



**MEETING NOTES OF THE  
CITIZENS BUDGET REVIEW ADVISORY COMMITTEE (CBRA)  
CITY OF DULUTH, GA  
COMMUNITY ROOM  
3167 MAIN STREET  
DULUTH, GA. 30096  
6:00 P.M.  
FEBRUARY 17, 2021  
770-476-3434  
[www.duluthga.net](http://www.duluthga.net)**

**Present:**

Alana Moss  
Manfred Graeder  
Eva Kuhn  
Chantal Scantlebury  
Michael Park  
Sonya Wigfall  
Wetonka Blakmon  
Tom Moore

**Absent:**

Arthur Mac Williams

**City Representatives**

Rob Froehbrodt, Facilitator  
City Manager, James Riker  
Asst. City Mgr/Economic Development/Finance Director, Ken Sakmar  
Asst. City Mgr/City Clerk, Teresa S. Lynn

**I. WELCOME**

Mayor Harris welcomed and expressed her appreciation to the members of the 2021 Citizens Budget Advisory Review Committee for investing their time to learn about the City budget processes. She went over the City's Strategic Vision Statement and pointed out how much the elected officials and staff value their opinions on improvements.

**II. OVERVIEW OF GOALS OF CITIZENS BUDGET COMMITTEE**

Rob Froehbrodt, Facilitator, called the meeting to order at 6:00 p.m. and presented an overview of the Goals of the Committee

**III. PRESENTATION – BUDGET PROCESSES**

Asst. City Manager Ken Sakmar came forward to present the city's services and standards. He explained the budget process for local governments, the timeline as well as the makeup of the General Fund, the city's Capital Reserve, SPLOST, URA and DDA Revenue and Expenses. He explained the differences between the duties and responsibilities of the Urban Redevelopment Agency (URA) and the Downtown Development Authority (DDA).

#### IV. PRESENTATION BY CITY MANAGER – CAPITAL RESERVES AND CURRENT REDEVELOPMENT/DEVELOPMENT STRATEGY

City Manager James Riker presented renderings of the past and present redevelopment projects in the Downtown area. He explained the City's Tax-Allocation District (TAD) also known as tax increment financing, which is a defined area where real estate property tax funds received above a certain threshold, for a certain period of time (typically 25 years). Tax allocation districts capture incremental property tax revenue increases in a specified geographic area. (Blighted Areas). The city's geographical area encompasses the downtown, portion of Buford highway, and the development located off Hardy Street. The anticipated or actual incremental increases are then used to finance activities to promote economic development. The economic development in turn should stimulate increased growth in tax revenues. Mr. Riker noted that Duluth is the only city in Gwinnett to have a TAD.

#### V. GROUP DISCUSSION/QUESTIONS BY COMMITTEE


No questions brought forth.

#### VI. NEXT STEPS

Rob Froehbrodt, Facilitator went over the next meeting agenda and the plans for the final meeting and the presentation to the Mayor & Council. He asked the group to be prepared to select a Chairperson next Wednesday. The Chairperson will work with the group and Facilitator Froehbrodt to develop the presentation to the Mayor and Council for the March 22<sup>nd</sup> work session.

#### VII. ADJOURNMENT

Being no further business, the meeting adjourned at 7:45 p.m.



Teresa S. Lynn, City Clerk




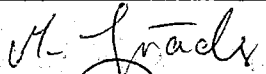
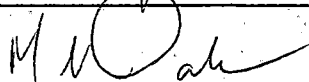
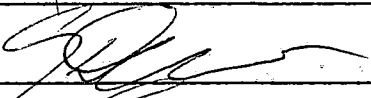


The next scheduled meeting of the Committee is Feb. 24<sup>th</sup> 6:00 pm., in the City Hall Community Room for the purpose to present recommendations to the Mayor and Council.

PLEASE NOTE: This and other city meetings may be audio and/or videotaped for broadcast, transcription and/or archival purposes. As set forth in the Americans with Disabilities act (ADA) of 1992, the City of Duluth government does not discriminate on the basis of disability in the admission or access to or treatment of employment in its programs or activities, and complies with the requirements contained in section 35.107 of the department of Justice regulations. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program, or activity of the City of Duluth government should be made seven days prior to the event. Inquiries should be directed to the ADA Coordinator in the Planning Department, located at 3167 Main Street, Duluth, Ga. 30096, telephone (770-) 476-1790.

# Citizen Budget Review Authority

## Sign in Sheet

February 17, 2021

Name	Email	Signature
Alana Moss	<a href="mailto:alana.moss@adp.com">alana.moss@adp.com</a>	
Arthur Mac Williams	<a href="mailto:amacwilliams2000@yahoo.com">amacwilliams2000@yahoo.com</a>	
Chantal Scantlebury	<a href="mailto:cscantle101@gmail.com">cscantle101@gmail.com</a>	
Eva Kuhn	<a href="mailto:evkuhn@bellsouth.net">evkuhn@bellsouth.net</a>	
Manfred Graeder	<a href="mailto:graderm@bellsouth.net">graderm@bellsouth.net</a>	
Michael Park	<a href="mailto:mikepark78@gmail.com">mikepark78@gmail.com</a>	
Sonya Wigfall	<a href="mailto:SJrunnerMommy@outlook.com">SJrunnerMommy@outlook.com</a>	
Tom Moore	<a href="mailto:tom.moore@commast.net">tom.moore@commast.net</a>	
Wetonka Blakmon	<a href="mailto:tonka75@att.net">tonka75@att.net</a>	

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The text notes that without reliable records, it would be difficult to track the flow of funds and identify any irregularities.

2. The second part of the document outlines the various methods used to collect and analyze data. It describes the process of gathering information from different sources, such as interviews, surveys, and document reviews. The text also discusses the importance of ensuring the reliability and validity of the data collected, and the need to use appropriate statistical techniques to analyze the results.

3. The third part of the document focuses on the interpretation of the data and the drawing of conclusions. It explains how the collected information is used to identify patterns, trends, and anomalies. The text also discusses the importance of considering the context of the data and the potential limitations of the study. Finally, the document concludes by summarizing the key findings and providing recommendations for further research.



## **PUBLIC NOTICE**

### **CITIZENS BUDGET REVIEW COMMITTEE**

**FEBRUARY 17, 2021 AT 6:00PM**

#### **Duluth City Hall**

Community Room  
3167 Main Street  
Duluth, GA 30097

Notice is hereby given that the annual meeting of the Citizens Budget Review Committee will be held Wednesday, February 17, 2021 at 6:00pm. Subsequent meetings will be held February 24<sup>th</sup> and March 3<sup>rd</sup> at 6:00PM. A quorum of Council may be present; no official action will be taken by Council. The public is invited to attend.

Posted February 9, 2020

Teresa S. Lynn

Assistant City Manager, City Clerk

#### Agenda:

- I. Welcome and introduction
- II. Overview of goals of the committee
- III. Presentation by Finance Manager
- IV. Presentation by City Manager
- V. Discussion/Questions
- VI. Next steps
- VII. Adjournment