

MEETING MINUTES
CUMBERLAND COMMUNITY IMPROVEMENT DISTRICT
Thursday, November 30, 2017

MEMBERS PRESENT

Tad Leithead
John Shern
Connie Engel
Barry Teague
Bob Voyles
Mason Zimmerman

COBB COUNTY

Mike Boyce
Jim Wilgus
Karyn Matthews

JACOBS

Alex Chung

EXECUTIVE DIRECTOR

Malaika Rivers

LEGAL COUNSEL

Lynn Rainey

COBB CHAMBER OF COMMERCE

Rasha Al Rawi
Melissa Crook
Kyethea Clark
Noelle Lloyd
Sharon Mason
Roxanne Plummer
Mike Winters

OTHERS PRESENT

Holly Quinlan, Cobb Travel & Tourism
Will Herbig, Kimley-Horn
Dan Dobry, Croy Engineering
Chris Kingsbury, Moreland Altobelli
Monica Flocken, Childress Klein
Vance Smith, Pond
Michelle Johnson, NMRS
Claire Bartlett, US Rep. Barry Loudermilk
Sara Fernald, Fernald and Co.
Ron Sifen, Vinings
Jon Gargis, MDJ

The November/December combined meeting of the Cumberland Community Improvement District Board was called to order at 7:35 a.m. on Thursday, November 30, 2017 at the Cobb Chamber of Commerce, 240 Interstate North Parkway, Atlanta, Cobb County, Georgia, pursuant to legal notice. A quorum was present.

Chairman Leithead presided and welcomed special guests.

ITEMS FOR APPROVAL

1. Minutes: Mr. Voyles made a motion to approve the October 26, 2017 Minutes of the CID Board. Ms. Engel seconded the motion which was unanimously approved.
2. Approval of Financial Statement: After making the Treasurer's Report, Mr. Teague made a motion to approve the October Financial Report (Exhibit A). Ms. Engel seconded the motion which was unanimously approved. Mr. Teague made a motion to approve the invoices and cash disbursements (Exhibit B). Ms. Engel seconded the motion which was unanimously approved.

EXECUTIVE DIRECTOR'S REPORT

- A. Tax Digest & Revenue Projections: Ms. Rivers reported the CCID has collected \$5.9M in 2017 ad valorem taxes and is projecting to collect a total of \$6.4M. The remaining funds will be collected in December.
- B. Cash Flow Model: Ms. Rivers reviewed the Baseline Cash Flow Model. The CCID has projected to be in the "red" in fiscal year 2018 in the amount of \$22K whereas last month it was in excess of \$700K. The difference to the positive for the CCID is that staff has taken another deep dive. The dollars will be managed accordingly and CCID staff will continue to keep a close eye on these numbers.

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C. FY18 Budget Approval (\$2,473,240): Ms. Rivers stated this is the time of year where the fiscal year is closing out and January 1st will start a new fiscal year. The CCID funds non-capital programs are on a 12-month (calendar year) basis. This includes landscape maintenance, new initiatives, support programs, and operating accounts. It also includes labor expenses which are capitalized to these non-capital programs as well as to capital improvement projects. Of an anticipated FY18 collection of \$6,709,819, the recommended amount to be allocated to the various annual accounts totals \$2,473,240. This is 2% more than FY17 and includes Landscape Maintenance, New Initiatives, Support Programs, and Operating Overhead. It also includes in-house labor that supports each of those accounts. The operating overhead budget is 7% (\$455,282) of projected revenue (\$6,709,819.)

CCID Annual Program and Operating Accounts FY18 (January 1, 2018 - December 31, 2018)

<u>Activity</u>	FY17 Budget	FY18 Budget Request
<u>Community Programs</u>		
Landscape Maintenance	\$535,000	\$560,000
In-house Labor	\$60,698	\$63,259
<u>New Initiatives & Planning</u>		
New Initiatives & Planning	\$275,000	\$275,000
In-house Labor	\$26,780	\$27,804
<u>Support Programs</u>		
Federal Lobbying	\$130,000	\$130,000
State Lobbying	\$48,000	\$48,000
Partnerships	\$125,000	\$150,000
Communications	\$250,000	\$225,000
In-house Labor	\$145,376	\$150,407
Capital Projects: In-house Labor	\$374,326	\$388,488
Subtotal Programs and New Initiatives	\$1,970,180	\$2,017,958
<u>Operating Overhead</u>		
Admin. Support/ Insurance/Legal/Operating/etc.	\$400,700	\$401,000
In-house Labor	\$53,020	\$54,282
Subtotal Operating	\$453,720	\$455,282
Subtotal Annual Accounts	\$2,423,900	\$2,473,240
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<u>Capital Projects</u>	\$4,019,354	\$4,236,579
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Total	\$6,443,254	\$6,709,819

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Mr. Shern made a motion to approve the FY18 budget of \$2,473,240 as presented. Mr. Zimmerman seconded the motion which was unanimously approved.

D. Key Updates

Ms. Rivers gave updates on:

- Short-term action plan: Ms. Rivers stated she will send the Board the next version of the short-term action plan after this meeting. There are approximately 35 new projects on the comprehensive list with the estimated costs.
- BikeShare: Ms. Rivers stated the National Park Service and Zagster are ready to move forward and she will work with staff on an install for these two bike stations. Ms. Rivers has a call into Zagster regarding the private property side. Board members would like Ms. Rivers to move forward with the two stations that are ready.
- Strategic Planning Retreat: Ms. Rivers asked Board members to submit any ideas they would like to see covered. The items as of now that will be discussed are: 1) Blueprint Cumberland 3.0 – deeper discussion, 2) Short-term action plan, 3) Emerging technologies - how that relates to transportation and mobility, and 4) a presentation on the future of Cobb County and the financial review.

E. Operations

Capital Improvements Update: Kyethea Clark, Director of Operations gave updates on: Cumberland Blvd Bridgescape, and Cumberland Blvd West Intersection Improvement & Ph III Streetscape.

COBB COUNTY ISSUES & UPDATES

Jim Wilgus, Cobb DOT announced starting next month the County will begin Season II projects and changes to the circulator system. Mr. Wilgus went on to discuss the CobbLinc Bus Time app.

Ms. Engel made a motion to go into Executive Session to discuss and deliberate upon and evaluate personnel. Mr. Shern seconded the motion which was unanimously approved. At the conclusion of the discussion, upon the motion of Ms. Engel, seconded by Mr. Shern, the Board unanimously agreed to return to open session.

OTHER BUSINESS

The next regular board meeting is scheduled for the same location on January 25, 2018 at 7:30 a.m. There being no further business, the meeting was adjourned at 10:20 a.m.

Approved by the Board this _____ day of

_____, 2018

_____ Secretary