



CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
December 9, 2024 at 6:30 PM

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

CITY COUNCIL WORK SESSION MINUTES

1. CALL TO ORDER

Mayor Owens called the meeting to order.

2. ROLL CALL

City Clerk Hiott conducted the roll call and a quorum was present. Present: Mayor Owens and Councilmembers Davis, Oladapo, Jeffcoat, Auch, and Herndon. Councilmember Ferguson was absent.

3. INVOCATION

Led by Councilmember Ron Davis.

4. PLEDGE OF ALLEGIANCE

Led by HR Specialist Candice Fields.

5. AGENDA ITEMS AND DISCUSSION

Motion was made by Councilwoman Jeffcoat and seconded by Councilwoman Oladapo to go into recess for six minutes . The motion carried 6-0.

Yeas: Davis, Oladapo, Jeffcoat, Auch, Owens, and Herndon

Councilmember Ferguson was absent.

(6:47 p.m.)

a. HR Knowledge Source (HRKS) Report - Jenee Boler, HR Consultant

Mayor Owens announced the item and recognized City Manager Tanks who recognized attendees from HR Knowledge Source (HRKS). Mr. Tanks explained how back in June he had asked Mayor and Council for support in HR functions to gear up the class and pay classification plan, recruitment program, and start bringing in critical roles. The Council authorized the contract with HRKS. He had asked HRKS to present a presentation on what they had done Those who came to the podium to present were: Sheree knowles, Ardie Harrison, Senior Vice President ; Jenee Boler, HR Consultant; and recognition of Aubriel Cameron, Senior Recruiting and HR Coordinator who was not present. Ms. Knowles thanked Mayor and Council for the opportunity to work with the City, and Ms.

Harrison provided information about HRKS' services.

Ms. Jenee Boler presented. The Power Point is available in the record. Ms. Boler also thanked everyone for allowing HRKS to have the opportunity to work with the City. It was a fast six months. She reviewed all of the work that HRKS had conducted. Highlights included:

- Ms. Boler addressed the assigned tasks which included Updating the City of Mableton Class & Pay Plan, assembling a benefits package, and establishing a sustainable "Recruitment & Hiring" Program.
- Ms. Boler addressed the HRKS Team's accomplishments which included:
 - Successfully completing and receiving approval for the Pay Plan.
 - Benefit Overview completed and finalized.
 - Onboarding and Paycom implementation.
 - Established an Executive Recruitment model via LinkedIn Pro.
 - Launched an onboarding process.
 - Successfully transition of HR infrastructure to newly hired HR team.
- Ms. Boler continued to speak about the challenges and recruitment. Key positions hired included the Community Development Director plus a clerk, Human Resources Specialists, and a Special Projects Manager.

Ms. Boler asked for questions. There was none.

City Manager Tanks pointed out that HRKS was one of the sponsors for the employee appreciation event. He commended Ms. Boler who was in the trenches with the City, who did a lot beyond the contract, and he hated to see her work to come to end. She set the framework up for HR Specialists Candice Fields and Rochelle Blalock. He will always appreciate what they did. The audience applauded.

Mayor Owens thanked Ms. Boler and the HRKS team.

b. AV Equipment at 1245 Veterans Memorial Hwy Presentation - Xavier Ross, Special Projects Manager

Mayor Owens announced the item and recognized Xavier Ross, Special Projects Manager who provided background. Mr. Ross explained how he had went out for bidding and received three quotes for. Of the three, he recommended Innoface Systems. Mayor Owens explained how the open space could be used for training and CAB meetings. He explained the adjustment for the open space at 1245 was after the previous funding of \$90,000 was approved for time's sake. Mr. Tanks explained the additional cost would allow full utilization of that space to be a centralized place for Planning and Zoning meetings and other Commissions, Authorities, and Boards (CABS). Mr. Ross asked Chad Kastner to come to the podium and explain additional information about the infrastructure low voltage needs and costs. Mr. Kastner stated he was working with NCI, and continued to provide explanation of costs: (Infrastructure -\$74,492, plus access control display video conferencing - \$57,995. The whole building - \$132,487)

City Manager Tanks summarized the City will need low voltage in both buildings. Xavier Ross and Chad Kastner have full price quotes for low voltage and the peripherals. Building

at 1245 Veterans Memorial is twice the size of 6116 Mableton Parkway. Originally, staff asked for \$90,000. Staff is separating the cost allocations. The same systems are in 6116 and 1245 and have same vendor. Mr. Kastner's vendor has a price for peripherals and Mr. Ross has 3 quotes. The quote from Innoface Systems proposal is \$59,135.53. It looks like Mr. Kastner's vendor, if meets specs can do infrastructure and peripherals. On Wednesday staff will be asking for two items, approved funding for full build out for infrastructure for 6116 Mableton Parkway and 1245 Veterans Memorial. This will be more simple.

Questions and discussion followed. If go with in house that meets same specs, the total cost for build out of 1245 is \$132,487. Mayor Owens asked for additional information about the network diagram, and asked if the vendor had a roll out plan and meets scope of services. Mr. Kastner will get the information to the mayor.

Mr. Tanks asked Mr. Kastner to research the mayor's questions and noted the questions can be discussed in more detail at another meeting.

Councilmember Oladapo asked about the cost of support services of Cisco. Mr. Kastner stated Cisco will provide service first year, with some other services such as the firewall, and the City can renew after the first year. There are a lot of options to consider, such as in house, consultants. Councilmember Herndon asked for additional explanation of the initial ask for \$90,000 to where the City was now. Mr. Tanks explained what were trying to do was rush. He did not have accurate quotes from Mr. Kastner. To try to get quote for both buildings, he estimated \$90,000 for infrastructure. The \$90,000 did not include the cost of the peripherals for 1245 which was twice as large as 6116. Discussion continued.

Councilmember Herndon asked about the budget. Mr. Tanks explained there was \$650,000 but he would come back to Council if needed. Mayor Owens pointed out funding should be set aside for hardware and software, also. Mr. Tanks stated he had options and would look at IT capital funding.

Mr. Tanks affirmed that the vote on Wednesday will be about 1245 Veterans Memorial.

c. Interim Communication Functions Presentation - Xavier Ross, Special Projects Manager

Mayor Owens announced the item and introduced Xavier Ross, Special Projects Manager who provided background. Mr. Ross explained that since the City did not have a Communications Director, certain communication functions would be handled by him, the Special Projects Manager, and the Public Relations Specialist. He provided additional explanation naming the following recommended areas of service:

1. Enhancement and revamping of the City social media channels/outlets/platforms (Facebook, Instagram, LinkedIn, and Nextdoor)
2. Begin the rebranding services of the City (Include the logo & city seal by contracted vendor)
3. Upon rebranding efforts, we will begin to re-platform and redesign the City website. (Contracted services)
4. City-Wide & District Newsletter Templates (Create and provide the templates)
5. Create the City-Wide Communications Plan
6. Create the City-Wide Crisis Response Communication Plan
7. 3CMA Membership

Questions and discussion followed:

- Mayor Owens noted the Communication Plan should be included in the Emergency Management Ordinance.
- Mayor Owens stated he wanted the communications functions to be sustainable, i.e. social media presence.
- Councilmember Auch stressed how she wanted to see sufficient input from the public when looking at the City's logo and city seal and other branding items. Discussion followed.
- City Manager Tanks reiterated that the named services were an interim communications plan. the goal was to deal with low hanging fruit.
- The 3CMA was the City County Managers Association.
- Some of the communications actions will dove-tailed with the Comprehensive Plan.

d. Community Development Report and Procedural Presentation - Community Development Director Juliana Njoku

Mayor Owens announced item and recognized Community Development Director Juliana Njoku who provided a report.

- A Planning and Zoning Manager was starting that week.
- Additional positions will be hired.
- She provided report on the Business License activities.

Ms. Njoku asked for direction and feedback for those business licenses that are not paid timely. Questions and discussion followed. Mr. Tanks stated this could be brought to the Council in January. Council and Mayor deliberated whether to exempt occupational tax applicants from fines and/or late fees. Following discussion, direction was given to exempt from fines and late fees for applications submitted on or before March 1, 2025. Attorney Walker-Ashby noted under an ordinance, they have until January 30 to pay.

Community Development Director Njoku opined that the Community Development Director preferred to take cards and checks. She recommended Community Development going cashless. Mayor Owens asked if could do that from state law perspective. Mayor and Council deliberated. Mr. Tanks asked how many cash entries were there recently made. There was none. Mr. Tanks asked Mayor and Council to consider. City Attorney Emilia Walker-Ashby reported that during the pandemic, a lot of businesses went cash only. There was no federal or state requirement. There was a previous house bill introduced to the General Assembly to require businesses to take cash but it didn't pass. There is no requirement that have to accept cash. This will be looked at further if taking cash becomes an issue.

e. Purchase of Code Enforcement Vehicles Presentation - Xavier Ross, Special Projects Manager

This item was discussed following the Interim Communication Functions discussion. Mayor Owens asked Special Projects Manager Xavier Ross to continue while he was already at the podium. Mr. Ross provided information about the recommended purchase of 3 brand new 2023 Ford Lightning trucks. Questions and discussion followed,

and the following were noted:

- The trucks are electric.
- The trucks are available on state contract.
- The trucks will be purchased from Wade Ford at holiday price of \$58,574 with \$2,000 discount.
- The total is \$170,022. and with 3 charging stations at \$500 each, total price is \$171,522.
- The purchase of trucks was budgeted under capital spending plan at \$175,000.
- The purchase must be before December 31.
- The trucks will be housed within secure industrial gate with cameras.
- Service package will be less on the electrical vehicles.
- Wade Ford is approved on State Contract. The vehicles are brand new, but are 2023.
- Staff will be able to log onto Ford and see where they are.

f. HB 581 Discussion - City Manager Bill Tanks

Mr. Tanks stated the Council will have to make a decision about property taxes called opt-out. He asked Council to do research on the house bill. Information can be located on gacities.com. A pdf on HB 581 is on the site. He provided an overview of the house bill passed during the 2024 legislation session. If opt out, must do by March 1st.

Recess the work session.

Motion - Auch 9:15 pm - Oladapo second.

g. A Resolution Authorizing an Intergovernmental Agreement with the Mableton Urban Redevelopment Agency - City Attorney Emilia Walker-Ashby

The consideration of the vote was delayed until after Executive Session. Following Executive Session, the following motion was made:

Motion was made by Councilmember Oladapo to authorize the Bond Resolution including an Intergovernmental Agreement with the Mableton Urban Redevelopment Agency. Councilmember Davis seconded the motion. The motion carried 6-0.

6. PRE REGULAR MEETING AGENDA REVIEW

Because of time constraints, Attorney Walker-Ashby clarified that Mayor and Council were to discuss the solid waste ordinance because the ordinance adoption will be in January, but won't require haulers to register until first week of March. This will be discussed at the December 11th meeting. Mayor Owens reported he had been discussing with the president of the Haulers Association. He has been supportive of what had read so far.

Motion to recess the work session until 9:15 pm was made by Councilmember Auch and seconded by Councilmember Jeffcoat. The Council went into recess.

a. Review of the December 11, 2024 Regular Meeting Agenda

Mayor Owens noted most items had been discussed. Due to time constraints, additional review of the agenda was not done.

7. ANNOUNCEMENTS

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

Motion was made by Councilmember Jeffcoat to go into Executive Session for personnel matters. Councilmember Herndon seconded the motion. The motion carried 6-0. Yeas: Davis, Oladapo, Jeffcoat, Owens, Auch, and Herndon
Councilmember Ferguson was absent.

Motion was made by Councilmember Oladapo to close Executive Session. Councilmember Herndon seconded the motion. The motion carried 6-0. Yeas: Davis, Oladapo, Jeffcoat, Owens, Auch, and Herndon

9. ADJOURNMENT

Motion was made by Councilmember Jeffcoat and seconded by Councilmember Herndon to adjourn. The motion carried 6-0. The meeting adjourned at 10:06 p.m.

Dr. Michael Owens, Mayor

Susan Hiott, City Clerk