



CITY OF FOREST PARK
DEVELOPMENT AUTHORITY REGULAR MEETING

Wednesday, August 24, 2022 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

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:

ROLL CALL:

APPROVAL OF MINUTES:

1. Approval of June 22, 2022 Meeting Minutes

OLD BUSINESS:

2. Facade Grant Update & Expansion
3. Tour of DA Properties
4. CID Reevaluation

- [5.](#) Pedestrian Bridge Match

NEW BUSINESS:

6. Resident Employment Assistance Program
- [7.](#) Approval of 2022-2023 Budget
8. Paramount Consulting
- [9.](#) DA Property Landscaping
10. 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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MINUTES

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Dial in: 1-929-205-6099 **Meeting ID:** **Passcode:**

CALL TO ORDER/WELCOME:

Vice Chairman Alvin Patton called the Development Authority Meeting on June 22, 2022, to order at 5:35pm.

Present:

Billy Freeman, Jr.
Alvin Patton
Hector Gutierrez
Bennett Joiner
Lois Wright
Rhonda Wright

Also Present:

Kirby Glaze, DA Attorney (Via Zoom)
Mayor Angelyne Butler

Councilwoman Kimberly James
Bobby Jinks, Public Works Director
Bruce Abraham, Economic Development Director
Charise Clay, Economic Development- Staff Assistant

APPROVAL OF MINUTES:

1. Approval of March 23, 2022 Meeting Minutes

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

OLD BUSINESS:

NEW BUSINESS:

2. Façade Grant Update

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

- 4 Façade Grants have been approved thus far and 2 checks have been awarded for business owners to start their projects. Cookiegram's project is almost at completion. Jonesy's Place is in the process of pulling permits and should begin her project soon. Klass6 Boutique is in the process of getting new plans for her project. Georgia Utility Contractors anticipated start date for the project is July 1, 2022.
- 3 new businesses applied for the Façade Grant Program: Maaz Investments, Jasber Management Services, and Whaley Hammonds Tomasello PC. A representative from Maaz Investments detailed who they are, the building in which they want to improve (932 Main Street), and the plans they have for the building. Jasber Management Services (1105 Main Street) plans to repave their parking lot. William Tomasello, of Whaley Hammonds Tomasello gave a brief history of their organization and the plans they have to improve their building.
 - Lois Wright made a motion to approve Maaz Investment's application for the Façade Grant Program. Hector Gutierrez seconded the motion. Motion approved unanimously.
 - Lois Wright made a motion to table Jasber Management Services Façade Grant Application until current and proposed photos of the property are submitted. Bennett Joiner seconded the motion. Motion approved unanimously.
 - Bennett Joiner made a motion to approve Whaley Hammonds Tomasello's Façade Grant Application. Hector Gutierrez seconded the motion. Motion approved unanimously.

3. Tour of DA Properties

Bruce Abraham, Economic Development Director, gave the update on the DA property tour:

- The purpose of the tour is to allow all members of the board a chance to view the properties, potentially meet the owners, and see the improvements that have been made to them. The tour may be split into 2 groups due to scheduling conflicts.

Lois made a motion to table the DA property tour until a date is formalized. Hector seconded the motion. Motion approved unanimously.

4. DA Property Appraisal Update

Bruce Abraham, Economic Development Director, gave the DA property appraisal update:

- Appraisals and preliminary title searches were done to understand the market value of all DA properties, how many parcels are available for sale, and to find any mortgages or liens on properties prior to them being sold. Each appraisal costs \$250.00. Once all appraisals are done, next steps will be determined by the board.

Lois Wright made a motion to table the DA Property Appraisal Project until the next meeting. Hector Gutierrez seconded the motion. Motion approved unanimously.

5. Intergovernmental Agreement for 696 & 850 Main Street

Bruce Abraham, Economic Development Director, gave the IGA Agreement on 696 & 850 Main Street update:

- To our knowledge there isn't an agreement regarding the lease of these buildings between the DA & the City of Forest Park. Currently the city leases these properties, and the Development Authority maintains them. The Development Authority doesn't generate revenue from these buildings. The Recreation Department rents out 696 & 850 Main Street for events. The Police Department uses the bottom portion of 850 Main Street. The Dentist Office at 850 Main Street is the only tenant that pays rent in the building. The agreement will outline what each entity is liable for, should maintain, etc. In the last 5 years, the DA has spent almost \$300,00 in maintenance and repair of their properties.
- Bruce Abraham and Bobby Jinks also discussed having the DA properties maintained through a contracted company as opposed to having Public Works maintain the properties.

Lois Wright made a motion to table the Intergovernmental Agreement for the 696 & 850 Main Street. Hector Gutierrez seconded the motion. Motion approved unanimously.

6. Reevaluate CID Agreement

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

- Aerotropolis has a program called the Airport Community Improvement District. City Council approved activating the Community Improvement District. The program costs the authority \$2,500 to participate in the process. Businesses (mostly in industrial areas) are called to participate in the process. Businesses would benefit from the program through signage, landscaping, etc.. Businesses at Gillem Logistics are leery of participating in the process due to the self-taxing aspect and because their properties are so well maintained by the POA (Property Owners Association).

Lois Wright made a motion to table the reevaluation of the CID. Hector Gutierrez seconded the motion. Motion approved unanimously.

7. Other Discussion

- The idea of having the entrances to Forest Park be updated was discussed. A meeting with GDOT and Clayton County will be set up to address the landscaping and overall areas entering and exiting the city.

Bennett Joiner made a motion to schedule a meeting with GDOT. Hector Gutierrez seconded the motion. Motion approved unanimously.

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

Bennett Joiner made a motion to adjourn the regular meeting and enter Executive Session at 6:34pm. Hector Gutierrez seconded the motion. Motion approved unanimously.

Lois Wright made a motion to exit Executive Session and enter back into the regular meeting at 7:11pm. Hector Gutierrez seconded the motion. Motion approved unanimously.

Bennett Joiner made a motion to accept the sale of 6.5 acres on Main Street (Industrial Property) to Sheryl Simpson-Jones with the understanding that there will be observance of the buffer behind the property that sits against residential property. Lois Wright seconded the motion. Motion approved unanimously.

Bennett Joiner made a motion to approve the recapture of the 1.5 acres on North Lake Drive. Hector Gutierrez seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Lois Wright made a motion to adjourn the meeting at 7:13pm. Bennett Joiner 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.

Item #2.

2/20/22, 8:37 AM

1105 Main St - Google Maps

7

Google Maps

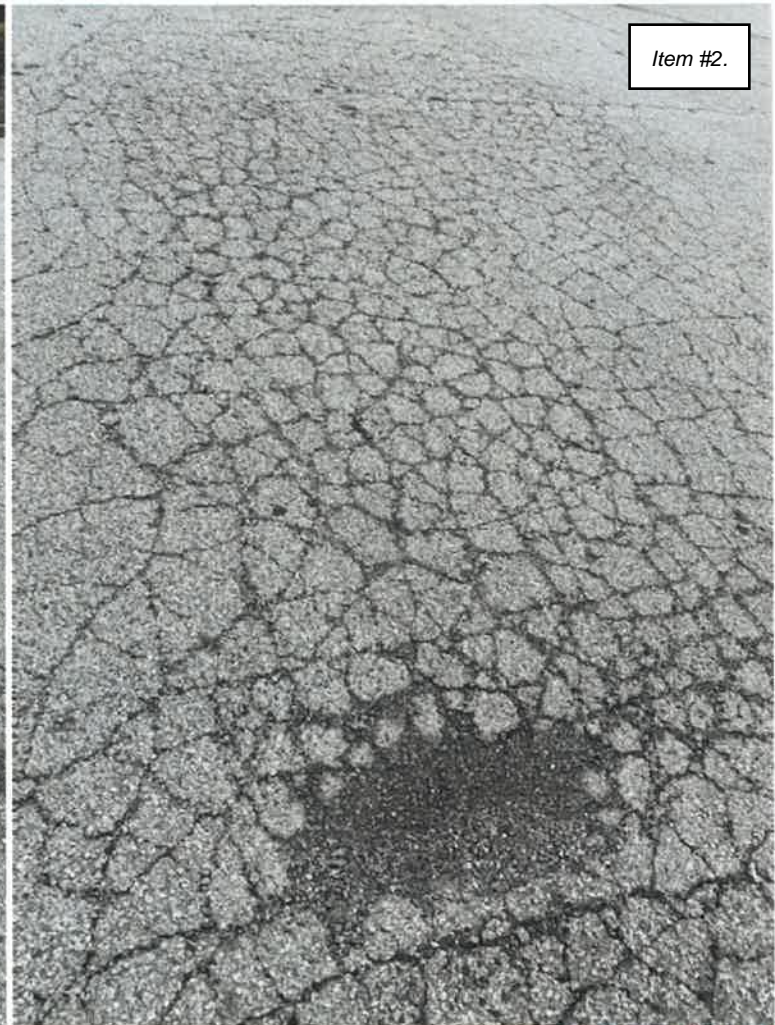
1105 Main St



Area that is to be repaved



Imagery ©2022 Maxar Technologies, Map data ©2022 20 ft



Item #2.





Forest Park Facade Grant Application

Applicant Information:

Applicant Name: _____

Co-Applicant Name (if property is owned by another): _____

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 estimates, 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 estimates documentation.

Will you request prepayment of partial funds to begin the project? _____

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 (if applicable): _____

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:



City of Forest Park Facade Grant Eligibility & Application Guidelines

Overview & Purpose

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

Funds are made available for eligible improvements to business facades that are easily visible to the public via public right of ways.

The Facade Grant Program is funded by the Forest Park Development Authority (DA) and is administered by the Forest Park Economic Development Department. The applicant must provide a funding match and manage all improvements made to the property.

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 and Community Development Department at 404-608-2307.

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

To qualify for a façade 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 City of Forest Park Urban Design Review Board.

Guidelines for Facade Improvements

Eligible work is limited to exterior improvements only. Top priority is given to business facades that are easily visible to the public and within public right of ways.

A wide range of investment proposals will be considered, including:

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

Ineligible work includes but is not limited to:

- a) Roofs
- b) Security Systems
- c) General maintenance (except exterior painting)
- d) Interior improvements of any type
- e) Personal Property/Equipment
- f) Interior window/door treatments

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 and Community Development Department.

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

Applicants interested in this program may consult the City of Forest Park Planning and Community Development Department, which may be of assistance during project design and proposal.

Application Guidelines

Applications will be reviewed by the Economic Development Department in the order received. Only complete application packages will be reviewed. Incomplete application packages will be returned to sender.

A complete application package includes the application and all supporting materials. These include construction estimates from a licensed contractor, drawings/sketches of proposed improvements, samples of materials (photos), and any other information to describe the project.

Application Review

The Economic Development Department, authorized by the Development Authority will:

- Review each application package for completeness.
- Determine eligibility.
- Provide recommendations to the Development Authority for funding.
- Each application package will be judged by the following standards for review:
 - Priority will be given to buildings that are visually prominent, buildings with inappropriately applied facades, and facades that are unsightly or need repair.
 - Extent to which the project advances the goals of improving building appearance.
 - Extent of the project's impact upon the overall streetscape and pedestrian atmosphere.
 - Importance of the work proposed.
 - Any other relevant factors deemed by the Economic Development Department to be applicable.

Each applicant will receive confirmation via email indicating the grant award decision, or a request for additional information. In the instance of a decision to deny an application, the email will indicate the board's reason for doing so.

The DA reserves the right to delay, 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 may address any issues identified and re-apply for a façade grant.

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.

Grant Awards

Approved projects will be funded at up to eighty percent (80%) of the approved project's total cost. Awards are made to the applicant who must then pay the contractor or supplier and provide proof of payment.

Various factors are considered when determining grant awards. They include availability of funds, the project, number of applicants, applicant match, and the extent to which projects fulfill the goals and standards for eligible projects.

Maximum Award Structure

Each project is classified with funding limits per category. However, funding may not exceed eighty percent (80%) of the total cost of the project with the applicant providing twenty percent (20%).

- Major Improvements:
 - Restoration and rehabilitation: substantial changes to building's exterior appearance
 - Project total of \$31,250+
 - \$25,000 maximum award from the Façade Grant Program
 - \$6,250 required match from applicant.
- Minor Improvements:
 - Exterior painting, signage, awnings, steps, railings, doors, windows, landscaping, parking, and other fixtures.
 - \$12,000 maximum award with a \$3,000 required match from applicant.

Grant Disbursement

- An amount of up to \$12,000 may be paid to applicant for materials and labor to begin the project.
- Once a project is complete, remaining grant funds are disbursed to the applicant upon:
 - Inspection by the Economic Development Department.
 - Satisfactory completion of the project with conformance to approved plans.
 - 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.

Submit applications and invoices to:

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

ATTACHMENT A

Scope of Work

I. General: The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) sub-element:

XXXXXX – Regional Transportation Planning Study Program

II. Area covered: The study area includes a proposed overpass pedestrian bridge spanning across Forest Parkway and Norfolk Southern Railroad. The bridge will begin at Lake Drive/Forest Pkwy connecting Starr Park with downtown Main Street and the proposed Model Mile Greenway Project. The study will provide an assessment of the proposed pedestrian bridge location. It will provide data on elements such as the span of the bridge, determine best bridge landings, examine the multi-lane state route and railroad tracks that the pedestrian bridge will have to cross over, determine the height of the bridge for safe passage under the proposed bridge, the need to move utilities and proposed costs or options, any right-of-way acquisition/costs, any coordination with the railroad and/or agreements with railroad, any coordination with GDOT for possible intersection improvements, and the feasibility to move forward with the project including estimated construction costs.

III. Goal: The Regional Transportation Planning Study (RTPS) program provides local governments and Community Improvement Districts funds for transportation plans, corridor studies and feasibility studies that support the goals and objectives of the Atlanta Region's Plan. The purpose of these studies is to develop project concepts that improve safety, mobility, and access to all roadway users, while also preparing them for advancement to Scoping and/or PE phases (in future TIP project solicitations).

IV. Project Objectives: The Forest Parkway & Main Street Pedestrian Bridge Feasibility Study (City of Forest Park) will have the following objectives:

1. Develop a feasibility study and concept plan to facilitate the construction of a pedestrian bridge connecting Starr Park with Downtown Main Street. The bridge will provide better connectivity in the city, and access to the city's amenities (Starr Park and the Recreation Center), as well as other government facilities. The railroad impedes connectivity in the city, SR 331/Forest Parkway is a multi-lane highway and pedestrians have to compete with automobile traffic and the trains. A pedestrian overpass bridge will provide safer crossing over the railroad tracks
2. Assess potential design constraints, right-of-way, and utility and environmental impacts and determine mitigation or avoidance strategies.
3. Develop implementation plan with schedule, funding sources, and project cost estimates.
4. Achieve local stakeholders support and input from affected agencies, i.e., ARC, GDOT District 7 Office, and Norfolk Southern Railroad.

V. Work Tasks:

The work to be accomplished under this contract is divided into the following tasks:

Task 1 – Project Management, Public Involvement, & Agency Coordination:

The goal of this task is to develop a planning outreach process that promotes the involvement of all stakeholders in the study area. The City of Forest Park is a diverse community. A concerted effort to reach out to senior, low-income, and minority stakeholder populations should be made. The City and its consultants will be responsible for designing an effective and innovative public involvement program with input from ARC. At a minimum, the outreach process shall include the following:

- The City shall establish a Project Management Team (PMT) that includes, representatives from the City, the consultant, and ARC. This team shall meet monthly to discuss the progress and overall planning effort.
- The consultant will develop a Project Management Plan (PMP), which will be approved by the PMT. The PMP will identify approaches for communication, coordination, QA/QC, and schedule management after the kick-off meeting.
- The City and consultant team must also provide ARC with monthly updates on study progress and upcoming meetings.
- The Consultant will develop a Stakeholder and Public Engagement Strategy (SPE) and schedule to be approved by the PMT.
- The City and consultant team will seek input and comments from major stakeholders. Stakeholders will include, at a minimum, representatives from City of Forest Park, ARC, GDOT District 7 Office, Norfolk Southern Railroad, and adjacent property owners and residents. A variety of techniques may be used to engage these stakeholders, such as in-person meetings, conference calls, focus groups, or stakeholder interviews
- The City will conduct a minimum of three public involvement meetings, events, or opportunities. These may be virtual if in-person gatherings are not deemed safe. Engagement with the public should educate about design alternatives and potential impacts, as well as seeking input and consensus on preferred concepts, typical sections, or improvements. A variety of in-person and virtual tools and approaches should be used, including social media, surveys, and hosting outreach activities in the study area if possible.
- Project information will be uploaded to a project website to provide basic project information to the public, and shall include project materials, meeting summaries, and design alternatives being considered, and shall provide the opportunity to leave feedback. Project information and opportunities for input should also be shared on social media.

Deliverables:

- Kick-off meeting and meeting summary
- Project Management Plan
- PMT meeting minutes
- Stakeholder and Public Engagement Strategy
- Project website and communication materials
- Public engagement meetings and activities summary

Task 2 – Existing Conditions & Technical Analysis:

Conduct a thorough assessment of environmental and right-of-way needs and impacts for the construction of a pedestrian bridge. Review and assess previous plans and existing conditions in the study area. Tasks include:

- Review and assessment of available base data, GIS information, property plats, relevant plans and studies, engineering design plans for planned or programmed transportation projects in the study area, current land use, zoning or policies that impact the study area, and developments underway, permitted, or programmed in the study area.
- Conduct environmental analysis and survey to determine potential impacts, and the need for avoidance or mitigation, as related to cultural and historic resources, MS4 permits, floodplains, wetlands, stream buffer, erosion, existence of underground storage tanks, threatened and endangered species, and other resources covered by NEPA.
- Research of right-of-way (ROW) information to determine number of parcels, easements, property owners, and other impacts, and estimated costs for acquisitions including easements.
- Identify pre-existing utilities that could be impacted by any of the concepts identified.
- Evaluate the possibility of placing existing utilities underground.

Deliverable:

- Existing Conditions Analysis Document

Task 3 – Alternatives Analysis & Concept Plan Development:

Prepare a concept layout, typical sections, and alternate concepts for pedestrian facilities and the proposed bridge project based on the existing conditions, technical analysis, and public involvement. Specific elements shall include:

- Evaluation of the relative feasibility and constructability of alternative pedestrian pathways over SR 331 and the Norfolk Southern Railroad.
- Include cost benefits of each alternative and document decision making process for determining preferred alternative.
- Evaluation of innovative stormwater management alternatives and minimization of environmental impacts. Concepts should also be consistent with ARC's and GDOT's Complete Streets and other design policies and incorporate FHWA's Proven Safety Countermeasures where appropriate.
- Prepare a GDOT Concept Report for the preferred concept, which includes analysis of potential environmental impacts, ROW (temporary and permanent) and utility relocation cost estimates (including railroads), and a concept layout and typical sections. Seek preliminary review and comments of concept report from appropriate GDOT staff.
- Prepare an implementation schedule that identifies the logical phases of implementation, potential funding or implementation partners, responsibilities, cost estimates, timeline, and potential sources of funding for each phase.

Deliverable:

- Concept Plan

Task 4 – Prepare Project Deliverables:

The following shall be developed and submitted to the City of Forest Park and ARC in the format indicated below:

Deliverables:

- Forest Parkway & Main Street Pedestrian Bridge Feasibility Study (City of Forest Park) Summary Document: Prepare a document summarizing the goals of the project, methodology, public involvement process and input obtained, existing conditions, technical analysis findings, and cost estimates. Include concept layout and typical sections for any preferred alternatives.
- Completed GDOT Concept Report Form, including appendices (e.g., traffic and safety data, environmental surveys, etc.).

Format:

- Single combined PDF of the final study summary report, including attachments or appendices, concept layouts, and typical sections.
- PDF of the completed GDOT Concept Report, including appendices.
- All electronic files in their original formats (e.g., MS Word, Excel, InDesign, etc.) with supporting graphics, CAD, and GIS shape files.

Note: GDOT will not be reviewing or approving the concept report at this time. This is a feasibility study and generally GDOT does not have the resources to review concept reports for projects that do not have committed federal funds in the TIP. The purpose of this deliverable is to be able to complete an ARC funding application and be positioned to submit a concept report to GDOT immediately if/when the project receives federal funds.

ATTACHMENT B

Compensation and Method of Payment

I. Compensation: The total cost of the Project (as described in “Attachment A”) is \$200,000. ARC’s compensation to the Subgrantee will not exceed 80 percent of the actual costs incurred. However, in no event will the total compensation and reimbursement, if any, to be paid to the Subgrantee under this contract exceed the sum of \$160,000. All costs in excess of \$160,000 are to be paid by the Subgrantee.

A breakdown of this compensation is shown in Exhibit B-1, “Budget Estimate”, which is attached to and made part of this contract for financial reporting, monitoring, and audit purposes.

II. Method of Payment: The following method of payment replaces that specified in the main body of the contract.

A. Progress Payments: The Subgrantee shall be entitled to receive progress payments on the following basis. As of the last day of each month during the existence of this contract, the Subgrantee shall prepare an invoice for payment documenting work completed and costs incurred during the invoice period. This invoice shall be submitted to ARC along with the monthly report by the 10th of the following month. Any work for which reimbursement is requested may be disallowed at ARC’s discretion if not properly documented, as determined by ARC, in the required monthly narrative progress report.

Upon the basis of its audit and review of such invoice and its review and approval of the monthly reports called for in the paragraph concerning “Reports” in the main body of the contract, ARC will, at the request of the Subgrantee, make payments to the Subgrantee as the work progresses but not more often than once a month. Invoices shall reflect 100% of the allowable actual costs incurred, be numbered consecutively, and submitted each month until the project is completed. Reimbursement payments from ARC shall be at 80% of the approved invoiced costs.

Subgrantee’s monthly invoices and monthly narrative progress reports are to be submitted to the ARC Director or his authorized agent and must be received by him not later than the 10th day of the following month. ARC may, at its discretion, disallow payment of all or part of an invoice received after this deadline.

B. Final Payment: Final payment shall only be made upon determination by ARC that all requirements hereunder have been completed. Upon such determination and upon submittal of a final invoice, ARC shall pay all compensation due to the Subgrantee, less the total of all previous progress payments made.

Subgrantee's final invoice and documents as described in "Attachment A, Task 5 – Prepare Project Deliverables" must be received by ARC no later than one month after the project completion date specified in Paragraph 3 of the contract. ARC may, at its discretion, disallow payment of all or part of a final invoice received after this deadline.

III. Completion of Project: It is agreed that in no event will the maximum compensation and reimbursement, if any, to be paid to the Subgrantee under this contract exceed \$160,000 and that the Subgrantee expressly agrees that they shall do, perform, and carry out in a satisfactory and proper manner, as determined by ARC, all of the work and services described in Attachment A.

IV. Access to Records: The Subgrantee agrees that ARC, the Concerned Funding Agency, or Agencies and, if appropriate, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Subgrantee which are directly pertinent to the project for the purpose of making audit, examination, excerpts and transcriptions.

The Subgrantee agrees that failure to carry out the requirements set forth above shall constitute a breach of contract and may result in termination of this agreement by ARC or such remedy as ARC deems appropriate.

V. ARC's Designated Agent. In accordance with Paragraph 5 of the main body of this contract, ARC's Director hereby designates ARC's Director of Center for Livable Communities, as his agent ("Cognizant Center Director") for purposes of this contract only, except for executing amendments hereto.

EXHIBIT B-1

Budget Estimate

Task 1 – Project Management, Public Involvement, & Agency Coordination	\$ 30,000
Task 2 – Existing Conditions & Technical Analysis	\$ 50,000
Task 3 – Alternatives Analysis & Concept Plan Development	\$100,000
Task 4 – Prepare Project Deliverables	\$ 20,000
Total Cost	\$200,000
ARC Share (80%)	\$160,000
Local Share (20%)	\$ 40,000

* Note: The estimates listed above are preliminary and actual costs by task may vary so long as the total contract value does not increase. Any change to the budget estimates shown above must be requested by email or in writing and approved by ARC’s Cognizant Center Director.

Development Authority

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

Revenues

Use of Fund Balance (as of June 13, 2022)	\$1,417,636.79
Kroger Pilot Payment	1,100,000.00
Lease Income	\$79,200.00
Sale of Property	-
Total Anticipated Revenue	\$2,596,836.79

Expenses

Operating Expenses

Salaries	\$23,473.00
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 Anticipated Operating Expenses	\$1,673,973.00

Special Programs

Façade Grant Program	\$263,028.85
Airport South CID	\$30,000.00
Pedestrian Bridge Matching Funds	\$40,000.00
Workforce Programming	\$50,000.00
Emergency Fund	\$20,000.00
Total Anticipated Program Expenses	\$403,028.85

Total Anticipated Expenses **2,077,001.85**

Revenue Over (Under) Expenses: **\$519,834.94**

Development Authority DRAFT OPERATING BUDGET July 1, 2022-June 30, 2023				
	FY 22 Approved	FY23 Proposed	Variance	Details
Revenues				
Starting Balance on 6/13/2022	\$ 1,300,000.00	\$ 1,417,636.79	\$ 117,636.79	\$1,300,000.00 was starting balance for FY22 budget. Only included for continuity purposes.
Kroger Pilot Payment	\$ 1,100,000.00	\$ 1,100,000.00	\$ -	
Lease Income	\$ 78,000.00	\$ 79,200.00	\$ 1,200.00	Total Revenue if all 10 units are occupied @ \$500/month for retail plaza & \$1,100/month for 848 Main Street
TAD Funds	\$ 50,000.00	\$ -	\$ (50,000.00)	
Sale of Property	\$ -	\$ -	\$ -	Due to variability in sales, revenue from land sales not included in anticipated revenue.
Total Anticipated Revenues (FY22-23)	\$ 2,528,000.00	\$ 2,596,836.79	\$ 68,836.79	
Expenses				
Operating Expenses:				
Salaries	\$ (23,473.00)	\$ 23,473.00	\$ -	Economic Development Staff
Attorney Fees	\$ -	\$ 30,000.00	\$ 30,000.00	Kirby Glaze
Property Management Services	\$ -	\$ 6,000.00	\$ 6,000.00	Franks & White
Bank Service Fees	\$ (2,000.00)	\$ 2,000.00	\$ -	
Utilities	\$ -	\$ 7,500.00	\$ 7,500.00	
Security	\$ -	\$ 500.00	\$ 500.00	
Insurance - Liability	\$ (2,000.00)	\$ 2,000.00	\$ -	
Postage & Delivery	\$ (2,000.00)	\$ 1,000.00	\$ (1,000.00)	Decreased due to actual usage/anticipated need
Due to General Fund	\$ (1,100,000.00)	\$ 1,100,000.00	\$ -	
Trainings, Meetings, & Travel	\$ (15,000.00)	\$ 50,000.00	\$ 35,000.00	Increase due to anticipated need
Printing, Supplies, & Signs	\$ (3,000.00)	\$ 1,500.00	\$ (1,500.00)	Decreased due to actual usage/anticipated need
Public Relations & Marketing	\$ -	\$ 50,000.00	\$ 50,000.00	
Construction & Remodeling	\$ (200,000.00)	\$ -	\$ (200,000.00)	Moved to repairs & maintenance
Repairs and Maintenance:	\$ -	\$ 300,000.00	\$ 300,000.00	Includes landscaping for properties and funds for any proposed remodeling projects
Contract Services	\$ (300,000.00)	\$ 100,000.00	\$ (200,000.00)	Some contract services have been moved to their own line item (ex. Attorney fees, Property Management, Repairs & Maintenance, and Public Relations). Remaining funds to allocated for expenses like surveys, appraisals, photography, etc.
Total Anticipated Operating Expenses (FY22-23):	\$ (1,647,473.00)	\$ 1,673,973.00	\$ 26,500.00	
			\$ -	
Special Programs				
Façade Grant Program	\$ (200,000.00)	\$ 263,028.85	\$ 63,028.85	Includes remaining grant funds from FY21-22 & \$100,000 for FY 22-23
Airport South CID	\$ (30,000.00)	\$ 30,000.00	\$ -	
FP Bridge Feasibility Study Matching Funds	\$ -	\$ 40,000.00	\$ 40,000.00	
Workforce Programming	\$ -	\$ 50,000.00	\$ 50,000.00	
Emergency Fund	\$ -	\$ 20,000.00	\$ 20,000.00	
Total Anticipated Program Expenses (FY22-23):	\$ (230,000.00)	\$ 403,028.85	\$ 173,028.85	
Total Anticipated Expenses (FY22-23):	\$ (1,877,473.00)	\$ 2,077,001.85	\$ 199,528.85	
Revenue Over (Under) Expenses:	\$ 650,527.00	\$ 519,834.94	\$ (130,692.06)	



Development Authority
745 Forest Parkway
Forest Park, GA 30297
Office: (404) 363-2454
www.forestparkga.gov

SCOPE OF WORK FOR PROPERTY LANDSCAPING AND MAINTENANCE FOR FOREST PARK DEVELOPMENT AUTHORITY

Summary of Work: The Development Authority of Forest Park seeks a contractor for an agreement for landscaping and maintenance of properties it owns in the City of Forest Park. Properties includes vacant lots and buildings---see attached list and aerial of properties. The work is to be performed by a professional landscaping contractor who is licensed and insured and has been prequalified by the City of Forest Park Office of Procurement. Work to include:

- Mow grass in required areas, as described by the attached property list
- Trim sidewalks, parking lots, fence, and property lines as needed
- Maintain property on public right of way to curb to include grass on street side of sidewalk
- Remove fallen limbs and trash as needed
- Trim and maintain ornamental landscaping around buildings and lots where necessary
- Perform other minor clean up and trash removal as needed

Locations: Refer to the attached list of properties as well as ariel map showing properties. The City Economic Development Department will show the contractor the subject properties and discuss maintenance.

Contract Management: The contractor will report to the Development Authority through the City Economic Development Department. The City Economic Development Department will inspect the work and manage billing.

Start of Work: The work will commence immediately after written authorization per below from the Development Authority to proceed. This agreement may be revoked by either party with sixty days' notice for any cause. By signing this Scope of Work below, contractor agrees to perform this work on behalf of the Development Authority.

For questions before and during the work, please contact: Charise Clay, Economic Development Department
City of Forest Park, 785 Forest Parkway, Forest Park, GA 30297 (470) 622-9053 CCLay@forestparkga.gov

Contractor price and terms to perform Scope of Work:

\$ 750 /MONTH FROM MARCH TO NOVEMBER TWO TIMES PER MONTH.

\$ 350 /MONTH DECEMBER TO FEBRUARY ONE TIME PER MONTH.

\$ 2,000 PAID AT START TO CLEAN/REPAIR FOR REGULAR MAINTENANCE.

Contractor name, address, phone, email _____

Contractor signature and date _____

Forest Park Dev Auth signature, date Billy Freeman 8-11-22
BILLY FREEMAN, CAAIR



MAIN ST. DEV AUTH LOTS & BIDDERS TO MAINTAIN, 8-5-22

Item #9.

	Address	Parcel ID	Acres/Sq. Ft.	Zoned Use	Notes	Legend
Development Authority	4888 Evans Drive	130508 H002	.39 acres	Downtown Main Street	Empty Lot. Future Land Use - Commercial. County Parcel Mistake - records indicate that 4888 Evans Drive is owned by the person who lives at 4878 Evans Dr. and 4878 Evans Drive is owned by the DA, but this is not accurate. DA owns 4888 Evans Dr & 4878 is owned by Keith Ann City	Properties highlighted in gray indicate the property is in use by the City or another entity. Properties highlighted in green indicate the property is an undeveloped lot.
Development Authority	5035 Jonesboro Road	12177 208001A	6 acres	Downtown Main Street	Empty Lot on Corner of Jonesboro Rd and Courtney Dr	
Development Authority	670 Main Street	13050A M002	.5 acres	Downtown Main Street	Empty Lot next to Liberty Church	
Development Authority	696 Main Street	13050A L001	8,200 sq. ft.	Downtown Main Street	Community Center (Old Library)	
Development Authority	751 Main Street	13050A J002	5,000 sq. ft.	Downtown Main Street	Rental Property Managed by Franks & White. Selling Recommendation: sell w/ 771 Main Street as one lot.	
Development Authority	760 Main Street	13050B K005	.41 acres	Downtown Main Street	Empty Lot - building demolished November 2021 Recommendation: sell w/ 770 Main Street as one lot.	
Development Authority	770 Main Street	13050B K002	.55 acres	Downtown Main Street	Empty Lot - Old Theatre demolished November 2021 Recommendation: sell w/ 760 Main Street as one lot.	
Development Authority	771 Main Street	13050A J003	2,700 sq. ft.	Downtown Main Street	Rental Property Managed by Franks & White. Recommendation: sell w/ 751 Main Street as one lot.	
Development Authority	775 Main Street	13050A J004	.26 acres	Downtown Main Street	SW Corner of North Lake & Main Street: Empty Lot - review LCI Recommendation	
Development Authority	794 Main Street	13050B J001A	.18 acres	Downtown Main Street	NE Corner of North Lake & Main Street: Empty Lot - review LCI Recommendation. Selling Recommendation: sell w/ parcel #13050B J001	
Development Authority	848/850 Main Street	13050B J002	9,600 sq. ft.	Downtown Main Street	Main Street Dental (tenant - @ 848). City uses remaining building (850) for additional office space and event space.	
Development Authority	861 Main Street	13050B T007	.29 acres	Downtown Main Street	Empty Lot - review LCI Recommendation	
Development Authority	Glade Road	13018C B001	.26 acres	Residential	Empty lot of trees at Hendrix Dr & Glade Rd	
Development Authority	Jonestown Road	13049B D006	1.28 acres	Downtown Main Street	Empty Lot of Trees between Firststone and and the Gillem Enclave	
Development Authority	Main Street	13051A A005	1.28 acres	Light Industrial	Empty Lot - review Recommendations: 221 Cassman?	
Development Authority	North Lake Drive	13050B J001	.18 acres	Downtown Main Street	Empty Lot Baking 794 Main Street - review LCI Recommendation: Selling Recommendation: sell w/ 794 Main Street as one lot.	
Development Authority	2000 Anvil Block Road	12178 207001	600,000+ sq. ft.	Gillem District	Kroger - Tax Abatement/Bond	
Development Authority	2105 Anvil Block Road	12204 212010	200,000+ sq. ft.	Gillem District	Tax Abatement - Robinson Weeks - Building 800	
Development Authority	4818 West Street	13050A N001	n/a	Residential (Two Family)	Front of new library	
Development Authority	330 Forest Parkway	13051A C005	4.57 acres	Commercial	Site for new City Center along w/371 Central Ave	
Development Authority	371 Central Ave	13051 C003	1.21 acres	Commercial	Site for new City Center along w/330 Forest Pkwy	

MULTIPLE LOTS SAME LOCATIONS

* BUILDINGS w/ LANDSCAPE





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

Item #9.