



CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
February 10, 2025 at 6:30 PM

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

CITY COUNCIL WORK SESSION MINUTES

1. CALL TO ORDER

Mayor Owens called the meeting to order.

2. ROLL CALL

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

3. INVOCATION

City Manager Tanks led the invocation.

4. PLEDGE OF ALLEGIANCE

Councilmember Ferguson led the Pledge of Allegiance.

5. AGENDA ITEMS AND DISCUSSION

a. Rausch Advisory Services Presentation - Recruiting Services - Mike Harrington
Mayor Owens announced the item and recognized City Manager Bill Tanks who explained Rausch was invited to speak about some recruiting services for the city. Mr. Harrington provided an overview of Rausch, addressing how they provided consulting and recruiting services. The presentation is available in the agenda packet. Mr. Harrington explained the process of recruiting for three main services: Internal Audit, Information Technology, and Finance and Accounting. They offer contract hiring. An individual would have a probationary period through Rausch. Transparent pricing was shown in the presentation. Rausch will ensure candidates are technically vetted, and that background screening and reference checks are performed prior to submittal of the candidate.

Mr. Tanks asked for confirmation of the following:

- (1) If Rausch brings a candidate and the City does not think the candidate is what they want, there is no cost to the City unless Rausch brings a successful candidate.
- (2) For specific jobs, the City's rate structures are set, and Rausch will not bring candidates that are seeking more than the city's rate.

There is no cost unless the City hires the perfect candidate.

A handout was given out to the Mayor and Council, Clerk, and City Manager.

Questions and discussion followed.

b. FY2025 Q2 Budget Report - City Manager Bill Tanks

Mayor Owens announced the item and noted the report was an update from the report at the last meeting. The report would not be on the Regular Meeting Agenda on Wednesday. He recognized City Manager Tanks who provided the updated reports. The report is available in the record of the agenda packet. He said that Councilmember Ferguson had asked for budgeted trends. Councilmember Jeffcoat had asked about Austell Gas at the last meeting. City Attorney Walker-Ashby reported she called Austell Gas and the check would be in the mail this week.

Summary of presentation:

- Mr. Tanks noted the City would be hiring someone to watch and monitor revenues.
- Mr. Tanks continued to go through the departments' budget comparisons. Questions and discussion continued.
- Mr. Tanks reported the City was financially trending very well. He thanked Dawn Glidden for all of her work. He commended Financial Consultant Chris Pike, also.
- Spending Plan - Projected based on the first six months of operation was \$3,827,509. The actual to date was \$3,588,626 and to be collected is \$10,238,883 (at 26%).
- He explained the City did not receive the projected \$4 million in insurance premiums.
- The Hotel/Motel Excise Tax was projected at \$242,582 and the actual was \$256,862. The projection for 12 months is \$513,723 (112%).
- Mr. Tanks addressed the projections for the DMO.
- Mr. Tanks addressed the budgeting per department.
- The upcoming GMA conference will take some of the travel and educational allocations.
- Some of the items were not allocated properly. For example, the GMA membership fee was included in the Council's budget.
- Mayor Owens stated some of this would true up as a transition to going to different systems and accounting processes evolve.
- Mr. Tanks addressed moving items around in conjunction with changing accounting systems from Quick Books to BS&A.
- Insurance premiums cost a lot.
- Legal did not include the last billing from the lawsuit attorney.
- Councilmember Ferguson asked about the allocation of insurance currently being in Human Resources Department. Mr. Tanks stated this will be changed to each department in the future budgets.
- Mayor Owens stated the City knows the positions to be hired, and should have an idea of who is being hired and when. Therefore, when factored in, this could give a more idea of what the numbers would be.
- Mr. Tanks reiterated all of this was projections.

- There are a lot of other issues to look at, such as SDS. Overall, the plan was working.
- Mayor Owens asked if the City was projecting any funds from inspections, sign permits, etc. Mr. Tanks explained the City did not have a monthly average, so from projected from March 1st to June 30th. The City was not putting any projections in at that time. Discussion occurred.
- Councilmember Feguson asked where the purchase of the vehicles were shown. Mr. Tanks and Ms. Glidden explained the new Code Enforcement vehicles expenditures will show up in January reports.

c. 6116 Operations Building Status Report - City Manager Bill Tanks, Program Manager Chad Kastner, and Special Projects Manager Xavier Ross

(Item 12 c was discussed after 12 a) - (at 7:15 pm)

Mayor Owens announced the item and recognized City Manager Tanks. Mr. Tanks stated Chad Kastner was the program manager for the 6116 Community Development Operations Building. Mr. Kastner will send a presentation to the Council. The presentation is available in the agenda packet.

Highlights of the presentation:

- The existing entry for Suite 140 and the new entry for Suite 140 was shown.
- New workspaces for Suite 140 was shown.
- New Break Room for Suite 140 was shown.
- Existing restroom vs the new restroom
- Council approved \$324,814.05 for CSC General Contractors.
- There were three change orders.
- Total spent for construction \$333,568.05 - \$9,020.85 paid by the building owner
- Council approved \$52,324.00 for Network, AV, and Access Control to NCI.
- The City also approved \$4,704.60 to Knine All Systems for Intrusion Alarm.
- Total spent for Low Voltage Work \$52,028.60. This was completed within budget.
- Council approved \$45,213.00 for Concept, Design, and Management AEI and STV Company.
- Additional \$4,925.00 for permitting with Cobb County.
- Total spent for Design and Management \$50,138.00.

Mr. Kastner thanked the Mayor and Council for partnering with his firm.

Questions and discussion followed.

- Mayor Owens pointed out there were only 3 change orders and 2 out of 3 were paid by the property owner.
- Mayor Owens questioned about transitioning and the hand-over of all equipment, infrastructure, firewalls, access points, switches, etc.
- Mr. Kastner reported that he was waiting for the internet to be installed by AT&T. He named other items in place that were ready.
- Once everyone is in, there will be training sessions.

- Mayor Owens asked about the infrastructure devices, noting the system needs to be handed over to somebody. That will need to be discussed later.
- Mayor Owens asked if there was any NCI documentation. Mr. Kastner replied yes.
- Mayor Owens asked what the password was, such as to the firewall?
- Mayor Pro Tem Jeffcoat asked what was the expected move in date? Special Projects Manager Xavier Ross provided an expected timeline for moving into the building. Discussion followed about the concerns about getting all the items done and concerns about the timeline.

Councilmember Ferguson commented that the building was wonderfully done, but there should have been more communication about the low-voltage items. Someone should have let the Council know if they could have helped. Mr. Tanks explained how it was time to transition to staff who were getting paid to do the work, and they should get the job done and be independent of calling on the Council. He commented further that this can't happen at 1245 Veterans Memorial. He was not holding Xavier Ross responsible. Mr. Tanks stated he took responsibility. Mayor Owens stated he spoke with AT&T and the issue will be expedited. Mayor Owens explained that the questions at hand are not just about the internet. There are more items to have an understanding of, such as transitioning access to the system. There is no documentation, and there should be hand-off information. Additional technical-related discussion followed. Mayor Owens asked for documentation of how the system is connected and how to manage it on a day-to-day basis. Mr. Tanks commented this would be discussed later.

d. Code Enforcement Department Update - Code Enforcement Director Alejandro Ferrell

Mayor Owens announced the item and recognized Code Enforcement Supervisor Alejandro Ferrell. The presentation is available in the record.
(8:19 p.m).

Presentation summary:

- Code Enforcement Director started January 13, 2025.
- Three new vehicles were purchased and will need special lighting.
- Two supervisors start on February 4, 2025.
- The position of Building Inspector for two roles have been posted.
- Meetings with the County and other staff and entities were reported
- Mission Statement was addressed.

Questions and discussion followed:

- There was discussion about looking at all of the tire shops throughout the city and planning to work with them.
- Mayor Owens asked about See Click Fix. Mr. Ferrell stated he had looked at the module and was working on a process.
- Mayor Owens asked if there were any conversations with the County and that Mableton related entries may still be going to the County.
- Mr. Ferrell addressed the need to have something on the City's website. He spoke

about receiving open cases from the County.

Mr. Ferguson asked City Manager Tanks about getting the website underway. Mr. Tanks stated there was a need for a more robust website. IT support and website were at the top of his list. Mr. Ferguson asked for information to place on a splash space. Staff needed to give Mr. Ferguson website information. Mayor Owens stated if staff would say what they wanted, that could be done. The City should have something on the website. Mr. Ferguson stressed the importance of having information out to the public. Mayor Owens stated it was not as complicated. City Manager explained he would like to make sure staff were not relying on the Mayor and Council for website needs. There should be something on the website. It is not necessarily the tool, it is the capacity that the residents can go right to the source. He wanted a more robust website. Mr. Ferguson reiterated that City needed to rely on him for now. Give him just five pages with links and he can get the website done. Nothing complicated at all for now. Mr. Ferguson stated he realized the need for another website, but for now, staff needed to get the information to him. Mayor Pro Tem Jeffcoat asked what it would take to get another website, and Mr. Tanks explained the RFP process.

Councilmember Auch asked about when the city would have a municipal court. Mr. Tanks explained how the first phase of Code Enforcement is education. He was looking at bringing on a court administrator. The Council would have to appoint a judge. He anticipated it by the end of June. He was focused on SDS, budget adoption, and hiring of all directors.

Mr. Tanks stated he was directing staff to get all the information together and give it to Councilmember Ferguson. Councilmember Oladapo asked that the name and information be on the website. Mayor Owens explained the way the system was set up, there are underlying infrastructure changes that have to be made. The way everything is configured right now, staff will have to use the Mayor and Councilmember Ferguson. The City was new, and certain things were in place and there must be a transition process to be done. Until then, Mayor Owens and Councilmember Ferguson want to help. Mr. Tanks expressed how grateful he was for all they had done.

e. Sustainability, Waste, and Beautification Department Update - Sustainability, Waste & Beautification Director Emily Groth

Sustainability, Waste, and Beautification (SWB) Director Emily Groth reported. Her presentation is within the record. She provided background information, projects and timelines and financial outlook.

Highlights of the presentation:

- The ordinance was passed January 28, 2025.
- Phase I was education and onboarding.
- Phase 2 was hauler contracting.
- Phase 3 was implementation and program operations.
- Councilmember Ferguson asked if Ms. Groth would she be using GovPilot. Ms. Groth explained her process, noting that she did not need any software at that time. Mayor Owens noted there are only about ten vendors and quarterly

payments. Right now they give a check to the city.

- Ms. Groth addressed the ARC Green Communities Certification criteria. The 2025 applications are due May 22.
- Keep Mableton Beautiful and Community Engagement programs were addressed.
- The Financial Outlook included:
 - February 26- March 26 - Application Fee (based on gross receipts) Decals
 - August 15 - EF Fees due from Q2
- The City of Mableton is committed to providing reliable and sustainable services for residents and businesses.
- Councilmember Ferguson asked about dates. March 26 will be date to approve haulers.
- Councilmember Herndon asked when the community would see results from the fees such as trash cans, or another tangible way to see beautification initiatives. Ms. Groth explained there would be smaller events at first, such as drop-offs, etc. Mr. Tanks provided additional information. The City won't get a good gauge until August 15th. The larger projects such as compost cowboys, people should start seeing improvements soon. Long-term, nine months, the City will know she is here. Councilmember Herndon commented about how she wanted to see where the funds were going and could see where the extra fee was helping toward the beautification of Mableton.
- Mayor Owens explained that SWB was not an enterprise fund, but he would like the idea of knowing initiatives and where the funding was coming from.
- Councilmember asked about the upcoming Arbor Day Recognition and explanation followed.

f. Community Development Update - Director Juliana Njoku

Mayor Owens announced item and recognized Community Development Director Juliana Njoku who provided a report. The report is available in the agenda packet.

Information given in the report:

- Business License and Renewals.
- YTD Total Transactions: 3,325 Total Revenue: \$3,188,189.
- New staff was addition of new Business License Manager, LaMaya Edmonds.
- Zoning and Permitting Launch - Service Date: March 3, 2025.
- Main activities were announced.
- The Department is supported by staff, IGA's, Contracts for Inspections and Engineering.
- Community Development was recruiting a Senior Planner.
- The moving schedule was given. All staff will be moved by February 14th to the new location - 6116 Mableton Parkway.
- Councilmember Ferguson asked about the Gov Pilot platform.
- Councilmember Jeffcoat asked about the Planning Commission training schedule. Ms. Njoku explained the timeline and process for training.
- Councilmember Herndon asked when Comp Plan and Zoning Connect. When the Comp Plan is completed June - comes after P & C.
- Councilmember Auch asked when were the next community engagement meetings. Ms. Njoku reported the stakeholders interviews were occurring. Meeting dates will

have two adjustments. Mission and Vision coming at the next committee meeting. John Funny will be at the spring conference to provide updates.

- Mayor Owens asked about the Safebuilt Contract - City Attorney Emilia Walker reported staff were meeting with them tomorrow. There have been some hiccups. Safebuilt has had some staff changes.

6. PRE REGULAR MEETING AGENDA REVIEW

a. Review of February 12, 2025, Regular Meeting Agenda

Mayor Owens led in the review of the upcoming February 12, 2025 Regular Meeting Agenda.

There was a resolution for the appointment of the chair of the Mableton Development Authority. The appointment is a continuation of the current chair. Mayor Owens supported the appointment of Jason Gaines. Councilmember Auch asked if there could be legislation to change the appointment of the chair to be by the MDA. Discussion followed about the General Assembly made the legislation for the MDA.

Pay and Classification Pay Plan Update - Mayor Owens explained that as a new city, the Pay and Classification Plan will continue to be updated.

Mr. Tanks announced the changes to the Pay and Classification Plan. Finance Department added an Accounting Manager, and added a Chief Building Inspector. Mayor Owens was happy to see the Chief Building position come back and to have this position in-house.

Direction was given to add Keystone Management to the Consent Agenda. Special Projects Manager Xavier Ross reported that this contract was for cleaning and services for 6116 Mableton Parkway (Operational) and 1245 Veterans Memorial (Administrative).

Procedure for Government Representatives to Request Speaking Opportunities at City Council Meetings - Mayor Owens explained the reason for the policy. Council deliberated the time allocation for the speakers. Council agreed for each speaker to 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. This item will be on the Consent Agenda.

Rushton for 2024 Audit - This was discussed previously. The amount of the audit is \$24,000. The City has a six-month extension for the 2024 Audit. This can be added to the Consent Agenda, but be sure to add the amount not to exceed \$30,000.

First Read of an Ordinance updating the Zoning Fee Schedule - City Attorney Emilia Walker-Ashby reported there were some additional fees to be added to the Zoning Fees Schedule. She has asked Rob Hosack to update the schedule, and Mr. Hosack provided an updated schedule over the weekend. There will be a public hearing on this. She named the additional categories for the fees.

7. ANNOUNCEMENTS

None.

8. EXECUTIVE SESSION (IF NEEDED) FOR LITIGATION (O.C.G.A. 50-14-

3(B)(1)(A)REAL ESTATE(O.C.G.A. 50-14-3 (B)(1)) PERSONNEL (O.C.G.A. 50-14-3 (B)(2)) AND MISC. EXEMPTIONS (O.C.G.A. 50-14-3 (B)(4)&(5))

None.

9. ADJOURNMENT

Motion was made by Mayor Pro Tem Jeffcoat and seconded by Councilmember Ferguson to adjourn. The motion passed 6-0. There being no further business, the Mayor adjourned the meeting.

Dr. Michael Owens, Mayor

Susan Hiott, City Clerk