

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
November 30, 2023 @ 6:30PM

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

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING AGENDA

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF AGENDA**
6. **CONSENT AGENDA:**
 - a. *Approval of October 26, 2023 Special Called Transitional City Council Meeting Minutes*
 - b. *Approval of November 2, 2023 Special Called Transitional City Council Meeting Minutes*
 - c. *Approval of November 9, 2023 Special Called Transitional City Council Meeting Minutes*
7. **PUBLIC COMMENTS**
8. **OLD BUSINESS:**
 - a. *SECOND READ: Ordinance Amending Chapter 7, Taxes, Fees and Assessments, of the City of Mableton Code of Ordinances Pertaining to Occupation Taxes*

Public comments are limited to 2 minutes per speaker. 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.

- b. SECOND READ: Ordinance Adopting a Transitional Spending Plan*
 - c. Resolution Adopting a Preliminary Classification and Pay Plan*
- 9. DISCUSSION:**
 - a. Regular Meeting Schedule*
- 10. CITY ATTORNEY COMMENTS**
- 11. CITY CLERK COMMENTS**
- 12. CITY COUNCIL COMMENTS**
- 13. EXECUTIVE SESSION (IF NEEDED) FOR:**
 - Litigation O.C.G.A. 50-14-3 (b)(1)(A)*
 - Real Estate O.C.G.A. 50-14-3 (b)(1)*
 - Personnel O.C.G.A. 50-14-3 (b)(2)*
 - Exemptions O.C.G.A. 50-14-3 (b)(4)&(5)*
- 14. ADJOURNMENT**

Public comments are limited to 2 minutes per speaker. 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.

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
October 26, 2023 @ 6:30PM

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

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING MINUTES - DRAFT

1. **CALL TO ORDER** Mayor Michael Owens
2. **ROLL CALL** - Quorum present
3. **INVOCATION** - Led by Dr. Boyd (Pastor Boyd)
4. **PLEDGE OF ALLEGIANCE** – Led by Dr. Boyd
5. **APPROVAL OF AGENDA**

Motion was called by Councilmember Auch to approve as presented. The motion was seconded by Councilmember Herndon. The motion to accept the agenda was approved by the council unanimously.

6. **CONSENT AGENDA:**
 - a. *Approval of August 30, 2023 Special Called Transitional City Council Meeting Minutes*
 - b. *Approval of September 14, 15, & 16, 2023 City Council Transitional Planning Retreat Meeting Minutes*

Motion was made by Councilmember Auch to approve the Consent Agenda. Councilmember Davis seconded the motion. The motion passed unanimously.

7. **PUBLIC COMMENTS**
 - Monica Delancey thanked the Mayor and Council for posting meetings and allowing the community to take part. She addressed the Cobb County Board of Commissioners' list of priorities being sent to State Legislatures. One priority was to not have people's personal items be removed when evicted. She asked the City to

have an ordinance. She addressed rental inspections and other matters related to apartment complexes' maintenance neglect.

- Selenia Alexander, guest of Monica Delancey, expressed how she also would like to see the changes mentioned by Monica Delancey.
- Gladys Head of District 2 addressed the lack of resources to assist with eviction crisis. There was a hold and freeze on funds. There were hundreds of families being evicted.
- Angela Wynn of District 2 addressed the sad evictions, lack of people to work the eviction process, and asked if there was something to do to help the people.
- Nate Smith provided the educational report on behalf of Cobb County Board of Education Post 3, Tre Hutchins.
- Nate Smith spoke on behalf of the Mableton Improvement Coalition (M.I.C.) regarding the ordinance on the agenda pertaining to occupation taxes. M.I.C has experience related to the ordinance. He asked how their comments could be submitted before the ordinances were passed.
- Dante Philpot of District 1, representing Austell Community Task Force, thanked Mayor and Council for all their hard work and dedication. He thanked the staff. He explained how the Task Force focused on zoning and noted there was a record number of zoning proposals for District 4, now including the new City of Mableton. He asked Mayor and Council to be partners and to help shape the City of Mableton to be the diamond instead of the diamond in the rough.

Mayor Owens thanked everyone for their comments and commented the Mayor and Council always welcome feedback. He encouraged everyone to send their comments to cityofmableton@gmail.com.

8. **NEW BUSINESS:**

- FIRST READ: Ordinance Amending Chapter 7, Taxes, Fees and Assessments, of the City of Mableton Code of Ordinances Pertaining to Occupation Taxes*

Mayor Owens announced the item and commented on how the ordinance would shape what the City would look like and establish laws about the businesses operating in the City. This would be one of the major revenues of the City. This ordinance goes through the two-read process. There would not be a vote that evening. The first read was to review and discuss. He encouraged everyone to look at the ordinance and to read and provide input to him and the councilmembers. He recognized City Attorney Walker-Ashby to provide additional information.

Attorney Walker-Ashby stated this was not a new tax as the businesses pay the tax to the County already. There would not be a monetary change. The money coming in will be used specifically for the City of Mableton instead of throughout the County. This is a typical tax and a critical component of the Feasibility Study that was generated for guidelines of the transition. This ordinance would be one of the major department transitions with hiring of employees or outsourcing and was a major step in the two-year transition process.

The most logical set up of the ordinance, per the feedback at the retreat, was to stay consistent with Cobb County provisions. If Mableton mirrors Cobb County's ordinance, the businesses would know what to expect and it would provide continuity. The ordinance was a substantial size. However, it was not required to be adopted that night. She recommended having two more reads. She explained how the ordinance was a living document, and that there would be evolution and changes. She explained how she had taken the County's code and made technical changes and minor adjustments. She explained the County's numbering structure and how the Mableton Code would be restructured. She named and addressed the special business categories. The business licenses already held with the County would be considered a renewal by the City. She commented about the features of the software that would be used for the occupation taxes. She and the mayor, acting as City Manager per the Charter, have been discussing and considering the software GOVPILOT. She explained that before the City could begin collection of occupation taxes, a 30-day notice must be given to the County which would also require a discussion about the hiring of employees to administer the collection. She recommended that the employee hiring discussion be conducted in an executive session.

Questions and discussion followed.

- Mayor Owens asked about how a new business would estimate and anticipate their gross receipts. Attorney Walker Ashby provided an explanation of the mechanism to request reimbursement. She stated there were provisions in the current code for auditing.
- Councilmember Herndon asked how soon it would be to get a revised copy of the ordinance. Attorney Walker-Ashby projected next week and recommended having additional meetings for two more reads. Discussion continued about the feedback process.

b. FIRST READ: Preliminary Compensation Schedule

Mayor Owens announced the item and provided background information. He explained as they look forward to providing services, the City would have to grow and begin hiring people. He addressed looking at the Charter, the Department of Community Affairs survey of salaries, and looking at other cities' pay ranges as being cities offering similar positions as Mableton. The City would be competing for work force. Mableton wants to have the best talent possible. He clarified there was no vote at that time. He encouraged everyone to look at the schedule.

Attorney Walker-Ashby explained the schedule and organizational chart resulted from a combination of meetings and discussions at the retreat. She asked Council to give their feedback and discuss any salary changes or other changes in executive session. After feedback and changes, she would give them an amended compensation schedule. Mayor and Council have successfully collected the revenue and could actually have the budget and money to transition the departments and make the hires. The first hires would include the City Manager, Executive Assistants, City Clerk, Finance Director, Human Resource Director, Community Development Director, Building License Specialist, Building Inspector, Code Enforcement Officer, IT Director, IT Systems Administrator and Communications and Community staff.

Mayor Owens asked if there were any comments from Council. There was none.

9. **DISCUSSION:**

a. *FIRST READ: Transitional Spending Plan*

Mayor Owens announced the item and provided background. He noted there was a lot to the spending plan. So far, he had heard from constituents asking about how much money had been brought into the City and how much had been spent. To have transparency and get feedback, Council and staff would take time with the spending plan. That night would the year to date incurred and spending and what had been brought into the City would be shown. There will be a public hearing in a couple of weeks and a couple of more weeks and have another meeting for final review and consideration for a vote. The spending plan would be through June 30th. In January 2024, council and staff will start the July 1st – June 30th budget. He recognized the Interim Finance Director Frank Milazi to provide the presentation of the first part of the spending plan.

Highlights of the presentation:

Revenues received (-Franchises and Hotels) - \$1,414,465.89

Expenses paid out – \$101,637.20

Deferred Expenses - \$35,474.64

Questions and discussion followed.

- Mayor Owens pointed out the \$964,298.73 was from vehicle ad valorem taxes. This revenue did go to the County, but now Mableton collects the taxes and the funds stay in Mableton and not county-wide.
- The hospitality business names were revenue from the hotels.
- The revenues were from January 1st to October 26.
- The GMA expenses included the GMA Conference, Orientation, and the retreat.
- The Interdev cost was for the cybersecurity suite to keep devices safe and the Adobe Pro.
- The AT&T expenditure would have a \$2400 credit in the third and fourth billing cycle.
- Additional questions followed about the deferred GMA expenditures.
- Mayor Owens noted the Georgia Municipal Association waived the first-year membership fee.
- Mayor Owens noted there was still additional revenue to be collected.
- Councilmember Herndon asked for additional explanation of the Paycom expenditure.
- The City was saving a substantial amount of money by using the Paycom software.
- The mayor makes \$30,000 a year, and Council make \$20,000 a year. There was catch-up pay for the Mayor and Council and staff over the past six months in the first payroll run.
- Mayor Owens announced this was the first section of the spending plan. There will be a public hearing and hopefully the council can adopt something by the end of November.

10. **CITY ATTORNEY COMMENTS – NONE**

11. **CITY CLERK COMMENTS – NONE**

12. **CITY COUNCIL COMMENTS**

- Councilmember Davis commented about how proud he was to serve with the Mayor and Council. He expressed how hopeful and confidently he was due to the progress made. He encouraged everyone to send him an email if have any questions.
- Councilmember Oladapo announced her baby girl was welcomed into the world on August 14th. She thanked the incredible community for well wishes and understanding. She thanked the Mayor and Council for being so accommodating. She thanked Mayor and Council, City Clerk, and City Attorney for the surprise baby shower.
- Councilwoman Herndon thanked everyone for attending the meeting.
- Mayor Owens related comments from Councilwoman Jeffcoat and Councilman Ferguson.
- Mayor Owens thanked Councilmember Jeffcoat and Councilmember Ferguson and Councilmember Oladapo for staying engaged although they were not at the meetings.
- Mayor Owens addressed evictions. The City in conjunction with Cobb County Court and other non-profits hosted a legal pop-up. State Representative Cummings held a meeting with members who had been talking about evictions. Mayor and Council are listening but are bound of what the City can do. He commented additionally about Betty Gray Middle School. He was excited to see professors and scholars doing so well.
- The website was built in-house by the Council in efforts to save money. It will be launched in a couple of weeks. The City has computers and cell phones, but there was a little more security to be put in place before being released for use. The City was closer to rolling out enhanced communications.
- Mayor Owens commented about how there would be a huge opportunity for residents to be engaged by volunteering for Mableton's authorities, boards, and commissions.

13. **EXECUTIVE SESSION (IF NEEDED) FOR:**

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

Councilmember Oladapo made a motion to go into Executive Session for litigation, real estate, personnel, and exemptions. Councilmember Herndon seconded the motion. The motion carried unanimously. Yeas: Davis, Oladapo, Owens, Auch, and Herndon (8:14 p.m.)

Mayor Owens commented that the spending year to date has provided confidence in the Mayor and Council. The City was financially healthy, in the black, and the City had no debt.

The Mayor and Council went into Executive Session.

Councilmember Auch motioned to close the Executive Session. Councilmember Oladapo seconded the motion. The motion carried unanimously. **Yeas:** Davis, Oladapo, Owens, Auch, and Herndon

Councilmember Oladapo made a motion to have meetings on November 2nd, 9th, and 30th. Councilmember Davis seconded the motion. The motion carried unanimously.

14. **ADJOURNMENT**

Councilmember Auch motioned to adjourn. Councilmember Herndon seconded the motion. The motion passed unanimously. (at 10:14 p.m.)

ATTEST:

Mayor Michael Owens

Interim City Clerk Susan Hiott

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
November 2, 2023 @ 6:30PM

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

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING MINUTES-DRAFT

1. **CALL TO ORDER**

Mayor Michael Owens

Mayor Owens thanked everyone for attending. He addressed a recent article in the *Marietta Daily Journal* indicating that gas prices would be going up by Austell Gas Systems. He referenced the franchise agreement with Austell Gas that was on the agenda. He explained the City of Mableton does not control whether gas prices go up or down. The City enters into agreements with different utilities and there is a percentage fee paid for franchises to use the right of ways. There is a 3% fee required, but the resident's fees will not go up because of the 3% fee. Austell Gas was already paying a percentage. If a resident's bill goes up, it will not be due to any actions the City of Mableton has taken.

2. **ROLL CALL -** All present

3. **INVOCATION-** Led by Pastor Boyd

Councilmember Ferguson announced Pastor Boyd (Dr. Boyd) just received Citizen of the Year Award for Mableton.

4. **PLEDGE OF ALLEGIANCE** – led by Member from Cobb County Sheriff's Office, Latonya Long.

5. **APPROVAL OF AGENDA**

Motion was called by Councilmember Jeffcoat to approve as presented. The motion was seconded by Councilmember Davis. The motion to accept the agenda was approved by the council unanimously.

6. PUBLIC COMMENTS

City Clerk Hiott announced information about the time limit and asked those who spoke to announce their address and district. Those who spoke were:

- Denny Wilson of 56 Hillcrest Drive asked why the city of Mableton was entering into a thirty-year agreement with Austell Gas. She asked why the County was building out the City of Mableton with apartments and townhomes. She commented there must be time to say that it is enough. She asked about why Austell Gas was paying franchise fees when the right of ways were still belonging to the County.
- Ken Badalament of District 4 expressed he felt there was a conflict of interest using the interim attorney Amelia Walker-Ashby of Denmark Ashby Attorneys firm. He commented that the the firm's collection of taxes from hotels is a conflict of interest.
- Trent Walker of District 2 expressed his concerns about the eviction crisis and his efforts to get rental assistance.
- Monica Delancy of District 2 spoke about the City of Mableton having the greatest number of black families being evicted. District 2 has the most apartment complexes. She asked Mableton to participate, ask questions, and be strong for the Cobb County Eviction Diversion Program (Rental Assistance Program of the Housing Stability Court).
- Robin Meyer of District 3 stated she worked with the Mableton Improvement Coalition. She spoke about having an effective notice, specific information, and deadline for submitting comments, with an expected date for adoption. She encouraged not having ordinances until have the City website. She encouraged the Council to use the expertise of the public that has experience with the ordinances. She looked forward to working with the City of Mableton.

7. NEW Business:

a. FIRST READ: Civility Resolution

Mayor Owens announced the item and recognized City Clerk Susan Hiott who provided background information. She explained The Georgia Municipal Association (GMA) staff have often commended the Mableton City Council for their leadership and civility during the training sessions at the GMA facility. GMA encourages the City to obtain the City of Civility. The Clerk explained there were 9 Pillars of Civility (per GMA Website): She named:

1. Be considerate of others' opinions. It's ok to agree to disagree.
2. Manage your emotions. Get curious instead of furious.
3. A silent voice is not always a weak voice. Sometimes it's ok not to respond.
4. Be Kind! Make your point about the issue, not the person.
5. Think about the impact of your actions and not the intent.
6. Ask questions to learn. Answer questions with respect.
7. Remember the acronym QTIP (Quit Taking it Personally).
8. Have empathy! Just because you have not experienced it, does not mean it does not exist.

Councilmember Ferguson noted the 9th was not listed and Councilmember Jeffcoat added:

9th - Actively listen, to learn how to engage respectfully.

Attorney Walker-Ashby clarified that the pillars were not listed in the resolution but were in the background information.

Motion was made by Councilmember Auch to approve the resolution, in consideration of the nine pillars. Councilmember Jeffcoat seconded the motion. The motion passed unanimously.

b. FIRST READ: Transitional Spending Plan

Mayor Owens announced the agenda item and provided background information. Highlights included:

- At the last council meeting, year to date funds raised and money spent out included:
 - Revenues received (-Franchises and Hotels) - \$1,414,465.89 – Since June 1st
 - Spent approximately 4,135,000 (Expenses paid out – \$101,637.20 and Deferred Expenses - \$35,474.64)
 - There was catch-up pay for the Mayor and Council and staff over the past six months in the first payroll run.
 - The income side included the franchise fees and the ATV sales. Mayor Owens explained that the \$964,298.73 was from vehicle ad valorem taxes. The taxes go to the County first, and then the County sends to the City.
- The next part of the spending plan is what will be spent December 1st – June 30th 2024. In January 2024 the City will plan for next year's budget, being Fiscal Year July 1st – June 30th 2025 budget. The Council will take feedback and after feedback and consolidation, the Council will consider the final review and approve the spending plan on November 30th.
- The City was just a few months old and is still finding and bringing in additional revenue and additional expenditure. It was challenging to compile the spending plan being in the infancy of the City.
- The City was practicing an organic growth plan instead of the forced growth model that utilized loans and property taxes. The City has not taken on any loans or imposed a property tax this year. Many new cities get loans and have property taxes.
- The Council want to keep the burden as low as possible on the citizens of the City, and at the same time want to move forward and provide services.
- He named the positions that would be needed and referenced the City's proposed Preliminary Compensation Schedule which the numbers came from the Department of Community Affairs survey of salaries. (Discussed at the October 26, 2023 meeting.)
- The City would be competing in the employee marketplace and wants to be competitive in metro Atlanta and Cobb County.
- The plan includes for the first six months \$200,000 plus funds set aside for the Comprehensive Plan, a city-wide planning document. The costs usually range from \$300,000 - \$500,000. The plans take 9 months to a year to complete, and the City would need to act soon. Every city in Georgia must have a Comp Plan or would be limited from state and federal grant funds and other resources.

- The fund will provide contingency for workers and professional services that can provide opportunity to bring in specialists to assist with City operations and strategy.
- The plan includes hardware, software, computing items for council, staff and communications.
- The City will not provide vehicles, but will pay back the mileage, subject to change.
- The plan includes and provides interim office space at 3,000 square feet at a range up to \$28 square feet rate. This would not be a space for council meetings, but to conduct city business and allow citizens to come into the city office.
- The spending plan includes over \$700,000 surplus allowed at the six-month point.

Mayor Owens asked for questions and discussion from Council. Highlights of the discussion included:

- Councilmember Auch clarified the proposed spending plan was December 1st – June 30th.
- Councilmember Auch asked about the timeline for the hiring of the Community Development employees. Mayor Owens explained it would be on a graduated basis, based on staff and professional services offered.
- Councilmember Auch asked when would the City takeover code enforcement. Mayor Owens explained it would take place when the necessary ordinances were in place and the City had staff and external resources to do so.
- She asked if the City had to have code enforcement when taking on occupational taxes. He replied no.
- Councilmember Jeffcoat asked about the costs of the Comprehensive Plan.
- Councilmember Oladapo asked about the advertising line item for the City Manager's proposed spending plan. Mayor Owens explained it could be items related to getting information out to the residents about the City. Each department will have its own budget and have advertising in each department.
- Councilmember Auch expressed concern about the code enforcement, hiring of 3, and not having vehicles. Councilmember Ferguson explained the County had six for entire County, and when the City took over the code enforcement, the City of Mableton would have 3. Councilmember Auch stated she got the plan at midnight last night, noting it would be hard to look at the entire plan by the meeting. The code enforcement allocation concerned her the most.
- Mayor Owens explained there will be a presentation and public hearing next week (November 9th). Within the spending plan there are line items for vehicles, maintenance, gas, fleet vehicle services. If the City could offer at a reduced cost, (providing mileage expense for employees' vehicles) the spending plan currently allocated do that, but if Council want to take on purchase of vehicles and other fleet expenses, the spending plan could do that, also.
- Councilmember Auch asked why the deadline is to adopt the spending plan so quickly.
- Mayor Owens explained people had been asking for transparency and to provide a budget. To put something together is about being responsible to the citizens.
- City Attorney Walker-Ashby referenced Section 7.15 of the Charter and clarified the city did not have to have a spending plan. Mayor Owens expressed how the Council wanted

to be fiscally responsible and transparent, and the reason the plan was being implemented now was because of the requests of the people of the community.

- Mayor Owens commented that for the City of Mableton to take on business licenses and pass a occupational tax ordinance , these actions were not solely dependent on the spending plan. The deadline is January 1st, businesses have to renew their business licenses. The goal of the City is to be able to administer and collect occupational taxes for 2024. In order to do that, have to put pieces in place to do that.
- Councilmembers Auch and Herndon expressed why they did not think the City did not have to collect occupational taxes at this time. The council continued to deliberate the transition and roll out time for the need to set up an infrastructure, hiring, time constraints, and collection of the occupational taxes.
- Councilmember Jeffcoat pointed out that during the planned retreat there was discussion about having the transitional spending plan and all agreed. She asked what had changed.
- Councilmember Auch stated there was not a date in those discussions. Mayor Owens explained January 1st date for business licenses was same and those licenses were due January 1st throughout the State of Georgia. A deadline for the spending plan vs deadline for having business license are not one in the same. Having an entire Community Development Department to do business license was not a correct statement. The City could set up a process program and request, issue, and provide method to collect the taxes which would be a highly automated processes. He did not view the implementation as insurmountable. The idea of waiting another year would be to eschew (forgo) millions of dollars. This service would bring in far more money than the City expends.
- Councilmember Auch commented about there not being an additional budget to compare without having occupational taxes vs taking on the service. It seemed the City was in a big rush to adopt ordinances. She wanted clarity of what would be the burden on the City if the County did not do the occupational taxes anymore.
- Councilmember Herndon asked about the hiring to be in place to facilitate the collection of occupational licenses. Mayor Owens explained how there were allocations for options and operation choices built into the spending plan. The spending plan was an allocation of funds. It is not a Standard Operating Procedure (SOP) or the dictation of procedures.
- Councilmember Herndon asked if the City took on occupational taxes, would there be a range of expenses to get the task done. Mayor Owens explained how the spending plan includes staffing, benefits, equipment, and other costs.
- Councilmember Auch asked for clarification of the process of approving items on the agenda later after the spending plan was adopted.

8. **OLD BUSINESS:**

a. *SECOND READ: Ordinance Granting Franchise to Austell Gas System*

Mayor Owens announced the item and recognized Attorney Walker-Ashby who provided background. The item was brought to the council on June 29th for the first read. Austell Gas has seen the initial draft and the agreement required franchise payment owed February 1st, 2024 and initial payment would include fees that commence June 1, 2023 and to continue bi-annually for a term of 30 years. The rate is the same as the rate Austell Gas pays two other jurisdictions. She

recommended adoption. Mayor Owens asked if the agreement between the City of Mableton and Austell Gas dictated who uses Austell Gas. He asked if the agreement changed who can and cannot have customers. Attorney Walker-Ashby replied that does not change. It was a free market and Austell Gas does not regulate. That was up to state law and the services that Austell Gas provides.

Councilmember Auch referenced the Charter's wording about adopting ordinances, and opined that when going forward, if there was a change from first read to second read, the ordinance should go to a third read. Discussion followed about the procedures for future ordinances, noting the concern was not specifically for the Austell Gas ordinance.

Motion was made by Councilmember Davis to approve the ordinance Granting Franchise to Austell Gas System and Councilmember Ferguson seconded the motion. The motion passed unanimously.

9. **DISCUSSION:**

a. GovPilot Software Integration

(Cloud-based government management platform developed exclusively for local governments).

Mayor Owens announced the item and provided background:

- GovPilot was one of six companies related to cloud-based management program.
- Being a new city in 2023, the City wants to push forward and leverage technology wherever it can. It was more effective, efficient and cheaper in the long run to have the cloud-based GovPilot than having in house systems or paper systems.
- The GovPilot system, is packaged by modules. The modules specifically he was looking at includes: hotel motel tax, business licenses, zoning permits, variance applications, and report of concern.
- It was online, 24-7. Being efficient, it eliminates the need for more employees.
- The software will not allow incomplete applications to go through.
- Other software that was looked at ranged \$40,000 - \$96,000.
- GovPilot has capability of unlimited users.
- The company offers more than 120 modules to choose from as the City grows. It provides flexibility. The subscription order information is included in the agenda packet.
- The company ensures they will have the modules up and running by the time occupational licenses services are in place.

Questions and discussion followed.

- Councilmember Herndon inquired about the bidding requirements. Attorney Walker-Ashby stated she was not aware of any bidding requirements for this purchase. The parameters of a purchasing policy will be in place by the end of the two-year transitional period. She explained how any bidding requirements will be considered on a case-by-case basis.

- Councilmember Auch inquired about the implementation time and if implementation could be done module by module and Mayor Owens explained how doing that way would double the cost. Subscribing to the six modules, would save substantially.
- Attorney Walker-Ashby recommended the motion to include that the mayor is authorized to negotiate and do an agreement for piecemeal. She referenced the City was not going to turn on all modules at the same time.
- Mayor Owens named the four modules to use immediately: Hotel Motel, Report of Concern (See Click, Fix), GIS, and Business License modules.
- Councilmember Auch asked what the benefit of the City was having to implement the report of concern module when the County already had See Click Fix.
- Councilmember Ferguson explained the reasons for Mableton having See Click Fix and having the other GovPilot modules.
- Councilmember Davis pointed out and questioned if purchase now, will there be any inefficiencies. He was hearing if purchase now, the City would be saving \$52,000. He wants to make sure if the City takes on, it will be good for the City. If it is a benefit, and will save money, it is a no brainer.
- Councilmember Herndon pointed out there was “an elephant in the room” and addressed there is a spending plan and goal to collect occupational taxes by January 1st of next year. She speculated the Council wants GovPilot so can collect occupational taxes. Council was looking at passing a spending plan so can start collecting occupational taxes.
- Mayor Owens explained the spending plan was because the citizens have asked for a budget. People want to know. He commented further that yes, the City wants to be in a position to collect occupational taxes under the City’s own capabilities by January 1st. It is crunch time, and Council must move forward. Rushing does not mean recklessness. The spending plan was laid out for review and comments for one month, and the goal is to not adopt it until November 30th. The council was not hiding anything. Collecting occupational taxes is a significant revenue for the City. That is part of the plan that we have to do. He reiterated the City absolutely wants to be able to collect occupational taxes, but there are also additional other items and steps needing to be done to move forward and set the City up for success to provide city services.
- Councilmember Auch pointed out it was not discussed publicly, and Council have not discussed options of if take occupational taxes collection on and if the City did not. Constituents have also asked for website and regularly scheduled meetings, so it was not quite genuine to have a spending plan specifically because they asked for a spending plan. She speculated the spending plan was completely centered around the objective of collecting and implementing a permitting division and collecting occupational taxes.
- Councilmember Jeffcoat commented that the Council’s objective was to build a city and progress forward, and there are steps the City must take to move forward. She heard Councilmember Auch and Herndon’s concerns, noting that clearly outlining the first spending plan, is like building a plane and flying at the same time. It is important to move forward, but necessary steps must be in place. The spending plan was the first step for moving forward.

Mayor Owens asked if there was any more discussion. There was none.

Mayor Owens entertained the motion to approve the GovPilot, and that the mayor to have the ability to execute the agreement, not to exceed the six modules, based on service order, and not to exceed the cost amount of \$56,000.

Motion was made to approve the negotiation and execution by the mayor, the agreement with GovPilot, at a cost of no more than \$56,000, and no more than six modules. Councilmember Jeffcoat seconded the motion. The motion carried 6-1. **Nays:** Auch **Yeas:** Davis, Oladapo, Jeffcoat, Owens, Ferguson, and Herndon

Mayor Owens announced the items of b 1-4 and recognized City Clerk Susan Hiott to provide background. The items are before the Council to have authorization for each item since there is not a spending plan at this time. City Clerk Susan Hiott provided additional information about the costs. The total costs would fluctuate Mayor Owens asked if there were any discussion. There was none. Motions followed for each item.

b. State Mandated and Other Government Training/Registrations:

1. 2024 State-Mandated Newly Elected Officials Institute

(February 28-March 1, 2024, Athens, Georgia, facilitated by Carl Vinson Institute of Government) - \$7,500.00 Total Cost if all went

Motion was made by Councilmember Auch to approve the expenditure to attend the State Mandated Newly Elected Officials Institute not to exceed \$7,500 . Councilmember Ferguson seconded the motion. The motion passed unanimously.

2. The National League of Cities Annual City Summit

(Atlanta, Georgia, November 16-18, 2023) - \$650 per attendee

Motion was made by Councilmember Ferguson to approve the National League of Cities Annual City Summit at \$650 per attendee. Councilmember Jeffcoat seconded. The motion carried 6-1. **Nays:** Auch **Yeas:** Davis, Oladapo, Jeffcoat, Owens, Ferguson, and Herndon

3. The Georgia Academy for Economic Development

(Atlanta, Georgia, November 16, 2023, “The Essentials” advanced topic course focusing on in-depth issues in housing, economic development and collaboration.) - \$250 per attendee

Councilmember Davis made motion to approve the expenditure at cost of no more than \$250 per user to attend the Georgia Academy for Economic Development. Councilmember

4. Georgia Municipal Association Cities United Summit

(Atlanta, Georgia, January 26-29, 2024) – Not to exceed \$8633.

Councilmember Jeffcoat motioned to approve the expenditures for Georgia Municipal Association Cities United Summit not to exceed \$8,633. **Nays:** Auch and Herndon **Yeas:** Davis, Oladapo Jeffcoat, Owens, and Ferguson

10. CITY ATTORNEY COMMENTS - NONE

11. CITY CLERK COMMENTS - NONE

12. CITY COUNCIL COMMENTS

Councilmember Davis said he was proud to be a resident of Mableton and was proud of the residents. He commented about how the Mableton residents care and are not apathetic.

Councilmember Oladapo thanked everyone for sitting with them and working with them. It was all growing pains. She commented about Cobb County had just launched the eviction diversion program, known as the Housing Stability Court. She hoped Mableton residents would take advantage of the program and other services. She offered if anyone would like to email her, send email to dami.oladapo@mableton.gov.

Councilmember Jeffcoat thanked everyone for coming out and it was great to hear input and comments. She thanked the mayor and colleagues for adopting to become a City of Civility. She noted we don't all agree, but all have a heart for Mableton. She was not present at the last meeting because she was selected as a community leader by Atlanta Neighborhood Development Partnership to represent South Cobb. She and four other community leaders were chosen to attend the Neighbor Works event in San Francisco. She provided additional information about the program. She spoke about it being Alzheimer's Disease Month, Caregivers Month, and Diabetes Awareness Month.

Councilmember Auch congratulated Councilwoman Jeffcoat. She thanked Mayor and Council for ability to work together. Each may have different ideas, but everyone has commitment to serve. She thanked all for attending the meeting.

Councilmember Ferguson commented about how the City was thriving. Council will continue to work together. He was in awe of all that had happened. He commended the team, including mayor and council, city clerk, city attorney, and finance consultant. It was more work than anticipated noting that night he was missing an important event for his daughter. Both she and he were committed. He commended all for speaking out, but it was time to get to work. A survey was sent out to the residents. Out of 77,000, the City received only 200-250 responses. As a City, all need to come together. The Council needs the citizens. He commented additionally about unity.

Councilmember Herndon expressed appreciation for all that attended the meeting. She commented about sometimes Council does not always agree but she appreciated the decorum for the discussions. She had a death in her family in June, and the burden has fallen on her to take care of the estate. There was a conflict the next week. She will not be present next week, but she will log in and listen to the meeting. She will be present in spirit and will see everyone at the meeting in November.

Mayor Owens thanked everyone for attending. He wants all to continue to attend. He got an opportunity to present the Citizen of the Year Award. It was given to Dr. Boyd. Dr. Boyd is more than worthy of receiving the award. He is General Manager of the fine facility (EpiCenter). On Halloween Night thousands of people came through. He thanked him for all he did for the City and the entire community. Mayor Owens reported the City emails are up and running. He explained the other technological features he had been working on. If there is an issue, please let him know. The website was close to being finished. Since the City was the newest in Georgia, he wanted to leverage technology. As collect information from the City, must be effective data stewards. He had seen cities get attacked. He can be emailed at Michael.owens@mableton.gov. Mayor Owens reported there was an article in Forbes Magazine. Mableton had the largest increase in house value in the metro area. He looked at it that the secret is out. People understand the City is a gem. Mableton is still the most affordable place to live. He spoke about smart growth. The Council was getting ready to bring boards, commissions, and authorities to life. He encouraged everyone to please get involved. Mableton is a great place to work, live and play, and his main goal was to improve the quality of life for the City.

13. **EXECUTIVE SESSION (IF NEEDED) FOR:**

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

Motion was made by Councilmember Herndon to go into executive session for litigation, real estate, personnel, and exemptions related matters. Councilmember Auch seconded the motion. The motion carried unanimously. **Yeas:** Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, and Herndon (9:02 p.m.)

Motion was made to close executive session by Councilmember Auch and seconded by Councilmember Herndon. The motion carried unanimously. **Yeas:** Davis, Oladapo, Jeffcoat, Owens, Auch, Ferguson, and Herndon (11:01 p.m.)

Motion was made by Ferguson to authorize the mayor to publish and place solicitation for commercial lease space for City administrative operations. Councilmember Jeffcoat seconded. The motion carried unanimously.

14. **ADJOURNMENT**

Motion was made by Councilmember Auch and seconded by Councilmember Oladapo to adjourn. The motion carried unanimously.

ATTEST:

Mayor Michael Owens

Interim City Clerk Susan Hiott

CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
November 09, 2023 @ 6:30PM

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

SPECIAL CALLED

TRANSITIONAL CITY COUNCIL MEETING MINUTES-DRAFT

1. CALL TO ORDER

Mayor Michael Owens

Mayor Owens thanked everyone for attending. He recognized the veterans in the audience and thanked them for their service.

2. ROLL CALL - Quorum was present.

3. INVOCATION- Led by Michael Murphy

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF AGENDA

Motion was made by Councilmember Jeffcoat to approve the agenda as presented. The motion was seconded by Councilmember Davis. The motion to accept the agenda was approved by the Council unanimously.

6. PUBLIC COMMENTS

City Clerk Hiott announced information about the time limit and asked those who spoke to announce their address and district. Those who spoke were:

- **Monica Delancy** of District 2 spoke about the County's Eviction Court.
- **Ben Williams** of District 5 commended the Mayor and Council for coming together. He liked the synergy he was seeing.
- **Joyce Steele** thanked the Mayor and Council for allowing public comment and addressed the need for more communication to the average residents of Mableton.
- **Patricia Hay** of District 4 commented about the need to get the word out better and noting she was seeing a pattern she did not like. There were 3 councilmembers who tried to be fiscally responsible but were outvoted by Mayor and other councilmembers. She commended Councilmember Auch for being transparent,

measured, and thoughtful. The top three things the people wanted from the council was that they be fiscally responsible, transparent, and honest.

7. **PUBLIC COMMENT:** Transitional Spending Plan – Mayor Owens presented the spending plan presentation. The presentation is available in the record. Highlights of the presentation:
- Mayor Owens addressed how the City of Mableton as a whole and the City Council have worked diligently hard to get the five-month-old city where it is now while working through the basic building blocks of standing of City.
 - The Charter itself was clear in many ways in understanding the challenges of starting a new city. There were provisions throughout the Charter that give leeway during the first two years. One of the leeway's was setting up the fiscal calendar and presenting an actual budget for the City. Many people have indicated they wanted transparency and to know where the money was coming from and going to. He and Council understood the goals of being fiscally responsible and the need to be transparent and direct. Considering putting together the spending plan the Charter says the City **may** put together a spending plan or budget. The City does not have to do one now because of the early phase the City was in now. The timing of the funds and expenditures are not clear, and it is hard to nail down what the budget would be. The spending plan gives an indication of what the budget could look like in the next six months.
 - The spending plan will be effective until the 30th of June 2024.
 - There are a total of 4 phases of plan implementation:
 - Phase One: October 26th – Presentation of YTD Income and Expense to Mayor and Council. There was a presentation on October 26th which showed how the City has brought in \$1.4 million and expenditures going out was approximately \$130,000 (\$121,000 was salary). A payroll system was put in place and the Council and staff were paid back payments totaling \$121,000. The remainder of the expenses were for laptops, devices, and other expenses. \$1.3 million was in the bank. The City was fiscally solid at this point.
 - Phase Two – November 2nd – Summary and delivery of projected income and expense to the public.
 - Phase Three – November 9th – Presentation of proposed spending plan at a public hearing.
 - Phase Four – November 30th – Proposed spending plan to be considered for approval.
 - The plan strongly considers an organic growth plan for the City and its departments/services. The City does not plan to go out and borrow money. Other cities have taken such routes and leveraged millage rates, and taken out loans.
 - The plan includes key leadership staff including City Clerk, City Manager, Finance, HR, Community Development, and IT director.
 - The plan includes three code enforcement officers and two building/permit inspectors in addition to various other roles. This will also include the purchase of vehicles for city use.

- There will be \$200k+ funds set aside for a Comprehensive Plan which will total \$250-\$500k. This \$200k is through June 30th.
- There are contingency funds for professional services and outsourcing of specific efforts as necessary.
- The plan has accounted for all hardware, software and computing items that will be needed to support the City for the duration of the spending plan and beyond.
- The plan will include five to six vehicles for travel focused within the Community Development Department.
- The plan provides for an interim office space of approximately 3,000 square feet calculated at \$28.00/sq. ft. There will also be buildout costs associated with this lease including \$50k and furniture (\$45k).
- The revenue sources for the City include taxes, license and permitting and interest revenues - \$3,798,932.00.
- The expenditures for departments (governing body, city manager, city clerk, finance, legal, code enforcement, technology services, human resources, community development, and building services) \$3,489,779.

Mayor Owens continued to provide information about the proposed revenue:

- Tax Revenue - \$3,546,532.00
 - Hotel/Motel Tax Revenue - \$102,700. The City will be including short-term rentals in the future.
 - Tax Revenue - \$3,546,532
 - Vehicle taxes title ad valorem tax - \$2,250,000
 - Real estate transfer - \$30,000
 - Other intangible fees - \$10,000
 - Franchise tax - \$400,000
 - Business and Occupation - \$350,000
 - Insurance Premium - \$506,432
 - Pen and INT Business - \$100
- Licenses and Permits Revenue - \$147,000 (the City was not currently doing right now but will organically add as City grows). The fees are like Cobb County's fees. This would be plumbing inspection, electrical inspection, mechanical inspection, occupation license inspection, commercial review, subdivision review, variances, demolition, film motion picture permits, garage and race events, Land Disturbance, reinspection, signage, zoning and land use, and yard sale permit fees.
- Proposed spending side was addressed:
 - **Governing Body** - \$433,640.68 including personal services, purchases/contract services for professional services, printing and binding, cellphone, discretionary spending, dues and fees, community programming to get more information out to the public, education and training, commissions/authorities, postage, other expenses, miscellaneous events, and supplies.
 - **City Manager** - \$376,809.91 – Personal services and purchased/contract services. There are professional services for specific short-term talent, and

30,000 specifically for Mableton beautification to make sure effort was funded early on to make the City beautiful. The machine and equipment were to provide furniture and fixtures, etc. for City.

- **City Clerk** - \$143,415.93 – This includes personal services, purchase/contract services to make sure abiding by the law, codification of ordinances, advertising, public notices per Georgia state law, cellphones, education, and training.
- **Finance** - \$266,541.55 - The City was thankful to have Frank Milazi, but in the future the City will hire a finance director. Purchase/contract Services – audits included, cellphones, printing and binding, travel, dues, and fees, etc. The payments to other banks at \$31,2000 but the City does not expect to be that high, but wanted to make sure there were funds budgeted.
- **Legal** – contracted service - \$377,000 – Emilia Walker-Ashby is the interim legal counsel and is a partner with a firm. The City will keep partnering with the company to provide city counseling. With the firm, the City has the actual attorney and leverage to reach inside the firm. The outside counsel allocation (\$123,960) is due to the lawsuit and based on as things stand right now and expected to spend going to June 30th.
- **Code Enforcement** – \$431,490.06 includes personal services (\$184,200.05) for three code enforcement officers. Purchases/contract services including pre-employment drug screen, auto/truck repairs and maintenance, cellphones, travel, dues and fees, education and training, training materials, contracts, and postage (112,840). Supplies (\$12,950) included office supplies, operating supplies, energy, small equipment, uniforms, add miscellaneous. The machinery and equipment included vehicles and furniture and fixtures in space for the code enforcement officers.
- **Technology Services** - \$405,824 – The goal is to keep all any IT elements in that office (software, computer purchases). Being a new City, the City can start off with new technology and be effective and efficient from day one. Make sure training, devices, cybersecurity, data software, data vaulting are captured.
- **Human Resources** - \$175,207.93 total for Personal Services - \$136,707.93, Purchased/Contract Services - \$33,000 and Supplies \$5,200.
- **Community Development** - \$413,954.92 total for Personal Services - \$130,054.92 for including Community Development Director and a business license specialist to get business license off the ground. Purchases/Contract Services - \$277,000 - Contract labor and contingency were built in the budget if need to bring in for outside help within level of quality the residents deserved, and amount of time required. Supplies - \$5,400 and Machinery and Equipment - \$1,500.
- **Building/Inspection Services** - \$331,933.35 total – Personal Services - including two building inspectors - \$120,953.35; Purchases/Contract Services - \$113,400; Supplies - \$15,080 and Machinery and Fixtures – Vehicles furniture and fixtures - \$82,500.

Mayor Owens reiterated that the Code Development, Community Development Department and Building Inspections are the direct departments responsible for bringing in revenues to the City.

Mayor Owens summarized he was presenting an overall proposed spending plan that encompassed projected revenue and expenditures for the next six months. The council have already considered residents' input from emails and calls. The plan is based on information the City has now. It is sound, thoughtful, transparent, and fiscally responsible.

Public Hearing

Attorney Walker-Ashby explained the portion of the meeting was to hear public hearing for 30 minutes. There will not be a question-and-answer period. She asked the audience to provide respect and keep comments in a normal time frame so they can hear the maximum number of people as possible. She provided additional directions for speaking.

Those who spoke were:

- **Speaker one (did not say her name)** showed vested interest in the City of Mableton. She initially had reservations about Mableton being a City, but now supported the plan. She urged the Mayor and Council to prioritize the interests of the cities. It was a great start to being in the city for five months.
- **Sam Culbreth**, chairman of Austell Community Task Force spoke about the thoughtfulness in the plan. He asked that the plan be given to everyone. He would make sure the information is dissimilated to others.
- **Monica Delancey** of District 2 asked about the South Cobb Redevelopment Authority funds, especially the Six Flags Tax District. She spoke about Keep Mableton Beautiful being of utmost importance. She asked for a line item in the spending plan for the eviction crisis and transit tax that impact children learning.
- **Arnetta Cameron** of District 3 expressed the Mayor and Council were doing a wonderful job. She was eager to find out more information. She was passionate about Mableton. It's going to take clear communication and an open mind and support.
- **Dante Philpot** of District 1 of Austell Community Task Force thanked Mayor and Council for their hard work putting the plan together. He asked about the franchise fees and asked it to be explained to the community. There was a lot of misinformation about the fees. He asked if the Mayor and Council could find a way to recoup the legal fees to take some of the brunt off the taxpayers. He addressed if there were cost savings for the use of vehicles such as used vehicles, gently used vehicles. He thanked the Mayor and Council for great job.
- **Michael Murphy** of District 4 commended the Mayor and Council for the spending plan. He asked them to take advantage of all the revenue potential that was out there. He addressed the Magnolia Crossings area. The only thing growing on it was the weeds. It was under the office of the South Cobb Redevelopment Authority. It was a diamond in the rough. He asked the Mayor and Council to look into having the City as a Land Bank Authority. It isn't fair to expect to have a home run over night. He hoped the Mayor and

Council were not looking at a consultant to do a city seal. He bet if hosted a contest of the art students at the schools, they would be amazed at what would see.

- **Patricia Hay** of District 4 was asking about the type of retirement for the employees. Will the City be reimbursing the County for the elections.
- **Councilmember Auch** stated the City was not reimbursing the County for the elections.
- **Ben Williams** of District 5 commented about the City being a start-up corporation. It has no history. He commended the Mayor and Council for a tough plan, but noted there should be equally ready when there are some twists and turns in the road. He commented job well done.
- **Michael King** of District 3 stated he was opposed to the City, but having come to the meeting, he was pleased and impressed by what he saw. He had lived in Mableton for almost thirty years. It is a diamond in the rough. He asked about the code enforcement in Mableton vs that code enforcement of the County. He commented about making the meeting announcements more accessible.
- **Joyce Steele** of District 4 echoed everything that had been said so far. She thanked the Mayor and Council for all they have done so far. She thanked them for their transparency shown so far. She thanked the Mayor and Council for being able to speak. She asked what the community can do to assist with what was going on and stepped up to the plate.
- **Cheryl Davis** of District 5 commented favorably on the ways she finds out about the meetings. She named there was Facebook, Next Door, emails from the City Clerk, and she shares the meeting announcements.
- **Ben Bailey** of District 5 stated he did not see in the budget plan anything about parks and recreation. He knew the government could not be set up overnight but would love to see where parks and recreation would be set up eventually.

Mayor Owens asked if there were any more comments. There was none. It was vitally important to get feedback from the public. He encouraged everyone to email the Mayor and Council with any comments.

He closed the public hearing. (at 7:59 p.m.)

- SECOND READ: Ordinance Amending Chapter 7, Taxes, Fees, and Assessments, of the City of Mableton Code of Ordinances Pertaining to Occupation Taxes.*

Mayor Owens announced the item. He reported he had received some feedback from the community and the Council. He recognized Attorney Walker-Ashby to provide additional information. Ms. Walker-Ashby explained:

- This was continuation of review of the Occupation Tax Ordinance. It was anticipated by the Feasibility Study that provided basis for incorporation. It was critical to transition the component of the code.
- She has had prior discussion and the opportunity to review substantial feedback from the Council and Ms. Robin Meyers and the Mableton Coalition. Ms. Meyers shared with her

some historical challenges and concerns that she and others had had. The City appreciates the feedback to help make the code more efficient.

- The November 2 meeting was the first read to review the ordinance. The ordinance was a lot longer. It was her recommendation to use the County Code so not to have chaos and confusion with the transition. She has removed the regulatory components, making sure the code was practical for the initial implementation.
- The Mableton Charter 7:15 (d) states the code of Cobb County will be enforceable through Cobb County Court through the transitional period. The spas, pawn shops, are still subject to Cobb County ordinances. After the transition, those portions of the Code will be brought back.
- She asked for recommendations and other feedback to her, as she incorporated the feedback. The goal is to make the Code better. She named the three divisions of the Code:
 - General Division
 - Special Permits and Licensing
 - Lawyers and Law Firms

Attorney Walker-Ashby explained how the ordinance will be brought back for a third read. She explained how the final form for adoption that the Charter requires. (1) Have to have a title (2) Subject matter and (3) Specific enacting clause. The Council can adopt additional requirements in the City's ordinances. To introduce a formal introduction of an ordinance, it must be in a public meeting. She recommended the Council look at adopting November 30th or the first meeting in December because the renewal period for businesses was approaching.

Mayor Owens expressed the City wanted to make sure proper notification was given to all the businesses. He asked Council for any comments. There was none. The ordinance will be considered at the next meeting (November 30th) to allow more time for additional feedback.

9. DISCUSSION: Mayor Owens asked for an update on the pending litigation. Attorney Walker-Ashby expressed confidence in the City's position.

10. CITY ATTORNEY COMMENTS – NONE

11. CITY CLERK COMMENTS - NONE

12. CITY COUNCIL COMMENTS (SUMMARY BELOW)

- Councilmember Davis expressed he was proud to serve. He acknowledged and expressed the appreciation of the level of concern and care the residents have for Mableton. He spoke about the potential and talent realized in the City of Mableton. The City can be special because of the special people in Mableton.

- Councilmember Oladapo thanked everyone for coming out and providing feedback and suggestions. A lot of thought went into the plan. It was motivating for the Council to see those who attended.
- Councilmember Jeffcoat thanked everyone for coming out and supporting the City. She explained they don't always agree and there were times when they do agree, and times did not. However, the consensus among them was to move the City forward. We need all hands-on deck. There will be opportunities for volunteers. She thanked the veterans for their commitment and sacrifice.
- Councilmember Auch thanked all who came up for public comment. Democracy depends on participation. Feedback is valuable and the Mayor and Council were listening.
- Councilmember Ferguson thanked the veterans for their service. He spoke about how and when he decided to serve in the military. The military and civil service are the backs on which the country runs. Please place a seed in the young people the need for these careers. Be a neighbor and share your story with the youth. He referenced the Boys and Girls Club of Cobb County where 40 plus people need to be a BIG. If need more information, email him. TJ.Ferguson@mableton.gov.
- Councilmember Herndon was not present but was watching online.
- Mayor Owens spoke about how he heard everyone's comments about communication. It referenced the previous low voter turn-out and how he wanted to have more turnout at the meetings. The emails are up and running. There will be more emails in time. Computers and phones are to be dispersed. He purchased doc. Cards, digital business cards. He wanted to make sure everyone had these cards. He introduced Lily Smith, the Mayor's Executive Assistant. She just started. Part of the presentation was part of her work. As build staff, the City will become more efficient. She came from the City of Kennesaw as Deputy Clerk.
- He spoke about ways the resident could become more engaged. He named various boards and commissions and authorities and committees. Each and everyone will need people to be involved in. There was a sign-up form so people could have the opportunity to be involved. The form will be on Facebook. As soon as the interim website was up and running, it would be on the website.
- Mayor Owens addressed the event that took place, and a survey was carried out about the Riverland Gateway Park located at the corner of Discovery and Mableton Parkway. He will have more information available on the website. This will be impactful on the City.
- He thanked everyone for coming out and thanked the EpiCenter for allowing the City to meet. He thanked veterans for service and commitment. Anyone who would like a copy of the spending plan, please send email to cityofmableton@gmail.com or email any of the Council. It will be on Facebook and the clerk will have. He looked forward to feedback.

13. EXECUTIVE SESSION (IF NEEDED) FOR:

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

The motion was made by Councilmember Oladapo to go into executive session for litigation, real estate, personnel, and any exemptions related matters. Councilmember Auch seconded the motion. The motion carried unanimously. **Yeas:** Davis, Oladapo, Jeffcoat, Owens, Auch, and Ferguson (8:34 p.m.)

Motion was made to close executive session by Councilmember Auch and seconded by Councilmember Ferguson. The motion carried unanimously. **Yeas:** Davis, Oladapo, Jeffcoat, Owens, Auch, and Ferguson (10:16 p.m.)

14. RESOLUTION PROVIDING NOTICE OF INTENT TO COLLECT

Mayor Owens announced the item. He explained the resolution allowed the City to officially notify the County of the City's intent to collect occupational tax. There was a 30-day notice required. City Attorney Walker-Ashby asked to amend the resolution, changing the date in the resolution to December 13th as effective notification day since the following day was a holiday and the 12th was Sunday.

Attorney Walker-Ashby noted the clarification on the notice to transfer to Cobb County:

a. Clarification on Transfer. The City of Mableton, Georgia, does not through this resolution, or otherwise, transfer from Cobb County, Georgia, regulatory authority nor responsibility for:

1. Permitting/licensing for the keeping, sale or storing of alcoholic beverages, and collection of alcohol excise taxes and fines or application fees for the same.
2. The issuance of zoning, building and/or development permits/approvals, certificates of occupancy, and building/development inspections, and fines or application/assessed fees for the same; and
3. Parks and recreation permitting/approvals and assessed fees for the same.

Mayor Owens stated it was key to notify the County and be clear of how to notify the businesses with understanding they will be getting occupation licenses through the City but would have the alcohol licenses through the County. Councilmember Auch stated she was told that Cobb County sent out notices to businesses to renew their licenses. Mayor Owens stated they would work with Cobb County with future notices so that there will be a unified voice. During preliminary discussions with the County, the County agreed.

City Attorney Walker-Ashby reported there was a conversation with the County last week and they are happy to meet and discuss how one voice would go out to eliminate any confusion. After the initial meeting, she received a call from the County indicating they would set up a

meeting to work out the issues. She reported 70 businesses had already paid. When the City meets with the County, there will be a surging up at that time.

Councilmember Auch asked how the resolution would impact code enforcement. City Attorney Walker-Ashby explained right now there is substantially less code enforcement. The County has the ability to enforce all ordinances that regulate the businesses. She explained if someone does something non-compliant, the County has responsibility to enforce it. Per the Charter, if there is difficulty of enforcement, the City has the right to transfer responsibility. There is a lot of flexibility. Councilmember Auch confirmed the County would still be providing enforcement regarding the regulatory ordinances (i.e., Pawn Shops). The City Attorney explained the Charter was very clear that the regulatory ordinances stay in place throughout the transitional period.

Mayor Owens asked for additional discussion. There was none.

There was a footnote that the occupation tax certificate would not authorize businesses to serve alcohol.

Said occupation tax certificate will not authorize a business to serve alcohol. The occupation tax is separate and distinct from an alcohol excise tax. Until the City transfers alcohol licensing, City of Mableton businesses wishing to keep/store/sale alcohol shall additionally and separately apply with Cobb County, Georgia, for the issuance/renewal of licensure to keep/store/sale alcohol and pay any alcohol excise tax and application fee as assessed by Cobb County for the same.

Motion was made to approve the resolution to provide notice to Cobb County of the City's intent to collect occupation taxation transfer responsibility for business licensing, including the changes (December 13th date) and as requested by the City Attorney by Councilmember Ferguson and seconded by Councilmember Davis. The motion passed unanimously.

15. ADJOURNMENT

Motion was made by Councilmember Auch and seconded by Councilmember Jeffcoat to adjourn. The motion carried unanimously.

Mayor Michael Owens

Attest:

Interim City Clerk Susan Hiott

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

ORD

**AN ORDINANCE UPDATING CHAPTER 7, TAXES, FEES AND ASSESSMENTS OF
THE CITY CODE OF ORDINANCES; REGULATING OCCUPATION TAXATION
AND BUSINESS LICENSURE AND FOR OTHER LAWFUL PURPOSES**

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

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

WHEREAS, the City Council is empowered by Sec. 6.14 of the City Charter to “to levy any other tax or fee allowed now or hereafter by law, and the specific mention of any right, power, or authority in this article shall not be construed as limiting in any way the general powers of this city to govern its local affairs;”

WHEREAS, the City Council desires through this Ordinance to adopt reasonable code provisions relating to occupation taxes, fees and related licensing; and

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

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

Section 1. Article 6, Business License and Occupation Tax, of Chapter 7 of the City of Mableton Code of Ordinances is hereby created to read as follows:

CHAPTER 7 - TAXES, FEES AND ASSESSMENTS

ARTICLE 6 - BUSINESS LICENSE AND OCCUPATION TAX¹

DIVISION 1 - GENERALLY

Sec. 7.6.1.1. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Administrative fee means a component of an occupational tax which approximates the reasonable cost of handling and processing the occupation tax.

¹ State law reference(s)—Business and occupation taxes, O.C.G.A. § 48-13-5 et seq.

Business license means a business registration certificate as defined in this section.

Business registration certificate means a certificate issued by the business license office evidencing registration and payment of all required regulatory fees and occupation taxes by persons engaged in business in the city. For the purposes of compliance with other ordinances referring to a business license, the term "business license" shall be construed to mean a business registration certificate as defined in this section.

County means the unincorporated area of Cobb County.

Dominant line means the type of business within a multiple line business from which the greatest amount of income is derived.

Employee means:

- (1) Except as otherwise provided in section (b) of this section an individual whose work is performed under the direction and supervision of the individual's employer and whose employer withholds FICA, federal income tax or state income tax from such individual's compensation or whose employer issues to such individual for purpose of documenting compensation a form I.R.S. W-2 but not a form I.R.S. 1099.
- (2) An individual who performs work under the direction and supervision of one business or practitioner in accordance with the terms of a contract or agreement with another business which recruits such individual is an employee of the business or practitioner which issues to such individual for purposes of documenting compensation a form I.R.S. W-2.

Engaged in business is when a person or entity is carrying on a trade, occupation, profession, or other commercial enterprise for gain or profit, direct or indirectly, including, but not limited to, selling real or personal property or services, leasing or renting real or personal property, or sales or services of the character as made by a wholesaler or retailer; or who is involved in any of the functions performed as a manufacturer; or who is involved in the development or construction of real property.

Entity for the purposes of this article means a natural person or artificial person to include but not limited to a corporation, limited liability company, partnership, association and trust.

Gross receipts.

- (1) Gross receipts means the total revenue of the business or practitioner for the period, including without limitation the following:
 - a. Total income without deduction for the cost of goods or expenses incurred;
 - b. Gain from trading in stocks, bonds, capital assets or instruments of indebtedness;
 - c. Proceeds from commissions on the sale of property, goods or services;
 - d. Proceeds from fees for services rendered; and
 - e. Proceeds from rent, interest, royalty or dividend income.
- (2) Gross receipts shall not include the following:
 - a. Sales, use or excise tax.
 - b. Sales returns, allowances and discounts.

- c. Interorganizational sales or transfers between or among the units of a parent-subsidiary controlled group of corporations as defined by 26 USC 1563(a)(1), or between or among the units of a brother-sister controlled group of corporations as defined by 26 USC 1563(a)(2), or between or among wholly owned partnerships or other wholly owned entities.
- d. Payments made to a subcontractor or an independent agent for services which contributed to the gross receipts in issue.
- e. Governmental and foundation grants, charitable contributions or the interest income derived from such funds received by a nonprofit organization which employs salaried practitioners otherwise covered by this article, if such funds constitute 80 percent or more of the organization's receipts.
- f. Receipts from the rental of detached single-family residential real property.
- g. Proceeds from sales of goods or services which are delivered to or received by customers who are outside the state at the time of delivery or receipt.

Location or office means any separate structure or vehicle where a business, trade, profession or occupation is conducted, but shall not include a temporary work site which serves a single customer or project or vehicle used for sales or delivery by a business or practitioner of a profession or occupation which has a location or office. The renter's or lessee's location which is the site of personal property which is rented or leased from another does not constitute a location or office for the personal property's owner, lessor, or the agent of the owner or lessor. The site of real property which is rented or leased to another does not constitute a location or office for the real property's owner, lessor, or the agent of the owner or lessor unless the real property's owner, lessor, or the agent of the owner or lessor, in addition to showing the property to prospective lessees or tenants and performing maintenance or repair of the property, otherwise conducts the business of renting or leasing the real property at such site or otherwise conducts any other business, profession, or occupation at such site.

New business means any person, enterprise or entity which is engaged in business in the city which has not previously filed for a business registration certificate.

Occupation tax means a tax levied on persons, partnerships, corporations or other entities for engaging in an occupation, profession or business for revenue raising purposes.

Practitioner of profession or occupation means one who by state law requires state licensure regulating such profession or occupation. The term "practitioner of professions and occupations" shall not include a practitioner who is an employee of a business, if the business pays an occupation tax.

Regulatory fees means payments, whether designated as license fees, permit fees or by another name, which are required by a local government as an exercise of its police power and as a part of or as an aid to regulation of an occupation, profession or business. The amount of a regulatory fee shall approximate the reasonable cost of the actual regulatory activity performed by the city. A regulatory fee may not include an administrative fee or registration fee. The business license division is not authorized to require any administrative fee, registration fee, or fee by any other name in connection with a regulatory fee, except an occupation tax, as defined in paragraph (4) of O.C.G.A. § 48-13-5. Regulatory fees do not include development impact fees as defined by O.C.G.A. § 36-71-2(8) or other costs or conditions of zoning or land development.

Sec. 7.6.1.2 - Scope and levy.

- (a) *Generally.* Pursuant to O.C.G.A. § 36-1-22, O.C.G.A. § 48-13-6 et seq., the authority of 1986 Ga. Laws (Act No. 1364), page 5450, and H.B. 175, 1995 Ga. Laws, page 419 et seq., all persons, including professional corporations, engaged in business in the city are hereby required to register their business or office and obtain a business registration certificate therefor, and pay the amount now or hereafter fixed as the occupation tax thereon. The occupation tax levied in this section is for revenue purposes only and is not for regulatory purposes. The occupation tax applies only on businesses and occupations which are covered by the provisions of O.C.G.A. §§ 48-13-5 through 48-13-26. Other applicable businesses and occupations are subject to city taxes pursuant to pertinent general law and/or city ordinance.
- (b) *Businesses with no location or office in state.*
 - (1) The provisions of this article shall apply to those businesses and practitioners of professions and occupations with no location or office in the state if the business or practitioner:
 - a. Has one or more employees or agents who exert substantial efforts within the city for the purpose of soliciting business or serving customers or clients; or
 - b. Owns personal or real property which generates income and which is located in the city.
 - (2) In no event shall a business or practitioner subject to this section be required to pay an occupation tax to more than one local government in the state and then only to the local government in which the largest dollar volume of business is done or service is performed by the individual business or practitioner.
 - (3) If a business or practitioner subject to this section provides to the business license office satisfactory proof of payment of a local business or occupation tax in another state, or city or municipality of this state which purports to tax the business's or practitioner's sales or services in this state, the business or practitioner shall be exempt for the levy of any occupational tax under this section.
- (c) *Permit for persons exempted from paying tax.* Even though a person may be exempt under state or other law from paying an occupation tax, nevertheless, such person must apply to the business license office for a free permit to engage in or carry on any business provided for in this article and submit proper and lawful credentials exempting applicant from paying the occupation tax.

Sec. 7.6.1.3 - Separate certificate and occupation tax required for each location.

- (a) Each business registration certificate issued pursuant to this article shall authorize the conduct of one place of business only, at the business location or office, and persons engaging in business in more than one location or office within the city shall obtain a separate certificate for each location, paying a separate fee for each such certificate. Any of the businesses required to pay a tax under this ordinance shall pay a separate occupation tax for each location or office within the city.
- (b) If the location or office has several separate structures which are used as part of one general business operation of the user (in this section "user" shall not include landlord or lessor) of

the structures, then for the purposes of the requirements to obtain a business registration certificate (or pay an occupation tax if it is a business listed in section 7.6.1.22(6)) such business operation shall be deemed to have but one location.

- (c) A separate business registration certificate (or pay an occupation tax if it is a business listed in section 7.6.1.22(6)) shall be required for each separate and distinct business operation located within the same structure.
- (d) Any business registration certificate fees, penalties or interest that were assessed by the city as the result of the rental of real property prior to initial notification of the assessment by the city shall be and are hereby waived. This waiver shall not include any new businesses.

Sec. 7.6.1.4 - Classification of businesses; schedule of fees.

- (a) *Classification of businesses.* Every business subject to the provisions of this article shall be classified according to the major group classification of the Standard Industrial Classification Manual, as amended, and published under the auspices of the U.S. Office of Management and Budget. Classification of each business subject to this article shall be based upon the principal activity or dominant line of such business, i.e., that series of goods or services which produces the largest proportion of the business's gross revenues from all sources.
- (b) Every business subject to this article shall pay a fee based on gross receipts of the business or practitioner in combination with the profitability ratio for the type of business, profession or occupation as measured by nationwide averages derived from statistics, classifications or other information published by the U.S. Office of Management and Budget, the United State Internal Revenue Service, or successor agencies of the United States.
- (c) Every business or practitioner shall be ranked according to the profitability ratio for the type of business, profession or occupation as measured by nationwide averages derived from statistics, classifications or other information published by the U.S. Office of Management and Budget, the U.S. Internal Revenue Service, or successor agencies of the U.S. After such ranking, classifications which do not overlap shall be established before setting a single rate of taxation for each classification. No rate shall be charged to a classification which includes a business or practitioner with a higher profitability ratio.
- (d) The occupation tax shall include an administrative fee of \$55.00, which shall not be subject to proration or refund.
- (e) The initial schedule of fees is attached to the ordinance from which this article is derived as schedule A, and subsequent fee schedules may be as approved by the city.
- (f) The schedules of fees shall be as approved, adopted and/or amended in the future by the city.
- (g) The schedule of fees shall be on file and available from the office of the city clerk.

Sec. 7.6.1.5 - Allocation of gross receipts for businesses with locations in more than one jurisdiction.

- (a) In levying occupation tax upon a business or practitioner with a location or office situated in more than one jurisdiction, including businesses or practitioners with one or more locations

or offices in Georgia and one or more locations outside the state, the city is required by O.C.G.A. § 48-13-14 to allocate gross receipts in accordance with one of the following methods:

- (1) Where the business or practitioner can reasonably allocate the dollar amount of gross receipts of the business or practitioner to one or more of the locations or offices on the basis of product manufactured in that location or office or the sales or other services provided in that location or office, the city is authorized to tax the gross receipts generated by the location or office within the city; or
 - (2) Where the business or practitioner cannot reasonably allocate the dollar amount of gross receipts among multiple locations or offices, the business or practitioner shall divide the gross receipts reported to all local governments in this state by the number of locations or offices of the business or practitioner which contributed to the gross receipts reported to any local government in this state, and shall allocate an equal percentage of such gross receipts of the business or practitioner to each location or office.
- (b) In no instance shall the sum of the portions of the total gross receipts of a business or practitioner taxed by all local governments exceed 100 percent of the total gross receipts of the business or practitioner.
- (c) In the event of a dispute between the business or practitioner and the local government as to the allocation under this Code section, the business or practitioner shall have the burden of proof as to the reasonableness of this allocation.
- (d) Upon request, businesses or practitioners which have a location or office situated in the city and another jurisdiction or other jurisdictions shall provide to the city the following:
- (1) Financial information necessary to the allocation of the business or practitioner; and
 - (2) Information relating to the allocation of the business's or practitioner's gross receipts by other local governments.
 - (3) Information regarding the site of any location or office and payment of occupation taxes or regulatory fees to other local governments.

Sec. 7.6.1.6 - Estimate of gross receipts.

- (a) *Gross receipts of preceding year to be used as estimate for current year.* All occupation taxes levied by this article are levied on the amount of business to be transacted during the calendar year. However, for convenience of both the city and the taxpayer, and to avoid the necessity of making numerous returns, those businesses subject to the occupation tax levied in section 7.6.1.4 shall, on or before the times set forth in this article, file with the business license office the returns specifically provided for in this article, showing the gross receipts of that business during the preceding calendar year. This return shall be used as an estimate for making payments on the occupation tax for current calendar year, the actual and final amount of tax levied for business transacted in a current calendar year to be paid in accordance with a final return to be made after the termination of the year, in accordance with the procedure set forth in this article.
- (b) *Filing of return.* The owner, proprietor, manager or secretary officer of the business subject to the occupation tax of the current calendar year shall, at the end of the preceding year, and

on or before March 1 of the current calendar year, file with the business license office of the city, on a form furnished by the revenue collection officer, a signed return setting forth the amount of gross receipts of such business for the entire preceding calendar year, to be used as an estimate of the gross receipts for the current year.

- (c) *Businesses conducted for only part of preceding year.* Where a business subject to the occupation tax for the calendar year has been conducted for only a part of the preceding year, the amount of gross receipts for such part shall be set forth in the return. The return shall also show a figure putting the receipts for such part of a year on an annual basis, which figure shall bear the same ratio to the amount of gross receipts for such part year as the full year bears to such part. Such figure shall be used as the estimate of the gross receipts of the business for the current calendar year.
- (d) *New businesses.* A new business shall make an estimate of the projected gross receipts for the calendar year or part thereof still remaining and shall pay the initial occupation tax for that year based on such estimate, subject to the provisions of section 7.6.1.7.

Sec. 7.6.1.7 - Filing of return; procedure where taxes overpaid or underpaid.

- (a) After the end of each year and on or before March 1 of the succeeding year, the owner, proprietor, manager or executive officer of the business liable for the occupation tax levied for the year shall file with the business license office of the city, on a form furnished by the business license office, a signed return setting forth the actual amount of the gross receipts of such business during the calendar year.
- (b) If the amount of the occupation tax for the preceding year based on the return provided for in this section, and on the rate of the tax provided for in this article, exceeds the amount of occupation tax theretofore paid by the business based on the estimate filed pursuant to section 7.6.1.6, the difference in such amount shall be due and payable by the taxpayer to the city on March 1 of the current year and delinquent if not paid on or before such date.
- (c) If the amount of the occupation tax for the preceding year based on the return provided for in this section, and on the rate of the tax provided for in this article, is less than the amount of occupation tax theretofore paid by the business based on the estimate filed pursuant to section 7.6.1.6, the difference in such amount shall be refundable by the city to the taxpayer; or, if the business continues to be conducted in the city during the current year, such difference in amount may be credited by the city on the amount of occupation tax to be paid to the city by the business for the current year.

Sec. 7.6.1.8 - Fees for professionals generally.

- (a) Practitioners of professions as described in O.C.G.A. § 48-13-9(c)(1)—(18), namely:
 - Physicians licensed under O.C.G.A. tit. 43, ch. 34 (O.C.G.A. § 43-34-1 et seq.);
 - Osteopaths licensed under O.C.G.A. tit. 43, ch. 34 (O.C.G.A. § 43-34-1 et seq.);
 - Chiropractors;
 - Podiatrists;
 - Dentists;

Optometrists;
Psychologists;
Veterinarians;
Landscape architects;
Land surveyors;
Practitioners of physiotherapy;
Public accountants;
Embalmers;
Funeral directors;
Civil, mechanical, hydraulic or electrical engineers;
Architects; and
Marriage and family therapists, social workers and professional counselors;

shall elect as their entire occupation tax one of the following:

- (1) An occupation tax based on gross receipts combined with profitability ratios as set forth in schedule A. Any practitioner of professions as set forth in O.C.G.A. § 48-13-9(c)(1) through (18), who elects to pay an occupation tax based on gross receipts shall provide to the business license office information concerning the practitioner's gross revenues on forms supplied by the business license office as well as verification as required by the business license office of said gross revenues for the purpose of determining the appropriate occupation tax.
 - (2) A fee according to schedule H not to exceed \$400.00 per practitioner who is licensed to provide the service, such tax to be paid at the practitioner's office or location; provided, however, that a practitioner paying according to this section shall not be required to provide information to the local government relating to the gross receipts of the business or practitioner. The per-practitioner fee includes all persons in the business who qualify as a practitioner under the state's regulatory guidelines and framework.
- (b) Any practitioner whose office is maintained by and who is employed in practice exclusively by the United States, the state, the city or other city of the state, or instrumentalities of the United States, the state or the city or other city of the state, shall not be required to obtain a license or pay an occupation tax for that practice.

Sec. 7.6.1.9 - Fee for professionals engaged in practice of more than one profession.

If an individual is engaged in the practice of more than one profession of the professions enumerated in section 7.6.1.8, such individual shall be required to pay a professional occupation license tax for each such profession; provided, however, if such individual has elected to be taxed based on schedule A, the tax for the second and any succeeding profession shall be assessed at 50 percent of the tax otherwise due, as computed under schedule A.

Sec. 7.6.1.10 - Refunds.

Requests for refunds based on changes in the gross receipts of the taxpayer shall be allowed only for the license year next preceding the time of the request for such refund. No refund or proration shall be made of any regulatory fee and no refund or proration shall be allowed for a taxpayer who shall cease doing business or remove the business from the city. Additionally, all refund requests for taxes and/or monies paid to Cobb County shall be made directly to Cobb County, including any requests for monies and/or overpayments paid for taxes and/or monies owed for calendar year 2023 and/or prior.

Sec. 7.6.1.11 - Forms.

- (a) The application for a business registration certificate, notices, license forms and other documents and papers necessary to the implementation and enforcement of this article shall be on such forms and in such manner as may be prepared and directed by the business license office.
- (b) Each registration shall identify the SIC (Standard Industrial Classification) of the business registered, its taxable gross revenues for the preceding 12 calendar months, the number of employees, and any such other information as may be required by the business license office.

Sec. 7.6.1.12 - Duty of businesses to maintain records; confidentiality; and audits.

- (a) The business license office is authorized to require from all current and past business license holders and business registration certificate applicants, copies of sales tax reports made by the applicant or license holder for a previous quarter to the state. It shall be the responsibility of the person holding a license under this article to secure, preserve and keep reasonable records, including payments to subcontractor, the business license number of any subcontractors, W-2s, 1099s, rents received from tenants and box holders, and records containing the amount of sales receipts, and such records and any other documents reasonably requested by the business license office shall be furnished upon demand to the business license office, or his authorized representative, for determining the proper classification of the business and for audit purposes to determine the correct amount of occupation taxes for the business. All business registration certificate applicants and holders shall make available all records for audit purposes upon request of the business license officer.
- (b) The business license office, or his authorized representative, is authorized to issue citations if any licensee or persons who are engaged in business have not obtained a valid business license, professional license, privilege license or special license, as required and defined in this Code, or if the licensee, license holder or license applicant refuses to produce any of the records described in this section when asked to do so.
- (c) All information obtained by the business license office regarding gross revenues and the number of employees of any individual business shall be treated as confidential, and no disclosures shall be made by the business license office or any agency of the city regarding gross revenues or number of employees of any individual business registration certificate holder.

Sec. 7.6.1.13 - Change of location or ownership of business.

- (a) Any person moving from one location to another shall notify the business license office of such move and of the new address in writing, on a form provided by the business license department, no later than the day of moving.
- (b) A new business registration certificate will be issued upon payment of a change of location fee, if the new location conforms to the zoning regulations applicable to the city. The amount of this fee shall be available as part of the schedule of fees in the business license office. When a change of ownership occurs, the new owners shall notify the business license office and pay an occupation tax.
- (c) When a change of ownership occurs, the new owners shall notify the business license office and apply for and obtain a business registration certificate.

Sec. 7.6.1.14 - Display of license or certificate.

All licenses or certificates issued under this article shall be posted conspicuously in the place of business of the person to whom the license or certificate is issued.

Sec. 7.6.1.15 - Denial, suspension and revocation of license.

- (a) A business registration certificate or an application for a business registration certificate under this article may be denied, suspended or revoked only for due cause as defined in section (c) of this section. A business registration certificate may be denied or revoked only after a hearing before the city council upon a prior written notice to the applicant or licensee of the time, place and purpose of such hearing and a statement of the reason why the application would be denied or the certificate revoked. Three days' notice shall be deemed reasonable, but shorter or longer periods of notice shall be authorized as the city council may deem the circumstances justify. Unless the circumstances otherwise justify, the hearing shall be held no later than 30 days after the application is filed with the business license office, or after the business license office has suspended a business license.
- (b) The business license office may suspend a business registration certificate where there is evidence of due cause under section (c) of this section for revoking the license. Such action by the business license office shall be reported, in writing, to the city council. This action shall be reviewed at the next regular meeting of the city council, or, at the request of the license holder, a special meeting of the city council may be called within three days after such request is filed with the business license office. If the city council affirms the decision of the business license office, then the license shall be permanently revoked. If the decision of the business license office is reversed, then the license shall be returned to the licensee immediately.
- (c) A business registration application or certificate under this article may be denied, suspended or revoked only if one or more of the following exists:
 - (1) The applicant or licensee has failed to obtain any paper or document necessary in pursuance of its business as may be required by any office, agency or department of the city, state or United States under authority of any law, ordinance or resolution of the city, state or United States.

- (2) The applicant or licensee has supplied false information to the business license office.
 - (3) The applicant or licensee has violated any ordinance, law, policy or resolution applicable to such business.
 - (4) The applicant or licensee has failed to pay any fee to the city, has failed to make a return or pay a tax due to the city, the city business license division, or any other agency of the city government or has otherwise failed to comply with the provisions of this article or any other chapter of the City Code of Ordinances.
 - (5) The applicant or licensee during the 12 months next preceding has engaged in misrepresentation of facts, whether through advertisement or through any form of direct communication, oral or written, which is intended to mislead the public or any party with whom the licensee deals in pursuance of the licensed business. By way of illustration only, and without limiting the scope of this section, the term "due cause" as used in this section shall consist of any act or practice designated as unlawful in O.C.G.A. § 10-1-393(b)(1) - (11) or declared by the administrator of the Fair Business Practices Act to be unlawful pursuant to regulations made under O.C.G.A. § 10-1-394, subject to the exemptions contained in O.C.G.A. § 10-1-396.
 - (6) Allowing any condition on the licensed premises that endangers public health or safety.
- (d) Anything to the contrary notwithstanding, if a health certificate is required for the operation of the business, a conditional business registration certificate may be issued for a period of 60 days, so as to allow compliance with the rules and regulations of the city health department; provided, however, that the applicant may not commence operations of any food service establishment, as that term is defined by Official Code of Georgia Annotated, unless and until it receives a health permit from the city health department pursuant to O.C.G.A. § 26-2-371. Upon issuance of a valid health permit by the city health department, the conditional business registration certificate shall automatically, by virtue of this section, be converted into an annual business registration certificate under the terms of this article, effective as of the date of its issuance.

Sec. 7.6.1.16 - Business registration certificate; penalty and interest on unpaid tax.

- (a) It shall be unlawful for any person to engage in any business provided for in this article without first applying for and obtaining a business registration certificate as required by this article, and such person shall be required to pay for each calendar year or portion thereof, limited to the three most recent years, the business tax fee plus penalty and interest pursuant to sections (b) and (c) hereof on the fee amount which should have been paid by such person pursuant to this article.
- (b) Interest shall accrue on all unpaid taxes or fees levied and assessed under this article from the date the taxes or fees shall be due and payable at the rate of 1½ percent per month on the unpaid balance. With respect to the fees payable under paragraph (a) above, interest shall accrue from the day the fee was initially due and payable.
- (c) Should any occupation tax, license fee, or fee imposed by this article remain due and unpaid for 90 days from the due date of the tax or fee, the person and/or business liable for the tax or fee shall be subject to and shall pay a penalty of ten percent of the tax or fee due.

Sec. 7.6.1.17 - Closed circuit video recording device required in certain retail establishments.

The purpose of this article is to require certain retail establishments, which historically have been the frequent targets of armed robberies and homicides, to have a functioning closed circuit video camera and recording device. The ability to apprehend the perpetrators of such crimes and remove them from the general population will reduce the number of such crimes.

Whereas, the city council of the city, finds and declares that the presence of video cameras and recording devices is a deterrent to criminal activity and is a substantial aid in solving crimes; and

Whereas, this section furthers the important governmental interest of reducing crime and therefore promotes the health, safety and welfare of the citizens of the city.

Now therefore, the city council adopts this section pursuant to its powers and authority.

The licensee of a convenience store or a package store shall be required to have, at all times that the business is open to the public, an operating and functioning video camera and recording device that records and preserves the activities at all areas of the business where the sale of the business's merchandise takes place. The video record so recorded shall be maintained for 48 hours.

At the time that an applicant seeks the issuance of a business license or a licensee seeks the renewal of an existing business license for a convenience store or a package store the applicant or licensee shall execute an affidavit stating that the business will have, in the case of an application, and has in the case of a renewal, an operating and functioning video camera and recording device that records and preserves the activities at all areas of the business at which the sale of merchandise take place while the business is open to the public.

Sec. 7.6.1.18. Use of funds.

All proceeds generated under this article shall be used and spent only for city purposes.

Sec. 7.6.1.19. Due date for occupation taxes; proration of tax.

All occupation taxes authorized by this article, except as otherwise specifically provided, shall be due annually on January 1 and payable annually on January 31. In the event that any person commences business on any date after January 1 in any year, the tax shall be due and payable 30 days following the commencement of the business, and shall be levied at the customary rate on gross receipts from the date of the commencement of business and shall include the administrative fee component.

Sec. 7.6.1.20. Collection of unpaid taxes, fees and penalties.

If any person shall fail or neglect to pay any tax, fee or penalty as required by this article, any such fee or penalty is subject to collection in the manner as provided for the collection of taxes, regardless of provisions in this article for penalties.

Sec. 7.6.1.21. Violation.

Any person violating any of the provisions of this article may be punished as allowed by law.

Sec. 7.6.1.22. Exemptions from article.

The following businesses or practitioners shall be excluded from the provisions of this article:

- (1) Those businesses regulated by the state public service commission.
- (2) Those electrical businesses organized under O.C.G.A. tit. 46, ch. 3 (O.C.G.A. § 46-3-1 et seq.).
- (3) Any farm operation for the production from or on the land of agricultural products, but not including any agribusiness.
- (4) Homeowner associations and condominium associations which are required by declaration of condominium or protective covenants filed in conjunction with the development of real property in the office of the clerk of superior court.
- (5) State or local authorities and nonprofit organizations as provided in O.C.G.A. § 48-13-13(5); however, nonprofit organizations shall still be required to register with the business license division.
- (6) All practitioners or professions as set forth in O.C.G.A. § 48-13-9(c)(1) through (22). Notwithstanding, with the exception of lawyers and law firms, said professionals shall be subject to section 7.6.1.1, 7.6.1.4, 7.6.1.18, 7.6.1.19, 7.6.1.20, 7.6.2.1(b), 7.6.1.21 as it relates to the payment of an occupation tax, 7.6.1.3, 7.6.1.4, 7.6.1.5, 7.6.1.6, 7.6.1.7, 7.6.1.8, 7.6.1.9, 7.6.1.10, 7.6.1.11(c), 7.6.1.12(c), 7.6.1.13(a), 7.6.1.16(b) and (c). Lawyers and law firms shall be subject to division 3 of this article.

Sec. 7.6.1.23. Proper zoning required.

No business and/or enterprise activity shall be allowed in an area and/or location within the city where such activity and/or enterprise is not a permitted under applicable building codes, zoning regulations and/or other applicable regulations and law.

DIVISION 2 – SPECIAL LICENSE AND REGULATORY FEES

Sec. 7.6.2.1. Special business activities requiring prior approval.

It shall be unlawful for any person and/or business to engage in the business, trade, profession or practice of a sexually oriented business, precious metals dealer, amusement activity, peddler, door-to-door sales person, mobile food vendor, firework retail stand, pawnshop, vendor, ticket broker, special event parking, flea market, seller and/or distributor of alcohol, pool room and/or health spa, before obtaining approval for a special regulatory license and/or permit from Cobb County.

Sec. 7.6.2.2. Occupation tax certificate pre-condition to special regulatory license/permit.

The special regulatory license/permit to be obtained from Cobb County under section 7.6.2.1 above, is separate and distinct from the occupation tax certificate required to be obtained from the City under this article. No person and/or business shall obtain and/or qualify for a special regulatory license and/or permit under section 7.6.2.1 above, without having first obtained an occupation tax certificate from the city in accordance with this article, for the calendar year in which any new and/or special regulatory license/permit is sought.

Sec. 7.6.2.3. Occupation Tax Payable to City separate and distinct from regulatory fee for certain business operations.

The occupation tax due to the city under this article is separate and distinct from an alcohol excise tax, as well as the regulatory fee(s) required to be paid to Cobb County to obtain a special regulatory license and/or permit as required under section 7.6.2.1 above. Cobb County's alcohol and/or regulatory fee schedules, including schedules F (alcohol), R (alcohol) and G (regulatory fees for special license), as such schedules may be amended by Cobb County from time to time, are available on Cobb County's website and/or in Cobb County's business license office.

Sec. 7.6.2.4. Local, state and federal compliance required.

Persons and/or businesses required to obtain a special regulatory license under this article, including persons and/or businesses identified on Cobb County's alcohol and/or regulatory fee schedules F, R and G, shall be subject to all applicable local, state and federal regulatory requirements, including the Official Code of Cobb County: Chapter 6 (alcohol) and Chapter 78 - Articles III (special license and regulatory fees), V (flea markets), and VII (ticket brokers).

DIVISION 3 - LAWYERS AND LAW FIRMS

Sec. 7.6.3.1. Scope and levy.

- (a) It is the intent of the city that the tax imposed in this section is for revenue purposes only. The city expressly acknowledges that it cannot regulate the practice of law, and no portion of this ordinance shall be construed in such a manner as to constitute the regulation of the practice

of law. The city further expressly recognizes that the regulation of the practice of law is the exclusive province of the Supreme Court of Georgia and its authorized representatives. Further, it is not the intent of this section to impose any precondition upon the practice of law. In keeping with these principles, and pursuant to O.C.G.A. § 48-13-6 et seq., all persons, including professional corporations, engaged in the practice of law in the city are hereby required to pay the amount now or hereafter fixed as the occupation tax thereon.

- (b) Persons practicing law in the city but not maintaining an office in the city.
 - (1) The provisions of this article shall apply to those persons practicing law with no location or office in the city if the person:
 - a. Has one or more employees or agents who exert substantial efforts within the city for the purpose of soliciting business or serving clients; or
 - b. Owns personal or real property which generates income related to the practice of law and which is located in the city.
 - (2) In no event shall a person practicing law subject to this section be required to pay an occupation tax to more than one local government in the state and then only to the local government in which the largest dollar volume of business is done or service is performed by the person.
 - (3) If a person subject to this section provides to the city business license division proof of payment of a local business or occupation tax in another state, or city or municipality of this state which purports to tax the practitioner's services in this state, the practitioner shall be exempt for the levy of any occupational tax under this section.

State law reference(s)—General authority to levy occupation tax, O.C.G.A. §§ 48-13-5 -48-13-9.

Sec. 7.6.3.2. Attorneys not required to register.

- (a) Notwithstanding any language to the contrary elsewhere in this article, an attorney shall not be required to register with the business license division. Information reported with any occupation tax payment may be retained by the business license division and used for those purposes allowed by applicable law.
- (b) Notwithstanding any language to the contrary elsewhere in this article, an attorney shall not be required to obtain, display, or maintain any city issued certificate showing that any payment or information has been submitted to the business license division.
- (c) For the purposes of enforcement of the zoning ordinance, attorneys may be asked to submit notarized affidavits or other written information concerning the business or profession carried on at a location and the dates of operation when applying for a certificate of occupancy for new construction or renovation. Such affidavits or documents shall be used for the purposes of determining compliance with the zoning ordinance and shall not prevent the practice of the profession of law at any other location which has a valid certificate of occupancy.
- (d) A refusal to submit a notarized affidavit or other written information stating whether a person engages in the practice of law at a particular location or stating the dates of operation at a location shall not be a violation of this article and shall not prevent an attorney from practicing law in the city. The business license division may document this refusal. Where an attorney

fails or refuses to provide information as to the location where they may be served with notices issued in support of the enforcement of this article, the city shall direct the notices to the address listed with the State Bar of Georgia and shall consider the failure or refusal of the attorney to provide current address information to be consent to this method of service.

Sec. 7.6.3.3. Due date for attorney occupation taxes; proration of tax.

- (a) Notwithstanding any language to the contrary, an attorney shall not be required to pay the occupation tax on the income generated from the practice of law prior to or during the calendar year in which it is earned. Rather, the occupation tax for the preceding calendar year shall be due January 1 of the following year and payable without interest accrued until February 1 at which time the tax will be delinquent and accrue interest. The tax may be paid in person at the business license division or by mailing the tax to the business license division. Any tax payment made by mail shall include the name and address of the person or law firm paying the tax and the name of each attorney whose tax is being paid, so that the business license division may process the payment. An attorney who pays the occupation tax on his own behalf shall include the name of the law firm with which he practices, if any. Any tax paid pursuant to the option of section 7.6.3.503(1) shall include a written submission containing sufficient information to enable the business license division to determine the accuracy of the taxpayer's calculation.
- (b) If during any one calendar year, a person practices law in the city for less than one year, his occupation tax shall be prorated based upon the gross receipts he practiced in the city during that calendar year.

Sec. 7.6.3.4. Calculation of amount of tax.

An attorney who practices law in the jurisdiction of the city shall elect as its entire occupation tax one of the following:

- (1) An occupation tax based on gross receipts combined with profitability ratios as set forth in schedule A. Any attorney or law firm, who elects to pay an occupation tax based on gross receipts shall provide to the business license office information concerning the practitioner's gross revenues on forms supplied by the business license division as well as verification, as required by the city, of said gross revenues for the purpose of determining the appropriate occupation tax.
- (2) A fee according to schedule H not to exceed \$400.00 per attorney, such tax to be paid at the attorney's office or location; provided, however, that an attorney paying according to this section shall not be required to provide information to the local government relating to the gross receipts of the business or attorney. The per-attorney fee includes all persons in the firm who qualify as an attorney under the state's regulatory guidelines and framework.

Sec. 7.6.3.5. Collection of unpaid taxes, fees, and penalties.

Taxes due from attorneys shall not be considered delinquent until February 1 immediately following the January 1 upon which they were due. An attorney who does not pay the tax prior to February 1 shall accrue interest at the rate of one and one-half percent per month or portion thereof.

Sec. 7.6.3.6. Classification of businesses.

Every business subject to the provisions of this article shall be classified according to the major group classification of the Standard Industrial Classification Manual, as amended, and published under the auspices of the U.S. Office of Management and Budget. Classification of each business subject to this article shall be based upon the principal activity or dominant line of such business, i.e., that series of goods or services which produces the largest proportion of the business's gross revenues from all sources.

Sec. 7.6.3.7. Basis for fees; schedule of fees.

- (a) Every person subject to this article shall pay a fee based on gross receipts of the practice in combination with the profitability ratio for the type of business, profession or occupation as measured by nationwide averages derived from statistics, classifications or other information published by the United States Office of Management and Budget, the United States Internal Revenue Service, or successor agencies of the United States.
- (b) Every person practicing law shall be ranked according to the profitability ratio for the type of business, profession or occupation as measured by nationwide averages derived from statistics, classifications or other information published by the United States Office of Management and Budget, the United States Internal Revenue Service, or successor agencies of the United States. After such ranking, classifications which do not overlap shall be established before setting a single rate of taxation for each classification. No rate shall be charged to a classification which includes a business or practitioner with a higher profitability ratio.
- (c) The occupation tax shall include an administrative fee of \$55.00, which shall not be subject to proration or refund.
- (d) The initial schedule of fees is attached to the ordinance from which this article is derived as schedule A, and subsequent fee schedules may be as approved from time to time by the city council upon the city council conducting at least one public hearing.
- (e) The schedules of fees shall be as approved and adopted and as may be amended in the future by the city council.
- (f) The schedule of fees, including those that pertain to all articles of this article, shall be on file and available in the city clerk's office, or the business license office.

State law reference(s)—Basis of fees, O.C.G.A. § 48-13-10.

Sec. 7.6.3.8. Allocation of gross receipts for practices with locations in more than one jurisdiction.

- (a) In levying occupation tax upon a practitioner with a location or office situated in more than one jurisdiction, including practitioners with one or more locations or offices in Georgia and one or more locations outside the state, the city is required by O.C.G.A. § 48-13-14 to allocate gross receipts in accordance with one of the following methods:
 - (1) Where the practitioner can reasonably allocate the dollar amount of gross receipts of the practitioner to one or more of the locations or offices on the basis of services provided

in that location or office, the city is authorized to tax the gross receipts generated by the location or office within the city; or

- (2) Where the practitioner cannot reasonably allocate the dollar amount of gross receipts among multiple locations or offices, the practitioner shall divide the gross receipts reported to all local governments in this state by the number of locations or offices of the practitioner which contributed to the gross receipts reported to any local government in this state, and shall allocate an equal percentage of such gross receipts of the practitioner to each location or office.
- (b) In no instance shall the sum of the portions of the total gross receipts of a practitioner taxed by all local governments exceed 100 percent of the total gross receipts of the practitioner.
 - (c) In the event of a dispute between the practitioner and the local government as to the allocation under this Code section, the practitioner shall have the burden of proof as to the reasonableness of this allocation.
 - (d) Upon request, practitioners which have a location or office situated in the city and another jurisdiction or other jurisdictions shall provide to the city the following:
 - (1) Financial information necessary to the allocation of the practice; and
 - (2) Information relating to the allocation of the practitioner's gross receipts by other local governments.
 - (3) Information regarding the site of any location or office and payment of occupation taxes to other local governments.
 - (e) In levying the occupation tax upon an attorney or law firm with a location or office situated in more than one jurisdiction, including attorneys or law firms with one or more locations or offices in Georgia, such attorney or law firm shall be required to pay the occupation tax for each such location.

State law reference(s)—Similar provisions, O.C.G.A. § 48-13-14(a), (c).

Sec. 7.6.3.9. Filing of return.

After the end of each calendar year and on or before February 1 of the succeeding year, the owner, proprietor, manager or executive officer of the person liable for the occupation tax levied for the preceding calendar year shall file with the city business license office of the city, on a form furnished by the business license office, a signed return setting forth the actual amount of the gross receipts of such practice during the preceding calendar year. It shall be the duty of the practitioner to obtain, complete, and return all forms necessary to comply with this article.

Sec. 7.6.3.10. Amount of tax.

- (a) Persons practicing law shall elect as their entire occupation tax one of the following:
 - (1) An occupation tax based on gross receipts combined with profitability ratios as set forth in schedule A. Any practitioner who elects to pay an occupation tax based on gross receipts shall provide to the business license office information concerning the practitioner's gross revenues on forms supplied by the business license office as well as

verification, as required by the city, of said gross revenues for the purpose of determining the appropriate occupation tax.

- (2) A fee according to schedule H not to exceed \$400.00 per practitioner who is licensed to practice law, such tax to be paid at the practitioner's office or location; provided, however, that a practitioner paying according to this section shall not be required to provide information to the local government relating to the gross receipts of the practice. The per-practitioner fee includes all persons in the practice who qualify as a practitioner under the state's regulatory guidelines and framework.
- (b) Any practitioner whose office is maintained by and who is employed in practice exclusively by the United States, the state, the city or other city of the state, or instrumentalities of the United States, the state or the city or other city of the state, shall not be required to obtain a license or pay an occupation tax for that practice.

State law reference(s)—License tax for professionals, O.C.G.A. §§ 48-13-9(c), 48-13-10, 48-13-13(c).

Sec. 7.6.3.11. Fee for lawyers engaged in practice of more than one profession.

If, in addition to the practice of law, an individual is also engaged in the practice of one or more of the professions enumerated in section 7.6.1.8 of this article, such individual shall be required to pay a professional occupation tax for each such profession; provided, however, if such individual has elected to be taxed based on schedule H, the tax for the second and any succeeding profession shall be assessed at 50 percent of the tax otherwise due, as computed under schedule H.

State law reference(s)—License tax on professions with multiple services, O.C.G.A. §§ 48-13-12, 48-13-13.

Sec. 7.6.3.12. Forms.

- (a) Documents and papers necessary to the implementation and enforcement of this article shall be on such forms and in such manner as may be prepared and directed by the City and its agents.
- (b) Such forms shall request such information as may be required by the by the City and its agents, include the SIC (Standard Industrial Classification) of the business, its taxable gross revenues for the preceding 12 calendar months, the number of employees, and any such other information as may be required by the city.

Sec. 7.6.3.13. Option of the business license division to send bills.

- (a) Notwithstanding any language to the contrary elsewhere in this article, the business license division may choose to send bills to attorneys who list their address with the State Bar of Georgia as being located in the city, including those attorneys who list only post-office boxes as their addresses.
- (b) An attorney who prepares and signs a notarized affidavit that they did not practice law within the jurisdiction of the city during some part of the tax year for which the tax bill was generated may have their bill adjusted for the time period stated in the affidavit when such attorney did

not maintain an office within the jurisdiction of the city and/or states such other reasons why the occupation tax should be adjusted. Such adjustment shall not be made for those attorneys who elect to pay the \$400.00 per practitioner fee as set forth in this article unless the affidavit states that the attorney did not practice law in the jurisdiction of the city at any time during the year for which the tax bill was generated. The business license division is authorized to inquire whether such affidavit matches the information maintained by the State Bar of Georgia in connection with the directives of State Bar Rule 1-207 and/or to take such other steps as deemed necessary to determine the accuracy of the affidavit. The submission of an affidavit requesting adjustment shall not act to prevent the imposition of interest should the business license division deny the request for adjustment.

- (c) The option of the business license division to send bills shall not relieve attorneys from the obligation to pay any tax due for any calendar year by January 31 of the following year.
- (d) The business license division may include in any bills, the unpaid tax balance from three other years, including all fees and penalties and the amount of interest, which has accrued on any unpaid tax liability. The failure of the business license division to list any unpaid balance on any bill shall not operate to relieve the taxpayer from liability for any balance due.
- (e) It shall be a violation of this section for any attorney to willfully and intentionally misrepresent a material fact in an affidavit to avoid the payment of the occupation tax, and the sole enforcement action to be taken is set forth as follows:
 - (1) When the business license division has reason to believe that an attorney has willfully and intentionally misrepresented a material fact in any affidavit submitted to business license division for the purposes of avoiding full payment of the occupation tax, he or she shall consult with the city attorney to determine whether such conduct should be referred to the State Bar of Georgia for investigation as to whether a violation of the Georgia Rules of Professional Conduct has occurred.

Sec. 7.6.3.14. Tax execution imposed for failure to pay the occupation tax.

An attorney required to pay the occupation tax and who fails to do so in the manner provided by this article, shall be liable to have the tax and interest collected by the issuance of execution by the business license division or ex officio deputy pursuant to O.C.G.A. § 48-13-26. Further proceedings concerning the execution procedure employed in the enforcement of this section shall be as provided by state law. Notwithstanding any provision to the contrary, the use of tax executions and the reporting of any alleged misrepresentations shall be the sole mechanism for enforcement of the occupation tax levy against attorneys, and neither this article nor any other portion of the ordinances of the city authorize any civil fine or associated contempt charges for failure to comply with this article.

Section 2. Effective as of the date of adoption of this Ordinance, the Mayor shall be authorized to cause for notices to be published, circulated and/or uploaded to city media forums to help notify city businesses of their obligation to renew and/or apply for occupation tax certificates with the City in accordance with this ordinance for calendar year 2024 business operations.

Section 3. City occupation tax fee schedules A and H referenced in this ordinance are herein and hereby adopted and attached hereto. The Mayor shall be authorized to waive city late fees and penalties, through February 29, 2024, to accommodate the implementation of this Ordinance.

Section 4. The City Clerk and City Attorney, and City Attorney's law firm, are authorized to enforce and aid the City in the administration of this Ordinance.

Section 5. It is hereby declared to be the intention of the City Council that:

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

Section 6. 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 7. Except as provided in section 2 above, the effective date of this Ordinance shall be December 13, 2023, unless required otherwise by the City Charter, state and/or federal law. In the event that any effective date and/or tax commencement date herein is determined to be invalid, said effective date and/or tax commence date shall instead be the earliest date allowed by law.

SO ORDAINED this _____ day of _____, 2023.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney



CITY OF MABLETON, GEORGIA"

OCCUPATIONAL TAX FEE

SCHEDULE A

GROSS REVENUE RANGE

0	-	99,999.....	\$119.00
100,000	-	249,999.....	\$235.00
250,000	-	499,999.....	\$420.00
500,000	-	749,999.....	\$651.00
750,000	-	999,999.....	\$882.00
1,000,000	-	2,999,999.....	\$1,921.00
3,000,000	-	4,999,999.....	\$3,769.00
5,000,000	-	9,999,999.....	\$6,409.00
10,000,000	-	19,999,999.....	\$9,049.00
20,000,000	-	39,999,999.....	\$11,689.00
40,000,000	-	79,999,999.....	\$14,329.00
80,000,000	-	99,999,999.....	\$16,969.00

PLUS \$264.00 PER MILLION OR PORTION
THEREOF OVER \$100,000,000

ABOVE FEE INCLUDES A \$55.00 ADMINISTRATIVE FEE



CITY OF MABLETON, GEORGIA
PROFESSIONAL OCCUPATIONAL TAX FEE
SCHEDULE H

THE PROFESSIONALS LISTED BELOW HAVE THE OPTION OF PAYING THEIR OCCUPATION TAX BASED ON THEIR GROSS REVENUES UNDER MABLETON OCCUPATIONAL TAX FEE SCHEDULE A, OR A FLAT TAX OF \$400 AS IDENTIFIED UNDER THIS SCHEDULE H BELOW. IF THEY PAY THE FLAT TAX OF \$400.00, THEY DO NOT HAVE TO REVEAL THEIR GROSS REVENUES.

ARCHITECT	\$400.00
CERTIFIED PUBLIC ACCOUNTANT (CPA)	\$400.00
CHIROPRACTOR	\$400.00
DENTIST	\$400.00
ENGINEER (CIVIL, MECHANICAL, HYDRAULIC, ELECTRICAL)	\$400.00
EMBALMERS	\$400.00
FUNERAL DIRECTOR	\$400.00
LAND SURVEYOR	\$400.00
LANDSCAPE ARCHITECTS	\$400.00
MARRIAGE AND FAMILY THERAPIST	\$400.00
OPHTHALMOLOGIST	\$400.00
OPTOMETRIST	\$400.00
OSTEOPATHY AND OSTEOPATHS	\$400.00
PHYSICAL THERAPIST	\$400.00
PHYSIOTHERAPIST	\$400.00
PHYSICIAN	\$400.00
PODIATRIST	\$400.00
PROFESSIONAL COUNSELOR	\$400.00
PSYCHIATRIST	\$400.00
PSYCHOLOGIST	\$400.00
PSYCHOTHERAPIST	\$400.00
SOCIAL WORKER	\$400.00
VETERINARIAN	\$400.00

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

ORD

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

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

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

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

WHEREAS, to further safeguard the City during its transition, Section 7.15(a) of the City Charter provides that during “transition period, all provisions of this charter shall be effective as law, but not all provisions of this charter shall be implemented;”

WHEREAS, the City Council has elected during the transition to adopt a Transitional Spending Plan, by and through this Ordinance, to afford the public with the best possible plan of revenue and expenses given the City’s very limited view of actuals as a new City;

WHEREAS, the Transitional Spending Plan strongly considers an organic growth plan for the City, and its departments and services, versus a forced growth model utilizing infused funding from loans or property taxes; and

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

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

Section 1.

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

¹ The term “budgeted” means expenditures budgeted for in this City of Mableton, Georgia, Transitional Spending Plan, as such plan may be amended time to time by the City Council.

services, payments, contracts and expenditures which have been previously approved by the City Council by resolution, motion or otherwise.

Section 2. The City's Preliminary Organizational Chart is attached hereto.

Section 3. Functions and duties of key city positions are also attached hereto, and may be amended by the Mayor or City Manager from time to time, consistent with the City Charter and/or City ordinances, rules, policies, regulations and directives of the City Council. Functions and duties of all City employees, agents and officers shall also include such functions and duties as may be established, proscribed and/or authorized by the City Charter and/or City ordinances, rules, policies, regulations and directives of the City Council.

Section 4. It is hereby declared to be the intention of the City Council that:

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

Section 5. The City Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Ordinance for proofing and renumbering purposes.

SO ORDAINED this ____ day of _____, 2023.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

REVENUE

REVENUE SOURCE		Spending Plan
TAXES		0.00
LICENSES & PERMITS		0.00
INTER-GOVERNMENTAL		0.00
GENERAL GOVERNMENT		0.00
FINES & FORFEITURES		0.00
INTEREST INCOME		2,700.00
HOTEL/MOTEL		100,000.00
RENTS & ROYALTIES		0.00
INTER-FUND TRANSFERS		0.00
TOTAL REVENUE		102,700.00
TAXES		Spending Plan
100.4.31.1190	REAL PROP-OTHER-CURRENT YEAR	0.00
100.4.31.1200	REAL PROPERTY-PRIOR YEAR	0.00
100.4.31.1310	PERS PROPERTY-MOTOR VEH-CUR	0.00
100.4.31.1315	MTR VEH TITLE AD VAL-TAVT	2,250,000.00
100.4.31.1316	AAVT-ALTERNATIVE AD VALOREM	0.00
100.4.31.1600	REAL ESTATE TRANSFER	30,000.00
100.4.31.1601	OTHER INTANGIBLE TAX	10,000.00
100.4.31.1700	FRANCHISE TAXES	400,000.00
100.4.31.3100	LOCAL OPTION SALES/USE TX	0.00
100.4.31.4201	ALCOHOL TAX	0.00
100.4.31.4202	3% CONSUMPTION TAX	0.00
100.4.31.6100	BUSINESS & OCCUPATION	350,000.00
100.4.31.6200	INSURANCE PREMIUM TAX	506,432.00
100.4.31.6300	FINANCIAL INSTITUTIONS	0.00
100.4.31.9110	PEN & INT-REAL	0.00
100.4.31.9400	PEN & INT-BUSINESS	100.00
TOTAL TAXES		3,546,532.00
LICENSE & PERMITS		Spending Plan
100.4.32.1110	ALCOHOLIC BEV-BEER	0.00
100.4.32.0000	ENTERTAINMENT	0.00
100.4.32.1120	ALCOHOLIC BEV-WINE	0.00
100.4.32.1130	ALCOHOLIC BEV-LIQUOR	0.00
100.4.32.1135	INVESTIGATIVE COST	0.00
100.4.32.1220	GEN BUS LIC-INSURANCE	0.00
100.4.32.1900	OTHER (REGULATORY FEES)	0.00

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN
(December 1, 2023 - June 30, 2024)

REVENUE

100.4.32.2105	BUILDING PERMITS-COMMERCIAL	0.00
100.4.32.2106	BUILDING PERMITS-RESIDENT	0.00
100.4.32.2130	PLUMBING INSPECTION	40,000
100.4.32.2140	ELECTRICAL INSPECTION	10,000
100.4.32.2141	MECHANICAL PERMITS	10,000
100.4.32.2142	COMMERCIAL REVIEW FEES	5,000
100.4.32.2143	SUBDIVISION REVIEW FEES	2,500
100.4.32.2146	VARIANCE FEE	2,000
100.4.32.2148	DEMOLITION FEES	500
100.4.32.2149	EPD-LAND DISTURBANCE FEES	3,000
100.4.32.2160	HVAC PERMITS	20,000
100.4.32.2181	OCCUPATION LIC INSPECT	5,000
100.4.32.2182	REINSPECTION FEES	7,000
100.4.32.2183	PRELIMINARY PLAT REVIEW	0.00
100.4.32.2184	FINAL PLATS	0.00
100.4.32.2199	COMMUNITY DEV MISC FEES	0.00
100.4.32.2210	ZONING & LAND USE	30,000
100.4.32.2230	SIGN	10,000
100.4.32.2940	YARD SALE PERMITS	500
100.4.32.2991	Film/Motion Picture Permits	500
100.4.32.3201	PARADE AND RACE EVENTS	1,000.00

TOTAL LICENSE & PERMITS

147,000.00

INTERGOVERNMENTAL

Spending Plan

100.4.33.1110	FED AND STATE GRANT	0.00
100.4.33.3000	FED PAYMENT IN LIEU OF TAX	0.00
100.4.33.4101	COVID 19 CARES ACT GRANT	0.00
100.4.33.4103	FIRE PREV & SAFETY GRANT	0.00
100.4.33.4110	POLICE GRANT	0.00
100.4.33.4111	WELLNESS REIMBURSEMENT	0.00
100.4.33.4113	GMA- SAFETY GRANT	0.00
100.4.33.4114	GMA- LIABILITY GRANT	0.00
100.4.33.4115	GRANTS NEW	0.00
100.4.33.4322	DOJ GRANT	0.00
100.4.33.4326	COBB CO- SDS DISTRIBUTION	0.00
100.4.33.4330	CDBG-SIDEWALK GRANT	0.00
100.4.33.6100	PUB SAFETY 1ST RESPONDER SUPPLY	0.00
100.4.33.8000	LCL GVV UNT PAY IN LIEU	0.00

TOTAL INTERGOVERNMENTAL

-

GENERAL GOVERNMENT

Spending Plan

100.4.34.1175	COURT - IT FEES	0.00
100.4.34.1334	ANNEXATIONS	0.00
100.4.34.1700	ADMIN FEES INCOME	0.00

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN
(December 1, 2023 - June 30, 2024)

REVENUE

100.4.34.1710	INFORMATION TECH-ALLOC	0.00
100.4.34.1900	OTHER FEES/INCOME	0.00
100.4.34.1910	OTHER-ELECTION QUALIFYING FEES	0.00
100.4.34.6900	OPEN RECORDS REQUEST FEES	0.00
100.4.34.9100	CEMETERY FEES	0.00
100.4.34.9400	FEES	0.00
100.4.34.9425	MISCELLANEOUS PROGRAMS FEES	0.00
TOTAL GENERAL GOVERNMENT		0.00
FINES & FORFEITURES		Spending Plan
100.4.35.1170	COURT-MUNICIPAL	0.00
100.4.34.1175	COURT - IT FEES	0.00
100.4.35.1180	PROBATION RESTITUTION REF	0.00
TOTAL FINES & FORFEITURES		0.00
INTEREST REVENUES		Spending Plan
100.4.36.1000 INTEREST REVENUES		2,700.00
100.4.36.1000 INT-STABILIZATION RESERVE ACCT		0.00
TOTAL INTEREST REVENUES		2,700.00
MISC REVENUES		Spending Plan
100.4.37.1000	R. CLEMENTE/PROMOTION REV	0.00
100.4.37.1050	UNAPPROPRIATED FUND BALANCE	
100.4.39.3500	Proceeds from Capital Leases	0.00
TOTAL MISC REVENUES		0.00
RENTS & ROYALTIES		Spending Plan
100.4.38.1000	RENTS & ROYALTIES	0.00
100.4.38.3000	REIMB FOR DAMAGED PROPERT	0.00
100.4.38.9001	BUSINESS COMMUNITY PROGRAM	0.00
100.4.38.9010	RETURNED CHECK S - ADMINFEES	0.00
100.4.38.9011	CD RETURNED CHECK FEE	0.00
100.4.38.9030	CITY EVENTS REVENUE	0.00
100.4.38.9090	MISCELLANEOUS	0.00
100.4.38.9100	PARKING METER COLLECTIONS	0.00
100-4.38.9920	DONATIONS & CONTRIBUTIONS	0.00
100.4.38.9922	DONATIONS-FRIENDS OF MABLETON	0.00

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN
(December 1, 2023 - June 30, 2024)

REVENUE

100.4.38.9935	PROMOTIONAL REVENUES	0.00
TOTAL RENTS & ROYALTIES		0.00

INTERFUND TRANSFERS		Spending Plan
100.4.39.1100	UNAPPROPRIATED NEW ASSETS	0.00
100.43.1120	TRANSFER-FUND	0.00
100.4.39.1125	OPERATING TRANSFER	0.00
100.4.39.1500	TRANSFER FROM HOTEL/MOTEL	0.00
100.4.39.1600	TRANSFER FROM DEBT FUND	0.00
100.4.39.2100	SALE OF GENERAL FIXED ASSETS	0.00
100.4.39.2200	GAIN/LOSS ON DISPOSAL OF ASSETS	0.00
100.4.39.2250	REIMBURSEMENTS	0.00
100.4.39.3500	CAPITAL LEASES	0.00
100.4.39.3501	OTHER REIMBURSEMENT	0.00
TOTAL INTERFUND TRANSFERS		0.00
TOTAL REVENUES		3,798,932.00

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN
(December 1, 2023 - June 30, 2024)
SPENDING

GOVERNING BODY		
PERSONAL SERVICES		Spending Plan
100-5.1110.51.1100	REGULAR EMPLOYEES (2 Admin Asssitants)	77,653.33
100-5.1110.51.1150	MAYOR AND COUNCIL	112,500.00
100-5.1110.51.2100	GROUP INSURANCE	60,717.00
100-5.1110.51.2110	LIFE INSURANCE	289.00
100-5.1110.51.2200	SOCIAL SEC (FICA) CONTRIB	4,814.51
100-5.1110.51.2300	MEDICARE PAYABLE	1,125.97
100-5.1110.51.2400	RETIREMENT	8,541.87
100-5.1110.51.2700	WORKER'S COMPENSATION	3,059.00
TOTAL PERSONAL SERVICES		268,700.68
PURCHASES/CONTRACT SERVICES		
100-5.1110.52.1000	PROFESSIONAL SERVICES	10,000.00
100-5.1110.52.3400	PRINTING AND BINDING	12,000.00
100-5.1110.52.3210	CELL PHONES	2,240.00
100-5.1110.52.3500	DISCRETIONARY SPENDING	26,000.00
100-5.1110.52.3600	DUES AND FEES	30,000.00
100-5.1110.52.3601	COMMUNITY PROGRAMMING	10,000.00
100-5.1110.52.3700	EDUCATION & TRAINING	15,450.00
100-5.1110.52.3850	COMMISSIONS, AUTHORITIES AND BOARDS	12,000.00
100-5.1110.52.3970	POSTAGE	15,000.00
100-5.1110.52.4965	OTHER EXPENSES	12,250.00
100-5.1110.52.4970	MISCELLANEOUS EVENTS	10,000.00
TOTAL PURCHASES/CONTRACT SERVICES		154,940.00
SUPPLIES		
100-5.1110.53.1105	OFFICE SUPPLIES	5,000.00
100-5.1110.53.1300	MEALS	4,000.00
100-5.1110.53.1795	MISCELLANEOUS	1,000.00
TOTAL SUPPLIES		10,000.00
TOTAL GOVERNING BODY		433,640.68

CITY MANAGER		
PERSONAL SERVICES		Spending Plan
100-5.1300.51.1100	REGULAR EMPLOYEES (PLUS COMM DIRECTOR)	132,981.33
100-5.1300.51.1101	BONUS IF ANY	0.00
100-5.1300.51.1160	PART TIME EMPLOYEES	0.00
100-5.1300.51.1300	OVERTIME	0.00
100-5.1300.51.2100	GROUP INSURANCE	0.00
100-5.1300.51.2110	LIFE INSURANCE	0.00
100-5.1300.51.2200	SOCIAL SEC (FICA) CONTRIB	8,244.84
100-5.1300.51.2300	MEDICARE	1,928.23
100-5.1300.51.2400	RETIREMENT	0.00

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

SPENDING

100-5.1300.51.2700	WORKERS COMP	1,435.50
TOTAL PERSONAL SERVICES		144,589.91
PURCHASES/CONTRACT SERVICES		
100-5.1300.52.1200	PROFESSIONAL SERVICES	25,000.00
100-5.1300.52.2210	AUTO REPAIRS & MAINT	0.00
100-5.1300.52.2250	OTHER EQPT REPAIR	0.00
100-5.1300.52.3210	CELL PHONES	500.00
100-5.1300.52.3300	ADVERTISING	10,000.00
100-5.1300.52.3310	PUBLIC NOTICES	0.00
100-5.1300.52.3400	PRINTING & BINDING	0.00
100-5.1300.52.3500	TRAVEL	2,000.00
100-5.1300.52.3600	DUES & FEES	1,000.00
100-5.1300.52.3700	EDUCATION & TRAINING	5,000.00
100-5.1300.52.3970	POSTAGE	500.00
100-5.1300.52.3980	GRANT EXPENDITURE (CONTRACTED SERVICES)	25,000.00
100-5.1300.52.3985	COMMUNITY OUTREACH	22,000.00
100-5.1300.52.3990	MABLETON BEAUTIFICATION PROGRAM	30,000.00
100-5.1300.52.3995	HOUSING REHABILITATION	0.00
100-5.1300.52.9998	CONTINGENCY	0.00
TOTAL PURCHASES/CONTRACT SERVICES		121,000.00
SUPPLIES		
100-5.1300.53.1105	OFFICE SUPPLIES	1,200.00
100-5.1300.53.1160	OPERATING SUPPLIES	220.00
100-5.1300.53.1270	GASOLINE	0.00
100-5.1300.53.1301	COMMUNITY MEETINGS/SESSIONS	800.00
100-5.1300.53.1400	BOOKS & PERIODICALS	500.00
100-5.1300.53.1600	SMALL EQUIPMENT	300.00
100-5.1300.53.1795	MISCELLANEOUS	1,200.00
100-5.1300.54.2300	FURNITURE AND FIXTURES	0.00
TOTAL SUPPLIES		4,220.00
MACHINERY & EQUIPMENT		
100-5.1300.54.2300	FURNITURE AND FIXTURES	25,000.00
100-5.1300.54.2500	EQUIPMENT & UPLIFTS	50,000.00
100-5.1300.54.2599	CAPITAL (MUNICIPAL BUILDING RENT)	42,000.00
TOTAL MACHINERY & EQUIPMENT		117,000
TOTAL CITY ADMINISTRATOR		386,809.91

CITY CLERK		
PERSONAL SERVICES		Spending Plan
100-5.1330.51.1100	REGULAR EMPLOYEES	59,131.00
100-5.1330.51.1160	PART-TIME	0.00

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

SPENDING

100-5.1330.51.1300	OVERTIME	0.00
100-5.1330.51.2100	GROUP INSURANCE	0.00
100-5.1330.51.2110	LIFE INSURANCE	0.00
100-5.1330.51.2200	SOCIAL SEC (FICA) CONTRIB	3,666.12
100-5.1330.51.2300	MEDICARE	857.40
100-5.1330.51.2400	RETIREMENT CONTRIBUTIONS	6,504.41
100-5.1330.51.2700	WORKER'S COMPENSATION	957.00
TOTAL PERSONAL SERVICES		71,115.93
PURCHASES/CONTRACT SERVICES		
100-5.1330.52.1230	LEGAL	0.00
100-5.1330.52.1300	TECHNICAL SERVICES	32,000.00
100-5.1330.52.3210	POSTAGE AND SHIPPING	500.00
100-5.1330.52.2250	OTHER EQUIPMENT REPAIRS AND MISC	5,000.00
100-5.1330.52.3100	INSURANCE (NON-EMPLOYEE)	1,000.00
100-5.1330.52.3300	ADVERTISING	5,000.00
100-5.1330.52.3210	CELL PHONES	800.00
100-5.1330.52.3310	PUBLIC NOTICES	4,000.00
100-5.1330.52.3320	PROMOTIONS	1,000.00
100-5.1330.52.3400	PRINTING AND BINDING	9,000.00
100-5.1330.52.3420	CODE UPDATE	0.00
100-5.1330.52.3500	TRAVEL	2,000.00
100-5.1330.52.3600	DUES AND FEES	500.00
100-5.1330.52.3700	EDUCATION AND TRAINING	1,050.00
100-5.1330.53.1100	SUPPLIES	500.00
100-5.1330.53.1101	UNIFORMS	150.00
100-5.1330.52.3970	POSTAGE	500.00
TOTAL PURCHASES/CONTRACT SERVICES		63,000.00
SUPPLIES		
100-5.1330.53.1105	OFFICE SUPPLIES	0.00
100-5.1330.53.1160	OPERATING SUPPLIES	0.00
100-5.1330.53.1270	UTILITIES	0.00
100-5.1330.53.1400	BOOKS AND PERIODICALS	300
100-5.1330.53.1600	SMALL EQUIPMENT	0.0
100-5.1330.53.1650	MISCELLANEOUS EXPENSES	4,000
100-5.1330.53.1729	OTHER EVENTS	0.00
100-5.1330.53.1790	ELECTION EXPENSE	0.00
100-5.1330.53.1795	MISCELLANEOUS	0.00
100-5.1330.54.2300	FURNITURE AND FIXTURES	0.00
100-5.1330.54.2500	EQUIPMENT	5,000.00
TOTAL SUPPLIES		9,300.00
TOTAL CITY CLERK		143,415.93

FINANCE**PERSONAL SERVICES****Spending Plan**

100-5.1512.51.1100	REGULAR EMPLOYEES	126,671
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CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

SPENDING

100-5.1512.51.1160	PART TIME	0.00
100-5.1512.51.1300	OVERTIME	0.00
100-5.1512.51.2100	GROUP INSURANCE	0.00
100-5.1512.51.2110	LIFE INSURANCE	0.00
100-5.1512.51.2200	SOCIAL SEC (FICA) CONTRIB	7,854
100-5.1512.51.2300	MEDICARE	1,837
100-5.1512.51.2400	RETIREMENT	13,933.76
100-5.1512.51.2600	UNEMPLOYMENT INS	0.00
100-5.1512.51.2700	WORKERS COMP	957
TOTAL PERSONAL SERVICES		151,251.55
PURCHASES/CONTRACT SERVICES		
100-5.1512.52.1000	PROPERTY TAX PMTS COBB COUNTY	0.00
100-5.1512.52.1205	PRE EMPLOY DRUG SCREEN	0.00
100-5.1512.52.1220	AUDITS	50,000.00
100-5.1512.52.3100	INSURANCE (NON-EMPLOYEE)	0.00
100-5.1512.52.3210	CELL PHONES	500.00
100-5.1512.52.	TELEPHONE	0.00
100-5.1512.52.3400	PRINTING & BINDING	3,230.00
100-5.1512.52.3500	TRAVEL	3,390.00
100-5.1512.52.3600	DUES & FEES	1,100.00
100-5.1512.52.3700	EDUCATION & TRAINING	3,950.00
100-5.1512.52.3855	CONTRACTS & FEES	4,500.00
100-5.1512.52.3970	POSTAGE	4,520.00
TOTAL PURCHASES/CONTRACT SERVICES		71,190.00
SUPPLIES		
100-5.1512.53.1105	OFFICE SUPPLIES	6,000.00
100-5.1512.53.1160	OPERATING SUPPLIES	3,500.00
100-5.1512.53.1400	BOOKS & PERIODICALS	500.00
100-5.1512.53.1600	SMALL EQPT	900.00
100-5.1512.53.1795	MISCELLANEOUS	-
TOTAL SUPPLIES		10,900.00
MACHINERY & EQUIPMENT		
100-5.1512.54.2500	EQUIPMENT	-
100-5.1512.54.2599	Capital Outlay	2,000.00
TOTAL MACHINERY & EQUIPMENT		2,000.00
PAYMENTS TO OTHERS		
100-5.1512.57.3010	BANK CHARGES	25,000.00
100-5.1512.57.3011	BANK CHARGES	6,200.00
100-5.1512.57.3017	UNRECONCILED ITEMS	-
TOTAL PAYMENTS TO OTHERS		31,200.00
TOTAL FINANCE		266,541.55

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

SPENDING

LEGAL		
PERSONAL SERVICES		Spending Plan
100-5.1530.51.1100	REGULAR SALARIES	0.00
100-5.1530.51.2100	GROUP INSURANCE	0.00
100-5.1530.51.2110	LIFE INSURANCE	0.00
100-5.1530.51.2200	SOCIAL SEC (FICA) CONTRIB	0.00
100-5.1530.51.2300	MEDICARE PAYABLE	0.00
100-5.1530.51.2400	RETIREMENT CONTRIBUTIONS	0.00
100-5.1530.51.2700	WORKER'S COMPENSATION	0.00
TOTAL PERSONAL SERVICES		0.00
PURCHASES/CONTRACT SERVICES		
100-5.1530.52.1230	LEGAL-CONTRACTED SERVICES	500,960.00
100-5.1530.52.3210	LEGAL - OUTSIDE COUNSEL	0.00
100-5.1530.52.3400	PRINTING & BINDING	0.00
100-5.1530.52.3500	TRAVEL	0.00
100-5.1530.52.3600	DUES AND FEES	0.00
100-5.1530.52.3700	TRAINING	0.00
100-5.1530.52.3710	TRAINING MATERIALS	0.00
100-5.1530.52.3970	POSTAGE	0.00
TOTAL PURCHASES/CONTRACT SERVICES		500,960.00
SUPPLIES		
100-5.1530.53.1105	OFFICE SUPPLIES	0.00
100-5.1530.53.1160	OPERATING SUPPLIES	0.00
100-5.1530.53.1400	BOOKS AND PERIODICALS	0.00
100-5.1530.53.1600	SMALL EQUIPMENT	0.00
TOTAL SUPPLIES		0.00
TOTAL LEGAL		500,960.00

CODE ENFORCEMENT		
PERSONAL SERVICES		Spending Plan
100-5.1532.51.1100	REGULAR EMPLOYEES	154,440.00
100-5.1532.51.1300	OVERTIME	0.00
100-5.1532.51.2100	GROUP INSURANCE	0.00
100-5.1532.51.2110	LIFE INSURANCE	0.00
100-5.1532.51.2200	SOCIAL SEC (FICA) CONTRIB	9,575.28
100-5.1532.51.2300	MEDICARE PAYABLE	2,239.38
100-5.1532.51.2400	RETIREMENT CONTRIBUTIONS	16,988.40
100-5.1532.51.2700	WORKER'S COMPENSATION	957.00
TOTAL PERSONAL SERVICES		184,200.06
PURCHASES/CONTRACT SERVICES		
100-5.1532.52.1205	PRE EMPLOY DRUG SCREEN C	200.00
100-5.1532.52.2210	AUTO/TRUCK-REPAIRS & MAINTAINANCE	6,000.00
100-5.1532.52.3210	CELL PHONES	2,340.00

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

SPENDING

100-5.1532.52.3500	TRAVEL	1,500.00
100-5.1532.52.3600	DUES & FEES	200.00
100-5.1532.52.3700	EDUCATION & TRAINING	1,500.00
100-5.1532.52.3710	TRAINING MATERIALS	600.00
100-5.1532.52.3855	CONTRACTS (BUSINESS LICENSE SERVICES/PERMITTING)	100,000.00
100-5.1532.52.3970	POSTAGE	500.00
TOTAL PURCHASES/CONTRACT SERVICES		112,840.00
SUPPLIES		
100-5.1532.53.1105	OFFICE SUPPLIES	4,000.00
100-5.1532.53.1160	OPERATING SUPPLIES	1,000.00
100-5.1532.53.1270	ENERGY-GASOLINE/DIESEL	5,050.00
100-5.1532.53.1600	SMALL EQUIPMENT	300.00
100-5.1532.53.1785	UNIFORMS	2,500.00
100-5.1532.53.1795	MISCELLANEOUS	100.00
TOTAL SUPPLIES		12,950.00
MACHINERY & EQUIPMENT		
100-5.1532.54.2200	VEHICLES	120,000.00
100-5.1532.54.2200	FURNITURE & FIXTURES	1,500.00
TOTAL MACHINERY & EQUIPMENT		121,500.00
TOTAL CODE ENFORCEMENT		431,490.06

TECHNOLOGY SERVICES		
PERSONAL SERVICES		Spending Plan
100-5.1535.51.1100	REGULAR EMPLOYEES	92,549.92
100-5.1535.51.1160	PART TIME	0.00
100-5.1535.51.1300	OVERTIME	0.00
100-5.1535.51.2100	GROUP INSURANCE	0.00
100-5.1535.51.2110	LIFE INS	0.00
100-5.1535.51.2200	SOCIAL SEC (FICA) CONTRIB	5,738.09
100-5.1535.51.2300	MEDICARE	1,341.97
100-5.1535.51.2400	RETIREMENT CONTRIBUTION	10,180.49
100-5.1535.51.2700	WORKERS COMP	1,914.00
TOTAL PERSONAL SERVICES		111,724.48
PURCHASES/CONTRACT SERVICES		
100-5.1535.52.1301	TECHNICAL-SOFTWARE MAINT	3,900.00
100-5.1535.52.1302	TECHNICAL- HARDWARE MAIN	0.00
100-5.1535.52.2220	COMPUTER REPAIRS	0.00
100-5.1535.52.2250	OTHER EQPT REPAIR	0.00
100-5.1535.52.3210	CELL PHONES	1,700.00
100-5.1535.52.3220	NETWORK/TELEPHONE	0.00
100-5.1535.52.3500	TRAVEL	0.00
100-5.1535.52.3600	DUES & FEES	1,000.00
100-5.1535.52.3700	EDUCATION & TRAINING	3,000.00
100-5.1535.52.3851	COMPUTING & SECURITY SOFTWARE	40,000.00

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

SPENDING

100-5.1535.52.3852	CONTRACTED SERV	40,000.00
100-5.1535.52.3853	CONTRACTED SERVICES-AT&T	0.00
100-5.1535.52.3854	CONTRACTED SERVICES-PAYROLL	0.00
100-5.1535.52.3855	CONTRACTS & FEES	0.00
100-5.1535.52.3856	CITY FINANCE AND OPERATIONS SOFTWARE	200,000.00
TOTAL PURCHASES/CONTRACT SERVICES		289,600.00
SUPPLIES		
100-5.1535.53.1105	OFFICE SUPPLIES	1,000.00
100-5.1535.53.1160	OPERATING SUPPLIES	1,500.00
100-5.1535.53.1400	BOOKS & PERIODICALS	0.00
100-5.1535.53.1600	SMALL EQUIPMENT	2,000.00
TOTAL SUPPLIES		4,500.00
MACHINERY & EQUIPMENT		
100-5.1535.54.2400	COMPUTING DEVICES	0.00
100-5.1535.54.2401		0.00
100-5.1535.54.2599	CAPITAL OUTLAY	0.00
TOTAL MACHINERY & EQUIPMENT		-
TOTAL IT		405,824

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

SPENDING

HUMAN RESOURCES		
PERSONAL SERVICES		Spending Plan
100-5.1540..51.1100	REGULAR EMPLOYEES	73,723.50
100-5.1540..51.2100	GROUP INSURANCE	48,278.00
100-5.1540..51.2105	Group Self Insurance	0.00
100-5.1540..51.2110	Life Insurance	0.00
100-5.1540..51.2200	SOCIAL SEC (FICA) CONTRIB	4,570.86
100-5.1540..51.2300	MEDICARE	1,068.99
100-5.1540..51.2400	RETIREMENT CONTRIBUTION	8,109.59
100-5.1540..51.2700	WORKERS COMPENSATION	957.00
TOTAL PERSONAL SERVICES		136,707.93
PURCHASES/CONTRACT SERVICES		
100-5.1540.52.1205	PRE EMPLOYEE DRUG SCREENING - EMPLOYEES	5,000.00
100-5.1540..52.3210	CELL PHONES	800.00
100-5.1540..52.3300	ADVERTISING	7,000.00
100-5.1540..52.3310	PUBLIC NOTICE	250.00
100-5.1540..52.3500	TRAVEL	1,500.00
100-5.1540..52.3600	DUES AND FEES	500.00
100-5.1540..52.3700	EDUCATION AND TRAINING	5,000.00
100-5.1540..52.3855	CONTRACT AND FEES	10,000.00
100-5.1540..52.3970	POSTAGE	250.00
100-5.1540..52.5160	HEALTH AND WELLNESS	3,000.00
TOTAL PURCHASES/CONTRACT SERVICES		33,300.00
SUPPLIES		
100-5.1540..53.1105	OFFICE SUPPLIES	2,000.00
100-5.1540..53.1400	BOOKS AND PERIODICALS	200.00
100-5.1540..53.1729	OFFICE EQUIPMENT	3,000.00
TOTAL SUPPLIES		5,200.00
TOTAL HUMAN RESOURCES		175,207.93

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

SPENDING

COMMUNITY DEVELOPMENT		
PERSONAL SERVICES		Spending Plan
100-5.7400.51.1100	REGULAR EMPLOYEES	108,805.67
100-5.7400.51.1160	PART TIME	0.00
100-5.7400.51.1300	OVERTIME	0.00
100-5.7400.51.2100	GROUP INSURANCE	0.00
100-5.7400.51.2110	LIFE INSURANCE	0.00
100-5.7400.51.2200	SOCIAL SEC (FICA) CONTRIB	6,745.95
100-5.7400.51.2300	MEDICARE PAYABLE	1,577.68
100-5.7400.51.2400	RETIREMENT CONTRIBUTIONS	11,968.62
100-5.7400.51.2700	WORKER'S COMPENSATION	957.00
TOTAL PERSONAL SERVICES		130,054.92
PURCHASES/CONTRACT SERVICES		
100-5.7400.52.1110	ADVISORY BOARD FEES	1,000.00
100-5.7400.52.1200	PROFESSIONAL SERVICES	4,000.00
100-5.7400.52.1205	PRE EMPLOY DRUG SCREEN	0.00
100-5.7400.52.1250	ENGINEERING	0.00
100-5.7400.52.2210	AUTO/TRUCK-REPAIRS & MAINT.	0.00
100-5.7400.52.3210	CELL PHONES	1,400.00
100-5.7400.52.3220	TELEPHONE	0.00
100-5.7400.52.3310	PUBLIC NOTICES	0.00
100-5.7400.52.3400	PRINTING & BINDING	1,000.00
100-5.7400.52.3500	TRAVEL	5,000.00
100-5.7400.52.3600	DUES & FEES	500.00
100-5.7400.52.3700	EDUCATION & TRAINING	800.00
100-5.7400.52.3850	CONTRACT LABOR	60,000.00
100-5.7400.52.3855	CONTRACTS AND FEES	203,000.00
100-5.7400.52.3970	POSTAGE	300.00
TOTAL PURCHASES/CONTRACT SERVICES		277,000.00
SUPPLIES		
100-5.7400.53.1105	OFFICE SUPPLIES	500.00
100-5.7400.53.1160	OPERATING SUPPLIES	600.00
100-5.7400.53.1270	ENERGY-GASOLINE/DIESEL	0.00
100-5.7400.53.1400	BOOKS & PERIODICALS	0.00
100-5.7400.53.1600	SMALL EQUIPMENT	300.00
100-5.7400.53.1785	UNIFORMS	500.00
100-5.7400.53.1795	MISCELLANEOUS	1,000.00
100-5.7400.53.3855	CONTRACT AND FEES	2,500.00
TOTAL SUPPLIES		5,400.00
MACHINERY & EQUIPMENT		
100-5.7400.54.2300	FURNITURE & FIXTURES	1500.00
100-5.7400.54.2500	EQUIPMENT	0.00
100-5.7550.57.2001	MISCELLANEOUS	0.00
TOTAL MACHINERY & EQUIPMENT		1,500.00
TOTAL COMMUNITY DEVELOPMENT		413,954.92

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

SPENDING

BUILDING/INSPECTIONS		
PERSONAL SERVICES		Spending Plan
100-5.7450.51.1100	REGULAR EMPLOYEES	91,900.00
100-5.7450.51.1300	OVERTIME	10,000.00
100-5.7450.51.2100	GROUP INSURANCE	0.00
100-5.7450.51.2110	LIFE INSURANCE	0.00
100-5.7450.51.2200	SOCIAL SEC (FICA) CONTRIB	5,697.80
100-5.7450.51.2300	MEDICARE PAYABLE	1,332.55
100-5.7450.51.2400	RETIREMENT CONTRIBUTIONS	10,109.00
100-5.7450.51.2700	WORKER'S COMPENSATION	1,914.00
TOTAL PERSONAL SERVICES		120,953.35
PURCHASES/CONTRACT SERVICES		
100-5.7450.52.1205	PRE EMPLOYMENT DRUG SCREEN	0.00
100-5.7450.52.1230	LEGAL	0.00
100-5.7450.52.1300	TECHNICAL SERVICES	0.00
100-5.7450.52.2210	AUTO/TRUCK-REPAIRS & MAINTAINANCE	6,000.00
100-5.7450.52.3210	CELL PHONES	1,600.00
100-5.7450.52.3220	TELEPHONE	0.00
100-5.7450.52.3310	PUBLIC NOTICES	0.00
100-5.7450.52.3400	PRINTING & BINDING	1,000.00
100-5.7450.52.3500	TRAVEL	1,500.00
100-5.7450.52.3600	DUES & FEES	1,000.00
100-5.7450.52.3700	EDUCATION & TRAINING	2,000.00
100-5.7450.52.3850	CONTRACT LABOR	100,000.00
100-5.7450.52.3855	CONTRACTS AND FEES	0.00
100-5.7450.52.3970	POSTAGE	300.00
TOTAL PURCHASES/CONTRACT SERVICES		113,400.00
BUILDING/INSPECTIONS (continued)		
SUPPLIES		
100-5.7450.53.1105	OFFICE SUPPLIES	1,400.00
100-5.7450.53.1160	OPERATING SUPPLIES	5,000.00
100-5.7450.53.1250		0.00
100-5.7450.53.1270	ENERGY-GASOLINE/DIESEL	3,680.00
100-5.7450.53.1400	BOOKS & PERIODICALS	0.00
100-5.7450.53.1600	SMALL EQUIPMENT	0.00
100-5.7450.53.1785	UNIFORMS	5,000.00
100-5.7450.53.1795	MISCELLANEOUS	0.00
TOTAL SUPPLIES		15,080.00
MACHINERY & EQUIPMENT		
100-5.7450.54.2200	VEHICLES	80,000.00
100-5.7450.54.2300	FURNITURE & FIXTURES	2,500.00
TOTAL MACHINERY & EQUIPMENT		82,500.00
PAYMENTS TO OTHERS		

CITY OF MABLETON, GEORGIA, TRANSITIONAL SPENDING PLAN

(December 1, 2023 - June 30, 2024)

SPENDING

100-5.7450.57.3010	BANK CHARGES	0.00
TOTAL PAYMENTS TO OTHERS		0.00
TOTAL BUILDING/INSPECTIONS DEPARTMENT		331,933.35
DEBT SERVICES		Spending Plan
100-5.8000.58.1100	PRINCIPAL & INTEREST-SERIES 2015 BONDS	0.00
100-5.8000.58.2200	INTEREST-CAPITAL LEASE	0.00
100-5.8000.58.2201	INTEREST-CAPITAL LEASE	
TOTAL DEBT SERVICE		0.00
TRANSFERS AND SALARY SAVINGS		
100.5.9000.39.2201	TRANSFERS TO MABLETON (URA)	
100.5.9000.39.2202	TRANSFERS TO SOLID WASTE	
100.5900.39.2203	TRANSFERS TO IMPACT FEES FUND	
100.5900.39.2207	TRANSFER - MABLETON BEAUTIFICATION	
100+5.900.39.2210	OPERATING TRANSFER	
100.5.9000.39.1710	SALARY VACANCY/SAVINGS	
TOTAL TRANSFERS AND SALARY SAVINGS		0.00
TOTAL EXPENDITURES		3,489,779
TOTAL REVENUES		3,798,932
REVENUE OVER/(UNDER) EXPENDITURES		309,153.19

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

RES

**A RESOLUTION ADOPTING A PRELIMINARY CLASSIFICATION AND PAY PLAN
FOR THE CITY OF MABLETON 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, this Resolution is enacted to safeguard and promote Mableton’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 Preliminary Classification and Pay Plan:

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

Section 2. Selection/Appointment. Appointed officers and directors authorized within the parameters of this Preliminary 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 Mayor shall have the authority to approve all non-director and non-appointive positions authorized by this Preliminary Classification and Pay Plan, with exception that where the city council has appointed a City Manager, the City Manager, shall approve non-director and non-appointive positions authorized within the

parameters of this Preliminary Classification and Pay Plan. The positions authorized under this Preliminary Classification and Pay Plan may be secured as employees or 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 _____, 2023.

ATTEST:

CITY OF MABLETON, GEORGIA:

Susan D. Hiott, Interim City Clerk

Michael Owens, Mayor

APPROVAL AS TO FORM:

Emilia Walker-Ashby, Interim City Attorney

CITY OF MABLETON, GEORGIA
JOB DESCRIPTIONS

City of Mableton, Georgia
Position Title: *CITY MANAGER*

Purpose of Position: The City Manager is the administrative head of the City government, providing direction and general management for the administration and operation of each department within the City of Mableton, and performs duties as delegated by actions of the Mableton City Commission.

Essential Functions & Duties: The City Manager carries out the day-to-day executive duties for the City of Mableton, Georgia. The City Manager must plan, organize, and manage the activities of the City under the policy guidance and direction of the elected officials of the City. Manage and provide organizational leadership. Develop and implement effective City organizational policies and procedures. Establish priorities and direct the allocation of City resources. *Duties may include, but are not limited to, the following:*

- Creates assignments in accordance with the general needs and services of the City or as suggested by various committees, commissions and civic groups.
- Reviews and edits reports and statements prepared for the attention of the City Commission and/or various committees and commissions. Provides direction and guidance to department heads.
- Meets with City Commission members and the Mayor to review and discuss projects, programs, and related matters impacting city government.
- Meets with citizens and citizen groups to exchange information and review current or proposed programs and projects.
- Coordinates activities to determine the needs of the City, and in conjunction with the City Commission, establishes priorities for programs and projects on-going and proposed.
- Ensures that all laws and ordinances of the City are duly enforced and that all franchises, permits, licenses and privileges granted by the City are faithfully performed and observed.
- Attends all meetings of the City Commission unless otherwise excused.
- Performs the duties of the City Manager as described in the Palatka Municipal Code.
- Builds and maintains positive working relationships with co-workers, other city employees and the public using principles of good customer service.
- Provides city services by establishing and improving a functional structure; delegating authority.
- Maintains city staff by recruiting, selecting, orienting, and training employees.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieves financial objectives by developing and recommending an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions; anticipating long-term issues.
- Promotes city services by coordinating and cooperating with federal, state, and other local units of government.
- Complies with federal, state, and local laws and regulations by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.

- Keeps the mayor and the board informed by collecting, analyzing, and summarizing information and trends; remaining accessible; answering questions and requests.
- Maintains rapport with the community by meeting with citizens and advisory groups; reaching out to resolve concerns; settling disputes.
- Contributes to team effort by accomplishing related results as needed.

Preferred Qualifications: City Managers serve dual roles. They act as a public administrator and CEO of the local government. That means that the best candidates should have the skill and experience in directing a city's bureaucracy to help the council make sound decisions, which should include knowledge of municipal budget processes, community development, comprehensive/strategic plans and organization. This includes considerable understanding. In addition, a qualified City Manager must be a skilled public administrator to execute decisions and policies put forth by the council. City Manager job may include the following standard qualifications:

- Excellent face-to-face communication and presentation skills.
- Exceptional organizational and time management skills.
- Effective leadership skills and experience managing large and small teams.
- Willingness to learn from mistakes and give feedback on ways of improving.
- Collaborative and team oriented.
- Financial management in city government.
- Ethics in leadership, making value-based decisions.
- Experience with goal setting and program evaluation.
- Negotiation experience to resolve complex and sensitive problems.
- A minimum of three to five years of experience working with municipal governments.
- Minimum of a bachelor's degree from an accredited college or university with major coursework in Public Administration, Finance, Business Administration, or related fields. A master's degree, J.D. and/or similar high-level degree is preferred.
- Must have a valid Georgia driver's license.
- Must be a United States citizen.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity.

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

City of Mableton, Georgia
Position Title: *EXECUTIVE ASSISTANT*

Purpose of Position: This position is responsible for a wide variety of routine clerical and administrative duties. Work includes providing administrative support to various departmental staff members.

Essential Functions & Duties:

- Greets visitors and receives and responds to inquiries verbally and in writing; directs visitors/callers to appropriate person or department.
- Provides clerical and administrative support for the Public Works Director, Deputy Public Works Director, Sanitation Supervisor and Executive Director as needed.
- Coordinates communications with other departments and City employees.
- Code and submits purchase invoices for department; issues purchase orders.
- Organizes and maintains files.
- Processes timesheets, employee reimbursements, and worker's compensation claims.
- Coordinates meetings for staff as needed.
- Types letters, reports and other documents as assigned.
- Receives, sorts and distributes mail.
- Maintains inventory of general office supplies.
- Assists in the purchase of new equipment.
- Purchases office supplies and equipment as needed under department guidelines.
- Performs other duties as assigned.

Preferred Qualifications:

- High school diploma or equivalent (bachelor's degree preferred).
- Minimum of three years of related experience or equivalent training.
- Knowledge of city and department policies and procedures.
- Knowledge of general office principles and practices.
- Knowledge of relevant ordinances and regulations.
- Skill in operating modern office equipment.
- Skill in computer applications for word processing, spreadsheets, and presentations.
- Skill in organizing and maintaining filing systems.
- Skill in oral and written communications.
- Ability to handle multiple interruptions, adjustments to priorities throughout the day and meet critical deadlines.
- Ability to use tact and courtesy in dealing with the public as well as employees of the various city offices in all types of contacts arising during daily work activities.
- Ability to compile data, interpret and apply information appropriately.
- Ability to transcribe reports and business correspondence.
- Ability to understand and accurately carry out oral and written instructions.
- Ability to maintain confidentiality.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity.

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

City of Mableton, Georgia
Position Title: *CITY CLERK*

Purpose of Position: Connect its citizens to their government and ensure their trust by supporting the City's legislative process through transparent, accurate and timely legislative history; preserve the City's historical records; offer support to the election process; and serve citizens and staff with the utmost professionalism, efficiency, and courtesy.

Essential Function & Duties: May include, but are not limited to, the following:

- Plans, organizes, coordinates, and directs the work of the City Clerk's department; develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department; develops and administers the department's budget.
- Works closely with the City Council, City Manager, City Attorney, department managers, and other entities in providing expert professional information and services.
- Prepares Council agendas and supporting material including public notification, and legal and display advertising; publish, issuance, and posting of final agendas; attends Council meetings; supervises the keeping of a journal of Council proceedings and of ordinances, resolutions, and other actions and official documents.
- Plans and directs the processing of ordinances, resolutions, bond issues, annexations, deeds, liens, assessments, general law amendments, initiatives, referendum, recall petitions, and other related documents.
- Attends City Council and other special meetings and is responsible for the documentation, maintenance, and dissemination of Council actions including minutes, ordinances, resolutions, and contracts as applicable, in accordance with the Brown Act.
- Serves as custodian of official City records and public documents; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds, or other documents requiring city certification.
- Administers the conduct of all municipal elections including candidate elections, measure elections specific to petition processing in accordance with state and local election laws; tabulates and certifies election results.
- Oversees the processing of all appointments, resignations, and terminations for all official boards, commissions, and committees; administer oaths and affirmations.
- Administers the City's Records Management Program, providing leadership and direction in developing and implementing new computer software programs on a Citywide basis; directs the maintenance of official City documents, records, and archival records.
- Develops and administers the Administrative Department annual budget.
- Represents the City in meetings with representatives of governmental agencies, business, professional and community agencies, and the public.
- Monitors and maintains current knowledge of developments related to City Clerk matters; evaluates their impact upon City operations and recommends and implements policy and procedural improvements.
- Plans and directs the work involved in maintaining official City documents and records, including responsibility for the corporate seal of the City. Directs the official publication of notices and ordinances.

- Accepts communications for the Council; answers Council correspondence; and sets up meetings as requested by the Council.
- Checks names on petitions and other documents against official registration lists.
- Takes affidavits.
- Answers questions from the public and officials regarding municipal practices, ordinances and the status of communications, resolutions, and actions of the Council.
- Coordinates the activities of the City Clerk's office with other City administrative needs.
- If needed, takes various committee minutes.
- Assist the City Manager when required.

Preferred Qualifications:

- Bachelor's degree required (preferably in a business political government degree). Master's degree or J.D. preferred.
- Minimum 3-5 years of experience working in a City Clerk's office or public administration in a supervisory manner.
- Knowledge of Georgia municipal law as it relates to the functions of a City Clerk's office.
- Knowledge of modern office practices, particularly with file organization and file retention. Basic supervisory skills. Operation of all City departments.
- Knowledge of government codes pertaining to records management, municipal elections administration including candidate and measure elections, the Brown Act, the Maddy Act, the Public Records Act, and parliamentary procedures.
- Principles and practices of contract development, administration, and evaluation.
- Modern computer user applications, including word processing, microcomputer, and mainframe computer applications.
- Ability to select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Coordinate municipal elections within legal guidelines.
- Oversee and coordinate maintenance of the official records of the City.
- Prepare official minutes, resolutions, ordinances, clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity.

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

City of Mableton, Georgia
Position Title: *FINANCE DIRECTOR*

Purpose of Position: The City's Finance Director performs complex professional and difficult administrative work in planning, organizing, and directing the financial activities of the City.

Essential Functions & Duties:

- Plans, organizes, and supervises the operations of the Finance Department, including disbursement and accounting of municipal funds, billing, and preparation of monthly, quarterly, and annual reports; supervises staff assisting with these duties.
- Serves as a member of the team, along with the City Manager, in the preparation of the general operating and capital improvements budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures.
- Works with the Manager in the formulation of City's financial policies.
- Manages receipt and investment of City revenues.
- Oversees and participates in risk management functions.
- Oversees and participates in human resources functions. Oversees filing, reception, and customer service.
- Reviews and monitors ongoing administration of budget, monitors revenues and expenditures.
- Reviews budget system and financial conditions and develops methods of improvement.
- Assists the auditors during the annual audit of City financial records; follows up on findings to improve financial systems.
- Maintains a general accounting system for the City; oversees maintenance of financial records for each department; maintains separate accounts for items of appropriation in the budget, including amount of the appropriation, amounts paid, unpaid obligations against the account, and the unencumbered balance.
- Submits to the City Manager and the City Board periodic statements of the financial condition of the City.
- Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks. Oversees IT functions of the City.

Preferred Qualifications:

- Bachelor's degree in accounting or finance required. J.D. or master's degree in accounting or finance preferred.
- Preference given to Certified Public Accountants (CPA).
- Minimum 3 – 5 years of finance or accounting experience required.
- Thorough knowledge of Georgia General Statutes and of local ordinances governing municipal financial practices and procedures.
- Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.
- Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment.

- Considerable knowledge of supervision including motivation, communication, leadership, performance coaching and evaluation.
- Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.
- Ability to plan, organize, direct, and evaluate the work of employees in the specialized field of accounting and collections.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other City employees.
- Ability to conduct long range fiscal planning.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity

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

City of Mableton, Georgia

Position Title: *HUMAN RESOURCES DIRECTOR*

Purpose of Position: To plan, oversee, organize, and direct the activities of the Human Resources Department; including employment (recruitment, hiring, promotions, and civil service testing), employee relations, compensation and classification, payroll, HRIS (Human Resources Information Systems), benefits and wellness, risk management, the City of Mableton training program, and employee engagement and recognition.

Essential Functions & Duties:

- Provide and implement long- and short-range plans for the effective operation of department; lead and implement various department strategies and actions in the city Strategic Plan.
- Direct and oversee the execution of the citywide training, development, recognition, and succession programs, aligning them to strategic priorities and bridging training gaps.
- Administer and direct a comprehensive human resources program; formulate and recommend policies, regulations, and practices for carrying out the program.
- Direct and participate in the development and administration of the City's recruitment, selection, succession and performance evaluation activities, benefits/wellness program and risk management.
- Ensure that recruitment, hiring and employee relations practices comply with all applicable Federal and State laws, rules, regulations, and city policies.
- Advise and assist employees and department management in a variety of personnel matters including the interpretation and application of personnel policies.
- Coordinate department activities with those of other departments and outside agencies and organizations; present reports and communicates other necessary correspondence to the City Manager's Office and City Council.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training; prepare and conduct employee performance evaluations; work with employees to correct deficiencies; implement discipline and termination procedures.
- Prepare, submit, and monitor annual department budget.
- Participate with a variety of boards and committees; attend and participate in professional groups and organizations; remains apprised of trends, developments and legal opinions relating to the field of Human Resources.
- Respond to sensitive citizen and employee inquiries and complaints.

Preferred Qualifications:

- Bachelor's degree from an accredited college or university with a degree in business, H.R., psychology, public administration, or a closely related field. J.D. or master's degree in business, H.R., public administration highly preferred.

- Highly desired: Lean Six Sigma Black Belt; Malcolm Baldrige examiner; Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).
- Minimum of 3 – 5 years of administrative H.R. management experience.
- Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques and production methods.
- Personnel / H.R.: Policies and practices involved in personnel/HR functions. This includes recruitment, selection, training and promotion regulations and procedures; compensation and benefits packages; employee relations and organizational development and HRIS.
- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process; especially state and federal laws pertaining to human resources administration.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified confidential, and sensitive information.
- Education and Training: Instructional methods and training techniques, including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans and test design principles.
- Data-based analytical problem solving and organizational effectiveness methodologies, concepts, and practices; total quality management philosophy and organizational application.
- Strategic planning and competitive analysis methodology.
- Municipal Government: General functions of city departments, including departmental needs and requirements.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity.

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City of Mableton, Georgia

Position Title: *COMMUNITY DEVELOPMENT DIRECTOR*

Purpose of Position: This position is a highly visible executive-level position and requires an individual with the experience to plan, direct, and oversee the development and implementation of a comprehensive official community plan through development and application of land use policy and administration. The candidate for this position must have the ability to effectively manage department staff as well as provide guidance, leadership, direction and oversee the daily operations of the Community Development Department. The ideal candidate for this position possesses an in-depth knowledge of the key principles of community development including urban planning, land use analysis, sustainability, municipal licensure/permitting, empowerment, inclusivity, social justice, human rights, democracy, and equality. The candidate for this position must possess the ability to work well within a city government structure including but not limited to the Mayor, City Council members, elected officials, cross-jurisdictional partners, decision making stakeholders, internal staff, external partners, and the City of Mableton's citizens.

Essential Functions & Duties:

- Plans, directs, and supervises City Planning and Zoning, Business Licenses, Building Permits and Inspections, and Code Enforcement engaged in the day-to-day implementation of applicable plans, codes, permit issuance and regulation of building, land and structural inspections.
- Schedules, assigns, and evaluates work; instructs and provides training in correct methods and procedures. Monitors work daily; reviews and evaluates employee performance insuring that established performance standards and policies are properly applied.
- Ensures coordination of efforts among autonomous or external entities which promote elements of the City's Community and Economic Development interests.
- Administers development and land use regulations and reviews all site plans, zoning, and related requests/applications.
- Administers and interprets policies and procedures relating to City land use, related regulatory Ordinances and policies and advises Main Street as needed.
- Conducts field research and investigations and makes recommendations and decisions as assigned by the City Manager.
- Implements the Comprehensive Plan through the review of development regulations.
- Establishes standard operating procedures/guidelines for all assigned employees/functions.
- Initiates recommendations to the City Manager and the Mayor and Council for all matters pertaining to assigned functional areas of responsibility.
- Prepares work programs and budgets for the Department with responsibility for adherence to approved budgets and established financial procedures.
- Consults with citizens, the City Manager, other Department Heads, and other officials of external agencies, local, state, regional and federal governments in order to coordinate all phases of the City's community and economic development efforts.
- Attends all regularly scheduled meetings of the City Council, and other designated entities as required by the City.
- Operates City vehicle in performing job related functions.

- Represents the City on various boards, commissions, and special task forces as required by the City Manager.
- Performs related work and assignments as required by the City Manager.

Preferred Qualifications:

- Bachelor's degree in urban planning or closely related field from an accredited college or bachelor's degree from a fully accredited institution of higher learning required in the field of Urban Planning, Public Administration, Business, or a related degree. A master's degree in one of the above fields is preferred.
- Minimum of 3 - 5 years of progressively responsible experience in a community development related field with experience in supervising others.
- Demonstrated experience in guiding planning and land use decisions and applicable knowledge of activities related to downtown development/redevelopment specifically; AICP certification or ability to obtain within 2 years, possession of a valid State of Georgia driver's license; acceptable MVR; satisfactory criminal history; equivalent combination of education and/or experience.
- Knowledge of comprehensive and current planning, land and urban development, environmental, historic preservation and regulatory principles, procedures, techniques, and their implications.
- Knowledge of principles and practices of engineering and physical design as related to land development and municipal planning.
- Knowledge of Main Street or related programs and other community development entities such as Downtown Development Authorities, and Hospitality and Tourism Authorities.
- Knowledge of principles and practices of Public Administration.
- Knowledge of management and supervisory principles and practices.
- Skill in dealing effectively with the public, staff, colleagues, and elected officials.
- Skill in written and verbal communication.
- Skill and ability to drive and operate city vehicles/equipment in a safe and efficient manner.
- Ability to write simple and complex reports clearly and professionally in a manner that is easily understandable by others.
- Ability to understand and convey complex, technical information in a manner that is easily understood by others.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain required licenses and certifications.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity.

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City of Mableton, Georgia

Position Title: *BUSINESS LICENSE SPECIALIST*

Purpose of Position: Skilled clerical and technical position responsible for processing and issuing of business license and permits, including Occupational Tax Certificates, Certificates of Occupancy, Hotel Tax Certificates, Alcohol licenses and special license/permits. Work involves the collection of taxes and fees associated with the same, including assisting customers with the issuance and renewal of City business license, vendor applications, peddler permits and permits for other special events. The ideal candidate for this position will have substantial knowledge of standard municipal business license operations and financial background/experience.

Essential Functions & Duties:

- Receive, review and process and oversee City business license and permits.
- Manage software relating to the
- Respond to customer requests and questions about new business and/or alcohol licenses, licensing businesses, alcohol requirements, and occupations under the scope of the City of Mableton Ordinances and Georgia law.
- Respond to customer concerns about renewal license information and tax information.
- Receive information from various departments confirming license holder meets all Zoning and other City of Mableton Ordinances and Georgia law to obtain and/or retain the Occupation Tax Certificate and Alcohol License.
- Issues Alcohol License information and ensures that Business License is current, notifies Code Enforcement to conduct inspection in accordance with applicable laws.
- Maintain license files, reports, events. Process and document license closures and renewal.
- Maintains brochures and forms for customer information.
- Pursues delinquent accounts.
- Files correspondence and other fiscal transaction documents (billing reports).
- Performs related work as assigned.

Preferred Qualifications:

- High School diploma or GED equivalent will be considered. Bachelor's degree preferred.
- Minimum of 3 – 5 years of municipal business license administration experience or an equivalent combination of education, training and experience.
- Must possess and maintain a valid state drivers' license with an acceptable driving history.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity.

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City of Mableton, Georgia
Position Title: *BUILDING INSPECTOR I*

Purpose of Position: This position is responsible for participating in residential building inspection activities in accordance with certifications attained.

Essential Functions & Duties:

- Reads and interprets trade and certification specific residential construction documents and plan and specifications for comparison and code compliance to as-built on-site field construction conditions.
- Documents and maintains accurate records trade and certification specific residential inspections, actions taken, and regulatory efforts; prepares written reports and correspondence.
- Meets and confers with contractors, builders, design professionals, and the public to address concerns, code questions or building requirements, alternatives, and policies and procedures.
- Performs limited professional trade and/or certification inspections of new, existing, and damaged residential and commercial structures for conformance to codes, amendments, ordinances, regulations, specifications, and standards.
- Maintains required CEUs to keep ICC certifications current.
- Operates and maintains a motor vehicle, assigned tools and materials.
- Retrieves open records request documents from storage.
- Issues Certificates of Occupancy for residential construction depending on experience and certifications attained.
- Performs other related duties as assigned.

Preferred Qualifications:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with work experience in the construction trades or having had a similar position for one to two years.
- Possession of a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of one valid/current certification from the International Code Council (ICC) as a Residential (Building, Electrical, Mechanical, or Plumbing) Inspector within 6 months of employment.
- Knowledge of laws, ordinances, construction codes, policies, standards, and regulations related to the job.
- Knowledge of safety processes and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the safe operation of a motor vehicle.
- Skill in the completion of mathematical calculations.

- Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
- Skill in the provision of customer services.
- Skill in operating various types of tools and equipment.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity.

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City of Mableton, Georgia

Position Title: *CODE ENFORCEMENT OFFICER*

Purpose of Position: Performs a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

Essential Functions & Duties:

- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.
- Respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant/witnesses; conduct investigations and provide recommendations.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances; issue administrative and parking citations and notices of violation as necessary.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Prepare a variety of written reports and correspondence related to enforcement activities.
- Patrol assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
- Participate in the implementation of the City's graffiti abatement program; receive requests for abatement of graffiti; patrol the City, record location of graffiti, and inform the City's Graffiti Abatement Office of the need for vandalism clean-up; obtain and collect right of entry forms for graffiti abatement on private property; enter calls into computer system and track case progress.
- Operate computer to enter, process, and acquire data relative to complaints, inspection sites, and effective code enforcement; research complaints.
- Participate in supervising the work of community service workers, county inmates, or volunteers engaged in community clean-up and preservation activities; determine locations and type of work to be performed.

- Locate vacant residences and businesses; secure buildings with proper materials as necessary; post the property as necessary; check vacant buildings regularly for transient activity, graffiti, and other forms of vandalism.
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.

Preferred Qualifications:

- High School diploma / GED required. Bachelor's degree favored.
- Minimum of 1 year of work experience involving a high level of public contact including some experience dealing with the public in an enforcement, inspection, investigation, or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.
- Must have valid Georgia driver's license.
- Successful completion of P.O.S.T. 832 P.C. course within six months of hire.
- Possession of, or ability to obtain within one year of appointment, certification as a Code Enforcement Officer issued by the CACEO.
- Knowledge of operations, services, and activities of a municipal code compliance program.
- Knowledge of pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.
- Knowledge of procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.
- Knowledge of City services and organizational structure as they relate to code compliance.
- Knowledge of legal actions applicable to code enforcement compliance.
- Knowledge of modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications.
- Knowledge of occupational hazards and standard safety practices.
- Knowledge of geographic features and locations within the area served.

Physical Demands:

- *Environment:* Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.
- *Physical:* Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.
- *Vision:* See in the normal visual range with or without correction.
- *Hearing:* Hear in the normal audio range with or without correction.

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City of Mableton, Georgia
Position Title: *IT DIRECTOR*

Purpose of Position: This position is responsible for the oversight, planning, development, implementations and maintenance of the City's business and information systems. Responsibilities include the development and maintenance of IT infrastructure; researching and recommending new technologies; developing operating and capital budgets and handling daily operations of the IT system.

Essential Functions & Duties:

- Establishes the City's technical vision and leads all aspects of its technological development. Leads the organization and staff on IT solutions that support departmental operations. Oversees management of organizational technology projects and organizational project management applications. Executes cost-benefit analyses of proposed IT changes and initiatives as they relate to organizational goals.
- Responsible for systems administration and maintenance on several servers, storage systems, backbone hardware and applications used by City departments; performs network monitoring and troubleshooting.
- Supports City users on information technology resources utilizations; provides phone and computer support to department end users, research, and resolves computer or network related problems; provides training support for city employees on proper use of software applications and hardware.
- Serves as the City's coordinator in the development and implementation of GIS projects; maintains GIS database and performs applications a requested by City departments.
- Manages maintenance and minor repairs to computers, printers and network equipment.
- Develops and updates the City's IT operational and financial plan, which prioritizes and incorporates IT initiatives into the annual budget process. Prepares and administers departmental operating and capital budgets for the information technology department; performs long-range IT planning.
- Hires, trains, and instructs IT staff members, monitors their performance and handles all personnel matters for the department.
- Recommends and develops policies and practices to improve the effectiveness and use of information technology.
- Maintains the City's WAN and LANs.
- Develops and provides City-wide software training and troubleshooting as required.
- Sets and enforces enterprise-wide security policies for all IT assets. Sets and enforces standards for all hardware and software, including desktop PC servers and network equipment, software applications, database engines and network protocols.
- Develops and implements Cybersecurity policies and/or programs to improve the City's overall security posture; provides security awareness training to ensure that staff is aware of end-user cyber threats that may exist and understand related gaps in the cybersecurity posture that should be addressed.
- Develops and maintains a Disaster Recovery Plan to ensure continuity of operations when unforeseen events affecting the operability of IT systems occur.

- Works collaboratively with the school department's technology staff in development, funding, and management of an effective network for technology operations and service delivery to meet identified needs and priorities.
- Actively participates as a member of the Mayor's leadership team. Works collaboratively within the municipal organization, continually improve City services, and appropriately allocate organizational resources across City departments.
- Performs similar or related duties inherent of the position of Information Technology Director.

Preferred Qualifications:

- Bachelor's degree in IT, computer science, business information systems, or any equivalent degree is required. Master's degree preferred.
- Microsoft Certifications (MCP, MCSE) preferred.
- Minimum of 3 - 5 years of IT experience required.
- Knowledge of operational characteristics, services, and activities of comprehensive municipal technology applications.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of information technology programs, policies and operational needs.
- Knowledge of methods and tools for management of vendors, needs assessments for hardware and software for users, troubleshooting, integration of applications, research, project management, basic financial analysis, supervision, training and performance evaluation.
- Knowledge of electronic data management systems.
- Knowledge of cybersecurity best practices.
- Knowledge of pertinent Federal, State, and local laws, codes and regulations.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity.

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City of Mableton, Georgia

Position Title: *IT SYSTEMS ADMINISTRATOR*

Purpose of Position: The System Administrator administers, installs, troubleshoots, and maintains servers, storage, server operating systems, and the City's enterprise e-mail application and hardware. Aids in resolving problems, setting policies, administrative procedures, systems monitoring, and systems documentation.

Essential Functions & Duties:

- Monitors the operation of the City's server infrastructure, hardware, and operating systems, both on and off-premises.
- Provides technical support to other team members within the IT Department.
- Responsible for the maintenance, configuration, and reliable operation of server hardware, operating systems, and virtualization.
- Evaluates vendor products for Local Area Network hardware and software and makes recommendations for purchases that are consistent with short- and long-term IT and City strategy.
- Establishes Local Area Network policies, standards, and procedures and ensures adherence to City system security procedures.
- Maintains backup procedures, Local Area Network data integrity, and Local Area Network disaster recovery procedures.
- Administers the City's enterprise e-mail application, Office 365, its on-going maintenance, user e-mail problem resolution and associated hardware, gateways, and software.
- Assists with Help Desk calls and emails for support.
- Coordinates the purchase of PC and network hardware and software; leads or participates in the installation and upgrade of network servers. Maintains, modifies, and assists in network configurations and interfacing.
- Coordinates and directs the work of IT vendors to identify and resolve programming and other operational problems; coordinates the scheduling of corrective patches and upgrades between vendors and staff; interacts with vendors, external agencies, auditors, or other staff to obtain requested data or special reports.
- Participates in the modification of existing systems and/or the implementation of new systems by developing, writing, and disseminating procedures that utilize new or changed system applications and by evaluating system modifications in response to operational, program, and/or regulatory changes.
- Serves on the City's Communications Team.
- Ensures the clear, comprehensive, easy to navigate, consistent and accurate presentation of the City's online communications presence on the internet and intranet; conducts routine staff training as necessary.
- As a member of the Emergency Operations Center (EOC) team, ensures the proper functioning and best-practices improvements of the EOC's communications and technology infrastructure. Serves in the Communications/IT Coordinator position within the Logistics Section of the EOC. Responsible for developing, installing, configuring, maintaining, supporting, and troubleshooting all aspects of EOC technology.

Preferred Qualifications:

- High School Diploma / GED considered. Bachelor's degree in IT related field preferred.
- Minimum of 1-2 years of network administration required.
- Knowledge of principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Knowledge of Microsoft Windows Server technology, Hyper-V management concepts, Active Directory, Azure, System Center Suite, Office 365 admin and use, Cisco networking, VPNs, Wireless systems, Active Directory, IIS, MS SQL, Autodesk Applications, EsriGIS, Laserfiche, Springbrook, SCADA, AWS, video equipment, OpenGov, networked antivirus and intrusion detection systems.
- Knowledge of Hosted Voice over IP phone system management.
- Knowledge of project budget and contract administration principles and techniques.
- Knowledge of operating characteristics, capabilities, limitations, and service requirement of personal computers and related peripheral equipment.
- Knowledge of hardware and software used in computer network systems including switches, routers, hubs, firewalls, servers, and personal computers.
- Plan, organize, assign, direct, review, evaluate, and manage information systems and projects related to the Town's website, network administration, software applications and systems.
- Explain technical concepts in non-technical terminology and train internal customers in the use of web applications, personal computer systems, and operating procedures.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity.

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City of Mableton, Georgia

Position Title: *COMMUNICATIONS & COMMUNITY ENGAGEMENT DIRECTOR*

Purpose of Position: Responsible for the development and dissemination of information about the City's strategic initiatives, programs, and services. In addition to developing marketing initiatives aimed at citizens and businesses, this individual will develop and cultivate key partnerships with a variety of stakeholders including the business community and elected representatives at the City, County, State, and Federal level. The position requires experience in public information, media relations practices, marketing, government relations practices, the ability to work in a team environment, and considerable independence and thought processes.

Essential Functions & Duties:

- Provide a comprehensive media relations program for the purpose of educating the public and maintaining a positive public image. This may include website design, electronic and printed publications, articles, promotional materials and other forms of communications to local media, the public, elected officials, the business community and other involved and interested stakeholders.
- Foster relationships with federal, state, and county officials, both elected and staff, in order to proactively present City's legislative goals. Monitors legislative issues and initiatives to best position the City in achieving identified goals and objectives.
- Foster a relationship with the media in order to proactively present City programs, services and initiatives and serve as primary point of contact on behalf of the City and all of its departments, including coordinating with law enforcement and fire services partners.
- May serve as City's spokesperson and oversee the City's media relations functions.
- Develop marketing and other materials to facilitate interest from the business community to further the economic development goals of the City Council.
- Plans, organizes, and implements the City's overall economic development outreach as it relates to encouraging and promoting business development, retention, rehabilitation, vitalization, revitalization and growth.
- Serves as liaison with public, private and non-profit organizations for business attraction, creation, expansion and retention activities.
- Acts as business recruitment and commercial development facilitation for the City.
- Establishes, develops, and cultivates relationship with a variety of community members including residents, the local business community, legislative aides, etc.
- Develops and administers department budget consistent with City goals.
- Develops, designs, and implements numerous coordinated marketing initiatives to present City programs in a positive light and to maximize community engagement.
- Attend staff, City Council, and community meetings as directed.
- Participate in collaborative partnership with other city/county/state officials.
- Responsible for dissemination of information and recommended communication strategies during an emergency event while actively contributing as a team member in the Emergency Operations Center during any and all crisis, natural or otherwise.
- Conduct research on grant programs for funding various City projects.

Preferred Qualifications:

- Bachelor's degree from an accredited college or university with a major in Business, Journalism, Communications, Public Relations, Social Sciences, Education, Public Administration, Political Science or related field.
- Valid Georgia driver's license.
- Minimum 2-3 years of professional experience as a public information officer or in journalism, public relations, research, marketing, project management.
- Ability to develop and maintain effective personal relationships with others.
- Ability to effectively communicate in both written and oral form.
- Ability to speak to audiences and/or media.
- Ability to understand and carry out complex oral and written directions and manage complex computer software.
- Ability to use discretion and good judgment in handling politically sensitive information and issues.
- Knowledge, skill and application of social media platforms.
- Ability to recognize and develop public information opportunities.
- Ability to use video production equipment and editing software.
- Ability to deal with problems involving several variables in standardized situations when immediate guidance from the supervisor may not be available.

Physical Demands: The work requires sedentary and active engagement with residents, businesses, departments and Mayor and Council, including participation and/or attendance at townhalls and City Council meetings. The employee is occasionally required to exert a light amount of force. This position occasionally requires the use of tools or equipment requiring dexterity.

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City of Mableton Preliminary Organizational Chart

