



CITY OF
FOREST PARK

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

Wednesday, August 26, 2026 at 5:30 PM
City Hall - Council Chambers

[City Website](#)

Phone (404) 363.2454

ECONOMIC DEVELOPMENT

745 Forest Parkway
Forest Park, GA 30297

AGENDA

**Hector Gutierrez, Chair
Rhonda Wright, Vice Chair
Daniel Ray Allen, Board Member
Felicia Davis, Board Member
Victoria Williams, Board Member
Lois Wright, Board Member
Kirby A. Glaze, Esq., Authority Attorney
Rochelle B. Dennis, Economic Development Director**

VIRTUAL MEETING NOTICE: Meetings will be live-streamed and available on Forest Park's [YouTube Channel](#)

I CALL TO ORDER/WELCOME

II ROLL CALL

III ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS

IV APPROVAL OF MINUTES

- 1. Board Approval of Development Authority Regular Meeting Minutes from July 22, 2026**

V LEGAL UPDATE

VI FINANCE UPDATE

- 2. July 2026 Finance Report - Tony Lamar, Finance Department
Background/History:**

The Development Authority has identified outstanding expenses associated with FY25-26 activities and Authority operations. These expenses have been reviewed to ensure that all outstanding obligations are properly documented, reconciled, and processed in accordance with the Authority's financial

procedures. As part of the FY25–26 closeout, staff have been working with Finance to identify outstanding invoices and expenses, confirm supporting documentation, and determine the appropriate funding source and payment process. The Authority previously identified \$56,731.54 in FY25–26 expenses to be paid from the Development Authority account and reimbursed from the FY26–27 budget.

VII OLD BUSINESS

3. Approval of Aeras HVAC Contract for 848 Main Street

Background/History:

The Development Authority owns the property located at 848 Main Street and is responsible for maintaining the building and ensuring that major building systems remain operational and properly maintained. After an initial repair, it has been identified that a full HVAC replacement is necessary at the property. Aeras has provided a proposal/contract outlining the recommended scope of work, associated costs, and service requirements. Staff is presenting the Aeras HVAC Contract to the Development Authority for review and approval to address the identified HVAC needs, maintain the property in good operating condition, and support the continued use and preservation of the Authority-owned asset.

4. Joint Board Authority Retreat Update

Background/History:

The City's Development Authority (DA), Downtown Development Authority (DDA), and Urban Redevelopment Agency (URA) are planning a joint Board retreat to strengthen coordination, discuss shared priorities, and align the Authorities' strategic goals for the upcoming year. Staff has proposed several dates in October and November 2026 and is currently collecting Board member availability. The retreat is anticipated to be a full-day session from 9:00 a.m. to 4:00 p.m., with the location to be determined.

VIII NEW BUSINESS

5. Tara Preserve Request for Economic Development Confirmation Letter

Background/History:

The Development Authority owns multiple commercial properties requiring ongoing property management, maintenance, tenant coordination, lease administration, and vendor oversight. Staff is developing an RFP for Commercial Property Management Services to establish a consistent and professional approach to managing the Authority's commercial property portfolio and maximizing the value and performance of its assets.

6. Governors Terrace Bond Inducement Resolution

Background/History:

Governor's Terrace is a 49-unit senior apartment community constructed in 2002 utilizing a HUD Section 202 Capital Advance. The property includes 48 revenue-generating units serving seniors age 62+, with rental assistance

provided through a Section 8 PRAC contract.

Upon acquisition, the property is expected to undergo a RAD for PRAC conversion, resulting in a new 20-year Housing Assistance Payments (HAP) contract that will maintain rental subsidies for the assisted units.

The proposed rehabilitation includes a comprehensive renovation of all 49 units, including kitchen and bathroom upgrades, Energy Star appliances, vinyl plank flooring, new cabinets and quartz countertops. Additional improvements will include window repairs/replacement, building envelope improvements, parking lot resurfacing, office and common-area updates, LED-enhanced lighting, and interior/exterior painting, as needed.

The project is currently under consideration for a 9% LIHTC award, with the development team also planning to pursue a 4% LIHTC application in September 2026. The developer is requesting a Bond Inducement Resolution from the Development Authority for approximately \$6 million to support the project financing.

7. Commercial Property Management Services

Background/History:

The Development Authority owns and manages commercial properties that require ongoing oversight, including tenant coordination, property maintenance, vendor management, inspections, lease administration, and financial reporting. To strengthen property management and ensure consistent oversight of the Authority's commercial portfolio, staff has developed a Request for Proposals (RFP) for Commercial Property Management Services. The proposed scope includes day-to-day property operations, maintenance coordination, tenant relations, lease monitoring, budgeting, inspections, and reporting.

8. Annual Inspection of Fort Gillem Notice

Background/History:

The U.S. Army conducts an annual inspection of the former Fort Gillem properties to ensure that the environmental provisions and covenants are being adhered to. The contractor will be onsite August 2026 for the inspection.

9. Request for Notice of Commencement and Payment Bond_Ocado

Background/History:

For Information Purposes Only - Consolidated Electrical Distributors, Inc. DBA All-Phase Electric Supply will supply or has supplied Materials to Johnson Electrical Solutions, LLC for incorporation into the above-referenced project, and makes this written request for a copy of any Notice of Commencement that has been filed of record or posted in connection with the project, along with a copy of any payment bond that has been provided with respect to this project.

IX ECONOMIC DEVELOPMENT UPDATE

Background/History:

The Office of Economic Development continues to advance a diverse portfolio of economic development, redevelopment, business retention, workforce,

housing, and property management initiatives throughout Forest Park. Current priorities include supporting major development projects, preparing board authorities for upcoming decisions, advancing downtown redevelopment, and strengthening partnerships that support long-term investment and job creation.

Several key projects remain active, including the 60-unit Florence on Main mixed-use development, redevelopment of Main Street properties, the Grapevine culinary incubator, and ongoing redevelopment opportunities at Fort Gillem. The Office is also actively engaged in business attraction and retention efforts, including Project Gateway, Project Scannell, Digital Realty, and prospective businesses seeking to locate or expand in Forest Park. Tax abatement requests associated with several Gillem projects are expected to receive Board consideration in August.

The City continues to pursue opportunities to strengthen housing and community development through the Georgia Initiative for Community Housing (GICH), affordable senior housing, and other residential redevelopment proposals. Workforce initiatives include the annual Forest Park Job Fair, Elevate 2.0, and partnerships with regional workforce and training organizations. In addition, the Office is managing a portfolio of nearly 60 board authority-owned properties, addressing maintenance and tenant issues while developing new property management and brokerage service strategies. Grant activity remains strong, including the recovery of an additional \$100,000 in CDBG funding, bringing total recovered funding to \$496,000. Looking ahead, staff will focus on advancing active development projects, preparing for August board meetings, strengthening business engagement.

**X EXECUTIVE SESSION - Personnel, Litigation, Real Estate or Cyber Security
OCGA § 50-14-1**

XI 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 before the meeting at 404-366-1555.