



Downtown Development Authority Meeting

Tuesday, May 28, 2024 at 6:30 PM

922 Main Street, Stone Mountain, GA 30083

Agenda

I. Call to Order

1. Attendee Name / Attendee Participation (Present, absent, late for this meeting)

Chair Carl Wright

Vice Chair Thom DeLoach

Treasurer Denise Phillips

Board Member Jenna Barclay

Board Member Michelle Dunbar

Board Member & Council Member Anita Bass

II. Approval of the Agenda

III. Approval of Minutes

2. Regular Meeting Minutes, April 22, 2024.
3. Special Called Meeting Minutes, April 29, 2024.

IV. Citizen Comments

V. Director's Report

VI. Financial Report

4. DDA Financial Report: February 2024
5. Discussion Item: DDA Checks for 2024

VII. Council Report

VIII. Old Business

6. Action Item: 2024 Intergovernmental Agreement (IGA) for the City of Stone Mountain and the DDA.

IX. New Business

7. Discussion Item: DDA Hiring an Attorney
8. Facade Grant Application: 981 Main Street
9. Facade Grant Application: Granite Mountain Craft Distillery
10. Mural Project, 2024

11. Information Item: Urban Land Institute (ULI) Programs

X. Executive Session to Discuss Personnel, Legal, and/or Real Estate (if needed)

XI. Adjournment



Downtown Development Authority Meeting

Monday, April 22, 2024 at 6:30 PM

922 Main Street, Stone Mountain, GA 30083

Regular Meeting Minutes

I. Call to Order

- Carl Wright called the meeting to order at 6:30 pm.
- Members Present: Carl Wright, Thom DeLoach, Denise Phillips, Michelle Dunbar, Jenna Barclay, and Council Member Anita Bass.

II. Approval of the Agenda

- Anita Bass made a motion to approve the agenda, seconded by Jenna Barclay. Unanimously approved.

III. Approval of Minutes

- Regular Meeting Minutes, March 25, 2024: **Motion by Michelle Dunbar to approve the meeting minutes, seconded by Anita Bass. Unanimously approved.**
- 2. Special Called Meeting Minutes, March 30, 2024: **Motion by Anita Bass to approve the special called meeting minutes, seconded by Michelle Dunbar. Unanimously approved.**

IV. Citizen Comments

- A question was raised from a resident if the Downtown Development Committee (DDA) and the Historic Preservation Committee (HPC) are the same committee. Michelle Dubar provided feedback, that the DDA and the HPC are two different committees.
- Michelle Dunbar made a note about the latest Mural unveiling, and the successful celebration event.

V. Director's Report

- There was no report. The Director made a note that the DDA Financial Report for February 2024 will be presented at the DDA's next regular meeting.

VI. Council Report

- Council and DDA Member Anita Bass, provided a brief update on the last council meeting discussions/action items.

VII. Old Business

1. Action Item: 2024 Intergovernmental Agreement (IGA) for the City of Stone Mountain and the DDA.

- The DDA discussed the presented agreement and requested a DDA map to be presented as a supporting document to the 2024 IGA. The DDA board members requested that additional content be listed at the end of the paragraph that describes "Payment for Services". The suggested content was:

“The FY2024 DDA budget, as duly approved by the City, and this IGA shall be deemed the full measure of financial liability of the DDA to the City. All aforementioned contributions (monetary and in-kind), if any determined, considered, or requested by the City to be attributable to the DDA as an additional liability not explicitly written within the duly approved DDA budget or expressly written and understood in this IGA, are deemed wholly excluded from any and all responsibility, accountability, or liability of the DDA.

Should, due to changes in financial accounting practices or as the result of an annual financial audit, the City determine a request for additional financial responsibility be considered by or attributed to the DDA, all such requests shall be accompanied by a budget amendment, duly approved by the City, offsetting – by the City- all additional liabilities attributable to the DDA in total with no encumbrances or future obligations. All such requests or determinations shall then be accounted for in budgeted allocations, and liability account line items maintained by the City’s financial accounting office and attributed in keeping with the duly approved and amended budget to the responsibility of the DDA”.

- **Motion by Thom DeLoach to approve the presented 2024 Intergovernmental Agreement (IGA) for the City of Stone Mountain and the DDA, with the suggested changes by the DDA, seconded by Carl Wright. Unanimously approved.**

VIII. New Business

1. Action item: DDA 2024 Regular Meeting Calendar:

- The DDA discussed the presented calendar and suggested the November meeting to be held on Monday, November 11; and the December meeting to be held on Monday, December 9th due to the Holidays at the end of each month.
- **Motion by Thom DeLoach to approve the presented DDA 2024 Meeting Calendar, with the suggested changes, seconded by Denise Phillips. Unanimously approved.**

2. Discussion Item: Caboose Project

- The DDA discussed the Caboose project.

3. Executive Session: there was no Executive Session

X. Adjournment: Motion by Michelle Dunbar to adjourn, seconded by Denise Phillips. Unanimously approved.



**Downtown Development Authority,
Special Called Meeting**

Monday, April 29, 2024, at 6:30 PM

922 Main Street, Stone Mountain, GA 30083

Special Called Meeting Minutes

I. Call to Order

- Carl Wright called the meeting to order at 6:30 pm.

II. Approval of the Agenda

- Anita Bass made a motion to approve the agenda, seconded by Denise Phillips. Unanimously approved.

I. Old Business

1. Action Item: RFP for Landscaping Maintenance Services / Finalist Approval: the DDA Chair Carl Wright announced "Crabapple LandscapExperts" as the finalist in the bidding process.

- Motion by the DDA Vice Chair Thom DeLoach to approve the finalist in the bidding process, seconded by the Treasurer Denise Philips. Unanimously approved.

II. Adjournment: Motion by Jenna Barclay to adjourn, seconded by Michelle Dunbar. Unanimously approved.

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2024

% OF YEAR COMPLETED: 16.67

Section . Item #4.

20 - DOWNTOWN DEV. AUTHORITY
FINANCIAL SUMMARY

REVENUE SUMMARY

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
Non-Departmental							
LICENSES & PERMITS	0	0	0.00	0.00	0.00	0.00	0
INTERGOVERNMENTAL REVENUES	0	0	0.00	0.00	0.00	0.00	0
CHARGES FOR SERVICE	0	0	0.00	0.00	0.00	0.00	0
CONTRIBUTIONS-PRIV SRCS	0	0	0.00	0.00	0.00	0.00	0
MISCELLANEOUS REVENUE	0	0	0.00	0.00	0.00	0.00	0
OTHER FINANCING SOURCES	214,318	214,318	11,523.17	11,523.17	0.00	5.38	202,795
TOTAL Non-Departmental	214,318	214,318	11,523.17	11,523.17	0.00	5.38	202,795

TOTAL REVENUES	214,318	214,318	11,523.17	11,523.17	0.00	5.38	202,795
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EXPENDITURE SUMMARY

Downtown Dev. Authority							
PERSONAL SRVC & EMPL BEN	107,818	107,818	3,751.68	6,621.51	0.00	6.14	101,196
PURCHASED/CONTRACTED SVC	70,000	70,000	186.13	1,119.26	0.00	1.60	68,881
SUPPLIES	0	0	140.19	258.77	0.00	0.00	259
CAPITAL OUTLAY	0	0	0.00	0.00	0.00	0.00	0
OTHER COSTS	25,000	25,000	0.00	0.00	0.00	0.00	25,000
DEBT SERVICE	0	0	0.00	0.00	0.00	0.00	0
OTHER FINANCING USES	11,500	11,500	0.00	4,000.00	0.00	34.78	7,500
TOTAL Downtown Dev. Authority	214,318	214,318	4,078.00	11,999.54	0.00	5.60	202,318

TOTAL EXPENDITURES	214,318	214,318	4,078.00	11,999.54	0.00	5.60	202,318
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REVENUE OVER/(UNDER) EXPENDITURES	0	0	7,445.17	476.37	0.00	0.00	476
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Section . Item #4.

20 - DEPARTMENTAL REVENUE

% OF YEAR COMPLETED: 16.67

Non-Departmental
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	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
LICENSES & PERMITS							
20-3000.32.2260 FILM PERMIT	0	0	0.00	0.00	0.00	0.00	0
TOTAL LICENSES & PERMITS	0	0	0.00	0.00	0.00	0.00	0
INTERGOVERNMENTAL REVENUES							
20-3000.33.6001 DEKALB BD OF HEALTH LRA	0	0	0.00	0.00	0.00	0.00	0
TOTAL INTERGOVERNMENTAL REVENUES	0	0	0.00	0.00	0.00	0.00	0
CHARGES FOR SERVICE							
20-3000.34.7200 Activity Fees	0	0	0.00	0.00	0.00	0.00	0
TOTAL CHARGES FOR SERVICE	0	0	0.00	0.00	0.00	0.00	0
CONTRIBUTIONS-PRIV SRCS							
20-3000.37.1001 GMA Travel Scholarship	0	0	0.00	0.00	0.00	0.00	0
20-3000.37.1002 BOOST	0	0	0.00	0.00	0.00	0.00	0
20-3000.37.1003 Sponsorships	0	0	0.00	0.00	0.00	0.00	0
20-3000.37.1004 Contributions - MSSM	0	0	0.00	0.00	0.00	0.00	0
20-3000.37.1005 Tunes by the Tracks - M	0	0	0.00	0.00	0.00	0.00	0
TOTAL CONTRIBUTIONS-PRIV SRCS	0	0	0.00	0.00	0.00	0.00	0
MISCELLANEOUS REVENUE							
20-3000.38.1001 Rent Income	0	0	0.00	0.00	0.00	0.00	0
20-3000.38.9300 Miscellaneous DDA Incom	0	0	0.00	0.00	0.00	0.00	0
20-3000.38.9301 Blue Grass Festival Sal	0	0	0.00	0.00	0.00	0.00	0
20-3000.38.9302 Banners	0	0	0.00	0.00	0.00	0.00	0
20-3000.38.9303 Farmers' Market Fees	0	0	0.00	0.00	0.00	0.00	0
20-3000.38.9304 Oktoberfest	0	0	0.00	0.00	0.00	0.00	0
20-3000.38.9305 Christmas Parade	0	0	0.00	0.00	0.00	0.00	0
20-3000.38.9306 GRANITE GRASSHOPPER 5K	0	0	0.00	0.00	0.00	0.00	0
20-3000.38.9307 Tunes by the Tracks	0	0	0.00	0.00	0.00	0.00	0
20-3000.38.9308 BTSB - FISH FRY	0	0	0.00	0.00	0.00	0.00	0
20-3000.38.9309 Ornament Revenue	0	0	0.00	0.00	0.00	0.00	0
TOTAL MISCELLANEOUS REVENUE	0	0	0.00	0.00	0.00	0.00	0
OTHER FINANCING SOURCES							
20-3000.39.1100 Interfund Transfer In	214,318	214,318	11,523.17	11,523.17	0.00	5.38	202,795
20-3000.39.1101 Fund 20 - Reserve	0	0	0.00	0.00	0.00	0.00	0
20-3000.39.1200 Fund 20 Unrestricted Re	0	0	0.00	0.00	0.00	0.00	0
20-3000.39.1201 Fund 20 MARTA Refund (U	0	0	0.00	0.00	0.00	0.00	0
20-3000.39.2100 Proceeds From Sale of A	0	0	0.00	0.00	0.00	0.00	0
20-3000.39.2202 Property Sale	0	0	0.00	0.00	0.00	0.00	0
20-3000.39.3201 BB&T Note Proceeds	0	0	0.00	0.00	0.00	0.00	0
TOTAL OTHER FINANCING SOURCES	214,318	214,318	11,523.17	11,523.17	0.00	5.38	202,795
TOTAL Non-Departmental	214,318	214,318	11,523.17	11,523.17	0.00	5.38	202,795

20 - DEPARTMENTAL REVENUE
MN DEV. AUTHORITY

Section . Item #4.

				% OF YEAR COMPLETED: 16.67			
ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE	

TOTAL REVENUES	214,318	214,318	11,523.17	11,523.17	0.00	5.38	202,795
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Section . Item #4.

20 - D WNN DEV. AUTHORITY

% OF YEAR COMPLETED: 16.67

Downtown Dev. Authority

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
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PERSONAL SRVC & EMPL BEN

20-5130.51.1100 Regular Employees	90,000	90,000	3,461.54	6,109.47	0.00	6.79	83,891
20-5130.51.1101 Part Time Employees	0	0	0.00	0.00	0.00	0.00	0
20-5130.51.2100 Group Health Insurance	10,380	10,380	0.00	0.00	0.00	0.00	10,380
20-5130.51.2120 Disability (STD)	96	96	0.00	8.19	0.00	8.53	88
20-5130.51.2130 Dental Insurance	264	264	25.33	25.33	0.00	9.59	239
20-5130.51.2140 Life Insurance	113	113	0.00	11.15	0.00	9.87	102
20-5130.51.2150 Accident / Vision Ins.	80	80	0.00	0.00	0.00	0.00	80
20-5130.51.2200 F.I.C.A.	5,580	5,580	214.62	378.79	0.00	6.79	5,201
20-5130.51.2300 Medicare	1,305	1,305	50.19	88.58	0.00	6.79	1,216
20-5130.51.2600 Unemployment	0	0	0.00	0.00	0.00	0.00	0
20-5130.51.2700 Worker's Comp	0	0	0.00	0.00	0.00	0.00	0
TOTAL PERSONAL SRVC & EMPL BEN	107,818	107,818	3,751.68	6,621.51	0.00	6.14	101,196

PURCHASED/CONTRACTED SVC

20-5130.52.1200 Professional Serv.	60,000	60,000	0.00	0.00	0.00	0.00	60,000
20-5130.52.1207 Administrative Services	0	0	0.00	0.00	0.00	0.00	0
20-5130.52.1210 Legal Expense	0	0	0.00	0.00	0.00	0.00	0
20-5130.52.1300 Technical Services	0	0	0.00	0.00	0.00	0.00	0
20-5130.52.2230 Building Repairs & Main	0	0	0.00	0.00	0.00	0.00	0
20-5130.52.2310 Rent	0	0	0.00	0.00	0.00	0.00	0
20-5130.52.3101 Building Insurance	0	0	0.00	0.00	0.00	0.00	0
20-5130.52.3200 Communications	0	0	165.25	330.50	0.00	0.00	331
20-5130.52.3300 Advertising	0	0	0.00	756.00	0.00	0.00	756
20-5130.52.3380 PROMOTIONS DDA	0	0	0.00	0.00	0.00	0.00	0
20-5130.52.3400 Printing & Binding	0	0	0.00	0.00	0.00	0.00	0
20-5130.52.3500 Travel	0	0	0.00	0.00	0.00	0.00	0
20-5130.52.3600 Dues & Fees	0	0	20.88	32.76	0.00	0.00	33
20-5130.52.3700 Education & Training	0	0	0.00	0.00	0.00	0.00	0
20-5130.52.3850 Contract Labor- DDA	10,000	10,000	0.00	0.00	0.00	0.00	10,000
TOTAL PURCHASED/CONTRACTED SVC	70,000	70,000	186.13	1,119.26	0.00	1.60	68,881

SUPPLIES

20-5130.53.1100 OFFICE SUPPLIES	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1110 Office Supplies	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1120 Computer Software	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1130 Postage	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1210 WATER DDA BUILDING	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1218 Water - 5379 E Mtn St	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1220 Natural Gas	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1226 GAS 965 FL 1 Main St	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1227 Gas 965 FLR 2 Main Stre	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1228 Gas - 5379 E Mtn St	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1230 Electricity DDA Bldg.	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1231 Electricity 965 Main St	0	0	0.00	0.00	0.00	0.00	0

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2024

% OF YEAR COMPLETED: 16.67

Section . Item #4.

DEPARTMENT	EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
20-5130.53.1232	Electricity 963 Main St	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1233	Electrical 965 Main St	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1234	Electricity 965 Main St	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1235	Electricity 965 Main St	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1237	Electricity 5347 E Mtn	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1238	Electricity - 5379 E Mt	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1300	Food Catering	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1600	Small Equipment - DDA	0	0	0.00	0.00	0.00	0.00	0
20-5130.53.1740	Other Supplies	0	0	140.19	258.77	0.00	0.00	(259)
TOTAL SUPPLIES		0	0	140.19	258.77	0.00	0.00	(259)
CAPITAL OUTLAY								
20-5130.54.1102	Site - 1001 4th Street	0	0	0.00	0.00	0.00	0.00	0
20-5130.54.1300	Buildings	0	0	0.00	0.00	0.00	0.00	0
20-5130.54.1308	Buildings - 5379 E Mtn	0	0	0.00	0.00	0.00	0.00	0
20-5130.54.2400	Computer	0	0	0.00	0.00	0.00	0.00	0
20-5130.54.2500	Other Capital Outlay	0	0	0.00	0.00	0.00	0.00	0
TOTAL CAPITAL OUTLAY		0	0	0.00	0.00	0.00	0.00	0
OTHER COSTS								
20-5130.57.3000	Payment To Others	0	0	0.00	0.00	0.00	0.00	0
20-5130.57.3200	BOOST	0	0	0.00	0.00	0.00	0.00	0
20-5130.57.3300	Facade Grants	25,000	25,000	0.00	0.00	0.00	0.00	25,000
20-5130.57.3400	Stormwater Utility	0	0	0.00	0.00	0.00	0.00	0
20-5130.57.3401	Stormwater - 5379 E Mtn	0	0	0.00	0.00	0.00	0.00	0
20-5130.57.3500	Revolving Loan Fund	0	0	0.00	0.00	0.00	0.00	0
20-5130.57.3600	Business Development	0	0	0.00	0.00	0.00	0.00	0
20-5130.57.3700	HISTORIC TRAIN DEPOT	0	0	0.00	0.00	0.00	0.00	0
20-5130.57.9000	Contingencies	0	0	0.00	0.00	0.00	0.00	0
TOTAL OTHER COSTS		25,000	25,000	0.00	0.00	0.00	0.00	25,000
DEBT SERVICE								
20-5130.58.1221	GMA - DDA BUILDING	0	0	0.00	0.00	0.00	0.00	0
20-5130.58.2221	GMA - DDA BLDG INTEREST	0	0	0.00	0.00	0.00	0.00	0
TOTAL DEBT SERVICE		0	0	0.00	0.00	0.00	0.00	0
OTHER FINANCING USES								
20-5130.61.9000	Special Events	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9001	Blue Grass Festival	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9002	175th ANNIVERSARY	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9003	Farmers' Market Costs	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9004	Fall Event	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9005	Christmas Parade	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9006	GRANITE GRASSHOPPER 5K	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9007	LIVE NATIVITY	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9008	Tunes by the Tracks	7,500	7,500	0.00	0.00	0.00	0.00	7,500
20-5130.61.9009	BTSB Fish Fry & Movie	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9010	FARMERS MARKET LEAD PRO	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9019	JUNETEENTH EVENT	0	0	0.00	0.00	0.00	0.00	0
20-5130.61.9020	Mardi Gras Parade	4,000	4,000	0.00	4,000.00	0.00	100.00	0
TOTAL OTHER FINANCING USES		11,500	11,500	0.00	4,000.00	0.00	34.78	7,500

CITY OF STONE MOUNTAIN
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2024

% OF YEAR COMPLETED: 16.67

Section . Item #4.

Section . Item #4.										
20 - D		MAN DEV. AUTHORITY		AS OF: FEBRUARY 29TH, 2024		% OF YEAR COMPLETED: 16.67				
DEPART		AL EXPENDITURES		ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	YEAR TO DATE ENCUMBERED	% OF BUDGET	BUDGET BALANCE
TOTAL Downtown Dev. Authority		214,318	214,318	4,078.00	11,999.54	0.00	5.60	202,318		
TOTAL EXPENDITURES		214,318	214,318	4,078.00	11,999.54	0.00	5.60	202,318		
REVENUE OVER/ (UNDER) EXPENDITURES		0	0	7,445.17 (476.37)	0.00	0.00	476		



DDA Agenda Item

Meeting Date: May 28, 2024

SUBJECT: 2024 INTERGOVERNMENTAL AGREEMENT (IGA) FOR THE CITY OF STONE MOUNTAIN AND THE DDA

Item: Action Item

Department: DDA

Fiscal Impact: \$214,317.80

Presented By: Maggie Dimov, Economic Development Director/DDA

Action Requested: Motion to Approve the Final 2024 Intergovernmental Agreement (IGA) for the City of Stone Mountain and the DDA

Summary: Intergovernmental Agreement (IGA) is a written contract required under the Georgia Law when two or more public agencies agree to jointly exercise common powers, contract for services, or enter into joint or cooperative actions.

The City of Stone Mountain Downtown Development Authority (SMDDA) is entering into an IGA for one of the six major categories, which is Contract for Services. (Contract for Services are when two or more public agencies agree to contract for services with one party paying and the other performing services or division of tasks between the parties).

At the DDA's meeting on 04/22/2024, The DDA discussed the presented agreement and requested a DDA map to be presented as a supporting document to the 2024 IGA. The DDA board members requested that additional content be listed at the end of the paragraph that describes "Payment for Services":

"The FY2024 DDA budget, as duly approved by the City, and this IGA shall be deemed the full measure of financial liability of the DDA to the City. All aforementioned contributions (monetary and in-kind), if any determined, considered, or requested by the City to be attributable to the DDA as an additional liability not explicitly written within the duly approved DDA budget or expressly written and understood in this IGA, are deemed wholly excluded from any and all responsibility, accountability, or liability of the DDA.

Should, due to changes in financial accounting practices or as the result of an annual financial audit, the City determine a request for additional financial responsibility be considered by or attributed to the DDA, all such requests shall be accompanied by a budget amendment, duly approved by the City, offsetting – by the City- all additional liabilities attributable to the DDA in total with no encumbrances or future obligations. All such requests or determinations shall then be accounted for in budgeted allocations, and liability account line items maintained by the

City's financial accounting office and attributed in keeping with the duly approved and amended budget to the responsibility of the DDA".

Thom DeLoach made a motion to approve the presented 2024 Intergovernmental Agreement (IGA) for the City of Stone Mountain and the DDA, with the suggested changes by the DDA, seconded by Carl Wright. Unanimously approved.

The City Attorney was provided with the DDA's version of the 2024 IGA. The City and the DDA were presented with the final IGA CDDA 2024 version that was reviewed and approved by the City Attorney.

Next Steps: the DDA to consider the approval of the updated IGA CDDA 2024, and the document to be presented to Council for final approval in June, 2024.

Attachments/Exhibits: Attached final version of the 2024 Intergovernmental Agreement (IGA) for the City of Stone Mountain and the DDA

INTERGOVERNMENTAL CONTRACT

THIS INTERGOVERNMENTAL CONTRACT (this “Contract”), made and effective as of the 1st day of January, 2024 (the “Effective Date”), by and between the **CITY OF STONE MOUNTAIN, GEORGIA**, a municipal corporation of the State of Georgia (the “City”), and the **DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF STONE MOUNTAIN**, a body corporate and politic and political subdivision of the State of Georgia (the “DDA” or “Authority”).

WITNESSETH:

WHEREAS, the 1983 Constitution of the State of Georgia, Article IX, Section III, Paragraph 1 (a) provides that: “The state, or any institution, department, or other agency thereof, and county, municipality, school district, or other political subdivision of the state may contract for any period not exceeding 50 years with each other or with any other public agency, public corporation, or public authority for joint services, for the provision of services, or for the joint or separate use of facilities or equipment; but such contracts must deal with activities, services, or facilities which the contracting parties are authorized by law to undertake or provide;” and

WHEREAS, the DDA was created pursuant to the provisions of Article IX, Section VI, Paragraph III of the 1983 Constitution of the State of Georgia, the Downtown Development Authorities Law of the State of Georgia, O.C.G.A. § 36-42-1, et seq., as amended (“DDA Law”), and an activating resolution of the Council of the City of Stone Mountain, duly adopted on September 18, 2006, and is now existing and operating as a public body corporate and politic; and

WHEREAS, for the public good and general welfare, the DDA’s purpose is found in the revitalization and redevelopment of the central business district of the City, the development of existing trade, commerce, industry, and employment within the City, and the promotion of new trade, commerce, industry, and employment opportunities within the City; and

WHEREAS, revitalization and redevelopment of the central business district by financing projects under the DDA Law will develop and promote for the public good and general welfare trade, commerce, industry, and employment opportunities and will promote the general welfare of this state; and

WHEREAS, it is, therefore, in the public interest and is vital to the public welfare of the people of this state and the people of this City that funding should be provided to the DDA in support of its efforts, purposes and goals; and

WHEREAS, the City and the DDA agree to enter into this Contract regarding the parties’ responsibilities hereunder and to define the relationship of staff, management of programming, and financial obligations with respect to the City and DDA.

NOW, THEREFORE, for and in consideration of the premises and undertakings as hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the DDA do hereby agree, as follows:

- 1.

Contract Term. This Contract shall become effective as of the Effective Date and shall continue in effect until December 31, 2024.

2.

Service Area. In accordance with the procedures defined by state law, the City has designated the Downtown Development District (“District,” *Attachment 1*) in which the DDA may provide services in accordance with the purposes for which it was created.

3.

Support. In accordance with the directives stipulated by the City Manager, the City undertakes the commitment to furnish the DDA with the following services:

- a) Staffing support facilitated by the City’s Economic Development Director/DDA Director.
- b) Financial accounting services / DDA monthly detailed financial reports consistent with those provided to the City Council, and an independent financial audit.
- c) The provision of fully furnished meeting space for the DDA at 922 Main Street, Stone Mountain, GA 30083.

4.

Payment for Services. As approved in the City’s FY2024, budget, the City will provide funding support to the DDA in the amount of \$214,317.80 over the term of the Contract. This sum will be payable in two equal installments: one to be paid on or by January 31, 2024, and the other to be paid on or by July 31, 2024. Both installment payments will be a net amount after deducting staff support costs supplied by the City as listed under *Total Personal Services/Benefits* in the FY2024 DDA budget.

The expenses associated with the financial accounting, the annual audit, and the furnished meeting space will be paid/provided by the City. Expenses associated with staff support provided by the City’s Economic Development Director/DDA Director will be paid by the DDA. Support (monetary and in-kind) provided by the City to the DDA will be accounted for in budgeted allocations, and liability account line items maintained by the City’s financial accounting office will account for the DDA liability to the City.

5.

General Obligation & Tax Treatment of Note Payments. As per state law, the City shall not be responsible for any general obligations incurred by the DDA. All funds procured by the DDA shall be in accordance with the DDA Law.

6.

Amendments. It is contemplated by the City and the DDA that this Contract may be amended to address other projects which may be desired by the City and the DDA. If DDA selects a Downtown Development Project requiring in-kind or financial support from the City beyond the scope of this general service agreement, it shall prepare a project-based Intergovernmental Agreement for the City’s consideration. The City hereby makes no assurances that such Intergovernmental Agreement shall be approved.

7.

Annual Report & Plan. The DDA agrees to provide to the City an annual report specifying programs, projects and achievements of the Authority during the immediately preceding fiscal calendar year and the impact of the programs and projects on the Downtown Development Area. The DDA also agrees to provide to the City the annual work plan submitted to the Department of Community Affairs for the Main Street Program for the fiscal year 2025, including the necessary steps for achievement.

8.

Joint Meeting. If desired by the City Council, the City and the DDA agree to hold a joint meeting of the City Council and the DDA on an annual basis at a time and place agreeable to each party.

9.

Should any phrase, clause, sentence or paragraph herein contained be held invalid or unconstitutional, it shall in no way affect the remaining provisions of this Contract, which provisions shall remain in full force and effect.

10.

This Contract may be executed in several counterparts, each of which shall be an original but all of which shall constitute one and the same instrument.

11.

This Contract shall be construed and enforced in accordance with the laws of the State of Georgia.

12.

Failure to insist upon strict compliance with any of the terms herein (by way of waiver or breach) by either party hereto will not be deemed to be a continuous waiver in the event of any future breach of any condition hereunder.

(remainder of this page intentionally left blank)

(signature page follows)

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized officers, have caused this Contract to be executed in multiple counterparts, under seals, as of the day and year first above written.

SIGNED FOR THE DDA OF STONE MOUNTAIN ON _____ (DATE):

BY: _____ (SEAL) ATTEST: _____
Carl Wright, Chairperson Thom Deloach, Vice Chairperson

.....

SIGNED FOR THE CITY OF STONE MOUNTAIN ON _____ (DATE):

BY: _____ (SEAL) ATTEST: _____
Dr. Beverly Jones, Mayor Shawn Edmondson, Assistant City Manager

Approved as to form:

Jeff Strickland, City Attorney

**DDA Agenda Item****Meeting Date: May 28, 2024**

SUBJECT: Façade Grant Application / 981 Main Street, Stone Mountain

Item: Discussion Item**Department:** DDA**Fiscal Impact:** \$5,000**Presented By:** Maggie Dimov, Economic Development Director/DDA

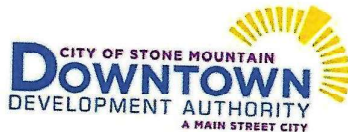
Summary: The Downtown Development Authority (DDA) created the Facade Improvement Grant Program to assist business and property owners with improvements to storefronts in the business district.

Fifty percent (50%) of the total cost of projects approved for grants will be funded one dollar for each dollar spent by the grantee, up to a maximum grant of \$5,000.00. Grants are available for permanent, exterior repairs and renovations including:

- Appropriate signage
- Awnings
- Exterior painting
- Window, door, and storefront or back entry feature restorations and changes
- Landscaping

Stone Mountain Yogurt, located at 981 Main Street Stone Mountain, would like to apply for a Façade Grant. Their project is to build a deck, exterior beautification including painting, landscaping and signage. The city's Planning Department and Historic Preservation Committee approved their project.

Attachments/Exhibits: Attached is the Stone Mountain Yogurt's application for a Façade Grant and the supporting documents.



Downtown Development Authority
City of Stone Mountain, Georgia
875 Main Street
Stone Mountain, GA 30083

FAÇADE GRANT APPLICATION

Please read the Façade Grant Guidelines before completing the application. Please type or print all entries.

Applicant Information

Business Name :	Urban Structures
Contact Name :	Shelia Allen
Business Address :	691 Martin St SE
City, ST, ZIP :	Atlanta, Ga, 30312
Telephone :	404-285-5200
Email :	sheliaallen77@gmail.com

Property Owner Information (if different from Applicant).

Property Tax Parcel ID for project location:	
Property Owner :	David Williams / Stone Mountain Yogurt
Mailing Address :	788 Rutland Ct
City, ST, ZIP :	Kithonia Ga 30058
Telephone :	404-456-0245
Email :	Dave.willm@mindspring.com

Project Description. Check box ☒ and attach Historic Preservation Commission approval if needed.

Print Project Description. Check box <input checked="" type="checkbox"/> if Project description or other plans, drawing, photos are attached.
Construction of Deck w/ Trellis. Exterior beautification including painting & other repairs. New Landscaping. New Signage. SEE Attached.

Estimated Cost of Project (attach detailed budget) : \$ 10,000.00

Amount of Façade Grant Requested (See Guidelines) : \$ 5,000.00

I have read the guidelines and affirm that to the best of my knowledge all the entries on this application are accurate and true.

Signature of Applicant


Shelia Allen

Print Name of Applicant

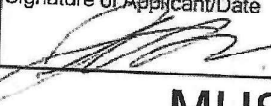

Signature of Owner (if different from applicant)

David M. Williams

Print Name of Owner (if different from applicant)

	City of Stone Mountain 875 Main St, Stone Mountain, GA 30083 Phone: (770) 498-8984 Fax: (770) 498-8609	Accessory Structure (Residential Alteration)
		24STM-BLD00010

For Inspections: (770) 817-0696 www.ganortheastinspections@safebuilt.com

Date Issued: 04/02/2024 Expiration Date: 09/29/2024 Job Site Address: 981 Main Street, Stone Mountain, GA 30083 Category: Residential Alteration Permit Type: Accessory Structure (Residential Alteration) Valuation: \$5,000.00	Property Owner: STONE MOUNTAIN YOGURT Mailing Address: 788 RUTLAND CT LITHONIA, GA 30058 Phone: (404) 456-0245 Email:												
Description of Work: SCOPE OF WORK RESIDENTIAL REPAIR AND REPLACE GUTTERS, REPAIRS TO SOFIT/FASCIA AND SIDING. REPLACE WINDOWS, REPAIR EXISTING DECK INCLUDING INSTALLING TRELLIS AND REMOVING THE AWNING ON THE FRONT OF THE BUILDING AND PAINT. PER THE CITY OF STONE MOUNTAIN HPC ALL ABOVE WORK WAS APPROVED AND LETTER IS ON FILE.													
Subdivision: CITY OF STONE MOUNTAIN Parcel ID: 18 089 27 001 Filing: 9199 Lot: 373 Block: 300 Total Sq Ft: 888.0000	Required Setbacks: <table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table> Actual Setbacks: <table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>												
Contractors:	<table border="1"> <thead> <tr> <th>Fee Items</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Administration Fee</td> <td>\$ 75.00</td> </tr> <tr> <td>Building Permit Fee (Commercial)</td> <td>\$ 200.00</td> </tr> <tr> <td>C/O or C/C Fee New or Renovated Commercial Tenant</td> <td>\$ 75.00</td> </tr> <tr> <td>Structural Fire Plan Review (< 5,000 sq ft)</td> <td>\$ 112.50</td> </tr> <tr> <td>Total Fees:</td> <td>\$ 462.50</td> </tr> </tbody> </table>	Fee Items	Amount	Administration Fee	\$ 75.00	Building Permit Fee (Commercial)	\$ 200.00	C/O or C/C Fee New or Renovated Commercial Tenant	\$ 75.00	Structural Fire Plan Review (< 5,000 sq ft)	\$ 112.50	Total Fees:	\$ 462.50
Fee Items	Amount												
Administration Fee	\$ 75.00												
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C/O or C/C Fee New or Renovated Commercial Tenant	\$ 75.00												
Structural Fire Plan Review (< 5,000 sq ft)	\$ 112.50												
Total Fees:	\$ 462.50												
<p align="center">NOTICE</p> <p>Any county or municipal building permit, construction permit, including but not limited to mechanical, plumbing, or electrical permits; "The issuance of this permit authorizes improvements of the real property designated herein which improvements may subject such property to mechanics' and materialmen's liens pursuant to Part 3 of Article 8 of Chapter 14 of Title 44 of the Official Code of Georgia Annotated. In order to protect any interest in such property and to avoid encumbrances thereon, the owner or any person with an interest in such property should consider contacting an attorney or purchasing a consumer's guide to the lien laws which may be available at building supply home centers."</p>													
Signature of Applicant/Date  4/3/24	Building Department Signature/Date  04/02/2024												

MUST BE POSTED ON JOB SITE

03/22/2024 10:08:46 AM

Approval

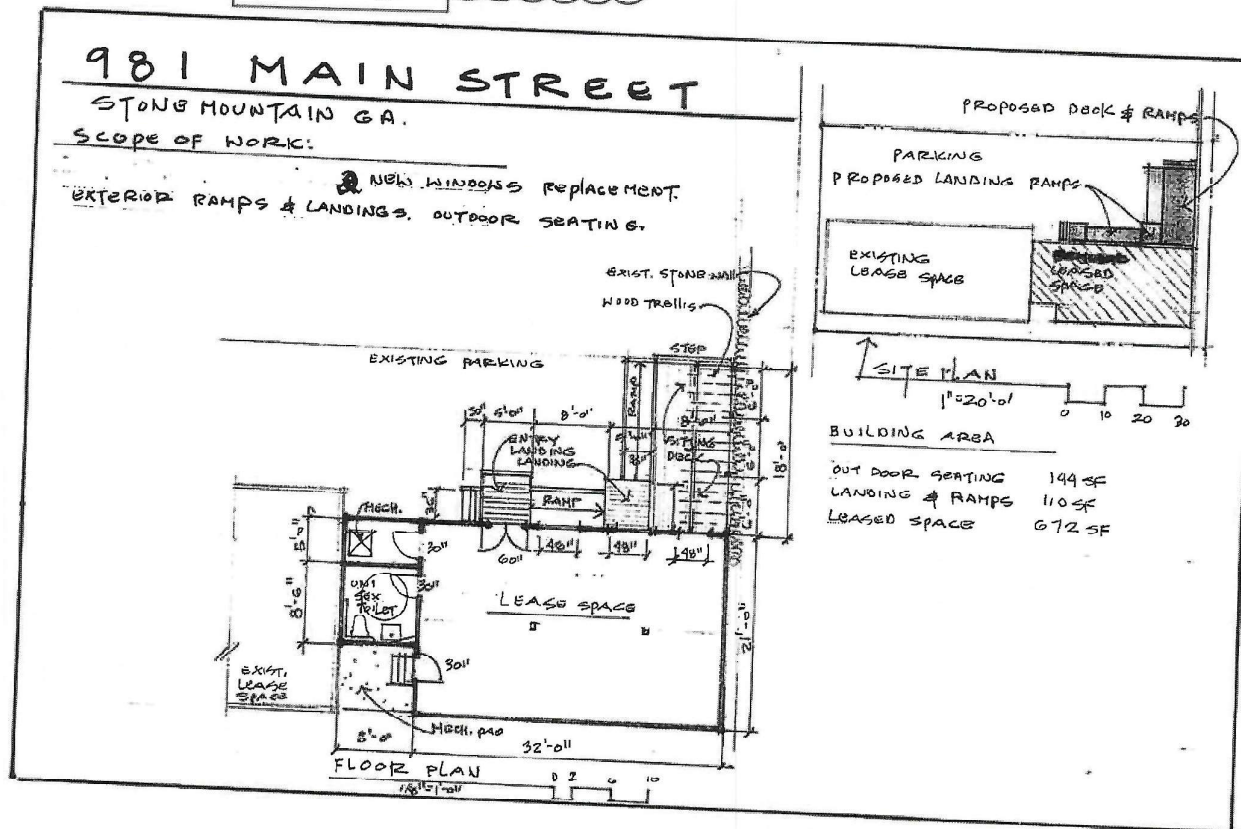
Review for Code Compliance
Approval for this plan review and/or permit
application does not relieve the owner, designer,
lender, and/or contractor of responsibility to
comply with any federal, state, or local regulations
and/or codes.

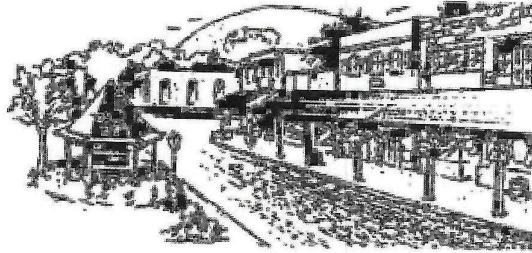
View Permitted Review only built
Mar 22 2024
10:08:46 AM



MAX SLOPE
FOR RAMP IS 2%
1 IN 12

Ensure posts for sitting deck and ramp are in footings and have footing inspection. Ensure lumber sizes for floor system are sized for span and spacing. Ensure all deck bands are supported on posts with correct spacing for span. Ensure all guardrails meet code.





March 21, 2024

Shelia Allen
361 17th Street NW
Atlanta, GA 30363

RE: Review of Application for Certificate of Appropriateness – 981 Main Street

The Stone Mountain Historic Preservation Commission (HPC) voted at their regular meeting held on Wednesday, March 20, 2024, to approve replacing the gutters; repairs to the soffits, fascia, and siding; replacing the windows; repairs to the existing deck including install a trellis; and removing the awning on the front of the building.

Modifications to approved drawings must be presented and approved prior to beginning work on any aspect of the plans. In some instances, an amended COA application can expedite the process. **PLEASE NOTE: Unapproved modifications during construction can result in a stop work order and costly delays.**

Prior to the commencement of any work, this Letter of Certificate of Appropriateness must be presented to City Hall in order to obtain the appropriate permits. Please call City Hall at 770-498-8984 with any questions you may have regarding permits and code compliance.

Respectfully,

Richard Edwards, MPA
470-860-7994



361 17th Street #1901
Atlanta, GA 30363
Phone: 404.285.5200

ESTIMATE

DATE: MAY 24, 2024

TO

FOR 981 Main St
Stone Mountain, GA 30083

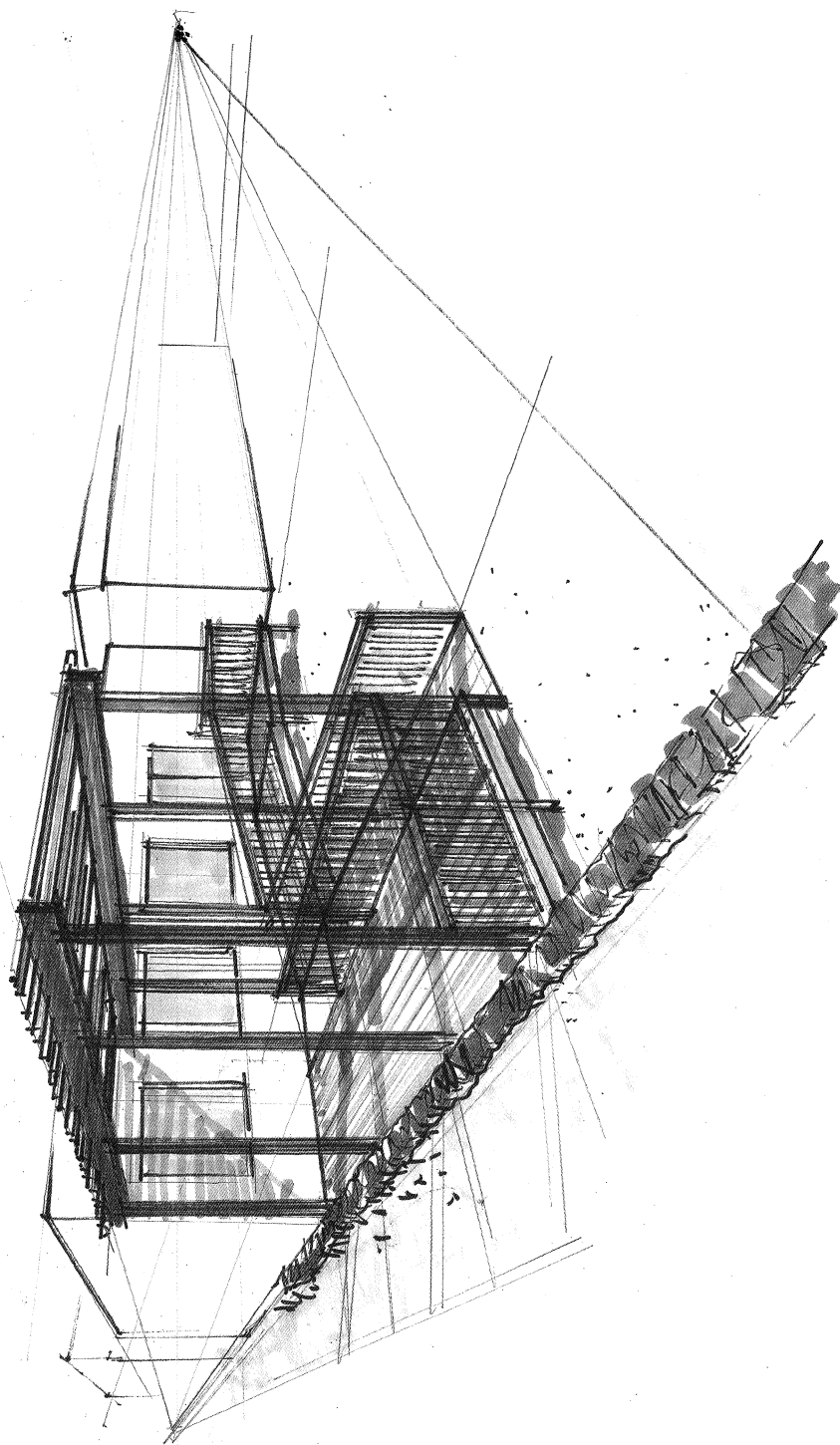
	ESTIMATE	CURRENT DATE	PAYMENT TERMS	DUE DATE
	1408	05/5/24		

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	LINE TOTAL
DECK/TRELLIS	Build New Deck with Trellis			\$4500.00
EXTERIOR PAINT	Pressure Wash, Caulk, and Paint Exterior			\$2250.00
DOOR HARDWARE	Repair Door Hardware/Window Glazing			\$500.00
SIGNAGE	New Signage			\$1000.00
LANDSCAPING	General Landscaping including vegetation beyond deck/trellis			\$1750.00
Total:				\$10,000.00

Accepted: _____

Date Accepted: _____

THANK YOU FOR YOUR BUSINESS!



**DDA Agenda Item****Meeting Date: May 28, 2024**

SUBJECT : Façade Grant Application / Granite Mountain Craft Distillery

Item: Discussion Item**Department:** DDA**Fiscal Impact:** \$1,250.00**Presented By:** Maggie Dimov, Economic Development Director/DDA

Summary: The Downtown Development Authority (DDA) created the Facade Improvement Grant Program to assist business and property owners with improvements to storefronts in the business district.

Fifty percent (50%) of the total cost of projects approved for grants will be funded one dollar for each dollar spent by the grantee, up to a maximum grant of \$5,000.00. Grants are available for permanent, exterior repairs and renovations including:

- Appropriate signage
- Awnings
- Exterior painting
- Window, door, and storefront or back entry feature restorations and changes
- Landscaping

The Granite Mountain Craft Distillery would like to apply for a Façade Grant. Their project is about a non-illuminated sign. The City's planning department confirmed that the sign project does meet the zoning code requirements.

Attachments/Exhibits: Attached is the Granite Mountain Craft Distillery's application for a Façade Grant and the art work proposal for their sign.



Downtown Development Authority
City of Stone Mountain, Georgia
875 Main Street
Stone Mountain, GA 30083

Section . Item #9.

FAÇADE GRANT APPLICATION

Please read the Façade Grant Guidelines before completing the application. Please type or print all entries.

Applicant Information

Business Name	: GRANITE MOUNTAIN CRAFT DISTILLERY
Contact Name	: Robert Witherspoon
Business Address	: 1054 MAIN STREET, SUITE F
City, ST, ZIP	: STONE MOUNTAIN, GA 30083
Telephone	: 762 444 1906
Email	: Robert@GRANITEMOUNTAINDISTILLERY.COM

Property Owner Information (if different from Applicant).

Property Tax Parcel ID for project location:	18 089 01 006
Property Owner	: ECONOMY PROPERTIES LLC
Mailing Address	: 2693 E. COLLEGE AV
City, ST, ZIP	: DECATUR, GA 30030
Telephone	: 404 786 1330
Email	: ECONOMY PROPERTIES LLC.COM

Project Description. Check box ☐ and attach Historic Preservation Commission approval if needed.

Print Project Description. Check box <input checked="" type="checkbox"/> if Project description or other plans, drawing, photos are attached.
NON ILLUMINATED SIGN

Estimated Cost of Project (attach detailed budget)

: \$ 2,500⁰⁰

Amount of Façade Grant Requested (See Guidelines)

: \$ 1,250⁰⁰

I have read the guidelines and affirm that to the best of my knowledge all the entries on this application are accurate and true.

Signature of Applicant

Robert Witherspoon

Print Name of Applicant

Signature of Owner (if different from applicant)

Print Name of Owner (if different from applicant)

Section . Item #9.

10FT



DISTILLERY

WELCOME TO THE MOUNTAIN



removal of existing

LANDLORD
OR AGENT
SIGNATURE
HERE

Please sign & return drawings to City Graphix Signs
Signature below indicates approval of BOTH design & placement of signs!

X

DATE

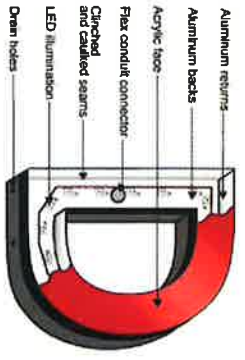
SIGN :
37.5 sqft

- Materials:
- 6) Lags & Shields
 - 1) silicone

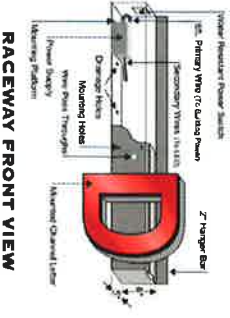
BUILDING
SIGN AREA :
786 sqft

DRAWING IS NOT TO SCALE BUT IS PROPORTIONATE

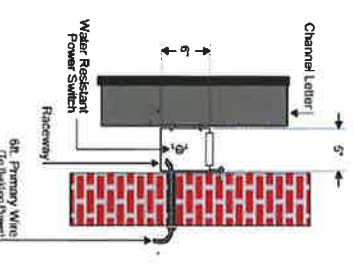
FIELD VERIFY ALL MEASUREMENTS BEFORE BEGINNING ANY WORK.
INSTALLER TO VERIFY MOUNTING SURFACE PRIOR TO INSTALLATION.



FRONT VIEW



RACEWAY FRONT VIEW



RACEWAY SIDE VIEW



Office: (770) 906-0937
Mobile: (404) 693-9376
Email: support@citygraphixsigns.com
Address:
2065 Peachtree Industrial Court
Chamblee, Georgia 30341

**DDA Agenda Item****Meeting Date: May 28, 2024**

SUBJECT: MURAL PROJECT, 2024

Item: Discussion Item**Department:** DDA**Fiscal Impact:** \$10,000.00**Presented By:** Maggie Dimov, Economic Development Director/DDA

Summary: The DDA budgeted a total of \$10,000.00 for a Mural project in 2024. The proposed location for the mural is the building at 965 Main Street (the left exterior wall of Stoned Pizza Kitchen).

The DDA Director contacted the owner of the building, to ask if he will be open to removing the 5-year restriction on his building (Stoned Pizza Kitchen) for a mural at East Mtn & Main Street. Mr. David Downs provided written confirmation that he will remove the 5-year restriction.

The DDA Director also checked the city's financial management policy, to confirm if an RFP is required for this project. For projects that were included in the budget and that are up to \$10,000.00 – a minimum of three (3) written quotations are needed.

Attachments/Exhibits: Attached image that shows the exact location of the future Mural, and attached is a copy of page twelve (12), of the City's financial management policy that describes "B. Procedures for Procurement".

Proposed Location: 965 Main Street (the left exterior wall of Stoned Pizza Kitchen).



A. ROLE OF THE CITY MANAGER OR HIS DESIGNEE

The City Manager shall be the city's purchasing agent, who is the city's principal public purchasing official. The city manager or his designated representative shall be responsible for ensuring adherence to all rules and regulations concerning the procurement of products and services.

B. PROCEDURES FOR PROCUREMENT

Based on dollar amount. The purchasing procedures to be followed by the City based on the dollar amount of the purchase are as follows, unless under state contract (note: these procedures apply on a per item basis); state contract bidding should be used if available.

- (1) Up to five hundred dollars (\$500.00) and line item budgeted —direct purchase by the purchasing agent.
 - (2) Five hundred dollars (\$500.00) up to two thousand dollars (\$2,000) and line item budgeted —minimum of three (3) email or fax quotations. Results of quotations and award to be recorded and filed.
 - (3) Two thousand dollars (\$2,000.00) up to three thousand five hundred dollars (\$3,500.00) and line item budgeted —minimum of three (3) written quotations and submitted to the city manager. Results of quotations and award to be recorded and filed.
 - (4) Three thousand five hundred dollars (\$3,500.00) up to ten thousand dollars (\$10,000.00) and budgeted —minimum of three (3) written quotations. Purchasing agent and city manager make recommendation to city council and they award the bid. Results of written quotations and award to be recorded and filed.
 - (5) Above ten thousand dollars (\$10,000.00) and budgeted —requires solicitation of advertised formal sealed bids. Purchasing agent and city manager make recommendation to city council and they award the bid. Results of bids and award to be recorded and filed.
 - (6) Nonbudgeted items —approved by city manager and purchasing agent in amounts up to two thousand five hundred dollars (\$2,500.00). Amounts above two thousand five hundred dollars (\$2,500.00) require approval of the mayor and council. Once approval has been granted, comply with the procedures of subsections (1)—(5) above (whichever applies).
 - (7) Budgeted vehicles —direct purchase from state contract, by department heads with city manager and financial officer approval.
 - (8) Professional services —mayor and city council may appoint vendors for professional services annually based upon qualifications and experience of the respective vendors. These professional services shall include, but not be limited to, auditor, attorney, solicitor, judge, judge pro tem, engineers, architects, and surveyors.
 - (9) Council review —Items over one thousand dollars (\$1,000.00) not otherwise required to be awarded by council, the city manager or purchasing agent shall bring those items forward for discussion at council committee/work session meetings.
- (b) Bond and insurance requirements



DDA Agenda Item

Meeting Date: May 28, 2024

SUBJECT: Urban Land Institute (ULI) Programs

Item: Information Item

Department: DDA

Presented By: Patricia Luna, Sr. Program Officer / Community Foundation for Greater Atlanta

Attachments/Exhibits: Presentation about the ULI Programs.



THE MISSION OF THE URBAN LAND INSTITUTE

Shape the future of the built environment for transformative impact in communities worldwide

MISSION COMMITMENTS

CONNECT active, passionate, diverse members through the foremost global network of interdisciplinary professionals

INSPIRE best practices for equitable and sustainable land use through content, education, convening, mentoring, and knowledge sharing

LEAD in solving community and real estate challenges through applied collective global experience and philanthropic engagement

Membership

ULI is the premiere convener of real estate and land use professionals

Section . Item #11.



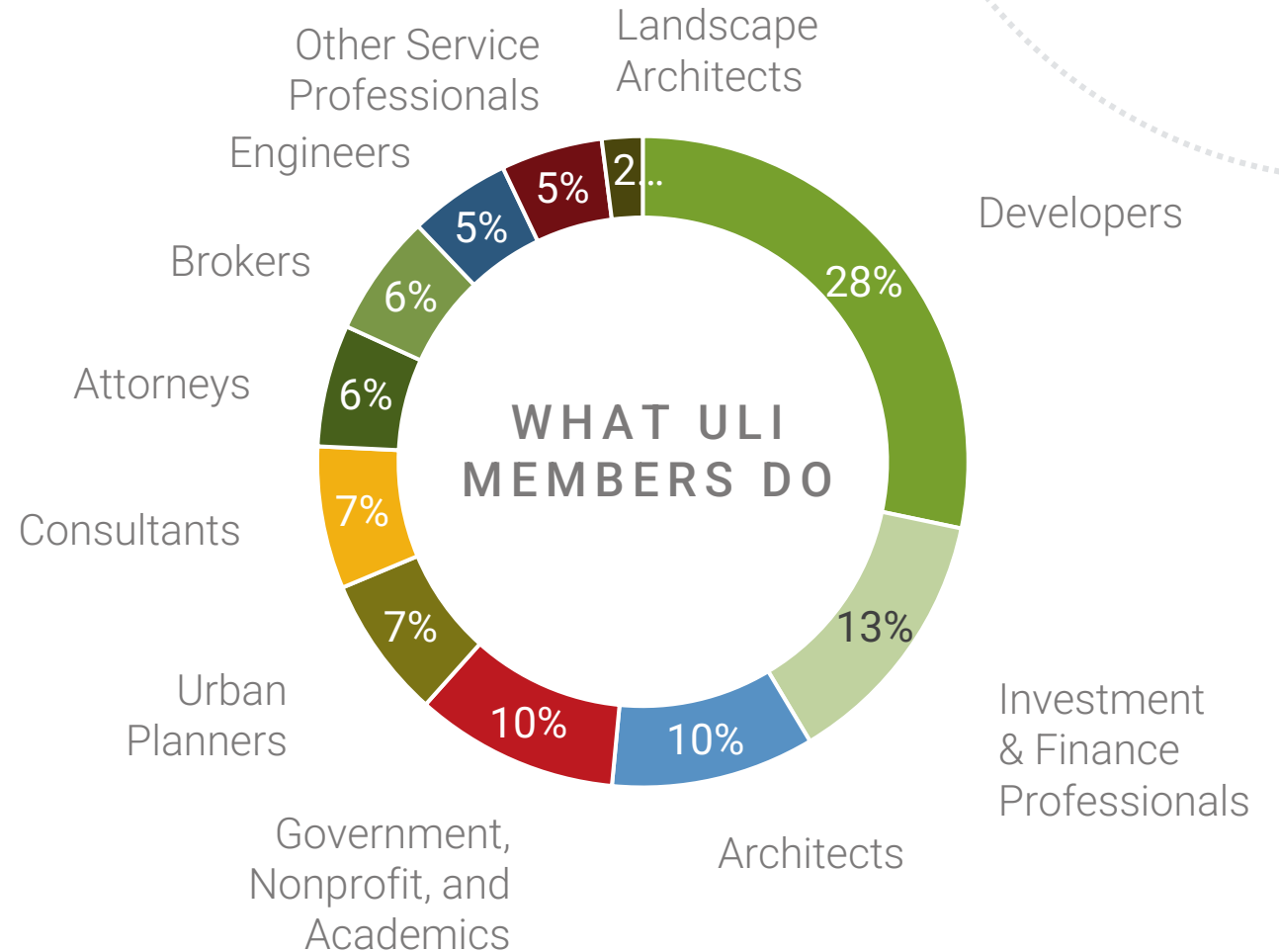
48,000+

Members in more than 80 countries



1,350+

Members across the state of Georgia



Center for Leadership

The CFL mission is to cultivate leadership and life-strategy skills by teaching emerging leaders in the real estate and land use industries how the Atlanta region gets built and how their decisions shape the future of the built environment.



Who Participates

- Individuals working in the real estate industry and related fields.
- Emerging leaders slated for future leadership roles.
- Those who have a minimum of seven years of real estate experience.
- Those committed to community service and civic engagement.
- Those who have a vision for the future of Atlanta.
- The program is open to ULI members and non-members alike.
- The program requires a capstone project called an mTAP where class members are exposed to other parts of the real estate industry.

About mTAPs

mTAPs are a “Mini-TAP” modeled after the TAP process. Since 2010, mTAPs present an opportunity for CFL emerging leaders to offer pro-bono technical assistance to public agencies and non-profits as their capstone project. This group project is academic/research oriented in nature, with real world application for the client.

What is the application process?

- Applications are received from non-profits and communities from July - September
- Decisions on whether ULI can accept the assignment will be determined by the mTAPs committee through the lens of a selection matrix.

Participation Criteria

- The project is consistent with ULI's global mission and priorities
- The team's work on the project should have a direct and positive impact on the client and the community.
- The project can be completed during the duration of the Center for Leadership Program
- The problem(s) can be addressed with expertise that exists within the CFL team who may leverage ULI Atlanta's members and/or other local or national experts in offering insights.

mTAP Process

Best practices:

Client & mTAP team collaborate to define the scope of work and objectives and formalize in an agreement letter.

The project is required to be:

- Objective/non-political
- Have support from organizational leadership and ULI mTAP advisors
- Have an engaged and responsive client

Team Deliverables

Section . Item #11.

To the Client:

- Resources (research, toolkit and other tools) for the Client to address the challenge
- Presentation to Client and stakeholders
- Submission of a digital report (hard copies provided if requested)
- Any additional items agreed upon in the engagement letter between ULI and the client

To the Class:

- Present their findings
- Reflect on the process
- Offer leadership lessons

mTAP vs. TAP

mTAPs are a “Mini-TAP” modeled after the TAP process. Here are some key differences so you can decide which one is right for you.

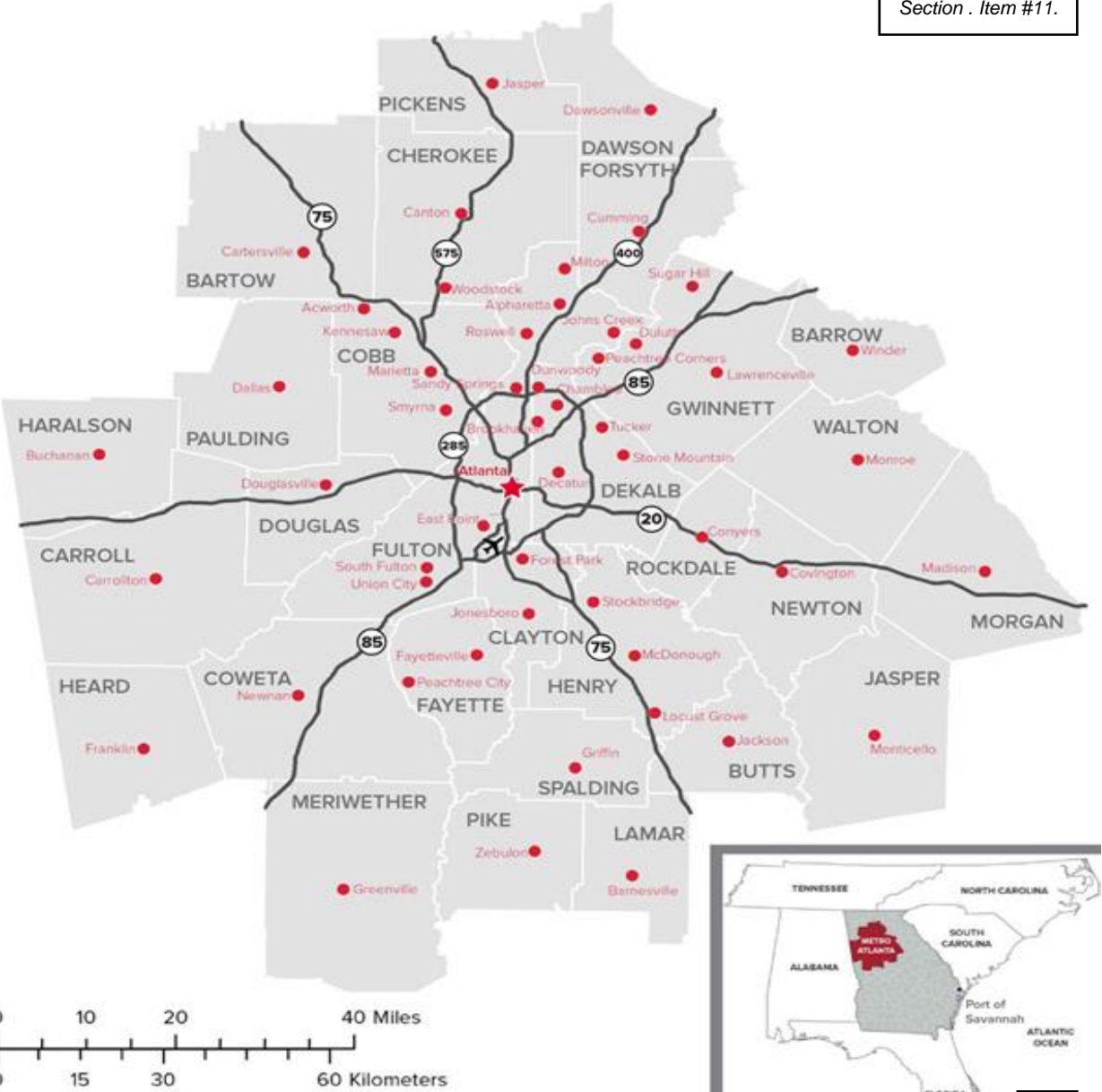
Technical Assistance Panel (TAP)

- Features a curated high-level panel of experts specific to a local government, public agency, or nonprofit organization facing a well-defined land use or real estate challenge in the state of Georgia
- These experts are multidisciplinary professionals who tour the site under review, interview local stakeholders, and meet to develop recommendations that are presented publicly at the end of the session and in a follow-up report.
- Prior to the project, the client is required to develop a briefing book to give context to the issues at hand.
- 1.5 – 2 day sessions that can be scheduled at any time
- Minimum fee of \$15,000

mTAP

- CFL is a leadership initiative of ULI Atlanta meant to develop mid-career professionals
- mTAPs are offered as a capstone project of CFL to clients (public agencies, nonprofits) on a pro bono basis
- mTAPs include a defined scope of work where research is conducted, including: due diligence, data analysis, interviews of advisors, stakeholders and/or industry expert.
- Five-month session, from January – May
- Service is provided to local governments, public agencies, and nonprofit organizations

mTAP Project Area



Snapshot of 70+ mTAPs delivered

- ✓ City of Alpharetta
- ✓ Energy Reduction & Sustainability Resources for Industrial Buildings
- ✓ Gwinnett Place Mall CID
- ✓ Livable Buckhead
- ✓ Mercy Housing
- ✓ City of Tucker
- ✓ Pittsburgh Yards
- ✓ Decide DeKalb
- ✓ City of Atlanta Department of City Planning
- ✓ Central Atlanta Progress – Forge Atlanta
- ✓ Tucker-Northlake CID: “South of the Tracks”
- ✓ City of Decatur
- ✓ Atlanta Land Trust

Sample Projects:

Pittsburgh Yards

Prepare a marketing package to be used by the Client and Client's brokerage team to assist in attracting a master developer and prospective end users.

Decide DeKalb

Develop recommendations for improved food access by encouraging investors to contribute and/or build grocery stores that provide access to fresh foods for residents within the area.

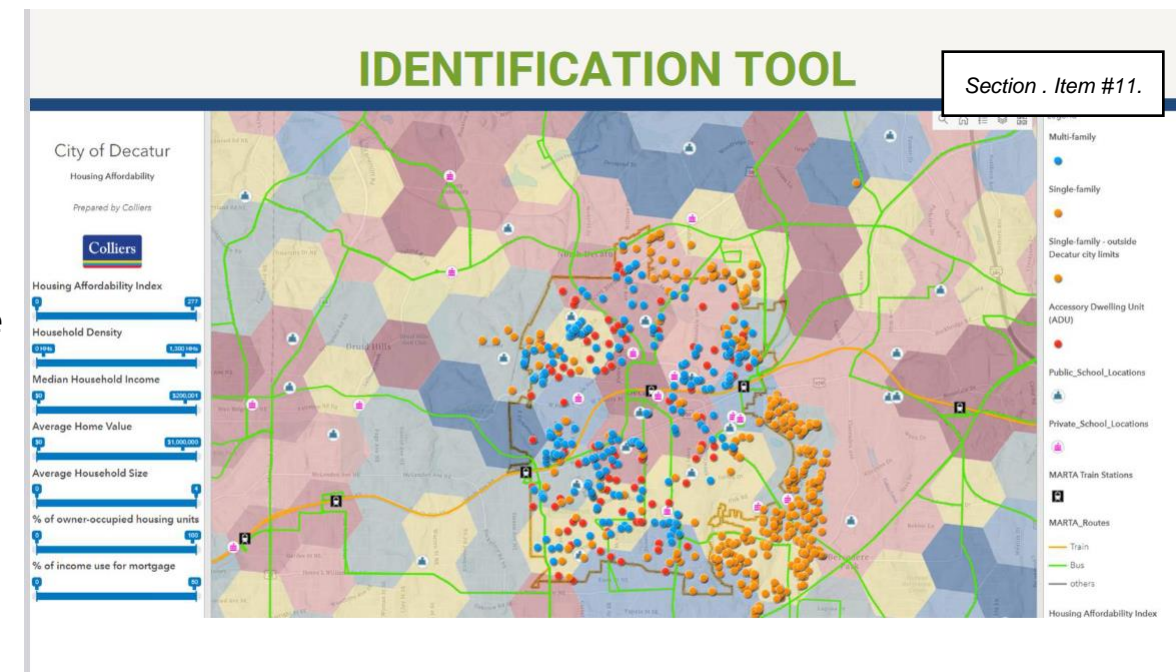
Tucker-Northlake CID: "South of the Tracks"

Identify and suggest strategies for candidate parcels for redevelopment, historic properties that should be preserved, or are candidates for adaptive reuse, support the goals of the Downtown Master Plan, are consistent with the land use as established in the Tucker Comprehensive Plan and identify funding and revenue sources for redevelopment.

City of Decatur

Identify and compile information detailing naturally occurring affordable housing within the City of Decatur limits and providing a report of the findings.

ULI Atlanta mTAP - <https://atlanta.uli.org/resources/mtaps/>



South Main - Tucker

mini Technical Assistance Panel



What an mTAP is NOT

ULI is a member-led organization that leverages the intellectual capital of its members to advance ULI's global mission and priorities. As such, ULI's technical assistance work cannot be seen in competition with a service our member leaders can provide. **An mTAP is not:**

- A master plan or other process that can be provided by consultants
- Not a curated panel but rather a capstone project for CFL
- Overly focused a single technical or professional field (i.e. architecture, design, engineering)
- Convened on a site that is not owned or controlled by the client
- Serving a client who is not an active participant in applying for, organizing, or participating in the mTAP

Sample mTAP Timeline

