



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

Wednesday, July 21, 2021 at 5:30 PM
City Hall-Council Chambers, 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, Secretary
Hector Gutierrez, Member
Alvin Patton, Member
Trudy Smith, Member
Felicia Davis, Member

MEETING NOTICE:

*This meeting is accessible to the public or media via web or teleconference.
For in person attendance 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:

ROLL CALL:

APPROVAL OF MINUTES:

Approval of Minutes from June 23, 2021

1. Development Authority Meeting Minutes June 23, 2021

NEW BUSINESS:

2. Approval of DA Proposed 2021 -2022 Budget (discussed at 6/23/21)
3. Sign Placement on Property at Ash and Main Streets
4. Approval of Intergovernmental Agreement Approach

5. Swearing In of New Development Authority Member, Felicia Davis

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: 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.



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Forest Park, GA 30297

MINUTES

Lois Wright, Chairwoman

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

Hector Gutierrez, Member
Alvin Patton, Member
VACANT, Member

Present:

Chairwoman, Lois Wright
Alvin Patton
Eliot Lawrence
Hector Gutierrez

Also Present:

Mike Williams, City Attorney
Bruce Abraham, Economic Development Director
Darquita Williams, Interim Finance Director
Danita Hamid, Project Manager Economic Development Department
Kisha Bundridge, Economic Development Associate

Absent:

Trudy Smith
Pamela Lake

MEETING NOTICE:

*Due to COVID-19 the Meeting is accessible to the public or media via web or teleconference.
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Dial in: 1-929-205-6099 **Meeting ID:** 964 3194 0317 **Passcode:** 068404

CALL TO ORDER/WELCOME:

Chairwoman, Lois Wright called meeting to order at 5:35 PM.

APPROVAL OF MINUTES:

Alvin Patton made a motion to approve the minutes as is from the April 21, 2021, meeting.

Hector Gutierrez seconded.

Roll call for approval.

Motion approved unanimously.

1. Approval of Meeting Minutes 4/21/21

NEW BUSINESS:**2. Update Bylaws**

Hector Gutierrez mentioned hearing about a masterplan- a set of goals in another meeting he attended and wanted to know if there was a set of goals for the Development Authority.

Chairwoman, Lois Wright responded that there are in fact goals for the Development Authority, and usually they are the contracts entered into that give the board a timeline to follow and objectives to meet. Lois Wright said that development on Main Street is the main goal right now and explained the difference between the Development Authority and the City, regarding their ability to move on projects.

Bruce Abraham, Economic Development Director added that we will be setting up planning and budget sessions for all the authorities in the fall and will come up with some formal goals which the intergovernmental agreements we are working on will address as well. Mr. Abraham said that the Development Authority was like a blank slate in that we have a lot of foundation to build upon.

Hector Gutierrez wanted to know about the election process for the Development Authority.

Lois Wright said that process will be included in the by- laws.

Hector Gutierrez made a motion to table the bylaws to give the board an opportunity to review them.

Alvin Patton seconded.

Roll call for approval.

Motion approved unanimously.

3. Budget Review:

Interim Finance Director, Darquita Williams presented the proposed 2022 budget. Hector Gutierrez asked about the *Contract Services* line item. Danita Hamid explained that the *Contract Services* line item could be used to cover things like property management costs, maintenance of properties, surveys or assessments that may be needed. Hector Gutierrez asked about the cost for the management services provided by Frank's & White, who currently manage those properties, and was informed that the cost is \$500 per month or \$6,000 per year.

Bruce Abraham mentioned that some of the anticipated revenue is not reflected in the proposed budget because they have not happened yet but are expected to happen this year.

Darquita Williams shared that the bank currently used by the Development Authority, Hermitage Bank, is being bought out by a credit union that is unable to hold public funds. The Development Authority will need to switch to a different bank by August 31, 2021. Lois Wright stated that she would like to use the bank the city is with, Sun Trust.

Hector Gutierrez wondered about the Workforce Development initiative previously discussed and where the costs for that would fall under in the budget. Bruce Abraham explained that the initial conversation involved setting up an actual center with a staff that would work with the ARC and companies hiring in the area. After further consideration, it was decided to participate with the county, whose Morrow center is being revitalized and offers all the services we need. Additionally, we will host job fairs, some at the job sites and some at our Senior Center and would therefore not need to have a line item in the budget for Workforce Development.

Hector Gutierrez asked if the Public Relations firm being used by the Urban Redevelopment Authority would also promote Development Authority initiatives, or if we should look to engage our own Public Relations firm. Bruce Abraham explained that the scope of work for the Collaborative Firm does in fact include the Development Authority activities as they are promoting the city as a whole so there is no need to engage an additional firm.

No motion was made to adopt the proposed 2022 Budget.

4. **Facade Grant Program Proposal:**

Danita Hamid explained that during the April 2021 meeting, the board had discussed ways to help businesses improve and the Economic Development Department has put together a grant program to address that concern. The Living Communities Initiative focuses on the Main Street overlay district, and the Facade Grant Program will beautify the Main Street overlay area. The grant will be used for economic development driven properties and is not available to private residences. Through the City of Forest Park Facade Grant program, small businesses will be able to get a 80/20 match of funds to fix up their property. The Economic Development Department will review submissions and present the qualified applications to the Development Authority board for consideration. Once an application is approved, we will monitor the program and release the awarded grant amount upon completion of the project and proof of at least 20% contribution from the grantee.

This will be a great opportunity for people to beautify their buildings. There is the possibility of growing the program later if it is going well.

Eliot Lawrence made a motion to adopt the Facade Grant program.

Alvin Patton seconded.

Roll call for approval. Approved unanimously.

5. **Condemnation of old Theatre:**

Bruce Abraham said a church proposed buying the old theatre property to place a church inside, which prompted us to send Planning, Building & Zoning out to the site, who in turn determined it an unsafe structure and recommended demolition. It is designated as a mixed-use property and contrary to what we all thought, it does not qualify as a historical property because the original structure had been changed/compromised. We are now able to put out a request for proposal to get a developer to obtain the entire block the theatre is on and put up a new residential over retail structure.

Alvin Patton made a motion to have the Economic Development Department put out a request for proposal to condemn/ demolish the old theatre.

Hector Gutierrez seconded.

Roll call for approval.

Approved unanimously.

EXECUTIVE SESSION:

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

ADJOURNMENT:

Hector Gutierrez made a motion to adjourn the June 23, 2021, Regular Meeting for the Development Authority at 6:14 PM.

Alvin Patton seconded.

Roll call for approval. Approved unanimously.

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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 #2.

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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.