



**May 13, 2021**

**9:00 AM**

**Douglas County Economic Development Authority  
8512 Bowden Street**

- I. Call to Order
- II. Roll Call
- III. Reading and approval of the minutes from the previous meeting
- IV. Budget Report
- V. New Business
  - Approval of Joint Agreement Concerning Economic Development Between the City and County for Fiscal Year 2022, ending June 30, 2022, in which the City Authority agrees to charge the County Authority's bond issuer fee and to share one-half of the total bond issuer fee received by the City Authority with the County Authority
  - Approval of the Fiscal Year 2022 Development Authority Budget
  - Nomination of Officers (Chair and Vice-Chair)
- VI. Other Business
- VII. Project Updates
- VIII. Set Date of Next Meeting—June 10, 2021
- IX. Adjournment

**DEVELOPMENT AUTHORITY OF THE CITY OF DOUGLASVILLE, GEORGIA  
MINUTES OF THE REGULAR SCHEDULED MEETING**

*Held Virtually Due to the State of Public Health Emergency (COVID-19)*  
**February 11, 2021—9AM**

- Call to Order:** Chair Choo called the meeting to order at 9:00 am.
- Roll Call:** Conducted by Chelsea Jackson
- Members Present:** Chairman Leslie Choo, Scott Powers (9:04am), Phil Sisk, Don Watts (9:05am), John Williams, Cathy Smith-Curry, Jeff Camp
- Staff Present:** Chelsea Jackson
- Others Present:** John Gornall, Arnall Golden Gregory, LLP, Authority Attorney  
Andrew Schutt Arnall Golden Gregory, LLP  
Chris Pumphrey Douglas County Economic Development Authority  
Breezy Straton, Douglas County Economic Development Authority

**Adoption of Minutes**

Mr. Williams made a motion to approve the minutes from the December 1, 2020 meeting; Mr. Sisk seconded the motion. All members present voted in favor of the motion. The motion was approved.

**Budget Report**

Ms. Jackson was present and reviewed the February 2021 budget.

**Other Business**

None.

**Project Updates**

Mr. Pumphrey was present to provide project updates.

**Executive Session—9:19am-9:48am**

**Adjourn into Executive Session to authorize negotiations to purchase, dispose of, or lease property.**

*Mr. Sisk made a motion to adjourn into executive session; Ms. Smith-Curry seconded the motion. All members present voted in favor of the motion. The motion was approved.*

**Adjourn Executive Session & Authorize the Chair & Secretary to sign executive session affidavit.**

*Mr. Powers made a motion to adjourn executive session; Mr. Williams seconded the motion. All members present voted in favor of the motion. The motion was approved.*

**New Business**

**Approve a resolution for the Development Authority (Executive Director & Chair or Vice Chairman) with the review and advice of the Authority’s counsel to enter into a consulting agreement with KB Advisory Group for Tasks 3, 4, 5, 6, for a price to not exceed \$30,000 and for the Executive Director and Chair or Vice Chair to execute all needed documents.**

*Mr. Powers made a motion to approve the resolution; Mr. Williams seconded the motion. All members present voted in favor of the motion. The motion was approved.*

**Set Date of Next Meeting**

The next meeting is set for Thursday, March 11<sup>th</sup>, unless cancelled, and will be held at the Douglas County Economic Development Authority Office or virtually via Zoom and mycitytv.com.

**Adjournment**

Mr. Watts made a motion to adjourn the meeting; Mr. Powers seconded the motion. All members present voted in favor of the motion. The meeting was adjourned at 10:04am.

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Leslie Choo, Chairman  
Development Authority of the City of  
Douglasville, Georgia

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Chelsea Jackson, Secretary/Treasurer  
Development Authority of the City of  
Douglasville, Georgia

PERIOD ENDING 05/31/2021

ACCOUNT	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	05/31/2021	MONTH	BALANCE	USED
Fund 314 - CITY OF DOUGLASVILLE DEV. AUTHORITY						
Dept 0000 - GENERAL GOVERNMENT						
36.11000	INTEREST INCOME	200.00	727.36	0.00	(527.36)	363.68
38.99005	MISC REVENUE	0.00	500.00	0.00	(500.00)	100.00
39.11101	TRANSFER FROM FUND 100	133,425.00	100,068.75	0.00	33,356.25	75.00
Net - Dept 0000 - GENERAL GOVERNMENT		133,625.00	101,296.11	0.00	32,328.89	
Dept 7511						
39.33004	DDA BOND ISSUANCE FEES	0.00	250,000.00	0.00	(250,000.00)	100.00
52.11230	LEGAL	45,000.00	6,026.09	0.00	38,973.91	13.39
52.11290	OTH PROFESSIONAL SERVICES	71,250.00	60,230.00	1,050.00	11,020.00	84.53
52.33100	OTH PUR SVCS/GEN LIAB-INSURANCE	4,375.00	0.00	0.00	4,375.00	0.00
52.33700	OTH PUR SVCS-EDU/TRAINING	1,000.00	250.00	0.00	750.00	25.00
61.15010	TRANSFER TO FUND 100	12,000.00	10,000.00	1,000.00	2,000.00	83.33
Net - Dept 7511		(133,625.00)	173,493.91	(2,050.00)	(307,118.91)	
Fund 314 - CITY OF DOUGLASVILLE DEV. AUTHORITY:						
TOTAL REVENUES		133,625.00	351,296.11	0.00	(217,671.11)	262.90
TOTAL EXPENDITURES		133,625.00	76,506.09	2,050.00	57,118.91	57.25
NET OF REVENUES & EXPENDITURES		0.00	274,790.02	(2,050.00)	(274,790.02)	100.00

JOINT AGREEMENT CONCERNING  
ECONOMIC DEVELOPMENT  
(2021 – 2022)

THIS AGREEMENT (“Agreement”), made and entered into effective the 1st day of July, 2021, between the DEVELOPMENT AUTHORITY OF DOUGLAS COUNTY (the “Authority”) and the DEVELOPMENT AUTHORITY OF THE CITY OF DOUGLASVILLE, GEORGIA (“DACD”).

WHEREAS, the Authority and DACD each exist in part for the purpose of promoting industry, commerce, trade, tourism, and employment opportunities, and for the further purpose of promoting the general welfare of the State of Georgia and the people of the City of Douglasville and Douglas County;

WHEREAS, the parties hereto desire to enter into an agreement for the purpose of jointly pursuing economic development opportunities in the City of Douglasville and Douglas County;

WHEREAS, the parties hereto desire to define their respective rights and obligations with respect to this undertaking; and

WHEREAS, each of the parties have determined that their participation in this Agreement is in the best interests of the people of the City of Douglasville and Douglas County.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1.

COMMITMENTS OF SERVICES

1.1 The Authority staff shall perform the following services on behalf of the parties to this Agreement:

a. Serving as a single point of contact for economic development with state economic developers, regional partners, real estate developers, brokers, and consultants.

b. Managing the daily activities of economic development for the Authority and DACD, including but not limited to the following activities:

1. Business development, recruitment, retention, and expansion;  
2. Project management, including, where appropriate, working with developers, planning departments, and regional and statewide partners.

3. Marketing, including the development of external and internal marketing materials, event planning, research, and public relations.

4. Financial development tools, including tax credit programs, opportunity zones, new market tax credits, redevelopment programs, grants, bond financing, and loan funds.

5. Promoting and supporting the film industry in its activities in the jurisdictions of the parties to this Agreement.

c. Marketing and promoting the City of Douglasville and Douglas County to targeted industries.

d. Developing, implementing, and executing a strategic plan for economic development for the parties to this Agreement which reflect and support the long range planning goals for the Authority and DACD.

e. Identifying development opportunities for the Authority and DACD that are consistent with the comprehensive development plans of each party.

f. Developing, implementing, and executing a business retention program for the Authority and DACD.

g. Assisting in the site selection process by developing, maintaining, regularly updating, and hosting a comprehensive database of sites and buildings in each of the jurisdictions that are party to this Agreement.

h. Providing advice and counsel to elected officials and staff of each of the parties concerning policies which are conducive to and consistent with their economic development goals.

1.2 The Authority will provide the DACD methodologies for the development and implementation of economic incentive arrangements, including ad valorem property tax abatements, which are customary in the field of economic development in this region and which will encourage target industries to locate in their respective jurisdictions.

1.3 The Authority will provide DACD current information concerning state and federal economic incentives which may be available for target industries considering locating in their respective jurisdictions.

1.4 The Authority will provide DACD information regarding zoning and land use considerations which support and are consistent with the comprehensive development plans of each party.

1.5 The Authority will make the Executive Director of the Authority available to meet with DACD for the purpose of providing a report of current economic development activities in that jurisdiction. An annual report which summaries all economic development activities for the preceding year will also be provided.

1.6 The Economic Development Office of the Authority will promote an initiative which encourages the Board of Education to adopt workforce ready curriculum and opportunities for students.

## 2.

### STRUCTURE OF AUTHORITY STAFF

2.1 The Authority shall utilize the office at 8512 Bowdon Street, Douglasville, Georgia.

2.2 The activities of the Authority's staff shall be overseen by the Board of Directors of the Development Authority of Douglas County.

2.3 The Board of Directors of the Authority shall hire a staff capable of completing the duties outlined in this Agreement.

2.4 Salaries and benefits of each employee of the Authority shall be determined by the Board of Directors of the Authority.



3.

TERM

3.1 This Agreement shall remain in effect for a period of one year, beginning on the 1<sup>st</sup> day of July, 2021, and terminating on the 30<sup>th</sup> day of June, 2022.

3.2 This Agreement may be continued for successive terms as shall be determined by the parties hereto.

4.

COMMITMENTS

4.1 Funding for the services described in this Agreement will be provided based on the following annual commitment of \$50,000 by DACD:

4.2 The aforesaid funding commitment of the DACD shall be paid as follows:

a. One-fourth on July 1, 2021.

b. One-fourth on the first business day October, 2021, one-fourth on the first business day of January, 2022, and one-fourth on the first business day of April, 2022.

4.3 DACD agrees to provide a principal point of contact for communication with the Authority staff.

4.4 DACD agrees that it will provide a point of contact for building permit, planning, and zoning matters.

4.5 DACD agrees that one-half of any bond issuer fees received by DACD in conjunction with a property tax abatement incentive for a project in its jurisdiction shall

be paid to the Authority. DACD also agrees that its bond issuer fee schedule during the terms of this Agreement shall be as follows:

- (a) 1/4<sup>th</sup> of 1% of the first \$100 million of any bond principal amount,
- (b) 1/8<sup>th</sup> of 1% of the bond principal amount between \$100 million and \$200 million, and
- (c) 1/16<sup>th</sup> of 1% of the bond principal amount in excess of \$200 million.

4.6 The DACD and the Authority agree that the DACD will issue bonds using bond counsel of its choice in conjunction with a property tax abatement incentive for projects located in the City of Douglasville, and the Authority will issue bonds using bond counsel of its choice in conjunction with a property tax abatement incentive for projects located in Douglas County, but not within the City of Douglasville.

## 5.

### MISCELLANEOUS

5.1 This Agreement shall be deemed to be an Intergovernmental Agreement adopted pursuant to the provisions of Article IX, Section III, Paragraph I (a) of the Constitution of the State of Georgia, and at no point shall this contract exceed a duration of fifty (50) years.

5.2 Each party represents that this Agreement has been approved by its representative entity at a public meeting held for this purpose.

5.3 This Agreement shall be construed under the laws of the State of Georgia.

5.4 Any notice required or permitted to be given by the Agreement shall be given in writing and must be delivered by personal deliver or by United States first class mail to the addresses below:

To the Authority: Development Authority of Douglas County  
8512 Bowdon Street  
Douglasville, GA 30134  
Attn: Executive Director

To the DACD Development Authority of the City of Douglasville  
6695 Church Street  
Douglasville, GA 30134  
Attn: Chairperson

5.5 This Agreement is the entire agreement of the parties with respect to its subject matter. This Agreement shall inure to the benefit of and shall be binding upon the parties and their respective successors and assigns.

5.6 This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

Witness the hands and seals of the undersigned effective the day and year first above written.

DEVELOPMENT AUTHORITY  
OF DOUGLAS COUNTY

By: \_\_\_\_\_  
Michael J. Stephens, Chair

Attest: \_\_\_\_\_  
W. Terry Baggett, Secretary

[Signatures continued on the next page]

DEVELOPMENT AUTHORITY OF THE  
CITY OF DOUGLASVILLE, GEORGIA

By: \_\_\_\_\_  
Leslie Choo, Chair

Attest: \_\_\_\_\_  
Chelsea Jackson, Secretary

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2021-22 FINANCE BUDGET	2021-22 FINANCE AMT CHANGE
ESTIMATED REVENUES						
Dept 0000 - GENERAL GOVERNMENT						
INVESTMENT INCOME						
314-0000-36.11000	INTEREST INCOME	308	200	727	400	200
	FOOTNOTE AMOUNTS:				400	
	HMC					
	INVESTMENT INCOME	308	200	727	400	200
MISCELLANEOUS						
314-0000-38.95101	GARNISH LEVIES					
314-0000-38.99005	MISC REVENUE			500		
	MISCELLANEOUS			500		
OTHER FINANCING SOURCES						
314-0000-39.01000	OTHER FIN SRCE-APPROPR FUND					
314-0000-39.10000	INTERFUND TRANSFERS					
314-0000-39.11101	TRANSFER FROM FUND 100	93,000	133,425	100,069	133,425	
	FOOTNOTE AMOUNTS:				133,425	
	TRANSFER FROM GENERAL FUND					
314-0000-39.39012	APPROPRIATE PRIOR YR				58,550	58,550
	FOOTNOTE AMOUNTS:				8,550	
	CARRYOVER FROM PY					
	FOOTNOTE AMOUNTS:				50,000	
	PER CJ AND KC 051121 HMC					
	<b>GL # FOOTNOTE TOTAL:</b>				<b>58,550</b>	
	OTHER FINANCING SOURCES	93,000	133,425	100,069	191,975	58,550
Totals for dept 0000 - GENERAL GOVERNMENT		93,308	133,625	101,296	192,375	58,750
Dept 7511						
MISCELLANEOUS						
314-7511-38.99005	MISC REVENUE					
	MISCELLANEOUS					
OTHER FINANCING SOURCES						
314-7511-39.33004	DDA BOND ISSUANCE FEES			250,000		
314-7511-39.33300	PROC GLT LIAB/OTHER BOND PROC					
314-7511-39.33304	DOUGLASVILLE DEVELOPEMENT AUTH			205,938		
	OTHER FINANCING SOURCES			455,938		
Totals for dept 7511 -				455,938		
TOTAL ESTIMATED REVENUES		93,308	133,625	557,234	192,375	58,750

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2021-22 FINANCE BUDGET	2021-22 FINANCE AMT CHANGE
<b>APPROPRIATIONS</b>						
Dept 0000 - GENERAL GOVERNMENT						
OTHER COSTS						
314-0000-57.90000	CONTINGENCY					
OTHER COSTS						
Totals for dept 0000 - GENERAL GOVERNMENT						
Dept 7511						
OTHER COSTS						
314-7511-57.22009	SPECIAL PROJECTS					
314-7511-57.90000	CONTINGENCY					
OTHER COSTS						
PERSONAL SVCS & EMPLOYEE BENEFITS						
314-7511-51.11110	REGULAR EMPLOYEES-FULLTIME	12,000				
314-7511-51.11300	SALARIES/WAGES/OVERTIME					
314-7511-51.22100	EMPLOYEE BENEFITS-GRP INS					
314-7511-51.22110	HEALTH					
314-7511-51.22300	EMPLOYEE BENEFITS-FICA					
314-7511-51.22402	RETIREMENT/DEFINED BENEFIT					
314-7511-51.22700	EMPLOYEE BENEFITS-WORK COMP					
314-7511-51.22901	CAR ALLOWANCE					
314-7511-51.22902	INSURANCE STIPEND					
PERSONAL SVCS & EMPLOYEE BENEFITS						
		12,000				
PURCHASED/CONTRACTED SERVICES						
314-7511-52.11230	LEGAL	38,046	45,000	6,026	45,000	
					FOOTNOTE AMOUNTS:	
					TO COVER LEGAL FEES	
					45,000	
314-7511-52.11290	OTH PROFESSIONAL SERVICES	92,500	71,250	60,230	130,000	58,750
					FOOTNOTE AMOUNTS:	
					FOR INTERGOVERNMENTAL AGREEMENT BETWEEN CDDA AND DCECA	
					50,000	
					FOOTNOTE AMOUNTS:	
					KB ADVISORY GROUP AND CONSULTING SERVICES FOR DEVELOPMENT ON TOWNE GREEN SITE	
					30,000	
					FOOTNOTE AMOUNTS:	
					PER CJ AND KC 051121 HMC	
					50,000	
					<b>GL # FOOTNOTE TOTAL:</b>	
					<b>130,000</b>	
314-7511-52.11292	JAMIE FRITTER CONSULTING					
314-7511-52.22310	BUILDING AND LAND					
314-7511-52.22320	EQUIPMENT RENTALS					
314-7511-52.33100	OTH PUR SVCS/GEN LIAB-INSURANCE	5,375	4,375		4,375	
					FOOTNOTE AMOUNTS:	
					PREMIUMS	
					4,375	
314-7511-52.33205	POSTAGE AND SHIPPING	8				
314-7511-52.33210	COMMUNICATIONS / TELEPHONE					
314-7511-52.33301	MARKETING					
314-7511-52.33400	OTH PURCH SVCS-PRINTING/BINDIN					
314-7511-52.33500	OTH PURCH SVCS-TRAVEL					
314-7511-52.33505	TRAVEL/M. ADAMS					
314-7511-52.33520	EXPENSE ALLOWANCE					
314-7511-52.33600	OTH PURCH SVCS-DUES AND FEES					
314-7511-52.33601	BANK SERVICE CHARGES					
314-7511-52.33700	OTH PUR SVCS-EDU/TRAINING	34	1,000	250	1,000	
					FOOTNOTE AMOUNTS:	
					TRAINING AND EDUCATION FOR BOARD MEMBERS	
					1,000	

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2021-22 FINANCE BUDGET	2021-22 FINANCE AMT CHANGE
APPROPRIATIONS						
Dept 7511						
PURCHASED/CONTRACTED SERVICES						
	PURCHASED/CONTRACTED SERVICES	135,963	121,625	66,506	180,375	58,750
SUPPLIES						
314-7511-53.11110	GEN SUPP-OFFICE SUPPLIES					
314-7511-53.11270	GASOLINE					
CAPITAL OUTLAYS						
314-7511-54.22300	MACH/EQUIP-FURNITURE/FIXTURES					
314-7511-54.22400	MACH/EQUIP-COMPUTER					
OTHER FINANCING USES						
314-7511-61.15000	OPER ATING TRANSFER OUT					
314-7511-61.15002	SECTION 125 HEALTH					
314-7511-61.15003	SECTION 125 HEALTH CARE					
314-7511-61.15010	TRANSFER TO FUND 100		12,000	10,000	12,000	
	FOOTNOTE AMOUNTS:				12,000	
	FOR PORTION OF C. JACKSON SALARY FOR ADMIN SERVICES					
	OTHER FINANCING USES		12,000	10,000	12,000	
	Totals for dept 7511 -	147,963	133,625	76,506	192,375	58,750
	TOTAL APPROPRIATIONS	147,963	133,625	76,506	192,375	58,750
	NET OF REVENUES/APPROPRIATIONS - FUND 314	(54,655)		480,728		
	BEGINNING FUND BALANCE	86,538	31,883	31,883	512,611	480,728
	ENDING FUND BALANCE	31,883	31,883	512,611	512,611	480,728