



# Downtown Dahlonega Agenda

April 06, 2023 8:30 AM

Downtown Development Authority Offices- Head House

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## **Vision Statement**

Downtown Dahlonega will retain its role as the heart of the region and the center for community and economic development. It will have an inviting appearance, highlighted by historic architecture. It will enhance the civic, cultural, and economic vitality of the entire community.

## **Mission Statement**

The purpose of Downtown Dahlonega is to stimulate and sustain economic development in downtown area by encouraging cooperation and building leadership; by advancing a positive image of downtown and promoting it as an exciting place to live, shop, and invest; by sustaining and improving the appearance of downtown; and by strengthening and expanding the economic base of downtown.

## **Call to Order**

## **Approval of Agenda**

## **Approval of Minutes**

- [1.](#) Dahlonega Downtown Development Authority and Main Street Program Meeting Minutes, March 02, 2023
- [2.](#) Dahlonega Downtown Development Authority and Main Street Program Special Called Meeting Minutes, March 09, 2023

## **Organization**

- a. Appointment of Executive Officers  
Amy Thrailkill, DDA Chair
- [b.](#) Financials  
Allison Martin, City Manager
- c. Head House Rental Project Update  
Ariel Alexander, DDA Director
- d. Organization Work Plan Items Update  
Ariel Alexander, DDA Director

## **Promotion**

- a. Programs Report  
Skyler Alexander, Main Street Manager
- b. Promotion Work Plan Items Update  
Skyler Alexander, Main Street Manager

## **Design**

- a. Design Work Plan Items Update  
Ariel Alexander, DDA Director

## **Economic Vitality**

- a. 147 N. Park Street Proposal  
Amy Thrailkill, DDA Chair
- b. Economic Vitality Work Plan Items Update  
Ariel Alexander, DDA Director
- c. Parking Committee Report  
Ariel Alexander, DDA Director

**Partner Agencies**

- 1. City of Dahlonega
- 2. University of North Georgia
- 3. Chamber of Commerce/Tourism
- 4. Historic Preservation Commission
- 5. Planning & Zoning Commission
- 6. Downtown Dahlonega Business Association

**Adjourn**



## Downtown Dahlonega Minutes

March 02, 8:30 AM

McCullough Council Chambers – City Hall

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### Vision Statement

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### Mission Statement

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### PRESENT

Chair Amy Thrailkill

Board Member Wendi Huguley

Board Member Donna Logan

Board Member Ryan Puckett

Board Member Tony Owens

### Call to Order

Chair Thrailkill called the meeting to order at 8:30 am.

### Approval of Agenda

Motion made by Board Member Owens, Seconded by Board Member Logan.

Voting Yea: Board Member Huguley, Board Member Puckett

### Approval of Minutes

1. Downtown Dahlonega Meeting Minutes February 03, 2023

Chair Thrailkill called for a motion to approve the minutes.

Motion made by Board Member Owens, Seconded by Board Member Huguley.

Voting Yea: Board Member Puckett, Board Member Logan

### Organization

- a. 2023 Work Plan Draft

Ariel Alexander, DDA Director

Director Alexander explained that the document in the packet is the final draft of the work plan that was created using the comments from the planning session. She noted that the planning session was a great success and appreciates all of the community involvement. Director Alexander requested a vote to approve the proposed plan of work.

Motion made by Board Member Logan, Seconded by Board Member Owens

Voting Yea: Board Member Rowe, Board Member Puckett, Board Member Huguley

b. "Switch to Six" Training

Skyler Alexander, Main Street Manager

Manager Alexander explained that there is a newly required Main Street training provided by the state, that must be completed by all board members by the end of the year. It is an enhanced version of the "10 Standards of Accreditation" that was previously used, as the standards have been condensed to six. More information will be provided throughout the year regarding the training.

c. Financials

Ariel Alexander, DDA Director

No discussion.

### **Design**

a. Façade Grant Application: Connie's Ice Cream and Sandwich Shop, The Dahlonga Tasting Room

Ariel Alexander, DDA Director

Director Alexander brought forth the façade application to repair the front doors on the building that houses The Dahlonga Tasting Room and Connie's Ice Cream. These doors are over twenty years old, and sanding and staining them will bring improvements to the entire façade of the building. Board Member Owens and Chair Thrailkill noted that this is an exciting and needed project. Director Alexander requested a vote to approve the façade grant application on the condition that written permission from the property owner be provided to staff.

Motion made by Board Member Owens, Seconded by Board Member Puckett

Voting Yea: Board Member Logan, Board Member Huguley

### **Economic Vitality**

a. 147 N. Park Street Proposal

Amy Thrailkill, DDA Chair

The Board reviewed a new proposal for 147 N. Park Street, presented by Highlands Development Group. Chair Thrailkill asked that the board review the proposal in the next week in preparation for a special-called meeting once the new board members are sworn in.

b. Head House Update

Ariel Alexander, DDA Director

Director Alexander stated that the Request for Proposal from a rental management company for the first floor advertised in February received no interest and asked the board to consider an alternative solution. Chair Thrailkill suggested bringing possible alternatives to the special-called meeting to discuss further.

Director Alexander also reminded the Board of the Grand Opening of the Head House, to occur on Monday, March 20, at 1:00 p.m.

### **Partner Agencies**

1. City of Dahlonga

City Manager Martin notified the Board and the audience that Hancock Park will be closed for the majority of March as the Public Works Department will be releveling and sodding the green. This is a much-needed improvement that will benefit the downtown and all the upcoming festivals and programs.

City Manager Martin also shared that the dumpster pad at Hancock Park will soon be remodeled and improved. The engineering is also being completed for the remodel of the North Square sidewalk and tree grates.

2. University of North Georgia

Board Member Huguley reported that the search for a new President of the university is well underway.

3. Chamber of Commerce/Tourism

4. Historic Preservation Commission

HPC Chair Ellen Mirakovits shared her thanks for Director Alexander and to let the board know that they are there as a resource and a partner in preserving and promoting the downtown area. Chair Thrailkill shared the same sentiment and thanked Ms. Mirakovits for attending the meeting.

5. Planning & Zoning Commission

6. Downtown Dahlenega Business Association

Old Fashioned Christmas Committee Chair Jane O’Gorman shared her thanks for City Manager Allison Martin, DDA Director Ariel Alexander, and Main Street Manager Skyler Alexander for their help in planning the Christmas season.

**Adjourn**

Chair Thrailkill made a motion to adjourn at 9:15 am.

Motion made by Board Member Owens, Seconded by Board Member Logan.

Voting Yea: Board Member Huguley, Board Member Puckett



# Dahlonega Downtown Development Authority and Main Street Program Special Called Meeting Agenda

March 09, 2023 8:30 AM

McCullough Council Chambers – City Hall

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## **Vision Statement**

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## **Mission Statement**

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## **PRESENT**

Chair Amy Thrailkill

Board Member Wendi Huguley

Board Member Donna Logan

Board Member Ryan Puckett

Board Member Tony Owens

Board Member Rowe

## **Call to Order**

Chair Thrailkill called the meeting to order at 8:30 am.

## **Approval of Agenda**

Motion made by Board Member Rowe, Seconded by Board Member Owens

Voting Yea: Board Member Huguley, Board Member Logan, Board Member Puckett

## **Economic Vitality**

### a. 147 N. Park Street Proposal

Amy Thrailkill, Chair

Chair Thrailkill asked the board if they had any questions after taking a week to review the proposal for 147 N. Park Street from Highlands Development Group. A short discussion was held regarding preventing the residential aspect of the proposal from becoming student housing. Board Member Logan and Owens suggested an owner-occupied stipulation, pricing the units to the point of disincentivizing parent investment projects, and other initiatives.

The board requested that staff find the original agreement for the parking area at Dahlonega Baptist Church.

Board Member Puckett suggested adjusting the sales price for the city to retain the sidewalks, parking, infrastructure, etc. Council Member Ryan Reagin suggested keeping the purchase price until the developers suggest lowering it.

Board Member Owens thinks that overall the proposal is what the city is looking for, however parking is definitely an issue. He suggested a public-private partnership where the city comes in to add a deck rather than constructing city offices. It is his recommendation to move the proposal forward to the council and state that city hall offices should not be there. The board agreed and also noted that the purchase price should increase if the city hall offices are removed from the proposal. DDA Director Alexander stated that the motion should be to move the proposal to a City Council Work Session along with a copy of the board's recommendations.

Motion made by Board Member Huguley pending the board's added recommendations be provided the Council. Seconded by Board Member Puckett.

Voting Yea: Board Member Rowe, Board Member Logan, Board Member Owens

b. Head House Rental Management

Ariel Alexander, DDA Director

Director Alexander requested direction from the board considering receiving no proposals for the rental management of the first floor of the Head House. Board Member Rowe asked the board to consider moving more city hall offices to the first floor as she feels it is not very conducive to retail. The board discussed but ultimately agreed they would like a retail tenant to add the economic base of downtown. City Manager Martin stated that she was approached by a broker that is interested in leasing the space. The board requested that Martin go back to the person that approached and ask for a proposal. There was discussion about managing the space internally, and the board feels comfortable with that option as long as a third party manages the advertising and selection of a tenant.

## **Adjourn**

Chair Thrailkill requested a motion to adjourn.

Motion made by Board Member Puckett, Seconded by Board Member Owens.

Voting Yea: Board Member Logan, Board Member Huguley, Board Member Rowe

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	YTD BALANCE 02/28/2023 NORMAL (ABNORMAL)	% BDGT USED
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY				
	CHARGES FOR SERVICES	1,100.00	0.00	0.00
	INVESTMENT INCOME	400.00	2,845.64	711.41
	CONTRIBUTIONS AND DONATIONS	100.00	0.00	0.00
	MISCELLANEOUS REVENUE	200.00	2,535.00	1,267.50
	TRANSFERS IN FROM OTHER FUNDS	232,450.00	96,854.15	41.67
	APPROPRIATED FUND BALANCE	71,969.00	0.00	0.00
	TOTAL REVENUES	306,219.00	102,234.79	33.39
	DDA ADMINISTRATION	145,092.00	56,114.86	33.11
	TOURISM	103,284.00	27,570.25	26.69
	DOWNTOWN DEVELOPMENT	57,843.00	30,517.13	52.76
	TOTAL EXPENDITURES	306,219.00	114,202.24	34.54
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY:				
	TOTAL REVENUES	306,219.00	102,234.79	33.39
	TOTAL EXPENDITURES	306,219.00	114,202.24	34.54
	NET OF REVENUES & EXPENDITURES	0.00	(11,967.45)	49.03



REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA

PERIOD ENDING 02/28/2023  
 % Fiscal Year Completed: 41.37

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	YTD BALANCE 02/28/2022 NORM (ABNORM)	2022-23 ORIGINAL BUDGET	2022-23 MENDED BUDGET	ACTIVITY FOR MONTH 02/28/23 INCR (DECR)	YTD BALANCE 02/28/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 0000 - NON DEPARTMENTAL								
INTERGOVERNMENTAL REVENUE								
230.0000.33.9000	INTERGOVERNMENTAL REVENUES	10,923.00	0.00	0.00	0.00	0.00	0.00	0.00
	INTERGOVERNMENTAL REVENUE	10,923.00	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES								
230.0000.34.5410	PARKING CHARGES	429.93	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
	CHARGES FOR SERVICES	429.93	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
INVESTMENT INCOME								
230.0000.36.1000	INTEREST REVENUES	141.94	400.00	400.00	0.00	2,845.64	(2,445.64)	711.41
	INVESTMENT INCOME	141.94	400.00	400.00	0.00	2,845.64	(2,445.64)	711.41
CONTRIBUTIONS AND DONATIONS								
230.0000.37.1000	CONTRIBUTIONS - PRIVATE SOURC	80.00	100.00	100.00	0.00	0.00	100.00	0.00
	CONTRIBUTIONS AND DONATIONS	80.00	100.00	100.00	0.00	0.00	100.00	0.00
MISCELLANEOUS REVENUE								
230.0000.38.9000	MISCELLANEOUS REVENUES	205.00	200.00	200.00	1,120.00	2,535.00	(2,335.00)	1,267.50
	MISCELLANEOUS REVENUE	205.00	200.00	200.00	1,120.00	2,535.00	(2,335.00)	1,267.50
TRANSFERS IN FROM OTHER FUNDS								
230.0000.39.1100	TRANSFERS IN - GENERAL FUND	114,742.50	150,000.00	150,000.00	12,500.00	62,500.00	87,500.00	41.67
230.0000.39.1275	TRANSFERS IN - HOTEL/MOTEL TAX	19,840.00	82,450.00	82,450.00	6,870.83	34,354.15	48,095.85	41.67
	TRANSFERS IN FROM OTHER FUNDS	134,582.50	232,450.00	232,450.00	19,370.83	96,854.15	135,595.85	41.67
APPROPRIATED FUND BALANCE								
230.0000.39.9100	APPROPRIATED FUND BALANCE	0.00	71,969.00	71,969.00	0.00	0.00	71,969.00	0.00
	APPROPRIATED FUND BALANCE	0.00	71,969.00	71,969.00	0.00	0.00	71,969.00	0.00
Total Dept 0000 - NON DEPARTMENTAL		146,362.37	306,219.00	306,219.00	20,490.83	102,234.79	203,984.21	33.39
TOTAL REVENUES		146,362.37	306,219.00	306,219.00	20,490.83	102,234.79	203,984.21	33.39
Expenditures								
Dept 0000 - NON DEPARTMENTAL								
OTHER COSTS								
230.0000.57.3000	PAYMENTS TO OTHERS	10,923.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER COSTS	10,923.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 0000 - NON DEPARTMENTAL		10,923.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 7510 - DDA ADMINISTRATION								
DDA ADMINISTRATION								
230.7510.51.1100	SALARIES AND WAGES	6,085.78	30,469.00	30,469.00	4,911.48	15,324.19	15,144.8	

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA

PERIOD ENDING 02/28/2023  
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GL NUMBER	DESCRIPTION	YTD BALANCE	2022-23	2022-23	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		02/28/2022	ORIGINAL	2022-23	MONTH 02/28/23	02/28/2023	BALANCE	
		NORM (ABNORM)	BUDGET.MENDED	BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
<b>Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY</b>								
<b>Expenditures</b>								
230.7510.51.1300	OVERTIME	0.00	0.00	0.00	0.00	181.35	(181.35)	100.00
230.7510.51.2100	GROUP INSURANCE	1,105.80	3,700.00	3,700.00	550.89	1,340.31	2,359.69	36.22
230.7510.51.2200	FICA CONTRIBUTIONS	693.43	1,489.00	1,489.00	369.67	1,169.84	319.16	78.57
230.7510.51.2400	RETIREMENT CONTRIBUTIONS	7,150.45	12,871.00	12,871.00	1,207.17	6,035.85	6,835.15	46.89
230.7510.51.2700	WORKERS COMPENSATION	3,673.92	3,718.00	3,718.00	0.00	2,111.05	1,606.95	56.78
230.7510.52.1000	PROFESSIONAL/TECHNICAL SERVIC	621.03	12,079.00	12,079.00	2,400.00	2,400.00	9,679.00	19.87
230.7510.52.2000	PURCHASED PROPERTY SERVICES	120.00	0.00	0.00	0.00	0.00	0.00	0.00
230.7510.52.2200	REPAIRS AND MAINTENANCE	739.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
230.7510.52.2300	RENTALS	0.00	0.00	0.00	0.00	296.00	(296.00)	100.00
230.7510.52.3100	INSURANCE	2,552.08	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
230.7510.52.3200	COMMUNICATIONS	1,847.70	10,236.00	10,236.00	868.57	3,365.47	6,870.53	32.88
230.7510.52.3300	ADVERTISING	203.25	2,000.00	2,000.00	242.25	242.25	1,757.75	12.11
230.7510.52.3400	PRINTING	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
230.7510.52.3500	TRAVEL	542.00	0.00	0.00	715.99	927.59	(927.59)	100.00
230.7510.52.3600	DUES AND FEES	1,204.25	1,555.00	1,555.00	107.26	993.15	561.85	63.87
230.7510.52.3700	EDUCATION AND TRAINING	1,135.00	2,175.00	2,175.00	10.00	10.00	2,165.00	0.46
230.7510.53.1100	GENERAL SUPPLIES AND MATERIAL	652.23	1,500.00	25,910.83	118.20	17,931.49	7,979.34	69.20
230.7510.53.1210	WATER/SEWER	345.13	3,300.00	3,300.00	0.00	247.42	3,052.58	7.50
230.7510.53.1230	ELECTRICITY	3,269.97	9,500.00	9,500.00	1,208.71	3,389.90	6,110.10	35.68
230.7510.53.1600	SMALL EQUIPMENT	0.00	0.00	0.00	0.00	149.00	(149.00)	100.00
230.7510.54.9900	CAPITAL OUTLAYS	0.00	41,000.00	41,000.00	0.00	0.00	41,000.00	0.00
<b>DDA ADMINISTRATION</b>		<b>31,941.02</b>	<b>145,092.00</b>	<b>169,502.83</b>	<b>12,710.19</b>	<b>56,114.86</b>	<b>113,387.97</b>	<b>33.11</b>
<b>Total Dept 7510 - DDA ADMINISTRATION</b>		<b>31,941.02</b>	<b>145,092.00</b>	<b>169,502.83</b>	<b>12,710.19</b>	<b>56,114.86</b>	<b>113,387.97</b>	<b>33.11</b>
<b>Dept 7540 - TOURISM</b>								
<b>TOURISM</b>								
230.7540.51.1100	SALARIES AND WAGES	13,643.64	37,440.00	37,440.00	1,440.00	12,439.98	25,000.02	33.23
230.7540.51.1300	OVERTIME	50.94	0.00	0.00	0.00	148.50	(148.50)	100.00
230.7540.51.2100	GROUP INSURANCE	1,211.84	2,142.00	2,142.00	90.51	762.46	1,379.54	35.60
230.7540.51.2200	FICA CONTRIBUTIONS	1,082.96	2,864.00	2,864.00	110.16	963.01	1,900.99	33.62
230.7540.51.2400	RETIREMENT CONTRIBUTIONS	5,222.25	9,400.00	9,400.00	881.62	4,408.10	4,991.90	46.89
230.7540.52.1000	PROFESSIONAL/TECHNICAL SERVIC	536.00	46,850.00	46,850.00	0.00	6,566.00	40,284.00	14.01
230.7540.52.3300	ADVERTISING	0.00	500.00	500.00	0.00	0.00	500.00	0.00
230.7540.52.3400	PRINTING	30.00	500.00	500.00	0.00	1,065.60	(565.60)	213.12
230.7540.52.3500	TRAVEL	0.00	575.00	575.00	0.00	0.00	575.00	0.00
230.7540.52.3600	DUES AND FEES	0.00	513.00	513.00	0.00	163.59	349.41	31.89
230.7540.52.3700	EDUCATION AND TRAINING	0.00	0.00	0.00	195.00	195.00	(195.00)	100.00
230.7540.53.1100	GENERAL SUPPLIES AND MATERIAL	208.99	2,000.00	2,000.00	225.83	858.01	1,141.99	42.90
230.7540.53.1270	MOTOR FUEL	43.15	500.00	500.00	0.00	0.00	500.00	0.00
<b>TOURISM</b>		<b>22,029.77</b>	<b>103,284.00</b>	<b>103,284.00</b>	<b>2,943.12</b>	<b>27,570.25</b>	<b>75,713.75</b>	<b>26.69</b>
<b>Total Dept 7540 - TOURISM</b>		<b>22,029.77</b>	<b>103,284.00</b>	<b>103,284.00</b>	<b>2,943.12</b>	<b>27,570.25</b>	<b>75,713.75</b>	<b>26.69</b>
<b>Dept 7550 - DOWNTOWN DEVELOPMENT</b>								
<b>DOWNTOWN DEVELOPMENT</b>								
230.7550.51.1100	SALARIES AND WAGES	13,950.66	38,480.00	38,480.00	3,678.40	17,718.36	20,761.64	46.05
230.7550.51.1300	OVERTIME	0.00	0.00	0.00	0.00	241.43	(241.43)	100.00
230.7550.51.2100	GROUP INSURANCE	2,928.90	10,709.00	10,709.00	534.56	3,742.17	6,966.83	64.99
230.7550.51.2200	FICA CONTRIBUTIONS	1,079.24	2,944.00	2,944.00	276.75	1,334.48	1,609.52	45.33

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PERIOD ENDING 02/28/2023  
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		02/28/2022	ORIGINAL	2022-23	MONTH 02/28/23	02/28/2023	BALANCE	
		NORM (ABNORM)	BUDGET	MENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
230.7550.52.1000	PROFESSIONAL/TECHNICAL SERVIC	1,000.00	0.00	0.00	0.00	6,150.00	(6,150.00)	100.00
230.7550.52.3300	ADVERTISING	0.00	2,000.00	2,000.00	0.00	620.50	1,379.50	31.03
230.7550.52.3400	PRINTING	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
230.7550.52.3600	DUES AND FEES	663.00	250.00	250.00	0.00	413.61	(163.61)	165.44
230.7550.52.3700	EDUCATION AND TRAINING	0.00	0.00	0.00	50.00	50.00	(50.00)	100.00
230.7550.53.1100	GENERAL SUPPLIES AND MATERIAL	194.33	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
230.7550.53.1270	MOTOR FUEL	0.00	960.00	960.00	53.00	246.58	713.42	25.69
DOWNTOWN DEVELOPMENT		19,816.13	57,843.00	57,843.00	4,592.71	30,517.13	27,325.87	52.76
Total Dept 7550 - DOWNTOWN DEVELOPMENT		19,816.13	57,843.00	57,843.00	4,592.71	30,517.13	27,325.87	52.76
TOTAL EXPENDITURES		84,709.92	306,219.00	330,629.83	20,246.02	114,202.24	216,427.59	34.54
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		146,362.37	306,219.00	306,219.00	20,490.83	102,234.79	203,984.21	33.39
TOTAL EXPENDITURES		84,709.92	306,219.00	330,629.83	20,246.02	114,202.24	216,427.59	34.54
NET OF REVENUES & EXPENDITURES		61,652.45	0.00	(24,410.83)	244.81	(11,967.45)	(12,443.38)	49.03