

**Minutes of the Regular Meeting of the
Downtown Development Authority of Chamblee (CDDA)
Held on September 22, 2015 - 6:30pm
Chamblee City Hall Conference Room
5468 Peachtree Road, Chamblee, GA 30341**

The regular meeting of the Downtown Development Authority of Chamblee, Georgia (CDDA) was held on Tuesday, September 22, 2015, at the Chamblee City Hall at 5468 Peachtree Road. Board Members in Attendance: Ronni French, Van Pappas, Paige Perkins, and Leslie Robson. Also in attendance were City Councilman Tom Hogan, City Councilman John Mesa, City Councilman Brian Mock, City Manager Marc Johnson, Economic Development Manager Adam Causey, Authority Counsel Dan McRae, and members of the public.

Call to Order: Board Chair David Carter was absent, so Vice Chair Van Pappas called the meeting to order at 6:37 p.m., noting that a quorum was present.

Pledge of Allegiance: Van Pappas led the group in the Pledge of Allegiance

Approval of Minutes:

- Regular Meeting, August 25, 2015

Motion by Leslie Robson to approve the August 25, 2015 regular meeting minutes as submitted, seconded by Paige Perkins with Perkins, French, Pappas, and Robson voting to approve.

- Executive Session

Motion by Leslie Robson to approve the August 25, 2015 executive session meeting minutes as submitted, seconded by Paige Perkins with Perkins, French, Pappas, and Robson voting to approve.

Financial Report:

Audit Presentation: Treasurer Paige Perkins reviewed the findings of the Audit Report, noting those practices and procedures that need to be improved and the need to implement proper controls. A second person should review all checks written. The audit noted that a special account be set up for the Tables & Chairs building, to be used for taxes, maintenance and debt service. The current bank account is for the CDDA operational expenses. **Motion by Paige Perkins to open a separate bank account for DDA operating expenses and moving all funds not associated with the Tables & Chair property, seconded by Van Pappas with Perkins, French, Pappas, and Robson voting to approve.**

Motion by Paige Perkins that any transfer of funds from the Board's Operating bank account to the Tables & Chairs bank account or any other account must be approved by the Board prior to the transfer, seconded by Ronni French with Perkins, French, Pappas, and Robson voting to approve.

2015 Budget Amendment and 2016 Budget Consideration: Discussion of the budget will be held until the October meeting.

Main Street Report

Promotion: Kim Fredrickson, Chair of the Promotions Committee, and Katja Lauterbach reported on the proposed Coupon Book. A decision was made to charge merchants \$100 to participate in the program. A number of merchants have signed up already. The Promotions Committee is requesting funding to produce the first coupon book. Brian Mock, City Council, noted that if hotels were included in the coupon book, the DeKalb Convention and Visitors Bureau would contribute half the funding needed.

Motion by Paige Perkins to allocate \$4,775.00 to the City’s Main Street Program for the creation of a downtown merchant coupon book for the purposes of promoting tourism and activity in the central business district, seconded by Ronni French with Perkins, French, Pappas, and Robson voting to approve.

Two events are planned for this fall. A Harvest Festival is scheduled for October 24, 2-8 p.m, in the Senior Connections parking lot. This event will be cross promoted with 3 other Chamblee events that same day. The Promotions Committee requested \$300 to help promote these events.

Motion by Ronni French to approve the Harvest Festival event proposed by the Main Street Promotions Committee and to allocate \$300.00 to the City’s Main Street Program to advertise the event, seconded by Paige Perkins with Perkins, French, Pappas, and Robson voting to approve.

Brian Mock reported that the City Council had voted to approve \$100,000 for the Main Street Program. The idea for this funding came from Juan de Silva’s presentation. These funds are to be used for brick and mortar improvements, façade grants and downtown beautification.

Chamblee DDA/Main Street Manager: Discussion was tabled until the October meeting.

Projects:

Ga. Downtown Renaissance Fellows Update: Adam Causey reported that the presentation by Juan de Silva was now on the City’s website and available to everyone. Many of the ideas generated by this program will be implemented, and work will begin before the end of the year.

Motion by Van Pappas to adjourn the meeting, seconded by Ronni French, with Perkins, French, Pappas, and Robson voting to approve.

Respectfully submitted:

Ronni French
Secretary of the Chamblee DDA

Approved by the Board on _____

Chairman of the CDDA _____