



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

Wednesday, September 28, 2022 at 5:30 PM
City Hall-Council Chambers

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

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

AGENDA

Billy Freeman, Chairman
Alvin Patton, Vice Chairman
Felicia Davis, Member
Hector Gutierrez, Member
Bennett Joiner, Member
Lois Wright, Member
Rhonda Wright, Member

Meeting Notice:

Due to COVID-19, CDC requirements of Masks and Social Distancing will be adhered.

CALL TO ORDER/WELCOME:

ROLL CALL:

APPROVAL OF MINUTES:

1. Approval of August 24, 2022 Meeting Minutes

OLD BUSINESS:

2. Amendment of 2022-2023 Budget
3. Paramount Consulting Contract
4. Facade Grant Update

NEW BUSINESS:

5. Development Authority Financials
- [6.](#) Property Sales
7. 850 Main Street- Exterior & Architectural Updates
8. Economic Development Update

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.



**CITY OF FOREST PARK
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ECONOMIC DEVELOPMENT
745 Forest Parkway
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MINUTES

Billy Freeman, Chairman
Alvin Patton, Vice Chairman
Felicia Davis, Member
Hector Gutierrez, Member
Bennett Joiner, Member
Lois Wright, Member
Rhonda Wright, Member

MEETING NOTICE:

*This meeting is accessible to the public or media via web.
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:** **Passcode:**

CALL TO ORDER/WELCOME:

Vice Chairman Alvin Patton called the Development Authority Meeting on August 24, 2022, to order at 5:35pm.

Present:

Billy Freeman, Jr.
Alvin Patton
Felicia Davis (Arrived at 6:43)
Hector Gutierrez
Bennett Joiner
Rhonda Wright

Also Present:

Kirby Glaze, DA Attorney
Mike Williams, City Attorney

Kimberly James, Urban Redevelopment Authority Chair
Bobby Jinks, Public Works Director
Bruce Abraham, Economic Development Director
Charise Clay, Economic Development Staff Assistant

APPROVAL OF MINUTES:

1. Approval of June 22, 2022, Meeting Minutes

Hector Gutierrez made a motion to approve the minutes as is. Bennett Joiner seconded the motion. Motion approved unanimously.

OLD BUSINESS:

2. Façade Grant Update & Expansion

Charise Clay, Economic Development-Staff Assistant gave the Façade Grant Update:

- 1105 Main Street: Jasber Plaza sent additional images of the current and proposed parking lot at the board's request.
- Façade Grant moving off Main Street: The board wouldn't mind moving the program off of Main Street on to Jonesboro Road and Forest Parkway. Although they want to move the program to other areas, they would still like to keep the improvements near Main Street since improvements have already been made there.
- Changes to the process/Façade Grant program: The award amount may decrease when the program is moved off of Main Street to allow more businesses an opportunity to apply and receive funding. The board also wants the project estimate include in the agenda packet when approving Façade Grants.

3. Tour of DA Properties

Charise Clay, Economic Development-Staff Assistant gave an update on the DA property tour:

- A proposed tour date is Wednesday, August 31 at 5:30pm. A bus will need to be rented so all board members can move as one.

4. CID Reevaluation

Bruce Abraham, Economic Development Director, gave the CID update:

- 2 years ago, the Development Authority decided to participate in Airport South's Community Improvement District (CID). The DA has funded the project for the last 2 years during their research phase (\$2,500 per month). Our 2 industrial areas are the focal point of the project. If businesses were to participate in the project, they would add an additional tax to themselves, then it goes to Clayton County and the county gives the funds to the CID. The CID can assist with landscaping and the beautification of areas.

Bennett Joiner made a motion to table the CID until more information is disseminated. Hector Gutierrez seconded the motion. Motion approved unanimously.

5. Pedestrian Bridge Match

Bruce Abraham, Economic Development Director, gave the pedestrian bridge match update:

- The bridge will stretch across Forest Parkway and be included in the Model Mile Program. Our portion of the mile will start at the Farmer's Market, go on Main Street, come across Forest Pkwy, and move into Starr Park. Traffic, engineering, and feasibility studies are needed to ensure the project's necessity and assist in seeking funding. The Atlanta Regional Commission awarded a \$200,000.00 grant toward the studies. The DA must match the grant 20% to move things forward.

Bennett Joiner made a motion to table the approval of the 20% match until Wednesday, August 31. Hector Gutierrez seconded the motion. Motion approved unanimously.

NEW BUSINESS:

6. Resident Employment Assistance Program

Rhonda Wright, DA Board Member, gave the update on the resident employment assistance program:

- RW HR Services has been located on Main Street in Forest Park for almost a year and a half. They specialize in employment, and staffing services. They offer coaching, training, development plans, and career planning for those seeking to enter or reintroduce themselves in the job market. RW HR Services is seeking an opportunity to partner with agencies/boards throughout the city.

Bennett Joiner made a motion to table the program until the next meeting. Hector Gutierrez seconded the motion. Motion approved unanimously.

7. Approval of 2022-2023 Budget

Bruce Abraham, Economic Development Director, gave an update on the budget:

- As of June 13, 2022, the DA had a balance of \$1,417,636.79. The total anticipated revenue is \$2,596,836.79. The total anticipated operating expenses are \$1,673,973.00. The Airport CID (\$30,000.00) is coming out of the budget. The total anticipated program expenses are \$403,028.85.

Bennett Joiner made a motion to approve the 2022-2023 budget. Hector Gutierrez seconded the motion. Motion approved unanimously.

8. Paramount Consulting

Tharon Johnson, gave the Paramount Consulting presentation:

- Tharon Johnson is the Founder & CEO of Paramount Consulting Group. They are a bipartisan firm who plans on propelling and illuminating the work that the Authority & City has already done. They will assist in finding project funding as well.

9. DA Property Landscaping

Bruce Abraham, Economic Development Director, gave the landscaping update:

- The DA used the city's procurement process when looking for a landscaper for its properties. Out of the 3 candidates, Worldscapes was chosen. The DA paid \$2,000.00 upfront to get all its properties up to standard. Twice a month from March to November, the DA will pay Worldscapes \$750.00 monthly to tend to its properties. From December to February, Worldscapes will landscape the areas once a month at a monthly rate of \$350.00. They also assist the Public Works Department with cleaning the city's properties.

Felicia Davis made a motion to adopt the Worldscapes contract. Hector Gutierrez seconded the motion. Motion approved unanimously.

10. Economic Development Update

Bruce Abraham, Economic Development Director, gave the Economic Development update:

- Fort Gillem: Although most of the land at Gillem is developed, there are still projects coming and announcements on them will be made soon.
- DOT: Bruce Abraham and others met with GDOT to resolve some of the landscaping deficiencies entering and leaving the city. They are also meeting with Kimley Horn to clear up some traffic issues and possibly get a traffic light at a busy intersection near Gillem Logistics Center.
- Business Association: There will be a Forest Park Business Association and their first event will be held on Thursday, September 29. The event will be a Business Appreciation Breakfast to show appreciation for all the businesses in Forest Park. Owners will be able to meet city officials and see what services are offered to them through the city.

- Zaxby's: Development is still at a standstill due to the approval of plans and the engineering of an on-site detention pond.
- Townhomes on Main Street: 30 townhomes are expected to be built on Main Street but due to the standards on detention ponds that the Clayton County Water Authority imposed, the project is still pending.

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

Felicia Davis made a motion to adjourn the regular meeting and enter Executive Session at 7:15pm. Hector Gutierrez seconded the motion. Motion approved unanimously.

Felicia Davis made a motion to exit Executive Session at 7:26pm. Hector Gutierrez seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Felicia Davis made a motion to end adjourn the meeting at 7:26pm. Hector Gutierrez seconded the motion. Motion approved unanimously.

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.

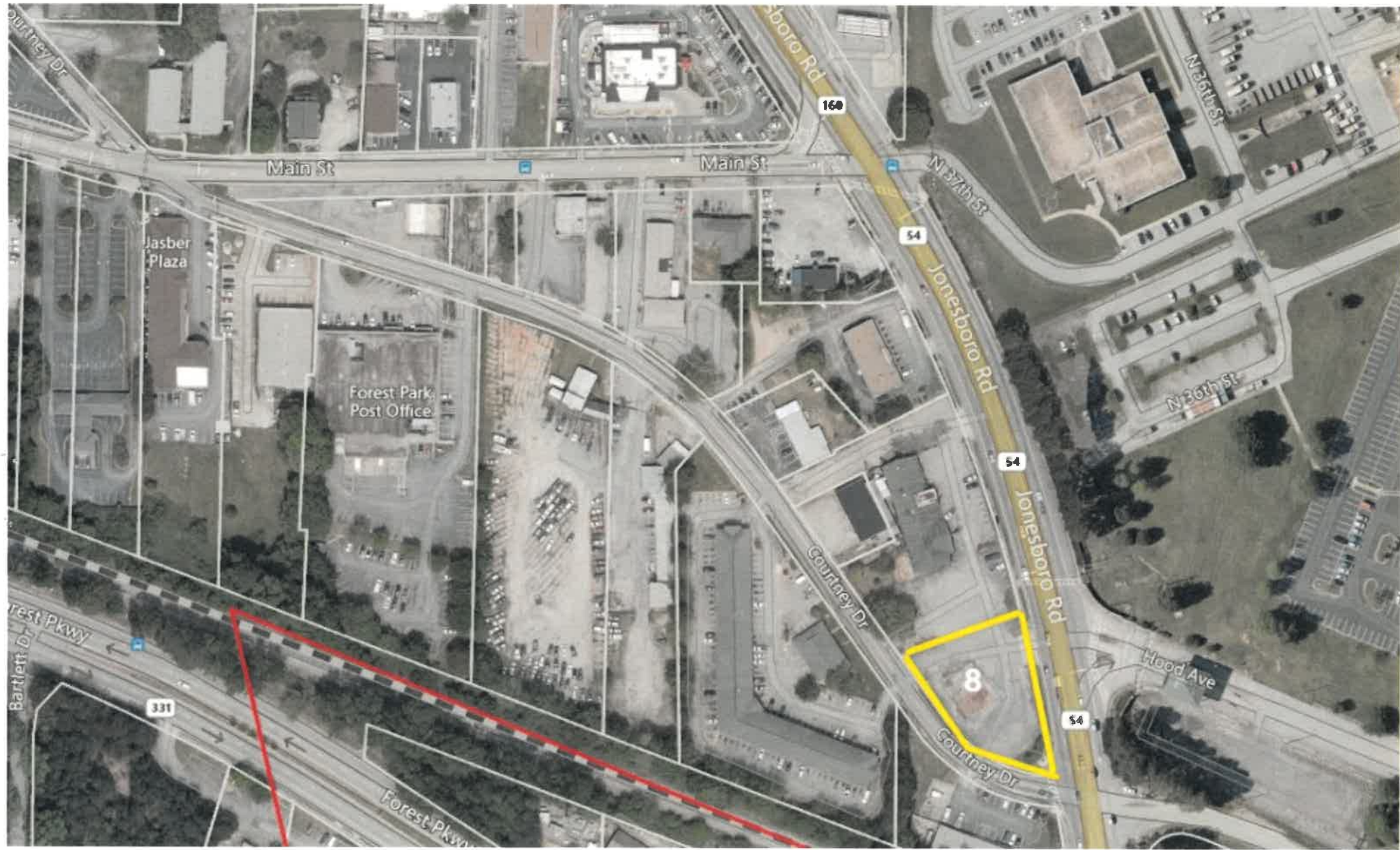
Development Authority

Operating Budget

July 1, 2022 – June 30, 2023

<u>Revenues</u>	<u>Approved Amount</u>	<u>9/26/2022 Change</u>	<u>Notes/Explanation</u>
Use of Fund Balance (as of 6/13/22)	\$1,417,636.79		
Kroger Pilot Payment	1,100,000.00		
Lease Income	\$79,200.00		
REBA Grant	\$0.00	\$315,000.00	<i>Not included in original proposed budget. REBA Grant funds will be used to reimburse the URA for Rateree Road improvements as agreed upon in IGA</i>
Sale of Property	-		
Total Anticipated Revenue	\$2,596,836.79	\$2,911,836.79	
Expenses			
Operating Expenses			
Salaries	\$23,473.00	29,473.00	<i>Staff Assistant salary increase</i>
Attorney Fees	\$30,000.00		
Property Management Services	\$6,000.00		
Bank Service Fees	\$2,000.00		
Utilities	\$7,500.00		
Security	\$500.00		
Insurance – Liability	\$2,000.00		
Postage & Delivery	\$1,000.00		
Due to General Fund	\$1,100,000.00		
Trainings, Meetings & Travel	\$50,000.00		
Printing Supplies & Signs	\$1,500.00		
Public Relations & Marketing	\$50,000.00		
Repairs & Maintenance	\$300,000.00		
Contract Services	\$100,000.00		
Total Anticip. Operating Expenses	\$1,673,973.00	\$1,679,973.00	
Special Programs			
Façade Grant Program	\$263,028.85	\$363,028.85	<i>Increased by \$100,000</i>
Airport South CID	\$30,000.00	\$0.00	<i>CID Exploration has been completed</i>
Pedestrian Bridge Matching Funds	\$40,000.00	\$0.00	<i>Matching funds to be provided by City</i>
Workforce Programming	\$50,000.00		
Rateree Road Reimbursement to URA	\$0.00	\$315,000.00	<i>REBA Grant Reimbursement</i>
Emergency Fund	\$20,000.00		
Total Anticip. Program Expenses	\$403,028.85	\$748,028.85	
Total Anticipated Expenses	\$2,077,001.85	\$2,428,001.85	
Revenue Over (Under) Expenses:	\$489,834.94	\$483,834.94	





Landscaping List

1. 670 Main Street
2. 696 Main Street
3. 751-771 Main Street
4. 760-770 Main Street
5. 794 Main Street
6. 4888 Evans Drive
7. 850 Main Street
8. 5035 Jonesboro Road