



**CITY OF FOREST PARK**  
**URBAN REDEVELOPMENT AUTHORITY REGULAR MEETING**

Thursday, August 25, 2022 at 5:30 PM  
Council Chambers

**Website:** [www.forestparkga.gov](http://www.forestparkga.gov)  
**Phone Number:** (404) 363.2454

**ECONOMIC DEVELOPMENT**  
745 Forest Parkway  
Forest Park, GA 30297

## AGENDA

**Kimberly James, Chairwoman**  
**Eliot Lawrence, Vice Chairman**  
**Debra Patrick, Member**  
**Marisol Sconiers, Member**  
**Avery Wilson, 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 July 28, 2022 Meeting Minutes

### OLD BUSINESS:

- [2.](#) The Collaborative Firm Update
3. Update of URA Accounts
4. Audit Update
- [5.](#) URA Budget Approval

### NEW BUSINESS:

6. URA Treasurer

7. URA Credit Card
8. Economic Development Update

**EXECUTIVE SESSION:** *(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**  
**URBAN REVELOPMENT AUTHORITY REGULAR MEETING**

Thursday, July 28, 2022 at 5:30 PM  
Virtual Meeting Via Zoom and YouTube Livestream

**Website:** [www.forestparkga.gov](http://www.forestparkga.gov)  
**Phone Number:** (404) 363.2454

**ECONOMIC DEVELOPMENT**  
745 Forest Parkway  
Forest Park, GA 30297

**MINUTES**

**Kimberly James, Chairwoman**  
**Eliot Lawrence, Vice Chairman**  
**Debra Patrick, Member**  
**Marisol Sconiers, Member**  
**Avery Wilson, Member**

**MEETING NOTICE:**

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

**CALL TO ORDER/WELCOME:**

Vice Chairman, Eliot Lawrence called the Urban Redevelopment Authority Meeting on July 28, 2022, to order at 5:53pm.

**Present:**

Kimberly James (arrived at 6:33pm)  
Eliot Lawrence  
Marisol Sconiers  
Avery Wilson

**Also Present:**

Mike Williams, City Attorney  
Bobby Jinks, Public Works Director  
Bruce Abraham, Economic Development Director  
Charise Clay, Economic Development Staff Assistant

**Absent:**

Debra Patrick

**APPROVAL OF MINUTES:**

## 1. Approval of June 23, 2022, Meeting Minutes

Avery Wilson made a motion to approve the minutes. Marisol Sconiers seconded the motion. Motion approved unanimously.

**OLD BUSINESS:**

## 2. Audit Update

Mike Williams led the discussion on the audit:

- Chairwoman James wants a comprehensive audit of the URA financials. Mauldin & Jenkins completes the annual comprehensive audit for the city and URA accounts are included. The URA is awaiting a final proposal for Mauldin & Jenkins to do an audit of agreed upon procedures regarding specific funds and revenues in hopes to reconcile the accounts. A report that shows their findings will be completed in 3 to 4 months of the audit.

## 3. URA Tour of Gillem Logistics Center

Charise Clay discussed the tour of Gillem:

- An email was sent to board members requesting availability dates for a tour. The tour may be in August or September and may be split into 2 groups, depending on received responses.

**NEW BUSINESS:**

## 4. Approval of URA Purchase Order Signatories

Mike Williams led the discussion on the URA Purchase Order Signatories:

- As of right now, the Chair approves all expenditures. Chairwoman James proposed that Bruce Abraham, Economic Development Director, be given additional signatory authority to approve routine expenses (bills, contract services, purchase orders, etc.).

Marisol Sconiers made a motion to approve Bruce Abraham as an additional signatory on URA routine expenses. Avery Wilson seconded the motion. Motion approved unanimously.

## 5. URA Budget Approval

Bruce Abraham led the discussion on the URA budget:

- With the help of Ed Wall and Dr. Cooper, the Economic Development Department constructed the draft of the 2022-2023 operating budget. The total anticipated revenue is \$8,409,184.24. The anticipated operating expenses are \$4,778,215.00. The anticipated program expenses are \$297,700.00.

Avery Wilson made a motion to table the approval of the 2022-2023 operating budget until the next meeting.

Marisol Sconiers seconded the motion. Motion approved unanimously.

## 6. Traffic Study Expansion to Jonesboro Rd.

Bruce Abraham led the discussion on the traffic study:

- Kimley-Horn has done most of the engineering at Gillem and is conducting a traffic study at the end of Anvil Block Rd. There is a proposal from Kimley-Horn to expand their study to Jonesboro Road.

Avery Wilson made a motion to approve a contract not to exceed \$10,000.00 for the traffic study. Marisol Sconiers seconded the motion. Motion approved unanimously.

## 7. Intergovernmental Agreement: URA &amp; The City of Forest Park

Mike Williams discussed the IGA between the City & URA:

The IGA will set terms governing the relationship between the City of Forest Park and the URA. The agreement would cover things like the use of City Hall for meetings, clarify how staff supports both entities, etc.

#### 8. Economic Development Update

Bruce Abraham gave the Economic Development update:

- Georgia Department of Transportation Meeting: Bruce and other city affiliates met with GDOT to discuss a landscaping plan for cleaning up the I-75/ Forest Parkway entrance/exit to the city. Clayton County Transportation will also be contacted to be included in developing the landscape plan.
- Pedestrian Bridge: The bridge would start at a lot near City Hall, cross Forest Parkway, and land on Main Street. Planning, Building, and Community Development Director received a grant of \$200,000 for engineering and feasibility of the project. The Development Authority agreed to a 20% grant match.
- Façade Grant: \$25,000 grants given to businesses on Main Street to update the façade of their buildings. 4 grants have been approved and 4 more are awaiting approval. Each business must pay at least 20% of the total cost of their project to be eligible for grant funding.
- POA Meeting: Property Owners Association (POA) is the property guidance authority at Gillem Logistics Center. Bruce was appointed as a representative of the city on the board. They will be meeting on August 9, 2pm at City Hall.
- Development on Main Street: Zaxby's and the townhomes on Main Street are projects still in the works. The Clayton County Water Authority is now requiring a higher level of water quality for detention ponds which has caused a hurdle to new development projects. Zaxby's engineers, city engineers, and other city affiliates will meet with Clayton County Water Authority in an attempt to resolve the matter.
- Film Ordinance: Economic Development Department staff assists film scouts with potential locations for shooting movies & videos. The hope is to make Forest Park a *film-friendly* community.
- Business Association: The association is aimed to connect large and small businesses through programming and networking. Events are coming soon.
- Fire station at Fort Gillem: A new station is being built. The old station will be evacuated by the end of the year.

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

Avery Wilson made a motion to adjourn the regular meeting and enter Executive Session at 6:43pm. Marisol Sconiers seconded the motion. Motion approved unanimously.

Avery Wilson made a motion to exit Executive Session and enter back into the regular meeting at 8:00pm. Kimberly James seconded the motion. Motion approved unanimously.

#### **ADJOURNMENT:**

Marisol Sconiers made a motion to adjourn the meeting at 8:00pm. Avery Wilson 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.*



## Urban Redevelopment Authority: TCF 2022 – 2023 Project Budget

The services agreement will be between The Collaborative Firm, LLC, and the two entities of the Downtown Development Authority (DDA) and **Urban Redevelopment Authority (URA)** with an effective date of September 1, 2022, through August 31, 2023. The breakdown for the project will be paid by percentage for each entity with the Downtown Development Authority responsible for sixty-seven percent (67%) and the **Urban Redevelopment Authority** responsible for thirty-three percent (33%) of the cost.

<b>The Collaborative Firm Cost for Services</b>	\$30,833.00 (33%)
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\* All associated and other direct costs as listed below will be approved by the Chairs of the DDA and URA. The amounts listed are consistent with the percentage breakdown wherein the Downtown Development Authority is responsible for sixty-seven percent (67%) and the **Urban Redevelopment Authority** is responsible for thirty-three percent (33%) of the cost.

### **Projected Associated Costs\***

Greenleaf - Quarterly Publication	\$6,667.00 (33%)
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### **Projected Other Direct Costs\***

Advertisement (GA Trend, Atlanta Business Chronicle, etc.)	\$3,333.00
Videography	\$833.00
Photography	\$625.00
Graphic Design	\$667.00
Contingency (collateral, branded items, printing, etc.)	\$1,667.00
<b>Total Projected Other Direct Costs</b>	<b>\$7,125.00 (33%)</b>

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<b>Total (Cost for Services and Projected Associated/Direct Costs)</b>	<b>\$44,625.00 (33%)</b>
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### Urban Redevelopment Authority

Draft Operating Budget  
July 1, 2022 – June 30, 2023

#### Revenues

Use of Fund Balance (as of May 20, 2022)	\$2,298,457.93	In bank
Lease Income	\$22,737.93	
Sale of Property	\$4,672,988.38	Commitments
Transfer from General Fund	\$1,100,000.00	Kroger bond payment
REBA Grant for Rateree Rd	\$315,000.00	To be reimbursed to URA
TAD	\$0	
LOC	\$0	Army payment ends
<b>Total Anticipated Revenue</b>	<b>\$8,409,184.24</b>	

#### Expenses

##### **Operating Expenses**

Salaries	\$23,473.00	Danita & Charise
Attorney Fees	\$25,000.00	Mike & Other
Bank Service Fees	\$5,000.00	Bank account
Electric Utilities	\$6,000.00	Substation
Water & Sewer	\$35,000.00	Storm Water Fees
Gas Utilities	\$6,000.00	Placeholder
Insurance – Liability	\$13,022.00	Property & Casualty
Army Payment	\$3,200,000.00	Last payment
URA Bond Payment	\$1,100,000.00	Kroger Bond Out
LOC Interest	\$0	N/A
Owners Association Assessment	\$25,000.00	Land owned by URA
Oasis Consulting Services	\$50,000.00	Environmentals
Financial Advisor	\$40,000.00	Ed Wall
LOC Availability Charge	\$6,720.00	Keep Open
Other Professional Services	\$150,000.00	Engineering, Surveys, PR
Developer Fee	\$93,000.00	2% to Robinson Weeks
<b>Total Anticipated Operating Expenses</b>	<b>\$4,778,215.00</b>	

##### **Capital Outlay**

Miscellaneous	\$5,000.00	
Sewer Line Relocation	\$40,000.00	Move off Blue Star Property
Traffic Study (Guard House Intersection)	\$24,000.00	Possible traffic light
Traffic Study (Jonesboro Rd & Metcalf Rd)	\$8,700.00	Possible traffic light
Anvil Block Road Improvements	\$200,000.00	Possible road turnover
Emergency Fund	\$20,000.00	Reserve
<b>Total Anticipated Program Expenses</b>	<b>\$297,700.00</b>	



**Urban Redevelopment Authority**

Item #5.

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<b>Total Anticipated Expenses</b>	<b>\$5,075,915.00</b>
<b>Revenue Over (Under) Expenses:</b>	<b>\$8,409,184.24</b>



URBAN REDEVELOPMENT AGENCY DRAFT OPERATING BUDGET July 1, 2022-June 30, 2023				
	FY 22 Approved	FY23 Proposed	Variance	Details
<b>Revenues</b>				
<b>Starting Balance on 5/20/22 Suntrust</b>		\$ 2,298,451.93	\$ 2,298,451.93	
Interest Income	\$ 15,000.00		\$ (15,000.00)	
Lease Income	\$ 14,000.00	\$ 22,737.93	\$ 8,737.93	
Sale of Property	\$ 1,347,158.00	\$ 4,672,988.38	\$ 3,325,830.38	Includes Option Land \$516,420, Option Land Infrastructure Fee \$63,416.38, 42+/- land \$3,990,000 and 42 +/- Land Infrastructure Fee \$103,152.00 - Total due by Dec 2022 - Note: NW Landfill & Infrastructure \$2,438,452.80 (FY23-24 Budget) \$4.4 Million (\$410K)
Transfer from General	\$ 1,100,000.00	\$ 1,100,000.00	\$ -	Kroger Pilot Payment Pass through (DA, GF to URA)
State DOT Grant	\$ 600,000.00	\$ -	\$ (600,000.00)	Need documentation LMIG portion
REBA Grant for Raterree	\$ 1,315,000.00	\$ 315,000.00	\$ (1,000,000.00)	Due to us after reimbursement
TAD	\$ 600,000.00	\$ 650,000.00	\$ 50,000.00	Council Approved March 2022
LOC		\$ 1,000,000.00	\$ 1,000,000.00	
<b>Total Anticipated Revenues (FY22-23)</b>	<b>\$ 4,991,158.00</b>	<b>\$ 10,059,178.24</b>	<b>\$ 5,068,020.24</b>	
<b>Expenses</b>				
<b>Operating Expenses:</b>				
Salaries	\$ (23,473.00)	\$ 23,473.00	\$ -	Economic Development Staff Supplements
Real Estate Attorney Fees	\$ (25,000.00)	\$ 25,000.00	\$ -	
Bank Service Fees	\$ (25,000.00)	\$ 5,000.00	\$ (20,000.00)	
Electric Utilities	\$ (25,000.00)	\$ 6,000.00	\$ (19,000.00)	
Water and Sewer	\$ (35,000.00)	\$ 35,000.00	\$ -	
Gas Utilities	\$ (5,000.00)	\$ 6,000.00	\$ 1,000.00	
Insurance - Liability	\$ (9,158.00)	\$ 13,022.00	\$ 3,864.00	
Army Payment	\$ (2,650,000.00)	\$ 3,200,000.00	\$ 550,000.00	1st Qtr of 2023
URA Bond Payment	\$ (1,100,000.00)	\$ 1,100,000.00	\$ -	Kroger Pilot Payment Pass through (DA, GF to URA)
LOC Interest	\$ -	\$ 6,000.00	\$ 6,000.00	
Owners Association Assessment	\$ (25,000.00)	\$ 25,000.00	\$ -	
<b>Professional Services:</b>			\$ -	
Oasis	\$ (50,000.00)	\$ 50,000.00	\$ -	
Financial Advisor	\$ (40,000.00)	\$ 40,000.00	\$ -	
LOC Availability Charge	\$ -	\$ 6,720.00	\$ 6,720.00	
Other Professional Services	\$ -	\$ 150,000.00	\$ 150,000.00	
<b>Repairs and Maintenance:</b>			\$ -	
	\$ -	\$ -	\$ -	
<b>Single Expenses</b>				
Developer Fee		\$ 34,200.00		2% fee owed - Robinsons Weeks
<b>Total Anticipated Operating Expenses (FY22-23):</b>	<b>\$ (3,989,158.00)</b>	<b>\$ 4,725,415.00</b>	<b>\$ 678,584.00</b>	
<b>Capital Outlay:</b>			\$ -	
Raterree Road Improvements	\$ (1,000,000.00)	\$ -	\$ (1,000,000.00)	
Misc	\$ (3,000.00)	\$ 5,000.00	\$ 2,000.00	
Sewer Line Relocate	\$ -	\$ 40,000.00	\$ 40,000.00	Blue Star Property
Traffic Study (Guard House Insection)	\$ -	\$ 24,000.00	\$ 24,000.00	Approved December 2021
Traffic Study (Jonesboro Rd & Metcalf Rd)	\$ -	\$ 8,700.00	\$ 8,700.00	
Anvil Block Road Improvements	\$ -	\$ 200,000.00	\$ 200,000.00	
Emergency Fund		\$ 20,000.00	\$ 20,000.00	Recommendations
<b>Total Anticipated Capital Outlay (FY22-23):</b>	<b>\$ (1,003,000.00)</b>	<b>\$ 297,700.00</b>	<b>\$ (705,300.00)</b>	
<b>Total Anticipated Expenses (FY22-23):</b>	<b>\$ (4,992,158.00)</b>	<b>\$ 5,023,115.00</b>	<b>\$ (26,716.00)</b>	
<b>Revenue Over (Under) Expenses:</b>	<b>\$ (1,000.00)</b>	<b>\$ 5,036,063.24</b>	<b>\$ 5,094,736.24</b>	