



CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, May 22, 2025 at 3:00 PM
City Hall-Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

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

ECONOMIC DEVELOPMENT
745 Forest Parkway
Forest Park, GA 30297

AGENDA

Angelyne Butler, *Chairwoman*
Eric Stallings, *Vice Chairman*
Jacklyn Faith, *Member*
Nancy Howard, *Member*
Tre Holland, *Member*
Dhaval Shah, *Member*
Jay Evans, *Member*

CALL TO ORDER/WELCOME:

ROLL CALL:

ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS:

APPROVAL OF MINUTES:

- [1.](#) Approval of March 27, 2025, Meeting Minutes

FINANCIAL REPORT:

[April](#) 2025 Financial Report

OLD BUSINESS:

2. Update and Discussion of the DDA Advanced Board Training

NEW BUSINESS:

- [3.](#) Review and Approval of HVAC Proposals for 819 Forest Parkway, Suite D

MAIN STREET UPDATE:

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 404-366-4720.



CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, March 27, 2025, at 3:00 PM
City Hall-Council Chambers, Virtual Meeting Via Zoom and YouTube Livestream

Website: www.forestparkga.gov

Phone Number: (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway
Forest Park, GA 30297

MINUTES

Angelyne Butler, *Chairwoman*

Eric Stallings, *Vice Chairman*

Jacklyn Faith, *Member*

Nancy Howard, *Member*

Tre Holland, *Member*

Dhaval Shah, *Member*

Jay Evans, *Member*

CALL TO ORDER/WELCOME: Chairwoman Angelyne Butler called the Downtown Development Authority Regular Meeting on March 27, 2025, to order at 3:13pm.

PRESENT:

Angelyne Butler

Eric Stallings (Arrived at 3:53pm)

Jacklyn Faith (Attended via Zoom)

Nancy Howard (Attended via Zoom)

Jay Evans

ALSO PRESENT:

Ricky L. Clark, Jr., City Manager (Attended via Zoom)

Danielle Matricardi, City Attorney

John Wiggins, Director of Finance

Rochelle B. Dennis, Interim Director of Economic Development

Charise Clay, Economic Development Staff Assistant

ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS: Jacklyn Faith made a motion to adopt the agenda for March 27, 2025, as submitted. Jay Evans seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES:

1. Approval of February 27, 2025, Meeting Minutes: Jay Evans made a motion to approve the February 27, 2025, regular meeting minutes as submitted. Nancy Howard seconded the motion. The motion passed unanimously.

OLD BUSINESS:

2. **Review & Discussion of Property Landscaping Contract:** Rochelle B. Dennis provided a review of Downtown Development Authority lots for cuts and maintenance by Anderson Lawncare. Weekly cuts began on March 18, 2025 and will continue through late-Fall. Anderson Lawncare is under contract with the DDA until June 2025. Staff will start the re-bid process in May 2025.
3. **Discussion & Update on 4987 East Street Renovations:** Rochelle B. Dennis provided an update on East Street renovations including the status of installation of back deck, privacy fence, and tree-trimming. Contracts have been awarded, and staff expect work to be complete by end of April 2025. City Manager, Ricky L. Clark, Jr., in the coming weeks is meeting with a furniture vendor to furnish the property.
4. **Discussion & Update on 4523 Ernest Drive Property:** This discussion will be tabled until funding is verified.

NEW BUSINESS:

5. **Board Discussion and Review of Intergovernmental Agreement between DDA and Public Works:** There is not a current Intergovernmental Agreement between the DDA and the City of Forest Park's Public Works Department. Attorney Matricardi will draft an IGA for review, consideration, and approval.
6. **Board Discussion and Approval of Georgia Power Tree Trim / Clearing Easement:** Jay Evan made a motion to approve the Georgia Power Tree Trim / Clearing Easement with a \$300 payment to the DDA by Georgia Power. Jacklyn Faith seconded the motion. The motion unanimously passed.

FINANCIAL REPORT:

John Wiggins, Director of Finance, provided the February 2025 Financial Report of the Downtown Development Authority. The DDA checking account had an opening balance of \$4,786,728 with an ending balance of \$656,897. The DDA Series 2023B had an opening balance of \$1,163,916 with an ending balance of \$1,166,737. The DDA Main Street checking account had an opening balance of \$1,088,690 with an ending balance of \$1,091,329. The DDA Georgia Fund 1 account had an opening balance of \$2,060,376.52 with an ending balance of \$2,068,027.99.

MAIN STREET UPDATE: Rochelle B. Dennis provided an update on activities occurring on Main Street with an emphasis on the 2025 calendar of events. A Main Street logo is in the works followed by the creation of branded swag and collateral. Light pole banners to replace the current banners are in creation as well. A comprehensive sponsorship package for businesses and stakeholders is in process. Mrs. Dennis has been asked to be a member of the Public Art program within the City to assist with the creation of branded art with the Arts & entertainment District. Volunteers are always needed for Main Street events, so a Main Street Ambassador Program is being created to assist and promote life on Main Street. She has continued to report Main Street events and happenings to DCA's GA Main Street Program.

ECONOMIC DEVELOPMENT UPDATE:

Nancy Howard made a motion to approve the necessary renovations and repairs to include mold remediation, HVAC repairs, and internal paint for 819 Forest Parkway, Suite D not to exceed \$35,000. Jacklyn Faith seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION:

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

Eric Stallings made a motion to enter Executive Session at 4:30pm. Jay Evans seconded the motion. The motion passed unanimously.

Eric Stallings made a motion to adjourn the Executive Session and to reconvene the regular meeting at 5:49pm. Jay Evans seconded the motion. The motion passed unanimously.

Eric Stallings made a motion to direct the City Manager to explore financing options to include but not limited to crowd funding and donations for the redevelopment of 4523 Ernest Drive. Nancy Howard seconded the motion. The motion unanimously approved.

Jay Evans made a motion to authorize legal counsel to prepare a contract not to exceed \$500,000 with TPI Group for a single-family residential home at 4523 Ernest Drive. Eric Stallings seconded the motion. The motion unanimously passed.

Jay Evans made a motion to provide consent to the Easement Agreement between CPF Gillem Logistics Center 300 LLC and The Realty Associates Fund XII Portfolio LP. Eric Stallings seconded the motion. The motion unanimously passed.

Jay Evans made a motion to approve amendment to purchase and sale agreement with Craig Pharms for 4879 West Street. Eric Stallings seconded the motion. Nancy Howard voted no. The motion carried.

Jay Evans made a motion to accept an offer from City of Forest Park to purchase 1.754 acres of land located in Fort Gillem for a future right-of-way. Eric Stallings seconded the motion. The motion carried.

ADJOURNMENT:

Chairwoman Butler adjourned the meeting at 5:53pm.

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 404-366-4720.

DOWNTOWN DEVELOPMENT AUTHORITY FUND

Operating Cash:

	Beginning Budget	Deposits	WDs and Debits	Ending Balance
DDA Checking 0510	803,403	166,852	28,076	942,179
DDA Series 2023B 3693	849,243	1,957	-	851,200
DDA Main Street Checking 1160	946,115	2,180	-	948,295
Total Operating Cash:	2,598,761	170,988	28,076	2,741,674

Operating Revenue:

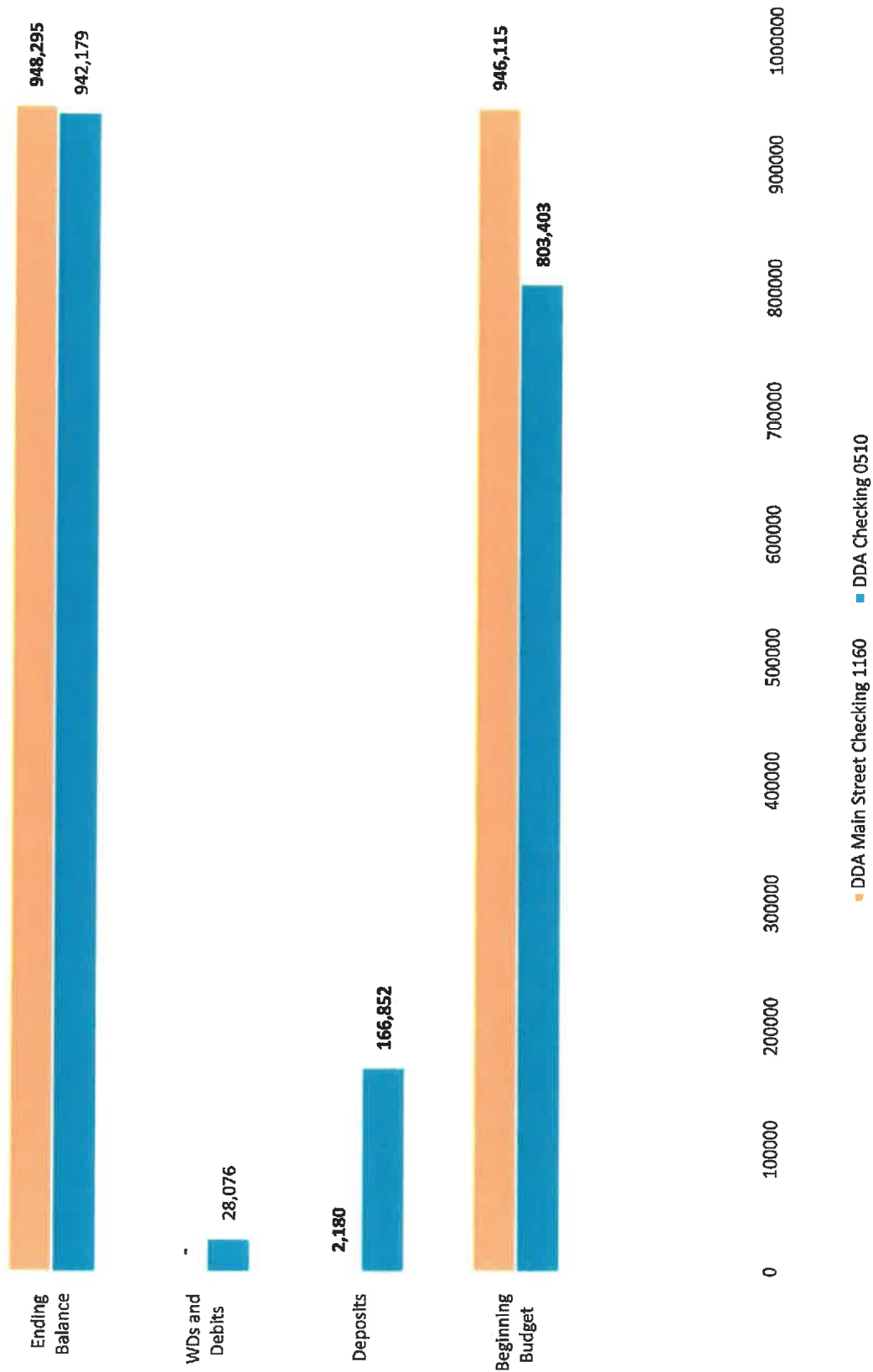
	Budget	YTD Actual	Encumbrance	Budget Balance
Taxes	-	81,250	-	(81,250)
Intergovernmental Rev	357,000	3,300,326	-	(2,943,326)
Investment Income	150,000	205,673	-	(55,673)
Miscellaneous Revenue	110,000	90,785	-	19,215
Other Sources	812,768	-	-	812,768
Total Revenue Sources:	1,429,768	3,678,033	-	(2,248,265)

Operating Expense:

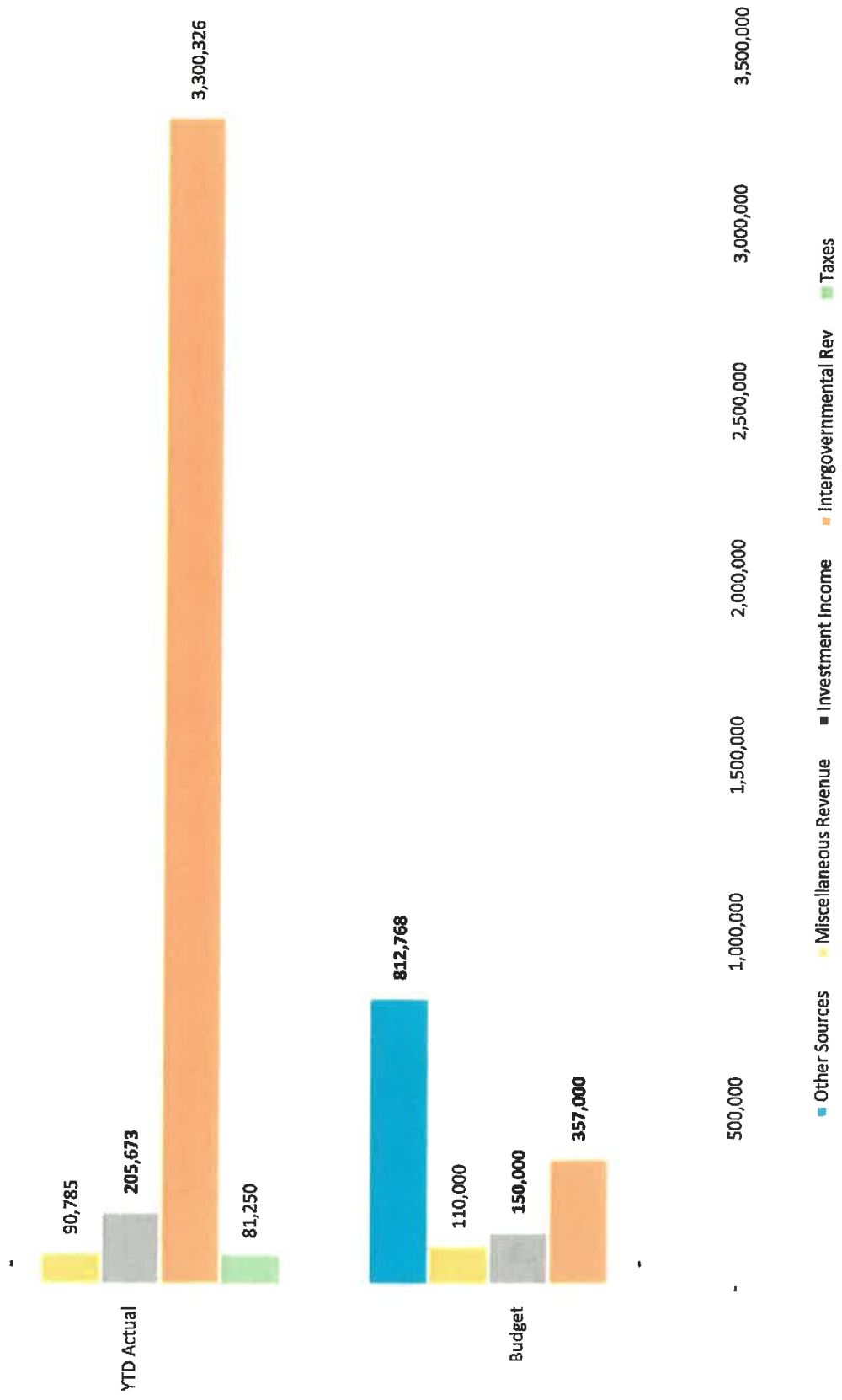
	Budget	YTD Actual	Encumbrance	Budget Balance	% Used
Salaries	45,000	-	-	45,000	0%
Exce Dir Salary Supplement	14,000	-	-	14,000	0%
Insurance Liability	2,500	1,213	-	1,287	49%
Travel for Employees	1,000	-	-	1,000	0%
Bank Charges / Financial Service	1,500	2,201	-	(701)	147%
Training & Conferences	7,000	5,000	279	1,721	71%
Professional Services	341,077	267,062	42,164	31,851	78%
Technical Services	8,732	5,923	(3,579)	6,388	68%
Repairs and Maintenance	47,492	19,971	25,086	2,435	42%
Advertising / Promo	29,000	-	-	29,000	0%
Printing / Postage	12,000	997	-	11,003	8%
Dues and Subscriptions	1,000	250	-	750	25%
Public Relations	51,000	(49)	-	51,049	0%
Special Events	50,000	49,869	-	131	100%
Supplies	106,508	106,508	-	0	100%
Utilities	18,000	11,891	1,211	4,898	66%
Infrastructure / Construction	32,000	250	21,790	9,960	1%
Catalyst Development Site	64,280	64,280	-	-	100%
Bond Debt Pymt 819 & 832	134,411	-	-	134,411	0%
Purchase Property/Land DDA	13,268	7,968	-	5,300	60%
Reserve for Contingencies	5,000	-	-	5,000	0%
Loss on Disposition - Property	-	397,400	-	(397,400)	0%
Issuance Cost	145,000	-	-	145,000	0%
Interest Expense	300,000	-	-	300,000	0%
Total Expense:	1,429,768	940,734	86,951	402,084	66%

Total Net Position as of April 2025:	-	2,737,300	(86,951)	(2,650,349)
---	----------	------------------	-----------------	--------------------

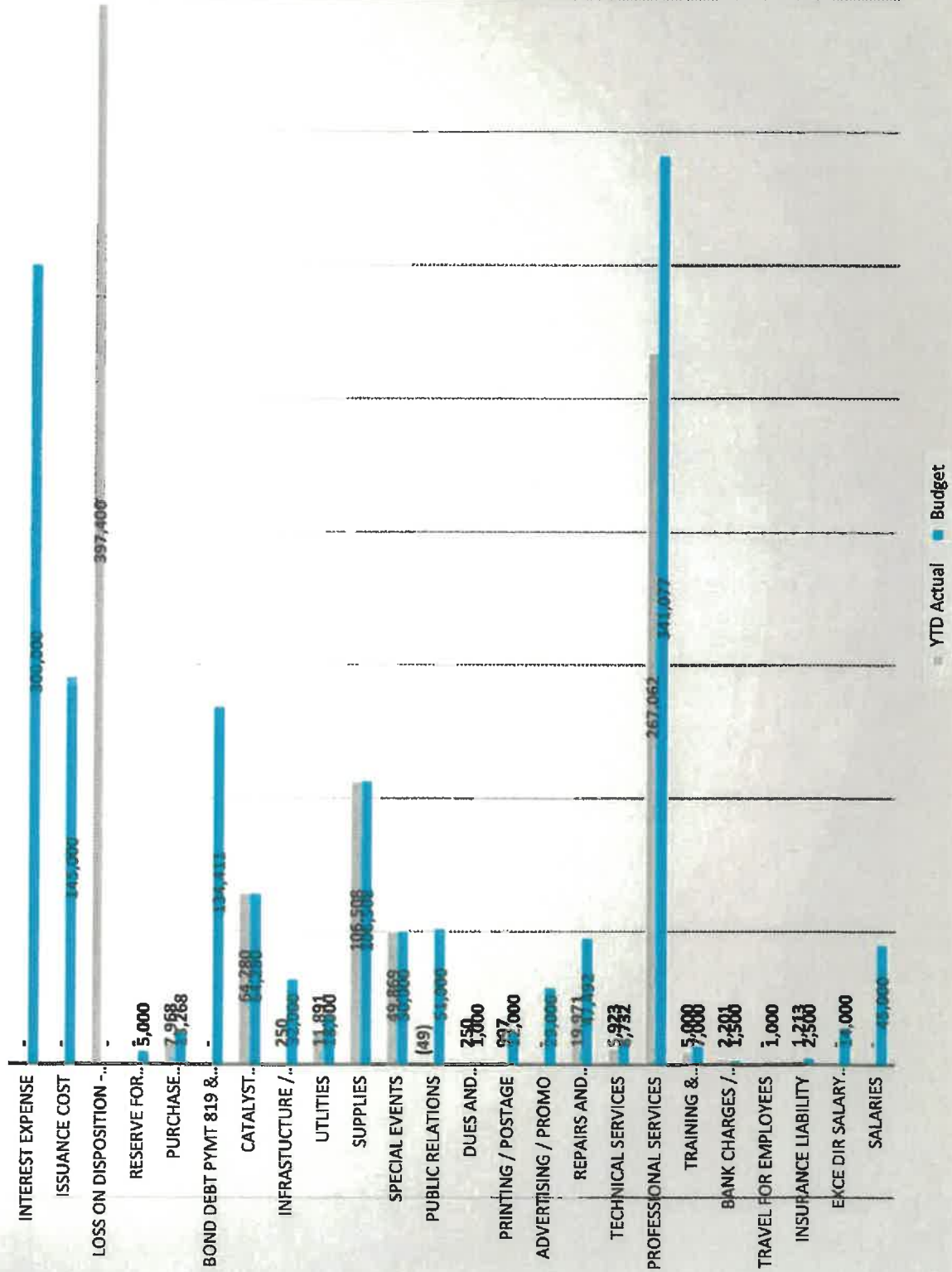
Operating Cash



Operating Revenues



OPERATING EXPENSE



REGULAR DEPARTMENT PAYMENT REPORT

PAGE: 1
BANK: DDA

5/21/2025 8:39 AM
VENDOR SET: 01 FOREST PARK, GA
FUND : 590 DOWNTOWN DEVELOPMENT AUTH
INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999
PAY DATE RANGE: 4/01/2025 THRU 4/30/2025
BUDGET TO USE: CB-CURRENT BUDGET

VENDOR NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-022935 HOME DEPOT, PUBLIC WO I-024402/804714		590 22-7520-52-2201	REPAIRS AND M: DDA PROPERTY REPAIR-	000690		128.33
			VENDOR 01-022935	TOTALS		128.33
01-023379 WASTE MANAGEMENT-SOUTH I-5242758-1375-5		590 22-7520-53-1106	UTILITIES : 769 MAIN ST.	001322		27.40
01-023379 WASTE MANAGEMENT-SOUTH I-5243389-1375-8		590 22-7520-53-1106	UTILITIES : 819 FOREST PKWY	001323		351.21
			VENDOR 01-023379	TOTALS		378.61
01-024915 ARTS CLAYTON, INC. I-01234		590 22-7520-52-3914	SPECIAL EVENT: DDA SPONSORSHIP	001314		2,500.00
			VENDOR 01-024915	TOTALS		2,500.00
01-025661 GAS SOUTH I-413496198960		590 22-7520-53-1106	UTILITIES : DDA PROPERTY- 4879	001327		169.07
			VENDOR 01-025661	TOTALS		169.07
01-025775 GRAYBAR I-9341227894		590 22-7520-52-2201	REPAIRS AND M: DDA REPAIRS	001321		44.44
			VENDOR 01-025775	TOTALS		44.44
01-027186 HOWARD JOHNSON dba I-0025107		590 22-7310-54-1411	INFRASTRUCTUR: 819 FOREST PKWY SUIT	001311		250.00
			VENDOR 01-027186	TOTALS		250.00
01-030352 CLAYTON COUNTY WATER A I-1258761203/26/2025		590 22-7520-53-1106	UTILITIES : 753 MAIN STREET	001315		3.75
01-030352 CLAYTON COUNTY WATER A I-32711437MARCH25		590 22-7520-53-1106	UTILITIES : 819 FOREST PKWY	001316		414.01
01-030352 CLAYTON COUNTY WATER A I-3271881103/25/25		590 22-7520-53-1106	UTILITIES : 982 MAIN STREET	001317		3.80
01-030352 CLAYTON COUNTY WATER A I-3272173703/25/25		590 22-7520-53-1106	UTILITIES : 4987 EAST STREET	001318		23.07
01-030352 CLAYTON COUNTY WATER A I-32726242MARCH25		590 22-7520-53-1106	UTILITIES : 4879 WEST STREET	001319		39.61
01-030352 CLAYTON COUNTY WATER A I-MAR2532718811		590 22-7520-53-1106	UTILITIES : 982 MAIN ST.	001310		3.80
			VENDOR 01-030352	TOTALS		488.04
01-070140 GEORGIA POWER CO. I-04/25 90309-75073		590 22-7520-53-1106	UTILITIES : 4879 WEST STREET	001320		30.00
01-070140 GEORGIA POWER CO. I-4/202515032-62389		590 22-7520-53-1106	UTILITIES : 819 FOREST PKWY- STE	001320		30.00
			VENDOR 01-070140	TOTALS		60.00

REGULAR DEPARTMENT PAYMENT REPORT

5/21/2025 8:39 AM
VENDOR SET: 01 FOREST PARK, GA
FUND : 590 DOWNTOWN DEVELOPMENT AUTH
INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999
PAY DATE RANGE: 4/01/2025 THRU 4/30/2025
BUDGET TO USE: CB-CURRENT BUDGET

VENDOR NAME	ITEM #	G/L ACCOUNT	NAME	DESCRIPTION	CHECK #	AMOUNT
01-230192 DEVELOPMENT AUTHORITY	I-265270413	590 00-0000-38-1000	DD AUTH RENT	: DEVELOPMENT AUTHORITY	001312	1,468.58
				VENDOR 01-230192 TOTALS		1,468.58
01-232164 BROWN ELECTRICAL SERVI	I-5089	590 22-7520-52-2201	REPAIRS AND M:	DDA PROPERTY- 819	000678	295.00
				VENDOR 01-232164 TOTALS		295.00
01-232348 CLEAN SPACE PORTABLE R	I-INVO001412	590 22-7520-52-3914	SPECIAL EVENT:	DDA EVENT	001325	1,600.00
				VENDOR 01-232348 TOTALS		1,600.00
01-232583 ANDERSON LAWN CARE, LL	I-819	590 22-7520-52-1205	PROFESSIONAL :	DDA LANDSCAPER	001313	1,590.81
01-232583 ANDERSON LAWN CARE, LL	I-823	590 22-7520-52-1205	PROFESSIONAL :	DDA LANDSCAPER	001313	1,665.81
01-232583 ANDERSON LAWN CARE, LL	I-832	590 22-7520-52-1205	PROFESSIONAL :	DDA LANDSCAPER	001324	1,535.83
01-232583 ANDERSON LAWN CARE, LL	I-837	590 22-7520-52-1205	PROFESSIONAL :	DDA LANDSCAPER	001324	1,535.83
				VENDOR 01-232583 TOTALS		6,328.28
01-232610 DUNCAN'S LANDSCAPING &	I-61728	590 22-7520-52-1205	PROFESSIONAL :	CITY FOUNTAIN PLAZA	001326	4,041.00
				VENDOR 01-232610 TOTALS		4,041.00
01-233070 INNOVATIVE GLOBAL CONS	I-111	590 22-1510-52-3701	TRAINING & CO:	ECON DEV SUMMIT REGI	000645	5,000.00
				VENDOR 01-233070 TOTALS		5,000.00
				VENDOR SET 590 DOWNTOWN DEVELOPMENT AUTH	TOTAL:	22,751.35
				REPORT GRAND TOTAL:		22,751.35

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
2024-2025	590-00-0000-38-1000	DD AUTH RENT 75*NON-EXPENS	1,468.58	0	4,800.25		
	590-22-1510-52-3701	TRAINING & CONFERENCES	5,000.00	7,000	1,721.00		
	590-22-7310-54-1411	INFRASTRUCTURE/CONSTRUCTIO	250.00	32,000	1,560.00		
	590-22-7520-52-1205	PROFESSIONAL SERVICES	10,369.28	341,077	8,810.50		
	590-22-7520-52-2201	REPAIRS AND MAINTENANCE	467.77	47,492	2,435.42		
	590-22-7520-52-3914	SPECIAL EVENTS	4,100.00	50,000	130.61		
	590-22-7520-53-1106	UTILITIES	1,095.72	18,000	3,939.31		
		TOTAL:	22,751.35				

NO ERRORS

SELECTION CRITERIA

VENDOR SET: 01 FOREST PARK, GA
INVOICE DATE RANGE: 1/01/1998 THRU 99/99/9999
PAY DATE RANGE: 4/01/2025 THRU 4/30/2025
BANK: DDA -DOWNTOWN DEV AUTH
BUDGET: CB-CURRENT BUDGET
SEQUENCE: VENDOR NUMBER
REPORT TYPE: 1 LINE
TOTALS ONLY: NO
PRINT PROJECTS: YES
PRINT SUB COMMENTS: NO
DEPARTMENT OPTIONS

SEPARATE BY DEPARTMENT: NO
G/L RANGE: 590-00-0000-00-0000 THRU 590-99-9999-99-9999
DEPARTMENT RANGE: THRU ZZZZ
PAGE BREAK BY DEPARTMENT: YES
CHECK RANGE: 000000 THRU 999999

** END OF REPORT **



Office of the State Treasurer
Georgia Fund 1
Statement of Account

DWNTWN DEV AUTH OF THE CITY OF FOREST PARK (1144-

Statement Period

Tue, 01 Apr 2025 through Wed, 30 Apr 2025

DDA MAIN STREET PROJECT ACCOUNT
745 FOREST PKWY
FOREST PARK GA 30297

Account Type

DWNTWN DEV AUTH OF THE CITY OF FOREST

Current Yield	4.38709
Prior Balance	\$2,082,749.85
Deposits	\$0.00
Withdrawals	\$0.00
Earnings Reinvested	\$7,510.03
New Balance	\$2,090,259.88

Date	Activity	Amount	Balance
04/01/2025	Forward Balance	\$0.00	\$2,082,749.85
04/30/2025	Reinvestment	\$7,510.03	\$2,090,259.88
04/30/2025	Ending Balance	\$0.00	\$2,090,259.88

Current period earnings received after close:	\$0.00
Previous period earnings received after close:	\$0.00
Average daily invested balance during period:	\$2,082,749.85
Net Management Fee withheld from distribution:	\$94.15

CITY OF FOREST PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

590-DOWNTOWN DEVELOPMENT AUTH
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
TAXES	0	0.00	81,250.00	0.00 (81,250.00)	0.00
INTERGOVERNMENTAL REV.	357,000	0.00	3,300,325.50	0.00 (2,943,325.50)	924.46
INVESTMENT INCOME	150,000	6,158.08	205,673.17	0.00 (55,673.17)	137.12
MISCELLANEOUS REVENUE	110,000	3,878.42	90,784.73	0.00	19,215.27	82.53
TOTAL REVENUES	617,000	10,036.50	3,678,033.40	0.00 (3,061,033.40)	596.12
<u>EXPENDITURE SUMMARY</u>						
<u>ADMINISTRATION</u>						
OTHER COSTS	0	126,400.00	397,400.00	0.00 (397,400.00)	0.00
TOTAL ADMINISTRATION	0	126,400.00	397,400.00	0.00 (397,400.00)	0.00
<u>FINANCE</u>						
PERSONAL SERV. & EE BENE	59,000	0.00	0.00	0.00	59,000.00	0.00
PURCHASED/CONTRACT SERV.	552,301	19,711.73	352,437.29	63,949.23	135,914.86	75.39
SUPPLIES	124,508	1,246.82	118,398.59	1,211.29	4,898.12	96.07
CAPITAL OUTLAYS	243,959	0.00	72,497.62	21,790.00	149,671.00	38.65
OTHER COSTS	5,000	0.00	0.00	0.00	5,000.00	0.00
LOAN	445,000	0.00	0.00	0.00	445,000.00	0.00
TOTAL FINANCE	1,429,768	20,958.55	543,333.50	86,950.52	799,483.98	44.08
TOTAL EXPENDITURES	1,429,768	147,358.55	940,733.50	86,950.52	402,083.98	71.88
REVENUE OVER/(UNDER) EXPENDITURES	(812,768)	(86,950.52)	(3,463,117.38)
OTHER SOURCES	812,768	(5,986.25)	0.00	818,754.25	0.74-
NET OTHER FINANCING SOURCES & USES	812,768	(5,986.25)	0.00	818,754.25	0.74-
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	0	(143,308.30)	2,731,313.65	(2,644,363.13)

CITY OF FOREST PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

590-DOWNTOWN DEVELOPMENT AUTH

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
590-00-0000-31-8000 OTHER TAXES	0	0.00	81,250.00	0.00 (81,250.00)	0.00
TOTAL TAXES	0	0.00	81,250.00	0.00 (81,250.00)	0.00
INTERGOVERNMENTAL REV.						
590-00-0000-33-8000 Payment in lieu of Tax (PILOT)	357,000	0.00	3,300,325.50	0.00 (2,943,325.50)	924.46
TOTAL INTERGOVERNMENTAL REV.	357,000	0.00	3,300,325.50	0.00 (2,943,325.50)	924.46
INVESTMENT INCOME						
590-00-0000-36-1000 INTEREST INCOME	150,000	6,158.08	205,673.17	0.00 (55,673.17)	137.12
TOTAL INVESTMENT INCOME	150,000	6,158.08	205,673.17	0.00 (55,673.17)	137.12
MISCELLANEOUS REVENUE						
590-00-0000-38-1000 DD AUTH RENT 751-771 MAIN ST	0 (1,468.58)	4,800.25	0.00 (4,800.25)	0.00
590-00-0000-38-1005 EVENT REVENUE	25,000	135.00	3,227.06	0.00	21,772.94	12.91
590-00-0000-38-1006 MEMBERSHIP REVENUE	5,000	0.00	0.00	0.00	5,000.00	0.00
590-00-0000-38-2601 819 FOREST PARKWAY RENTS	80,000	5,212.00	72,806.75	0.00	7,193.25	91.01
590-00-0000-38-9000 OTHER REVENUE	0	0.00	9,950.67	0.00 (9,950.67)	0.00
TOTAL MISCELLANEOUS REVENUE	110,000	3,878.42	90,784.73	0.00	19,215.27	82.53
TOTAL REVENUE	617,000	10,036.50	3,678,033.40	0.00 (3,061,033.40)	596.12

CITY OF FOREST PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

590-DOWNTOWN DEVELOPMENT AUTH
DEPARTMENT - ADMINISTRATION

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER COSTS						
590-20-7550-57-5000 LOSS ON DISPOSITION - PROPERTY	0	126,400.00	397,400.00	0.00 (397,400.00)	0.00
TOTAL OTHER COSTS	0	126,400.00	397,400.00	0.00 (397,400.00)	0.00

TOTAL ADMINISTRATION	0	126,400.00	397,400.00	0.00 (397,400.00)	0.00
----------------------	---	------------	------------	--------	-------------	------

CITY OF FOREST PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

590-DOWNTOWN DEVELOPMENT AUTH
DEPARTMENT - FINANCE

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONAL SERV. & EE BENE						
590-22-1510-51-1101 SALARIES	45,000	0.00	0.00	0.00	45,000.00	0.00
590-22-1510-51-1102 EXCE DIR SALARY SUPPLEMENT	14,000	0.00	0.00	0.00	14,000.00	0.00
TOTAL PERSONAL SERV. & EE BENE	59,000	0.00	0.00	0.00	59,000.00	0.00
PURCHASED/CONTRACT SERV.						
590-22-1510-52-3111 INSURANCE LIABILITY	2,500	0.00	1,213.00	0.00	1,287.00	48.52
590-22-1510-52-3500 TRAVEL FOR EMPLOYEES	1,000	0.00	0.00	0.00	1,000.00	0.00
590-22-1510-52-3601 BANKING/CR CARD FEES	1,500 (4,025.32)	2,201.09	0.00 (701.09)	146.74
590-22-1510-52-3701 TRAINING & CONFERENCES	7,000	5,000.00	5,000.00	279.00	1,721.00	75.41
590-22-7520-52-1205 PROFESSIONAL SERVICES	341,077	14,169.28	267,061.82	42,164.11	31,851.07	90.66
590-22-7520-52-1301 TECHNICAL SERVICES	8,732	0.00	5,923.11 (3,579.44)	6,388.71	26.84
590-22-7520-52-2201 REPAIRS AND MAINTENANCE	47,492	467.77	19,971.02	25,085.56	2,435.42	94.87
590-22-7520-52-3310 ADVERTISING/PROMO	29,000	0.00	0.00	0.00	29,000.00	0.00
590-22-7520-52-3401 PRINTING/POSTAGE	12,000	0.00	996.87	0.00	11,003.13	8.31
590-22-7520-52-3610 DUES AND SUBSCRIPTIONS	1,000	0.00	250.00	0.00	750.00	25.00
590-22-7520-52-3913 PUBLIC RELATIONS	51,000	0.00 (49.01)	0.00	51,049.01	0.10-
590-22-7520-52-3914 SPECIAL EVENTS	50,000	4,100.00	49,869.39	0.00	130.61	99.74
TOTAL PURCHASED/CONTRACT SERV.	552,301	19,711.73	352,437.29	63,949.23	135,914.86	75.39
SUPPLIES						
590-22-7520-53-1105 SUPPLIES	106,508	0.00	106,507.92	0.00	0.08	100.00
590-22-7520-53-1106 UTILITIES	18,000	1,246.82	11,890.67	1,211.29	4,898.04	72.79
TOTAL SUPPLIES	124,508	1,246.82	118,398.59	1,211.29	4,898.12	96.07
CAPITAL OUTLAYS						
590-22-7310-54-1411 INFRASTRUCTURE/CONSTRUCTION	32,000	0.00	250.00	21,790.00	9,960.00	68.88
590-22-7310-54-1412 CATALYST DEVELOPMENT SITE	64,280	0.00	64,280.00	0.00	0.00	100.00
590-22-7310-54-1413 BOND DEBT PYMT 819 & 833	134,411	0.00	0.00	0.00	134,411.00	0.00
590-22-7310-54-1414 PURCHASE PROPERTY / LAND DDA	13,268	0.00	7,967.62	0.00	5,300.00	60.05
TOTAL CAPITAL OUTLAYS	243,959	0.00	72,497.62	21,790.00	149,671.00	38.65
DEPRECIATION & AMORTIZAT						
OTHER COSTS						
590-22-1510-57-9000 RESERVE FOR CONTINGENCIES	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL OTHER COSTS	5,000	0.00	0.00	0.00	5,000.00	0.00
LOAN						
590-22-1510-58-4000 ISSUANCE COST	145,000	0.00	0.00	0.00	145,000.00	0.00
590-22-8000-58-2300 INTEREST EXPENSE	300,000	0.00	0.00	0.00	300,000.00	0.00
TOTAL LOAN	445,000	0.00	0.00	0.00	445,000.00	0.00
OTHER USES						
TOTAL FINANCE	1,429,768	20,958.55	543,333.50	86,950.52	799,483.98	44.08

CITY OF FOREST PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2025

590-DOWNTOWN DEVELOPMENT AUTH

% OF YEAR COMPLETED: 83.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL EXPENDITURES	1,429,768	147,358.55	940,733.50	86,950.52	402,083.98	71.88
REVENUE OVER/(UNDER) EXPENDITURES	(812,768)	(137,322.05)	2,737,299.90	(86,950.52)	(3,463,117.38)	
OTHER FINANCING SOURCES & USES						
OTHER FINANCING SOURCES						
590-00-0000-39-2200 SALE OF PROPERTY	812,768	(5,986.25)	(5,986.25)	0.00	818,754.25	0.74-
TOTAL OTHER FINANCING SOURCES	812,768	(5,986.25)	(5,986.25)	0.00	818,754.25	0.74-
OTHER FINANCING USES						
NET OTHER SOURCES & USES	812,768	(5,986.25)	(5,986.25)	0.00	818,754.25	0.74-
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	(143,308.30)	2,731,313.65	(86,950.52)	(2,644,363.13)	

Name/Address
Rochelle Dennis 745 Forest Parkway Forest Park, GA 30297

Date	Estimate No.	Project
04/17/25	191	

Item	Description	Quantity	Cost	Total
HVAC NEW SYSTEM	<p>Elevate 819 D Forestparkway, Forest Park, GA 30297 HVAC NEW SYSTEM</p> <p>5 Ton Heat Pump System Installation</p> <p>Service Total \$12,900.00</p> <p>Scope of Work • Removal of existing 20-year-old R-22 heat pump system and air handler • Installation of new energy-efficient HVAC system (Heat Pump, Air Handler, and Accessories) • Drainage improvements with safety features • Electrical and ductwork adjustments as needed • System start-up, testing, and commissioning Step-by-Step Process 1. Pre-Installation Planning • Confirm permit approval (if applicable) • Verify correct equipment has been delivered (model, size, efficiency rating) • Review installation location for both indoor and outdoor units • Coordinate with subfloor repair contractor if applicable • Verify power shutdown at breaker panel 2. System Evacuation & Refrigerant Recovery • Recover all refrigerant from the system using an EPA-certified recovery machine and tank • Label and log refrigerant recovery according to</p>		12,900.00	12,900.00
			Total	

Name/Address
Rochelle Dennis 745 Forest Parkway Forest Park, GA 30297

Date	Estimate No.	Project
04/17/25	191	

Item	Description	Quantity	Cost	Total
	EPA guidelines • Disconnect high and low-pressure lines from both indoor and outdoor units 3. Removal of Existing Equipment • Indoor (Air Handler): • Disconnect electrical and control wiring • Detach ductwork and drain lines • Carefully remove unit and dispose of properly • Outdoor (Heat Pump Condenser): • Disconnect power at the disconnect box • Remove refrigerant lines and mounting hardware • Remove condenser and dispose of per environmental regulations 4. Subfloor and Platform Preparation • Confirm completion of subfloor repair (if previously required) • Rebuild or modify platform or mounting base as needed to support new air handler • Ensure platform is level, secured, and provides adequate airflow clearance 5. Install New Air Handler (Indoor Unit) • Set the new air handler in place and secure to platform or wall mount • Connect supply and return ducts with proper sealing (UL-181 tape or mastic) • Install new primary and secondary drain pans • Route and connect primary and emergency condensate drain lines • Install water detection float switch in secondary pan • Connect electrical supply wiring and thermostat low-voltage wiring 6. Install New Heat Pump (Outdoor Unit) • Set outdoor condenser on a new or existing level pad (composite or			
			Total	

Name/Address
Rochelle Dennis 745 Forest Parkway Forest Park, GA 30297

Date	Estimate No.	Project
04/17/25	191	

Item	Description	Quantity	Cost	Total
	concrete) • Mount unit with proper clearance on all sides (per manufacturer and code) • Reconnect or replace refrigerant lines (line set), ensuring proper size and insulation • Pressure test line set with nitrogen for leaks • Evacuate system to 500 microns with a vacuum pump before releasing refrigerant 7. Electrical and Controls • Replace or upgrade electrical disconnect if required • Confirm proper grounding and wire size for load • Reconnect or upgrade thermostat if needed (ensure compatibility with heat pump system) • Connect defrost sensor, reversing valve, and auxiliary heat wiring if applicable 8. System Start-Up and Testing • Power on the system and initiate start-up procedure per manufacturer instructions • Verify: • Indoor blower motor operation • Outdoor condenser fan and compressor operation • Proper heat pump cycle (heating/cooling/reversing valve function) • Drain pan operation and float switch shutoff test • Check supply and return air temperatures for appropriate delta (typically 16–22°F cooling mode) • Record refrigerant pressures and superheat/subcool readings for charging accuracy • Verify auxiliary heat operation (if included) 9. Final Inspection and Quality Control • Confirm all wiring is secured and labeled • Ensure no refrigerant or condensate leaks			
			Total	

A&D Horizon, Inc
1681 E Kellogg Circle
Douglasville, GA 30134

Name/Address
Rochelle Dennis 745 Forest Parkway Forest Park, GA 30297

Date	Estimate No.	Project
04/17/25	191	

Item	Description	Quantity	Cost	Total
	are present • Inspect duct seals for tightness and airflow balance • Clean jobsite and remove all old equipment and debris 10. Customer Orientation and Documentation • Walk customer through new thermostat operation • Provide system warranty documentation and maintenance schedule • Discuss filter change intervals and service expectations • Log equipment model/serial numbers and installation details for records			
	Sales Tax		0.00%	0.00
			Total	\$12,900.00



Aeras MEP, Inc.
P.O. Box 13
Senoia GA 30276
(404) 591-3504
Info@aeras-us.com

CUSTOMER
City of Forrest Park 5230 Jones Rd Forest Park, Georgia, 30297-2609 Talisa Clark (470) 421-0759 tclark@forestparkga.gov

SITE DETAILS
City of Forrest Park Elevate 819 Forest Pkwy Forest Park, Georgia, 30297-2281 (470) 421-0759 tclark@forestparkga.gov

DATE	ESTIMATE ID	JOB NAME	ACCOUNT MANAGER
05/12/2025	1065753190	Split System Replacement	Brian Walljasper

Scope of Work
<p>Project Overview -</p> <p>Demolition and Removal:</p> <p>Disconnect and remove existing outdoor condensing unit</p> <p>Disconnect and remove existing indoor air handler/furnace</p> <p>Remove existing line set</p> <p>Properly recover all refrigerant according to EPA guidelines</p> <p>Dispose of all equipment and materials in accordance with local regulations</p> <p>Installation - Outdoor Unit:</p> <p>Install new 5-ton condensing unit on existing pad</p> <p>Level and secure unit according to manufacturer specifications</p> <p>Connect new line set to outdoor unit</p> <p>Install proper disconnect box if current one doesn't meet code</p> <p>Install new drain line with appropriate slope</p> <p>Installation - Indoor Unit:</p> <p>Install new air handler/furnace in existing location</p>

Connect to existing electrical supply
Install new condensate drain line with proper trap and slope

Line Set Installation:

Install new appropriately sized copper line set between indoor and outdoor units
Properly insulate suction line to prevent condensation
Secure line set according to best practices
Pressure test system for leaks
Evacuate system to remove moisture and non-condensables
Charge system with appropriate refrigerant to manufacturer specifications

Thermostat Installation:

Install new programmable smart thermostat
Connect and test all thermostat functions

System Testing and Commissioning:

Perform complete system startup
Verify proper refrigerant charge
Check and record temperature differentials
Measure and adjust airflow as needed
Verify proper operation of all components
Test and calibrate thermostat
Verify system achieves proper temperature and humidity control

Clean-up and Final Inspection:

Clean all work areas
Remove all packaging materials and debris
Perform final walkthrough

Materials to be Provided:

5-ton condensing unit
Air handler matching system capacity
Copper line set
Refrigerant
Programmable smart thermostat
Condensate drain materials
Duct sealing materials
Mounting hardware and accessories
Electrical components as needed
Miscellaneous fittings and materials

Code Compliance and Permits:

Obtain all necessary permits prior to beginning work
Schedule required inspections with local authorities
Perform all work in accordance with local building codes
Ensure electrical connections meet current NEC requirements
Follow manufacturer installation guidelines for all equipment

Lead time: 1-2 weeks

Estimate Total:**\$18,260.04**

We appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Thank you,

Brian Walljasper
Aeras Building Solutions

brian.walljasper@aeras-us.com
(678) 464-2749

**CLARIFICATIONS**

1. Applicable taxes are included
2. Any service not listed is not included.
3. Work will be performed during normal business hours.
4. This proposal is valid for 30 days from 05/12/2025.

This agreement is subject to Customer's acceptance of the attached AERAS MEP INC. Terms and Conditions

1. Scope of Terms and Conditions. The Terms and Conditions of product sales and service projects are limited to those contained herein. Any additional or different terms or conditions in any form delivered by you ("Customer") are hereby deemed to be material alterations and notice of objection to them and rejection of them is hereby given. By accepting delivery of the products or by engaging Aeras MEP Inc. ("Seller") to provide product(s) or perform or produce any services, Customer agrees to be bound by and accepts these Terms and Conditions unless Customer and Seller have signed a separate agreement, in which case the separate agreement will govern. These Terms and Conditions constitute a binding contract between Customer and Seller and are referred to herein as either "Terms and Conditions" or this "Agreement." Customer accepts these Terms and Conditions by making a purchase from or placing an order with Seller or engaging Seller to perform or procure any services. These Terms and Conditions are subject to change without prior notice, except that the Terms and Conditions posted on Seller's Site at the time Customer signs the Installation Proposal will govern, unless otherwise agreed in writing by Seller and Customer.

2. Payment Terms. Customer shall pay Seller according to the terms contained in the Installation Proposal. Final payment shall be due net 15 after the work described in the Installation Proposal is substantially completed. A 2% interest rate will be added for each month there after.

3. Zoning and Permits. Customer agrees to timely furnish all information necessary to secure plans and permits for the work called for under this Agreement, and Customer warrants the work contracted for to be in compliance with applicable zoning, classification and building codes. Any costs for work not in the Estimate but required by lawful authorities to bring the work into compliance with applicable code shall be the responsibility of the Customer. Seller assumes no responsibility for violation of zoning rules/laws.

4. Change Orders. During the progress of the work under this Agreement, if Customer should order extra work not specified in the Agreement, Seller may require such extra work to be considered an agreement separate and aside from this Agreement and may require payment for said extra work in advance.

5. Work Schedule. Work shall be completed within a reasonable time. Performance of this Agreement is subject to labor strikes, fires, acts of war or terrorism, acts of God, adverse weather conditions not reasonably anticipated, unusual delays in transportation, Seller's ability to obtain materials, and/or any cause beyond Seller's control.

6. Substitutions. Should Seller be unable to obtain any material(s) specified in the Agreement or any Change Order, Seller shall have the right at its sole discretion to substitute comparable materials and such substitution shall not affect the Contract Price.

7. Excess Materials. Extra materials left over upon completion shall be deemed Seller's property, and Seller may enter upon the Property's premises to remove excess material(s) at all reasonable hours.

8. Supervision Responsibility. Seller shall supervise and direct the work at Customer's Property, using reasonable skill and attention. Seller shall be solely responsible for the construction means, methods, technique, sequences, and procedures for all work performed at Customer's Property pursuant to this Agreement. Customer shall not interfere with Seller's work forces or Seller's subcontractors.

9. Limited Warranty. Seller shall provide Customer with a limited warranty on service and labor for the duration set forth in the Installation Agreement, beginning on the date of completion of services against defects in the quality of workmanship and/or materials ("Warranty Period"). This limited warranty is in lieu of all other warranties, statutory or otherwise, express or implied, all representations made by Seller, and all other obligations or liabilities respective of the Services provided at the Property. Seller disclaims all other warranties, express or implied, including without limitation any implied warranty of workmanlike construction, implied warranty of habitability, implied warranty of fitness for a particular purpose or use, and/or implied warranty of merchantability. Under no circumstances shall Seller be liable to Customer for loss of time, loss of use, inconvenience, or any other incidental or consequential damages that may arise from this Agreement. Unauthorized repairs or attempted repairs shall void this warranty entirely.

11. Performance or Condition of Existing Equipment. Seller is not responsible for the performance, functionality, or compatibility of existing equipment, ductwork, duct board, controls, or other equipment/materials that is not replaced during a job installation and that Customer agrees to keep in place. In the event that the system fails to operate properly, the Warranty service will only cover the newly installed equipment, controls, or materials, as well as our workmanship. In

the event that an existing piece of equipment prevents the proper start up or operation of the new equipment or system, Customer assumes all responsibility for any additional service charges that may be incurred.

12. Personal Property. Seller is not responsible for damage to Customer's personal property left in or near the project area.

13. Mold. Seller shall not be responsible for any claims, damages, actions, costs, or other liabilities, whether direct or indirect, that may be caused by, resulting from, or relating to, mold. The discovery and/or removal of any mold or any hazardous materials is excluded from the scope of Seller's work, and Seller reserves the right to stop work until such mold or hazardous materials are removed.

14. Insurance and Waiver of Subrogation. Customer shall maintain property insurance upon the entire structure including all work to be performed pursuant to this Agreement to the full insurable value thereof. This insurance

shall inure against the perils of fire, theft, extended coverage, vandalism, and malicious mischief. Customer and Seller waive all rights against each other for damages caused by insured perils whether or not such damage is caused by the fault or negligence of any party hereto

15. Indemnification. Customer shall indemnify, defend, and hold harmless Seller and its respective directors, officers, employees, agents, sureties, subcontractors, and suppliers from and against any and all losses, costs, expenses, damages, injuries, claims, demands, obligations, liabilities, judgments, fines, penalties, interest and causes of action, including without limitation administrative and legal costs and reasonable attorney's fees, involving the following: (a) injury or death to any person, or damage to or destruction of any property (including loss of use thereof), except to the extent caused by the sole negligence or intentional misconduct of Seller; and (b) any failure of the Customer to comply with the requirements of the Agreement.

16. Risk of Loss. Risk of loss shall pass to the Customer upon delivery of materials and equipment to Customer's Property. Seller shall not be responsible for any loss due to fire, theft, vandalism, and/or malicious mischief once delivered to Customer's Property. Customer shall assume all responsibility for any such loss and Customer shall maintain insurance coverage to protect against such loss.

17. Severability. Should any part of this Agreement be adjudged to be void, unenforceable, or contrary to public policy, only such void or unenforceable portion shall be stricken and eliminated hereof while the other portions remain valid and enforceable.

18. Performance. If Customer fails to perform any of Customer's obligations herein or if Seller, in good faith, believes that the prospect of payment or performance to be impaired, Seller may upon seven (7) days written notice to Customer terminate this Agreement while retaining all mechanic's lien rights as well as right to payment for the full amount of work performed plus reasonable overhead and profit, interest, attorneys' fees, and other charges due and unpaid.

19. Collections. If amounts owing under this Agreement are not paid within thirty (30) days, Customer agrees to pay a late charge on any outstanding balance at two per cent (2%) per month or twenty-four per cent (24%) per annum on the unpaid amount calculated from the date payment was due. Customer will be deemed to have accepted Seller's performance as complete under this Agreement unless Customer notified Seller in writing otherwise within thirty (30) days of substantial completion. Should Seller retain the assistance of a third party, including without limitation an attorney, to assist with collection of unpaid amounts due and owing, Customer agrees to pay Seller's costs associated therewith including without limitation reasonable attorneys' fees, court costs, and interest at the maximum legal rate.

20. Entire Agreement. This Agreement constitutes the entire agreement between Customer and Seller. No agreements, representations, or warranties other than those specifically set forth herein shall be binding on any of the parties unless set forth in writing and signed by both parties.

Item #3.