The City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500 • FAX (770) 985-3525

AGENDA

WORK SESSION
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, NOVEMBER 9, 2026

Publication Date: November 5, 2026

TIME: 6:30 p.m.

DATE: November 9, 2026

PLACE: City Hall Conference Room 145

I. CALL TO ORDER

II. REVIEW REGULAR BUSINESS MEETING AND PUBLIC HEARING AGENDA ITEMS

III. REVIEW CORRESPONDENCE

IV. CITY ATTORNEY'S REPORT

V. DISCUSSION ITEMS

a) Update on T.W. Briscoe Park Community Center [Bender]
b) Update of Ongoing Projects [Bender]
c) Potential Georgia Rehoused DCA Updates [Brown]

VI. EXECUTIVE SESSION

An Executive Session may be called:

- To discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).
- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).
- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

VII. ADJOURNMENT

Persons With Hearing Or Speech Disabilities Who Need To Contact The City Of Snellville May Place Their Call Through The Georgia Relay Center At (800) 255-0056 (Text Telephone) Or (800) 255-0135 (Voice Telephone).

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PUBLIC HEARING & REGULAR BUSINESS MEETING
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, NOVEMBER 9, 2026

Publication Date: November 5, 2026

TIME: 7:30 p.m.

DATE: November 9, 2026

PLACE: Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE TO THE FLAG

IV. CEREMONIAL MATTERS

V. MINUTES
Approve the Minutes of October 26, 2026 Meetings

VI. INVITED GUESTS

VII. COMMITTEE / DEPARTMENT REPORTS

VIII. APPROVAL OF THE AGENDA

IX. PUBLIC HEARING
None

X. CONSENT AGENDA (Please see *Note)

XI. OLD BUSINESS

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XII. NEW BUSINESS

a) Consideration and Action on Approval of Settlement Agreement with GAHC3 for 2220 Wisteria Drive [Bender]

b) Consideration and Action on Parental Leave Policy [Bender]

XIII. COUNCIL REPORTS

XIV. MAYOR'S REPORT

XV. PUBLIC COMMENTS

- Section 2-53
  Each member of the public who wishes to address the Mayor and City Council in public session must submit their name, address and the topic (be as specific as possible) of their comments to the City Clerk prior to making such comments. Individuals will be allotted five minutes to make their comments and such comments must be limited to the chosen topic. Members of the public shall not make inappropriate or offensive comments at a City Council meeting and are expected to comply with our adopted rules of decorum.
- Decorum
  You must conduct yourself in a professional and respectful manner. All remarks should be directed to the Chairman and not to individual Council Members, staff or citizens in attendance. Personal remarks are inappropriate.

XVI. EXECUTIVE SESSION

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- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

XVII. ADJOURNMENT

***Note: Items on the Consent Agenda may be read by title only. Upon the request of any Council Member, any item may be removed from the Consent Agenda and placed on the Regular Agenda prior to the adoption of the Regular Agenda. The Consent Agenda, or the remainder thereof omitting the challenged items, shall be adopted by unanimous consent.**

CITY OF SNELLVILLE
MEETINGS AND LOCAL EVENTS
NOVEMBER 9, 2026

November 9
Council Meeting & Public Hearing
Monday, November 9, 2026
6:30 p.m. Work Session – Conference Room 145, City Hall
7:30 pm Meeting - Council Chambers, City Hall

November 10
Board of Appeals Meeting
Tuesday, November 10, 2026
7:30 p.m.
City Hall – Council Chamber

November 11
Veterans Celebration
Wednesday, November 11, 2026
3:00 pm
City Hall Lawn

November 15
Broadcast of the November 9, 2026 Meeting
Sunday, November 15, 2026
6:30 p.m. - Comcast Channel 25

November 18
Downtown Development Authority Meeting
Wednesday, November 18, 2026
4:00 p.m. – 2nd Floor Conference Room 259, City Hall

November 21
Snellville Farmers Market
Saturday, November 21, 2026
9:00 am to 12:00 pm
The Grove at Towne Center

November 23
Council Meeting & Public Hearing - TBD
Monday, November 23, 2026

November 24
Planning Commission Meeting - CANCELED
Tuesday, November 24, 2026
7:00 pm Work Session – Conference Room 145, City Hall / 7:30 pm Meeting - Council Chambers, City Hall

November 26-27
Holiday – Thanksgiving
Thursday & Friday, November 26 & 27, 2026
All City Offices Closed with the exception of Emergency Services

November 28
Christmas Parade & Tree Lighting
Saturday, November 28, 2026
5 p.m. to 8 p.m.
The Green

WORK SESSION
OF MAYOR AND COUNCIL
CITY OF SNELLVILLE, GEORGIA
MONDAY, OCTOBER 26, 2026

Present: Mayor Barbara Bender, Mayor Pro Tem Norman A. Carter Jr., Council Members Richelle Brown, Catherine Hardrick, Kerry Hetherington and Shaunt'e Pitt. Also present City Manager Matthew Pepper, Assistant City Manager Mercy Montgomery, City Attorney Kevin Tallant and Associate Alexa Dato-Caudell with Tallant Howell, Captain Zach Spahr, Planning and Development Director Jason Thompson, Public Works Director Javier Gonzalez, Public Information Officer Brian Arrington, IT Administrator Erika Fleeman and City Clerk Melisa Arnold.

CALL TO ORDER
Mayor Bender called the meeting to order at 6:31 p.m.

REVIEW REGULAR BUSINESS MEETING AND PUBLIC HEARING AGENDA ITEMS
The agenda was reviewed with brief discussion.

REVIEW CORRESPONDENCE
None

CITY ATTORNEY'S REPORT
City Attorney Tallant said there have been no issues raised from the lottery and the Attorney for the winner, Maxie Price, has been directed to call the Planning and Development department to start the process. He also explained that questions have been raised about a policy for the use of City Hall so he is creating a draft that, per City Code, will be brought before Mayor and Council for approval when complete.

DISCUSSION ITEMS
Update of Ongoing Projects [Bender]

City Manager Pepper gave an update on several City projects. Assistant City Manager Montgomery presented a new brand concept for "Downtown Snellville" that encompasses more than just The Grove.

City Manager Pepper continued his update and asked about a special called work session to start early discussion of the fiscal year 2028 budget. Consensus was to hold the meeting on Monday, November 16, 2026 at 6:30 p.m. He also talked about some policies in progress for parental leave, the use of artificial intelligence (AI), and an updated travel policy that will be brought forward in the future.

Discussion About the Department of Community Affairs (DCA) Georgia Rehoused Program [Brown]

Council Member Brown raised the possibility of the City partnering with a non-profit to be a co-applicant on a grant that would assist with housing for unhoused youths. Following a discussion, the consensus was that potential zoning issues and unclear details regarding the City's exact role and responsibility with the grant posed issues. Furthermore, the grant deadline of November 25, 2026, left insufficient time for thorough research. Planning and Development Director Thompson requested copies of agreements between the involved non-profits and other municipalities to review and better understand the City's expected responsibilities for future discussion.

EXECUTIVE SESSION

None

ADJOURNMENT

Council Member Hetherington made a motion to adjourn, 2nd by Mayor Pro Tem Carter; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 7:18 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk

PUBLIC HEARING & REGULAR BUSINESS MEETING
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Present: Mayor Barbara Bender, Mayor Pro Tem Norman A. Carter Jr., Council Members Richelle Brown, Catherine Hardrick, Kerry Hetherington and Shaunt'e Pitt. Also present City Manager Matthew Pepper, Assistant City Manager Mercy Montgomery, City Attorney Kevin Tallant and Associate Alexa Dato-Caudell with Tallant Howell, Captain Zach Spahr, Public Information Officer Brian Arrington, IT Administrator Erika Fleeman and City Clerk Melisa Arnold.

CALL TO ORDER
Mayor Bender called the meeting to order at 7:30 p.m.

INVOCATION
Council Member Brown gave the invocation.

PLEDGE TO THE FLAG
Public Information Officer Arrington led the Pledge of Allegiance.

CEREMONIAL MATTERS
Administer Oath of Office to Student Youth Council

Youth Council Coordinator Jenica Walcott read the names of the current Youth Council members; Meklit Alemu, Abisola Ayodele, Natalie Beahan, Taylor Brown, Richard Ekumfi, Eldana Getachew, Aline Hoang, Chioma Izomor, Cynai Kowac, Kason Lai, Ava Lowe, Najada Murray, Chidiebube Okolo, Ezinne Okonji, Meklit Tekle, Deborah Wannore, Serenity Shaw, Tai Wyatt and then and introduced the members that were present.

Mayor Bender thanked and congratulated the youth and administered the Oath of Office.

MINUTES
Approve the Minutes of the September 15, 2026 Special Called Work Session and the September 28, 2026 Meetings

Council Member Hetherington made a motion to approve the minutes of the September 15 and September 28, 2026 meetings, 2nd by Mayor Pro Tem Carter; voted 6 in favor and 0 opposed, motion approved.

INVITED GUESTS
None

COMMITTEE / DEPARTMENT REPORTS
None

APPROVAL OF THE AGENDA
Mayor Pro Tem Carter made a motion to approve the agenda, 2nd by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved.

PUBLIC HEARING
None

CONSENT AGENDA
None

OLD BUSINESS
None

NEW BUSINESS
Consideration and Action on Approval of the Bid for Roof Replacement on the Marigold Building Located at 2740 Lenora Church Road [Bender]
Mayor Bender explained that this is the old library that the City took over when the new library opened at The Grove. The City went through the bid process for the roof replacement.
Council Member Hetherington made a motion to award the bid to Garland DDS Inc. in an amount not to exceed $172, 229, 2nd by Council Member Brown; voted 6 in favor and 0 opposed, motion approved.

Consideration and Action on a Memorandum of Understanding (MOU) between the City of Snellville and QuikTrip Allowing the Snellville Police Department to Access Onsite Security Cameras [Bender]
Captain Spahr explained this agreement would give the Police Department real-time access to the QT camera system if necessary and immediate access to video without having to reach out when doing investigations. He explained the system would only be used for investigative purposes, and any access would be logged, reference a case, and can be audited.
Mayor Pro Tem Carter made a motion to approve the MOU between the City of Snellville and QuikTrip allowing the Snellville police department to access onsite security cameras, 2nd by Council Member Hetherington; voted 6 in favor and 0 opposed, motion approved.

COUNCIL REPORTS
Council Members Hardrick, Brown, Pitt, Hetherington and Mayor Pro Tem Carter each gave a report.

MAYOR'S REPORT
Mayor Bender gave a report.

PUBLIC COMMENTS
The following person came forward to speak:
Nathan Moore, 3565 Ebenezer Road, Conyers.

EXECUTIVE SESSION
None

ADJOURNMENT
Council Member Hetherington made a motion to adjourn, 2nd by Mayor Pro Tem Carter; voted 6 in favor and 0 opposed, motion approved. The meeting adjourned at 8:14 p.m.

Barbara Bender, Mayor

Melisa Arnold, City Clerk

Agenda Item Summary

Date: November 9, 2026

Prepared by: Mercy Montgomery, Assistant City Manager

Agenda Item: Parental Leave Policy

Background:

Provision of paid leave for parents has become standard policy for local, regional and state-wide public employers. Many peer cities in our area as well as The State of Georgia and Gwinnett County currently offer paid parental leave for the birth or placement of a child with employees.

In order to remain current and competitive within the benefits environment of public service in the region, it is recommended to implement a paid Parental Leave policy.

Based on research regarding parental leave offered by neighboring public employers, staff recommends establishing a policy to offer up to four (4) weeks paid parental leave.

There is no direct financial cost to offer this benefit to eligible employees. Policy adoption creates a new type of paid leave that would be applied to eligible time out of office for full-time employees.

Financial Impact: No direct financial cost.

Recommendation: Approve the establishment of Parental Leave policy and add to the Personnel Rules and Regulations

Action requested: Approve the Parental Leave policy

Attachments: Drafted language for Parental Leave policy

DEFINITION

Parental Leave - Paid leave available to eligible employees who are granted FMLA leave for the birth of a child or the placement of a child with the employee for adoption or foster care.

PAID PARENTAL LEAVE

Paid parental leave shall be available to full-time employees who apply for, qualify for, and are granted FMLA leave because of the birth of the employee's child or because of the placement of a child with the employee for adoption or foster care, subject to the following terms, conditions, and limitations:

A. Eligibility

Paid parental leave shall be available to full-time employees who meet all criteria for entitlement to FMLA leave because of the birth of the employee's child or because of the placement of a child with the employee for adoption or foster care, and who submit a request for paid parental leave to their department head before such leave is set to begin. "Placement" shall have the same meaning as provided under applicable FMLA regulations. Paid parental leave may begin on or after the date of birth or placement of the child and must be used in accordance with applicable FMLA requirements.

B. Limitations

1. Paid parental leave for eligible full-time employees shall be limited to a maximum of four (4) regularly scheduled workweeks, regardless of the number of births or placements, as follows:

- **Non-sworn personnel:** A maximum of 160 hours.
- **Sworn personnel:** A maximum of 168 hours.

If both parents of a newly born or placed child are employed by the City of Snellville, each eligible parent may receive paid parental leave in accordance with the applicable limits established under this policy.

An employee shall not be eligible to receive paid parental leave during any period in which their FMLA leave entitlement has been exhausted.

2. An eligible employee will receive paid parental leave for the same number of hours per week that the employee is normally scheduled to work, excluding any overtime hours. All paid parental leave shall be paid at the employee's straight-time rate, not at an overtime rate.

3. Paid parental leave shall run concurrently with FMLA leave when the employee is eligible for FMLA leave for the qualifying birth or placement. Paid parental leave shall be designated as FMLA leave to the extent permitted and required by applicable law.

4. After the period of paid parental leave is exhausted, the employee's accrued paid leave, if any, shall be used during any remaining period of FMLA leave. If the employee's accrued paid leave is exhausted, any remaining FMLA leave shall be unpaid.

5. Limits on Use of Paid Parental Leave:

a) Paid parental leave must be used in one continuous period unless the employee's department head approves, in advance, intermittent use of paid parental leave.
b) Paid parental leave must be used within six (6) months following the date of the child's birth or placement.
c) Employees shall comply with all City policies governing outside employment while on paid parental leave. Employees may not perform outside employment during hours for which they are receiving paid parental leave.

C. Unused Leave

There shall be no payout for unused paid parental leave; unused paid parental leave has no cash value. If an employee experiences another qualifying birth or placement during the same rolling twelve (12)-month period, the employee may use any remaining paid parental leave available under the rolling twelve (12)-month limitation.

D. Program Administration and Modification

The City reserves the right to modify, suspend, or discontinue the paid parental leave benefit for future requests, subject to applicable law. Such changes shall not affect paid parental leave that has already been approved, except as otherwise required by law. Additional administrative procedures may be established by the Human Resources Director and approved by the City Manager.

E. Pregnancy, Childbirth, and Related Medical Conditions

Paid parental leave under this policy is a separate benefit from reasonable accommodations required under the Pregnant Workers Fairness Act (PWFA), the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, the Family and Medical Leave Act (FMLA), and any other applicable federal, state, or local law. Using or exhausting paid parental leave does not eliminate an employee's right to request or receive a reasonable accommodation under the PWFA or other applicable law. Requests for reasonable accommodation shall be considered separately in accordance with applicable law and the City's reasonable accommodation procedures.