



**CITY OF FOREST PARK
DEVELOPMENT AUTHORITY REGULAR MEETING**

Wednesday, June 23, 2021 at 5:30 PM
City Hall-Council Chambers and Virtual Meeting Via Zoom

Website: www.forestparkga.gov
Phone Number: (404) 363.2454

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

AGENDA

Lois Wright, Chairwoman

Pamela Lake, Vice Chairwoman
Eliot Lawrence, Member
Trudy Smith, Member

Hector Gutierrez, Member
Alvin Patton, Member
VACANT, Member

MEETING NOTICE:

*Due to COVID-19 the Meeting is accessible to the public or media via web or teleconference.
CDC requirements of Masks and Social Distancing will be adhered.*

To join the meeting via Zoom:

<https://zoom.us/j/96431940317?pwd=N2tiV0NacXdJZTBCEVFsdFZBMnUxZz09>
Dial in: 1-929-205-6099 **Meeting ID:** 964 3194 0317 **Passcode:** 068404

CALL TO ORDER/WELCOME:

APPROVAL OF MINUTES:

1. Approval of Meeting Minutes 4/21/21

NEW BUSINESS:

2. Update Bylaws
3. Budget Review
4. Facade Grant Program Proposal
5. Condemnation of old Theatre

EXECUTIVE SESSION:

(An Executive Session may be called for issues concerning: Personnel, Litigation or Real Estate)

ADJOURNMENT:

In compliance with the Americans with Disabilities Act,
those requiring accommodation for meetings should notify the
City Clerk's Office at least 24 hours prior to the meeting at 404-366-1555.

City of Forest Park
Development Authority
Meeting Minutes
April 21, 2021
5:30 P.M.

Call to Order: Chairwoman, Lois Wright, called the meeting for April 21, 2021 to order at 5:33 P.M.

Present: Chairperson, Lois Wright; Hector Gutierrez; Eliot Lawrence; Trudy Smith, Alvin Patton

Also Present:

Mike Williams, City Attorney

Bruce Abraham, Economic Development Director

Danita Hamid, Project Manager, Economic Development Department

Kisha Bundridge, Staff Assistant, Economic Development Department

Absent: Pamela Lake

Chair Comments: Chairwoman, Lois Wright, informed the board that she is working on presenting a plaque to former Development Authority member, Frank Brandon's wife in honor of her husband's 6+ years of service. Mrs. Brandon sent a card to thank the Development Authority for the wreath they sent for his funeral.

Chairwoman, Lois Wright announced that Pamela Lake will soon be resigning from her position on the board.

Hector Gutierrez shared that he had recently done a training with GMA where they discussed the possibility of instituting a Workforce Development Program for the City of Forest Park, which he believes is an important part of the revitalization of this community.

Bruce Abraham, Economic Development Director explained after several meetings with the Atlanta Regional Commission and Clayton County, it was determined that it would be best to partner with their existing Workforce Development initiative and use our funds for things like job fairs and other hiring events.

**Approval of the Minutes:
January 27, 2021**

Trudy Smith made a motion to approve the proposed minutes for January 27, 2021 with the recommended changes to the last paragraph on page 3 – "attorned" should be "attorney".

Eliot Lawrence seconded the motion.

Motion approved unanimously.

Discussion: New Staff Assistant Introduction

Bruce Abraham introduced Kisha Bundridge, the new Staff Assistant in the Economic Development Department. Bruce Abraham explained that Kisha Bundridge will be relieving Danita Hamid of her board assistant responsibilities to focus on her duties as Project Manager.

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Kisha Bundridge introduced herself to the board and said she was excited to take on the role and is looking forward to being of service.

**Discussion:
Shared Expenses
Memorandum of
Understanding**

Mike Williams, City Attorney, explained that the proposed Memorandum of Understanding was to formalize the agreement that the Development Authority, Downtown Development Authority, Urban Redevelopment Authority, and City Council made regarding shared expenses during the December 19, 2020 joint meeting.

The Shared Expenses Memorandum of Understanding includes the agreement to pay 15% of the total cost of the audio equipment in the Council Chambers, a third of the salary for an Economic Development Staff Assistant to support the three boards, and a third of the salary supplement for the Economic Development Project Manager. The MOU also states that the boards will pay a lump sum payment at the beginning of the fiscal year to the City of Forest Park for these expenses.

Hector Gutierrez asked about growth and development for both positions under this structure.

Mike Williams explained that issues concerning raises, promotions, disciplinary action, etc. would be essentially decided by the Economic Development Director because that is the direct supervisor for the positions.

Trudy Smith asked for clarification on the duties and responsibilities both positions have as far as board management is concerned. Mike Williams explained that the Project Manager will work on city projects, as well as some board projects. The Staff Assistant will focus solely on the boards and their projects.

**Approval of the
Shared Expenses
Memorandum of
Understanding**

Eliot Lawrence made a motion to approve the execution of the Shared Expenses Memorandum of Understanding.

Alvin Patton seconded the motion.
Motion approved unanimously.

**Other Discussion:
Public Relations**

Hector Gutierrez suggested that the Development Authority start a periodic newsletter that would highlight some of the projects that the boards are currently working on and to see that work is being done.

Bruce Abraham, Economic Development Director, explained that the Urban Redevelopment Authority hired a PR firm to spotlight Economic Development Department initiatives and activities in the City. He added that the City Manager is also proposing a PIO position for the City to promote other activities in the City.

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Trudy Smith asked what happened with the promotional activities that they paid for at the Community Center.

Lois Wright explained that there was some media initiative happening at the Community Center but believed the City Council was responsible for it and not the Development Authority.

**751 – 771 Main
Street Remodeling
Update:**

Bruce Abraham provided the board with an update on the remodeling at 751-771 Main Street. He noted the following during his recap:

- The project has been underway for two months and UP Architecture is estimating it will be complete within the next five months.
- As UP Architecture was pulling off the current façade, they came across several issues, which have caused delays, but they are trying to work quickly.
- Paint colors for the exterior have been selected.
- Once the project is complete, there will be a ribbon cutting and celebration.

Eliot Lawrence was concerned that the tenants were not properly informed about when construction would begin and how it would affect their businesses. He also asked if the tenants would be compensated for any loss business they experience because of the construction.

Lois Wright explained that Franks & White, the property management company, was supposed to notify the tenants before construction started. However, she was later made aware that not all tenants were notified about construction and she had taken care of the issue.

Bruce Abraham confirmed that all issues concerning the tenants and the construction project were being addressed.

Executive Session: Trudy Smith made a motion to recess the regular meeting to enter executive session.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Recess for executive session at 6:09 PM.

Trudy Smith made a motion to adjourn executive session and resume the regular meeting.

Alvin Patton seconded the motion.
Motion approved unanimously.

City of Forest Park
Development Authority
Meeting Minutes
April 21, 2021
5:30 P.M.

Regular meeting resumed at 6:19 PM.

**Approval to Sell
6.5 Acres on Main
Street for \$325,000**

Trudy Smith made a motion to approve the sale of the 6.5 acres on Main Street (Parcel ID: 13051A A055) for \$325,000 as long as the City of Forest Park did not have plans for the property.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

**Approval to Extend
Dream Big
Contract**

Mike Williams recommended that the board approve having the Chair sign an extension for the Dream Big contract based on their discussion during executive session.

Hector Gutierrez made a motion to approve allowing the Chair to sign the Dream Big Contract extension.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

**Other Discussion:
Forest Park
Beautification**

Hector Gutierrez asked about a program to work on updating and beautifying business signs in the City of Forest Park.

Danita Hamid, Economic Development Project Manager, explained that the Economic Development Department is working on a Façade Grant Program to improve the appearance of businesses in the City. She explained that Planning, Building, and Zoning is currently updating the City's ordinance and the program will become available once City Council approves those updates.

Adjournment

Trudy Smith made a motion to adjourn the meeting.

Alvin Patton seconded.
Motion approved unanimously.

Meeting adjourned at 6:26 PM.

**BYLAWS OF THE DEVELOPMENT AUTHORITY OF THE
CITY OF FOREST PARK**

ARTICLE I – NAME

The name of the Authority shall be the Development Authority of the City of Forest Park, (the “Authority”).

ARTICLE II – PURPOSE AND ORGANIZATION

SECTION 1. Purpose. The General Assembly created the Development Authority of the City of Forest Park by an Act of the General Assembly set forth in Georgia Laws 1969, page 137, and codified in Section 36-62-1 et seq. of the Official Code of Georgia. On November 20, 1972, the Mayor and Council of the City of Forest Park adopted the Development Authority of the City of Forest Park, appointed seven initial members to its Board of Directors, and designated the term of office of each. On April 30, 2014, the Mayor and Council of the City of Forest Park, Georgia (the “City”) adopted a Resolution which appointed new members of the Board of Directors for the Development Authority of the City of Forest Park and authorized them to exercise the City’s development authorities pursuant to O.C.G.A. § 36-62-1 et seq. (the “Development Authorities Law”). The powers and purposes set forth in the Development Authorities Law are expressly incorporated herein by this reference, subject to any current or future limitations or restrictions contained in the Development Authorities Law, the Resolution, or any amendments, modifications or changes to the foregoing. The Authority shall also have such additional purposes and powers as provided pursuant to subsequent amendments to the Development Authorities Law or any other law applicable thereto subject only to any limitations which may be imposed by resolution of the City of Forest Park Mayor and Council.

SECTION 2. Membership. The Board of Commissioners of the Authority (henceforth referred to as “Board”) shall consist of six (6) voting members and one (1) chairperson who shall be residents of the City of Forest Park, Georgia. The members appointed to the Board and the number of members serving on the Board shall be determined by the Mayor and Council of the City. The initial terms of the original members of the Board shall be as follows:

- (1) Mayor David Lockhart, whose initial term shall expire on April 30, 2016;
- (2) Frank Brandon, whose initial term shall expire on April 30, 2016;
- (3) Felicia Davis, whose initial term shall expire on April 30, 2016;
- (4) Roy Lunsford, whose initial term shall expire on April 30, 2018;
- (5) Pamela Lake, whose initial term shall expire on April 30, 2018;
- (6) Don Wright, whose initial term shall expire on April 30, 2018;
- (7) Lois Wright, Chairperson, whose initial term shall expire on April 30, 2018;

SECTION 3. Principal Office. The principal office of the Authority shall be located at Forest Park City Hall (745 Forest Parkway, Forest Park, Georgia 30297). Regular meetings of the Authority shall be held at the principal office. The principal office location may be changed by resolution of the Board.

ARTICLE III – BOARD

SECTION 1. Terms of Members. Persons appointed as members of the Board shall serve for terms of three (3) years. After the initial terms are served as described in Article II, Section 2, thereafter the terms of members of the Board shall be staggered in three (3) year terms as shall be provided in the resolution(s) of the Mayor and Council of Forest Park, Georgia appointing said members. Members of the Board shall serve for their respective terms of office as specified herein until their respective successors are appointed and qualified.

SECTION 2. Appointments. Any member of the Board may be appointed to succeed himself or herself. After their appointments, the members of the Board shall enter upon their duties. All appointments will be made by the Mayor and Council of the City of Forest Park, Georgia.

SECTION 3. Vacancies. A vacancy on the Board shall exist in the event of any member of the Board being convicted of a felony, or entering a plea of nolo contendere thereto; a member being convicted of a crime which involves moral turpitude or who enters a plea of nolo contendere thereto; a member being convicted of any act of malfeasance, misfeasance, or nonfeasance of such person's duties as a member of the Board; or who fails to attend three (3) consecutive regular meetings of the Authority without an excused approval by the Board Chairman. A vacancy on the Board shall also exist in the event of death, resignation, or relocation of a member outside of the City of Forest Park, Georgia area. A vacancy shall be filled by appointment by the Mayor and Council of the City.

SECTION 4. Subcommittees. Standing or special subcommittees of the Board may be created as deemed appropriate by the Chairperson or a majority of the members of the Board. The Authority may appoint members of the subcommittees such as individuals from the community as the Authority deems appropriate and such members have to be members of the Authority. The subcommittee shall serve in an advisory capacity to the Authority. The Chairperson of the Authority shall choose from among the members of each subcommittee a person to serve as chairperson of that subcommittee. The chairperson of each subcommittee shall serve a term assigned by a majority of the Board, and be eligible for reappointment. Each subcommittee shall make reports of its activities to the Authority as the Chairperson or the Board requests.

SECTION 5 Meetings. The Authority shall at least hold a regular annual meeting of the Board at such time, place and date as may be determined by the members of the Authority. Special meetings may be called by the Chairperson, two (2) of the members of the Board or general consent of the majority.

SECTION 6. Notice of Meetings. Notice of regular meetings, including the time and place therefore, shall be provided to the members at least two business days ahead of the scheduled meeting. Notice of special meetings must be provided no less than twenty-four (24) hours before the start of the meeting. Public notice of all meetings must be made in accordance with the appropriate provisions of the Georgia Open Meetings Act.

SECTION 7. Quorum. A majority of the five (5) voting members of the Board shall constitute a quorum. No vacancy on the Board shall impair the right of the quorum to exercise all of the rights and perform all of the duties of the Authority.

SECTION 8. Official Action. At any meeting at which a quorum is present, a vote by the majority of members of the Board present at said meeting shall constitute an official action by the Authority.

SECTION 9. Reimbursement; No Compensation. The members of the Board shall be reimbursed, upon submission of sworn vouchers, for all actual expenses incurred in the performance of their duties out of funds of the Authority and or City; but, members shall receive no further compensation.

SECTION 10. Parliamentary Procedure. In the event that the bylaws or rules of the Authority do not address a particular situation occurring during a meeting of the Authority, or in the event of a dispute concerning parliamentary procedures governing the conduct of a meeting of the Authority, the provisions of *Roberts Rules of Order* shall govern.

SECTION 11. Annual Activities. The Board will perform the following functions annually:

- a. Adopt a Fiscal Year budget;
- b. Cause an annual report of the Authority's activities in the prior Fiscal Year to be provided to the Mayor and Council in accordance with state law (particularly O.C.G.A. § 36-61-18(e) thereof) and provide the requisite public notice of the filing and availability for inspection of same; and
- c. Approve an independent, certified public audit of the Authority's financial records which must be completed in accordance with state law. This may be completed in accordance with the City's annual audit.

SECTION 12. Fiscal Year. The Agency's Fiscal Year shall correspond to the City's Fiscal Year, beginning July 1st and ending June 30th of each year.

SECTION 13. Seal. The Board shall be permitted to provide an Authority seal which, if approved, shall be in the form of a circle and shall have inscribed thereon the name of the Authority and other appropriate wording. A seal with the generic "corporate seal" inscription may be used as an alternative or temporary device.

ARTICLE IV – OFFICERS

SECTION 1. Classes, Terms and Elections. The officers of the Board shall be a Chairperson and a Vice Chairperson. The position of Chairperson shall be elected by the Mayor and Council of the City of Forest Park, Georgia. The office of Vice Chairperson shall be elected

by the Board. All officers will serve one year terms, with no limits on the number of terms they may serve.

SECTION 2. Duties of Chairperson. The Chairperson shall be responsible for directing all Board affairs and shall preside at all meetings of the Board. He or she may sign any documents which have been authorized by the Board or are required by law to be signed or executed. In general, he or she shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board from time to time. The Chairperson of the Authority shall be entitled to vote only in the event of a tie.

SECTION 3. Duties of Vice Chairperson. In the absence of the Chairperson, or in the event of his or her inability or refusal to act, as determined by a majority of the members present at a meeting at which a quorum is present, the Vice Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall perform such other duties as from time to time may be assigned to him or her by the Chairperson or by the members of the Authority. The execution of any instrument of the Authority by the Vice Chairperson shall be conclusive evidence, as to third parties, of his or her authority to act in the stead of the Chairperson.

SECTION 4. Delegation of Duties. The Authority may appoint a member of the Board to perform all or portions of the duties of secretary and/or treasurer. The secretary shall affix the Authority seal to any lawfully executed documents requiring it and shall attest to the signature of the Chairperson and/or the Vice Chairperson of the Authority who are authorized to execute documents of the Authority. The treasurer shall supervise the custodian of all of the funds of the Authority and shall supervise the collection of monies due to the Agency, the expenditures of the Agency funds, and the preparation and maintenance of appropriate books of account. The treasurer shall make available all financial information of the Authority to the Mayor and Council of Forest Park, Georgia. In general, the secretary and/or treasurer shall perform all duties usually incident to the office of secretary and treasurer and such other duties as may be prescribed by the members of the Authority from time to time. Neither the secretary and/or treasurer shall be voting members of the Board.

SECTION 5. Legal Counsel and Advisors. The Board may appoint legal counsel, employees and or advisors and assign duties by majority vote. Board appointees shall serve at the Board's pleasure.

ARTICLE V – EVIDENCE OF INDEBTEDNESS

SECTION 1. Evidences of Indebtedness. Evidences of indebtedness (including without limitation bonds) of the Authority shall be in a form determined by the Board in accordance with state law. Any coupons attached to bonds shall bear the facsimile signatures of the Chairperson, or the Vice Chairperson in the absence of the Chairperson. Evidences of indebtedness (other than bonds) shall be signed in the name of the Authority by the Chairperson or the Vice Chairperson (whether or not the Chairperson is available to execute the same); and, the official seal of the Authority shall be affixed thereto and attested to by the City staff person acting as secretary of the Authority, or by any other officer authorized by resolution of the Board. All

evidences of indebtedness shall be consecutively numbered or otherwise identified. All evidences of indebtedness surrendered to the Authority for transfer shall be canceled and no new evidences of indebtedness representing the same shall be issued until the surrendered evidences of indebtedness shall have been canceled, except as provided by resolution of the Board.

SECTION 2. Signatures by Former Officers. In case any officer whose signature shall appear on any bond or other evidences of indebtedness or whose facsimile signature shall appear on any coupon shall cease to be such officer before the delivery of such bonds or other evidences of indebtedness, such signature shall nevertheless be valid and sufficient for all purposes the same as if such officer had remained in office until such delivery.

ARTICLE VI - WAIVER OF NOTICE

To the extent legally permissible, whenever any notice is required to be given under the provisions of these bylaws, or under the provisions of any other laws of the State of Georgia, waiver thereof in writing, signed by the person, or persons, entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. This does not modify the provisions for notice.

ARTICLE VII – RESOLUTIONS

SECTION 1. Severability. Unless otherwise expressly provided, if any one of more of the provisions of any resolution of the Authority should be determined by a court of competent jurisdiction to be contrary to law, then such provision or provisions shall be deemed and construed to be severable from the remaining provisions therein contained and shall in no way affect the validity of the provisions of such resolution.

SECTION 2. Headings. Any heading preceding texts of the several articles and sections of any resolution of the Authority and any table of contents or marginal notes appended thereto, shall be solely for convenience of reference and shall not constitute a part of such resolution, nor shall they affect its meaning, construction, or effect unless otherwise expressly stated in said resolution.

SECTION 3. Effective Date. Unless otherwise expressly provided, each resolution of the Authority shall take effect immediately upon its adoption in the manner provided by law.

SECTION 4. Priority. Unless otherwise expressly provided, each resolution of the Authority shall be deemed to rescind and repeal all prior resolutions, rules or other actions, or parts thereof, of the Authority in conflict with such subsequent resolutions insofar (and only insofar) as such conflict exists. This provision shall not apply to conflicts between resolutions and bylaws of the Authority; provided that nothing herein contained shall be construed as impairing previous authorized obligations of the Authority.

SECTION 5. No Recourse Under Resolutions. All covenants, stipulations, promises, agreements and obligations of the Authority contained in any resolution of the Authority shall be deemed covenants, stipulations, promises, agreements and obligations of the Authority as a

whole and not of any member, officer, or employee of the Authority in his or her individual capacity. No recourse shall be had for any claim based on any resolution of the Authority against any member, officer or employee of the Authority in his or her individual capacity.

SECTION 6. Authority Complete. The members and officers of the Board, attorneys, agents and employees of the Authority shall be automatically authorized to do all acts and things required of them by any resolution of the Authority for the full, punctual and complete performance of all of the provisions of such resolution.

ARTICLE VIII – CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 1. Additional Contract Authorizations. Subject to the provisions of state law and these bylaws, the members of the Authority may authorize any officer, officers, agent or agents of the Authority, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such Authority may be general or defined in specific instances.

SECTION 2. Checks, Drafts or Orders. Subject to the expressed requirements of state law, all checks, drafts or orders for payment of money, issued in the name of the Authority shall be signed by such officer, officers, agent or agents of the Authority and in such manner as shall from time to time be determined by resolution of the Board.

ARTICLE IX - ADOPTION OF CONFLICT OF INTEREST AND ETHICS POLICY

No member or employee of the Authority shall have, directly or indirectly, any financial interest, profit, or benefit, in any contract work or business of the Authority, nor in the sale, lease, or purchase of any property to or from the Authority. Should one or more members or employees have acquired, prior to their affiliation with the Authority, property located in an area in which the Authority is undertaking to implement a development plan, and the Authority wishes to purchase or otherwise acquire such property from the employee or member, then in such event, the sale or transfer of such property, upon full disclosure of the employee or member's interest in property, shall not be deemed a violation of this Article. In addition to the foregoing, the members of the Authority may by resolution adopt a conflict of interest and ethics policy that incorporates a Code of Ethics appropriately similar to those maintained by the State of Georgia and/or City. For purposes of clarification, the members and employees of the Authority shall be required to comply with applicable provision of the laws of the State of Georgia as such relate to conflicts of interest and ethics.

ARTICLE X – GOVERNANCE CHANGES

SECTION 1. Rules, Regulations and Polices. The Board shall have the power and authority to make such rules, regulations and policies consistent with state law as said Board may deem expedient concerning the issue, transfer and registration of evidences of indebtedness of the Authority and further to make such rules, regulations and policies consistent with the purpose of the Authority provided for by state law.

SECTION 2. Establishment of Bylaws. These bylaws are established pursuant to further efficiency and operation of the Authority and shall become effective upon a majority vote of the members of the Board provided, however, that as and to the extent of any inconsistency between the provisions of these bylaws and state law, the provisions of state law shall prevail.

SECTION 3. Amendment of Bylaws. These bylaws may be amended or repealed upon the affirmative vote of the majority of the Board membership, provided such amendment or repeal is not inconsistent with state law applicable to the Authority. Such an amendment or repeal shall be proposed at a prior meeting of the Board and further provided that notice of the meeting, at which the vote is to be taken, shall set forth the proposal to be acted upon.

**BY-LAWS
OF
THE DEVELOPMENT AUTHORITY
OF THE CITY OF FOREST PARK**

**ARTICLE I
MEMBERS**

Section 1. Management Powers, Number Qualification, and Term. Its directors consisting of nine (7) persons, appointed from time to time as provided by law shall manage the property, affairs, and business of the Development Authority of the City of Forest Park. Each director shall serve for the length of time provided by law.

Section 2. Powers. The directors shall have such power and authority as is conferred upon them by the Development Authorities Law (O.C.G.A. Title 36, Chapter 36), as the same now exists or may hereafter be amended, and such other power and authority as may be contained under the constitution and the Laws of the State of Georgia as the same may now or hereafter exist.

Section 3. Regular Meetings. Regular meetings of the Authority shall be held on the fourth (4th) Wednesday of each month at 5:30 p.m., unless cancelled by the Chairperson. Notice of the time and place of such meeting may from time to time be fixed by resolution of the Authority, or, if not, fixed by the Chairperson in the same manner as hereinafter specified for giving notice of special meetings.

Section 4. Special Meetings. Special meetings may be held upon the call of the Chairperson, Secretary, Treasurer, or any two directors at such time and hours and at such place within the City of Forest Park, Georgia, as shall be specified in the notice of such meeting. Notice of special meetings may be either oral or written. Oral notice may be delivered personally or by telephone and shall be given at least twenty-four (24) hours before the time of the meeting. Written notice may be sent electronically via email, by mail or telegram, or delivered personally. If delivered personally or by telegram, such notice shall be delivered twenty-four (24) hours before the time of the meeting. If written notice is sent by mail, such mail shall be mailed two (2) days before the time of the meeting. Unless specified otherwise, any notice hereinafter called for in these by-laws shall be given as specified in this section. No notice of any meeting need be given a director who attends such meeting. Unless such director attending at the beginning of such meeting states any objection or objections to the place and time of the meeting, to the manner in which it has been called or convened, or to the transaction of business. No notice shall be required to be given to any director who at any time before or after the meeting waives notice of the meeting in writing.

Section 5. Quorum. A majority of the directors, at a meeting duly assembled, shall constitute a quorum for the transaction of business. Unless otherwise specifically required by statute or these by-laws, the act of a majority of such directors present at a meeting at which a quorum is present shall be the act of the Authority, and if at any meeting or the authority there shall be less than a quorum, a majority of those present may adjourn the meeting without further notice, until a quorum is obtained.

Section 6. Parliamentary Procedures. In case of dispute concerning parliamentary procedures governing the conduct of the meetings of the Authority, Roberts Rules of Order (the most current edition) shall govern.

ARTICLE II OFFICERS

Section 1. Number. The directors shall “elect” from one of their number a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. The Secretary and Treasurer may be but need not to be directors.

Section 2. Election. A meeting shall be held at the regular January meeting of every year for the purpose of electing new officers. Notice of time and place of such meeting shall be given by the retiring Chairperson.

Section 3. Term and Renewal. All officers shall be elected by and serve at the discretion of the directors and any officer may be removed from office, either with or without cause, at any time, by the affirmative vote of the majority of the directors of the Authority when in office. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by the directors for the unexpired portion of the term. An officer whose term of office has expired shall continue to hold office until his successor is elected. Resignation shall be submitted in writing to the Chairperson.

Section 4. Powers. The powers and duties of the several officers shall be provided from time to time by resolution or other directive of the directors. In the absence of such provision, respective officers shall have the powers and shall discharge the duties customarily and usually held and performed like officers.

ARTICLE III FISCAL YEAR

Section 1. Time. The fiscal year of the Authority shall coincide with the fiscal year of the City of Forest Park.

Section 2. Annual Meetings. The annual meeting of the Authority shall be held on the same date as the regular January meeting. Notice of the time and place of such meeting shall be given by the Chairperson.

Section 3. Annual Audit. The Treasurer shall cause an annual audit of the books of the Authority to be made by the firm, which audits the books of the City of Forest Park, and present such audit to the directors of the Authority. A copy of the audit shall be filed with the State Auditor, if necessary, to comply with the Local Government Financial Management Standards Act.

ARTICLE IV CORPORATE SEAL

Section 1. Seal. The Seal of the Authority shall consist of an impression bearing the name “The Development Authority of the City of Forest Park” around the perimeter and the word “SEAL” and the year of activation in the center thereof. In lieu thereof, the Authority may use an impression or writing bearing the word “SEAL” enclosed in parentheses or scroll, which shall also be deemed the seal of the Authority.

ARTICLE V DEPOSITORIES

Section 1. Depositories. The Authority shall from time to time provide by resolutions for the establishment of depositories for funds of the Authority.

Section 2. Execution of Notes, Drafts, and Checks. All drafts, checks, etc, drawn against accounts of the Authority shall be signed by the Chairperson together with the Treasurer or Secretary.

ARTICLE VI AMENDMENTS

Section 1. Amendments. The by-laws of the Authority shall be subject to alteration, amendment, or repeal, and new by-laws not inconsistent with any laws of the State of Georgia creating this Authority may be made by the affirmative vote of a majority of the directors then holding office at any regular or special meeting of the directors. Proposed amendments shall be submitted in writing to all directors of the Authority ten (10) days before the meeting at which such amendment will be considered. If such written proposed amendment is submitted by mail, it shall be deemed to be delivered when deposited in the United States Mail properly addressed and with sufficient postage thereon.



CITY OF
FORESTPARK
a city for every season





The City of Forest Park
Development Authority
DRAFT OPERATING BUDGET
July 1, 2021-June 30, 2022

Revenues

Use of Fund Balance	\$1,300,000.00
Kroger Pilot Payment	\$1,100,000.00
Rental Properties	\$ 78,000.00
TAD	\$ 50,000.00

Total Revenue \$2,528,000.000

Expenses

Salaries	\$ (23,473.00)
Contract Services	\$ (300,000.00)  1
Construction & Remodeling	\$ (200,000.00) 
Façade Grant Program	\$ (200,000.00)
Insurance Liability	\$ (2,000.00)
Bank Service Fees	\$ (2,000.00)  2
Training, Meetings & Travel	\$ (15,000.00) 
Airport South CID	\$ (30,000.00)
Supplies, Printing & Signs	\$ (3,000.00)
Postage & Delivery	\$ (2,000.00)
Due to General Fund	\$(1,100,000.00)

Total Expenses:  3 \$ (1,877,473.00)

Revenue Over (Under) Expenses: \$ 650,527.00

Summary of Comments on FY 22 DA Draft Budget.pdf

Item #3.

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Number: 1 Author: DHamid Subject: Sticky Note Date: 6/21/2021 9:43:57 AM

Contract Services includes, but is not limited to the following:

- Franks & White Property Management Fees
- Minor repairs/maintenance for rental properties
- Surveys & Environmental Reports

Number: 2 Author: DHamid Subject: Sticky Note Date: 6/21/2021 9:11:21 AM

Due to an upcoming merger between Heritage Bank and First National Community Bank, the bank service fees may change in the future.

Number: 3 Author: DHamid Subject: Sticky Note Date: 6/21/2021 12:22:53 PM

Revenue from Land Sales not included due to the variability in sales during the year.

City of Forest Park Facade Grant Eligibility & Application Guidelines

Overview & Purpose

The City of Forest Park Facade Grant Program is intended to stimulate investment in the revitalization of building exteriors in commercial areas of the City of Forest Park.

Matching funds are made available for eligible improvements to business facades that are easily visible to the public via public right of ways, such as those that face a public street. Improvements must meet the design standards set by the Architectural Review Board (ARB) and abide by the City of Forest Park Code of Ordinances.

The Facade Grant Program is funded by the Development Authority (DA) and is administered by the Economic Development Department. The DA will determine the amount of the matching funds based on the proposed facade improvement, grant funds available, and the number of requests under consideration.

Facade Grant Eligibility Criteria

Eligible projects must be zoned C-1, C-2, or C-3. For information regarding zoning designations, please visit <https://www.forestparkga.gov/planning/page/maps>, or contact the Planning, Building, and Zoning Department at 404-608-2307.

Eligible participants include commercial and mixed-use business owners. Government entities (including any elected officials, city staff, and direct family members), churches, and national franchises of all types are excluded. Additionally, properties owned by the City of Forest Park Development Authority or members of the City of Forest Park Development Authority are not eligible for facade grant funds. If the property is leased, the tenant must submit an application for the proposed project with the property owner as the co-applicant.

Priority will be given to buildings that are visually prominent from the street, and to buildings with inappropriately applied facades that are unsightly or in need of repair.

To qualify for a facade grant, projects must result in improvements that:

- a) Are appropriate for the building and consistent with its current business uses.
- b) Positively contribute to the appearance and vitality of Forest Park's downtown and commercial districts.

Eligible projects must be in accordance with all government rules, regulations, and laws, including but not limited to the City of Forest Park's ordinances and building codes, and the ARB's Architectural Design Standards.

Guidelines for Facade Improvements

Potentially eligible work is limited to exterior improvements only – business facades that are easily visible to the public and within public right of ways, such as those that face a public street, are top priority.

From minor improvements to full-scale restoration, a wide range of investment proposals will be considered, including:

- a) Exterior Painting
- b) Structural Stabilization
- c) Canopies and Awnings
- d) Exterior Walls/Materials - Replacement Damaged Storefronts (Demolition)
- e) Exterior Signs
- f) Gutters and Downspouts
- g) Exterior Door & Window Repair/Replacement and Treatments
- h) Decorative Exterior Architectural Features
- i) Yard Improvements (Landscaping/Pavement)

Ineligible work includes but is not limited to:

- a) Roofs - interior improvements of any type
- b) Security Systems - general maintenance (except painting)
- c) Personal Property/Equipment - interior window/door treatments

Colors should be harmonious with the neighboring structures and comply with ARB design standards.

The size, color, and shape of a sign should complement the building and comply with local sign ordinances.

Final approval of signage must be granted by the Planning, Building, and Zoning Department (PBZ).

Participants assume full responsibility for all aspects of the project, which includes any relationships with contractors and/or suppliers and securing all necessary municipal approvals.

Applicants interested in this program should consult the PBZ, which may be of assistance during project design and proposal.

Application Guidelines

Applications will be reviewed by the Economic Development Department within four weeks of receipt and in the order received. Only complete application packages will be reviewed.

A complete application package includes the application and all supporting materials as specified in the instructions.

Incomplete application packages will be returned to sender within two weeks of receipt.

Applications should be mailed to:

City of Forest Park
ATTN: Economic Development Department
Ref: Façade Grant Application
745 Forest Parkway
Forest Park, GA 30297

For more information, please contact the Economic Development Department at 404-363-2454.

Application Review

The Economic Development Department, authorized by the Development Authority (DA), shall:

- Review each application package for completeness.
- Determine eligibility.
- Classify the project as either a minor or major improvement.
- Provide a grant recommendation to the DA or deny the project.
- Each application package will be judged by the following standards for review:
 - Priority will be given to buildings that are visually prominent, and/or buildings with inappropriately applied facades that are unsightly or in need of repair.
 - Extent to which the project advances the goals of improving building appearance.
 - Extent to which the project is compatible with ARB design standards for the targeted area.
 - Extent of the project's impact upon the overall streetscape and pedestrian atmosphere.
 - Original condition of the building and the need for the changes of the proposed project.
 - Quality of the work proposed.
 - Level of match participation by the applicant.
 - Range of projects completed and proposed as part of the Façade Grant program.
 - Any other relevant factors deemed by the Economic Development Department to be applicable.

Recommendations for facade grants will then be given to the DA for approval.

Within two weeks of a DA meeting, each applicant will receive confirmation via email indicating the grant award decision, or in some cases a request for additional information. In the instance of a decision to deny or table an application, the email will indicate the board's reason for doing so.

The DA reserves the right to table, deny, or request modifications in any or all application packages, in whole or in part, and to negotiate changes in the proposed project. In the case of denial by the DA, the applicant can address any issues identified and re-apply for a grant.

Grant Awards

Approved projects will be funded at up to eighty percent (80%) of the approved project's total cost.

The award will not exceed the amounts shown on the Maximum Grant Schedule (see below) adopted by the DA for a specific project type and scope, with a maximum of \$16,000.

Many factors are considered when determining grant awards. Such factors include grant funds available, the project budget, number of applicants, financial considerations, applicant match, mixture of proposed projects, and the extent to which projects fulfill the goals and standards for eligible projects as set forth above.

Maximum Award Structure

Each project is classified with specific funding limits per category. However, funding may not exceed eighty percent (80%) of the total cost of the project.

- Major Improvement(s):
 - Restoration / Rehabilitation: substantial changes to building's exterior appearance
 - Any project total of \$20,000+
 - \$16,000 maximum award
- Minor Improvement(s):
 - Small updates to the exterior, which include, but are not limited to exterior painting, sign/awning replacements or repairs, landscaping, and window/door repairs and updates.
 - \$10,000 maximum award
 - If applying for the grant to make multiple improvements, \$12,000 maximum award.

Grant Disbursement

- Once a project is complete, grant funds are disbursed to the contractor upon:
 - Satisfactory completion of the project with conformance to approved plans.
 - Compliance with all applicable municipal rules, laws, ordinances, and regulations; and
 - Reaffirmation of applicant's commitment to maintain project improvements.
 - Improvements funded by the Development Authority must be maintained for at least three (3) years.
 - Grantees are ineligible for additional funds for three years after project is complete.
- All invoices are to be submitted to:

City of Forest Park
ATTN: Economic Development Department
Ref: Façade Grant Program
745 Forest Parkway
Forest Park, GA 30297.

NOTE: The Economic Development Department and Development Authority reserves the right to increase or decrease a grant award in accordance with receipt of actual expenditures.



Forest Park Facade Grant Application

Applicant Information:

Applicant Name: _____

Co-Applicant Name: _____

Business Name: _____

Business License Number: _____

Street Address _____ City _____ State/Zip _____

Cell Phone #: _____ Alternative Phone #: _____

Email: _____

Project Description:

Please provide a general description of your project. Include all drawings and plans with application.

If the building is currently not in use, what is the proposed use for the building?



Costs & Expenses

What is the estimated cost for the building improvements? Please include supporting documentation with application.

Grant amount requested: \$ _____

.....
Applicant Acknowledgement:

I _____ acknowledge that the information contained in this application is true and accurate.

I, the undersigned, understand that the façade grant must be used for the project described in this application. I have read and agree to abide by the required guidelines of the Forest Park Façade Grant program. I will adhere to the decision of the Development Authority. I understand that improvements funded by the Development Authority must be maintained for a period of at least three years. I understand that if approved, I will not be eligible for the façade grant for three years once grant funds are disbursed.

Applicant Signature: _____

Co-Applicant Signature: _____

Date: _____

FOR OFFICE USE ONLY

Reviewed by: _____ Date Reviewed: _____

Project Type (Major or Minor Improvement): _____

Date Presented to DA: _____ Date Approved: _____

Amount Approved: \$ _____ Required Completion Date: _____

Notes:

From: Lee Peek <leepeek@caa.inc>
Sent: Friday, June 11, 2021 11:24 AM
To: Bruce Abraham <BAbraham@forestparkga.gov>
Cc: James Shelby <jshelby@forestparkga.gov>; Ken Fleming <kfleming@forestparkga.gov>
Subject: 770 Main St.

Good morning Bruce,

On Friday June 4, 2021 I met with you to evaluate the subject structure. My findings are as follows:

Primarily at the front entry and in other portions of the structure there is evidence of fungal growth. The evidence is a black film covering wall surfaces and a scent generally associated with such growth.

The structure is not secured; there are a number of windows, some already broken, that can be used to gain entry.

There is significant deterioration of the wood roof due to openings in the roof. This is the most severe at the front where it appears the roof may be separating from the front entryway/facade. Daylight is visible along almost this entire intersection. There are openings in other areas allowing weather entry allowing the wood roof to rot and deteriorate. There were limited areas where the roof was visible as the ceiling is intact for most of the structure so there is a possibility there are other that were not visible at the time of the inspection.

There is a steel I beam at the front of the structure that is obviously intended to support a significant amount of a masonry/block wall above. The block is not supported by the I beam and there is no other visible means of support. It is quite reasonable to expect this masonry to collapse.

The roof covering the stair toward the rear of the structure is in a state of collapse. The roof has pulled away from the supporting main structure and is failing. There is also significant rusting of the stairs. The rust is extensive and the stairs are likely irreparable.

Section 110 of the 2018 International Property Maintenance code - adopted by the State of Georgia - authorizes the code official to order the owner to demolish any structure that has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy provided it is evident that it is unreasonable to repair such structure.

In my opinion it is unreasonable to assume this structure can be repaired and I am recommending demolition. I am also recommending that all access to the structure be secured by boarding up the openings to prevent access until such time as the structure can be demolished.

If I can be of further service please let me know.

Lee Peek,
Charles Abbott and Associates, Inc.
404 273 6186