



CITY OF DAHLONEGA

Dahlonega Downtown Development Authority / Main Street Program Meeting Agenda

April 04, 2024, 8:30 AM

The Historic Head House- 47 S. Park Street

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 706-864-6133.

Vision – Dahlonega will be the most welcoming, thriving, and inspiring community in North Georgia

Mission Statement - Dahlonega, a City of Excellence, will provide quality services through ethical leadership and fiscal stability, in full partnership with the people who choose to live, work, and visit. Through this commitment, we respect and uphold our rural Appalachian setting to honor our thriving community of historical significance, academic excellence, and military renown.

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/Main Street Program Meeting Minutes, March 7, 2024

Promotion

- a. Promotion Work Plan Items
Skyler Alexander, Main Street Manager

Design

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

Economic Vitality

- a. Economic Vitality Work Plan Items
Ariel Alexander, DDA Director
- b. Small Business Improvement Grant: Dahlonega Square Hotel
Ariel Alexander, DDA Director

Organization

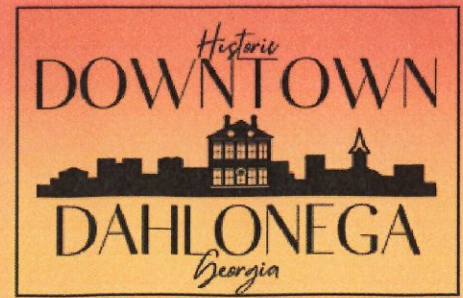
- a. Organization Work Plan Items
Ariel Alexander, DDA Director

- b. Financials

Partner Agencies

1. City of Dahlonega
2. University of North Georgia
3. Chamber of Commerce
4. Tourism/CVB
5. Development Authority of Lumpkin County
6. Downtown Dahlonega Business Association

Adjourn



SMALL BUSINESS IMPROVEMENT GRANT

GRANT APPLICATION GUIDELINES & CHECKLIST

Make sure you read and understand the grant guidelines before you apply. For questions or additional information, contact Dahlonega DDA/Main Street at 706-482-2707 or by email at aalexander@dahlongegadda.org. Your business/organization is ineligible to apply if you were awarded a BOOST Grant during the current calendar year.

Verify you are requesting an eligible proposed use of BOOST grant funds. The DDA/Main Street Board reserves the right to determine eligibility in the context of conforming to the granting organization's goals, policies, and procedures.

Eligible uses of funding include:

- Inventory/Supplies
- Business Equipment
- Marketing/Advertising
- Interior/Exterior Renovations
- Security System
- Professional Services

Ineligible uses of funding include:

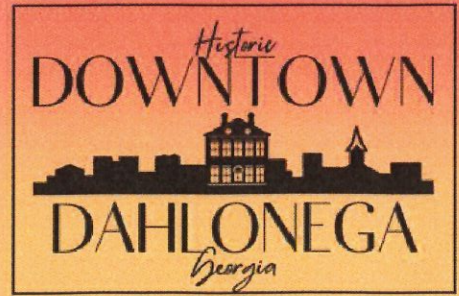
- Rent, Lease, or Mortgage payments
- Rental Deposits and Utility Bills
- Late Payments, Interest, or Fees
- Purchase of Alcohol, Tobacco, or Medicine
- Salaries/Debts
- Expenses for Work/Services Already Started

Submit one fully completed application with supporting documentation and attachments.

Applications must be submitted with all quotes for proposed work/services, to be considered. Provide as much information, relevant to your request, as possible. Detailed applications will be favored over ambiguous applications. If your business/organization uses a website or Facebook page, please include the link with your application. You are also encouraged to include photos pertaining to your request.

An estimate, quote, purchase order or other documentation from the vendor or service provider, for which the funds are being requested, is required.

Shop Local preference - when possible, please use local vendors and suppliers. Funding requests using a local provider will be favored unless the items you are purchasing are not available locally. If local suppliers are not available, Georgia suppliers and/or made in the USA products will be given preference.



SMALL BUSINESS IMPROVEMENT GRANT

"ECONOMIC DEVELOPMENT THROUGH SMALL BUSINESS GROWTH AND SUCCESS"

The Dahlonega Downtown Development Authority & Main Street Program wants to assist you with those small but essential expenses that can often make a big difference in getting a business started or growing your existing business.

For 2024, The DDA has designated \$12,500 to this program. This is a 50% matching grant, with a maximum award amount of \$500.00. These funds will be awarded on a first come, first serve basis based on approval of each application by the board.

No repayment of the grant will be required or expected, although we do hope that you will consider supporting our program in the future, so that we can continue supporting our most valuable assets: our small businesses!

APPLICANT NAME

Durant Wright

BUSINESS NAME

Dahlonega Square Hotel

EMAIL

dahlonegasv@yahoo.com

PHONE

706 300 4995

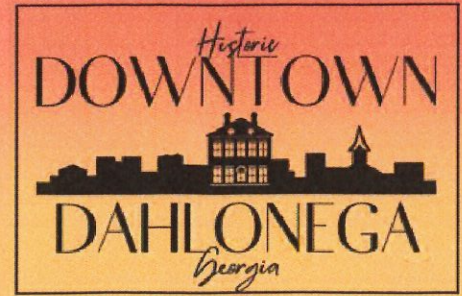
MAILING ADDRESS

135 N Chestnut St

STREET ADDRESS OF PROPERTY

135 N Chestnut St

STAFF USE ONLY: PRIOR GRANT SITE AWARD DATE AND AMOUNT



SMALL BUSINESS IMPROVEMENT GRANT

PROPOSED PROJECT FOR WHICH FUNDS WILL BE USED. USE ADDITIONAL PAGES IF NECESSARY.

Fixing exterior windows as some seals are slightly leaking. Replacing a few damaged exterior boards

BREAKDOWN OF PROJECT COSTS ALONG WITH ATTACHED ESTIMATES OR QUOTES

Total Project Cost

\$800

STAFF USE ONLY: ESTIMATES ATTACHED

OTHER DOCUMENTS TO ATTACH TO THIS APPLICATION

- Occupational Tax Certificate
- Public Benefit Affidavit
- Private Employer E-Verify Affidavit
- Occupancy License Application

I, (applicant name) Ariel Alexander, agree that the above constitutes project or purchase proposed at this time and that any changes or additions will require additional information. My signature also certifies that I have read, understand, and agree to all of the grant program guidelines, regulations, and deadlines. I hereby submit the attached estimate for the proposed project and understand that this application is pending review by Dahlonega DDA. Work or purchases will not be done until I have received written grant approval from Dahlonega DDA. I further understand that the project must be completed within 6 months and that grant monies will not be paid until the project is complete.

Signature & Date

Ariel Alexander 3/17/24

STAFF USE ONLY: DATE RECEIVED & STATUS

Ariel Alexander 3/18/2024

Freedom Painting and Handyman
 350 Chestatee View Drive
 Dawsonville, GA 30534
 US
 (706) 973-1429
 freedompandh@gmail.com



Estimate 3627

ADDRESS
 Durant Wright
 135 N Chestatee st
 Dahlonega, GA 30534

DATE
 03/15/2024

TOTAL
\$800.00

SERVICE	QTY	DESCRIPTION	AMOUNT
Handyman	1	We will repair the wood on the window of the lower level using bondo and will paint. We will paint the repaired areas of the porch that need paint. We will repair the siding above the window on the third floor, caulk and paint we will also caulk the tops and sides of the other two windows on that side. We will add 1x4 trim around the rotted area by the laundry door caulk and paint. The paint will be provided by the hotel manager.	800.00

Thank you for choosing Freedom Painting and Handyman.

GL NUMBER	DESCRIPTION	2023-24 ORIGINAL BUDGET	YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	% BDGT USED
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY				
	CHARGES FOR SERVICES	300.00	682.59	227.53
	INVESTMENT INCOME	6,000.00	3,997.94	66.63
	CONTRIBUTIONS AND DONATIONS	100.00	0.00	0.00
	MISCELLANEOUS REVENUE	1,500.00	7,680.00	512.00
	TRANSFERS IN FROM OTHER FUNDS	184,875.00	77,031.25	41.67
	APPROPRIATED FUND BALANCE	128,890.00	0.00	0.00
	TOTAL REVENUES	321,665.00	89,391.78	27.79
	DDA ADMINISTRATION	155,893.00	51,234.16	32.86
	TOURISM	60,032.00	5,803.82	9.67
	DOWNTOWN DEVELOPMENT	105,740.00	71,771.35	67.88
	TOTAL EXPENDITURES	321,665.00	128,809.33	40.04
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY:				
	TOTAL REVENUES	321,665.00	89,391.78	27.79
	TOTAL EXPENDITURES	321,665.00	128,809.33	40.04
	NET OF REVENUES & EXPENDITURES	0.00	(39,417.55)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA

PERIOD ENDING 02/29/2024
 % Fiscal Year Completed: 41.53

GL NUMBER	DESCRIPTION	YTD BALANCE	2023-24	2023-24	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		02/28/2023	ORIGINAL	2023-24	MONTH 02/29/24	02/29/2024	BALANCE	
		NORM (ABNORM)	BUDGET	MENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 0000 - NON DEPARTMENTAL								
CHARGES FOR SERVICES								
230.0000.34.5410	PARKING CHARGES	0.00	300.00	300.00	65.26	682.59	(382.59)	227.53
	CHARGES FOR SERVICES	0.00	300.00	300.00	65.26	682.59	(382.59)	227.53
INVESTMENT INCOME								
230.0000.36.1000	INTEREST REVENUES	3,684.55	6,000.00	6,000.00	0.00	3,997.94	2,002.06	66.63
	INVESTMENT INCOME	3,684.55	6,000.00	6,000.00	0.00	3,997.94	2,002.06	66.63
CONTRIBUTIONS AND DONATIONS								
230.0000.37.1000	CONTRIBUTIONS - PRIVATE SOURC	0.00	100.00	100.00	0.00	0.00	100.00	0.00
	CONTRIBUTIONS AND DONATIONS	0.00	100.00	100.00	0.00	0.00	100.00	0.00
MISCELLANEOUS REVENUE								
230.0000.38.1000	MISCELLANEOUS REVENUES	0.00	0.00	0.00	1,200.00	6,000.00	(6,000.00)	100.00
230.0000.38.9000	MISCELLANEOUS REVENUES	2,535.00	1,500.00	1,500.00	30.00	1,680.00	(180.00)	112.00
	MISCELLANEOUS REVENUE	2,535.00	1,500.00	1,500.00	1,230.00	7,680.00	(6,180.00)	512.00
TRANSFERS IN FROM OTHER FUNDS								
230.0000.39.1100	TRANSFERS IN - GENERAL FUND	62,500.00	100,000.00	100,000.00	8,333.33	41,666.65	58,333.35	41.67
230.0000.39.1275	TRANSFERS IN - HOTEL/MOTEL TAX	34,354.15	84,875.00	84,875.00	7,072.92	35,364.60	49,510.40	41.67
	TRANSFERS IN FROM OTHER FUNDS	96,854.15	184,875.00	184,875.00	15,406.25	77,031.25	107,843.75	41.67
APPROPRIATED FUND BALANCE								
230.0000.39.9100	APPROPRIATED FUND BALANCE	0.00	128,890.00	128,890.00	0.00	0.00	128,890.00	0.00
	APPROPRIATED FUND BALANCE	0.00	128,890.00	128,890.00	0.00	0.00	128,890.00	0.00
Total Dept 0000 - NON DEPARTMENTAL		103,073.70	321,665.00	321,665.00	16,701.51	89,391.78	232,273.22	27.79
TOTAL REVENUES		103,073.70	321,665.00	321,665.00	16,701.51	89,391.78	232,273.22	27.79
Expenditures								
Dept 7510 - DDA ADMINISTRATION								
DDA ADMINISTRATION								
230.7510.51.1100	SALARIES AND WAGES	15,324.19	86,039.00	86,039.00	6,473.93	30,883.39	55,155.61	35.89
230.7510.51.1300	OVERTIME	181.35	0.00	0.00	0.00	269.96	(269.96)	100.00
230.7510.51.2100	GROUP INSURANCE	1,340.31	4,000.00	4,000.00	970.80	4,352.17	(352.17)	108.80
230.7510.51.2200	FICA CONTRIBUTIONS	1,169.84	6,582.00	6,582.00	485.98	2,339.44	4,242.56	35.54
230.7510.51.2400	RETIREMENT CONTRIBUTIONS	6,035.85	0.00	0.00	0.00	0.00	0.00	0.00
230.7510.51.2700	WORKERS COMPENSATION	2,843.64	2,500.00	2,500.00	0.00	2,308.12	191.88	92.32
230.7510.52.1000	PROFESSIONAL/TECHNICAL SERVIC	2,400.00	10,000.00	10,000.00	0.00	20.99	9,979.01	0.21
230.7510.52.2200	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	145.80	(142.78)	142.78	100.00
230.7510.52.2300	RENTALS	296.00	1,536.00	1,536.00	568.67	2,668.98	(1,132.98)	173.76
230.7510.52.3100	INSURANCE	2,552.08	0.00	0.00	0.00	0.00	0.00	0.00
230.7510.52.3200	COMMUNICATIONS	3,365.47	11,236.00	11,236.00	201.05	3,217.41	8,018.59	28.63
230.7510.52.3300	ADVERTISING	242.25	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
230.7510.52.3400	PRINTING	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
230.7510.52.3500	TRAVEL	962.69	500.00	500.00	0.00	0.00	500.00	0.00
230.7510.52.3600	DUES AND FEES	1,267.26	3,500.00	3,500.00	417.78	468.78	3,031.22	0.00
230.7510.52.3700	EDUCATION AND TRAINING	10.00	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA
 PERIOD ENDING 02/29/2024
 % Fiscal Year Completed: 41.53

GL NUMBER	DESCRIPTION	YTD BALANCE	2023-24	2023-24	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		02/28/2023	ORIGINAL	2023-24	MONTH 02/29/24	02/29/2024	BALANCE	
		NORM (ABNORM)	BUDGET	MENTED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
230.7510.53.1100	GENERAL SUPPLIES AND MATERIAL	17,652.57	12,000.00	12,000.00	28.99	69.78	11,930.22	0.58
230.7510.53.1210	WATER/SEWER	247.42	1,400.00	1,400.00	0.00	477.03	922.97	34.07
230.7510.53.1230	ELECTRICITY	3,389.90	9,500.00	9,500.00	1,435.39	4,103.93	5,396.07	43.20
230.7510.53.1600	SMALL EQUIPMENT	149.00	0.00	0.00	0.00	196.96	(196.96)	100.00
DDA ADMINISTRATION		59,429.82	155,893.00	155,893.00	10,728.39	51,234.16	104,658.84	32.86
Total Dept 7510 - DDA ADMINISTRATION		59,429.82	155,893.00	155,893.00	10,728.39	51,234.16	104,658.84	32.86
Dept 7540 - TOURISM								
TOURISM								
230.7540.51.1100	SALARIES AND WAGES	12,439.98	0.00	0.00	0.00	0.00	0.00	0.00
230.7540.51.1300	OVERTIME	148.50	0.00	0.00	0.00	0.00	0.00	0.00
230.7540.51.2100	GROUP INSURANCE	762.46	0.00	0.00	0.00	0.00	0.00	0.00
230.7540.51.2200	FICA CONTRIBUTIONS	963.01	0.00	0.00	0.00	0.00	0.00	0.00
230.7540.51.2400	RETIREMENT CONTRIBUTIONS	4,408.10	0.00	0.00	0.00	0.00	0.00	0.00
230.7540.52.1000	PROFESSIONAL/TECHNICAL SERVIC	6,890.82	51,030.00	51,030.00	0.00	2,807.90	48,222.10	5.50
230.7540.52.2300	RENTALS	0.00	3,402.00	3,402.00	0.00	0.00	3,402.00	0.00
230.7540.52.3300	ADVERTISING	0.00	500.00	500.00	0.00	0.00	500.00	0.00
230.7540.52.3400	PRINTING	1,037.60	2,000.00	2,000.00	0.00	15.00	1,985.00	0.75
230.7540.52.3500	TRAVEL	0.00	600.00	600.00	0.00	0.00	600.00	0.00
230.7540.52.3600	DUES AND FEES	163.59	0.00	0.00	0.00	0.00	0.00	0.00
230.7540.52.3700	EDUCATION AND TRAINING	195.00	500.00	500.00	0.00	0.00	500.00	0.00
230.7540.53.1100	GENERAL SUPPLIES AND MATERIAL	858.01	500.00	500.00	245.85	408.32	91.68	81.66
230.7540.53.1270	MOTOR FUEL	0.00	500.00	500.00	0.00	0.00	500.00	0.00
230.7540.53.1600	SMALL EQUIPMENT	0.00	1,000.00	1,000.00	2,572.60	2,572.60	(1,572.60)	257.26
TOURISM		27,867.07	60,032.00	60,032.00	2,818.45	5,803.82	54,228.18	9.67
Total Dept 7540 - TOURISM		27,867.07	60,032.00	60,032.00	2,818.45	5,803.82	54,228.18	9.67
Dept 7550 - DOWNTOWN DEVELOPMENT								
DOWNTOWN DEVELOPMENT								
230.7550.51.1100	SALARIES AND WAGES	17,718.36	67,974.00	67,974.00	3,788.80	17,943.17	50,030.83	26.40
230.7550.51.1300	OVERTIME	241.43	0.00	0.00	0.00	497.28	(497.28)	100.00
230.7550.51.2100	GROUP INSURANCE	3,742.17	11,566.00	11,566.00	962.98	2,417.29	9,148.71	20.90
230.7550.51.2200	FICA CONTRIBUTIONS	1,334.48	5,200.00	5,200.00	281.35	1,393.71	3,806.29	26.80
230.7550.51.2700	WORKERS COMPENSATION	0.00	250.00	250.00	0.00	0.00	250.00	0.00
230.7550.52.1000	PROFESSIONAL/TECHNICAL SERVIC	6,410.31	15,000.00	15,000.00	13,500.00	30,030.00	(15,030.00)	200.20
230.7550.52.3300	ADVERTISING	620.50	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
230.7550.52.3400	PRINTING	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
230.7550.52.3500	TRAVEL	0.00	600.00	600.00	0.00	29.95	570.05	4.99
230.7550.52.3600	DUES AND FEES	544.32	450.00	450.00	436.15	436.15	13.85	96.92
230.7550.52.3700	EDUCATION AND TRAINING	50.00	500.00	500.00	0.00	195.00	305.00	39.00
230.7550.53.1100	GENERAL SUPPLIES AND MATERIAL	0.00	1,000.00	1,000.00	41.59	41.59	958.41	4.16
230.7550.53.1270	MOTOR FUEL	246.58	0.00	0.00	0.00	236.37	(236.37)	100.00
230.7550.53.1780	BEAUTIFICATION SUPPLIES	0.00	0.00	0.00	18,550.84	18,550.84	(18,550.84)	100.00
230.7550.53.1790	OTHER SUPPLIES - VOLUNTEER AP	0.00	200.00	200.00	0.00	0.00	200.00	0.00
DOWNTOWN DEVELOPMENT		30,908.15	105,740.00	105,740.00	37,561.71	71,771.35	33,968.65	67.88
Total Dept 7550 - DOWNTOWN DEVELOPMENT		30,908.15	105,740.00	105,740.00	37,561.71	71,771.35	33,968.65	67.88

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA
 PERIOD ENDING 02/29/2024
 % Fiscal Year Completed: 41.53

GL NUMBER	DESCRIPTION	YTD BALANCE	2023-24		ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		02/28/2023	ORIGINAL	2023-24	MONTH 02/29/24	02/29/2024	BALANCE	
		NORM (ABNORM)	BUDGET	MENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY Expenditures								
TOTAL EXPENDITURES		118,205.04	321,665.00	321,665.00	51,108.55	128,809.33	192,855.67	40.04
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		103,073.70	321,665.00	321,665.00	16,701.51	89,391.78	232,273.22	27.79
TOTAL EXPENDITURES		118,205.04	321,665.00	321,665.00	51,108.55	128,809.33	192,855.67	40.04
NET OF REVENUES & EXPENDITURES		(15,131.34)	0.00	0.00	(34,407.04)	(39,417.55)	39,417.55	100.00