



Downtown Development Authority

AGENDA

Thursday, October 10, 2019

8:00 AM

City Hall

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

[1.](#) DDA September Minutes

APPROVAL OF FINANCIAL STATEMENTS

[2.](#) DDA August Financials

PUBLIC FORUM

CITY UPDATE

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Parking

Infill Development

New Entertainment Draws

PROGRAMS

Events

Downtown Design

Farmers Market

FUNDING

SPONSORSHIP - \$40,575.00 collected

FACADE GRANTS - None.

COMMUNITY EVENT GRANTS - None.

NEW BUSINESS

ANNOUNCEMENTS:

Next meeting scheduled, November 14th, at 8:00 am at Monroe City Hall.

ADJOURN



Downtown Development Authority

MINUTES

Thursday, September 12, 2019

8:00 AM

City Hall

CALL TO ORDER

Meeting called to order at 8:03 am.

ROLL CALL

PRESENT

- Chairman Lisa Anderson
- Vice Chair Meredith Malcom
- Secretary Andrea Gray
- Board Member Mike Gray
- Board Member Whit Holder
- Board Member Wesley Sisk
- Board Member Charles Sanders
- City Council Representative Ross Bradley

CITY STAFF

- Darrell Stone
- Les Russell
- Leigh Ann Walker
- Sadie Krawczyk

APPROVAL OF PREVIOUS MEETING MINUTES

DDA August Minutes

Approved - Motion made by Board Member Sanders, Seconded by Board Member Gray. Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

APPROVAL OF FINANCIAL STATEMENTS

DDA July Financials

Approved - Motion made by City Council Representative Bradley, Seconded by Board Member Gray. Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

PUBLIC FORUM

Heather Drust

CITY UPDATE

City is in the application process for a GOSP grant for park development; there are also plans to apply for a Recreational Trail grant for Pilot park rehab - DDA will submit partner letters of support for each of these grants.

Childers Park work permit expected soon from Corps of Engineers; Athens Tech MOU for upgrading their field as a park has been signed.

COUNTY UPDATE

No update

COMMUNITY WORK PLAN &REPORTS

2019-2020 Community Work Plan

Approved - Motion made by City Council Representative Bradley, Seconded by Vice Chair Malcom. Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

2019 DDA Budget vs. Actual

Amendment to the 2019 budget to increase the facade grant amount from \$12,000 to \$20,500 -

Motion made by Board Member Sanders, Seconded by City Council Representative Bradley. Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders, City Council Representative Bradley

Parking

New maps are ready. After review, the board suggested a couple of minor edits. Staff will update the maps.

Infill Development

Documents are ready for signatures to extend the due dates with LR Burger that were approved at last month's meeting.

Epiphany and Timeless Events have announced their new locations in downtown.

New Entertainment Draws

A new fall concert and festival is being planned for the towngreen for Saturday, Nov. 16th, in partnership with Contractor's Co-Op at the Monroe Metro.

PROGRAMS

Events

The Sept. concert on the towngreen was a huge crowd and a great success. Feedback for more lighting and creating aisles will easily be added for future events.

Fall Fest and the Walton EMC Kickin' Cancer 5K will be coming up on Oct. 12th; GWA downtown 5K will take place on Sept. 29th.

Downtown Design

City is moving forward with ordering more trashcans for downtown. Corridor signs in the works for E. Spring at Brown Oil corner.

Farmers Market

Battle of the Burgers on 9/28 from 11:00 - 2:00 pm. Ticketed event in coordination with the Chamber of Commerce.

FUNDING

SPONSORSHIP - \$40,325.00 collected to date

FACADE GRANTS - none

COMMUNITY EVENT GRANTS - none

NEW BUSINESS

None.

ANNOUNCEMENTS:

Next meeting scheduled, Oct. 10th, at 8:00 am at Monroe City Hall.

ADJOURN

Motion made by City Council Representative Bradley, Seconded by Board Member Holder.
Voting Yea: Chairman Anderson, Vice Chair Malcom, Secretary Gray, Board Member Gray,
Board Member Holder, Board Member Sisk, Board Member Sanders, City Council
Representative Bradley

Monroe Downtown Development Authority
Balance Sheet
As of August 31, 2019

Accrual Basis

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,108.48
111111 · Synovus 100-097-081-2	4,177.42
111100 · General Fund Checking	<u>50,888.75</u>
Total Checking/Savings	<u>83,674.65</u>
Total Current Assets	<u>83,674.65</u>
TOTAL ASSETS	<u>83,674.65</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121200 · Accts. Payable - DT Dollars	<u>2,005.00</u>
Total Other Current Liabilities	<u>2,005.00</u>
Total Current Liabilities	<u>2,005.00</u>
Total Liabilities	2,005.00
Equity	
134220 · Fund Balance Unreserved	94,955.87
Net Income	<u>-13,286.22</u>
Total Equity	<u>81,669.65</u>
TOTAL LIABILITIES & EQUITY	<u>83,674.65</u>

Monroe Downtown Development Authority
Profit & Loss
August 2019

Accrual Basis

	<u>Aug 19</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue	
Farmers Market Fees	674.86
sales	11.00
347903 · Farmers Market Revenue - Other	<u>208.00</u>
Total 347903 · Farmers Market Revenue	893.86
347300 · Event Fees/Revenue	4,413.00
361000 · Interest Income	2.74
371000 · Memberships & Contributions	<u>-17,500.00</u>
Total Income	-12,190.40
Expense	
572030 · Downtown Development	1,650.00
531175 · Farmers Mkt Gen Expenses	54.86
523306 · Farmers Mkt-Entertainment	-35.00
523305 · Farmers Mkt-EBT Tokens	-163.00
523304 · Farmers Mkt-SR BUCKS	-7.00
523301 · Event Expenses	
Senior Bucks	-1.00
523301 · Event Expenses - Other	<u>6,892.00</u>
Total 523301 · Event Expenses	6,891.00
523300 · Advertising	160.00
531203 · Old City Hall	
531203U · Utilities	3,140.56
522600 · Landscaping	<u>65.00</u>
Total 531203 · Old City Hall	<u>3,205.56</u>
Total Expense	<u>11,756.42</u>
Net Ordinary Income	-23,946.82
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	<u>1,500.00</u>
Total Other Income	<u>1,500.00</u>
Net Other Income	<u>1,500.00</u>
Net Income	<u><u>-22,446.82</u></u>

Monroe Downtown Development Authority
Profit & Loss
January through August 2019

Accrual Basis

	<u>Jan - Aug 19</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	1,440.00
Farmers Market Fees - Other	2,909.86
Total Farmers Market Fees	<u>4,349.86</u>
sales	678.00
347903 · Farmers Market Revenue - Other	<u>2,838.50</u>
Total 347903 · Farmers Market Revenue	7,866.36
347300 · Event Fees/Revenue	24,922.77
336100 · City Funding	12,500.00
361000 · Interest Income	35.14
371000 · Memberships & Contributions	8,573.00
389000 · Other Misc. Revenue	<u>337.00</u>
Total Income	<u>54,234.27</u>
Expense	
582303 · Other Interest Expense	6,492.50
572030 · Downtown Development	23,183.56
531175 · Farmers Mkt Gen Expenses	1,172.32
523306 · Farmers Mkt-Entertainment	315.00
523305 · Farmers Mkt-EBT Tokens	2,222.19
523304 · Farmers Mkt-SR BUCKS	524.00
523301 · Event Expenses	
Senior Bucks	-1.00
523301 · Event Expenses - Other	<u>18,971.55</u>
Total 523301 · Event Expenses	18,970.55
523850 · Contract Labor	5,800.00
523500 · Dues and Subscriptions	294.00
531600 · Equipment <\$5000	1,378.31
531100 · Office Operations	551.41
523400 · Printing and Reproduction	1,900.86
523300 · Advertising	160.00
523700 · Training & Education	495.00
512920 · Travel Expense	170.69
531203 · Old City Hall	
531203C · Supplies	45.00
531203D · Pest Control	210.00
531203U · Utilities	13,860.10
522600 · Landscaping	<u>260.00</u>
Total 531203 · Old City Hall	14,375.10
Total Expense	<u>78,005.49</u>
Net Ordinary Income	-23,771.22
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	<u>19,000.00</u>
Total Other Income	19,000.00
Other Expense	
542500 · Equipment >\$5000	<u>8,515.00</u>
Total Other Expense	8,515.00
Net Other Income	<u>10,485.00</u>

Monroe Downtown Development Authority
Profit & Loss
January through August 2019

Accrual Basis

	Jan - Aug 19
Net Income	<u><u>-13,286.22</u></u>