

**Development Authority of DeKalb County, Georgia**  
**d.b.a.**  
**Decide DeKalb Development Authority**

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**Decide DeKalb Development Authority**  
**Finance and Audit Committee Meeting Minutes**

**Board Members**

**Officers**

Mr. Don Bolia  
Chair of the Authority  
President  
Peachtree Government  
Relations

Mr. Kevin Gooch, Esq.  
Vice-Chair of the Authority  
Partner  
Holland & Knight LLP

Ms. Miranda Mack McKenzie  
Secretary of the Authority

Mr. Sai Reddy  
Treasurer of the Authority

Mr. Andrew Greenberg  
Board Member of the Authority  
Executive Director  
Georgia Game Developers  
Association

Ms. Kimberly Adams  
Board Member of the Authority  
VP, Engagement, Inclusion &  
Diversity at Papa John's

Rebekah Coblentz  
Board Member of the Authority  
Senior Property Manager  
NAI Brannen Goddard

Mr. James P. Monacell, Esq.  
Counsel to the Authority  
Smith, Gambrell & Russell,  
LLP

**Date:** Thursday, March 9th, 2021  
**Time:** 9:30 am  
**Location:** Conference Call

**Finance and Audit Committee Members Present:**  
Rebekah Coblentz, Finance and Audit Committee Member  
Sai Reddy, Treasurer

**Finance and Audit Committee Members Absent:**  
Don Bolia, Finance and Audit Committee Member

**Staff Members Present:**  
Dorian DeBarr, Interim President  
Jenee Williams, Office Manager  
Randi Mason, Vice President, Economic Development  
Terra Washington, Director, Marketing & Communications  
Jen Hagler, Manager, Redevelopment & Strategic Initiatives  
Sunny Anderson, Business Attraction Manager

## Finance and Audit Committee Meeting Minutes March 9th, 2021

The March 9th, meeting of the Finance and Audit Committee of the Decide DeKalb Development Authority was called to order at 9:32 a.m. via phone conference.

### **I. CALL TO ORDER**

Mr. Bolia presided and called the meeting to order in Mr. Reddy's absence.

### **II. ITEMS FOR APPROVAL**

#### **a. Minutes:**

##### February 2021 Minutes

Ms. Coblentz made a motion to approve the February 2021 Finance and Audit Committee meeting minutes of the Decide DeKalb Development Authority. Mr. Bolia seconded the motion, which was unanimously approved.

#### **b. Approval of DDDA February 2021 Financial Statements:**

Mr. DeBarr presented the financial dashboard.

The Authority is currently in good standing with \$1.6 million in total cash. Total revenue is \$219k, however more annual fees are still being collected. The Authority has partnered with the county to provide the Better Business Loan Program to the community, where businesses can receive funding to assist with COVID relief. A loan forgiveness program was also put in place to forgive the loans of the businesses who were given funding. Mr. Bolia would like to highlight details of the program to the community, Marketing Director Terra Washington agreed to create PR surrounding the program. About \$35,000 in expenses have been incurred related to the program to provide support. The county has reimbursed a portion of the fees.

Mr. Bolia also asked that Mr. DeBarr research banking with some local banks including Coastal and Wells Fargo.

Ms. Coblentz made a motion to approve the February 2021 Financial Statements. Mr. Bolia seconded the motion, which was unanimously approved.

#### **c. Approval of Contractual Services Agreement with Economic Impact Group:**

This is to renew the annual contract for the Economic Impact Group. The previous contract expired in September 2020 and has been operating as a month-to-month contract since that time. The committee asked that Ms. Anderson investigate the billing and expensing practices of other authorities to determine if DDDA should charge an additional fee with the fiscal impact analysis application fees. Ms. Anderson and VP Ms. Mason researched, and no other surrounding authority charge any extra fees. Going forward the payment amount shall be determined at the beginning of each project request. Pricing is based on the number of jurisdictions included. The fee schedule ranges from a basic project at \$2,500 up to a complicated project of \$8500. These fees will be passed along to the property tax incentive applicant as a part of the application.

Ms. Coblentz made a motion to approve the Contractual Services Agreement with Economic Impact Group. Mr. Bolia seconded the motion, which was unanimously approved.

#### **D. Approval of Website Redesign Agreement:**

Discussion and approval of this item will be deferred to the April meeting.

#### **E. Approval of Decide DeKalb 2021 Annual Budget:**

Mr. DeBarr presented the 2021 annual budget. The budget was broken down into 3 departments: Operating, Business Development, and Marketing. \$3.1 million dollars was proposed, a 44% increase from 2020. Some of the biggest operational changes included: the addition of 2 new staff positions, Accounting Manager, and an additional marketing team

member. Funding for travel during the second half of the year was included, and conversations about TAD dollar and what will be best use of the funds. Consulting has increased due to the one-time redesign cost of the website and acquiring of a new CRM system.

Line item listed as other income for \$417k will be allocated to creating a program to support businesses affected by COVID-19. A consulting firm will be brought in to assist staff get the dollars out to the community.

Ms. Coblenz made a motion to approve the 2021 Annual Budget. Mr. Bolia seconded the motion, which was unanimously approved.

**F. Approval of DeKalb Private Hospital Authority Budget:**

Mr. Debarr presented a 5-year budget plan that will take the authority through 2025.

Ms. Coblenz made a motion to approve the DeKalb Private Hospital Authority Budget. Mr. Bolia seconded the motion, which was unanimously approved.

Mr. Bolia moved to adjourn the March 9th, 2021 Finance Audit Committee meeting. The meeting adjourned at 10:22 a.m.