



CITY OF MABLETON, GEORGIA
Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
February 12, 2025 at 6:30 PM

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

CITY COUNCIL REGULAR MEETING AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION**
- 4. PLEDGE OF ALLEGIANCE**
- 5. APPROVAL OF AGENDA**
- 6. PUBLIC HEARINGS**
- 7. PRESENTATIONS/ACKNOWLEDGEMENTS/PROCLAMATIONS**
- 8. APPOINTMENTS**
 - a. Resolution for Appointment of Mableton Development Authority Chair**
- 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 Audit Engagement Letter with Rushton for 2024 Audit - not to exceed \$30,000**
 - b. Consideration and Approval of a Resolution Approving adopting a Procedure for Government Representatives to Request Speaking Opportunities at City Council Meetings and for other lawful purposes**
 - c. Consideration and Approval of Facilities Maintenance Contract with Keystone Management for City Buildings**
 - d. Consideration and Approval of Resolution Updating the Classification and Pay Plan**
 - e. Approval of January 28, 2025 Special Called Meeting Minutes**
 - f. Approval of January 22, 2025 Work Session Minutes**

g. Approval of January 22, 2025 Regular Meeting Minutes

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a. Second Read - An Ordinance Creating Article 2, Elections Under Chapter 2, Administration, of the City of Mableton Code of Ordinances and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby**
- b. Second Read - An Ordinance Creating Chapter 9, Fire Protection and Prevention, of the City of Mableton Code of Ordinances and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby**
- c. First Read: of an Ordinance Updating the Zoning and Permitting Fee Schedule and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby**

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

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



AGENDA ITEM MEMORANDUM

MEETING OF: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Resolution for Appointment of Mableton Development Authority Chair

BACKGROUND/SUMMARY: In the process of updating the Mableton Development Authority's ByLaws, Executive Director , Dana Johnson, discovered that the chair had to be appointed by the Mableton City Council. Although Jason was transitioned from the South Cobb Development Authority as Chair to the MDA, there is need for a formal appointment by the council to the MDA.

BUDGETED/FINANCIAL IMPACT – FUND: NONE

RECOMMENDATION: Council Move to nominate and appoint Jason Gaines as Chair of the Mableton Development Authority by resolution.

A RESOLUTION APPOINTING CHAIR OF THE MABLETON DEVELOPMENT AUTHORITY

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

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

WHEREAS, the Mableton Development Authority is a body corporate and politic created by Ga. Laws 1982, p. 3772, as amended by 2011 Ga. Law Senate Bill 266 and 2024 Ga. Law House Bill 1330, vested by law with powers granted under the laws of the State of Georgia; and

WHEREAS, the purpose of the Mableton Development Authority is to revitalize and redevelop Mableton as defined by 2024 Ga. House Bill 1330. Further, the purpose of the Authority is to develop and promote, for the public good and general welfare, trade, commerce, industry, and employment opportunities and promote the general welfare of the state by creating a climate favorable to the location of new industry, trade, and commerce and the development of existing industry, trade, and commerce within the City of Mableton and the State of Georgia

WHEREAS, state statutes creating the Mableton Development Authority and the by-laws of the Mableton Development Authority state that, "The Chair shall be one of the members of the authority appointed by the governing body of the City of Mableton and shall be designated by such governing body as the chair of the authority."

WHEREAS, the City Council through this Resolution desires to appoint the Chair of the Mableton Development Authority for a period commensurate with the persons term on the Mableton Development Authority; and

WHEREAS, this Resolution is enacted to safeguard and promote the public health, safety, and the 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:

(a) Appoints Jason Gaines to serve as the Chair of the Mableton Development Authority until October 1, 2027.

(b) Jason Gaines will serve at the pleasure of the City Council.

(c) In the event the City Council fails to appoint a Mableton Development Authority Chair after October 1, 2027, Jason Gaines may continue to serve as Chair until a replacement is appointed.

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 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.

ATTACHMENTS:

1. Jason Gaines Resume-Mableton Development Authority Chair
2. CI - Resolution Appointing Mableton Development Authority Chair Rev. 2.7.25 Clean



JASON GAINES, AICP

PERSONAL PROFILE

Jason Gaines currently serves as the Director of Planning for W&A Engineering, a consulting firm specializing in civil engineering, landscape architecture, planning, and economic development. Prior to joining W&A in October 2023, Jason spent nearly 20 years working in local government serving communities across the Atlanta Region. His leadership has been instrumental in developing comprehensive plans, small area studies, writing and administering zoning regulations, managing economic development incentive programs, and other related duties. Jason's journey from front-line service to leadership roles demonstrates his commitment to smart, responsible community growth. His deep understanding of both operational and strategic aspects of local government operations will help ensure seamless collaboration between the City of Mableton and the Mableton Development Authority.

RELEVANT EXPERIENCE

Director of Planning - *W&A Engineering*

Notable Projects

- Town of Braselton – Downtown Properties Master Plan
- City of Tucker – Capital Improvements Plan Development
- City of Chattahoochee Hills – On-Call Planning Support Services

Director of Community Development - *City of Roswell, Georgia*

In his role as Director of Community Development, Jason provided leadership and oversight of a 40-person staff responsible for the administration of codes, policies, and regulations related to the development and use of real estate in the City of Roswell. Jason oversaw Building (plan review, permitting, and inspections), Code Enforcement, Engineering (plan review, erosion control, stormwater management), Planning & Zoning, and Administration (staff support, customer service).

Planning & Economic Development Division Manager - *Cobb County, Georgia*

As the Planning & Economic Development Division Manager, Jason was responsible for budgetary and administrative oversight of a 12-person staff. Amongst numerous other accomplishments, Jason performed:

- *Long-Range Comprehensive Planning:* Jason was responsible for maintenance of Cobb County's Comprehensive Plan, which is the long-term growth and development strategy for the County.
- *Economic Development:* Through existing County programs, Jason's team provided more than \$200,000 in incentives to businesses expanding in or relocating to Cobb. He also worked with local Economic Development partners to help create a small business grant program that provided a total of \$50 million to over 3,000 businesses in Cobb impacted by the COVID-19 pandemic.

Planning & Development Manager - *City of Clarkston, Georgia*

As Clarkston's first-ever in-house city planner, Jason managed the City's planning and zoning functions, as well as land development and building permitting. During his tenure, Jason's leadership helped deliver an annexation feasibility study and fiscal analysis that led to the successful annexation of 240+ individual parcels, with an estimated new net revenue of more than \$500,000.00. He also secured a \$100,000.00 grant from the Atlanta Regional Commission to update the City's Livable Centers Initiative plan, which was recognized by the Georgia Planning Association as an outstanding planning document.

EDUCATION

Georgia Tech
Atlanta, Georgia
Masters – City and
Regional Planning,
2004

Miami University
Oxford, Ohio
Bachelors – Urban and
Regional Planning,
2001

REGISTRATION

American Institute of
Certified Planners
(AICP)

- Certification
#021743

Value Proposition

Throughout his career, Jason has gained extensive experience working in communities that seek revitalization. This experience has provided him with a deep appreciation of the significance of economic development and how it supports a community's long-term vision. His past work with the public, elected officials, and consultants gives him a unique perspective. His knowledge of planning and community development work in the South Cobb/Mableton area is an invaluable asset.

**A RESOLUTION APPOINTING CHAIR OF THE MABLETON DEVELOPMENT
AUTHORITY 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;

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WHEREAS, state statutes creating the Mableton Development Authority and the by-laws of the Mableton Development Authority state that, "The Chair shall be one of the members of the authority appointed by the governing body of the City of Mableton and shall be designated by such governing body as the chair of the authority;"

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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 _____ day of _____, 2025.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney



AGENDA ITEM MEMORANDUM

MEETING OF: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Audit Engagement Letter with Rushton for 2024 Audit - not to exceed \$30,000

BACKGROUND/SUMMARY: In the process of checking for compliance, it was discovered that the city of Mableton was due an audit to the State Department of Audits for fiscal year 2024. Financial Consultant Chris Pike, secured a qualified external auditing firm, Rushton Accounting and Advisors, to complete the Audit within the state's allotted exemption period.

BUDGETED/FINANCIAL IMPACT – FUND: \$24,000 out of Finance Budget

RECOMMENDATION: Motion to Approve Audit Engagement with Rushton Accounting and Advisory for external auditing services for fiscal year 2024, n an amount not to exceed \$30,000

ATTACHMENTS:

1. 2024 Engagement Letter - City of Mableton

February 3, 2025

To the Honorable Mayor and
Members of the City Council
City of Mableton, Georgia

We are pleased to confirm our understanding of the services we are to provide the City of Mableton, Georgia for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City of Mableton, Georgia as of the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Mableton, Georgia's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Mableton, Georgia's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Budgetary Comparison Schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Mableton, Georgia's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.
- Lack of sufficient controls and procedures relating to year-end close can lead to financial statements that are materially misstated.
- Proper segregation of duties is an integral part of internal control; failure to properly segregate the duties exposes the City to a greater risk of loss due to fraud.

We have not concluded our planning procedures for the current year audit, as such, modifications may be made to the list of significant risks of material misstatement listed above. If new significant risks are identified during our procedures, we will communicate them to you in a timely manner.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality

of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the City of Mableton, Georgia and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Mableton, Georgia's compliance with the provisions of applicable laws, regulations, contracts, agreements and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations, rules, and the provisions of contracts and grant agreements. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a

going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will assist in preparing the financial statements and related notes of the City of Mableton, Georgia in conformity with accounting principles generally accepted in the United States of America based on information provided by you. In addition, we will assist with preparation of journal entries other than proposed audit entries, including basis conversion entries related to the conversion of cash to modified and full accrual, based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes and journal entry assistance services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City of Mableton, Georgia; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rushton, LLC and constitutes confidential information. However, subject to applicable laws or regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rushton personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Samuel Latimer is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately February 13, 2025 and to issue our reports no later than May 2, 2025.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$24,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We schedule the engagement based in part on deadlines, working conditions, and the availability of the City of Mableton, Georgia's personnel. We will plan the engagement based on the assumption the City of Mableton, Georgia's personnel will cooperate and provide assistance by performing tasks such as

preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, the City of Mableton, Georgia's personnel are unavailable to provide the necessary assistance and requested documentation in a timely manner as per the agreed upon schedule, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

Reporting

We will issue a written report upon completion of our audit of the City of Mableton, Georgia's financial statements. Our report will be addressed to the Mayor and Members of the City Council of the City of Mableton, Georgia. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Mableton, Georgia is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements

We appreciate the opportunity to be of service to the City of Mableton, Georgia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Rushton, LLC

Rushton, LLC
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Mableton, Georgia.

Governance Signature: _____

Title: _____

Date: _____

Management Signature: _____

Title: _____

Date: _____



AGENDA ITEM MEMORANDUM

MEETING OF: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Facilities Maintenance Contract with Keystone Management for City Buildings

BACKGROUND/SUMMARY:

As the City of Mableton transitions into administrative and operational facilities, the need has arisen for professional cleaning services to refresh the facilities daily. This includes daily sanitation and building cleaning (to include occasional floor stripping & waxing/air ventilation filtration changes, etc.). The company of Keystone Management has been selected as the most responsive bid. This service will have a base price of \$2,500 monthly and not exceed \$6,500 in a given month. The Mayor and City Manager's Office will negotiate the final terms.

BUDGETED/FINANCIAL IMPACT – FUND:

The monthly service fee will be financed through the Capitol Spending Plan approved by the City Council. Services will be covered by the Building/Facilities operation spending and re-assessed as a line item in the FY26 budget.

RECOMMENDATION:

The staff recommendation to the council is to formally authorize the Mayor & City Manager to execute an agreement with Keystone Management of Atlanta, GA for the service of cleaning and facility management of City building spaces.

ATTACHMENTS:

1. City of Mableton Proposal (1) (1)



KEYSTONE
MANAGEMENT

PREPARED EXCLUSIVELY FOR

MR. XAVIER ROSS

CITY OF MABLETON



**FULLY INTEGRATED FACILITY MANAGEMENT, PROGRAM &
CONSTRUCTION MANAGEMENT FIRM**

City of Mableton – 6116 Mableton Pkwy SE. Suite 144



**Facilities Maintenance Management
Janitorial and Clean Services Proposal**

THANK YOU FOR THE OPPORTUNITY TO SERVE



Thank You for Allowing Us To Serve You

We are truly grateful and humbled that you would allow us to submit our pricing proposal for

The City of Mableton's facility location - 6116 Mableton Parkway Suite 144

We truly look forward to serving the City of Mableton



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- e. Safety & Risk
- f. Employee Enrichment
- g. Technology Solution

3. PRICING PROPOSAL

- a. City of Mableton Pricing Proposal Rationale



1 COMPANY OVERVIEW

“

The Keystone team in DCA has been a pleasure to work with. It made my 1st time working with an outside customer a smooth and stress-free experience. They truly care and went above and beyond to make sure we had the critical tasks and procedures in process for our facilities to remain compliant in a week's time. They are extremely professional, and upper management like Bill Allen and Mikesha Huntley made themselves easily accessible and addressed any concerns I had in a timely manner. The team developed a relationship with our customer in that our customer feels comfortable, secure, and confident their issues would be resolved. I would highly recommend them in any area of contracting as they are knowledgeable in all aspects of facility-related repairs and maintenance.

”



OUR STORY

Dr. Kofi Smith, former president and CEO of the Atlanta Airlines Terminal Company, joined forces with Mr. Trox Austell, CEO of Creative Management Technology, Inc. (CMTI) to form **KEYSTONE MANAGEMENT, LLC**.

KEYSTONE has an impressive track record of performance on large complex multi-disciplinary contracts and currently maintains daily operations in **5 states**.



The dynamic duo brings the **expertise** and **resources** necessary to **support critical facilities operations** while offering high quality services and partnered solutions to their customers.

KEYSTONE is certified minority business enterprise (MBE), Disadvantaged Business Enterprise (DBE), and has been recognized by the Atlanta Business Chronicle as one of **2024 Pacesetters Top 100 Fastest Growing Companies**.



NATIONAL
Minority Supplier
Development Council



OUR LIGHTHOUSE

Our Love for people is our Lighthouse. It is what guides us and is the reason why we started Keystone. Our Lighthouse keeps us on course and allows us to stay focused on what's most important (our people) even when it is dark and storming around us.



“DEVELOP AND GIVE HOPE TO THE LIVES WE **SERVE**, SO THEY CAN CREATE GREATNESS IN THEIR **INDIVIDUAL** WORLDS”



OUR NORTHSTAR

“Change the World, one world at a time”

Our intent is not to grow for the sake of growing or to be profit driven. We want to expand our company for the purpose of creating more meaningful career opportunities that provide hope and inspiration for a better tomorrow. We will change the world by changing the lives of those within our orbit, one world at a time.

THANK YOU FOR THE OPPORTUNITY TO
SERVE

FULL ATTENTION OF KEYSTONE'S SENIOR LEADERSHIP

KEY LEADERSHIP | CITY OF MABLETON ACCOUNT SUPPORT

DIFFERENTIATOR IN FOLLOW-UP AND FOLLOW-THROUGH

Direct Attention of the CEO: When partnering with Keystone, you have the direct attention of the CEO. We strive to make City of Mableton feel as if you are our only client. Keystone's CEO visits all clients throughout the year to get a pulse-check on Keystone's performance. This intentional CEO-attention provides the City with several intangible and tangible benefits such as expediated decision-making, stronger partner accountability, and increased response times to name a few.

“...you're such a good man..”

Comment about Keystone CEO from
Airlines Facilities Maintenance Manager - CLT

Mr. Chandler Pittman



AA's Facilities Account Director
Keystone Management, LLC

Mrs. Mikesha Huntley



President & Chief Integration Officer
Keystone Management, LLC

Dr. Kofi Smith



Head Coach and CEO
Keystone Management, LLC

KEYSTONE'S SENIOR LEADERSHIP PROFILE

Mr. Chandler Pittman FACILITIES ACCOUNT DIRECTOR

Operational Excellence

Mr. Chandler Pittman discovered his passion for facilities in 2008 while working under the Area Director for Georgia State University Housing and as a Resident Assistant. Since then, he has held various management titles for SBM Site Services, JLL, and Flagship Facility Services. He directly managed or provided managerial support for multiple sites and served on transition teams overseeing 5 million sq. ft. of facilities in 8 states throughout the southeastern United States.

He has managed facility teams in various types of corporate office spaces, recreational, manufacturing, and pharmaceuticals for recognizable corporations such as Mercedes Benz HQ, Coca-Cola HQ, Johnson & Johnson HQ, Pfizer, Medtronic, YMCA of metro Atlanta, Blue Cross Blue Shield, E-Z-Go, and BD Diagnostics. In addition to facilities, he also worked as the Director of Operations for Veterans Empowerment Organization overseeing renovations and establishing the site's security, facility, and dining programs.

Mr. Pittman oversees accounts in Boston, Washington DC and Atlanta. He's excited to contribute his experience and skillset towards Keystone's success!



ATLANTA



ARLINGTON



BOSTON

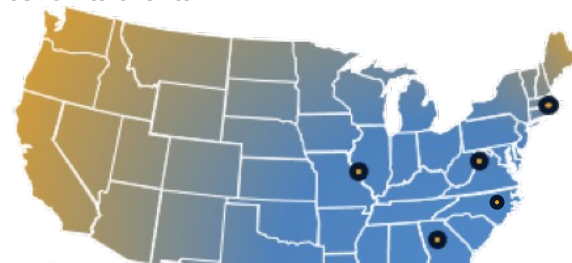
KEYSTONE'S SENIOR LEADERSHIP PROFILE

Mrs. Mikesha Huntley VICE PRESIDENT OF OPERATIONS

Operational Excellence

Mrs. Mikesha Huntley supported the President & CEO of AATC for 9 years in leading the building and facility operations of Hartsfield Jackson Atlanta International Airport. In her role, she acted as a strategic partner, an advisor and provided executive-level support as a hybrid Chief of Staff. Mrs. Huntley also worked on a project management team tasked with representing the airlines' interest in the \$5.4 billion ten-year Master Plan at Hartsfield-Jackson Atlanta International Airport. Currently, Mrs. Huntley is leading the Operations of Keystone Management. She has established new client relationships, all while managing operations, exceeding client performance metrics and maintaining a high-quality customer experience for its clients.

Under her leadership, Keystone Management has grown its business in Atlanta by 400% , Arlington by 100%, along with expanding its services into St. Louis, Boston, and Charlotte. This business includes providing facility management, program management, property management and construction management services.



Education

Mrs. Huntley holds a master's degree in Global Business from the Georgia Institute of Technology and a bachelor's degree in Political Science from the University of West Georgia.



ATLANTA



ST. LOUIS



BOSTON



ARLINGTON



CHARLOTTE

KEYSTONE'S SENIOR LEADERSHIP PROFILE



Dr. Kofi Smith 🏆 *HEAD COACH & CHIEF VISIONARY OFFICER*



Operational Excellence & SERVANT LEADERSHIP

Dr. Smith served as President & CEO of the Atlanta Airlines Terminal Company (AATC) from 2010 to December 2020; leading the strategic direction and management of all building operations and facility maintenance responsibilities for the World's Most Traveled Airport, Hartsfield-Jackson Atlanta International Airport. He managed more than \$945M in operations and approximately \$650M in capital improvement projects during his airport tenure. Dr. Smith grew AATC's employee base by 114%, and in 2015, AATC was recognized as one of the Top 20 "Best Places to Work" in Atlanta by the Atlanta Business Chronicle.



Environmental LEADERSHIP & Sustainability

Dr. Smith spearheaded an electrical curtailment project that saved the airport \$903K annually through perpetuity. He also delivered energy savings to his shareholders' bottom-line of \$12.3M in just 4-years (\$4.6M on-going through perpetuity) and a 21% reduction in pounds of CO₂-eq (CO₂ equivalent) for the airport.



Community Leadership & Advocacy

Dr. Smith serves as Chair on the Goodwill of North Georgia Board of Directors and Vice Chair of the National Black Child Development Institute. He is also a Trustee for Children's Healthcare of Atlanta Foundation and the Youth Service Fund Foundation for the Rotary Club of Atlanta. Dr. Smith is also on the Georgia Tech Advisory Board.



Awards & Accomplishments

- | | |
|------------------------------------|--------------------------------|
| 2020 City of Atlanta Proclamation | 2018 Image Award |
| 2019 Top 25 Extraordinary Atlantan | 2015 Georgia 40-Under-40 Award |
| 2018 Atlanta Most Admired CEO | 2014 Atlanta 40-Under-40 Award |
| 2018 Trail Blazer Award | 2012 Men of Influence Award |



OUR AREA OF EXPERTISE & STRENGTH



Keystone will ensure all your services are delivered in an excellent manner.

HARD SERVICES

- Mechanical HVAC Systems
- Electrical Systems
- Emergency Power Generation Systems
- Plumbing Systems
- Building Management Systems
- Fire and Life Safety Systems
- Elevators, Escalators and Moving Walks
- Building Structures
- Roofing Systems
- Vehicle Fleet Maintenance
- Fire Extinguisher and Eye Wash Inspections

SOFT SERVICES

- Custodial/Janitorial Services
- Flooring Services
- Pest Control Services
- Refuse Removal
- Snow Removal
- Landscaping and Ground Services



2 WHY KEYSTONE?

“

We are very satisfied with the services provided by Keystone Management. They have proven to be an invaluable partner in our Facilities Maintenance Program.

”

Airline's Senior Regional Manager of Facilities



KEYSTONE SERVES CLIENTS IN 9 CITIES

City of Mableton Is Not Alone In Selecting Keystone



ATL

GRADY, MARTA, AND MABRA LAW
FACILITIES SERVICES



BOS

HANGAR AND TERMINAL



DCA

HANGAR, TERMINAL, GA BUILDING, & 3
CLUBS



CLT

TERMINAL & 2 CLUBS



STL

HANGAR, TERMINAL, & 1 CLUB



RDU

P.T. FACILITY MANAGEMENT
SERVICES



TPA

P.T. FACILITY MANAGEMENT
SERVICES



MCO

P.T. FACILITY MANAGEMENT
SERVICES



MSY

P.T. FACILITY MANAGEMENT
SERVICES

Keystone currently provides full-time facility management services to American Airlines stations in DCA, STL, BOS and CLT. These services cover ~2M sq. ft. of Hangar Space, GSE Shop, Stores, Warehouse, Administrative Offices, Terminal Space, A Government Affairs Building and 6 Admiral Clubs. Keystone also provides part-time facility management services to RDU, MCO, TPA, MSY, along with three clients in Atlanta, Ga.



JEFF BATTLE

CHIEF EXECUTIVE OFFICER

UBIQUITY RESOURCES GROUP, INC

KEYSTONE PARTNER

UBIQUITY RESOURCES GROUP, INC (U.R.G.)

Ubiquity Resources Group, Inc. (U.R.G.) delivers high quality performance everywhere at the same time. U.R.G.'s senior leadership is uniquely qualified with more than 34 years of combined experience, demonstrating industry knowledge with superior proficiency. Consequently, we service clients with exceptional performance and enduring reliability.





U.R.G.

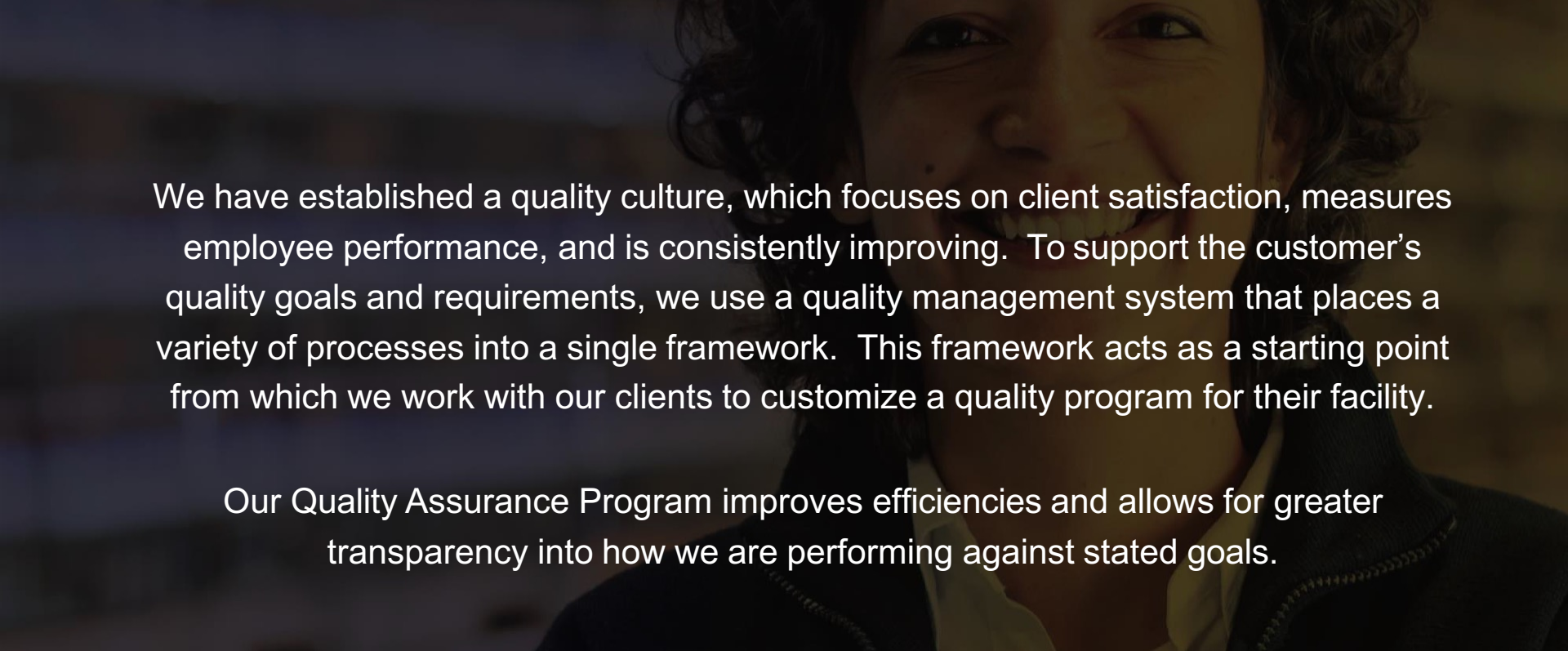
MISSION **STATEMENT**

Our mission is to deliver professionalism, integrity and reliability, which are core values of Ubiquity Resources Group, Inc. Our foundational values drive company standards, in order to protect client interests and deliver and maintain solid, first-rate services.



**SIMULTANEOUS QUALITY
PERFORMANCE...
EVERYWHERE.**





We have established a quality culture, which focuses on client satisfaction, measures employee performance, and is consistently improving. To support the customer's quality goals and requirements, we use a quality management system that places a variety of processes into a single framework. This framework acts as a starting point from which we work with our clients to customize a quality program for their facility.

Our Quality Assurance Program improves efficiencies and allows for greater transparency into how we are performing against stated goals.

PLAN

SATISFACTION

QUALITY CULTURE

We select top-level employees from the start and provide them with extensive ongoing training, guidance, and incentives to ensure that proper safety and service procedures are top priorities while at work.

RESTROOM CLEANING

EQUIPMENT CHECKLIST

DISPENSER REFILLS

- Hand soap
- Hand towels
- Odor control
- Toilet tissue
- Trash can liners
- Dispenser keys
- Urinal drips/screens
- Sharp containers
- Sanitary products

CLEANING TOOLS

- Cleaning brush
- Cleaning cloths
- Floor broom/dustpan
- Gloves
- Mops, wringer, bucket
- Scraper/putty knife
- Duster
- PPE-Safety glasses

CLEANING CHEMICALS

- Air freshener
- Non-acid bowl cleaner
- Mirror/Glass cleaner
- Disinfectant cleaner
- General Purpose / multi-purpose surface
- Cleaner
- Heavy-duty cleaner

CHOOSING THE RIGHT EQUIPMENT

1



SELECTION

OUR EQUIPMENT SELECTION IS BASED ON THE FOLLOWING CRITERIA:

- Reducing airborne particles
- Reducing moisture in carpets
- Sound levels less than 70dBA
- Variable speed solution delivery
- Gel batteries
- Minimizing user fatigue
- Rubber bumpers to prevent property damage

CHOOSING THE RIGHT EQUIPMENT

2



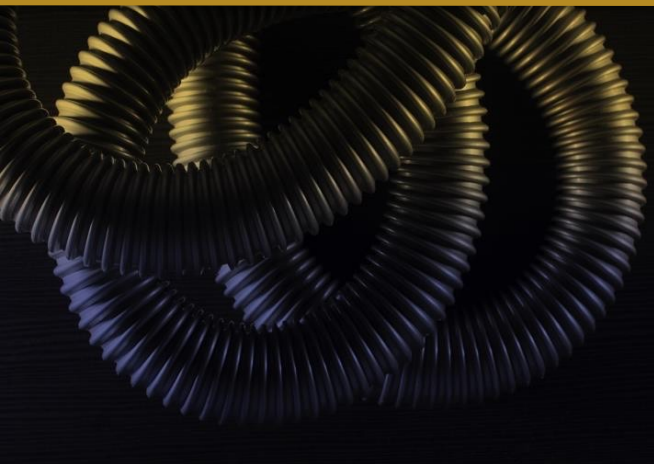
**CLEAN &
FILTER**

HIGH PERFORMANCE VACUUMS

Traditional vacuum cleaning removes contaminants from carpeting, but it reintroduces them into the air, either through the action of the beater bar or through conventional bags. We use high performance vacuums that, at a minimum, are 96% efficient in containing particulates 0.3 microns in size. This filtration cleans carpeting and floors, without stirring up dust. Efficiencies are realized since contaminants are prevented from being reintroduced back into the environment. The air stays cleaner, furniture and carpets collect less dust, and building occupants are exposed to fewer contaminants, all resulting in enhanced indoor air quality for your building occupants. High-performance systems are used in backpack vacuums, dual motor uprights, and wide area vacuums.

CHOOSING THE RIGHT EQUIPMENT

3



TYPES OF VACUUMS

BACKPACK VACUUMS

These highly efficient, lightweight vacuums allow service workers to vacuum more than twice the area in a given time-frame with less fatigue and body strain.

DUAL MOTOR UPRIGHTS

Versatile and equipped with easily accessible on-board tools, these vacuums are used in hard-to-reach areas and detail cleaning.

WIDE AREA VACUUMS

Wide area vacuums provide labor efficiencies as they clean large areas quickly and effectively. They are typically used in corridors, aisle ways, and concourses.

OUR GREEN INITIATIVES



OUR GREEN CLEANING PROGRAM

U.R.G.'s Green Cleaning Program is based on an understanding that every decision made today affects our future. Our program incorporates effective and innovative processes to create a healthier, sustainable environment. All of our certified chemicals, equipment and techniques not only improve the working conditions for all employees; but also channel a cost-savings to our customers over time.

CALL US TODAY (770)683-3213

PROCEDURES & PREVENTATIVE MEASURES



U.R.G. HAS ADOPTED THE FOLLOWING COLOR CODING TO REDUCE THE LIKELIHOOD OF CROSS-CONTAMINATION

- **Blue Cloths** •
Restroom counters, fixtures, mirrors, etc.
- **Red Cloths** •
Toilets, urinals only
- **Red/Red Trimmed Flat Mops** •
Restroom floors only
- **Green Cloths** • General cleaning
- **Green Dust Sleeves/Mitts** • General dusting
- **Green Flat Mops** • General sweeping and mopping

*Additional colors are available when necessary (i.e., for food preparation areas). However, care must be taken to ensure that too many color choices do not complicate the process.

SAFETY & RISK

MANAGEMENT



IT IS OUR POLICY TO:

MAINTAIN A SAFE WORK PLACE
FOR ITS EMPLOYEES

USE METHODS AND PROCESSES
TO PROTECT OUR EMPLOYEES
AND THE PUBLIC AND TO
PREVENT DAMAGE
TO PROPERTY AND THE
ENVIRONMENT

MAINTAIN AND ENFORCE A
PROGRAM TO FULFILL THIS
RESPONSIBILITY

Thinking Safe promotes the idea that all workplace accidents are preventable, if you make focusing on safety an integral part of your day. We strive to create a world-class culture in all we do and safety is a vital part of that objective.

At U.R.G., Risk Management consists of both Safety and Claims Management and working jointly with Operations to ensure the safety and well-being of our employees, our customers and our customers' clients.

To ensure common goals and objectives, both Safety and Claims Management report to the Executive Manager of Risk and Safety. We have a dedicated safety professional who communicates with our Operations Team to ensure that the U.R.G. safety culture is adhered to and foremost in the minds of our employees – every day.

EMPLOYEE ENRICHMENT



WHAT

HOW

HOW IS THIS ACCOMPLISHED IN CONJUNCTION WITH MAINTAINING ORGANIZATIONAL AND RETAINING TALENT IN THE WORKFORCE AND RETAINING TALENT IN THE WORKFORCE?

Offering programming to assist employees in reaching their goals provides assurance that they are valued, irrespective of their position or predetermined qualifications.

Enlightening our employees will benefit them, based on their desire to live successful and enriched lives.



TRACK RECORD OF SUCCESS

UNIQUE DIFFERENTIATORS

- ▶ **Deep Understanding Complex Facility Operations** – 10 years of leading the facility maintenance and building operations for the World's Busiest and Most Traveled airport, Hartsfield Jackson Atlanta International Airport. During those 10 years – **100% compliant** on the Storm Water Prevention Plan and Collection of Spent Glycol. **Zero issues** from the EPA during tenure. Responsible for maintaining the Hazardous Waste Storage Area with **no citations**.
- ▶ **Quality Minded** – Initiated the ISO 55001 certification and completed in September 2018, recertified in 2018. Expanded scope and certified again in 2020. This made Hartsfield-Jackson the **first airport to become ISO 55001 certified** in the Western Hemisphere (North and South America).
- ▶ **Deep understanding of Client Needs** – 3 years of working with many different individuals across Fortune Global Airline system, from local facility managers, procurement managers to Level 6 leadership and directors. 10 years of representing a plethora of clients' interest from a facilities perspective at Hartsfield Jackson.
- ▶ **Deep Understanding of Customer Satisfaction** – Dr. Smith initiated a project to transform Hartsfield-Jackson's restroom experience for its traveling customers. Dr. Smith authored and published his dissertation on "The Impact of Airport Servicescape on Passenger Experience", which made him a subject matter expert in understanding customer experience. Under his leadership, **Hartsfield Jackson was the first facility in the world to have a Smart-Connected Restroom** through its partnership with TOTO USA and Georgia Pacific.



WE PRIDE OURSELVES ON KEEPING YOU INFORMED

Keystone's Communication Program



CLT WEEKLY PROJECT DISCUSSION MEETING

Date: November 27, 2023
Start Time: 2:00 PM
Adjourned: 2:16 PM
Facilitator: Sabrina Scott

IN ATTENDANCE:

MJ Boland, Sabrina Scott, Carmelo Agamez, Lisa Carson

PROJECT STATUS UPDATES:

MJ asked if we had the capacity to take on the bag room were too overwhelming. Carmelo said we have the capacity. MJ said she wants us to focus on the bag room refit. Order of Priority is the Bag room, Team 1 or Team 2 refit. Training is being utilized. MJ said we will begin work.

SCORECARD CONCERNS:

MJ said she wants to go over the scorecard (November tomorrow). MJ said there is nothing bad on the upcom. MJ believes that we completed all our PMs for November through next month.

Lisa said we had 73 PMs in the month of November.

MJ asked how we were doing with the ice machines. Lisa said all the ice machines. Our team will complete 3rd week of January.

CUSTOMER COMPLAINTS:

MJ said she has not spoken with Kim yet. However, she

THANK YOU FOR THE OPPORTUNITY TO SERVE

Project Status Update: November 27, 2023
The following items were discussed during the meeting:
1. The team is currently working on the bag room refit. The team is currently working on the bag room refit. The team is currently working on the bag room refit.
2. The team is currently working on the bag room refit. The team is currently working on the bag room refit. The team is currently working on the bag room refit.
3. The team is currently working on the bag room refit. The team is currently working on the bag room refit. The team is currently working on the bag room refit.

Meeting Minutes:

Notes from the meeting that was completed by the team during the week of 11/27/2023. The team has continued to show to complete PMs, Work Orders, and Projects assigned this week to meet and exceed your needs and expectations.

The team worked on the following items:

- Bag Room Breakdown
 - As a part of the continuation of the improvements we added a new faucet to the women's restrooms.
- All Other Items:
 - The team replaced ceiling tiles, changed light bulb covers, and replaced light bulbs.
- Various Function Rooms and Work Orders
 - Checked and light fixtures and replaced ceiling tiles in the Clinic room (all done).
 - Installed new faucet and garbage in Team 1 restrooms.
 - Installed glass doors in the 4th and 5th restrooms.
 - Checked and replaced the door handle in the 4th restrooms.
 - Checked and replaced the door handle in the 5th restrooms.

Thank you for your continued trust and support. We look forward to your continued partnership and the opportunity to exceed your expectations.

Here are some of the highlights of our accomplishments for the week.



AMERICAN AIRLINES



SITE UPDATE REPORT

Prepared by: Sabrina Scott

BOS - BOSTON LOGAN INTERNATIONAL AIRPORT

BOS - Boston Logan International Airport

- December PMs - 100% Complete
- Air Handler Flame Sensor - As a part of our regular check-up, we noticed the sensor needed to be replaced as it is a crucial component that plays a vital role in the air handler's safe and efficient operation. It detects the presence of flames and ensures that the burner turns on and off as necessary.
- Emergency Exit Lights on the Floor - Keystone added 5 emergency lights on the floor maintaining clear access to the emergency exits is essential for the safety and well-being of everyone in the building. In the event of an emergency, there are additional aids to get people to safety.
- Security Camera Installation - Keystone installed two new security cameras on the left side of the Hangar. However, we are waiting for IT to make the necessary adjustments. Once this is completed this will enhance the overall security of the Hangar and provide better coverage of the left side of the Hangar.
- Inspection from Massport and the Fire Department of Hangar H49 - The Keystone Team completed an inspection of Hangar #9 by both Massport and the Fire Department. We worked closely with the authorities to ensure all safety measures were met. The inspections covered fire safety, structural integrity, and emergency protocols.

DCA - RONALD REAGAN WASHINGTON NATIONAL AIRPORT

Hangars 3 and 4

- December PMs - 100% Complete
- 480 Volt Battery Charger - We were instructed to move the 480-volt battery charger from Hangar 4 to Hangar 3 and install the equipment's electrical set-up.
- Walk-in Refrigerator in E Admirals Club - The walk-in refrigerator failed due to a damaged sensor that caused the temperature to rise, affecting the contents.
- HVAC Actuators - The actuators in the Crew Chief's room located in the center pier have been leaking due to some corrosion. The actuator serves as an interface between the mechanical system and the control system. All five actuators have been replaced.
- Water Hydrants - Hangar 4 - The exterior hydrant heads in Hangar 4 have been leaking due to loosen gaskets which have been replaced and the hydrants are back in proper service.
- Ground Point Stickers - The Keystone Team has replaced and retinted the ground connection labels and points in Hangar 3 and Hangar 4.

Admirals Club - North Pier B, C Club & E Club

- Responded to 49 service calls.

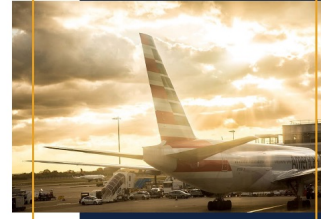
THANK YOU FOR THE OPPORTUNITY TO SERVE

MONTHLY

All Site Monthly Update Report

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QUARTERLY

Quarterly Business Review

The City can trust that Keystone will always keep Mr. Ross and City leadership team fully aware of facility operations and all project work, along with any challenges and solutions on a weekly, monthly and quarterly basis.

3

PRICING PROPOSAL



Keystone Management is a top-echelon organization that separates themselves through performance. They come prepared and ready to make a difference.



Airlines' Procurement & Commodity Manager





City of Mableton PRICING PROPOSAL RATIONALE

Keystone is committed to only delivering the City the BEST that it has to offer.

We strive to be as innovative and creative as possible to satisfy your maintenance requirements while being highly sensitive to cost.

Keystone is a value provider focused on recruiting and retaining the BEST talent to deliver the BEST service to the City of Mableton.

Keystone's brand and its focus on the City's brand is reflective in all its pricing. We will rarely be the lowest provider, because we deliver the HIGHEST quality of service.

City of Mableton Pricing Proposal for Integrated Services

Janitorial Services

Restrooms

- Remove trash Daily
- Stock paper products and soap Daily
- Sweep and mop floor
- Complete clean restrooms Daily

Carpet Care throughout Complex

- Remove carpet spots Daily
- Extract carpet 2 times per year
- Vacuum 2 times per week

Conference Rooms

- Remove trash and replace liners Daily
- Vacuum Daily as needed
- Wipe/vacuum chairs Weekly as needed
- Detailed clean Daily
- Polish furniture Daily as needed
- Clean glass tops Daily as needed
- Extract carpet 6 times per year

Offices -Cubicles

- Remove all trash & replace liners Daily
- Vacuum 2 times per week
- Wipe/vacuum chairs 1 time per month
- Spot clean Daily
- Detailed clean 1 time per week
- Dust 1 time per week

Break Rooms

- Detailed Clean Daily
- Remove trash & replace liners Daily
- Stock paper products and hand soaps Daily



**UBIQUITY RESOURCES
GROUP, INC.**



\$2,591.82

Facility Services by Keystone Management:

Facilities and Property Management

Keystone charges Base Amount of \$2500 for our performance as a facility manager in a property management structure. For the City of Mableton property, we are only charging **\$2000** (\$500 savings and **20% discount**).

Facility Maintenance and Project Management Services

Keystone will handle all facility related needs and services for the City at this facility. Services will be performed by a 3rd party contract partners with a **10%** management fee (typically 20% - **50% discount**). The City (Mr. Ross) will only need to call Keystone for any facility needs and Keystone will manage the rest - **\$1520.64**.



**KEYSTONE
MANAGEMENT**



\$3,520.64



The base monthly cost for this project is \$6,112.46
(\$73,349.52 annually | 3% YOY escalation.)

10% management fee: parts, supplies, and any third-party managed work.

NOTE: All 3rd party contract partners will be contacted, scheduled, monitored and inspected by Keystone Management.

CONTACT INFORMATION

Dr. Kofi Smith

ksmith@keystoneatl.com

Mrs. Mikesha Huntley

mhuntley@keystoneatl.com



THANK YOU FOR THE OPPORTUNITY TO SERVE



AGENDA ITEM MEMORANDUM

MEETING OF: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of Resolution Updating the Classification and Pay Plan

BACKGROUND/SUMMARY: The City of Mableton seeks to amend its classification and plan to better align compensation with market rates and to address critical organizational needs. This amendment aims to adjust pay for managers, thereby distinguishing their compensation from that of supervisors. Additionally, it adjusts pay for the Accounting Manager and Accounting Clerk to reflect current market rates.

The amendment also proposes the inclusion of a Chief Building Official position to secure Inspection Services internally, reducing the city's reliance on contracted services. Furthermore, the amendment reclassifies one HR Specialist position to an HR Manager role, acknowledging the evolving needs and responsibilities within the Human Resources department.

These amendments are crucial for the city's strategic growth and operational efficiency. By making these adjustments, the city aims to attract and retain top talent, enhance organizational effectiveness, and ensure the successful transition to full active status and operational readiness.

The City Manager considers these changes essential to meeting the city's mission and long-term objectives. The proposed amendments align with our commitment to fostering a supportive and competitive work environment, enabling the city to thrive.

BUDGETED/FINANCIAL IMPACT – FUND:

1. Adjustments for managers total \$70,000 annually among 4 positions
2. Addition of Chief Building Inspector \$155,000 annually
3. Market Adjustment for Accounting Clerk \$20,800 annually

Total impact to salaries \$245,000 annually

RECOMMENDATION:

Council move to amend the Classification and Pay Plan to reflect the following adjustments

- Adjusting Pay for Managers: To distinguish their pay from supervisors, ensuring appropriate compensation for managerial responsibilities.

- Market Rate Adjustments: Updating the pay for the Accounting Manager and Accounting Clerk to align with current market rates, promoting competitive compensation.
- Inclusion of Chief Building Official: Creating this position in anticipation of the city's need to secure Inspection Services internally, thereby reducing dependency on external contracts.
- Reclassification of HR Specialist to HR Manager: Recognizing the expanded role and responsibilities within the Human Resources department.

ATTACHMENTS:

1. Resolution Amending Classification and Pay Plan Rev. 2.12.25V2

**A RESOLUTION UPDATING THE CITY OF MABLETON’S 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
Economic Development Director	\$85,000	\$145,000	Annual	1
Program Manager	\$75,000	\$125,000	Annual	1
Chief of Staff	\$85,000	\$125,000	Annual	1
Special Projects Manager	\$75,000	\$125,000	Annual	1
Administrative Supervisor	\$75,000	\$115,000	Annual	1
Executive Assistant	\$25	\$40	Hourly	1
City Clerk	\$78,841	\$118,262	Annual	1
Deputy City Clerk	\$65,000	\$95,000	Annual	1
Finance Director	\$105,559	\$168,894	Annual	1
Administrative Assistant	\$20	\$35	Hourly	1
Accounting /Financial Ops Manager	\$85,000	\$135,000	Annual	1
Revenue Analyst/Specialist	\$65,000	\$95,000	Annual	1
Purchasing Manager	\$75,000	125,000	Annual	1
Accounting Clerk	\$25	\$50	Annual	2
Human Resources Director	\$85,000	\$145,000	Annual	1
Human Resources Manager	\$75,000	\$125,000	Annual	1
Human Resources Specialist	\$55,000	\$85,000	Annual	1

Community Development Director	\$97,094	\$154,145	Annual	1
Administrative Assistant	\$20	\$35	Hourly	1
Planning and Zoning Manager	\$85,000	\$125,000	Annual	1
Business License Supervisor	\$75,000	\$115,500	Annual	1
Senior Planner	\$75,000	\$115,000	Annual	1
Community Development Clerk	\$25	\$40	Hourly	4
Building Inspector	\$55,000	\$95,000	Annual	3
Chief Building Official	\$95,000	\$155,000	Annual	1
Code Enforcement Director	\$95,000	\$145,000	Annual	1
Administrative Assistant	\$20	\$35	Hourly	1
Code Enforcement Supervisor	\$75,000	\$115,000	Annual	2
Court Administrator	\$85,000	\$125,000	Annual	1
Code Enforcement Officer	\$55,000	\$85,000	Annual	4
Sustainability Waste & Beautification Director	\$75,000	\$125,000	Annual	1
Administrative Assistant	\$20	\$35	Hourly	1
Sustainability Waste & Beautification Specialist	\$25	\$40	Annual	1
IT Director	\$91,457	\$161,852	Annual	1
IT Technician	\$25	\$40	Hourly	2
Data Analyst	\$25	\$40	Hourly	1
Communications Director	\$95,000	\$135,000	Annual	1
Administrative Assistant	\$20	\$35	Hourly	1
Communications Technician	\$65,000	\$95,000	Annual	1
Communications Coordinator	\$55,000	\$85,000	Annual	1
Public Relations Coordinator	\$55,000	\$85,000	Annual	1
Parks and Recreation Director	\$97,094	\$161,852	Annual	1
Administrative Assistant	\$20	\$35	Hourly	1
Cultural Arts and Affairs Manager	\$75,000	\$115,000	Annual	1
Operations and Facilities Manager	\$65,000	\$95,000	Annual	1
Events Coordinator	\$25	\$40	Hourly	2
Volunteer Coordinator	\$25	\$40	Hourly	1
Seasonal Employees	\$15	\$20	Hourly	20

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 Classification and Pay Plan may be secured as employees or independent contractors.

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 _____, 2025.

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: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Approval of January 28, 2025 Special Called Meeting Minutes

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. January 28, 2025 Special Called City Council Meeting Minutes



CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
January 28, 2025 at 6:30 PM

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

CITY COUNCIL SPECIAL CALLED MEETING MINUTES

1. CALL TO ORDER

Mayor Michael Owens called the meeting to order.

2. ROLL CALL

Executive Assistant Alison Benson conducted the roll call and all were present. A quorum was established.

3. INVOCATION

Councilmember Ron Davis led the Invocation.

4. PLEDGE OF ALLEGIANCE

Councilmember TJ Ferguson led the Pledge of Allegiance.

5. 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.

Denny Wilson of District 2, congratulated the City on its victory in the lawsuit and spoke on behalf of the Family Life Restoration Center, expressing concerns about homelessness and the availability of shelters.

6. APPROVAL OF AGENDA

Motion was made by Councilmember Dami Oladapo to approve the agenda as written and seconded by Councilmember Ron Davis. The motion passed unanimously.

7. NEW BUSINESS

a. Discussion and Consideration of a Resolution Providing Notice of City's Intent to Adopt State Fire Standards - City Attorney Emilia Walker-Ashby

Mayor Owens introduced the item. The City Attorney explained that the next step in the process is to finalize the IGA and notify the State Insurance Commissioner's office. She further explained that this is the final action required by the Council, and the focus would now shift to finalizing the IGA.

Motion was made by Mayor Pro Tem Keisha Jeffcoat and seconded by Councilmember TJ Ferguson to approve the Resolution providing Notice of City's Intent to Adopt State Fire Standards. The motion passed unanimously.

8. UNFINISHED BUSINESS

a. Presentation, Review and Discussion - Chapter 12, Solid Waste Management, of the City of Mableton Code of Ordinances, to Establish Procedures for the Collection, Disposal, and Recycling of Solid Waste - Mayor Owens and City Attorney Emilia Walker-Ashby

Mayor Owens introduced the agenda item and gave an overview of the City's decision to adopt the open market option for waste management services. He acknowledged and expressed gratitude for the valuable contributions to the Waste Ordinance from Brian Warren, President of the Trash Haulers Association; Emily Growth, the newly appointed Director of Sanitation, Waste & Beautification; and the residents and haulers who offered insights during the public hearing.

Mayor Owens announced that the Environmental Management Fee (EMF) has been lowered from 6.5% to 6% for residential consumers and emphasized the allocation of the funds toward the City's beautification initiatives.

Councilmember Auch questioned the commercial EMF at 13.5% & proposed a 5% flat fee for both commercial and residential.

Mr. Allen Owens, representing Waste Management, spoke on behalf of commercial haulers. He highlighted that typical rates range from 15% to 20%, noting that the higher rates ultimately offer better benefits for consumers.

Councilmember Oladapo suggested reducing the fee to 5% and also asked about specific exceptions in regard to residential services. A discussion ensued.

Mayor Owens proposed the City include the additional exceptions discussed this evening. Councilmember Ferguson recommended that, moving forward, further exceptions be considered in response to emerging needs.

The City Attorney provided a summary of the proposed exceptions previously mentioned.

City Manager Tanks noted that proof of dumping would be required for the exceptions made.

Councilmember Ferguson requested clarification on Section 12.3.2, specifically regarding the requirement for citizens to provide proof of disability for non-curb-side services. Further discussion ensued.

Councilmember Auch inquired about the registration fee and decals, to which Mayor Owens responded that both fees had been reduced. A discussion ensued.

Mayor Owens referenced Table 2 and proposed that the contract renewal fee should align with the application fee on an annual basis, with a graduated scale structure.

Councilmember Herdon inquired when residents would receive additional information outlining specific issues/details not directly addressed in the ordinance. A discussion ensued.

Mayor Owens noted that most of these issues will be addressed as the City begins implementing various programs aimed at promoting a "Greener, Cleaner, and Healthier Mableton."

City Manager Tanks explained that the purpose of this ordinance is to establish a relationship between haulers and the City. He assured that the City is considering sustainability, enforcement efforts, and exploring additional measures to address residents' concerns.

The City Attorney highlighted a new chapter that was added to the City's Code of Ordinances, in which the City adopted very extensive and exhaustive fire burning protocols & accepted procedures for the State of Georgia through the Fire Insurance Safety Commissioner. Final thoughts were shared on the matter.

The City Attorney requested additional revisions to be included. She laid out the expected timeline until service rolled out, pending approval. Timeline as follows:

- Now – Feb 26, 2025 – The City will need to complete the necessary internal administrative tasks.
- Feb 26, 2025 – The City will assume responsibility for Waste Services
- Feb 26, 2025 - March 26, 2025 – The City will review applications and establish contracts with the haulers.
- April 1, 2025 – Fee enforcement will be initiated.
- April 1, 2025 – August 15, 2025 – First reporting requirement. The initial reporting requirement will include both quarterly fees and reporting dating back to April 1, 2025.

The City Attorney reiterated her request to include her revisions in the approval of the Ordinance tonight.

Councilmembers Auch and Herndon, along with Mayor Owens, reentered the discussion regarding the proposed fees of 6% for residential and 13.5% for commercial. Councilmember Herndon suggested lowering the commercial rate to 10%.

City Manager Tanks clarified the distinction between commercial and residential consumers, explaining how fees are structured and paid for both.

Mr. Warren requested a modification to Section 12.3.5(D) in order to shift the responsibility of trash can cleaning from haulers to the residents. The City Attorney proposed to amend the

section.

City Manager Tanks expressed concerns for large corporate investors that are making moves to push out small haulers. He asked Mr. Warren to share his thoughts on the matter.

Mayor Owens emphasized the importance of avoiding stereotypes between small and large haulers. He wanted to ensure that the City remained neutral and did not promote a divide between large companies and small businesses.

Councilmember Davis emphasized the importance of engaging in forward-thinking and finding a win-win for everyone.

Councilmember Auch asked if there is a way for the City to prove that the funds are going toward the allotted projects and not the general fund. A discussion ensued.

All discussions ended.

b. Second Read - Consideration and Approval of An Ordinance Creating Chapter 12, Solid Waste Management, of the City of Mableton Code of Ordinances, to Establish Procedures for the Collection, Disposal, and Recycling of Solid Waste and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby

Motion was made by Councilmember TJ Ferguson and seconded by Mayor Pro Tem Keisha Jeffcoat to approve Chapter 12, Solid Waste Management of the City of Mableton Code of Ordinances, adding the five changes requested by the City Attorney. The five changes are indicated below:

12.2.4 c (2) to include clarifying language about quarterly fees & reporting commencing from April 1, 2025

12.3.1 (a) residential - to allow a residential exception for business owners that take trash to their business establishments so long as their establishment is serviced by a commercial provider. City Manager William Tanks noted that proof of dumping would be required. **(Clerk note: now reads as 12.3.1 a (ii))**

12.3.1 (a) residential - to add another exception to include allowance for residents to take trash to a disposal facility at least twice monthly. City Manager William Tanks noted that proof of dumping would be required. **(Clerk note: now reads as 12.3.1 a (iii))**

Table 2 - Fee Schedule - adjust the fee schedule so the renewal fee aligns with the application fee

12.3.5 (d) - amend to say all containers shall be periodically cleaned by residents and maintain service and kept in a reasonably good state of repair by haulers

The Motion passed 6-1.

Ayes: Davis, Oladapo, Jeffcoat, Ferguson, Herndon & Owens

Nays: Auch

9. CITY MANAGER/CITY ATTORNEY/MAYOR AND COUNCIL ANNOUNCEMENTS/COMMENTS

City Manager Tanks asked to go into Executive Session for the purpose of litigation, real estate and personnel. He extended appreciation to Brian Warren, the small haulers & Allen Owens. He mentioned the City passed the final inspection for the Certificate of Occupancy

at 6116 Mableton Pkwy and expected to move soon.

Councilmember Ron Davis expressed appreciation for the opportunity to attend Cities United Summit and stressed the value of the information received while in attendance.

Councilmember Dami Oladapo seconded Councilmember Davis comments on the Summit. She also thanked the community for engagement in the ordinance process. She highlighted the City's ability to continue revising the ordinance.

Mayor Pro Tem Keisha Jeffcoat agreed with Councilmembers Davis & Oladapo's comments on the Summit. She recognized Mayor Owens for his Inaugural Mayor's Leadership award. She recognized Councilmember Davis for his training award and recognized Xavier Ross, Special Projects Manager, for becoming a member of the Game Changers. She remarked on the City's court ruling, and encouraged working together and focusing on doing the work of the City.

Councilmember Patricia Auch had no comment

Councilmember TJ Ferguson had no comment

Councilmember Debora Herndon touched on compromise & expressed gratitude for the City's progression.

10. EXECUTIVE SESSION 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 Dami Oladapo and seconded by Councilmember Debora Herndon to enter into Executive Session for real estate, personnel and litigation. The motion passed unanimously. Ayes: Davis, Oladapo, Jeffcoat, Auch, Ferguson, Herndon and Owens

Motion was made by Councilmember Dami Oladapo and seconded by Councilmember Debora Herndon to close Executive Session for real estate, personnel and litigation. The motion passed unanimously. Ayes: Davis, Oladapo, Jeffcoat, Auch, Ferguson, Herndon and Owens

Motion was made by Councilmember Dami Oladapo and seconded by Mayor Pro Tem Keisha Jeffcoat to authorize the Mayor to approve agreements for professional consulting service delivery services within the confines of the current budget. The motion passed unanimously. Ayes: Davis, Oladapo, Jeffcoat, Auch, Ferguson, Herndon and Owens

11. ADJOURNMENT

Motion was made by Councilmember TJ Ferguson and seconded by Mayor Pro Tem Keisha Jeffcoat to adjourn. The motion passed unanimously.

There being no further business, Mayor Owens adjourned the meeting at 10:40pm.

Dr. Michael Owens, Mayor

Susan Hiott, City Clerk



AGENDA ITEM MEMORANDUM

MEETING OF: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Approval of January 22, 2025 Work Session Minutes

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. January 22, 2025 Work Session - 515 pm (4)



CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
January 22, 2025 at 5:15 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 Pro Tem Jeffcoat called the meeting to order.

2. ROLL CALL

City Clerk Hiott conducted the roll call and a quorum was present. Mayor Owens and Councilmembers Davis and Ferguson were not present at the time of the roll call. (They arrived late and participated in the Executive Session.)

3. AGENDA ITEMS AND DISCUSSION

None.

4. PRE REGULAR MEETING AGENDA REVIEW

Did not discuss.

5. ANNOUNCEMENTS

None.

6. 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 Oladapo and seconded by Councilmember Herndon to go into Executive Session for litigation, real estate, and personnel. The motion passed. Yeas: Councilmembers Oladapo, Jeffcoat, Auch, and Herndon
Mayor Owens and Councilmembers Davis and Ferguson were not present at the time of the motion. (They arrived late and participated in the Executive Session.)

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

7. ADJOURNMENT

Motion was made by Mayor Pro Tem Jeffcoat and seconded by Councilmember Davis to adjourn. The motion passed unanimously. There being no further business, the Mayor adjourned the meeting at 6:36 p.m.

Dr. Michael Owens, Mayor

Susan Hiott, City Clerk



AGENDA ITEM MEMORANDUM

MEETING OF: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Approval of January 22, 2025 Regular Meeting Minutes

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. January 22, 2025 Regular Meeting Minutes (1)



CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
January 22, 2025 at 6:30 PM

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

CITY COUNCIL REGULAR MEETING MINUTES

1. CALL TO ORDER

There was a five minute recess after the Executive Session and the closing of the Work Session.

Mayor Owens called the meeting to order.

2. ROLL CALL

City Clerk Hiott conducted the roll call and a quorum was present.

3. INVOCATION

Councilmember Davis led in the invocation.

4. PLEDGE OF ALLEGIANCE

Cobb County Fire Department Deputy Chief Crumbley led in the Pledge of Allegiance.

5. APPROVAL OF AGENDA

Mayor Owens noted there was an item that Council has discussed for some time, the Solid Waste and Littering Ordinance. The ordinance was on the agenda, but he wanted to move the item to the next meeting. He has received comments, concerns, and questions from the Council. He explained why he wanted to have a full meeting to just focus on the ordinance. He stated he wanted to make sure all questions were answered. He named the different ways that trash service could be implemented and managed. He asked to defer the proposed ordinance to Tuesday, January 28th.

Motion was made by Councilmember Ferguson and seconded by Councilmember Oladapo to approve the agenda with the removal of item 12 e and table the item to Tuesday, January 28, 2025. The motion carried 7-0.

6. PUBLIC HEARINGS

None.

7. PRESENTATIONS/ACKNOWLEDGEMENTS/PROCLAMATIONS

None.

a. Finance Report - City Manager Bill Tanks

Mayor Owens announced the item and recognized City Manager Bill Tanks. He presented the second quarterly report. Mr. Tanks commended Financial Operations Consultant Dawn Glidden for her work on the numbers. There were two reports handed out to the Mayor and Council and attendees, and there were paper documents available to the public. The report is available in the agenda packet. Mr. Tanks stated there would be additional reporting at the February 10th meeting. He provided an overview of the reports. The reports are available in the agenda packet record. Ms. Glidden pointed out the reasons for some of the costs noted in the report, comparing Quarter 1 to Quarter 2. For the first six months, the City's financials looked strong. Mr. Tanks summarized: Total Revenue FY 25 2nd Quarter \$1,954,062; Total Expenditures \$1,009,827 and Revenue Over Expenditures \$944,235. Mr. Tanks reported for the year to date collected FY 25 Quarters 1 and 2. Total Revenue \$3,749,164; Total Expenditures \$1,857,707 and Revenue Over Expenditures (Surplus) \$1,891,458. The Fund Balance remains healthy. Over \$3 million was in the bank. The City was still bringing in more than spending.

Mayor Owens thanked Mr. Tanks and Ms. Glidden for their hard work making sure every cent was accounted for. Mayor Owens asked about how the budget was trending. Mr. Tanks stated the trend report will be on February 10th. He estimated the City had not spent 10% of the projected Spending Plan. Some revenues have not come in yet, but overall the City was trending very well. Councilmember Ferguson asked when the next quarterly report was, and if there would be forecasting. Mr. Tanks stated the reports would address projections. The purchase of the vehicles has not been captured in the reports yet because they were purchased in January. Councilmember Jeffcoat asked why there was not any revenue shown for Austell Gas. City Attorney Walker-Ashby will reach out to Austell Gas. Councilmember Ferguson would like to know when and what to expect from all of the gas companies for projected revenues. Staff will check on that further. Councilmember Jeffcoat asked about the dip in contract Labor, referring to November 2024. Ms. Glidden will review.

b. Business License Revenue Report - Community Development Director Juliana Njoku

Mayor Owens announced the item and recognized Community Development Director Juliana Njoku who provided a Business License Financial Summary Report. The report is available in the agenda packet. The 2024 Total Revenue was \$2,904,289.99 and the 2023 Total Revenue was \$3,100,348.00. She commended the employees, Nyree Simpson and Nicole Sewell, who are providing excellent customer service. For 2025, the City was at 90% of revenues that have already come in compared to the Feasibility Study. She will provide additional information and numbers in the future. Questions and discussion occurred. Ms. Njoku stated there would be additional reporting in the next meeting's packet.

c. Staff Relocation Report - City Manager Bill Tanks

Mayor Owens announced the item and recognized City Manager Tanks who provided background information. Mr. Tanks summarized:

- 1245 Veterans Memorial - Administrative Offices, is 5,000 square feet. It was fully framed, with the low voltage wiring started, and sheet rock to start next week. Staff will move in late March.
- 6116 Mableton Pkwy - furniture was going in the day before. The fire marshal inspected and the building passed. The final inspection will be Friday, and the City should have a Certificate of Occupancy issued by the end of next week and should be moving Community Development staff out of the Epi Center.
- Cobb Works at 5656 Mableton Parkway will have facilities available for City staff, and City Manager and others should be moving in the first week of February.
- The Business Licenses will be transferred over to the new facility. The transition will happen in February.
- Mayor Owens asked if there were any challenges: Mr. Tanks addressed the internet, security and space were challenges. The City was already out growing in Community Development. However, there is space in the Code Enforcement Suite next door.
- Mr. Tanks reported there were no major issues. Cobb County Fire and Building Departments have been very cooperative.
- The 6116 Mableton Parkway building was a beautiful place, and the furniture was installed. The building looks good.

8. APPOINTMENTS

None.

9. PUBLIC COMMENTS - 2 minutes per speaker - no more than 30 minutes for all speakers. Anyone wishing to make a public comment should complete and submit the public comment card to the City Clerk prior to the start of the meeting.

Those who spoke:

- **China Cardriche** of Mableton spoke about the opening of a Charter School in Mableton. She is looking for community members to volunteer and help with the building of the new school.
- **Michael McNeely** of District 2 spoke about the impact, importance and opportunities of having a waste ordinance for residents, businesses, and the City.
- **Cassandra Brown**, of the Mableton Improvement Coalition, spoke about the proposed bus depot on Veterans Memorial Highway. There is not any confirmed information about what is happening at that site. She welcomed support and engagement. She gave information about the petition at mableton.org.
- **Luther Washington**, executive director and founder of the Family Restoration Center, commented about not having a warming facility for those that are homeless. He spoke about how some families are sleeping in their cars and asked the council to consider those who need assistance.
- **Denny Wilson** spoke about working with Family Restoration Center. She assisted the homeless by taking firewood, food and clothing to the homeless. Firewood was put on a grill to help them stay warm. She challenged everyone to talk with the

homeless and to stop and help provide them with food, a blanket or a coat.

10. CONSENT AGENDA

Motion was made by Councilmember Jeffcoat and seconded by Councilmember Ferguson to approve the Consent Agenda . The motion 7-0.

- a. **Minutes of January 7, 2025 Regular Meeting (Held First Tuesday of January per Mableton Charter)**

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- a. **Consideration and Approval of a Resolution to Fix and Publish the Qualifying Fees for the General Municipal Election for the City of Mableton for the Offices of Councilmembers of Districts 2 (Two), 4 (Four), and 6 (Six) - City Clerk Susan Hiott**

Mayor Owens announced the item and explained why districts 2, 4, and 6 were up for election in November 2025. City Clerk Hiott provided additional information. She explained that state law required the qualifying fee for the November 4, 2025 election be published by February 1st. The amount of the qualifying fee for Districts 2, 4, and 6 was \$600.

Motion was made by Councilmember Oladapo and seconded by Councilmember Ferguson to approve the Resolution to Fix and Publish the Qualifying Fees for Districts 2, 4, and 6. The motion carried 7-0.

- b. **First Read - An Ordinance Creating Article 2, Elections Under Chapter 2, Administration, of the City of Mableton Code of Ordinances and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby**

Mayor Owens announced item and recognized City Attorney Walker-Ashby who provided background. She explained the ordinance stipulated the law for qualifying, naming City Clerk as Municipal Superintendent, and that the City could have an IGA with Cobb County. The IGA will set the cost and will be submitted later. Questions and discussion followed. Councilmember Auch reiterated the qualifying dates of August 18-20 at the Administrative Offices at 1245 Veterans Memorial Highway. City Clerk Hiott added that Cobb County will conduct the qualifying at the City's Administrative Offices, 1245 Veterans Memorial Highway.

- c. **Consideration and Approval of a Resolution Providing Notice to Cobb County of the City's Intent to Transition Fire Services by Intergovernmental Agreement with the County and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby**

Mayor Owens announced the item and recognized City Attorney Walker-Ashby who provided background. Ms. Walker-Ashby explained how the resolution notifies the County of the City's intent to assume responsibilities for fire protection services pursuant to Section 7.15 of City's Charter. The effective date will be the date the County and other cities execute a fire service agreement. The resolution gives the mayor authority to approve the

Intergovernmental Agreement in substantial format. Mayor Owens pointed out the fire service will be the fourth service of the City of Mableton.

Mayor Owens recognized Deputy Chief Crumbley who expressed the Department was proud to serve the City of Mableton. It was an honor to provide fire protection to Mableton. He stated the Department has also served the cities of Acworth, Kennesaw, and Powder Springs for many years. The Fire Department has an ISO 1 rating, which is the highest rating to have to keep the homeowners' insurance fees as low as possible. Mayor Owens expressed his gratitude to Mr. Crumbley for the Department's services.

Motion was made by Councilmember Ferguson and seconded by Councilmember Herndon to approve the Resolution Providing Notice to Cobb County of City's Intent to Transition Fire Services by Intergovernmental Agreement with the County and for other lawful purposes. The motion carried 7-0.

d. First Read - An Ordinance Creating Chapter 9, Fire Protection and Prevention, of the City of Mableton Code of Ordinances and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby

Mayor Owens announced the item and recognized City Attorney Walker-Ashby who provided background. The First Read was conducted.

Attorney Walker-Ashby explained it was the continuation of the fire service transition. It creates the fire code, which is heavily state regulated. The ordinance readopts the County's Fire Code. That gives a level of consistency for the Fire Department. Powder Springs has readopted the County's Code as well. It authorizes the County Fire Department to implement the fire code within the City of Mableton. The ordinance requires two reads. The second reading will be at the next meeting.

e. Second Read - An Ordinance Creating Chapter 12, Solid Waste Management, of the City of Mableton Code of Ordinances, to Establish Procedures for the Collection, Disposal, and Recycling of Solid Waste and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby

The item was removed and to be heard on January 28th, Tuesday Special Called Meeting.

f. Consideration and Approval of the Statewide Mutual Aid and Assistance Agreement - City Manager Bill Tanks

Mayor Owens announced the item, noting Cobb Emergency Management Agency Director, Cassie Mazloom, sent him an email notifying him that the City should be on the Statewide Mutual Aid and Assistance Agreement. Mayor Owens recognized City Manager Bill Tanks who provided background.

Mr. Tanks explained that the Georgia Mutual Aid Agreement allows that when there is any state emergency, and if the City needs extra resources, Mableton is automatically included in the agreement for help from the GEMA and FEMA agencies. Director Cassie Mazloom wanted to make sure the City had this on file and be in the Mutual Aid and Assistance Agreement.

Mayor Owens expressed he wanted to make sure the City adopts its own Emergency

Ordinance. Councilmember Ferguson noted this item was talked about last year, and he understands the City has to get people hired, but the City needs to get certain ordinances in place.

Motion was made by Councilmember Ferguson and seconded by Councilmember Auch to approve the Statewide Mutual Aid and Assistance Agreement. The motion 7-0.

13. OTHER BUSINESS/DISCUSSION

a. Transitional Notices to County - City Attorney Emilia Walker-Ashby

Mayor Owens announced the item. He explained how the City must notify the County when transitioning services. He recognized City Attorney Walker-Ashby to explain the resolution and dates of the transition. Ms. Walker-Ashby commented:

- This is one of the most important documents the Council will adopt. This is the combination of tremendous work, multiple planning retreats, multiple road maps, multiple scheduling, and significant and extensive administrative and departmental coordination. It is a reflection of hard work the council have put in to get to this point.
- Section 7.15 of the City Charter provides that during the transition period the City shall provide "at least 30 days' prior written notice to Cobb County" of the date(s) the City will transition to service related responsibilities. She referenced an email she had sent to the Council.
- Solid Waste Management - February 2, 2025
- Planning and Zoning (annexations, land use permits, variances, sign permits and zoning related public hearings) - March 3, 2025
- Enforcement of building, housing, plumbing, and electrical codes and other similar codes - March 3, 2025
- **Exclusions in Item b (per resolution):**
 - Permitting/licensing for the keeping, sale or storing of alcoholic beverages
 - Stormwater
 - Parks and Recreation
 - Police and/or law enforcement services
 - Special license and permitting - peddlers, door to door sales, mobile food vendors, etc.
 - Roadway and street maintenance and/or repairs
 - Fire Protection and Fire Safety, which shall be instead transferred through the City and County's pending fire services intergovernmental agreement.

Mayor Owens noted it was a milestone moment. The City is moving as quickly as can while being as responsible as can be. He wanted to make sure the date was not set unless staff was ready. He asked Mr. Tanks if ready and Mr. Tanks stated the City didn't have a choice; it was time and staff were going to provide the services. Mayor Owens noted there are some services the City was not taking on at this time, and there could be services added not anticipated. He would like to do cost analysis on all services in the future. It's important to note that Parks and Recreation was not happening at that time. Many would like to see the City take on Parks and Recreation. People in the community have asked

when Mableton would have Parks. At this point and time, the City struck Parks from the proposed list.

Mayor Owens asked if there were any more questions. There was none.

Motion was made by Councilmember Oladapo and seconded by Councilmember Davis to approve a Resolution to Provide Notice to Cobb County of the City's Intent to Transfer and Transition Additional Service Responsibilities and for Other Lawful Purposes. The motion passed 7-0.

b. H B 581 Discussion

Mayor Owens announced the item. He noted this item had been on previous agendas. Information about HB 581 has been provided to the Council. He recognized City Manager Bill Tanks who provided an explanation of HB 581. Mayor Owens clarified that if they are going to opt out, the Council will need to make a decision that night because there are requirements for public hearings, notices to legal organ, and meeting deadlines. If opting in, there is nothing to be done.

Questions, explanation and discussion followed.

Motion was made by Councilmember Auch and seconded by Councilmember Ferguson to formally take the position to opt in for state wide floating homestead exemption, opting in to HB 581. The motion passed 7-0.

Mayor Owens reiterated the City was opting in to HB 581, meaning the City does not have any further action or discussion on the matter.

14. CITY MANAGER'S ANNOUNCEMENTS/COMMENTS

City Manager Tanks commended Community Development Director Juliana Njoku and Mayor Pro Tem Jeffcoat for their leadership during the winter storm. He thanked Ms. Njoku for filling in while he was out of the office. He thanked Mr. Xavier Ross for securing the first fleet vehicles and the build-outs of the buildings. He thanked HR Specialist Rochelle Blalock who was helping out with IT matters and the job well done by HR Lead Specialist Candice Fields. She thanked Attorney Walker-Ashby for all of her hard work during the URA land purchase. The City is owner of 10 acres of land now.

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

No comments.

16. MAYOR AND COUNCIL ANNOUNCEMENTS/COMMENTS

Mayor and Council provided their comments and reports. They expressed their gratitude to those who attended the meeting. They expressed condolences to the recent tragedies. Additional comments included:

- Councilmember Davis asked everyone to pray for the LA people, Mableton residents, staff, and others.
- Councilmember Oladapos expressed condolences to the family, friends and loved

ones of the young man who lost his life at Parkview Apartments.

- Councilmember commented about wanting to make Mableton a safe place. The Council were in touch with Cobb County Police. She expressed condolences to the little girl who lost her life at Lindley Middle School.
- Councilmember Oladapo commented about how the Council listened to the comments and worked together to craft an ordinance for everyone.
- Mayor Pro Tem Jeffcoat expressed concern about the vulnerable communities during the cold weather. She mentioned some of the work she and others had done to help.
- Mayor Pro Tem Jeffcoat addressed the complaints about the driving donuts in Wallace Park area. An arrest was made. She commended the County Police Department and Sheriff's Department officers that took action.
- Mayor Pro Tem Jeffcoat addressed the recent heart-breaking incidents. Gun violence has no place in schools and the community.
- Mayor Pro Tem Jeffcoat spoke about how the Council and the staff have a heart to serve.
- Councilmember Auch expressed gratitude for the MLK Holiday and those that took the day to serve others and the community. Those are the actions that make a difference in the City of Mableton.
- Councilmember Ferguson commented about everything behind the desk that was precluded by hours of conversations. His job was validated by phone calls speaking about the issues. The Council were for the people. He encouraged everyone to contact the council and make their voice heard.
- Councilmember Herndon commented about how the Council care. The Solid Waste Management Ordinance was a big deal for all of the Council. There was a lot of conversation in the background. Council heard what everyone had to say.
- Councilmember Herndon commented about concerns for young people. The tragedy at Lindley broke her heart. She encouraged everyone to tune in to the young people.
- Mayor Owens commented about his contact often with the Cobb County Police Department. He explained his goals for the City. In talking with the Police Chief one day, he expressed that he was concerned about some challenges in the City. One shooting is one too many. The next afternoon, he was sent a text message by the Chief that a 13-year-old girl had been shot in a middle school in Mableton. Normally, he shares notices immediately with the Council. He didn't share the message right away that day because he was checking to make sure it wasn't his daughter who was also 13.
- Mayor Owens commented about meeting the challenges and overcoming those challenges for the City of Mableton. He spoke about working toward making Mableton a safe equitable, innovative, caring and welcoming city.

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

None.

18. ADJOURNMENT

Motion was made by Councilmember Jeffcoat and seconded by Councilmember Oladapo to adjourn. The motion passed 7-0. There being no further business, the Mayor adjourned the meeting at 8:55 pm.

Dr. Michael Owens, Mayor

Susan Hiott, City Clerk



AGENDA ITEM MEMORANDUM

MEETING OF: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Second Read - An Ordinance Creating Article 2, Elections Under Chapter 2, Administration, of the City of Mableton Code of Ordinances and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby

BACKGROUND/SUMMARY: The First Read was held January 22, 2026. This ordinance stipulates that the City of Mableton can contract with Cobb County Board of Elections and Registration to conduct city elections.

BUDGETED/FINANCIAL IMPACT – FUND: TBD

RECOMMENDATION: To approve an Ordinance Creating Article 2, Elections Under Chapter 2, Administration, of the City of Mableton Code of Ordinances

ATTACHMENTS:

1. Election Ordinance Rev. 1.21.25

**AN ORDINANCE CREATING ARTICLE 2, ELECTIONS UNDER CHAPTER 2,
ADMINISTRATION, OF THE CITY OF MABLETON 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, pursuant to Sec. 5.10 of the City Charter, “[a]ll primaries and elections [within the City] shall be held and conducted in accordance with Chapter 2 of Title 21 of the O.C.G.A., the ‘Georgia Election Code,’ as now or hereafter amended”;

WHEREAS, the City desires through this Ordinance to establish election related regulations for the health, welfare, safety, and well-being of the City and its inhabitants;

WHEREAS, the City finds this ordinance to be in the public interest and for the health, welfare, safety, and well-being of the City and its inhabitants.

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

Section 1: The City Code of Ordinances is hereby amended to create a new Article 2, Elections, under Chapter 2, Administration, to read as follows:

CHAPTER 2 – ADMINISTRATION

...

ARTICLE 2 - ELECTIONS

Sec. 2.2.1 – Conducting Elections.

- (a) The city hereby appoints the city clerk as the municipal superintendent in accordance with O.C.G.A. § 21-2-70 and other applicable laws.
- (b) Pursuant to state law, particularly O.C.G.A. 21-2-45, the city may contract or otherwise decide by agreement with the Cobb County Board of Registration and Elections for that board to coordinate and conduct all elections in the city.
- (c) All elections and challenges thereto shall be in compliance with applicable law, including the Georgia Election Code (O.C.G.A. § 21-2-1 et seq.) and the City of Mableton Charter.

- (d) Each candidate for municipal office shall file a notice of candidacy during qualifying period in accordance to O.C.G.A. 21-2-132 as amended.

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

- (a) All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.
- (b) All sections, paragraphs, sentences and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (c) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.
- (d) In the event any portion of this Ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this Ordinance which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of the Ordinance.

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

Section 4. Unless required otherwise by the City Charter, state and/or federal law, the effective date of this Ordinance shall be the date of its adoption. In the event that any effective date herein is determined by a Court of law to be invalid, said effective date shall instead be the earliest date allowed by law.

SO ORDAINED this _____ day of _____, 2025.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney



AGENDA ITEM MEMORANDUM

MEETING OF: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Second Read - An Ordinance Creating Chapter 9, Fire Protection and Prevention, of the City of Mableton Code of Ordinances and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby

BACKGROUND/SUMMARY: The First Read was at the January 22, 2025 Regular Meeting.

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. Fire Protection Ordinance Rev. 1.21.25

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

ORD

**AN ORDINANCE CREATING CHAPTER 9, FIRE PROTECTION AND PREVENTION,
OF THE CITY OF MABLETON 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, pursuant to Article IX, Sec. II, Par. III of the Georgia Constitution and City Charter Sections 1.13(9) & (24), the City is authorized to adopt fire protection and fire safety regulations for the health, welfare, safety, and well-being of the City and its inhabitants;

WHEREAS, the City finds this ordinance to be in the public interest and for the health, welfare, safety, and well-being of the City and its inhabitants.

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

Section 1: The City Code of Ordinances is hereby amended to create Chapter 9, Fire Prevention and Protection, to read as follows:

CHAPTER 9 – FIRE PREVENTION AND PROTECTION

ARTICLE 1 - GENERALLY

Sec. 9.1.1 – Codes adopted; enforcement.

- (a) The Cobb County, Georgia, Fire Prevention and Protection Code, as may be amended from time to time, is hereby incorporated by reference in this section and adopted as part of the general ordinances of the city. Said adoption under this section shall incorporate and include the Fire Safety Standards adopted by Cobb County, Georgia, including the state minimum fire safety standards now and as may hereafter be promulgated by the Georgia Safety Fire Commissioner, and the International Fire Code.
- (b) The county fire department is hereby authorized to inspect any mercantile building, church, school, and any other building of public assembly, and to enforce the provisions of the fire prevention and safety codes adopted by and through this chapter, to ensure such codes are being followed and administered within the city.

- (c) The county fire department may inspect any private dwelling within the city upon the request of the homeowner.

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

- (a) All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.
- (b) All sections, paragraphs, sentences and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (c) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.
- (d) In the event any portion of this Ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this Ordinance which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of the Ordinance.

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

Section 4. Unless required otherwise by the City Charter, state and/or federal law. The City anticipates entering into an intergovernmental agreement for fire protection and fire safety services (“Fire Services IGA”) with Cobb County, Georgia, and other Cobb County cities prior to June 30, 2025. The effective date of this Ordinance shall be the date that Cobb County, Georgia and the City enter into such Fire Services IGA, unless required otherwise by the City Charter, state and/or federal law. In the event that any effective date herein is determined by a Court of law to be invalid, said effective date shall instead be the earliest date allowed by law.

SO ORDAINED this _____ day of _____, 2025.

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: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: First Read: of an Ordinance Updating the Zoning and Permitting Fee Schedule and for Other Lawful Purposes - City Attorney Emilia Walker-Ashby

BACKGROUND/SUMMARY: This is pending legal review and update. This item will be uploaded on Monday.

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. draft fee structure other zoning permits 2-7-25 (1)
2. ZONING PUBLIC NOTICE (Fee Schedule Update) Rev. 2.11.25
3. Ordinance Updating Zoning and Permitting Fee Schedule Rev. 2.11.25 Revised
4. Draft Fee Structure 10-1-24 (7)



City of Mableton GA

Fees for zoning permits (including application fees for Rezoning, Variance, Land Use Permit and Special Land Use Permit Application)

• Zoning certification request:	\$100.00
• Sign Permit:	\$7 per \$1000 of estimated costs
• Existing structure relocation permit:	\$100.00
• Temporary construction office permit:	\$ 25.00
• Temporary sales office permit:	\$50.00
• Temporary tent permit:	\$25.00
• Backyard chicken permit:	\$100.00
• Rezoning Application	Variable-see application
• Variance Application	Variable-see application
• Special Land Use Permit Application	\$1,000
• Land Use Permit Application	\$150.00
• OSC Application	\$500.00



DATE

Addressees (Name)

Addressees (Email Addresses)

Re: Property located at (Insert Address)

CERTIFICATION OF ZONING

This document certifies that the property described below, approximately (insert from required survey) acres in size, located in Land Lot(s) (insert from required survey) of the (insert from required survey) District, (insert from required survey) Section, City of Mableton, Cobb County, Georgia, and further identified as Tax Parcel (insert from required survey or city's GIS LAYER), and is within the (Mableton Community Development staff will determine this and fill in) Zoning District. **The zoning of this property is referenced in the Official Records of The City of Mableton Mayor and Council (Case # will be inserted by Mableton Community Development staff).**

Please see the attached conditions associated with Case # - (which will be inserted by City of Mableton Community Development staff). Notwithstanding any specific stipulations associated with this property), please refer to Tables 3.1, 3.2 and 3.3 of the Mableton Zoning Code for Permitted Uses by District.

To my knowledge, there are no open or outstanding zoning violations or complaints on file for the above-mentioned property.

THIS CERTIFICATION IS NOT FOR OBTAINING A BUILDING PERMIT.

**Name of City of Mableton
Community Development Staff
Member**

Date

Instructions and Requirements for Zoning Certification

Introduction

Obtaining a zoning certification is a critical step for property owners, developers, and stakeholders to ensure that a specific parcel of land complies with the zoning regulations set forth by the local governing authorities. This document outlines the instructions and requirements necessary to obtain a zoning certification for properties located within the jurisdiction of the City of Mableton, Cobb County, Georgia.

Instructions for Zoning Certification

Step 1: Survey and Property Description

To begin the process, the applicant must provide a detailed survey of the property. This survey should include:

- The exact size of the property in acres.
- The Land Lot(s) the property is located in.
- The District and Section.
- The Tax Parcel identification number, which can be obtained from the city's GIS Layer.

Step 2: Submission of Application

Submit the completed zoning certification form, including the detailed survey, to the Mableton Community Development staff. The form should be filled out with all necessary information including the property address and owner's contact details.

Step 3: Staff Review

The Mableton Community Development staff will review the submitted materials and determine the property's zoning district. They will fill in the following details:

- The specific Zoning District the property falls under.
- The related Case Number from the Official Records of The City of Mableton Mayor and Council.
- Any additional conditions associated with the Case Number.

Step 4: Compliance Check

The staff will verify that there are no open or outstanding zoning violations or complaints on file for the property in question.

Step 5: Issuance of Certification

Upon satisfactory review, the zoning certification will be issued. It is important to note that this certification is not valid for obtaining a building permit. The applicant must refer to Tables 3.1, 3.2, and 3.3 of the Mableton Zoning Code for permitted uses by district.

Requirements for Zoning Certification

Accurate and Updated Survey

The survey provided must be accurate, up-to-date, and clearly indicate all necessary property details. Any discrepancies or outdated information could delay the certification process.

Correct Application Information

Ensure that all fields in the application form are correctly filled out. Incomplete or incorrect information can lead to processing delays or rejection of the application.

Compliance with Zoning Regulations

The property must comply with all current zoning regulations. Any existing violations must be resolved prior to certification.

Fees and Charges

The applicant may be required to pay processing fees. These fees should be settled as part of the application submission.

Additional Documentation

Depending on the specific circumstances of the property or the requirements of the Mableton Community Development staff, additional documentation may be requested.

Conclusion

Obtaining a zoning certification is an essential process to ensure that your property adheres to local zoning laws. By following these instructions and meeting all requirements, you can efficiently secure a zoning certification for your property in Mableton, Cobb County, Georgia.



SIGN APPLICATION CHECKLIST

Submittals are only taken through the City of Mableton online submittal system

- D** Colored dimensional renderings of proposed signage (colored drawings must show actual colors used on signage)
- D** Existing wall or canopy indicating the location of existing sign on building/wall or canopy and width of the wall in linear feet
- D** Freestanding ground signs must include scaled site plan drawn by a registered land surveyor, professional engineer, architect or land planner with accompanying seals and signature, showing gross acreage, proposed location of subject sign, street rights-of-way, and building locations. This must be submitted in a size so that all details are legible
- D** Freestanding ground signs must include foundation plans
- D** Signed letter of authorization from the property owner, or the owner's agent, stating permission is granted to sign company for placement of the sign on their property
- D** Copy of current business license for erecting sign company
 - Permit fee calculated on \$7.00 per \$1,000 of estimated construction cost

Failure to submit any of the above required documentation in full will result in an immediate denial of your application.

Signature acknowledges your understanding of all above requirements and statements. Additionally, you understand that your application will be denied if it does not meet the requirements of the Mableton City Code.

Applicant Signature _____ (please include date)

Applicant Name _____ (Please Print)

Email: _____

Phone: _____

PERMANENT SIGN PERMIT APPLICATION

Permit # _____

(PLEASE PRINT OF TYPE)

Name of Business Appearing on Sign:				
Address: (Include City, Zip Code, and State)				
Parcel Identification Number (PIN)		Zoning	Any Sign Stipulations associated with this property: Yes ☐ No ☐ Staff: _____ Date: _____	
Sign Owner				
Name:			Phone:	
Address: (Include City, Zip Code, and State)				
Property Owner Name:			Phone:	
Property Owner Address:				
Erecting Sign Company				
Company Name:			Phone:	
Address: (Include City, Zip Code, and State)			Business License #	
Contact Name:			Permit Contact Email:	
Freestanding Signs (use second application for more space)				
Total Sign Verbiage Area (Sq Ft)	Overall Sign Structure (Sq Ft)	Height of Sign	Cost of Sign	Face Change or New Sign
1.			\$	
2.			\$	
Electronic Messaging Portion (Sq Ft)		Must provide certification of brightness within 30 days of erected sign		
24 Hour Emergency Contact as required by Code: Name		Number:		
Lot size (acres)		Road Frontage		
Building Signs (use second application for more space)				
Building Signs (Sq Ft)	Linear Feet of wall	Cost of Sign	Circle All That Apply	
1.		\$	Metal Neon Wood Plastic Other	
2.		\$	Metal Neon Wood Plastic Other	
3.		\$	Metal Neon Wood Plastic Other	
Canopy Signs (use second application for more space)				
Canopy Sign (Sq Ft)	Cost of Sign	Linear Feet of Wall		
1.	\$			
2.	\$			
Electrical Signs? ☐ Yes ☐ No U.L. # _____				

I certify that all information provided herein is true and accurate to the best of my knowledge. Owner and/or agent agree that he, she or they will comply with all requirements of the Mableton Sign Ordinance currently in effect. If any information provided is found to be false or misrepresented, the permit will be deemed invalid. Owner and/or agent affirm the above signage complies with all Zoning/ Variance Stipulations assigned to the above property. It is further agreed that the sign will not block the view of a residence, commercial, or industrial building, existing sign or street intersection, and will be located on private property.

Permit Issue Date: _____	Permit fee: \$ _____
--------------------------	----------------------

Signature _____
Owner/agent

Affidavit of Existing Aggregate Sign Area

Address of Property: _____

Please provide all existing ground, wall and canopy signage area that will remain on the property after the installation of new signage requested. For building signage with tenant space, please provide signage area that relates to that space only. For buildings with common areas, please provide calculations for entire building. Area of all types signs must be measured as specified in the Article VI of The Mableton Zoning Code.

Ground Signs: _____ Sq. Ft.

Wall Signs: _____ Sq. Ft.

Canopy Signs: _____ Sq. Ft.

The above aggregate sign areas exists as of _____, 20____.

I, _____, do solemnly swear that the above information is true and accurate, and that no false or misleading information or statement is submitted herein to obtain a sign permit. I understand that if I provide false or misleading information or statements in this document, my permit is subject to immediate revocation. I understand that I must comply with the City of Mableton's Official Code of Ordinances.

Signed: _____



City of Mableton COMMUNITY DEVELOPMENT

Relocating a House into the City of Mableton

When relocating a house into Mableton, the following criteria must be met before it can be considered by Community Development.

1. An engineer or a registered land surveyor must provide a plat of the property
 - *Plat must be submitted to the City for review and approval.*
2. Submit the following to the Community Development:
 - a. A letter stating all improvements that will be made to bring the structure up to City Building Codes (Garage, fireplace, carport, etc.)
 - b. A letter of sewer availability or a septic tank permit from the Cobb and Douglas Public Health Department
 - c. A letter stating where the funds for these improvements will come from (Borrow from bank, personal savings account, etc.)
 - d. A letter stating plans for occupancy (Rent, sale, owner occupied, etc.)
 - e. Plat of the property, signed off by Community Development Staff
3. These items must be uploaded to City Portal

APPLICATION FOR RELOCATING EXISTING STRUCTURE

DATE OF APPLICATION _____

NAME OF HOUSE MOVING FIRM _____

ADDRESS _____ PHONE _____

DESCRIPTION OF STRUCTURE:

Livable floor space _____ sq.ft. Length _____ Width _____ Height _____

Number of rooms _____ Carport _____ Basement _____

Brick Veneer _____ Frame _____ Other _____

Type of Roof _____

Condition of Exterior _____

Condition of Interior _____

Existing Use _____

Other _____

EXISTING LOCATION

Land Lot _____ District _____ Parcel No. _____

Street Address _____

FUTURE LOCATION

Name of Property Owner _____

Street Address _____ Located _____

Land Lot _____ District _____ Parcel No. _____

Zoning Classification _____

Future Use _____ Subdivision _____

Value of structure at completion _____

Estimate of Improvements _____



PERMIT FOR MOVING HOUSES AND LARGE LOADS ON STREETS OF THE INCORPORATED AREA OF MABLETON, GEORGIA

FAILURE BY THE APPLICANT TO COMPLY WITH ANY PORTION OF THE REQUIREMENTS OR AGREEMENTS STATED IN THIS PERMIT SHALL BE CONSIDERED SUFFICIENT REASON FOR PERMANENTLY DENYING ANY FUTURE PERMITS TO THE INDIVIDUAL WHO SIGNS THE APPLICATION AND/OR THE ORGANIZATION THE INDIVIDUAL REPRESENTS.

Date of Application: _____. This move will be made on _____ between the hours of 9:00am and _____ and is valid on this date and during these hours only, unless otherwise noted.

List proposed route including bridges and cities:

Overall length (including total rig): _____ ft; Width: _____ ft; Height (on dollies): _____ ft.

Measurement from bottom of house to ground (on dollies): _____

Has copy of insurance been filed with the Community Development Department: ☐ Yes ☐ No

I certify this move can be made safely, with sufficient license personnel, and with reasonable speed and that the equipment used meets Mableton and Cobb County requirements and is in a state of good repair; further, I have investigated this round, and this move can be made without removing or damaging any utility lines, traffic control devices, street name signs, mail boxes, trees, shrubbery, and/or other fixed objects on public or private property. If removal of such objects or devices is necessary, I will obtain permission from the proper authority.

House Moving Company: _____

Address: _____

Signature: _____

Telephone (Day): _____ Telephone (Night): _____

Emergency Phone: _____

Business License Number: _____

House must be moved from 9 a.m. to 3 p.m. Monday through Thursday only. Cancellations must be made 24 house in advance, unless due to weather.

Traffic Engineering Department

Date: _____

Approval By: _____

Title: _____

Mableton Community Development

Date: _____

Approval By: _____

Title: _____

Police Officers will be required to escort move and direct traffic.

Police escort assigned move: _____



COMMUNITY DEVELOPMENT DEPARTMENT

HOLD HARMLESS AGREEMENT

I certify that the information contained in the application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed structural move operation under the City of Mableton Code of Ordinances, Georgia State regulations and International Building Codes. I agree to abide by these rules, and further certify that I agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the structural move operation within the City of Mableton. I agree to defend, indemnify, and hold harmless, Mableton City Government, its departments, employees, agents, officers, and volunteers from any and all liability in any and all matters concerning this operation.

Name of Applicant (Print): _____

Signature: _____

Date: _____

NOTARIZATION STATEMENT

SUBSCRIBED AND SWORN to before me this _____ day of, 20_____

Notary Public in and for the State of Georgia

Residing at

My Commission Expires



**CITY OF MABLETON
COMMUNITY DEVELOPMENT**

**TEMPORARY CONSTRUCTION OFFICE PERMIT
ISSUED BY CITY OF MABLETON**

PERMIT # _____

Permit Issued _____

Permit Expires _____

Permit Fee _____
(\$25.00 per construction office)

APPLICANT _____ PHONE _____

ADDRESS: _____

REPRESENTATIVE _____ PHONE _____

PURPOSE: _____

LOCATION: _____

LAND LOT(S) _____ DISTRICT _____

TYPE BUILDING: _____

APPLICANT'S SIGNATURE

ZONING AUTHORIZATION

THIS PERMIT IS LIMITED TO A PERIOD OF SIX MONTHS. CONSTRUCTION OFFICE CANNOT BE CLOSER THAN 250 FEET TO AN OCCUPIED RESIDENCE. APPLICANT IS HELD RESPONSIBLE FOR ANY ZONING VIOLATIONS CONCERNING THIS BUILDING AND ITS REMOVAL. ABSOLUTELY NO SALES ARE TO TAKE PLACE FROM THIS STRUCTURE.

*Note: This form to be uploaded to city portal. Please upload a survey of the property or the approved set of construction plans.



**CITY OF MABLETON
COMMUNITY DEVELOPMENT**

**TEMPORARY REAL ESTATE SALES OFFICE PERMIT
ISSUED BY COMMUNITY DEVELOPMENT**

PERMIT # _____

Permit Issued _____

Permit Expires _____

Permit Fee _____
(\$50.00 per sales office)

APPLICANT _____

REPRESENTATIVE _____

Business Phone _____ Home Phone _____

Address _____

Subdivision Name _____

Lot _____ Block _____ Land Lot(s) _____ District _____

Location _____

Type of Building _____

APPLICANT'S SIGNATURE

CITY AUTHORIZATION

*Note: This form to be uploaded to city portal. Please also upload an approved set of Land Disturbance Permit construction plans.



CITY OF MABLETON COMMUNITY DEVELOPMENT

TEMPORARY TENT PERMIT ISSUED BY COMMUNITY DEVELOPMENT

Prior to issuance of a Temporary Tent Permit from the City, approval from the Cobb County Fire Marshal Division is required. Cobb County Fire & Emergency Services is located at 1595 County Services Parkway, Marietta, Georgia. Please call 770-528-8312 or 770-528- 8310.

Cobb County Fire & Emergency Services
Fire Marshal Division

Date

PERMIT # _____

Permit Issued: _____

Permit Expires: _____

Permit Fees: _____

(\$25.00 per tent)

OWNER/APPLICANT: _____

REPRESENTATIVE: _____

COMPANY NAME: _____

LOCATION OF TENT: _____

LAND LOT(S): _____ DISTRICT: _____

Check off list:

- Copy of lease agreement: _____
- Site plan attached: _____
- Does tent interfere with flow of traffic: Yes or No

“The issuance of this tent permit DOES NOT authorize the sale of merchandise on the ground, tables, etc. Alcoholic beverages ARE NOT authorized to be sold, served, stored, or consumed, or otherwise allowed under this tent or otherwise out of the confines of the licensed premises structure.”

APPLICANT’S SIGNATURE

CITY AUTHORIZATION

*Note: This form to be uploaded to city portal. Please also upload a survey of the property and a copy of the lease agreement from the property owner.



CITY OF MABLETON

Community Development

REGISTRATION AND ACKNOWLEDGEMENT APPLICATION FOR BACKYARD CHICKENS ISSUED BY CITY OF MABLETON

Applicant: _____

Phone: _____ Email: _____

Property Address: _____

Property Size: _____ Size of coop: _____ Number of chickens: _____

I acknowledge that Mableton has a Zoning Code for backyard chickens on less than two (2) acres. I will meet City Code regarding backyard chickens, items a through j below.

- a) The lot must either: at least two acres in size or there shall be a maximum ratio of one backyard chicken per 5,000 square feet of lot area.
- b) Only hens are kept on the property.
- c) The backyard chickens shall be kept/maintained within a fenced area to the rear of the house.
- d) Coops, or other buildings used for the poultry shall be located at least 25 feet off any property line. Coops are considered an accessory structure and all conditions for accessory structures in that zoning district shall also apply for any coop over 144 square feet.
- e) The owner(s) of the poultry shall keep the property maintained in a fashion that eliminates the potential negative effects resulting from the poultry, including but not limited to, odors, pollution, noise, insects, rodents and other wild animals.
- f) The backyard chickens shall not cause a nuisance, as defined by state law.
- g) The slaughter of any hen on site is prohibited.
- h) This section does not authorize persons to violate applicable restrictive covenants and/or homeowners' association rules and regulations. Property owners are solely responsible for compliance with all applicable restrictive covenants and homeowners' association rules and regulations.
- i) The Community Development Director shall develop an application form for review of these requests.
- j) a person seeking to keep and raise chickens in accordance with this section shall first submit a complete application to the Community Development Department.



Applicant Signature and Date

City Staff Approval Date

City Staff Denial Date



City of Mableton, Georgia Rezoning Application and Instructions

The City of Mableton strives to operate as a "paperless" organization. Please be advised that this application form, its required documents and any supporting information must be uploaded via the city's website and data portal.

All application information submitted is a public record and is subject to the Open Records Act. This information will be posted online. Do not include any sensitive or personal information on the application or in your submitted application packet.

The following items are required for submitting an application for rezoning:

1. **Rezoning Application.** (Attachment A) Original notarized signatures of titleholder(s) and representative(s) are required.
2. **Summary of Intent.** (Attachment B)
3. **Corporate Documentation.** If the titleholder(s) is a domestic or foreign corporation, then the following documentation shall also be required:
Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:
 - a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation of true facsimile thereof, as the case may be;
 - b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
 - c) That the execution of the document on behalf of the corporation has been duly authorized.
4. **Disclosure Form.** Zoning Application Disclosure forms (Attachments C1 and C2) must be completed.
5. **Warranty Deed.** A copy of the warranty deed that reflects the current owner(s) of the property. Security deeds are not acceptable. (Mark as Attachment D)
6. **Legal Description.** A current legal description of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than is included in the application for rezoning. (Mark as Attachment E)

7. **Tax Receipt.** A copy of the paid tax receipt for the subject property or a statement signed by an official in the Tax Commissioner's Office or other official document issued by the Tax Commissioner's Office indicating the taxes have been paid. Properties with delinquent taxes may be withdrawn by the staff or may be delayed or denied by the Mayor and Council. (Mark as Attachment F)
8. **Site Plan.** A copy of current site plan and current boundary survey drawn to scale by a registered engineer, architect, land planner, or land surveyor currently registered in accordance with applicable state laws. The plan must be stamped by the applicable professional. The plan must include the information listed below. If any item below is inapplicable, please explain why. (Mark as Attachment G)
- a) north arrow,
 - b) land lot lines,
 - c) district lines,
 - d) lot lines,
 - e) angles,
 - f) total acreage,
 - g) bearing and distances,
 - h) adjoining street with right-of-way (present and proposed),
 - i) paving widths,
 - j) the exact size (dimensions and square footage) and location of all buildings along with intended use,
 - k) building setback.
 - l) Renderings or elevations illustrating all four sides of any building in .pdf or .jpg format in color and at a sufficient resolution for quality printing.
 - m) buffer areas,
 - n) parking spaces,
 - o) parking deck location,
 - p) lakes and streams,
 - q) utility easements,
 - r) limits of the 100-year flood plain and acreage of flood plain,
 - s) cemeteries,
 - t) wetlands,
 - u) access points,
 - v) architectural or archeological landmarks,
 - w) stormwater detention/retention areas,
 - x) percentage of impervious surface before and after changes are made to the property,
 - y) stream buffers with required width,
 - z) lot sizes (if property will be subdivided)
9. **Septic Tank Documentation.** If the property is or will be on septic tank, documentation of approval from the Cobb County Health Department (770-435-7815). (Mark as Attachment H)
10. **Statement of Agreeable Zoning Conditions.** List all the characteristics of the proposed development beyond the minimum requirements of the zoning category, including agreements reached with neighboring property owners and other community members and organizations. Attachment C may be used or the information may be on a form or letterhead used by the applicant or the applicant's representative. (Mark as Attachment I)

11. **Zoning Analysis.** A complete written, documented analysis of the impact of the proposed rezoning with respect to each of the following matters. (Mark as Attachment J)
- (a) Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
 - (b) Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
 - (c) Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
 - (d) Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;
 - (e) Whether the zoning proposal is in conformity with the policy and intent of the land use plan; and
 - (f) Whether there are other existing or changing conditions affecting the use and development of the property, which give supporting grounds for either approval or disapproval of the zoning proposal.
9. **Traffic Study.** Any application for a rezoning involving a request of more than 75 residential dwelling units or 50,000 square feet of non-residential building space, in single or multiple phases, shall be required to submit a traffic impact study (prepared in accordance with industry accepted standards, including at a minimum, level of service impacts for adjacent roadways and intersections) and mitigation package to address the cumulative effects from the project's impact. Said applicant shall also be required to coordinate and fund any recommended mitigation measures limited to project related improvements with applicable federal, state and local agencies including the Georgia Regional Transportation Authority and the Atlanta Regional Commission.
- Any application for a rezoning involving a request of more than 150 residential dwelling units or 100,000 square feet of non-residential building space, in single or multiple phases, shall be required to submit a traffic impact study (prepared in accordance with industry accepted standards), the scope of which shall be determined by the Director of the Cobb County Department of Transportation or his/her designee and shall at a minimum address conditions and impacts resultant from the project within a 10 year scope. Said applicant shall also be required to coordinate and fund any recommended mitigation measures limited to project related improvements with applicable federal, state and local agencies including the Georgia Regional Transportation Authority and the Atlanta Regional Commission. (Mark the traffic study as Attachment K.)
- These requirements shall not apply to a "Development of Regional Impact", as defined by the Georgia Department of Community Affairs or Georgia Regional Transportation Authority, as may be amended from time to time. (Attachment L)
10. Application fee for rezoning, please see attached Rezoning Fee Structure. (Attachment M) Fees must be paid by credit card or Venmo.

Rezoning Process Requirements

1. **Signs.** Signs provided by the City must be posted on or near the right-of-way of the nearest public street thirty (30) days before the public hearing. Both a zoning sign and pursuant sign must be posted for every 500 feet of public road frontage. Failure to post and maintain signs continuously may prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, including the day of the public hearings and to remain posted until the final decision by the Mayor and

2. **Mailings.** Applicants are required to provide a Certificate of Mailing that demonstrates that all property owners within a 1,000-foot radius of the subject property have been notified of the rezoning application. Applicants are encouraged to provide the letter to city staff for a cursory review prior to completing the Certificate of Mailing. The notice must be postmarked 30 calendar days prior to the Planning Commission Hearing. The applicant/representative is required to file with the Zoning Division proof of the mailing no later than 21 days prior to the Planning Commission Zoning Hearing for which the application is scheduled to be considered. Staff is authorized to continue any pending case in which the above requirements are not met. The notification must include:
 - a. A legible copy of the application and site plan
 - b. The date, time and location of the monthly public open house (see below)
 - c. Phone numbers and email addresses for the applicant and the City zoning office.
3. **Community Open House Meeting.** The applicant or their representative must attend the monthly Community Open House Meeting hosted by the City of Mableton, during which interested citizens can ask questions of both the applicant and city staff, about the application. If applications are held or continued, applicant must continue to attend the Community Open House Meetings until their application is approved or denied by the Mayor and Council. Applicants are encouraged to produce explanatory materials for these open houses. The dates, times and locations for these open houses will be updated quarterly and available for review on the city's website.
4. **Public Hearings.** The applicant or their representative must attend both the Planning Commission and Mayor and City Council zoning hearings. If the application is held or delayed by either body, there may be more than two hearings. Failure to appear at the hearing may result in denial of the application.
5. **Public Contact.** Rezoning applications are public information and will be visible on the City website, advertised in the newspaper and otherwise disseminated to the general public. Applicants and their representatives should expect communication (phone calls, emails) from members of the public and should respond to their questions and concerns with complete, factual information and courtesy.

List of Attachments

Attachment A – Rezoning Application
Attachment B – Summary of Intent for Rezoning
Attachment C – Disclosure Statements (2)
Attachment D – Warranty Deed
Attachment E – Legal Description
Attachment F – Tax Receipt
Attachment G – Site Plan
Attachment H – Septic Tank Documentation
Attachment I – Statement of Agreeable Conditions
Attachment J – Zoning Analysis
Attachment K – Traffic Study
Attachment L – Development of Regional Impact Development Thresholds
Attachment M – Rezoning Fee Structure

Attachment A

Application for Rezoning Mableton, Georgia

Application No. _____

PC Hearing Date: _____

M&C Hearing Date: _____

Applicant _____ Phone# _____
(applicant's name printed)

Address _____ E-mail _____

_____ Address _____
(representative's name, printed)

_____ Phone# _____ E-mail _____
(representative's signature)

Signed, sealed and delivered in presence of:

_____ My commission expires: _____
Notary Public

Titleholder _____ Phone# _____ E-mail _____
(titleholder's name, printed)

Signature _____ Address _____
(attach additional signature, if needed)

Signed, sealed and delivered in presence of:

_____ My commission expires: _____
Notary Public

Zoning Request From _____ to _____
(present zoning) (proposed zoning)

For the Purpose of _____ Size of Tract _____ Acre(s)
(subdivision, restaurant, warehouse, apt., etc.)

Location _____
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) _____ District(s) _____

We have investigated the site as to the existence of archeological and/or architectural landmarks. I hereby certify that there are/are no such assets. If any exist, provide documentation with this application.

(applicant's signature)

We have investigated the site as to the existence of any cemetery located on the above property. I hereby certify that there is/is not such a cemetery. If any exist, provide documentation with this application.

(applicant's signature)

Application No. _____

Summary of Intent for Rezoning

Part 1. Residential Rezoning Information (attach additional information if needed)

- a) Proposed unit square-footage(s): _____
- b) Proposed building architecture: _____

- c) List all requested variances: _____

Part 2. Non-residential Rezoning Information (attach additional information if needed)

- a) Proposed use(s): _____

- b) Proposed building architecture: _____

- c) Proposed hours/days of operation: _____

- d) List all requested variances: _____

Attachment C1

PROPERTY/FINANCIAL DISCLOSURE REPORT¹ BY APPLICANT²

(A separate form must be completed by each applicant* - please see definition below)

Does any member of the Mayor and Council or Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property?_____

If so, describe the nature and extent of such interest:_____

Does any member of the Mayor and Council or Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is ten percent (10%) or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property?_____

If so, describe the nature and extent of such interest: _____

Does any member of the Mayor and Council or Planning Commission have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above?_____

If so, describe the relationship and the nature and extent of such interest:_____

I certify that the foregoing information is true and correct, this _____ day of _____, 20____.

Applicant's Signature

¹If the answer to any question is "Yes," then the Mayor or the member of the Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the City Council of Mableton, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

²Applicant means any person who applies for a rezoning action and any attorney, or other person representing or acting on behalf of a person who applies for a rezoning action

Attachment C2

CAMPAIGN DISCLOSURE REPORT¹ BY APPLICANT²

(A separate form must be completed by each applicant* - please see definition below)

Has the applicant² made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars (\$250.00) or more or made gifts having in the aggregate a value of two hundred fifty dollars (\$250.00) or more to a member or members of the Mayor and Council or Planning Commission who will consider the application?

If so, the applicant and the attorney representing the applicant must file a disclosure report with the Mayor and Council of Mableton within ten (10) days after this application is first filed.

Please apply the following information that will be considered as the required disclosure:

The name of the member(s) of the Mayor and Council or Planning Commission to whom the campaign contribution or gift was made: _____

The dollar amount of each campaign contribution made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application and the date of each such contribution: _____

An enumeration and description of each gift having a value of two hundred fifty dollars (\$250.00) or more made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application: _____

I certify that the foregoing information is true and correct, this _____ day of _____, 20____.

Applicant's Signature

¹If the answer to any question is "Yes," then the member of the Mayor and Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the City Council of Mableton, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

²Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action.

Attachment H

STATEMENT OF AGREEABLE ZONING CONDITIONS

Attachment K

Developments of Regional Impact Development Thresholds					
Type of Development	Notification Only	Rural and Developing Rural	Maturing Neighborhoods, Established Suburbs, Developing Suburbs, and other places not mentioned in this table	Regional Centers, and Regional Employment Corridors	Region Core
(1) Office	400,000 gross square feet	400,000 gross square feet	500,000 gross square feet	600,000 gross square feet	700,000 gross square feet
(2) Commercial	Greater than 300,000 gross square feet	300,000 gross square feet	400,000 gross square feet	500,000 gross square feet	600,000 gross square feet
(3) Wholesale & Distribution	Greater than 500,000 gross square feet	500,000 gross square feet	500,000 gross square feet	500,000 gross square feet	500,000 gross square feet
(4) Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	300 new beds	400 new beds	500 new beds	600 new beds
(5) Housing	Greater than 400 new lots or units	400 new lots or units	500 new lots or units	600 new lots or units	700 new lots or units
(6) Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres	500,000 SF or 1600 workers	500,000 SF or 1600 workers	500,000 SF or 1600 workers	500,000 SF or 1600 workers
(7) Hotels	Greater than 400 rooms	400 rooms	500 rooms	600 rooms	700 rooms
(8) Mixed Use	Gross square feet of 400,000 or more (with residential units calculated at either 1800 square feet per unit or, if applicable, the minimum square footage allowed by local development regulations); or covering more than 120 acres; or if any of the individual uses meets or exceeds a threshold as identified herein	400,000 gross square feet (with residential units calculated at 1800 square feet per unit, or the minimum allowed by the host local government)	500,000 gross square feet (with residential units calculated at 1500 square feet per unit, or the minimum allowed by the host local government)	600,000 gross square feet (with residential units calculated at 1000 square feet per unit, or the minimum allowed by the host local government)	700,000 gross square feet (with residential units calculated at 1000 square feet per unit, or the minimum allowed by the host local government)
(9) Airports	All new airports, runways and runway extensions	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more	New airports and runway extensions of 500 ft. or more

(10) Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000	1,500, seating capacity of 6,000+	1,500, seating capacity of 6,000+	1,500, seating capacity of 6,000+	1,500, seating capacity of 6,000+
(11) Post-Secondary School	New school with a capacity of more than 2,400 students; or expansion by at least 25 percent of capacity	New school with 2,400 students or expansion of at least 25%	New school with 2,400 students or expansion of at least 25%	New school with 2,400 students or expansion of at least 25%	New school with 2,400 students or expansion of at least 25%
(12) Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more	New facility within 1 mile of public facility (airport, school, reservoir, river, etc.), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only
(13) Quarries, Asphalt & Cement Plants	New facility or expansion of existing facility by more than 50 percent	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only	New facility within 1 mile of public facility (airport, school, reservoir, river,...), otherwise, notification only
(14) Wastewater Treatment Facilities	New major conventional treatment facility or expansion of existing facility by more than 50 percent; or community septic treatment facilities exceeding 150,000 gallons per day or serving a development project that meets or exceeds an applicable threshold as identified herein	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)
(15) Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels	50,000 barrels if within 1,000 ft. of water supply	50,000 barrels if within 1,000 ft. of water supply	50,000 barrels if within 1,000 ft. of water supply	50,000 barrels if within 1,000 ft. of water supply

(16) Water Supply Intakes/Public Wells/Reservoirs/Treatment Facilities	New Facilities	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)	Notification only (MNGWPD)
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(17) Intermodal Terminals	New Facilities	New facilities	New facilities	New facilities	New facilities
(18) Truck Stops	A new facility with more than three (3) diesel fuel pumps, or containing a half acre of truck parking or 10 truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces	10 or more diesel fuel pumps or 20 or more truck parking spaces
(19) Correctional/Detention Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips
(20) Any other development types not identified above (includes parking facilities)	1000 parking spaces or, if available, more than 5,000 daily trips generated	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips	1000 spaces or 5,000 daily trips



REZONING FEE STRUCTURE

Acres/Square Footage	Single-Family Residential (R-80, R-40, R-30, R-20, R-15, CS)	Medium/High Density Residential (RD, RA-5, SC, RM-8, RSL, FST, RM-12, MHPS, MHP)	Commercial, Industrial, Office (LRO, NRC, LRC, OI, UVC, PVC, CRC, OMR, OS, PSC, TS, GC, LI, HI)
0 – 5 Acres	\$ 500	\$ 750	\$1,000
5 – 10 Acres	\$1,000	\$1,500	\$2,000
10 – 20 Acres	\$1,500	\$2,000	\$2,500
20 – 100 Acres	\$2,000	\$2,500	\$3,000
100 + Acres	\$2,500 + \$25 per acre	\$3,000 + \$25 per acre	\$3,500 + \$25 per acre
0 to 20,000 sq. ft.		\$ 700	\$ 900
20,001 to 50,000 sq. ft.		\$1,200	\$1,500
50,001 to 100,000 sq. ft.		\$1,500	\$1,800
100,001 to 500,000 sq. ft.		\$2,000	\$2,200
500,001 + sq. ft.		\$2,000 + \$90 per 100,000 sq. ft.	\$2,200 + \$115 per 100,000 sq. ft.

NOTE: The **maximum** fee for any rezoning application \$10,000. Fees must be paid by credit card or Venmo.

(Effective September 11, 2001) Any single-family residential rezoning application being filed for the sole purpose of changing the zoning classification to reflect the existing lot sizes(s) and/or lot configuration, that proposes no increase in density or additional development activities, will be charged an application fee of \$100.00 plus a refundable \$300.00 sign bond plus a non-refundable fee of \$15.00 per sign issued by Mableton Community Development Staff.

The fee for medium/high density residential, commercial, industrial, or office rezoning applications will be based on the total number of acres being rezoned or the total square footage of the proposed building(s) on the rezoning site, **whichever fee is greater**.

There is also a **deposit fee of \$300.00** for sign(s), which will be refunded if the sign(s) are returned within **thirty (30)** days after the final decision by the Mayor and Council plus a non-refundable fee of \$15.00 per sign issued by Mableton Community Development Staff.



City of Mableton, Georgia Variance Application and Instructions

The City of Mableton strives to operate as a "paperless" organization. Please be advised that this application form, its required documents and any supporting information must be uploaded via the city's website and data portal.

All information submitted is a public record and is subject to the Open Records Act. This information will be posted online. Do not include any sensitive or personal information on the application, or in your submitted application packet.

The following items are required for submitting an application for variance:

1. **Rezoning Application.** Attachment A) Original notarized signatures of titleholder(s) and representative(s) are required.
2. **Corporate Documentation.** If the titleholder(s) is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

- a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation or true facsimile thereof, as the case may be;
- b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
- c) That the execution of the document on behalf of the corporation has been duly authorized.

3. **Warranty Deed.** A copy of the warranty deed that reflects the current owner(s) of the property. (Mark as Attachment B)

4. **Disclosure Forms.** Zoning Application Disclosure forms (Attachments C1 and C2) must be completed.

5. **Legal Description.** A current legal description of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than is included in the

application for rezoning. (Mark as Attachment C)

6. **Site Plan.** A copy of a current plot plan and current boundary survey drawn to scale by a registered engineer, architect, land planner, or land surveyor currently registered in accordance with applicable state laws. The plan must be stamped by the applicable professional. The plan must include the information listed below. If any item is inapplicable, please explain why. (Mark as Attachment D)

- a) north arrow
- b) land lot lines
- c) district lines
- d) lot lines
- e) angles
- f) total acreage
- g) bearing and distances
- h) adjoining street with right-of-way (present and proposed)
- i) paving widths
- j) the exact size (dimensions and square footage) and location of all buildings along with intended use
- k) building setback
- l) buffer areas
- m) parking spaces and parking deck location
- n) lakes and streams
- o) utility easements
- p) limits of the 100-year floodplain and acreage of floodplain
- q) cemeteries
- r) access points
- s) wetlands
- t) stormwater detention/retention areas
- u) calculation of impervious surface before and after changes to the property
- v) stream buffers (minimum 50' buffer)
- w) architectural or archeological landmarks
- x) lot sizes (if the property will be subdivided)

7. **Sign Variances Only.** Any sign variance request must provide a sign rendering that shows: size, height, shape, illumination (external/internal) and structural details (footings). (Mark as Attachment F)

8. **Tax Receipt.** A copy of the paid tax receipt for the subject property, or a statement signed by an official in the Tax Commissioner's Office or other official document issued by the Tax Commissioner's Office indicating the taxes have been paid. Properties with delinquent taxes may be withdrawn by the staff or may be delayed or denied by the Board of Zoning Appeals. (Mark as Attachment G)

9. **Septic Tanks.** Documentation from the Cobb County Health Department if the property is or will be on a septic tank. (Attachment H)

Variance Process Requirements

1. **Signs.** Signs provided by the City must be posted on or near the right-of-way of the nearest public street thirty (30) days before the public hearing. Signs must be posted every 500 feet of public road frontage. Failure to post and maintain signs continuously may prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, including the day of the public hearing and to remain posted until the final decision by the Board of Zoning Appeals.

2. **Public Hearing.** Applicant, or representative for applicant, must attend the Variance Hearing. Failure to attend may result in dismissal with prejudice, rejection of the application or continuance of the hearing at the Board's sole discretion.
3. **Application Fees.** Fees must be paid by credit card or Venmo. To qualify for the residential fee schedule, the applicant must be the present or future resident.
 - a. Residential - \$150.00
 - b. Churches -\$450.00
 - c. Livestock - \$25.00
 - d. Builders -\$450.00
 - e. Commercial - \$500.00
4. **Mailings.** Applicants are required to provide a Certificate of Mailing that demonstrates that all property owners adjacent to the subject property have been notified of the Variance application. Applicants are encouraged to provide the letter to city staff for a cursory review prior to completing the Certificate of Mailing. The notice must be postmarked 30 calendar days prior to the Planning Commission Hearing. The applicant/representative is required to file with the Zoning Division proof of the mailing no later than 21 days prior to the Planning Commission Zoning Hearing for which the application is scheduled to be considered. Staff is authorized to continue any pending case in which the above requirements are not met. The notification must include:
 - a. A legible copy of the application and site plan
 - b. Phone numbers and email addresses for the applicant and the City zoning office.
5. **Reduction in Lot Size or Public Road Frontage.** Variances for a reduction in lot size or a reduction in public road frontage cannot be heard by the Board of Zoning Appeals. These two types of variances can only be heard by the Mayor and Council via the "Other Business" process. Please see the "Other Business" application for the requirements, fees and hearing dates.
6. **Public Contact.** Variance applications are public information and will be visible on the City website, advertised in the newspaper and otherwise disseminated to the general public. Applicants and their representatives should expect communication (phone calls, emails) from members of the public and should respond to their questions and concerns with complete, factual information and courtesy.
7. **Reconsideration.** Any variance request may not be reconsidered for a period of twelve (12) months after it has been rejected by the Board of Zoning Appeals, unless by court order or pursuant to a settlement of litigation approved by the Board of Zoning Appeals.

List of Attachments

Attachment A – Variance Application
Attachment B – Warranty Deed
Attachments C1 & 2 – Disclosure Forms
Attachment D – Legal Description
Attachment E – Site Plan
Attachment F – Sign Variances Only
Attachment G – Tax Receipt
Attachment H – Septic Tank Documentation

ATTACHMENT A

Application for Variance Mableton, Georgia

(type or print clearly)

Application No. _____
Hearing Date: _____

Applicant _____ Phone # _____ E-mail _____

(representative's name, printed) Address _____
(street, city, state and zip code)

(representative's signature) Phone # _____ E-mail _____

Signed, sealed and delivered in presence of:

My commission expires: _____

Notary Public

Titleholder _____ Phone # _____ E-mail _____

Signature _____ Address: _____
(attach additional signatures, if needed) (street, city, state and zip code)

Signed, sealed and delivered in presence of:

My commission expires: _____

Notary Public

Present Zoning of Property _____

Location _____
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) _____ District _____ Size of Tract _____ Acre(s) _____

Please select the extraordinary and exceptional condition(s) to the piece of property in question. The condition(s) must be peculiar to the piece of property involved.

Size of Property _____ Shape of Property _____ Topography of Property _____ Other _____

Does the property or this request need a second electrical meter? YES _____ NO _____.

How many stories is the proposed building? _____ How many square feet? _____

The City of Mableton Zoning Ordinance Section (insert) states that the City of Mableton Board of Zoning Appeals must determine that applying the terms of the Zoning Ordinance without the variance would create an unnecessary hardship. Please state what hardship would be created by following the normal terms of the ordinance.

List type of variance requested: _____

ATTACHMENT C1

PROPERTY/FINANCIAL DISCLOSURE REPORT¹ BY APPLICANT²

(A separate form must be completed by each applicant* - please see definition below)

Does any member of the Mayor and Council or Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property?

If so, describe the nature and extent of such interest:

Does any member of the Mayor and Council or Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is ten percent (10%) or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? _____

If so, describe the nature and extent of such interest:

Does any member of the Mayor and Council or Planning Commission have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above?

If so, describe the relationship and the nature and extent of such interest:

I certify that the foregoing information is true and correct, this _____ day of _____, 20

Applicant's Signature

¹If the answer to any question is "Yes," then the Mayor or the member of the Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the City Council of Mableton, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

²Applicant means any person who applies for a rezoning action and any attorney, or other person representing or acting on behalf of a person who applies for a rezoning action

ATTACHMENT C2

CAMPAIGN DISCLOSURE REPORT¹ BY APPLICANT²

(A separate form must be completed by each applicant* - please see definition below)

Has the applicant² made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars (\$250.00) or more or made gifts having in the aggregate a value of two hundred fifty dollars (\$250.00) or more to a member or members of the Mayor and Council or Planning Commission who will consider the application?

If so, the applicant and the attorney representing the applicant must file a disclosure report with the Mayor and Council of Mableton within ten (10) days after this application is first filed.

Please apply the following information that will be considered as the required disclosure:

The name of the member(s) of the Mayor and Council or Planning Commission to whom the campaign contribution or gift was made:

The dollar amount of each campaign contribution made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application and the date of each such contribution:

An enumeration and description of each gift having a value of two hundred fifty dollars (\$250.00) or more made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application:

I certify that the foregoing information is true and correct, this _____ day of _____, 20____.

Applicant's Signature

¹If the answer to any question is "Yes," then the member of the Mayor and Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the City Council of Mableton, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

²Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action



City of Mableton, Georgia Special Land Use Permit Application and Instructions

The City of Mableton strives to operate as a "paperless" organization. Please be advised that this application form, its required documents and any supporting information must be uploaded via the city's website and data portal.

All application information submitted is a public record and is subject to the Open Records Act. This information will be posted online. Do not place any sensitive or personal information on the application or in your submitted application packet.

The following items are required for submitting an application for rezoning:

The following items are required for submitting an application for a Special Land Use Permit:

1. **Special Land Use Permit Application.** (Attachment A) Original notarized signature of titleholder(s) and applicant(s) and/or representative(s).
2. **Corporate Documentation.** If the titleholder(s) is a domestic or foreign corporation, then the following documentation shall also be required:
 - a. Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:
 - b. That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation or true facsimile thereof, as the case may be;
 - c. That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
 - d. That the execution of the document on behalf of the corporation has been duly authorized.
3. **Disclosure Forms.** Disclosure forms Attachments B1 and B2 must be completed.

4. **Warranty Deed.** A copy of the warranty deed that reflects the current owner(s) of the property. (Mark as Attachment C)
5. **Legal Description.** A current legal description of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than is included in the application for rezoning. (Mark as Attachment D)
6. **Tax Receipt.** A copy of the paid tax receipt for the subject property or a statement signed by an official in the Tax Commissioner's Office or other official document issued by the Tax Commissioner's Office indicating the taxes have been paid. Properties with delinquent taxes may be withdrawn by the staff or may be delayed or denied by the Mayor and Council. (Mark as Attachment E)
7. **Statement of Proposed Site Improvements.** Include a statement of proposed site improvements (i.e., grading, tree removal, paved parking, detention facilities, additions to house or other permitted structure, etc.) to the subject property if site improvements will be made. If no site improvements are proposed, a copy of a current survey of the property drawn to scale and stamped by a registered engineer, architect, land planner or land surveyor shall be required. In the event of any proposed site improvements, all requirements of Item 6 shall apply. (Mark as Attachment F)
8. **Site Plan.** A copy of current plot plan and current boundary survey drawn to scale and stamped by a registered engineer, architect, land planner or land surveyor currently registered in accordance with applicable state laws. The plan must include the information listed below. If any item is inapplicable, please explain why. Mark as Attachment G).
 - a. north arrow
 - b. land lot lines
 - c. district lines
 - d. lot lines
 - e. angles
 - f. total acreage
 - g. bearing and distances
 - h. adjoining street with right-of-way (present and proposed)
 - i. paving widths
 - j. the exact size (dimensions and square footage) and location of all buildings along with intended use
 - k. building setbacks
 - l. renderings or elevations illustrating all four sides of any building in pdf or jpg format in color and a sufficient resolution for quality printing
 - m. buffer areas
 - n. parking spaces
 - o. parking deck location
 - p. lakes and streams
 - q. utility easements
 - r. limits of the 100-year floodplain and acreage of floodplain
 - s. cemeteries
 - t. wetland
 - u. access points
 - v. architectural or archeological landmarks
 - w. stormwater detention/retention areas
 - x. percentage of impervious surface before and after changes are made to the property
 - y. lot sizes (if the property will be subdivided)
 - z. stream buffers (minimum 50' buffer)

9. **Statement of Agreeable Conditions.** List all the characteristics of the proposed development and/or use beyond the minimum requirements of the zoning category and special land use permit requirements by ordinance, including agreements reached with neighboring property owners and other community members and organizations. Attachment H may be used, or the information may be on a form or letterhead used by the applicant or the applicant's representative.
10. **Septic Tank.** If the property is or will be on septic tank, contact the Cobb County Health Department. Approval must be obtained prior to filing of the application for land use. (Mark as Attachment I)

Special Land Use Process Requirements

1. **Signs.** Signs provided by the City must be posted on or near the right-of-way of the nearest public street thirty (30) days before the public hearing. Signs must be posted every 500 feet of public road frontage. Failure to post and maintain signs continuously may prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, including the day of the public hearings and to remain posted until the final decision by the Mayor and Council.

2. **Mailings.** Applicants are required to provide a Certificate of Mailing that demonstrates that all property owners within a 1,000-foot radius of the subject property have been notified of the Special Land Use Permit application. Applicants are encouraged to provide the letter to city staff for a cursory review prior to completing the Certificate of Mailing. The notice must be postmarked 30 calendar days prior to the Planning Commission Hearing for which the application is scheduled to be considered. Staff is authorized to continue any pending case in which the above requirements are not met. The notification must include:

- a. A legible copy of the application and site plan
- b. The date, time and location of the monthly public open house (see below)
- c. Phone numbers and email addresses for the applicant and the City zoning office.

3. **Community Open House.** The applicant or their representative must attend the monthly Community Open House hosted by the City of Mableton, during which interested citizens can ask questions of both the applicant and city staff, about the application. If applications are held or continued, applicants must continue to attend the Community Open House meetings until their application is approved or denied by the Mayor and Council. Applicants are encouraged to produce explanatory materials for these open houses. The dates, times and locations for these open houses will be updated quarterly and available for review on the city's website.

4. **Public Hearings.** The applicant or their representative must attend both the Planning Commission and Mayor and Council zoning hearings. If the application is held or delayed by either body, there may be more than two hearings. Failure to attend may result in denial of the application.

5. **Public Contact.** Variance applications are public information and will be visible on the City website, advertised in the newspaper and otherwise disseminated to the general public. Applicants and their representatives should expect communication (phone calls, emails) from members of the public and should respond to their questions and concerns with complete, factual information and courtesy.

6. **Application Fee.** The application fee is \$1,000.00. There is an additional \$5,000.00 consultant review fee for applications involving telecommunications towers and/or facilities. All

fees must be paid when this application is submitted. Fees must be paid by credit card or Venmo.

List of Attachments

Attachment A – Special Land Use Permit Application
Attachment B – Disclosure Statements (2)
Attachment C – Warranty Deed
Attachment D – Legal Description
Attachment E – Tax Receipt
Attachment F - Statement of Proposed Improvements
Attachment G – Site Plan
Attachment H – Statement of Agreeable Zoning Conditions
Attachment I – Septic Tank Approval

Application for Special Land Use Permit City of Mableton, Georgia

Application No. _____

PC Hearing Date: _____

M&C Hearing Date: _____

Applicant _____ Phone # _____
(applicant 's name printed)

Address _____ E-mail _____

(representative's name, printed) Address _____

(representative's signature) Phone # _____ E-mail _____

Signed, sealed and delivered in presence of:

Notary Public My commission expires: _____

Titleholder _____ Phone # _____ E-mail _____
(titleholder's name, printed)

Signature _____ Address _____
(attach additional signature, if needed)

Signed, sealed and delivered in presence of:

Notary Public My commission expires: _____

Present Zoning _____ Size of Tract _____ Acre(s)

For the Purpose of _____

Location _____
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) _____ District(s) _____

We have investigated the site as to the existence of archeological and/or architectural landmarks. I hereby certify that there are/are no such assets. If any exist, provide documentation with this application.

(applicant's signature)

We have investigated the site as to the existence of any cemetery located on the above property. I hereby certify that there is/is not such a cemetery. If any exist, provide documentation with this application.

(applicant's signature)

ATTACHMENT H
AGREEABLE CONDITIONS

ATTACHMENT B1

PROPERTY/FINANCIAL DISCLOSURE REPORT¹ BY APPLICANT²

(A separate form must be completed by each applicant* - please see definition below)

Does any member of the Mayor and Council or Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property?_____

If so, describe the nature and extent of such interest:_____

Does any member of the Mayor and Council or Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is ten percent (10%) or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property?_____

If so, describe the nature and extent of such interest: _____

Does any member of the Mayor and Council or Planning Commission have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above?_____

If so, describe the relationship and the nature and extent of such interest:_____

I certify that the foregoing information is true and correct, this _____ day of _____, 20_____.

Applicant's Signature

¹If the answer to any question is "Yes," then the member of the Mayor and Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the Mayor and Council of City of Mableton, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

²Applicant means any person who applies for a rezoning action and any attorney, or other person representing or acting on behalf of a person who applies for a rezoning action.

ATTACHMENT B2
CAMPAIGN DISCLOSURE REPORT¹ BY APPLICANT²

(A separate form must be completed by each applicant* - please see definition below)

Has the applicant² made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars (\$250.00) or more or made gifts having in the aggregate a value of two hundred fifty dollars (\$250.00) or more to a member or members of the Mayor and Council or Planning Commission who will consider the application?

If so, the applicant and the attorney representing the applicant must file a disclosure report with the Mayor and Council of City of Mableton within ten (10) days after this application is first filed.

Please apply the following information that will be considered as the required disclosure:

The name of the member(s) of the Mayor and Council or Planning Commission to whom the campaign contribution or gift was made: _____

The dollar amount of each campaign contribution made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application and the date of each such contribution: _____

An enumeration and description of each gift having a value of two hundred fifty dollars (\$250.00) or more made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application: _____

I certify that the foregoing information is true and correct, this _____ day of _____ 20_____.

Applicant's Signature

¹If the answer to any question is "Yes," then the member of the Mayor and Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the Mayor and Council of City of Mableton, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

²Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action.



City of Mableton, Georgia

Temporary Land Use Permit Application and Instructions

The City of Mableton strives to operate as a "paperless" organization. Please be advised that this application form, its required documents and any supporting information must be uploaded via the city's website and data portal.

All application information submitted is a public record and is subject to the Open Records Act. This information will be posted online. Do not include any sensitive or personal information on the application or in your submitted application packet.

The following items are required for submitting an application for temporary land use permit:

1. **Temporary Land Use Application.** (Attachment A) Original notarized signatures of titleholder(s) and applicant(s) and/or representative(s) are required
2. **Corporate Documentation.** If the titleholder(s) is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

- a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation or true facsimile thereof, as the case may be;
 - b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
 - c) That the execution of the document on behalf of the corporation has been duly authorized.
3. **Temporary Land Use Permit Worksheet.** (Attachment B1 or B2. Either Worksheet B1 or B2 must be submitted with the application.
 4. **Disclosure Form.** Temporary Land Use Disclosure forms (Attachments C1 and C2) must be completed.

5. **Warranty Deed.** A copy of the warranty deed that reflects the current owner(s) of the property. (Mark as Attachment D)
6. **Legal Description.** A current legal description of the subject property. If the application consists of several tracts, a legal description of each tract is required. A separate legal description of each zoning classification is also required, as well as an overall description of all tracts and/or classifications combined. No legal description should include more property than is included in the application for the Temporary Land Use Permit. (Mark as Attachment E)
7. **Tax Receipt.** A copy of the paid tax receipt for the subject property or a statement signed by an official in the Tax Commissioner's Office or other official document issued by the Tax Commissioner's Office indicating the taxes have been paid. Properties with delinquent taxes may be withdrawn by staff or may be delayed or denied by the Mayor and Council. (Mark as Attachment F)
8. **Site Plan.** A copy of current plot plan and current boundary survey drawn to scale and stamped by a registered engineer, architect, land planner, or land surveyor currently registered in accordance with applicable state laws. The plan must include the information listed below. If any item is inapplicable, please explain why. (Mark as Attachment G)
 - a) north arrow
 - b) land lot lines
 - c) district lines
 - d) lot lines
 - e) angles
 - f) total acreage
 - g) bearing and distances
 - h) adjoining street with right-of-way (present and proposed)
 - i) paving widths
 - j) the exact size (dimensions and square footage) and location of all buildings along with intended use
 - k) building setback
 - l) buffer areas
 - m) parking spaces
 - n) lakes and streams
 - o) utility easements
 - p) limits of the 100-year floodplain and acreage of floodplain
 - q) cemeteries
 - r) wetlands
 - s) access points
 - t) architectural or archeological landmarks
 - u) stormwater detention/retention areas
 - v) calculation of impervious surface before and after any proposed changes to the property
 - w) lot sizes (if the property will be subdivided)
 - x) stream buffers (minimum 50' buffer)
9. Documentation from the Cobb County Health Department if the property is or will be on a septic tank. (Attachment H)

Temporary Land Use Permit Process Requirements

1. **Signs.** Signs provided by the city must be posted on or near the right-of-way of the nearest public street thirty (30) days before the public hearing. Signs must be posted every 500 feet of public road

frontage. Failure to post and maintain signs continuously may prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, including the day of the public hearings and to remain posted until the final decision by the Mayor and Council.

2. **Public Hearings.** Applicant, or representative for applicant, **must** attend the Zoning Hearings. Failure to attend may result in dismissal with prejudice, rejection of the application or continuance of the hearing at the Council's sole discretion.
3. **Application Fee.** The Application Fee is \$150.00 and must be paid by credit card or Venmo.
4. **Mailings.** Applicants are required to provide a Certificate of Mailing that demonstrates that all property owners adjacent to the subject property have been notified of the Temporary Land Use application. Applicants are encouraged to provide the letter to city staff for a cursory review prior to completing the Certificate of Mailing. The notice must be postmarked 30 calendar days prior to the Planning Commission Hearing. The applicant/representative is required to file with the Zoning Division proof of the mailing no later than 21 days prior to the Planning Commission Zoning Hearing for which the application is scheduled to be considered. Staff is authorized to continue any pending case in which the above requirements are not met. The notification must include:
 - a. A legible copy of the application and site plan
 - b. Phone numbers and email addresses for the applicant and the City zoning office.
5. **Public Contact.** Temporary Land Use Permit applications are public information and will be visible on the City website, advertised in the newspaper and otherwise disseminated to the general public. Applicants and their representatives should expect communication (phone calls, emails) from members of the public and should respond to their questions and concerns with complete, factual information and courtesy.

List of Attachments

Attachment A – Temporary Land Use Application

Attachment B1 or B2 – Temporary Land Use Application Worksheet

Attachment C – Disclosure Statements (2)

Attachment D – Warranty Deed

Attachment E – Legal Description

Attachment F – Tax Receipt

Attachment G – Site Plan

Attachment H – Septic Tank Documentation (if applicable)

ATTACHMENT A

Application for Temporary Land Use Permit Mableton, Georgia

Application No. _____

PC Hearing Date: _____

M&C Hearing Date: _____

Applicant _____ Phone # _____ E-mail _____

(representative's name, printed) Address _____

(representative's signature) Phone # _____ E-mail _____

Signed, sealed and delivered in presence of:

(Notary Public) My commission expires: _____

Titleholder _____ Phone # _____ E-mail _____

Signature _____ Address _____

(attach additional signature, if needed)

Signed, sealed and delivered in presence of:

Notary Public My commission expires: _____

Present Zoning _____

Type of Permit

Temporary Land Use _____; Poultry on less than two acres ____; Other _____

Renewal - Yes _____ No _____

For the Purpose of _____

Location _____
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) _____ District _____

Size of Tract _____ Acre(s)

Will any site improvements (i.e., grading, tree removal, paved parking, detention facilities, additions to house or other permitted structure, etc.) be undertaken on the subject property? _____ Yes _____ No _____

ATTACHMENT B1

**Application for
Temporary Land Use Permit
Mableton, Georgia**

Application # _____

PC Hearing Date _____

M&C Hearing Date _____

For Business Use or for a Use Not Permitted

1. Type of business or request? _____
2. Number of employees? _____
3. Days of operation? _____
4. Hours of operation? _____
5. Number of clients, customers or salespersons coming to the property per day? _____ Per week? _____
6. Where do clients, customers and/or employees park? Driveway: _____ Street: _____ Other (explain): _____
7. Signs? No: _____ Yes: _____ If Yes, then how many, size and location: _____

8. Number of vehicles related to this request? (Also state type of vehicle, i.e. dump truck, box truck, passenger cars) _____
9. Deliveries? No: _____ Yes: _____ (If Yes, then how many per day or week, and is the deliver via semi-truck, USPS, Fedex, UPS, etc) _____
10. Does the applicant live at the property? Yes: _____ No: _____
11. Any outdoor storage? No: _____ Yes: _____ (If Yes, state what is kept outside): _____

12. Length of time requested (24 months maximum): _____
13. Is the application a result of a Code Enforcement action? No: _____ Yes: _____ (If Yes, attache a copy of the Notice of Violation and/or tickets to this form.)
14. Any additional information? (Attach additional sheets if needed.) _____

Applicant Signature _____ Date: _____

Applicant Name (printed) _____

ATTACHMENT B2

**Application for
Temporary Land Use Permit
Mableton, Georgia**

Application # _____

PC Hearing Date _____

M&C Hearing Date _____

For Number of Adults and/or Vehicles

1. Number of unrelated adults in the house? _____
2. Number of related adults in the house? _____
3. Number of vehicles at the house? _____
4. Where do the residents park? Driveway: _____ Street: _____ Garage: _____
5. Does the property owner live in the house? Yes: _____ No: _____
6. Any outdoor storage? No: _____ Yes: _____ (If Yes, state what is kept outside:

7. Length of time requested (24 months maximum): _____
8. Is the application a result of a Code Enforcement action? No: _____ Yes: _____ (If Yes, attach a
copy of the Notice of Violation and/or tickets to this form.)
9. Any additional information? (Attach additional sheets if needed.)

Applicant Signature _____ Date: _____

Applicant Name (printed) _____

ZONING STAFF USE ONLY BELOW THIS LINE

Zoning of property: _____

Size of house per Cobb County Tax Assessor records: _____

Number of related adults proposed: _____

Number permitted by code: _____

Number of unrelated adults proposed: _____

Number permitted by code: _____

Number of vehicles proposed: _____

Number permitted by code: _____

Number of vehicles proposed to be parked outside: _____

Number permitted by code: _____

ATTACHMENT C1

PROPERTY/FINANCIAL DISCLOSURE REPORT¹ BY APPLICANT²

(A separate form must be completed by each applicant* - please see definition below)

Does any member of the Mayor and Council or Planning Commission have a property interest (direct or indirect ownership, including any percentage of ownership less than total) in the subject property? _____

If so, describe the nature and extent of such interest: _____

Does any member of the Mayor and Council or Planning Commission have a financial interest (direct ownership interests of the total assets or capital stock where such ownership interest is ten percent (10%) or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, which has a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? _____

If so, describe the nature and extent of such interest: _____

Does any member of the Mayor and Council or Planning Commission have a spouse, mother, father, brother, sister, son or daughter who has any interest as described above? _____

If so, describe the relationship and the nature and extent of such interest: _____

I certify that the foregoing information is true and correct, this _____ day of _____, 20____.

Applicant's Signature

¹If the answer to any question is "Yes," then the Mayor or the member of the Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the City Council of Mableton, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

²Applicant means any person who applies for a rezoning action and any attorney, or other person representing or acting on behalf of a person who applies for a rezoning action

ATTACHMENT C2

CAMPAIGN DISCLOSURE REPORT¹ BY APPLICANT²

(A separate form must be completed by each applicant* - please see definition below)

Has the applicant² made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars (\$250.00) or more or made gifts having in the aggregate a value of two hundred fifty dollars (\$250.00) or more to a member or members of the Mayor and Council or Planning Commission who will consider the application?

If so, the applicant and the attorney representing the applicant must file a disclosure report with the Mayor and Council of Mableton within ten (10) days after this application is first filed.

Please apply the following information that will be considered as the required disclosure:

The name of the member(s) of the Mayor and Council or Planning Commission to whom the campaign contribution or gift was made: _____

The dollar amount of each campaign contribution made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application and the date of each such contribution: _____

An enumeration and description of each gift having a value of two hundred fifty dollars (\$250.00) or more made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application: _____

I certify that the foregoing information is true and correct, this _____ day of _____, 20____.

Applicant's Signature

¹If the answer to any question is "Yes," then the member of the Mayor and Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the City Council of Mableton, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

²Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action.



Application for Open Space Community (OSC)
Overlay Zoning District

Application No.: _____

Concept Plan Review: _____

Mayor and Council

Applicant _____ Business Phone _____ Hearing: _____

(representative's name, printed) Address _____ Home Phone _____

(representative's signature) Business Phone _____

Signed, sealed and delivered in presence of:

Notary Public My commission expires: _____

Titleholder _____ Business Phone ----- Home Phone _____

Signature _____ Address _____
(attach additional signatures, if needed)

Signed, sealed and delivered in presence of:

Notary Public My commission expires: _____

Underlying/Current Zoning _____ Size of Tract -----  Acre (s)

Location _____
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) _____ District _____

We have investigated the site as to the existence of archaeological and/or architectural landmarks. I hereby certify that there are/are no such assets. If any, they are as follows:

(applicant's signature)

we have investigated the site as to the existence of any cemetery located on the above property. I hereby certify that there is/is not such a cemetery. If any, they are as follows:

(applicant's signature)



REQUIREMENTS FOR THE OPEN SPACE COMMUNITY OVERLAY APPLICATION

The City of Mableton strives to operate as a "paperless" organization. Please be advised that this application form, its required documents and any supporting information must be uploaded via the city's website and data portal.

All information submitted, and filled in on the application is a public record and is subject to the Open Records Act. This information will be posted online; please do not place any sensitive or personal information on the application, or in your submitted application packet.

This application process applies only to Open Space Community (OSC) applications that do not require a change in the underlying zoning of the property. Applications must be submitted to Community Development as indicated on **the attached OSC schedule**. The applicant or a representative is required to attend the Concept Plan Review. After city staff determines the application is complete, there will be a review by other applicable city and county staff. Public notice signs will be posted by community development staff. The application will then be forwarded to Mayor and Council as an "Other Business" agenda item.

OSC plan submittal application requirements

1. Notarized signature of titleholder(s) and representative(s)
2. A copy of the warranty deed that reflects current owner(s) of the property
3. Electronic copy of a site plan with boundary survey indicating the following:
 - a. The architect, engineer, or designer's name, address, and telephone number.
 - b. Developer's name, address, and telephone number.
 - c. Scale of the plan.
 - d. North arrow.
 - e. Street address of the site.
 - f. Vicinity map showing the relationship of the site to the surrounding area.
 - g. Existing land lot, property lines, rights-of-way, dedications, and easements.
 - h. Location of existing and proposed structures, driveways, walks, recreation facilities, amenities, and other non-permeable entities.
 - i. Topographic information.
 - j. Delineation of existing streams, floodplains, wetlands, and other bodies of water.
 - k. Location of any known or potential historic sites and cemeteries.
 - l. Delineation and description of ground cover types and locations of specimen trees existing on the site, as defined in the City of Mableton Tree Ordinance.

4. Electronic copy of site plan showing the underlying zoning density and lot yield.
 5. Preliminary grading plan showing the limits if grading tree save areas, open space areas, and other features to be excluded from land disturbance activities. Mass grading of a project site is PROHIBITED.
 6. Agreeable Zoning Conditions must be submitted (whether on the form attached hereto), or on a form or letterhead used by the applicant's representative.
 7. Applicants are required to provide a Certificate of Mailing that demonstrates that all property owners within a 1,000-foot radius of the subject property have been notified of a monthly public open house hosted by the City of Mableton, during which interested citizens can ask questions of both the applicant and city staff, about the application. Applicants are encouraged to produce explanatory materials for these open houses. The dates, times and locations for these open houses will be updated quarterly and available for review on the city's website. Applicants are encouraged to provide the letter to city staff for a cursory review prior to completing the Certificate of Mailing.
 8. A narrative site analysis describing how the objectives of this district will be achieved utilizing the overlay district.
 9. Application fee of \$500.00 payable at the time of initial application submittal.
- * Property shall be posted for 30 days prior to the Mayor and Council meeting date. Signs will be posted by Community Development.**

AGREEABLE ZONING CONDITIONS

**PUBLIC NOTICE
CITY OF MABLETON, GEORGIA
PUBLIC HEARING**

Notice is hereby provided that the City Mableton, Georgia, Mayor and Council will conduct a public hearing during the City's **March 10, 2025** City Council Meeting commencing at **6:30pm**, in consideration of an **ordinance updating the City of Mableton, Georgia, Zoning and Permitting Fee Schedule**.

The meeting will take place at **Riverside EpiCenter, 135 Riverside Pkwy, Austell, GA 30168**. The public is invited to attend the meeting and public hearing for oral comments, or submit written comments on the subject to the City Clerk by email at: susan.hiott@mableton.gov. A copy of the proposed ordinance may be retrieved from the City Clerk for the purpose of public inspection.

**AN ORDINANCE UPDATING THE CITY OF MABLETON ZONING AND
PERMITTING FEE SCHEDULE 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, Sec. 1.13(23) of the City Charter authorizes the City “[t]o provide comprehensive city planning for land use, signage, outside advertising, and development by zoning and to provide subdivision regulation and the like as the City Council deems necessary and reasonable to ensure a safe, healthy, and aesthetically pleasing community”;

WHEREAS, the City Council desires through this Ordinance to update the City’s Zoning and Permitting Fee Schedule;

WHEREAS, the Mayor and City Council have caused to be conducted a properly advertised public hearing in accordance with the Georgia Zoning Procedures Act prior to adoption of this Ordinance; and

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

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

Section 1: *Adoption of Updated Zoning Fee Schedule.* The City of Mableton Zoning and Permitting Fee Schedule is hereby updated as attached hereto.

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

- (a) All Ordinances and parts of Ordinances in conflict with this Ordinance are hereby repealed.
- (b) All sections, paragraphs, sentences and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.
- (c) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph, sentence, clause or

phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Ordinance.

- (d) In the event any portion of this Ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this Ordinance which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of the Ordinance.

Section 3. As of the adoption of this Ordinance, Cobb County, Georgis, is issuing and assessing special license, permitting and regulatory fees within the City pursuant to Chapter 78, Article III of the Official Code of Cobb County, Georgia. All persons, entities, businesses within the City, owing property within the City and/or doing business within the City, shall continue to comply with Chapter 78, Article III of the Official Code of Cobb County, Georgia, until such time that the City formally transitions from the County to the City the services, assessments, license, permitting regulated under Chapter 78, Article III of the Official Code of Cobb County, Georgia.

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.

Section 5. The effective date of this Ordinance shall be the date of adoption, unless ordained otherwise by the City, or required otherwise by the City Charter, state and/or federal law. In the event that any effective date herein is determined by a Court of law to be invalid, said effective date shall instead be the earliest date allowed by law.

SO ORDAINED this _____ day of _____, 2025.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney



REZONING FEE STRUCTURE

Acres/Square Footage	Single-Family Residential (R-80, R-40, R-30, R-20, R-15, CS)	Medium/High Density Residential (RD, RA-5, SC, RM-8, RSL, FST, RM-12, MHPS, MHP)	Commercial, Industrial, Office (LRO, NRC, LRC, OI, UVC, PVC, CRC, OMR, OS, PSC, TS, GC, LI, HI)
0 – 5 Acres	\$ 500	\$ 750	\$1,000
5 – 10 Acres	\$1,000	\$1,500	\$2,000
10 – 20 Acres	\$1,500	\$2,000	\$2,500
20 – 100 Acres	\$2,000	\$2,500	\$3,000
100 + Acres	\$2,500 + \$25 per acre	\$3,000 + \$25 per acre	\$3,500 + \$25 per acre
0 to 20,000 sq. ft.		\$ 700	\$ 900
20,001 to 50,000 sq. ft.		\$1,200	\$1,500
50,001 to 100,000 sq. ft.		\$1,500	\$1,800
100,001 to 500,000 sq. ft.		\$2,000	\$2,200
500,001 + sq. ft.		\$2,000 + \$90 per 100,000 sq. ft.	\$2,200 + \$ 115 per 100,000 sq. ft.

NOTE: The **maximum** fee for any rezoning application \$10,000. Fees must be paid by credit card or Venmo.

(Effective September 11, 2001) Any single-family residential rezoning application being filed for the sole purpose of changing the zoning classification to reflect the existing lot sizes(s) and/or lot configuration, that proposes no increase in density or additional development activities, will be charged an application fee of \$100.00 plus a refundable \$300.00 sign bond plus a non-refundable fee of \$15.00 per sign issued by Mableton Community Development Staff.

The fee for medium/high density residential, commercial, industrial, or office rezoning applications will be based on the total number of acres being rezoned or the total square footage of the proposed building(s) on the rezoning site, **whichever fee is greater**.

There is also a **deposit fee of \$300.00** for sign(s), which will be refunded if the sign(s) are returned within **thirty (30)** days after the final decision by the Mayor and Council plus a non-refundable fee of \$15.00 per sign issued by Mableton Community Development Staff.



AGENDA ITEM MEMORANDUM

MEETING OF: February 12, 2025

DEPARTMENT:

ISSUE/AGENDA ITEM TITLE: Consideration and Approval of a Resolution Approving adopting a Procedure for Government Representatives to Request Speaking Opportunities at City Council Meetings and for other lawful purposes

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION: Recommend Council resolve to Resolution Approving adopting a Procedure for Government Representatives to Request Speaking Opportunities at City Council Meetings AND for other lawful purposes.

ATTACHMENTS:

1. Resolution Adopting Gov't Rep Speaking Procedure Rev. 2.7.25 (1)
2. Government Rep Speaking Procedure (clean) Rev. 2.11.25

**A RESOLUTION ADOPTING A PROCEDURE FOR GOVERNMENT
REPRESENTATIVES TO REQUEST SPEAKING OPPORTUNITIES AT CITY
COUNCIL MEETINGS 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 (“State”);

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

WHEREAS, the City Charter Sec. 2.20 of the City Charter authorizes the City Council to adopt rules of procedures for the orderly conduction of business;

WHEREAS, the City Council recognizes that circumstances may arise justifying the need for representatives of local, state and federal agencies to address the City Council and or public during City Council meetings;

WHEREAS, the City desires through this Resolution to establish an orderly and consistent process for local, state and federal representatives of government agencies to address the City Council and/or public while maintaining the efficiency and decorum of council meetings; and

WHEREAS, this Resolution is enacted to 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. Adoption. The City hereby adopts the *Procedure for Government Representatives to Request Speaking Opportunities at City Council Meetings*, attached hereto.

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 _____ day of _____, 2025.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney



Procedure for Government Representatives to Request Speaking Opportunities at City Council Meetings

Purpose:

To establish an orderly and consistent process for representatives of county, state and federal agencies to address the Mableton City Council while maintaining the efficiency and decorum of council meetings.

1. Request Submission

- Representatives of county, state and/or federal agencies wishing to speak at a City Council meeting must submit a formal request to the City Clerk.
- Requests should be made to the City Clerk at least **five days prior** to the scheduled meeting date.

2. Request Format

The request must include:

- Full name and title of the representative.
- Agency or organization being represented.
- Topic to be discussed and its relevance to the City of Mableton.
- Contact information for follow-up.

3. Review and Approval

- The ability for representatives of outside agencies to publicly speak during City Council meetings is a privilege and not a right.
- The City Clerk will review the request to ensure its relevance to the City of Mableton and compatibility with City scheduling and the meeting's agenda.
- Approved requests will be scheduled under the "Presentations/Acknowledgements/Proclamations" section of the agenda.

4. Time Allocation

- Each approved speaker will be allocated **up to 5 minutes** to present their topic. Additional time may be allocated by the Mayor to address City Council questions and comments.
- Representatives must conclude their presentation within the allotted time to maintain the meeting schedule.
- If the topic is expected to take 2 minutes or less then the remarks should be made during the "Public Comment" section of the agenda.



5. Submission of Materials

- Any audio/visual aids, PowerPoint presentations, or supplementary materials must be submitted to the City Clerk **no later than 24 hours** before the start of the meeting.
- The City and/or Mayor may decline submitted materials for any presentation to help ensure the proper, timely, orderly and/or efficient conduction of City business.

6. Restrictions

- Requests from representatives without prior approval will not be accommodated at the meeting.
- Presentation topics must be relevant to the City of Mableton's operations, programs, or residents.

7. Council Meeting Decorum

- Speakers are expected to maintain a professional demeanor and adhere to City Council decorum guidelines. The Mayor reserves the right to terminate and/or cancel presentations that deviate from approved topics or disrupt the meeting.
- The Mayor may terminate, cancel and/or postpone presentations, as needed, to ensure the proper, timely, orderly and/or efficient conduction of City business.

8. Day-of-Meeting Protocol:

- Presenters must check in with the City Clerk upon arrival at the meeting venue.
- Presenters will be called in the order listed on the agenda by the City Clerk.

9. Emergency Requests

- In exceptional cases where timely input is critical, the Mayor may authorize a representative to speak with less notice, provided the topic is urgent and directly impacts City operations.