



CITY OF MABLETON, GEORGIA

Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
June 25, 2025 at 5:15 PM

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

CITY COUNCIL WORK SESSION MINUTES

1. CALL TO ORDER

Mayor Owens called the meeting to order at 5:24 pm.

2. ROLL CALL

City Clerk Hiott conducted the roll call. Mayor Owens and Councilmembers were present except Councilmember Ferguson. A quorum was established.

3. AGENDA ITEMS AND DISCUSSION

a. FY2024 Annual Audit Presentation

Mayor Owens introduced the item and noted that supporting documents were provided for the Mayor and Council. He recognized City Manager Tanks, who gave background on the audit process and acknowledged Rushton, the City's auditing firm, along with Finance Director Karen Ellis and Finance Manager Denise Lowe. Mayor Owens then recognized Director Ellis to present the 2024 Audit Report, which is available in the official record.

Director Ellis acknowledged the management letter presented to Council and recognized Sam Latimer, CPA and Managing Partner at Rushton. Mr. Latimer acknowledged that this was the City's first audit and provided an overview of the supporting documents submitted to the Mayor and Council.

Mr. Latimer noted that the audit report covers the fiscal year ending June 30, 2024, and includes an unmodified opinion issued under governmental auditing standards. He outlined the distinction between the City's responsibilities and those of Rushton's firm. He also reviewed the government-wide financial statements, the City's net position, and various City revenue sources. Mayor Owens clarified that the reported 47% of property tax revenue refers to the Title Ad Valorem Tax (TAVT), a vehicle tax, not a traditional property tax.

Mr. Latimer detailed the City's expenditures, noting that 91% currently go toward General Government expenses, which he expects to evolve as the City advances. He reviewed the major City funds and provided a briefing on the internal controls and compliance report, including the management letter of findings. Lastly, he outlined upcoming reporting changes, including:

- GASB 101 – Compensated Absences (effective FY ending June 30, 2025)
- GASB 102 – Certain Risk Disclosures (effective FY ending June 30, 2027)
- GASB 103 – Financial Reporting Model Improvements (effective FY ending June 30, 2027)
- GASB 104 – Disclosure of Certain Capital Assets (effective FY ending June 30, 2027)

Mr. Latimer highlighted key points from the audit committee letter, noting the committee's agreement with the City's management approach. He stated that the implementation of GASB 100 had no significant impact on the City. He reported no difficulties during the audit and thanked City staff for their cooperation. Additionally, he confirmed that the City has signed a management representation letter assuming responsibility for the financial statements.

Mr. Latimer invited questions from Mayor and Council. Councilmember Jeffcoat asked about the audit duration, and he replied it was efficient, lasting about 60 days. She also inquired about the ten findings and recommendations and whether follow-up would be needed. He confirmed, explaining that the findings stemmed from the City's lack of infrastructure as a new city, and that the next audit will include a follow-up on these recommendations.

City Manager Tanks responded that the staff will continue to work with internal auditing services and consult with them to implement necessary recommendations. He assured that staff will perform regular self-checks with internal auditors, and assured Council that some recommendations have already been addressed.

Mayor Owens asked if there were any further questions; there were none.

b. Fiscal Year 2025 – 2026 City Events Review - Dr. Ashlee Houston

Mayor Owens introduced the item and recognized Dr. Ashlee Houston, the City's event coordinator. Her presentation is part of the official record. Dr. Houston highlighted several upcoming events and their proposed budgets for the City's FY26, including:

- Food Truck Fridays: July 18, 2025; August 15, 2025; September 19, 2025; May 22 & June 26, 2026
- Fall Concert: September 26, 2025
- Seniors Thanksgiving Luncheon: November 13, 2025
- Holiday Movie Night Series: October 17, 2025 – December 5, 2026
- Mableton Anniversary Living Legends Seniors Brunch: May 29, 2026
- Mableton Day Festival: May 30, 2026

Mayor Owens asked if a location had been selected for the Seniors Brunch. Dr. Houston responded that she plans to use the same venue as last year, depending on RSVPs. Councilmember Herndon asked if it would be free for senior residents, and Dr. Houston confirmed.

Councilmember Auch asked for the location of the Holiday Movie Night Series, and Dr. Houston confirmed it will be held at Mableton Square Park. Mayor Owens inquired about purchasing, rather than renting, equipment for the series.

Councilmember Herndon asked if the proposed budgets include marketing and where it is being distributed or announced. Dr. Houston confirmed, noting the use of iHeart Radio, Eventbrite (with over 3,000 subscribers), yard signs, and flyers at local businesses.

She concluded by summarizing the total proposed events budget at approximately \$40,000.

Councilmember Oladapo asked about the location, budget, and artist lineup for the Fall Festival jazz event. Dr. Houston confirmed it would be held at Mableton Town Square Park and noted that performers are included in the budget. She added that the artists have not yet been selected and that sponsor support will help offset some of the costs. Councilmember Oladapo emphasized the importance of promoting the event to ensure strong attendance.

Mayor Owens suggested conducting a cost-benefit analysis for purchasing equipment that will be used regularly for City events.

City Manager Tanks commended Dr. Houston for her improvements and contributions in advancing the City's progress. He remarked that the City has "a parks department, without a parks department," and emphasized the Communication Director's role in amplifying the Events Department's efforts.

4. PRE REGULAR MEETING AGENDA REVIEW

Mayor Owens reviewed the regular meeting agenda. He requested confirmation of the appointment of BZA members. Clerk Hiott identified those still needing to take the oath.

Mayor Owens mentioned the New Business items. He introduced the RFQ (Request for Qualifications) for on-call engineering services and named the selected firms. He then recognized City Manager Tanks, who highlighted the new Purchasing Manager and her expertise on the process.

Mayor Owens highlighted the City's application for the "Safe Streets and Roads for All" grant. He emphasized the only way to get grants is to apply for them and noted that the city will continue to actively pursue grants. He acknowledged Mr. Brewer's work as the City's contracted grant writer. He noted that some grants may require matching funds and stressed the importance of keeping Council informed and ensuring the City is financially prepared.

Councilmember Auch asked if a resolution is required for every grant. City Manager Tanks responded that it is good practice to bring any formal grant application before the Council for approval. Mayor Owens agreed, stressing the need for the Council to act quickly on grants while being mindful of potential financial burdens. If no burden exists, he encouraged, "Go get it!" He emphasized not delaying beneficial grant opportunities. City Manager Tanks highlighted the important role of a grant writer.

Councilmember Jeffcoat asked how many grants have been applied for so far. City

Manager Tanks assured that Mr. Brewer is actively pursuing grants and emphasized the City's need to be prepared to manage them. Mayor Owens added that they hope to hire a grant administrator in the future.

Mayor Owens addressed the item about changing the summer break meeting dates. Councilmember Auch sought clarification about moving both the Work Session and Regular Meeting. City Attorney Ashby-Walker requested clarification on the proposed dates. Mayor Owens explained the request to move the meeting from July 23rd to July 9th. The City Attorney suggested pushing it back to July 16th to allow the Community Development department to meet publication requirements.

Mr. Hughes noted that rezoning cases on tonight's agenda will be deferred for various reasons, but the Alcohol and Regulatory Ordinances must proceed. The City Attorney emphasized the need for adequate advertising and a Planning Commission meeting. Director Hughes confirmed his team will publish this week and will verify the Planning Commission can meet on July 10th. The City Attorney recommended July 16th as the meeting date.

Council requested clarity on which items are deferred, and Director Hughes provided it. The new meeting date was confirmed as July 16th. City Manager Tanks noted that he would be out of town, but Director Hughes would cover in his absence.

The City Attorney requested a URA meeting on July 16th as well. The recommendation is to cancel the Work Session meeting and hold a URA meeting instead.

5. ANNOUNCEMENTS

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

Mayor Owens recommended entering into executive session for real estate, litigation, and personnel.

Motion was made by Councilmember Ferguson and seconded by Councilmember Oladapo to enter into Executive Session for real estate, litigation and personnel. The motion carried. Yeas: Owens, Davis, Oladapo, Jeffcoat, Auch, Ferguson and Herndon (6:14pm)

(A motion was made during the recess of the regular meeting to address a procedural oversight in exiting executive session and adjourning the work session.)

Motion was made by Councilmember Oladapo and seconded by Councilmember Auch to close the executive session for real estate, litigation and personnel. The motion carried. Yeas: Owens, Davis, Oladapo, Jeffcoat, Auch, Ferguson and Herndon 6:48 pm

7. ADJOURNMENT

Motion was made by Councilmember Jeffcoat and seconded by Councilmember Davis to Adjourn.

Mayor Owens adjourned the meeting at 6:49pm.

(Clerk's note: A motion was made during the recess of the regular meeting to address a procedural oversight in exiting executive session and adjourning the work session.)

Dr. Michael Owens, Mayor

Susan Hiott, City Clerk