**DECIDE DEKALB DEVELOPMENT AUTHORITY BOARD MEETING**

**Date:** Thursday, May 14th, 2020

**Time:** 8:30 AM

**Location:** Virtual Call Via Zoom

**Board Members Present:**

Don Bolia, Chair

Andrew Greenberg, Board Member

Rebekah Coblentz, Board Member

Kevin Gooch, Vice-Chair

Kimberly Adams, Board Member

**Board Members Absent:**

Miranda Mack McKenzie, Secretary

Sai Reddy, Board Member

**Legal Counsel Present:**

Jim Monacell, Smith, Gambrell & Russell, LLP

Ansly Moyer, Smith, Gambrell & Russell, LLP

**Staff Members Present:**

Dorian DeBarr, Interim President

Randi Mason, Vice President, Economic Development

Toyasha Vaughn, Business Retention & Expansion Manager

Shelbia Jackson, Director, DeKalb Entertainment Commission

Jenee Williams, Office Manager

Jen Yun, Project Manager

Sunny Anderson, Business Attraction Manager

Brandon Ona, Workforce Business Analyst

**Others Present:**

Anthony Grant, City of Atlanta

Leah Davis, BOC

LaShun Atwater, BOC

Dale Royal, LISC

Patricia Luna, LISC

Ryan Cone, Cone Commercial

Breck DeHart, SJ Collins

Rhea Johnson, NDHCP

Doug Selby, Hunton Andrews Kurth, LLP

Steve Giacolone, Atlanta VA

Maria Balais, Leadership DeKalb

The May meeting of the Decide DeKalb Development Authority was called to order at 8:37 a.m. on Thursday, May 14th, 2020 via Telemeeting.

1. **CALL TO ORDER**

Chairman Bolia presided.

1. **ITEMS FOR DECISION**
2. **Approval of Meeting of Authority by Teleconference**:

Ms. Moyer commenced the meeting by presenting a resolution to approve the meeting of the Authority by teleconference. Based on the Governor’s declaration of a public health emergency in the State of Georgia related to the COVID-19 pandemic, the Authority determined that there exist emergency conditions involving public safety in DeKalb County, State of Georgia, and it is necessary for the Authority to meet by teleconference until the public health emergency caused by COVID-19 is over. In accordance with the Open Meetings Act, notice of meetings during this public health emergency will be provided as required by law and means afforded for the public to have simultaneous access to teleconference meetings. There was a motion and a second, and the resolution was adopted.

1. **Approval of March 12th, 2020 Board Meeting Minutes:**

Ms. Coblentz made a motion to approve the March 12th, 2020 board meeting minutes.  Mr. Greenberg seconded the motion, which was unanimously approved.

1. **Approval of April 2020 Financials:**

Mr. DeBarr presented an overview of the April financials. The Authority overall is in good standing. Annual fees and issuance fees are both on target with the 2020 budget, and expenses are currently under budget due to vacant positions. Mr. DeBarr notes that the Authority is currently in search of a new Marketing Director and 180 resumes were submitted. He is currently interviewing, and a decision will be made by the next meeting. Mr. DeBarr also expresses slight concern in collecting funds from Stonecrest Mall with the ongoing pandemic and notes that going forward a new consultant will be brought in to assist with accounts receivables and keeping things on track.

Ms. Coblentz made a motion to approve the April 2020 financials.  Mr. Greenberg seconded the motion, which was unanimously approved.

1. **Approval of 2020 Goals & Objectives:**

Mr. DeBarr brought the 2020 goals back to the board for review with the requested updates from the March meeting. Jobs are now included and currently sit at over 400 new & retained with new projects still in the pipeline. The board also commended staff on the additions being offered in the toolkit.

Mr. Greenberg made a motion to approve the 2020 goals & objectives.  Ms. Adams seconded the motion, which was unanimously approved.

1. **Approval of Leadership DeKalb Sponsorship:**

Leadership DeKalb is requesting a sponsorship in the amount of $12,500, an increase in the usual yearly ask of $10,000. The funds will be used to support economic development day and a new series LD has added to the program called Mosaics, and as a sponsor Decide DeKalb will participate as a presenter on ED Day. In lieu of the Covid-19 pandemic Leadership DeKalb has kept the program running with virtual classes, and live video production accessibility. Decide DeKalb has had several staff members participate in the program and most recently Vice President Randi Mason has been accepted to the 2021 class.

Ms. Adams made a motion to approve the Leadership DeKalb Sponsorship.  Mr. Greenberg seconded the motion, which was unanimously approved.

1. **Approval of MOU with LISC and Sky Capital Ventures concerning Small Business Continuity Loan Fund:**

Six weeks ago, the idea of offering a loan fund to support businesses in DeKalb during Covid-19 arose. Mr. DeBarr along with the help of the nonprofit LISC have created this program. The loan fund is expected to be funded from several different sources including public and private entities. Advance DeKalb will sponsor $100k in the form of a loan, along with several verbal pledges from Authority partners to assist with efforts and provide grant funding for the loan fund. Applicants will apply on the website and all applications will be reviewed by LISC. All loans will be originated and serviced by LISC or its partners. The Authority will have an oversight or management role for the loan program. Mr. Dale Royal, LISC addressed the board, and informed them the idea is that the loan will have a quick turn-around and will be processed from application to receiving funds in less than 30 days. The loan will be offered in terms of 5 years and 10% of the funds issued will be a non-repayable grant and the remaining funds will not be due for collection until 6 months after loan origination. Some of criteria for the loan include having 50 employees or less, having operations that have suffered during this time, and being in DeKalb County.

Announcement and press release for the program is estimated for June.

Mr. Greenberg made a motion to approve the MOU with LISC and Sky Capital Ventures concerning Small Business Continuity Loan Fund. Ms. Adams seconded the motion which was unanimously approved.

1. **Approval of Grant Agreements with Cities of Brookhaven, Chamblee, Doraville, Dunwoody, Stone Mountain and Tucker:**

Decide DeKalb is entering in into a partnership with LISC and Sky Capital Ventures to market and manage the DeKalb Small Business Continuity Loan Fund. The purpose of this loan fund is to support DeKalb-based small businesses during the COVID-19 pandemic. Several Development Authorities throughout DeKalb County have expressed a desire to provide funds to the loan fund to benefit businesses within their cities. Those city Development Authorities are Brookhaven, Chamblee, Doraville, Dunwoody, Stone Mountain and Tucker.

The agreements call for: (1)the funds provided by the City Development Authority shall not be repaid but shall continue in the revolving Loan Fund for the uses specified therein and in the Loan Fund MOU or any replacement therefor, and (2) an amount at least equal to the Grant shall be allocated for loans to businesses or non-profits located in the City.

Ms. Coblentz made a motion to approve the Grant Agreements with Cities of Brookhaven, Chamblee, Doraville, Dunwoody, Stone Mountain and Tucker. Mr. Greenberg seconded the motion which was unanimously approved.

1. **Approval of Loan Agreement with Advance DeKalb for Small Business Continuity Loan Fund:**

Advance DeKalb will lend Decide DeKalb $100k for the purpose of providing funds to the SBC loan fund. The loan will be fully advanced, and the outstanding principal balance will not incur interest and will be repaid only from the repayments of small business loans made with the Advance DeKalb loan proceeds, and will mature in 2025. The Loan Fund will be administered and managed by LISC and Decide DeKalb will provide the loan proceeds to LISC for the Loan Fund.

Mr. DeBarr is requesting approval of the agreement with Advance DeKalb.

Mr. Greenberg made a motion to approve the Loan Agreement with Advance DeKalb for Small Business Continuity Loan Fund. Ms. Adams seconded the motion which was unanimously approved.

1. **Approval of One West Court Office Lease:**

Mr. DeBarr provided an update on the status of the office relocation. The Authority will continue to move forward with the relocation, due to the lease at the current office location ending in June. Negotiations with the landlord at One West Court are still in progress. The lease will be turnkey and will include a full build-out. With the move-in date being pushed back to September, negotiations with the current landlord at Decatur Town Center are in progress to extend the lease from June-September allowing time for construction and move into the new office space.

Mr. Gooch suggested a implementing a removable wall to allow for the conference room to be used multi-purposely, which Mr. DeBarr notes will be taken into consideration.

Ms. Adams made a motion to approve the One Wes Court Office lease. Ms. Coblentz seconded the motion which was unanimously approved.

**j. Approval of One West Court Office Project Manager:**

To assist with the office move, Mr. DeBarr is proposing hiring a project manager. The project manager will assist with budget, overseeing construction, furniture and décor and various other responsibilities. After meeting with 3 firms, Cushman & Wakefield has been chosen to oversee the project and Mr. DeBarr is requesting board approval.

Ms. Coblentz made a motion to approve the One West Court Project Manager. Mr. Greenberg seconded the motion which was unanimously approved.

**k. Approval of the VA FY2021 O&M Budget:**

Per the agreement with the VA, the Authority must review the yearly O&M budget and approve. Both Mr. DeBarr and Mr. Monacell have both reviewed the budget and have recommended it be approved by the board.

Ms. Adams made a motion to approve the VA FY2021 O&M Budget.  Mr. Greenberg seconded the motion, which was unanimously approved.

**l. Discussion of Proposed Amendments to Property Tax Incentive Guidelines for Multifamily Housing:**

In response to questions from Decide DeKalb board members regarding best practices for incentivizing projects containing multi-family residential units, Decide DeKalb staff members convened a committee of affordable housing experts and board members to discuss revisions to Decide DeKalb’s Property Tax Incentive Guidelines in November 2019. As a result of these meetings and research conducted about affordable housing in DeKalb County, Decide DeKalb staff provided recommendations to the board for consideration and approval.

Mr. Greenberg made a motion to defer the approval of Proposed Amendments to Property Tax Incentive Guidelines for Multifamily Housing to the June Board Meeting. Mr. Gooch Seconded the motion which was unanimously approved.

1. **Discussions/Presentations:**
2. **President’s Report:**

Mr. DeBarr presented the president's report. He thanked the team for their hard work amidst the ongoing pandemic. Two new team members were introduced to the board, Sunny Anderson and Brandon Ona. Mr. Bolia noted that the new team members also be introduced to the board of commissioners. Interviewing for a new Marketing Director is underway and a decision will be made by the next board meeting.

The Covid-19 business survey has been wrapped up, and over 110 response were received. Next steps include, compiling the data to release and working with cities to create and implement programs that can assist businesses.

Ms. Jackson provided an update on the Entertainment Commission. All productions are still at a standstill, and the DEC board is waiting for state guidelines to assess how to move forward. A business survey was launched and several submissions were received, data is being compiled and recommendations on next steps are being prepared.

A copy of the full President’s Report is included in the meeting file.

The DeKalb Development Authority Board Meeting adjourned at 10:16 a.m.

Adopted by the Board in the meeting

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Date of Meeting)

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(Signature of Presiding Officer)