



CITY OF MABLETON, GEORGIA
Riverside EpiCenter
135 Riverside Pkwy, Austell, GA 30168
August 11, 2025 at 6:30 PM

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

CITY COUNCIL WORK SESSION AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION**
- 4. PLEDGE OF ALLEGIANCE**
- 5. AGENDA ITEMS AND DISCUSSION**
 - a. CBDG Program Overview - Dr. Kimberly Roberts, Ph.D - Managing Director of Cobb County CDBG & NSP Program Offices**
 - b. Economic Development Update - Economic Development Director Artie Jones**
 - c. Municipal Court of Mableton 30 Days in Review, Court Administrator Mallory Minor**
- 6. PRE REGULAR MEETING AGENDA REVIEW**
- 7. ANNOUNCEMENTS**
- 8. EXECUTIVE SESSION (IF NEEDED) FOR LITIGATION (O.C.G.A. 50-14-3(B)(1)(A)REAL ESTATE(O.C.G.A. 50-14-3 (B)(1)) PERSONNEL (O.C.G.A. 50-14-3 (B)(2)) AND MISC. EXEMPTIONS (O.C.G.A. 50-14-3 (B)(4)&(5))**
- 9. ADJOURNMENT**

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



AGENDA ITEM MEMORANDUM

MEETING OF: August 11, 2025

DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: CBDG Program Overview - Dr. Kimberly Roberts, Ph.D - Managing Director of Cobb County CDBG & NSP Program Offices

BACKGROUND/SUMMARY: The Community Development Block Grant (CDBG) was created by the Housing and Community Development Act of 1974, as amended from time to time. Congress appropriates funds annually for this program to states and entitlement cities and counties, though annual allocations that are determined by a statutory formula. The Department of Housing and Urban Development (HUD) formula-based annual allocation is reflective of the population, extent of poverty, housing overcrowding, extent of growth, and age of housing. HUD will recognize corporate status and geographical boundaries and the status of metropolitan areas and principal cities effective as of July 1 preceding such federal fiscal year.

The primary purpose of the CDBG program is the development of viable communities for persons of low and moderate-income by achieving the following goals:

1. Providing decent housing
2. Sustaining living environment
3. Expanding economic opportunities

There is a 3-year qualification period as it relates to becoming an entitlement jurisdiction and the next period will begin in 2028-2030 with a HUD Field Office notification deadline of June 2027 to the City. The requirements for First-Time Qualifiers are the same as for any county requalifying in FY-2024. The only unique requirement is First-Time Qualifiers must submit their final qualification package to both the local CPD field office and CPD entitlement Communities Division at HUD headquarters.

BUDGETED/FINANCIAL IMPACT – FUND: NA

RECOMMENDATION: That Mayor & Council receive the CDBG overview presentation and provide comments/questions as needed.

ATTACHMENTS:

1. CDBG Program Overview 2.12.25



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OVERVIEW

Kimberly Roberts, Ph.D.
Managing Director
Cobb County CDBG Program
Office
192 Anderson St, Ste 150
Marietta, GA 30060

What is CDBG?

- ❑ Created by the Housing and Community Development Act (HCDA) of 1974, as amended.
- ❑ Congress appropriates funds annually.
- ❑ States and “Entitlement cities and counties” receive their portion of the appropriations through annual allocations determined by statutory formula.
- ❑ HUD’s formula-based annual allocation **reflective of the population, extent of poverty, housing overcrowding, extent of growth, & age of housing.**

How are CDBG funds allocated?

- ❑ Cities with more than **50,000** people and counties with a population with more than **200,000** automatically receive this funding from the federal government.
- ❑ The Entitlement funds a metropolitan city or urban county is entitled to receive under the Entitlement grant program, as determined by formula set forth in section 106 of the Act.
- ❑ HUD will recognize corporate status and geographical boundaries and the status of metropolitan areas and principal cities effective as of **July 1** preceding such federal fiscal year.

CDBG Purpose

The ***primary purpose*** of the CDBG Program is the ***development of viable communities*** for persons of ***low and moderate-income*** by achieving the following goals:

- Providing decent housing
- Sustaining living environment
- Expanding economic opportunities

All CDBG beneficiaries must have income below 80% Area Median Income, as published by HUD.





GRANT STIPULATION S

**3-5 Year Consolidated Plan &
Annual Action Plan**

**Analysis to Impediments to
Fair Housing Choice**

Consolidated Plan

Consolidated Plan

As a recipient of CDBG funds, the City will be required by HUD to produce a **3 or 5-Year Strategic Plan** known as the Consolidated Plan to identify the community development needs and priorities of the City.

Annual Action Plan

HUD also requires an Annual Action Plan that provides detailed information about projects and activities proposed to meet the strategic needs and goals identified in the consolidated plan.

These plans serve as the application for funding for the Community Development Block Grant Program.



Analysis of Impediments to Fair Housing Choice (AI)

- ☐ Required by HUD for all CDBG grantees every consolidated planning period.
- ☐ Assesses equal access to housing as set forth by Title VI of the Civil Rights Act of 1964 and Fair Housing Act of 1968, which “protects a person’s right to own, sell, purchase, or rent housing of his or her choice without fear of unlawful discrimination.”
- ☐ Includes data analysis, identification of barriers, and recommended actions that can be implemented using CDBG funding.

Statutory and Regulatory Requirements

Projects must meet a **national objective**

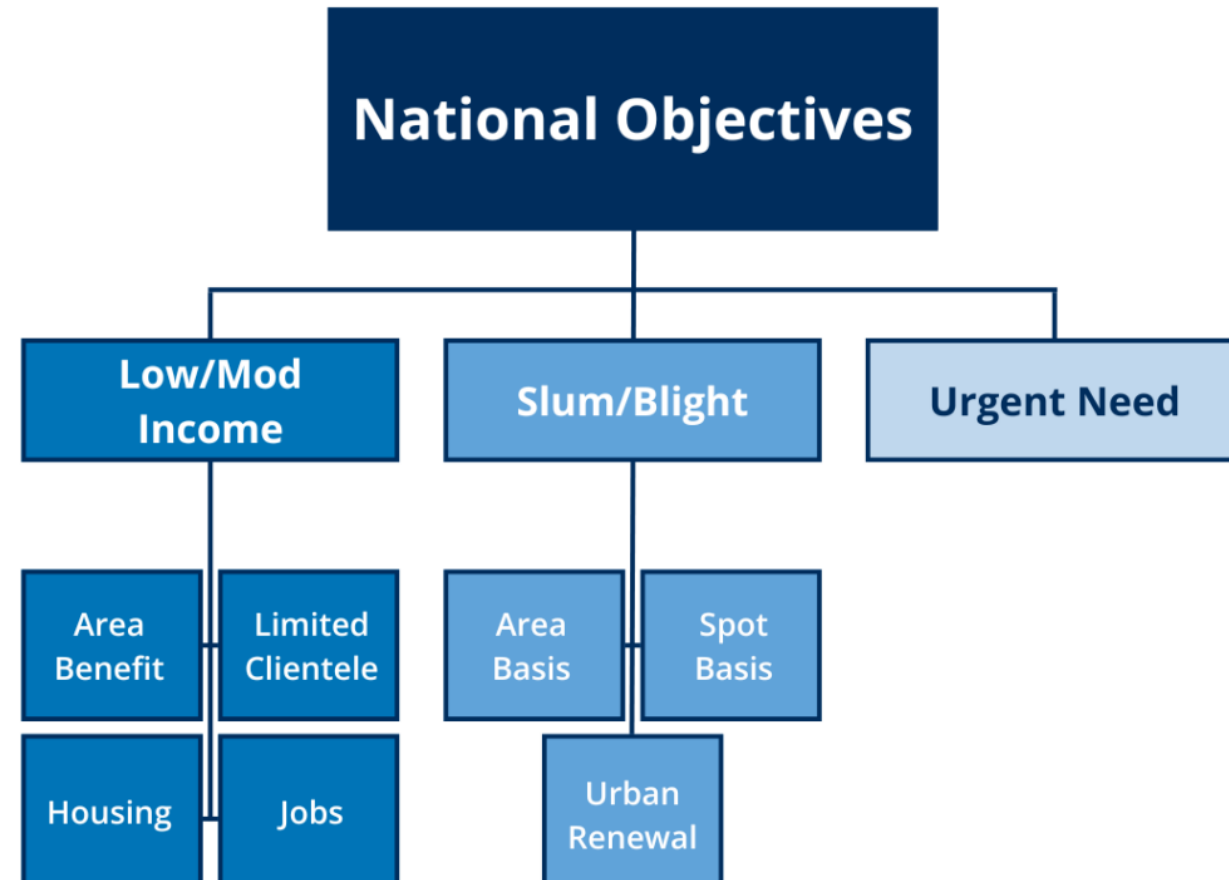
- Section 104(b)(3) Housing and Community Development Act (HCDA) of 1974 as amended; and
- CDBG regulations 24 CFR 570

Activities must be **eligible**

- Section 105(a) HCDA
- CDBG regulations 24 CFR 570.482

CDBG National Objectives

- ☐ Benefiting low and moderate income (LMI) persons
- ☐ Aid in the prevention or elimination of slums and blight (SB)
- ☐ Meets community development needs having a particular urgency (UN) that the unit of local government is not able to fund on its own or obtain other sources of funding



CDBG Project Fundability Overview

- ❑ Fundability refers to key thresholds that determine the ability of projects and programs to receive CDBG funding.
- ❑ The review process for all local government CDBG funding applications must include a fundability determination prior to award.
- ❑ All activities must be eligible for funding and meet a national objective.



- ❑ All project activities must be eligible for funding according to Housing and Community Development Act (HCDA) Section 105 (a)
- ❑ General Rule - any activity that is not authorized by the HCDA is ineligible to be assisted with CDBG funds

Basic categories of eligibility in order of appearance in Section 105(a) of the HCDA:

- ❑ Acquisition of real property
- ❑ Public facilities and improvement of privately owned utilities
- ❑ Code enforcement
- ❑ Clearance, rehab, reconstruction and construction of buildings
- ❑ Architectural barrier removal

CDBG Eligible Activities

CDBG Eligible Activities

- Loss of rental income
- Disposition of real property
- Public services (15% Cap)
- Payment of the non-federal share
- Relocation
- Planning and capacity building
- Program administration costs (20% Cap)
- Activities carried out through nonprofits
- Assistance to neighborhood-based development organizations
- Energy efficiency/conservation
- Economic development assistance to for-profit businesses
- Technical assistance
- Housing services
- Microenterprise assistance
- Homeownership Assistance
- Lead-based paint hazard evaluation and reduction

Ineligible Activities

- ☐ Removal of materials and architectural barriers that restrict mobility and accessibility of elderly or severely disabled adults
- ☐ Work on buildings used to deliver services to the public such as fire stations
- ☐ Can pro-rate costs for buildings associated with both service delivery and administrative functions
- ☐ Operation and Maintenance
- ☐ Construction or rehabilitation of buildings for the general conduct of government
- ☐ Mowing grass, filling pot holes, repairing cracks etc.
- ☐ Payment of staff salaries (not related to CDBG program)
- ☐ New housing construction (with certain exceptions)
- ☐ Activities with insufficient “Public Benefit” (some economic development activities)
- ☐ Business Relocation Activities (anti-pirating)
- ☐ Other activities listed ineligible under OMB Circular A-87 Cost-principles



- ☐ Monthly Programmatic & Expenditure Reports
- ☐ Timeliness Requirements
- ☐ Data management/Client File Recordkeeping
- ☐ Reimbursable Grant (full documentation of all expenses must be included)
- ☐ Subject to annual monitoring by HUD
- ☐ Records must be retained for **five-years** after the close of the program year in which the funds were expended

CDBG PROGRAM REQUIREMENTS



QUESTIONS



TO: City of Mableton Businesses

FROM: City of Mableton Economic Development Department
City of Mableton Community Development Department
City of Mableton Code Enforcement Department

DATE: August XX, 2025

RE: Welcome to the City of Mableton

The City of Mableton was officially incorporated on May 11, 2023. On behalf of the Mayor, City Council, and City Management, I would like to warmly welcome you to Mableton as a valued member of our business community and introduce you to the City's Economic Development Department, established in April 2025.

The purpose of the Economic Development Department is to foster and manage economic growth that enhances the quality of life for both residents and businesses, while supporting a strong and sustainable local economy. One of the key ways we do this is through our Business Retention and Expansion (BRE) visits, which are conducted throughout the year to ensure your business has every opportunity to thrive in today's ever-evolving marketplace.

Please don't hesitate to reach out to our department with any questions or needs related to doing business within the City of Mableton. It's especially important that all businesses maintain a current business license to avoid service disruptions. If you are unsure whether your license is current or if you believe it may have expired, we encourage you to contact the City of Mableton Business License Division at (470) 413-6413 or visit in person at 6116 Mableton Parkway, Suite 144, Mableton GA 30126.

Please note: Business licenses for Mableton businesses are no longer processed by Cobb County. All business license inquiries should be directed to the City of Mableton.

Looking ahead, the Economic Development Department will be offering seminars and other programs designed to support and strengthen local small businesses. If you would like to be added to our mailing list for upcoming events and updates, please contact us at econdev@mableton.gov.

Thank you once again for being a part of Mableton's business community. We look forward to supporting your success and working with you as you grow within the City of Mableton.



AGENDA ITEM MEMORANDUM

MEETING OF: AUGUST 11, 2025

DEPARTMENT: ECONOMIC DEVELOPMENT

ISSUE/AGENDA ITEM TITLE: ECONOMIC DEVELOPMENT UPDATE

BACKGROUND/SUMMARY:

The City of Mableton formally established its Economic Development Department on Tuesday, April 14, 2025, with the appointment of its inaugural Economic Development Director. Upon assuming this role, the Director committed to conducting a comprehensive 90-day assessment to evaluate the overall health of Mableton's business community and to establish a data-informed foundation for measuring the effectiveness of the City's adopted economic development goals.

As part of this strategic evaluation, the Director conducted individual interviews with elected officials, senior City staff, non-profit leaders, and internal department personnel. These discussions, coupled with a formal SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis, revealed several recurring themes and priority areas of concern. Based on these findings, staff identified and recommended a suite of targeted economic development tools designed to address identified weaknesses, leverage emerging opportunities, and strengthen the City's economic competitiveness.

The timely implementation of these initiatives is critical. Doing so will position the City of Mableton to attract, retain, and grow businesses, ultimately increasing the general fund's revenue-generating capacity to meet broader community needs. Over the next 18 to 24 months, the Department will facilitate a series of foundational economic development activities intended to catalyze impactful and intentional change throughout the City.

Please refer to the attached August 2025 Economic Development Notes for additional information.

BUDGETED/FINANCIAL IMPACT – FUND: No impact to the budget

RECOMMENDATION: THIS ITEM IS BEING PRESENTED AS INFORMATION

ATTACHMENTS:

1. Veterans Memorial Highway Joint BRE Visit Memo
2. Economic Development Notes for August 2025 City Council Update

Economic Development Notes for August 2025 City Council Update

Business Retention and Expansion (BRE)

- Door to door survey w/ Code Enforcement along the Veterans Memorial Highway (Educate, Evaluate, and Eradicate)
- Top 10 businesses within the City of Mableton (Employee count / gross receipts – revenue)

Housing Survey

- Initial survey completed w/ Georgia Power Company

Launch RFP for Retail Development Services

- RFP has been developed and released
- Contract anticipated to be awarded in September 2025
- Study and strategy will assist the City with filling retail corridors with a variety of diverse brands and help address issues of food deserts, financial institution deserts

Establishment of a Tax Allocation District (TAD) 2-3 years

- Approval of Redevelopment Powers Law (Georgia General Assembly)
- Adoption by public referendum in 2026
- Redevelopment Plan Developed for TAD area(s)
- IGA w/ Cobb County and Cobb Board of Education
- Establish the City Council as the Redevelopment agent for the TAD
- Appoint a TAD Advisory board to make recommendations to the City Council on developer incentives.

Facilitation of an Economic Development Strategic Plan for the City of Mableton

As the newest city in the State of Georgia, the City of Mableton stands at a pivotal moment in its municipal and economic evolution. To ensure that growth is equitable, sustainable, and strategically aligned with the community's long-term vision, it is both necessary and prudent to establish a formal **Economic Development Strategic Plan**.

The purpose of the strategic plan is to create a clear and actionable roadmap for stimulating investment, supporting existing businesses, attracting targeted industries, and improving the overall economic well-being of Mableton's residents. It will serve as a guide for decision-making, resource allocation, and public-private partnerships over the next 5–10 years.

Key Justifications for Creating a Strategic Plan

1. Establishing a Clear Economic Vision and Identity

Mableton must define its own economic development identity separate from Cobb County's regional priorities. A strategic plan will:

- Articulate a vision for the city's economic future.
- Identify priority industries and commercial corridors for targeted growth.
- Reflect the values and aspirations of Mableton's residents and business community.

2. Coordinating Resources and Aligning Stakeholders

With multiple partners involved in the city's economic development—such as the Development Authority, the Chamber, regional workforce agencies, and community groups—a unified plan:

- Coordinates efforts across departments and partners.
- Eliminates duplication and promotes synergy.
- Helps stakeholders work toward common goals with defined roles.

3. Supporting Business Retention, Expansion, and Recruitment (BRE)

A strategic plan will outline actionable strategies to:

- Support local businesses through technical assistance, access to capital, and workforce development.
- Promote the expansion of existing employers.
- Attract new investment that aligns with Mableton's land use, workforce, and infrastructure.

4. Attracting and Leveraging Investment

Investors, developers, and grant-making agencies prefer communities with clear, data-driven plans. A strategic plan:

- Demonstrates that Mableton is ready and capable of managing growth responsibly.
- Strengthens the City's ability to compete for state, federal, and philanthropic funding.

- Positions Mableton for economic incentives and public-private partnerships.

5. Promoting Equity and Inclusive Growth

As a city with diverse demographics and income levels, Mableton must ensure that economic growth:

- Benefits all segments of the population.
- Reduces geographic and racial disparities in access to opportunity.
- Includes strategies to support small businesses, minority-owned enterprises, and underserved neighborhoods.

6. Enhancing Fiscal Sustainability

The plan will identify revenue-generating strategies such as:

- Strategic redevelopment of underutilized commercial areas.
- Mixed-use and high-value development that improves the city's tax base.
- Reducing long-term service delivery costs through planned infrastructure alignment.

7. Providing Accountability and Measurement

A well-structured plan includes benchmarks and metrics that:

- Track progress over time.
- Guide annual updates to policy and budgeting.
- Allow elected officials and residents to hold economic development initiatives accountable for results.

Conclusion

The establishment of an Economic Development Strategic Plan is not merely a recommendation—it is a critical first step in shaping the future of Mableton as a competitive, inclusive, and economically resilient city. It ensures that development does not happen by chance, but by intentional and thoughtful design.

Through this strategic planning process, the City of Mableton will be positioned to attract quality jobs, grow its commercial tax base, support entrepreneurs, revitalize aging corridors, and create a place where residents, businesses, and investors thrive.

Establishment of a Housing Authority

1. Local Declaration of Need (1–2 months)

- Mableton City Council passes a **resolution** declaring the need for a housing authority (alternatively, it can be initiated by a petition of residents under Georgia Code § 8-3-4).
-

2. State Legislation (3–6 months)

- A **local bill** is drafted and submitted to the Georgia General Assembly to formally **create the Mableton Housing Authority** and define its powers.
 - The bill must pass through both legislative chambers during the regular session (typically January–April).
-

3. Governor’s Signature (1 month)

- After legislative approval, the bill goes to the **Governor**.
 - Once signed, the housing authority is legally established and codified.
-

4. Organize the Authority (1–2 months)

- **Board of Commissioners** is appointed per the act (usually by Mayor/Council).
 - The board holds an organizational meeting, adopts bylaws, hires staff, and sets administrative policies.
-

5. HUD/DCA Program Setup (3–6 months)

- Apply to **HUD** to become a Public Housing Authority (PHA).
 - Coordinate with **Georgia Department of Community Affairs** for Section 8 / Housing Choice Vouchers.
 - Submit required documentation (PHA Plan, fair housing policies) and secure operational funding.
-

Total Estimated Time: 9–17 months

Ongoing Requirements After Formation

- Comply with HUD and state annual reporting (PHA Plan, audits, fair housing).
- Administer affordable housing programs (public housing, vouchers).

This section outlines the potential major costs associated with establishing a Housing Authority in Mableton, Georgia, including legislative, administrative, and operational expenses. It is intended to assist city leaders, stakeholders, and funding partners in understanding the startup investment required to support affordable housing and community development.

Category	Description	Estimated Cost
Legal & Legislative	Drafting enabling legislation, legal counsel, compliance	\$15,000 – \$50,000+
Organizational Setup	Board recruitment, policy development, consultants	\$10,000 – \$25,000
Administrative Staffing	Executive Director, support staff, payroll	\$250,000 – \$400,000 annually
Office Space & Operations	Office lease, furniture, utilities, insurance	\$50,000 – \$100,000
Technology & Software	Housing management systems, accounting tools	\$20,000 – \$60,000
Community Engagement	Outreach, public meetings, printed materials	\$5,000 – \$15,000
Program Development	PHA Plan, environmental & fair housing reviews	\$10,000 – \$30,000
Cash Flow Reserves	Working capital and initial reserves	\$100,000 – \$250,000

Estimated Total Startup Range: **\$500,000 to \$1.25 million**

Funding options include HUD/DCA grants, philanthropic contributions, and in-kind support from the City of Mableton.

Trainings

Development Authority, UGA Carl Vinson school offers a virtual Development Authority Virtual Training - Basic on December 11, 2025 from 8:30am - 4:30pm.

GA Academy for Economic Development course

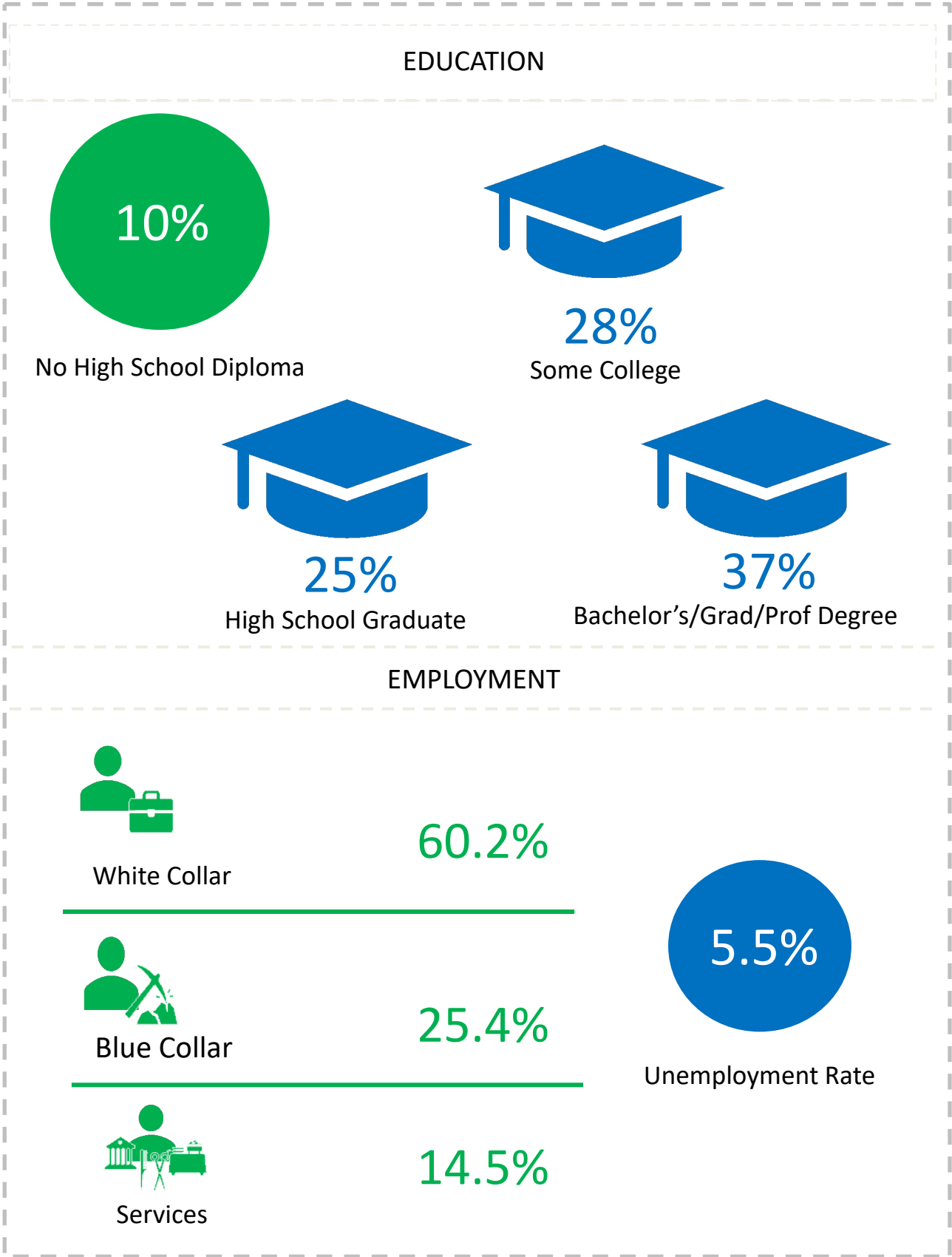
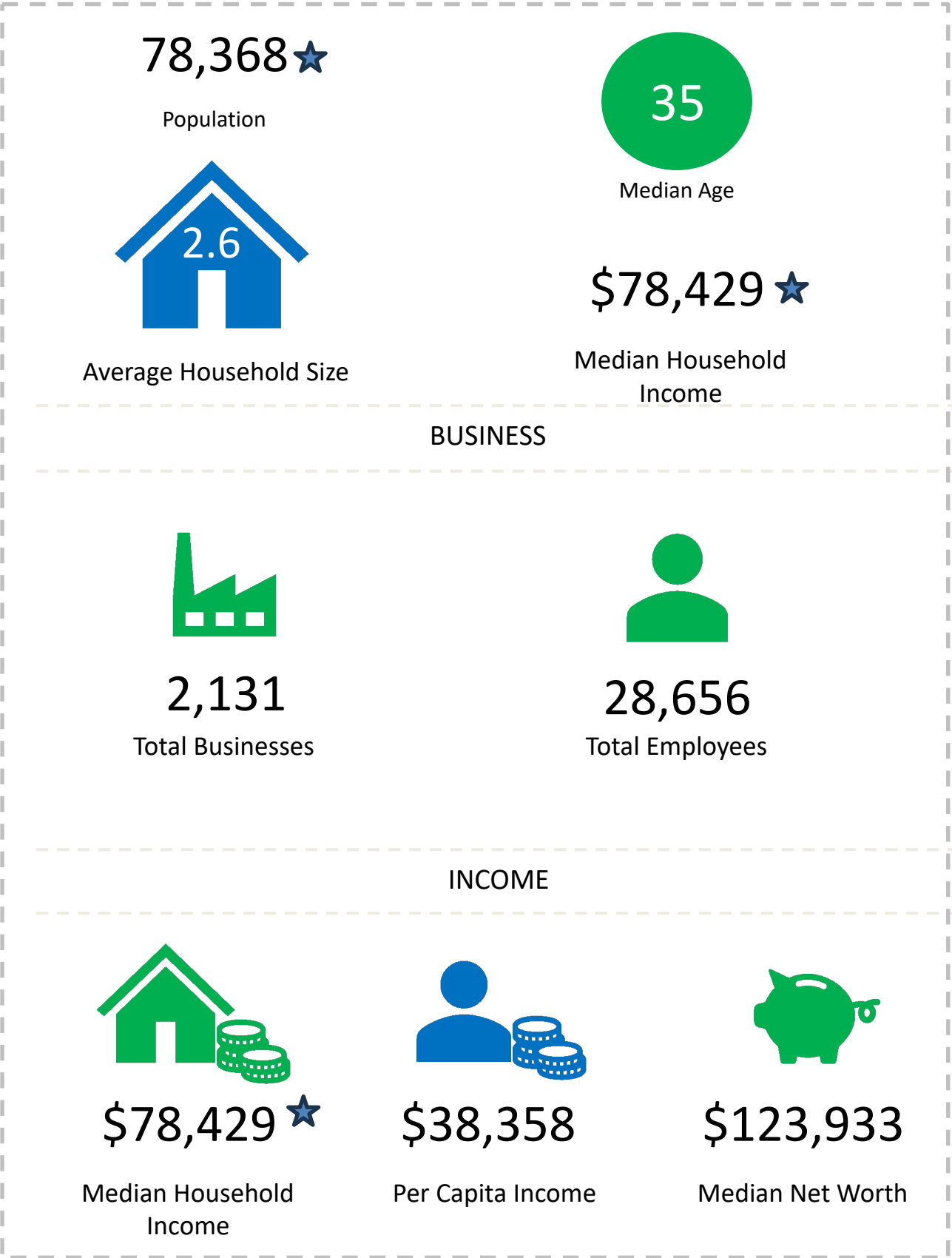
"Essentials" class takes place December 9, 8am - 5pm at the GMA building downtown.



Economic Development Status Update

August 11, 2025

Mableton Key Facts



Source: This infographic contains data provided by Esri, Esri-Data Axle. The vintage of the data is 2023, 2028. Courtesy Atlanta Regional Commission

★ Denotes Esri forecasts for 2024 and 2029. U.S. Census Bureau 2020 decennial census data.

Business Retention and Expansion (BRE)



RFP for Retail Development Services



RFP developed and released



**Contract anticipated to be awarded
in September 2025**



**Study and strategy will assist the
City**

Diverse retail brands
Address food and financial institution deserts

Tax Allocation District (TAD)



Approval of Redevelopment Powers Law (Georgia General Assembly)



Adoption by public referendum in 2026



Redevelopment Plan developed For TAD area(s)



City Council as Redevelopment agent for TAD



IGA w/Cobb County and Cobb Board of Education



Appoint TAD Advisory Board

Economic Development Strategy Plan

City of Mableton



Establish a Housing Authority

01

Local Declaration
of Need
(1 – 2 months)

02

State Legislation
(3 – 6 months)

03

Governor's
Signature
(1 month)

04

Organize the
Authority
(1 – 2 months)

05

HUD/DCA
Program Setup
(3 – 6 months)

QUESTIONS?

Artie Jones

Economic Development Director



Phone: 678-983-2139



artie.jones@mableton.gov



AGENDA ITEM MEMORANDUM

MEETING OF: August 11, 2025

DEPARTMENT: [DEPARTMENT]

ISSUE/AGENDA ITEM TITLE: Municipal Court of Mableton 30 Days in Review, Court Administrator Mallory Minor

BACKGROUND/SUMMARY:

BUDGETED/FINANCIAL IMPACT – FUND:

RECOMMENDATION:

ATTACHMENTS:

1. City of Mableton_30 Days in Review _Municipal Court_Memo Binder (4)



The City of Mableton Memorandum

To: Honorable Mayor & City Council
Cc: City Manager William Tanks
From: Court Administrator Mallory Minor
Date: August 11, 2025
Subject: 30-Day Review of the Municipal Court of Mableton

The Municipal Court of Mableton, established in May 2025, has successfully completed its first 30 days of pre-implementation following the appointment of the Court Administrator. This initial phase has been dedicated to building a strong foundation for a streamlined and effective judicial process.

During this critical period, the court has achieved several key milestones, which are detailed in the attached document, to include the selection of our court management software and contractual probation services, actively working to become GCIC compliant to uphold the highest standards of legal data management, posted key court positions, and preparing for the formal appointment of our Chief Judge and City Solicitor. Additionally, we've requested funding to support the appointment of a Public Defender, ensuring that all residents have access to legal repression

Throughout these efforts, the Municipal Court of Mableton has remained steadfast in its commitment to transparency, inclusivity, and integrity. These first 30 days represent a period of meaningful progress, as the court establishes the groundwork for a trusted and efficient judicial system that serves the community while upholding the highest standards of justice.

Respectfully,

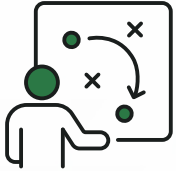
Mallory Minor/s/
Court Administrator
Municipal Court of Mableton

Post Office Box 189
Mableton, Georgia 30126
770.380.6033
courtinfo@mableton.gov

30 Days in Review: Building the Foundation of Justice in Mableton

In just 30 days, the newly established **Mableton Municipal Court** has made major progress to ensure it is ready to serve our community with **integrity, efficiency, and transparency**.

This critical **pre-implementation phase** has focused on laying a strong foundation for the Court's operations when it officially begins its work.



Foundational Planning

We've prioritized procedural development and governance alignment:

- Drafted key **departmental procedural policies**.
- Evaluated and selected our **court management software**.
- Coordinated closely with municipal officials to ensure court goals align with the city's broader mission.



Staff Hiring and Training

Building the right team is at the heart of our progress:

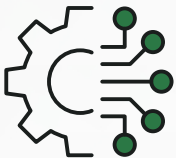
- Posted and begun filling essential positions, including **Court Clerk and administrative court staff**.
- Prepared **initial training** on procedures, state laws, and technology systems to equip staff for success.
- Preparing for the **formal appointment of our Chief Judge and City Solicitor**.



Securing Facilities

Our goal is to create a space that is welcoming, accessible, and functional:

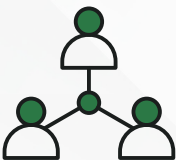
- Identified a **suitable location** that meets safety and accessibility standards.
- Planned essential spaces such as courtrooms, judge's chambers, and public waiting areas.
- Overseeing **renovations or construction** as needed.



Technology Implementation

Embracing technology to improve service and security:

- Selected a **modern case management system** for filings, scheduling, and record-keeping.
- Ensuring the court becomes **GCIC compliant** to uphold Georgia's highest standards for legal data management.
- Committed to **data security and electronic filing standards**.



Community Engagement

Transparency and public trust are foundational to our mission:

- Engaged the community through updates in our **legal organ** and developing other outreach efforts.
- Creating **educational materials** and forums to guide residents in accessing court services.



Budget and Financial Planning

Responsible stewardship from the start:

- Managing a **comprehensive startup budget** covering staff, facilities, and technology.
- Requested funding to support the **appointment of a Public Defender**, ensuring access to legal representation for all Mableton residents.
- Identified sustainable funding sources including **local allocations and court fees**.



Commitment to Justice

Every step we've taken reflects our commitment to a fair and inclusive judicial system. These first 30 days set a strong precedent for the Court's future as a **trusted pillar of the community**, focused on serving with **integrity, respect, and responsiveness**, as we are One Community. One City. One Court.