



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

Wednesday, May 17, 2023 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*

Victoria Williams, *Member*

Rhonda Wright, *Member*

MEETING NOTICE:

CDC requirements of Masks and Social Distancing will be adhered.

CALL TO ORDER/WELCOME:

ROLL CALL:

APPROVAL OF MINUTES:

- [1.](#) Approval of March 22, 2023 Meeting Minutes

OLD BUSINESS:

2. Update: 842 Main St. Property Swap
3. Update: 850 Main St. Final Design

NEW BUSINESS:

4. DA Real Estate Agents & Property Management
5. 842 Main St. Underground Engineering
6. 850 Main St. Construction Budget & Incentives
7. 850 Main St. Construction Procurement Methods
8. 696 Main St. HVAC repairs
9. 696 Main St. Upgrades and Rental Agreements
10. Possible DA Property Sales
11. DA Budget Proposal

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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MINUTES

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

MEETING NOTICE:

Due to COVID-19, CDC requirements of masks and social distancing will be adhered.

CALL TO ORDER/WELCOME: Vice Chairman Alvin Patton, called the Development Authority meeting on March 22, 2023, to order at 5:36pm.

PRESENT:

Billy Freeman
Alvin Patton
Hector Gutierrez
Bennett Joiner
Victoria Williams (arrived at 5:47pm)
Rhonda Wright

ALSO PRESENT:

Kirby Glaze, DA General Counsel
Bobby Jinks, Director of Public Works
Bruce Abraham, Director of Economic Development

Charise Clay, Economic Development Staff Assistant

APPROVAL OF MINUTES:

1. Approval of February 1, 2023, Meeting Minutes

Bennett Joiner made a motion to approve the February 1, 2023, meeting minutes. Hector Gutierrez seconded the motion. Motion approved unanimously.

2. Approval of February 7, 2023, Special Called Meeting Minutes

Bennett Joiner made a motion to approve the February 7, 2023, Special Called Meeting minutes. Hector Gutierrez seconded the motion. Motion approved unanimously.

3. Approval of March 1, 2023, Meeting Minutes

Bennett Joiner made a motion to approve the March 1, 2023, meeting minutes. Rhonda Wright seconded the motion. Motion approved unanimously.

Other Discussion: Bennett Joiner made a motion to amend the agenda to add the 2023 Budget. Hector Gutierrez seconded the motion. Motion approved unanimously.

OLD BUSINESS:

4. DA Landscaping Contract

Bruce Abraham delivered the update:

- The DA awarded *Your Lawn Care Professionals* as their property landscaper for the 8 lots on Main Street. They're charging \$100 per lot. The contract details that the lots are to be cut on an as needed basis determined by Bruce. Bruce will inform them when the lots require maintenance.

5. Update: 850 Main Street

Chairman Freeman delivered the update:

- The project budget and interior designs are almost complete. The expected note once the project is completed is around \$2 million dollars. The expected layout of the building is 4 2-bedroom units and 8 1-bedroom units. The chair informs the group that this unit configuration is the only way the note can be paid off and that this project must pay for itself. An extra \$5,500 in revenue is expected with the current design model. All units will be priced at market value. There is expected to be 2 buildings with a breezeway connecting them. One of the buildings will have retail at the bottom and residential at the top.

NEW BUSINESS:

6. Facade Grant Continuation

Charise Clay delivered the update:

- So far, the DA has spent \$203,942.30 on Façade Grants. 5 award recipients have completed their project. Cookiegrams (1124 Main St.) has completed his project. Jonesy's Place (780 Main St.) has pulled permits. When asked about project progress, she informed staff that she was having issues with her contractor. She was asked to speak with her contractor to gain a better understanding of why the project hadn't started and report back with an update. Klass6 Boutique & Showroom's (938 Main St.) design plans were denied so new plans must be submitted. Georgia Utility Contractor's Association (804 Main St.) has completed their project. Maaz Investments (932 Main St.) has completed their project. Jasber Management Services, LLC. (1105 Main St.) completed their project. Whaley Hammonds Tomasello (716-722 Main St.) completed their project. Revival Working (752 Main St.) is a coworking space and was recently approved for grant funds. Atlas Strength & Conditioning (4931 Phillips Dr.) applied for funds to create an outdoor workout area. Atlas

has already received \$50,000 in TAD funds for parking lot improvements. The board raised the question of if their project was actually a *façade* project. Daffodil Pediatrics (4905 Courtney Dr.) applied for landscaping funds. When Daffodil first submitted their application, staff asked for more clarification on the project besides clearing trees. A better description of their project has yet to be submitted.

- Victoria Williams made a motion to approve Atlas Strength & Conditioning's Façade Grant. Hector Gutierrez seconded the motion. Motion approved unanimously.
- Victoria Williams made a motion to not approve Daffodil Pediatrics' Façade Grant application. Rhonda Wright seconded the motion. Motion approved unanimously.
- The board was asked would they like to keep the Façade Grant in their new budget. Bennett Joiner made a motion to discontinue the Façade Grant program. Hector Gutierrez seconded the motion. Motion approved unanimously.

7. Management of 696 Main Street

Charise Clay delivered the update:

- 850 Main Street and 696 Main Street are both properties the DA owns but doesn't receive revenue for its use. 696 is being used/ rented out by departments within the city and repairs are made by the DA. The Recreation department pays the water and gas bills at the facility. Franks & White are the DA property managers. When repairs are needed for the building, it's always a toss up about who will contact the vendors because 696 Main Street isn't part of their agreement with the DA.

Bennett Joiner made a motion to table the management agreement for 696 Main Street. Hector Gutierrez seconded the motion. Motion approved unanimously.

8. Rental Rates on Rental Properties

Kirby Glaze delivered the update:

- Kirby reviewed the management agreement the DA has with Franks & White. Based on his observation, with a few exceptions, the management agreement is standard. It is terminable with a 30-day notice by either party. He recommends that a standard & approved lease be attached to the agreement, create a list of uses the board doesn't want in the units or give the chair or a member of the board authorization to approve each lease if they want to continue the lease agreement with Franks & White. Under the current agreement, Franks & White is supposed to submit a budget each year with the expected rental income and expenses for the properties. If this is not being done, Kirby suggests that the yearly rental & expenses income budget from Franks & White be enforced. This will assist the DA in planning their annual budget. He also recommends asking Franks & White to give the board the fair market rate for each of the properties so Franks & White can have guidance when renting out the spaces and the DA is setting the expectation. Lastly, he recommends that the DA eliminate the sales commission expectation from the contract with them. Franks & Whites under the contract charges the first month's rent plus 5% of the rent collected thereafter. There are also additional fees in the contract relating to the eviction process and a 6% fee for managing repairs on the properties.

9. Rental Property Vacancies

Bennett made a motion to table the discussion until a later meeting. Hector Gutierrez seconded the motion. Motion approved unanimously.

10. 2023-2024 Budget

Chairman Freeman delivered the update:

- He informed the board that a budget wasn't going to be decided on today, but they do need to start thinking about programs, training, etc. that they'd like to be included in the new budget. Their fiscal year runs June to May and should be approved at their May meeting.

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

ADJOURNMENT:

Bennett Joiner made a motion to adjourn the meeting at 6:21pm. Victoria Williams seconded the motion. Motion approved unanimously.

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Development Authority

DRAFT Operating Budget
July 1, 2023 – June 30, 2024

<u>Account Balance</u>	<u>Amount</u>	<u>Details</u>
Available Funds (as of May 15 ,2023)	\$2,330,647.29	
Revenues		
Kroger Pilot Payment	1,100,000.00	
Lease Income	\$35,327.52	10 suites at \$500 = \$6,000 1 suite at \$1,100= \$13,200 Towercom at \$1,343.96= \$16,127.52
Sale of Property	-	
Total Anticipated Revenue	\$1,135,327.52	
Expenses		
Operating Expenses		
Salaries	\$28,856.40	\$23,673.07- Staff Assistant \$5,183.33- Project Manager
Attorney Fees	\$55,000.00	Increased by \$22,000
Property Management Services	\$6,000.00	Franks &White (\$500 monthly)
Bank Service Fees	\$10,000.00	Increased by \$8,000
Utilities	\$15,000.00	Increased by \$7,500
Security	\$500.00	696 Main St. Security System
Insurance – Liability	\$2,000.00	
Postage & Delivery	\$1,000.00	
Due to General Fund	\$1,100,000.00	
Trainings, Meetings & Travel	\$60,000.00	Increased by \$10,000
Printing Supplies & Signs	\$1,500.00	
Public Relations & Marketing	\$50,000.00	
Repairs & Maintenance	\$350,000.00	Increased by \$50,000
Contract Services	\$150,000.00	Increased by \$50,000
Construction Project Reserve	\$300,000	
Total Anticip. Operating Expenses	\$2,029,856.40	
Special Programs		
Façade Grant Program	\$30,000.00	\$15,000 to Atlas Strength & Conditioning and Revival Coworking Space
Community Outreach Program	\$15,000.00	
Emergency Fund	\$100,000.00	Increased by \$80,000
Total Anticip. Program Expenses	\$145,000.00	



Development Authority

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Item #11.

Total Anticipated Expenses	\$2,174,856.40	
Revenue Over (Under) Expenses:		