

**GWINNETT PLACE COMMUNITY IMPROVEMENT DISTRICT (CID)  
REGULAR BOARD MEETING  
Gwinnett Commerce Center  
First Floor Conference Room  
3700 Crestwood Parkway  
Duluth, GA 30096**

**December 13, 2006**

**MINUTES**

**Attendees**

**Board Members:** Mark Williams Tom Wheeler Casey Coffey  
Glenn Wisdom Leo Wiener

**Staff:** Joe Allen Dave Rosselle

**Consultants:** Katie Blankenstein, jB+a inc.  
Steve Bitney, Street Smarts, Inc.  
John Karnowski, Street Smarts, Inc.  
Lynn Rainey, CID Attorney

**Guests:** Major Tom Bardugon, Gwinnett County Police Department

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. Coffey and unanimously approved.

Mr. Wheeler motioned to approve the November 8, 2006 Board Meeting Minutes; seconded by Mr. Wisdom and unanimously approved.

**Action items**

*Call for Special Election*

Mr. Wheeler motioned to issue a call on December 18, 2006 for an Election Caucus on February 14, 2007 for the purpose of electing a Board Member to serve the vacated Post 6 of the Gwinnett Place Community Improvement District for a term that will expire in 2008; seconded by Mr. Coffey and unanimously approved. Registration of electors from 8:30 a.m. until 9:00 a.m. Nomination and election of Post 6 will begin immediately following the close of the registration of electors.

*FY 2006 Financial Audit*

Mr. Wheeler motioned to authorize the Executive Director to execute documents between GPCID and Smith & Howard for the audit of the financial position of the GPCID as of December 31, 2006 and the related statements of activities and cash flows for the year

then ended for an amount not to exceed \$7,000; seconded by Mr. Wiener and unanimously approved.

#### *Adjustments to FY 2006 Budget*

Following an overview Mr. Allen, he requested approval of miscellaneous FY 2006 budget adjustments (Attached) in preparation of the FY 2006 audit. Mr. Wheeler motioned to approve the proposed revisions; seconded by Mr. Coffey and unanimously approved.

#### *Adoption of FY 2007 Budget*

Mr. Allen provided an overview of the proposed FY 2007 Administrative Budget (Attached) of \$255,672.77 and a Program Budget of \$155,350.00. Mr. Wheeler stated his most important concerns for expenditures should be traffic congestion and aesthetics. Mr. Williams stated the way-finding sign system is also an important initiative. Mr. Wheeler motioned to adopt the budget, with the understanding that the Board had the discretion to adjust the budget during the year; seconded by Mr. Wisdom and unanimously approved.

#### *Expanded Newsletter Mailing*

Mr. Allen requested approval of expenditures related to the expanded December newsletter mailing for an amount not to exceed \$3,450. Mr. Wisdom motioned to approve the expenditure; seconded by Mr. Coffey and unanimously approved.

#### *Signage*

Following an overview of district entry and vehicle signage by Mr. Allen, Mr. Coffey motioned approval for transportation and project signage for an amount not to exceed \$3,100; seconded by Mr. Wheeler and unanimously approved. Mr. Rainey recommended that the wording for the vehicle signs read "funded by" vs. "provided by". Mr. Allen reported that he has met with Connie Wiggins, Gwinnett Clean & Beautiful Executive Director, to coordinate the inclusion of CID landscaping projects in the "Take Pride" signage program.

#### *Chamber of Commerce Annual Dinner*

Mr. Wheeler motioned to authorize the Executive Director to purchase a table for the GPCID Board of Directors and guests to attend the Gwinnett Chamber of Commerce's Annual Dinner for an amount not to exceed \$1,500; seconded by Mr. Wiener and unanimously approved.

## **Reports and Remarks**

#### *Review of CID Programs and Projects*

- Steve Bitney, Street Smarts, provided an update on progress made on all work orders.
  
- Mr. Allen provided an update regarding ARC/GDOT's "ATMS/ITS Projects". Pleasant Hill Road and Satellite Boulevard are major CID corridors included in this project to install/upgrade fiber optic cable and CCTV systems for visual monitoring along the corridors and at major intersections. These projects are included in the ARC's TIP Program and will be implemented over a three-year period. This

initiative is described as ITS (Intelligent Traffic Systems). There are 4 specific projects in the CID:

- Old Norcross Rd. - Satellite Blvd. to SR 120 (Pike Street): Limits modified to Breckinridge Boulevard due to the construction around bridge over I-85. Currently under design with Construction anticipated in FY2007
- Satellite Blvd - SR 378 (Beaver Ruin Road) to Lawrenceville-Suwanee Road (SR 317): Consultant recently given NTP for Design with anticipated construction in FY 2008
- Pleasant Hill Road (East) - US 29 (Lawrenceville Hwy) to Steve Reynolds Boulevard. (CCTV Installation Only - Existing Fiber Communication Cable): Design Scheduled for FY 2009 with Construction in FY 2010
- Pleasant Hill Road (West) - Steve Reynolds Boulevard to the Chattahoochee/ Fulton County: Design scheduled for 2006, but on-hold due to construction occurring in FY 2009.

CID staff had discussed the possibility of advancing the Pleasant Hill Road (East) project with County staff. The CID would be responsible for 80% of construction cost up to the \$500,000 limit with the funds needed in Fall 2007.

CID staff sought input from Street Smarts on this project to determine if this project would accomplish the goal of reducing traffic congestion. Following a review of the project, Street Smarts' John Karnowski stated that allocating CID dollars to advancing the ATMS project will not solve peak traffic load problems. While the ITS project is a worthy County project, it would not be a good demonstration of the CID's leverage of funds because there will be only indirect benefit to the CID. Since the signals are already interconnected, the new fiber will have no effect on the functionality of the system. The new fiber is necessary for monitoring the traffic and, eventually, communicating with other devices. However, without full deployment and without other infrastructure enhancements, the CID won't realize any benefit from the program for a long time. Mr. Karnowski recommended that congestion relief efforts be focused on other areas, such as evaluating a Traffic Adaptive System for signal control.

- Katie Blankenstein provided an update on the progress for developing a way-finding signage system for the district. The plan will be presented at the January Board meeting. She also presented the preliminary proposal for the Interstate ramp landscaping plan. Board members were asked to study the plan, submit ideas and be ready to approve the final plan at the January meeting. Mr. Wheeler expressed concern about the areas along the ROW border and the gap between the Pleasant Hill Rd. Bridge and the Steve Reynolds Boulevard Bridge.
- Major Tom Bardugon provided the Board a comprehensive report on a variety of security initiatives in the district including alcohol sales and criminal trespass.

#### ***Treasurer's Report***

The Checking Account had a 11/1/06 beginning balance of \$20,403.84, a 11/30/06 ending balance of \$25,401.89 and a current (General Ledger) balance of \$48,826.19.

The Money Market Account had a 11/1/06 beginning balance of \$239,350.55, a 10/30/06 ending balance of \$20,115.75 and a current (General Ledger) balance of \$20,115.75.

The Georgia Fund 1 Account had a 11/1/06 beginning balance of 616,714.20, a 10/30/06 ending balance of \$900,381.56 and a current (General Ledger) balance of \$1,150,381.56.

Combined totals for all three accounts are:

Beginning Balance: \$876,468.59  
Ending Balance: \$973,521.73  
Ledger Balance: \$1,219,323.50

Mr. Rosselle reported that a total of \$376,140.08 in tax revenues was received in November. Mr. Coffey motioned to approve the Treasurer's Report and ratify the November expenditures; seconded by Mr. Wisdom and unanimously approved.

***Chairman's Remarks***

Mr. Williams led a discussion of plans to review transportation alternatives with the Gwinnett Village CID. In mid-November, Chuck Warbington, Gwinnett Village CID Executive Director, and Mr. Allen met to discuss the possibility of a study looking at alternatives associated with providing rail service to the Jimmy Carter Boulevard and Gwinnett Place Mall areas as another transportation option. The Gwinnett Village CID has committed to providing \$50,000 for the study. Mr. Allen noted that he did not financially obligate the Gwinnett Place CID without a full discussion and approval from the GPCID Board.

The Board requested additional information regarding the study for discussion at the January 2007 Board meeting.

***Executive Director's Remarks:***

Vehicle Immobilization Devices Ordinance:

Mr. Allen provided an overview of the ordinance. At the CID's request, this ordinance was tabled by the Board of Commissioners until 2007. Based on discussions with Board members, this is not an issue and should not cause any hardship.

Memorandum of Understanding with Gwinnett DOT:

Mr. Allen referenced a copy of a letter from Gwinnett DOT Director Brian Allen to the State Transportation Planning Administrator in each Board package. The MOU was approved by the Board of Commissioners in late November. CID staff has already had discussions with Gwinnett DOT staff to officially begin the Pleasant Hill Road streetscaping project in mid-January.

Long-term Forecast:

The long-term forecast based on the proposed FY 2007 budget documents projects \$2.9 million available for additional projects at the Board's discretion.

Lunch with Chairman Bannister:

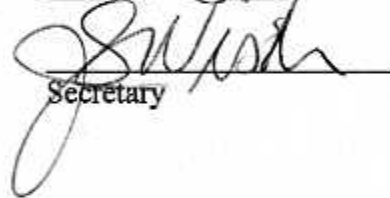
Mr. Williams and Mr. Allen are having lunch with Chairman Bannister at 11:30 a.m. at The 1818 Club following the January 10 meeting. Board members are invited to attend.

Mr. Wheeler expressed a need for the Board and its Chairman to give direction to Mr. Allen and Mr. Rosselle of its expectations going forward.

Mr. Allen thanked the Board members for allowing the staff to serve the CID and wished each member a joyous holiday season.

The meeting was adjourned by unanimous acclamation at 10:55 a.m.

Approved by the Board this  
10 day of Jan, 2007.

  
Secretary

### FY 2006 Budget Adjustments

- \$7,000 for misc. landscape-related work on projects that were completed but were not in formal budgets or commitments – irrigation repair, inspections, mulch, water meters, installation of back flow devices, etc.
- \$1,500 additional for Office Supplies due to stocking of new office
- \$600 additional for Telecommunications for the monthly service to the new office
- \$10,000 additional for Newsletter and Collateral to cover expanded newsletters, etc.
- \$1,000 for Computer Expenses
- \$3,000 additional for Legal Fees – estimate through end of year



Gwinnett Place  
Community Improvement District  
Proposed FY 2007 Budget

1/4/2007

Object Description	2006 Annual Budget	Jan - Nov 2006 Actuals	Proposed FY 2007 Budget Detail
Estimated FY 06 Funds Carry Over			\$800,000.00
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Tax Revenue	\$925,000.00	\$755,520.66	\$1,000,000.00
Grant Funding	\$100,000.00	\$65,000.00	
Interest-bank and investments	\$0.00	\$26,875.07	\$23,000.00
Yamasaki Funding			\$60,000.00
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$1,025,000.00</b>	<b>\$847,395.73</b>	<b>\$1,883,000.00</b>
<b>Expenditures</b>			
<b>Accounting Services</b>	\$8,000.00	\$7,175.92	\$9,000.00
<b>Year End Audit Services</b>	\$7,000.00	\$7,150.00	\$8,000.00
<b>Bank Service Charges</b>	\$0.00	\$120.00	\$175.00
<b>Business Devel/Conf/Mtgs</b>			
Business Development	\$8,400.00	\$10,192.28	\$8,400.00
Chamber Strategic Visit for ED (\$2500)			
Chamber DC Trip for ED (\$1500)			
Training for ED (\$200)			
Training for Director of Ops (\$200)		\$99.00	
Misc Trips to DC to meet with Fed. Officials (\$3,000)			
Strategic Planning Update/UGA (\$1000)			
Meeting Room Fees	\$3,100.00	\$1,587.33	\$1,050.00
\$25 x 12/Gwinnett Commerce Center Conf. (\$300)			
Marriott Misc. Meetings (\$750)			
Meals	\$0.00	\$804.31	\$750.00
Travel	\$2,500.00	\$24.95	\$100.00
Other	\$0.00	\$469.05	\$0.00

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Object Description	2006 Annual Budget	Jan - Nov 2006 Actuals	Proposed FY 2007 Budget Detail
<b>Computer Expenses</b>	\$0.00	\$639.86	\$1,160.00
Paulkin Remote Backup (\$55 x 12 months)			
Misc. (\$500)			
<b>Dues and Subscriptions</b>	\$5,500.00	\$3,704.14	\$2,950.00
Chamber Dues (\$400)			
Council for Quality Growth (\$1250)			
1818 Club (\$1050)			
Misc. Newspaper/Mag (\$250)			
<b>Insurance</b>			
Directors and Officers Insurance	\$1,750.00	\$1,750.00	\$2,000.00
Liability Insurance	\$3,276.00	\$3,276.00	\$3,500.00
<b>Legal Ads</b>	\$1,000.00	\$284.62	\$700.00
<b>Legal Fees</b>	\$15,000.00	\$15,316.00	\$17,000.00
<b>Miscellaneous</b>	\$1,500.00	\$169.10	\$300.00
<b>Office Supplies</b>	\$2,000.00	\$3,243.01	\$2,150.00
Supplies-Office (\$2000)			
Notary Renewal/Supplies (\$150)			
<b>Payroll</b>			
Payroll Taxes	\$9,141.31	\$9,646.13	\$12,420.00
Payroll Service Fee	\$555.82	\$604.34	\$756.34
\$29.09 per pay period			
Salaries	\$111,916.04	\$118,250.00	\$138,000.00
ED Salary (Amount: \$90,000)			
Director of Ops Salary (Amount: \$48,000)			
Reimbursable Expenses	\$4,832.69	\$5,250.00	\$6,000.00
Payroll - Other	\$413.88	\$0.00	\$450.00



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1/4/2007

Object Description	2006 Annual Budget	Jan - Nov 2006 Actuals	Proposed FY 2007 Budget Detail
<b>Postage and Delivery</b>	\$3,500.00		
Routine Mailings		\$919.20	\$1,000.00
<b>Printing and Design</b>	\$7,500.00		
Stationary/Business Cards		\$4,709.59	\$500.00
<b>Office Rent</b>	\$20,700.00		
\$2,587 x 3 months = \$7,761		\$3,103.00	\$31,748.43
\$2,665.27 x 9 months = \$23,987.43			
<b>Repair and maintenance</b>	\$1,200.00		
Copier Service Care Contract (\$162 x 4)		\$324.00	\$1,398.00
Misc. (\$750)			
<b>Telecommunications</b>	\$2,500.00		
Phone/Internet (\$375 x 12)		\$2,447.36	\$4,500.00
<b>Website Maintenance</b>	\$2,200.00		
E-Mail Service (\$150)		\$1,408.80	\$1,665.00
On-line Calendar (\$75)			
Monthly maintenance (\$50 x 12)			
Annual Domain Name Renewal (\$100)			
Update Material on Web site (\$500)			
Annual Hosting (12 x \$20.00)			
<b>SUBTOTAL OF ADMIN EXPENSES</b>	<b>\$223,485.74</b>	<b>\$202,667.99</b>	<b>\$255,672.77</b>

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1/4/2007

Object Description	2006 Annual Budget	Jan - Nov 2006 Actuals	Proposed FY 2007 Budget Detail
<b>Program Expenses</b>			
<b>Public Relations</b>	\$0.00	\$2,500.00	\$12,150.00
Photographer (\$400)			
Gwinnett Chamber Visioning/Misc. Sponsorship (\$2500)			
Annual Meeting (\$5000)			
GDOT Board Luncheon (\$500)			
Annual Report (\$750)			
Day at Capitol (\$500)			
Legislative Luncheon (\$1000)			
Chamber Annual Dinner (\$1500)			
<b>Consulting Services</b>	\$20,000.00	\$0.00	\$15,000.00
Grant Research/Application Preparation/Misc.			
<b>Landscape Maintenance</b>	\$56,000.00	\$45,100.00	\$67,800.00
\$4500 x 6 months = \$27,000			
\$5500 x 6 months = \$33,000			
Landscape Utilities			
Water for Landscape areas (\$3000)			
Electricity for Landscaped areas (\$1000)			
Annual Back Flow Test on water system (\$200)			
Misc. Landscape Repairs (\$3000)			
Landscape Maintenance Fuel Surcharge (\$50 x 12)			
<b>Newsletter and Collateral</b>	\$20,639.12	\$24,395.50	\$26,000.00
Create Newsletters (4 x \$1,200)			
Newsletter Printing (4 x \$2,000)			
Newsletter Mailing Service and Postage (\$550 x 4)			
Newsletter - expanded District coverage (\$11,000)			
<b>Public Relations Retainer</b>	\$30,000.00	\$25,000.00	\$30,000.00
Retainer Fee (\$2,500 x 12 months)			

Gwinnett Place  
Community Improvement District  
Proposed FY 2007 Budget

1/4/2007

Object Description	2006 Annual Budget	Jan - Nov 2006 Actuals	Proposed FY 2007 Budget Detail
<b>Capital Expenditures</b>			
Office Construction	\$0.00	\$26,066.09	\$0.00
Furniture & Fixtures	\$15,000.00	\$10,752.42	\$1,500.00
Office Equipment	\$2,000.00	\$4,289.55	\$1,000.00
Computer & Peripherals	\$4,000.00	\$2,724.82	\$1,900.00
PC for Director of Ops.			
Interior Design & Decorating	\$8,000.00	\$508.01	\$0.00
<b>SUBTOTAL OF PROGRAM EXPENSES</b>	<b>\$155,639.12</b>	<b>\$141,336.39</b>	<b>\$155,350.00</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>\$379,124.86</b>	<b>\$344,004.38</b>	<b>\$411,022.77</b>

