officers shall also include such functions and duties as may be established, proscribed and/or authorized by the City Charter and/or City ordinances, rules, policies, regulations and directives of the City Council.

Section 3. It is hereby declared to be the intention of the City Council that:

- (a) All sections, paragraphs, sentences and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.
- (c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance.

Section 4. The City Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Ordinance for proofing and renumbering purposes.

SO ORDAINED this _____ day of _____, 2024.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney

Position Title: *COMMUNITY DEVELOPMENT CLERK*

Purpose of Position: To provide clerical and administrative assistance with respect to Community Development Department engagements, which includes staff support with respect to Business Licensing, Alcohol Licensing, Building and Development, Zoning, and Code Enforcement activities.

Essential Functions & Duties:

- Assistance with day-to-day implementation of Community Development needs.
- Positive engagement with the public, businesses, staff, colleagues and elected officials.
- Skill in written and verbal communication.
- Receive, review and processing of Community Development related documents, permits, records and licensing, in accordance with applicable policies, procedures and protocols.
- Respond to customer requests and questions under the scope of the City of Mableton Ordinances and Georgia law.
- Respond to customer concerns about Community Development Department engagements.
- Receive information from various city, county and state departments.
- Assist Business license specialist and other Community Development personnel in accordance with the City of Mableton Ordinances and Georgia law.
- Help maintain city documents, accounts, files and reports.
- Performs related work as assigned.

Preferred Qualifications:

- High School diploma or GED equivalent will be considered. Bachelor's degree preferred.
- Minimum of 2 – 5 years of clerical and administrative experience with government licensing, applications and/or permits, or an equivalent combination of education, training and experience.
- Must possess and maintain a valid state drivers' license with an acceptable driving history.
- Must be a team player.

Physical Demands: The work is sedentary but will occasionally include assistance with organizing and sorting city records and documents. The employee is occasionally required to exert a light amount of force. This position additionally requires the use of copiers, computers, phones and office equipment.

Annual Salary Range: \$41,600.00 - \$52,000.00

The City of Mableton has the right to revise this position description at any time and does not represent in any way a contract of employment.

CITY OF MABLETON
PROPOSED AMENDMENT
OF 2024 SPENDING PLAN

Line Item	Adopted Spending Plan	Proposed Amendment	Proposed Amended Spending Plan
<u>Revenues Summary</u>			
Interest	2,700.00	0.00	2,700.00
Service and Permits	147,000.00	0.00	147,000.00
Taxes	<u>3,649,232.00</u>	<u>0.00</u>	<u>3,649,232.00</u>
Total Revenues	3,798,932.00	0.00	3,798,932.00
	Adopted	Proposed	Proposed Amended
<u>Expenditures Summary</u>	Spending Plan	Amendment	Spending Plan
Governing Body	433,640.68	0.00	433,640.68
City Manager	386,809.90	300,000.00	686,809.90
City Clerk	143,415.93	9,153.00	152,568.93
Finance	266,541.55	0.00	266,541.55
Legal	500,960.00	0.00	500,960.00
Code Enforcement	431,490.06	0.00	431,490.06
Information Technology	405,824.48	0.00	405,824.48
Human Resources	175,207.93	0.00	175,207.93
Community Development	413,954.93	0.00	413,954.93
Building Inspection	<u>331,933.35</u>	<u>0.00</u>	<u>331,933.35</u>
Total Expenditures	3,489,778.81	309,153.00	3,798,931.81
Revenues Over (Under) Expenditures	309,153.19	(309,153.00)	0.00