



CITY OF FOREST PARK
DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

Thursday, February 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

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 January 23, 2025 Meeting Minutes

OLD BUSINESS:

2. Update: 4987 East Street Renovations
3. Update: 819 Forest Parkway Repairs

NEW BUSINESS:

FINANCIAL REPORT:

[Financial](#) Report

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.



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ECONOMIC DEVELOPMENT
745 Forest Parkway
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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 Butler called the Downtown Development Authority Regular Meeting on January 23, 2025, to order at 3:04pm.

PRESENT:

- Angelyne Butler
- Jacklyn Faith
- Tre Holland
- Jay Evans
- Eric Stallings (arrived at 3:39pm)

ALSO PRESENT:

- Ricky L. Clark, Jr., City Manager
- Danielle Matricardi, City Attorney
- John Wiggins, Director of Finance
- Talisa Clark, Procurement Manager
- Rochelle Dennis, Main Street Manager
- Charise Clay, Economic Development Staff Assistant

ADOPTION OF THE AGENDA WITH ADDITIONS/DELETIONS: Jacklyn Faith made to add agenda items “Ratification of Demolition & Tree Removal Proposal from Technique Concrete Construction for 4523 Ernest Drive”, “DDA Financial Report” and “East Street Update”. Jay Evans seconded the motion. Motion approved unanimously.

APPROVAL OF MINUTES:

1. Approval of December 19, 2024, Meeting Minutes

Jay Evans made a motion to approve December 19, 2024, meeting minutes. Tre Holland seconded the motion. Motion approved unanimously.

OLD BUSINESS:

2. Update: DDA Appraisal and Lease Renewal

Mr. Ricky L. Clark Jr. delivered the update.

- At a previous meeting, the DDA approved having appraisals completed on all of their properties. Since the original request, 3 properties have been added. This will aid staff by having actual numbers for properties when discussing sales with developers and realtors.

NEW BUSINESS:

3. Approval of Georgia Power Easement

Attorney Matricardi delivered the update.

- Georgia Power requested a tree trimming easement. The easement will grant them access to the property to clear any trees and shrubbery enabling them from completing tasks. The DDA will generate a fee for allowing them access.

Jay Evans made a motion to approve the Georgia Power easement. Tre Holland seconded the motion. Motion approved unanimously.

MAIN STREET UPDATE:

Rochelle Dennis delivered the update.

- The update covered activities for November & December. This is the second year the City has participated in *Small Business Saturday*, championed by American Express. 6 local businesses offered deals under the program and were highlighted across the City's social media platforms. Unlike last year, businesses and residents were able to participate in the annual *Holiday on Main* decorating contest. 3 businesses and 10 residences participated. Members of the DDA, URA, DA, and Economic Development department served as judges. The best business storefront and residential exterior will receive complimentary breakfast. Women of Clayton County and the Beautification Committee co-hosted this year's hot cocoa station at the City's annual *Holiday Extravaganza*. The 2025 proposed list of events include: St. Patrick's Day Street Party, The Longest Table, Friday Night Fiesta, Food & Wine Crawl, Up Early on Main series, Off the Rails in Forest Park series, Food Truck Friday Special Edition, Blues on Main, Small Business Saturday, and Holiday on Main. It has been requested that PawtoberFest be brought back this year as well. Additional tasks for Main Street include creating a Main Street/ Downtown Forest Park logo, branded Main Street collateral, public art, a comprehensive sponsorship package, and a *Main Street Ambassador* program.

ECONOMIC DEVELOPMENT UPDATE:

Mr. Ricky L. Clark Jr. delivered the update.

- He reported there has been a lot of developmental activity in the Main Street corridor. With the assistance of Economic Development staff, there is a concentrated effort to continue to offload DDA owned properties. The goal is to have at least 1 project under contract or under a LOI within the next 90 days. In an effort to continue to diversify the housing portfolio within the City, he suggested participating in the Georgia Initiative for Community Housing.
- ##### **4. Ratification of Demolition & Tree Removal Proposal from Technique Concrete Construction for 4523 Ernest Drive**
- The demolition of the 2 homes was approved at a previous meeting and has been completed. Billy Freeman, Jr. with Technique Concrete Construction addressed the board to provide clarity on the provided proposals. Mr. Freeman will work with the City's Procurement department to clarify the submitted proposals so staff can move forward with creating requisitions.

5. East Street Update

- Procurement Manager Talisa Clark and other City staff completed a walkthrough of the property to determine tasks for phase II of the project. She gave the board the list of tasks needed. The additional tasks have been divided between the City's Public Works department and Technique Concrete Construction. Additional tasks on the exterior of the home, may have to be bided out due to the nature of the project. March 1 is the expected completion date for the project.

6. Financial Report

Director of Finance, John Wiggins delivered the update:

- DDA checking account ending in 0510 had a beginning budget of \$4,918,012 and currently has an ending budget of \$4,786,728.00. DDA account ending in 3693 had a beginning budget of \$1,160,967 and currently has an ending budget of \$1,163,916. DDA Main Street Checking account ending in 1160 had a beginning budget of \$1,085,932 and currently has an ending budget of \$1,088,690. DDA operating cash has an ending budget total of \$7,039,334. Operating Revenues have a current ending budget balance of \$2,152,354. Expenses have an ending budget balance of \$1,152,165. As of December 31, 2025, the DDA Georgia Fund 1 account had an ending balance of \$2,060,376.52. The staff accountant also explained the process of "Due to/ Due from" in preparation for the annual audit to the board.

EXECUTIVE SESSION:

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

Eric Stallings made a motion to adjourn the regular meeting and enter executive session at 4:25pm. Jay Evans seconded the motion. Motion approved unanimously.

Eric Stallings made a motion exit executive session at 4:36pm and reconvene the regular meeting at 4:36pm. Jay Evans seconded the motion. Motion approved unanimously.

Eric Stallings made a motion to approve the 5th amendment to the real estate purchase agreement with Nouveau and ratify all prior amendments to the purchase. Jay Evans seconded the motion. Motion approved unanimously.

ADJOURNMENT:

Chairwoman Butler adjourned the meeting at 4:37pm.

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	4,786,728	23,699	4,153,531	656,897
DDA Series 2023B 3693	1,163,916	2,821	-	1,166,737
DDA Main Street Checking 1160	1,088,690	2,638	-	1,091,329
Total Operating Cash:	7,039,334	29,158	4,153,531	2,914,962

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	172,694	-	(22,694)
Miscellaneous Revenue	110,000	63,662	-	46,338
Other Sources	812,768	-	-	812,768
Total Revenue Sources:	1,429,768	3,617,931	-	(2,188,163)

Operating Expense:

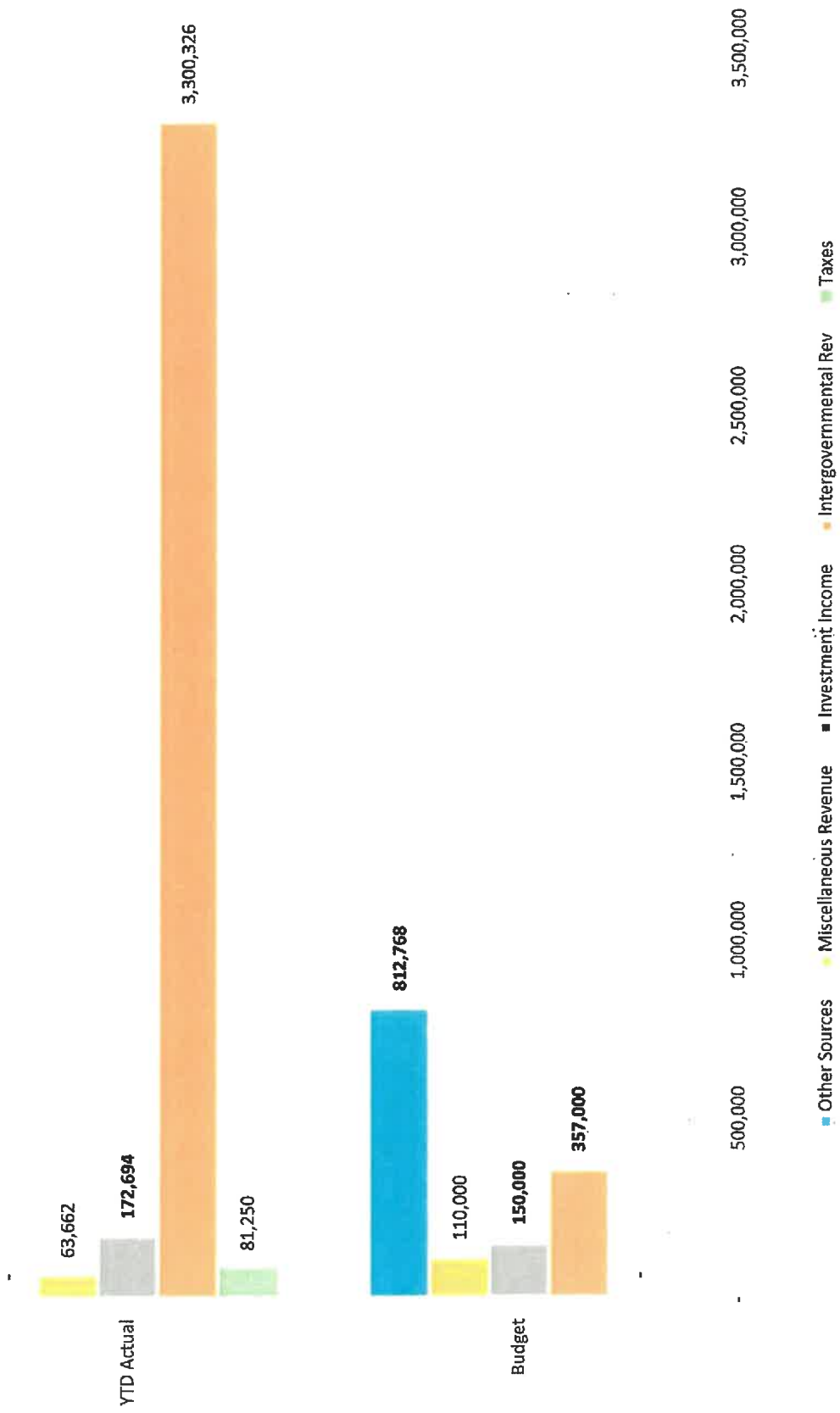
	Budget	YTD Actual	Encumbrance	Budget Balance	% Used
Salaries	45,000	-	-	45,000	0%
Exce Dir Salary Supplement	14,000	-	-	14,000	0%
Insurance Liability	2,500	1,213	-	1,287	49%
Travel for Employees	3,000	-	-	3,000	0%
Bank Charges / Financial Service	1,500	-	-	1,500	0%
Training & Conferences	7,000	-	-	7,000	0%
Professional Services	323,077	107,103	26,833	189,141	33%
Technical Services	10,000	423	(3,579)	13,156	4%
Repairs and Maintenance	33,492	12,931	-	20,561	39%
Advertising / Promo	40,000	-	-	40,000	0%
Printing / Postage	15,000	997	-	14,003	7%
Dues and Subscriptions	1,000	250	-	750	25%
Public Relations	51,000	(49)	-	51,049	0%
Special Events	50,000	43,419	-	6,581	87%
Supplies	106,508	106,508	-	0	100%
Utilities	18,000	8,895	-	9,105	49%
Infrastructure / Construction	40,000	-	-	40,000	0%
Catalyst Development Site	64,280	-	64,280	-	0%
Bond Debt Pymt 819 & 832	134,411	-	-	134,411	0%
Purchase Property/Land DDA	15,000	7,968	-	7,032	53%
Reserve for Contingencies	10,000	-	-	10,000	0%
Issuance Cost	145,000	-	-	145,000	0%
Interest Expense	300,000	-	-	300,000	0%
Total Expense:	1,429,768	289,657	87,534	1,052,577	20%

Total Net Position as of January 2025:	-	3,328,275	(87,534)	(3,240,741)
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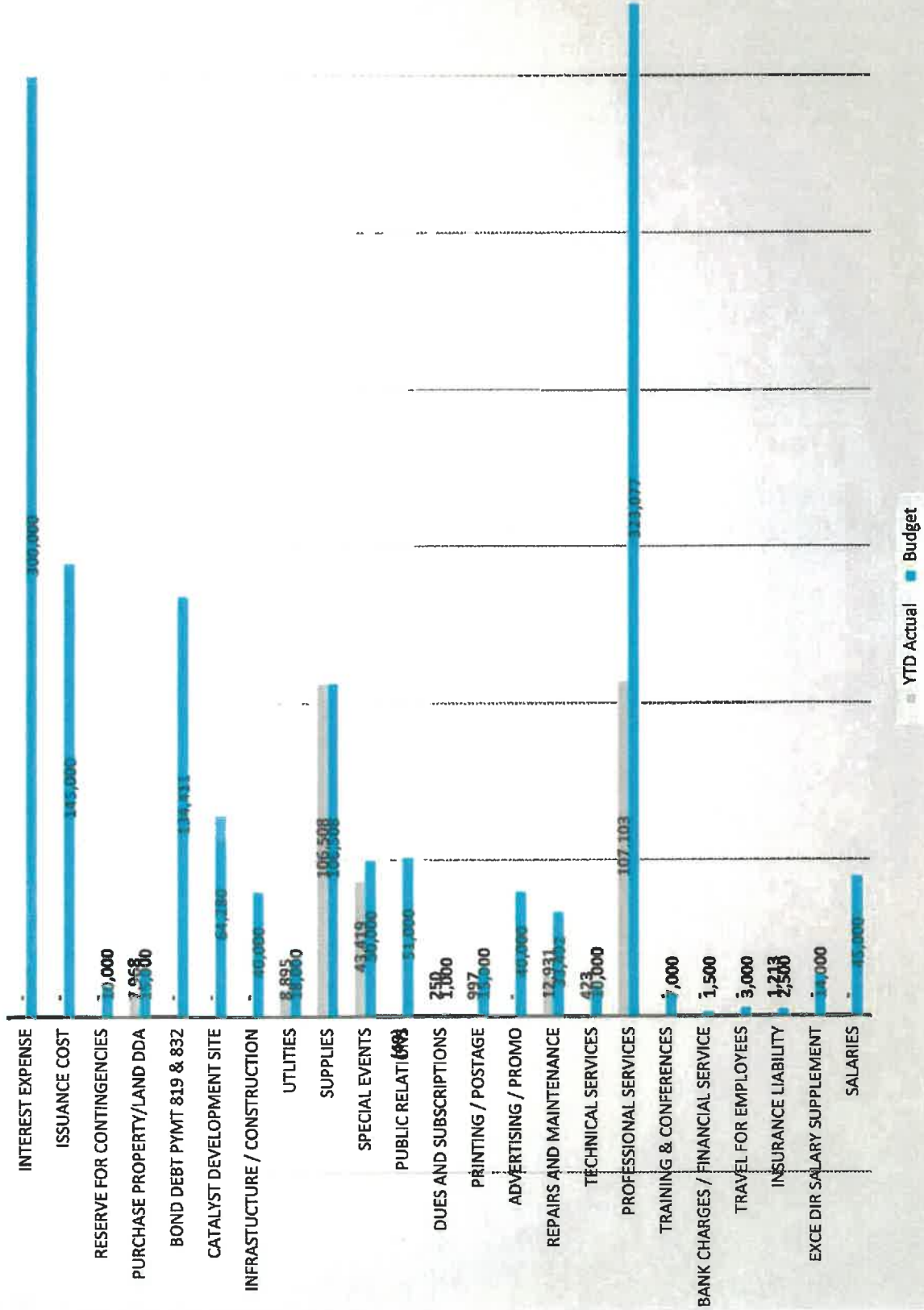
Operating Cash



Operating Revenues



OPERATING EXPENSE





Office of the State Treasurer
Georgia Fund 1
Statement of Account

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

Statement Period

Wed, 01 Jan 2025 through Fri, 31 Jan 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	4.37250
Prior Balance	\$2,060,376.52
Deposits	\$0.00
Withdrawals	\$0.00
Earnings Reinvested	\$7,651.47
New Balance	\$2,068,027.99

Date	Activity	Amount	Balance
01/01/2025	Forward Balance	\$0.00	\$2,060,376.52
01/31/2025	Reinvestment	\$7,651.47	\$2,068,027.99
01/31/2025	Ending Balance	\$0.00	\$2,068,027.99

Current period earnings received after close:	\$0.00
Previous period earnings received after close:	\$0.00
Average daily invested balance during period:	\$2,060,376.52
Net Management Fee withheld from distribution:	\$96.24

CITY OF FOREST PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

590-DOWNTOWN DEVELOPMENT AUTH
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	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	23,097.49	172,693.91	0.00 (22,693.91)	115.13
MISCELLANEOUS REVENUE	110,000	12,712.00	63,662.06	0.00	46,337.94	57.87
TOTAL REVENUES	617,000	35,809.49	3,617,931.47	0.00 (3,000,931.47)	586.37
<u>EXPENDITURE SUMMARY</u>						
<u>FINANCE</u>						
PERSONAL SERV. & EE BENE	59,000	0.00	0.00	0.00	59,000.00	0.00
PURCHASED/CONTRACT SERV.	537,569	34,313.37	166,286.69	23,253.86	348,028.45	35.26
SUPPLIES	124,508	190.91	115,402.43	0.00	9,105.57	92.69
CAPITAL OUTLAYS	253,691	0.00	7,967.62	64,280.00	181,443.38	28.48
OTHER COSTS	10,000	0.00	0.00	0.00	10,000.00	0.00
LOAN	445,000	0.00	0.00	0.00	445,000.00	0.00
TOTAL FINANCE	1,429,768	34,504.28	289,656.74	87,533.86	1,052,577.40	26.38
TOTAL EXPENDITURES	1,429,768	34,504.28	289,656.74	87,533.86	1,052,577.40	26.38
REVENUE OVER/(UNDER) EXPENDITURES	(812,768)	1,305.21	3,328,274.73 (87,533.86) (4,053,508.87)	
OTHER SOURCES	812,768	0.00	0.00	0.00	812,768.00	0.00
NET OTHER FINANCING SOURCES & USES	812,768	0.00	0.00	0.00	812,768.00	0.00
REVENUES & OTHER SOURCES OVER/(UNDER) EXPENDITURES & OTHER USES	0	1,305.21	3,328,274.73 (87,533.86) (3,240,740.87)	

CITY OF FOREST PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

590-DOWNTOWN DEVELOPMENT AUTH

% OF YEAR COMPLETED: 58.33

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	23,097.49	172,693.91	0.00 (22,693.91)	115.13
TOTAL INVESTMENT INCOME	150,000	23,097.49	172,693.91	0.00 (22,693.91)	115.13
MISCELLANEOUS REVENUE						
590-00-0000-38-1000 DD AUTH RENT 751-771 MAIN ST	0	0.00 (2,800.00)	0.00	2,800.00	0.00
590-00-0000-38-1005 EVENT REVENUE	25,000	0.00	3,092.06	0.00	21,907.94	12.37
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	7,712.00	56,956.00	0.00	23,044.00	71.20
590-00-0000-38-9000 OTHER REVENUE	0	5,000.00	6,414.00	0.00 (6,414.00)	0.00
TOTAL MISCELLANEOUS REVENUE	110,000	12,712.00	63,662.06	0.00	46,337.94	57.87
TOTAL REVENUE	617,000	35,809.49	3,617,931.47	0.00 (3,000,931.47)	586.37

CITY OF FOREST PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

590-DOWNTOWN DEVELOPMENT AUTH
DEPARTMENT - FINANCE

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONAL SERV. & EE BENE	45,000	0.00	0.00	0.00	45,000.00	0.00
590-22-1510-51-1101 SALARIES	14,000	0.00	0.00	0.00	14,000.00	0.00
590-22-1510-51-1102 EXCE DIR SALARY SUPPLEMENT	59,000	0.00	0.00	0.00	59,000.00	0.00
TOTAL PERSONAL SERV. & EE BENE						
PURCHASED/CONTRACT SERV.	2,500	1,238.00	1,213.00	0.00	1,287.00	48.52
590-22-1510-52-3111 INSURANCE LIABILITY	3,000	0.00	0.00	0.00	3,000.00	0.00
590-22-1510-52-3500 TRAVEL FOR EMPLOYEES	1,500	0.00	0.00	0.00	1,500.00	0.00
590-22-1510-52-3601 BANKING/CR CARD FEES	7,000	0.00	0.00	0.00	7,000.00	0.00
590-22-1510-52-3701 TRAINING & CONFERENCES	323,077	32,652.26	107,102.63	26,833.30	189,141.07	41.46
590-22-7520-52-1205 PROFESSIONAL SERVICES	10,000	423.11	423.11	3,579.44	13,156.33	31.56
590-22-7520-52-1301 TECHNICAL SERVICES	33,492	0.00	12,930.70	0.00	20,561.30	38.61
590-22-7520-52-2201 REPAIRS AND MAINTENANCE	40,000	0.00	0.00	0.00	40,000.00	0.00
590-22-7520-52-3310 ADVERTISING/PROMO	15,000	0.00	996.97	0.00	14,003.13	6.65
590-22-7520-52-3401 PRINTING/POSTAGE	1,000	0.00	250.00	0.00	750.00	25.00
590-22-7520-52-3610 DUES AND SUBSCRIPTIONS	51,000	0.00	49.01	0.00	51,049.01	0.10
590-22-7520-52-3913 PUBLIC RELATIONS	50,000	0.00	43,419.39	0.00	6,580.61	86.84
590-22-7520-52-3914 SPECIAL EVENTS						
TOTAL PURCHASED/CONTRACT SERV.	537,569	34,313.37	166,286.69	23,253.86	348,028.45	35.26
SUPPLIES	106,508	0.00	106,507.92	0.00	0.08	100.00
590-22-7520-53-1105 SUPPLIES	18,000	190.91	8,894.51	0.00	9,105.49	49.41
590-22-7520-53-1106 UTILITIES	124,508	190.91	115,402.43	0.00	9,105.57	92.69
TOTAL SUPPLIES						
CAPITAL OUTLAYS	40,000	0.00	0.00	0.00	40,000.00	0.00
590-22-7310-54-1411 INFRASTRUCTURE/CONSTRUCTION	64,280	0.00	0.00	64,280.00	0.00	100.00
590-22-7310-54-1412 CATALYST DEVELOPMENT SITE	134,411	0.00	0.00	0.00	134,411.00	0.00
590-22-7310-54-1413 BOND DEBT PYMT 819 & 833	15,000	0.00	7,967.62	0.00	7,032.38	53.12
590-22-7310-54-1414 PURCHASE PROPERTY / LAND DDA	253,691	0.00	7,967.62	64,280.00	181,443.38	28.48
TOTAL CAPITAL OUTLAYS						
DEPRECIATION & AMORTIZAT						
OTHER COSTS	10,000	0.00	0.00	0.00	10,000.00	0.00
590-22-1510-57-9000 RESERVE FOR CONTINGENCIES	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL OTHER COSTS						
LOAN	145,000	0.00	0.00	0.00	145,000.00	0.00
590-22-1510-58-4000 ISSUANCE COST	300,000	0.00	0.00	0.00	300,000.00	0.00
590-22-8000-58-2300 INTEREST EXPENSE	445,000	0.00	0.00	0.00	445,000.00	0.00
TOTAL LOAN						
OTHER USES						
TOTAL FINANCE	1,429,768	34,504.28	289,656.74	87,533.86	1,052,577.40	26.38

CITY OF FOREST PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2025

590-DOWNTOWN DEVELOPMENT AUTH

% OF YEAR COMPLETED: 58.33

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TOTAL EXPENDITURES	1,429,768	34,504.28	289,656.74	87,533.86	1,052,577.40	26.38
REVENUE OVER/(UNDER) EXPENDITURES	(812,768)	1,305.21	3,328,274.73 (87,533.86)	(4,053,508.87)	
OTHER FINANCING SOURCES & USES						
OTHER FINANCING SOURCES						
590-00-0000-39-2200 SALE OF PROPERTY	812,768	0.00	0.00	0.00	812,768.00	0.00
TOTAL OTHER FINANCING SOURCES	812,768	0.00	0.00	0.00	812,768.00	0.00
OTHER FINANCING USES						
NET OTHER SOURCES & USES	812,768	0.00	0.00	0.00	812,768.00	0.00
REVENUES & OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	0	1,305.21	3,328,274.73 (87,533.86)	(3,240,740.87)	