

**GWINNETT PLACE
COMMUNITY IMPROVEMENT DISTRICT (GPCID)
REGULAR BOARD MEETING
Gwinnett Commerce Center
3700 Crestwood Parkway
Lower Level Conference Room
Duluth, GA 30096
January 14, 2009**

MINUTES

Attendees

Board Members: Marcy Adams Joe Piccolo Tom Wheeler
 Leo Wiener Mark Williams Glenn Wisdom

Staff: Joe Allen Dave Rosselle

Consultants

Speakers: Andy Anderson, Street Smarts, Inc.
 Jeff Corbin, Landmark Communications, Inc.
 John Karnowski, Street Smarts, Inc.
 Cpl. Michael Marchese, Gwinnett County Police
 Lynn Rainey, Board Counsel
 Kari Ward, Street Smarts, Inc.

Chairman Mark Williams called the meeting to order at 9:00 a.m. by welcoming all in attendance.

Mr. Wisdom motioned to approve the proposed meeting agenda; seconded by Mr. Wheeler and unanimously approved.

Mr. Wheeler motioned to approve the December 10, 2008 Board Meeting minutes; seconded by Mr. Wiener and unanimously approved.

Mr. Wiener motioned to approve the December 18, 2008 Specially Called Board Meeting minutes; seconded by Ms. Adams and unanimously approved.

Mr. Williams recognized special guests in attendance: Mr. Johnny Barrett, Airport Authority Board member, and Ms. Theresa Kenerly, Hoschton City Council.

Action/Consent Items

Adoption of the 2009 Operating Budget

Following the review by Mr. Allen that the proposed FY 2009 administration and operating budget reflected the updates requested by the Board at the December 18, 2008 meeting, Mr. Wiener motioned to adopt the FY 2009 administration and operating budget; seconded by Ms. Adams and unanimously approved.

Reallocation of Funds

Following a review by Mr. Allen that a TAD application would not need to be funded but that additional funds would be necessary to update the TAD plan with 2009 data as part of the Gwinnett County approval process, Mr. Wheeler motioned to authorize the Executive Director to reallocate \$10,000.00 from the Gwinnett County TAD application fee line item that was approved by the Board at its August 21, 2008 meeting to the general Tax Allocation District funding line item; seconded by Mr. Wiener and unanimously approved.

Congressional Meetings

Following a request by Mr. Allen for approval to travel to Washington, D.C. to present CID project plans to the area's Congressional staff, Mr. Wheeler motioned to approve a travel budget not to exceed \$650.00 for the trip; seconded by Mr. Wisdom and unanimously approved.

REPORTS & REMARKS

Treasurer's Report

Mr. Rosselle presented the following account summaries for December 2008:

December 2008

Checking Account

December 1, 2008 Beginning Balance:	\$ 45,418.04
December 31, 2008 Ending Balance:	\$ 29,039.77
General Ledger Balance:	\$ 28,744.83

Georgia Fund 1 Account

December 1, 2008 Beginning Balance:	\$ 1,330,901.45
December 31, 2008 Ending Balance:	\$ 1,466,152.53
General Ledger Balance:	\$ 1,466,152.53

Grand Total for Two Accounts

December 1, 2008 Beginning Balance:	\$ 1,376,319.49
December 31, 2008 Ending Balance:	\$ 1,495,192.30
General Ledger Balance:	\$ 1,494,897.36

Mr. Wheeler motioned to approve the Treasurer's Report; ratify the December 2008 expenses; seconded by Ms. Adams and unanimously approved. Mr. Allen reviewed the Budget vs. Actual results for 2008. As of December 31, 2008, the CID had \$1,494,897 in total cash. The tax revenue collected was \$1,327,437.00, and the total interest earned year to date is \$22,945.00. The current interest rate for the Georgia Fund One liquid investment account is 1.50%. The financial forecast shows approximately \$585,000.00 remaining available at the board's discretion, assuming a 5 mill tax rate and current budget commitments.

Chairman's Remarks

Mr. Williams commented on the great year that the CID had in 2008.

Board Member's Remarks

Mr. Wheeler requested that the CID staff keep track of foreclosures in the District.

Executive Director's Remarks

I-85 Directional Billboard:

Mr. Allen inquired of the Board whether there was any interest in extending the lease on the I-85 billboard through March for \$5,800. There was no interest. The consensus was the billboard has served its purpose through the holiday season.

I-85 Corridor LRT Feasibility Study:

Mr. Allen displayed a conceptual drawing with a potential route and transit stations. Mr. Wheeler was of the opinion the route needed to swing north of Gwinnet Place Mall rather than south.

Traffic Impact Study for Roadway Improvements at Pleasant Hill road, Gwinnett Place Drive and Venture Drive:

Mr. Andy Anderson, Ms. Kari Ward and Mr. John Karnowski, Street Smarts, Inc., provided a comprehensive presentation of their findings and recommendations for a project to improve the intersection at Venture Drive, Pleasant Hill Road and Gwinnett Place Drive and for additional traffic improvements to Venture Drive. Mr. Wheeler stated his opposition to any plans to eliminate curb cuts or take away direct access to Pleasant Hill Road and that would have a negative impact to CID businesses along Pleasant Hill Road. He requested that the plans be revised to match the existing driveway locations along Pleasant Hill Road and to include a right turn lane on to the I-85 southbound ramp be extended from 120' to 300'. Mr. Wiener requested that the right-of-way cost estimate be revised to reflect costs more realistic for the area. Mr. Williams recommended that, in order to get the plan included in the list of projects for the 2009 SPLOST funding, a revised plan be adopted. Street Smarts will examine reducing the scope and refocus on the Pleasant Hill Road/Venture Drive intersection and adding the acceleration lane advocated by Mr. Wheeler. Street Smarts staff agreed to modify the plan in time for the SPLOST Transportation Committee input.

Gwinnett County Police Department Statistics for Gwinnett Place CID:

Cpl. Michael Marchese presented a summary of CID specific and Gwinnett County crime statistics. He highlighted the noteworthy reduction in all crime categories in the CID area.

Mr. Allen reviewed miscellaneous items in the Board Member Reference Binder.

Consultant's Remarks

Mr. Corbin advised that the CID has received positive press in various news outlets including the Atlanta Journal-Constitution, Gwinnett Herald and the Gwinnett Daily Post. Also, Mr. Allen did a great job on his live interview on WDUN. Landmark staff has met with Mr. Allen to discuss the upcoming CID Annual Report. Mr. Williams requested that Mr. Corbin issue an E-newsletter on recent CID accomplishments. Mr. Wheeler further requested that it feature the recently obtained crime statistics.

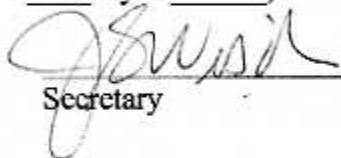
Public Comment

None.

The next Board meeting will be held February 11, 2009 in the Gwinnett Commerce Center Lower Level Conference Room beginning at 9:00 a.m.

The meeting was adjourned by unanimous acclamation at 10:20 a.m.

Approved by the Board this
11th day of FEB, 2009.


Secretary

GWINNETT PLACE CID BOARD OF DIRECTORS SIGN-IN SHEET

Meeting Date: January 14, 2009	Meeting Time: 9:00 a.m.
Location: Gwinnett Commerce Center, 3700 Crestwood Parkway	Room: Lower Level Conference Room

Name	Company	Address	Phone	Fax	E-Mail
John Kurnowski	Streetsmarts	—			
Van Sewell	SEWELL Realty				
Kari Ward	Streetsmarts				
Andy Anderson	Streetsmarts				
John Kurnowski					
Mark Pate	CAC				
Ashlee Dunchel	CAC				
Tim Beck	United Consulting				TBeck@Unitedconsulting.com
Jennifer King	Jacobs				
Johnny Barnett					
CHRIS KINGSBUCKEY					
Lion Thomas	Jacobs				
Cory Crane	Tower Group				
David Hill	Gwinnett Co.				

Gwinnett Place
Community Improvement District
FY 2009 Administration/Operating Budget

2/2/2009

<u>Object Description</u>	<u>2008 Annual Budget</u>	<u>Jan 1 - Dec 31, 2008 Actuals</u>		<u>Budget Request</u>
Estimated FY 2008 Funds Carry Over				\$1,350,382.28
Ordinary Income/Expense				
Income				
Tax Revenue	\$1,200,000.00		\$1,327,437.30	\$1,100,000.00
Interest-bank and investments	\$26,000.00		\$22,944.98	\$17,000.00
TOTAL AVAILABLE FUNDS	\$1,226,000.00		\$1,350,382.28	\$2,467,382.28
Expenditures				
Accounting Services	\$9,720.00		\$8,617.05	\$11,000.00
Year End Audit Services	\$8,000.00		\$8,000.00	\$8,400.00
Bank Service Charges	\$300.00		\$150.00	\$150.00
Business Devel/Conf/Mtgs				
Business Development	\$2,500.00		\$3,811.85	\$3,500.00
Meeting Room Fees/Misc. Rental Fees	\$250.00		\$0.00	\$250.00
Meals	\$1,500.00		\$941.04	\$1,500.00
Travel	\$100.00		\$39.80	\$100.00

Gwinnett Place
Community Improvement District
FY 2009 Administration/Operating Budget

2/2/2009

Object Description	2008 Annual Budget	Jan 1 - Dec 31, 2008 Actuals	Budget Request
Computer Expenses	\$1,160.00	\$567.96	\$1,040.00
Paulkin Remote Backup (\$45 x 12 months = \$540)			
Misc. (\$500)			
Dues and Subscriptions	\$1,650.00	\$1,155.00	\$1,305.00
1818 Club (\$85 per month x 12 months = \$1,020)			
1818 Club Holiday Fund (\$35.00)			
Misc. Newspaper/Mag (\$250)			
Insurance			
Directors and Officers Insurance	\$1,800.00	\$650.00	\$1,000.00
Liability Insurance	\$6,000.00	\$5,071.00	\$6,750.00
Legal Ads	\$850.00	\$345.65	\$750.00
Legal Fees	\$23,500.00	\$17,762.00	\$24,000.00
Miscellaneous	\$500.00	\$111.66	\$300.00
Office Supplies	\$2,000.00	\$1,631.90	\$2,000.00
Payroll			
Payroll Taxes	\$13,031.00	\$11,621.38	\$13,049.00
Payroll Service Fee	\$817.44	\$783.46	\$817.44
\$34.06 per pay period			
Salaries/Benefits	\$144,450.00	\$144,450.00	\$144,986.25
Reimbursable Expenses	\$6,000.00	\$6,000.00	\$6,000.00
Postage and Delivery	\$750.00	\$484.44	\$750.00
Routine Mailings			
Printing and Design	\$1,500.00	\$1,161.17	\$1,500.00
Stationary/Business Cards/Printing of Plans			
Office Rent	\$33,899.64	\$33,734.00	\$35,043.28
\$2,745 x 5 months = \$13,725			

Gwinnett Place
Community Improvement District
FY 2009 Administration/Operating Budget

2/2/2009

Object Description	2008 Annual Budget	Jan 1 - Dec 31, 2008 Actuals	Budget Request
\$2,827 x 7 months = \$19,789			
Capital Amortization (\$2.44 x 12 = \$29.28)			
Operating Expense Estimate (\$125 x 12 = \$1,500)			
Repair and maintenance	\$1,750.00	\$1,242.69	\$1,750.00
Copier Service Care Contract (\$250 x 4 = \$1,000)			
Misc. (\$750)			
Telecommunications	\$3,900.00	\$3,524.62	\$3,900.00
Phone/Internet (\$325 x 12 = \$3,900)			
Website Maintenance	\$2,868.00	\$827.87	\$3,090.00
E-Mail Service (\$150)			
On-line Calendar (\$75)			
Monthly maintenance (\$150 x 12 = \$1,800)			
Misc. Updates to Web sites (\$750)			
Annual Domain Name Renewals (\$125)			
Annual Hosting (\$190)			
SUBTOTAL OF ADMIN EXPENSES	\$268,796.08	\$252,684.54	\$272,930.97

Gwinnett Place
Community Improvement District
FY 2009 Administration/Operating Budget

2/2/2009

Object Description	2008 Annual Budget	Jan 1 - Dec 31, 2008 Actuals		Budget Request
Program Expenses				
Public Relations	\$88,350.00		\$77,637.00	\$13,100.00
Photographer (\$400)				
Annual Meeting (\$3,500)				
GDOT Board Luncheon (\$250)				
Day at Capitol (\$200)				
Legislative Luncheon (\$1,700)				
Chamber Annual Dinner (\$1,500)				
Gwinnett Clean and Beautiful Dinner (\$300)				
State of the County Address (\$250)				
Magazine Advertising (\$5,000)				
Economic Development	\$0.00		\$0.00	\$26,250.00
Partnership Gwinnett (\$20,000)				
Sponsorships (\$5,000)				
Council for Quality Growth (\$750)				
ICSC Membership (\$500)				
Consulting Services	\$5,000.00		\$5,793.25	\$5,000.00
Grant Research/Application Preparation/Misc.				
Landscape Maintenance	\$202,962.50		\$153,356.34	\$196,080.00
Interior Roadways Maintenance:				
\$8700 x 6 months = \$52,200				
\$8900 x 6 months = \$53,400				
I-85 Maintenance:				
\$3290 x 12 months = \$39,480				
Landscape Utilities				
Utilities for Landscape and monument areas (\$4,000)				
Annual Back Flow Test on water system (\$500)				
Misc. I-85 Landscape Repairs (\$40,500)				
Misc. Interior Roadway Landscape Repairs (\$6,000)				
Signal Timing Maintenance	\$0.00		\$0.00	\$18,275.00

Gwinnett Place
Community Improvement District
FY 2009 Administration/Operating Budget

2/2/2009

Object Description	2008 Annual Budget	Jan 1 - Dec 31, 2008 Actuals		Budget Request
Wayfinding/Signage Ongoing Maintenance	\$10,000.00	\$6,506.04		\$12,000.00
Banner Maintenance/Service Operations				
Banner Replacement/Gateway Monument				
Replacement Items (bulbs, lettering, etc.)				
Newsletter and Collateral	\$12,350.00	\$9,582.49		\$12,350.00
Create Newsletters (3 x \$1,200 = \$3,600)				
Newsletter Printing/Mailing (3 x \$2,000 = \$6,000)				
Annual Report Prep/Mailing (\$2,750)				
Public Relations Retainer	\$33,000.00	\$30,500.00		\$36,000.00
Retainer Fee (\$3,000 x 12 months)				
SUBTOTAL OF PROGRAM EXPENSES	\$351,662.50	\$283,375.12		\$319,055.00

Gwinnett Place
 Community Improvement District
 FY 2009 Administration/Operating Budget

2/2/2009

<u>Object Description</u>	<u>2008 Annual Budget</u>	<u>Jan 1 - Dec 31, 2008 Actuals</u>	<u>Budget Request</u>
Capital Expenditures			
Furniture & Fixtures	\$1,000.00	\$0.00	\$1,000.00
Office Equipment	\$1,000.00	\$0.00	\$1,000.00
Computer & Peripherals	\$1,000.00	\$0.00	\$1,000.00
SUBTOTAL OF CAPITAL EXPENDITURES	\$3,000.00	\$0.00	\$3,000.00
TOTAL OPERATING EXPENSE	\$623,458.58	\$536,059.66	\$594,985.97