

**CITY OF MONROE
DOWNTOWN DEVELOPMENT AUTHORITY
JULY 11, 2024 – 8:00 A.M.**

AGENDA

- I. CALL TO ORDER**
 - 1. Roll Call**
 - 2. Approval of Previous Meeting Minutes**
 - a. June 13, 2024 Minutes**
 - 3. Approval of Financial Statements**
 - a. May Financials**

- II. PUBLIC FORUM**

- III. CITY UPDATE**

- IV. COUNTY UPDATE**

- V. COMMUNITY WORK PLAN & REPORTS**
 - 1. Downtown Design**
 - 2. Redevelopment Projects**
 - 3. Entertainment Draws**

- VI. PROGRAMS**
 - 1. Farmers Market**

- VII. FUNDING**
 - 1. Sponsorship**
 - 2. Community Event Grants**

- VIII. NEW BUSINESS**
 - 1. Welcome Center Update**
 - 2. Board Member Training**
 - 3. Retreat Discussion**

- IX. ANNOUNCEMENTS**
 - 1. Next Meeting – August 12, 2024 at 8:00 am at the Monroe Museum**

- X. ADJOURN**

**CITY OF MONROE
DOWNTOWN DEVELOPMENT AUTHORITY
JUNE 13, 2024 – 8:00 A.M.**

The Downtown Development Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson Meredith Malcom Andrea Gray Whit Holder Lee Malcom	Chairman Vice-Chairman Secretary Board Member City Council Representative
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Those Absent:	Brittany Palazzo Chris Collin Clayton Mathias	Board Member Board Member Board Member
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Staff Present: Sandy Daniels, Logan Propes, Beverly Harrison, Kaitlyn Stubbs, Les Russell, Laura Beth Caudell, Brian Wilson

Visitors: Julie Treadwell

I. CALL TO ORDER

1. Roll Call

Chairman Anderson noted that all Committee Members were present, except Board Members Brittany Palazzo, Chris Collin, and Clayton Mathias were absent. There was a quorum.

2. Approval of Previous Meeting Minutes

a. May 9, 2024 Minutes

To approve the minutes as presented.

*Motion by Gray, seconded by Malcom.
Passed Unanimously*

3. Approval of Financial Statements

a. April Financials

To approve the April 2024 Financials.

*Motion by Malcom, seconded by Holder.
Passed Unanimously*

II. PUBLIC FORUM

There were no public comments.

III. CITY UPDATE

City Administrator Logan Propes stated his update would be discussed during the meeting.

IV. COUNTY UPDATE

There was no update from the County.

V. COMMUNITY WORK PLAN & REPORTS

1. Downtown Design

Ms. Sandy Daniels explained that Committee Member Brittany Palazzo has been out of the country, but they will meet about the murals when she returns.

The Committee and Ms. Daniels discussed when and where to have the Retreat.

2. Redevelopment Projects

City Administrator Logan Propes explained DCA states it is a Conflict of Interest for Tyler Gregory to be working at Allen-Smith Consulting. The whole process will have to be restarted for the RDF Application on Old Ford Building, and a new grant writer selected.

The Committee and Mr. Propes discussed the Old Police Building, the new Monroe sign, benches, and swings.

3. Entertainment Draws

Ms. Sandy Daniels discussed needing more volunteers for the Blooms Flower Festival, the First Friday Concerts, the splash pad, the Blooms Flower Festival and Fall Fest.

The Committee discussed the banquet being a success, and ordering merchandise to be sold.

Ms. Daniels will work on getting some merchandise information.

VI. PROGRAMS

1. Farmers Market

The Farmer’s Market is still booming; people are loving it.

VII. FUNDING

1. Sponsorship

Ms. Sandy Daniels stated \$7,800 has been collected so far.

2. Community Event Grants

There were no community event grants.

VIII. NEW BUSINESS

1. Resolution – RLF JEC Development, LLC

To approve the Resolution for the property located at 129 North Wayne Street.

*Motion by Gray, seconded by Malcom.
Passed Unanimously*

The Committee, Mr. Propes, and Ms. Daniels discussed needing more restrooms at the Town Green, handicapped parking, and paid parking.

IX. ANNOUNCEMENTS

1. Next Meeting – July 11, 2024 at 8:00 at City Hall

X. ADJOURN

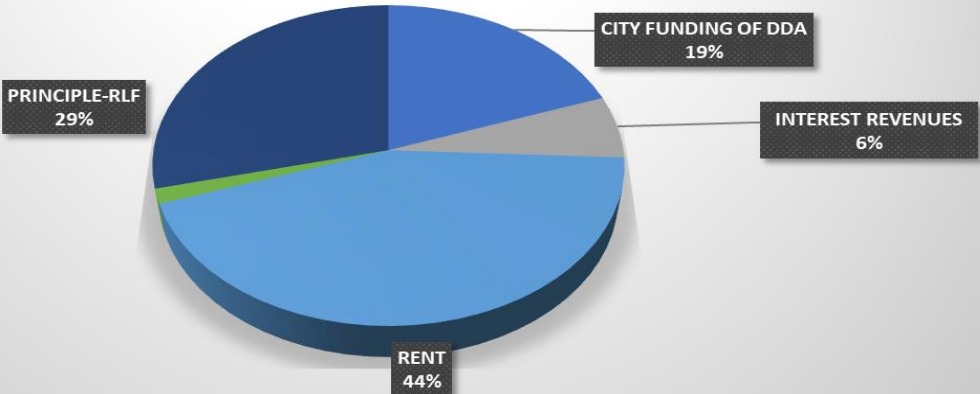
*Motion by Gray, seconded by Holder.
Passed Unanimously*

DOWNTOWN DEVELOPMENT AUTHORITY

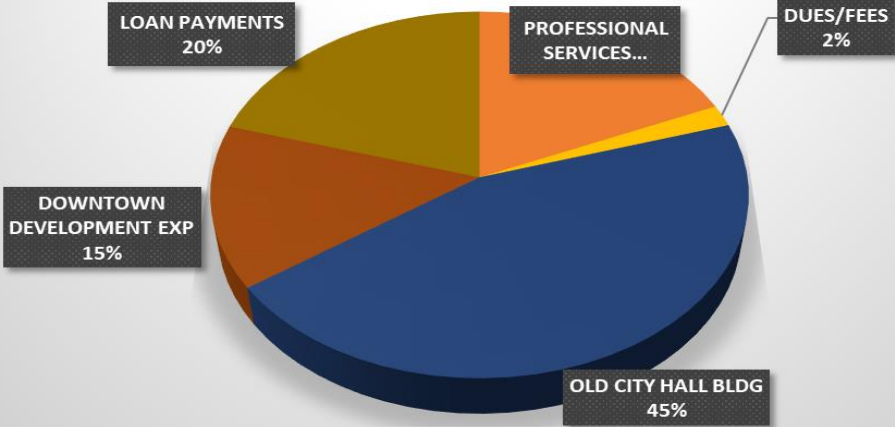
May 2024

	<u>MTD</u>	<u>YTD</u>
Revenue	4,249	32,076
Expense	2,417	13,893
Profit/(Loss)	1,833	18,182

DDA Revenues



DDA Expenses



DDA Income Statement

Account Summary

For Fiscal: 2024 Period Ending: 05/31/2024



Monroe, GA

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
002-7550-336100	CITY FUNDING OF DDA	25,000.00	25,000.00	0.00	6,250.00	18,750.00
002-7550-361000	INTEREST REVENUES	150.00	150.00	7.41	34.50	115.50
002-7550-361002	INTEREST-REVOLVING LOAN FUND	5,000.00	5,000.00	387.62	1,968.91	3,031.09
002-7550-381011	RENTAL - 227 S BROAD	6,000.00	6,000.00	2,000.00	14,100.00	-8,100.00
002-7550-389000	OTHER	0.00	0.00	0.00	482.21	-482.21
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	21,500.00	21,500.00	1,854.16	9,239.99	12,260.01
	Revenue Total:	57,650.00	57,650.00	4,249.19	32,075.61	
Expense						
002-7550-521200	PROFESSIONAL SERVICES	0.00	0.00	1,100.00	2,550.00	-2,550.00
002-7550-523600	DUES/FEES	200.00	200.00	51.65	259.05	-59.05
002-7550-531203	OLD CITY HALL BLDG	15,000.00	15,000.00	1,014.99	6,255.27	8,744.73
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	24,900.00	24,900.00	250.00	2,000.00	22,900.00
002-7550-573000	LOAN PAYMENTS	17,550.00	17,550.00	0.00	2,829.16	14,720.84
	Expense Total:	57,650.00	57,650.00	2,416.64	13,893.48	
	Total Surplus (Deficit):	0.00	0.00	1,832.55	18,182.13	



Monroe, GA

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DDA Trial Balance

Account Summary

Date Range: 05/01/2024 - 05/31/2024

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
Fund: 002 - DOWNTOWN DEV FUND						
Asset						
002-111104	DDA SYNOVUS	373,698.67	5,957.79	4,626.62	1,331.17	375,029.84
002-111108	DOWNTOWN DOLLARS SYNOVUS	20,344.81	41.70	774.50	-732.80	19,612.01
002-111111	DDA LOAN CHECKING-AF	40,405.67	3.44	0.00	3.44	40,409.11
002-111145	RDF - SYNOVUS	500.00	0.00	0.00	0.00	500.00
002-111151	RLF - SYNOVUS	146,268.41	2,244.05	0.00	2,244.05	148,512.46
002-111199	CLAIM ON CASH	-2.03	0.00	0.00	0.00	-2.03
002-111411	INTEREST RECEIVABLE - WAYNE ST PAR...	-867.79	0.00	0.00	0.00	-867.79
002-111901	ACCOUNTS RECEIVABLE - MISC	2,241.78	2,241.78	2,241.78	0.00	2,241.78
002-121104	ACCTS PAYABLE-DOWNTOWN DOLLARS	-9,830.01	774.50	40.00	734.50	-9,095.51
Liability						
002-121100	ACCOUNTS PAYABLE	-2,209.98	2,209.98	3,957.79	-1,747.81	-3,957.79
Equity						
002-134220	FUND BAL UNRESERVED, UNDESIGNA	-554,199.95	0.00	0.00	0.00	-554,199.95
Revenue						
002-7550-336100	CITY FUNDING OF DDA	-6,250.00	0.00	0.00	0.00	-6,250.00
002-7550-361000	INTEREST REVENUES	-27.09	0.00	7.41	-7.41	-34.50
002-7550-361002	INTEREST-REVOLVING LOAN FUND	-1,581.29	0.00	387.62	-387.62	-1,968.91
002-7550-381011	RENTAL - 227 S BROAD	-12,100.00	0.00	2,000.00	-2,000.00	-14,100.00
002-7550-389000	OTHER	-482.21	0.00	0.00	0.00	-482.21
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	-7,385.83	0.00	1,854.16	-1,854.16	-9,239.99
Expense						
002-7550-521200	PROFESSIONAL SERVICES	1,450.00	1,100.00	0.00	1,100.00	2,550.00
002-7550-523600	DUES/FEES	207.40	51.65	0.00	51.65	259.05
002-7550-531203	OLD CITY HALL BLDG	5,240.28	1,014.99	0.00	1,014.99	6,255.27
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	1,750.00	250.00	0.00	250.00	2,000.00
002-7550-573000	LOAN PAYMENTS	2,829.16	0.00	0.00	0.00	2,829.16
Fund 002 Total:		0.00	15,889.88	15,889.88	0.00	0.00
Report Total:		0.00	15,889.88	15,889.88	0.00	0.00



Monroe, GA

Detail Report Account Detail

Date Range: 05/01/2024 - 05/31/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance			
Revenue								
002-7550-361000	INTEREST REVENUES		-27.09	-7.41	-34.50			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/31/2024	BRPKT01762	DDA LOAN ACCTMay ...		May 2024 Interest			-3.44	-30.53
05/31/2024	BRPKT01764	DDA DOWNTOWN DO...		MAY 2024 INTEREST			-1.70	-32.23
05/31/2024	BRPKT01774	Revolving Loan Fundin...		interest			-2.27	-34.50
002-7550-361002	INTEREST-REVOLVING LOAN FUND		-1,581.29	-387.62	-1,968.91			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/13/2024	ARPKT02244	Invoice Packet ARPKT...		5/13/24 AR CT RLF			-387.62	-1,968.91
002-7550-381011	RENTAL - 227 S BROAD		-12,100.00	-2,000.00	-14,100.00			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/08/2024	CLPKT08978	R00644807		MONROE CULTURAL & HERITAGE MUS...			-500.00	-12,600.00
05/20/2024	CLPKT09023	R00648799		MONROE CULTURAL & HERITAGE MUS...			-500.00	-13,100.00
05/22/2024	CLPKT09037	R00649798		STUEVER STUDIOS DDA RENT RECEIVED ...			-1,000.00	-14,100.00
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND		-7,385.83	-1,854.16	-9,239.99			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/13/2024	ARPKT02244	Invoice Packet ARPKT...		5/13/24 AR CT RLF			-1,854.16	-9,239.99
Total Revenue:			Beginning Balance:	Total Activity:	Ending Balance:			
			-21,094.21	-4,249.19	-25,343.40			
Expense								
002-7550-521200	PROFESSIONAL SERVICES		1,450.00	1,100.00	2,550.00			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/03/2024	GLPKT59624	JN11684		ALLEN SMITH CONSULTING			1,100.00	2,550.00
002-7550-523600	DUES/FEES		207.40	51.65	259.05			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/31/2024	BRPKT01763	DDA SYNOVUSMay 20...		May 2024 Bank fee			51.65	259.05
002-7550-531203	OLD CITY HALL BLDG		5,240.28	1,014.99	6,255.27			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/28/2024	GLPKT60406	JN11755		Utilities Old City Hall			1,014.99	6,255.27
002-7550-572030	DOWNTOWN DEVELOPMENT EXP		1,750.00	250.00	2,000.00			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/09/2024	GLPKT59804	JN11706		SHOP WITH A HERO			250.00	2,000.00
Total Expense:			Beginning Balance:	Total Activity:	Ending Balance:			
			8,647.68	2,416.64	11,064.32			

Detail Report

Date Range: 05/01/2024 - 05/31/2024

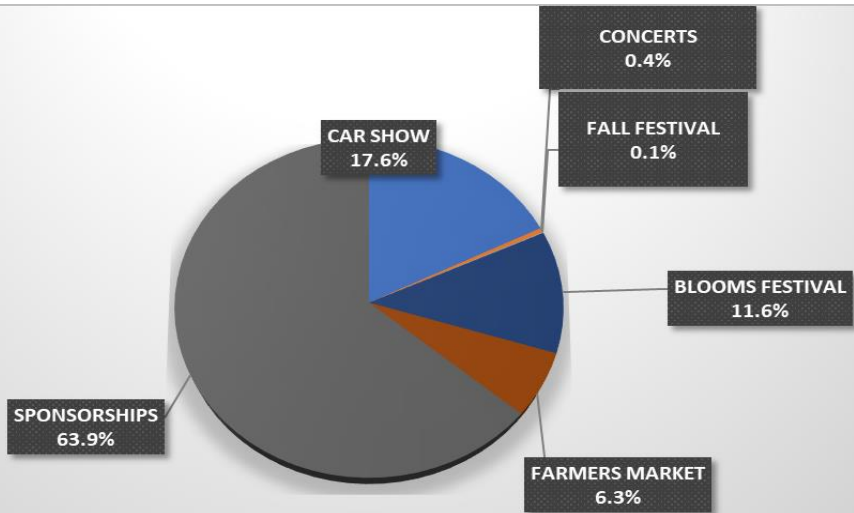
Account	Name	Beginning Balance	Total Activity	Ending Balance				
002-7550-572030	DOWNTOWN DEVELOPMENT EXP - Continued	1,750.00						
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
Grand Totals:					Beginning Balance: -12,446.53	Total Activity: -1,832.55	Ending Balance: -14,279.08	

MainStreet

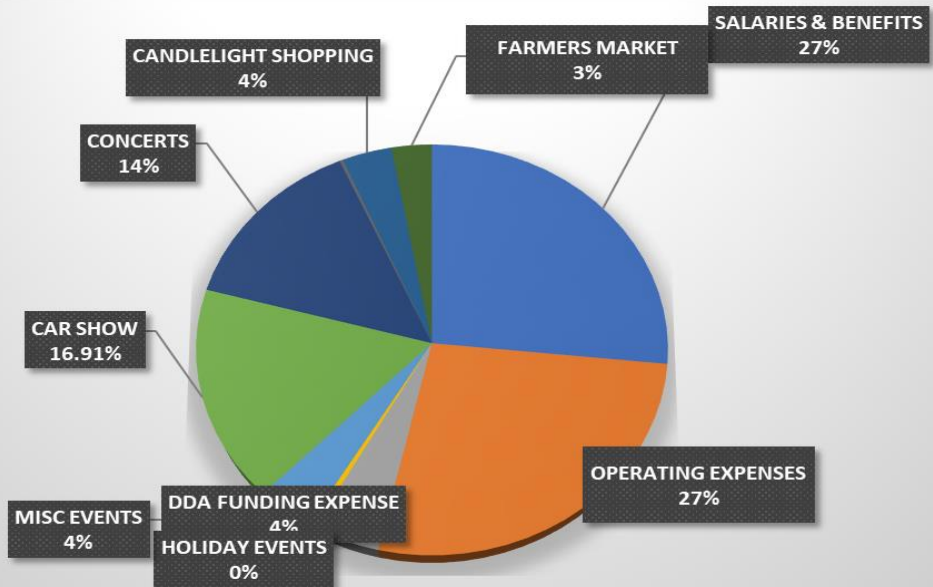
May 2024

	<u>MTD</u>	<u>YTD</u>
Revenue	18,245	96,246
Expense	45,724	138,077
Profit/(Loss)	(27,479)	(41,831)

Revenues



Expenses





Monroe, GA

Budget Report Account Summary

For Fiscal: 2024 Period Ending: 05/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Revenue						
DEPT: 7521 - MAINSTREET						
100-7521-347301	CAR SHOW	13,500.00	13,500.00	0.00	16,980.76	3,480.76 125.78 %
100-7521-347302	CONCERTS	6,000.00	6,000.00	390.00	390.00	-5,610.00 93.50 %
100-7521-347303	FLOWER FESTIVAL	9,000.00	0.00	0.00	0.00	0.00 0.00 %
100-7521-347304	FALL FESTIVAL	20,000.00	20,000.00	0.00	100.00	-19,900.00 99.50 %
100-7521-347305	CHRISTMAS PARADE	5,000.00	5,000.00	0.00	0.00	-5,000.00 100.00 %
100-7521-347306	FARM TO TABLE	15,000.00	15,000.00	0.00	0.00	-15,000.00 100.00 %
100-7521-347307	CANDLELIGHT SHOPPING	2,000.00	2,000.00	0.00	0.00	-2,000.00 100.00 %
100-7521-347308	BLOOMS FESTIVAL	0.00	9,000.00	8,835.00	11,205.00	2,205.00 124.50 %
100-7521-347903	FARMERS MARKET	14,000.00	14,000.00	2,519.98	6,069.77	-7,930.23 56.64 %
100-7521-371000	SPONSORSHIPS	80,000.00	80,000.00	6,500.00	61,500.00	-18,500.00 23.13 %
	DEPT: 7521 - MAINSTREET Total:	164,500.00	164,500.00	18,244.98	96,245.53	-68,254.47 41.49%
	Revenue Total:	164,500.00	164,500.00	18,244.98	96,245.53	-68,254.47 41.49%
Expense						
DEPT: 7521 - MAINSTREET						
100-7521-511100	REGULAR SALARIES	60,841.00	60,841.00	4,615.38	23,779.03	37,061.97 60.92 %
100-7521-511200	PART -TIME/TEMPORARY SALARIES	0.00	0.00	52.50	52.50	-52.50 0.00 %
100-7521-512100	GROUP INS	11,000.00	11,000.00	2,045.99	7,931.38	3,068.62 27.90 %
100-7521-512200	SOCIAL SECURITY	3,772.00	3,772.00	282.24	1,448.78	2,323.22 61.59 %
100-7521-512300	MEDICARE	882.00	882.00	66.00	338.81	543.19 61.59 %
100-7521-512400	GMEBS-RETIREMENT CONTRIBUTI...	7,245.00	7,245.00	627.19	3,135.95	4,109.05 56.72 %
100-7521-512910	MEDICAL EXAMS	25.00	25.00	0.00	0.00	25.00 100.00 %
100-7521-512915	EMPLOYEE ASSISTANCE PROGRAM	10.00	10.00	0.00	13.63	-3.63 -36.30 %
100-7521-512916	WALTON ATHLETIC MEMBERSHIP	110.00	110.00	8.20	41.00	69.00 62.73 %
100-7521-521200	PROFESSIONAL SERVICES	2,500.00	2,500.00	0.00	0.00	2,500.00 100.00 %
100-7521-521201	I/T SVCS - WEB DESIGN, ETC	250.00	250.00	0.00	0.00	250.00 100.00 %
100-7521-522140	LAWN CARE & MAINTENANCE	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
100-7521-522145	HOLIDAY EVENTS	20,000.00	20,000.00	77.88	616.28	19,383.72 96.92 %
100-7521-522208	MAINTENANCE CONTRACTS	1,750.00	1,750.00	0.00	0.00	1,750.00 100.00 %
100-7521-522322	EQUIPMENT RENTAL	0.00	0.00	0.00	13.83	-13.83 0.00 %
100-7521-523200	COMMUNICATIONS	500.00	500.00	46.69	159.64	340.36 68.07 %
100-7521-523210	POSTAGE	100.00	100.00	0.00	0.00	100.00 100.00 %
100-7521-523300	ADVERTISING	10,000.00	10,000.00	7,272.63	7,622.63	2,377.37 23.77 %
100-7521-523301	MISC EVENTS	3,000.00	3,000.00	0.00	5,232.32	-2,232.32 -74.41 %
100-7521-523303	FARMERS MKT-GIFT CERTS	50.00	50.00	59.00	59.00	-9.00 -18.00 %
100-7521-523304	FARMERS MKT-SR BUCKS	600.00	600.00	0.00	0.00	600.00 100.00 %
100-7521-523305	FARMERS MKT-EBT TOKENS	500.00	500.00	53.00	73.00	427.00 85.40 %
100-7521-523306	FARMERS MKT-ENTERTAINMENT	600.00	600.00	255.73	355.73	244.27 40.71 %
100-7521-523310	MARKETING EXPENSES	2,000.00	2,000.00	0.00	0.00	2,000.00 100.00 %
100-7521-523400	PRINTING	1,000.00	1,000.00	8,088.22	8,088.22	-7,088.22 -708.82 %
100-7521-523510	TRAVEL EXPENSE	6,500.00	6,500.00	497.58	497.58	6,002.42 92.34 %
100-7521-523600	DUES/FEES	1,000.00	1,000.00	0.00	2,880.00	-1,880.00 -188.00 %
100-7521-523700	TRAINING & EDUCATION	2,500.00	2,500.00	0.00	17.28	2,482.72 99.31 %
100-7521-523850	CONTRACT LABOR	11,000.00	11,000.00	4,916.00	12,522.24	-1,522.24 -13.84 %
100-7521-531100	OFFICE SUPPLIES & EXPENSES	1,500.00	1,500.00	-1,963.72	1,974.79	-474.79 -31.65 %
100-7521-531102	FURNITURE <5,000	0.00	0.00	2,258.41	2,258.41	-2,258.41 0.00 %
100-7521-531110	SPONSORSHIPS/DONATIONS	500.00	500.00	300.00	300.00	200.00 40.00 %
100-7521-531119	UNIFORM EXPENSE	0.00	0.00	325.20	325.20	-325.20 0.00 %
100-7521-531121	COMPUTER EQUIP NON-CAPITAL	1,000.00	1,000.00	48.99	92.46	907.54 90.75 %
100-7521-531175	FARMERS MARKET EXP	1,500.00	1,500.00	1,331.64	3,454.64	-1,954.64 -130.31 %
100-7521-531177	CAR SHOW EXP	8,000.00	8,000.00	0.00	23,342.05	-15,342.05 -191.78 %

Budget Report

For Fiscal: 2024 Period Ending: 05/12/24

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-7521-531178	CONCERT EXP	50,000.00	50,000.00	14,361.45	19,548.50	30,451.50	60.90 %
100-7521-531179	FLOWER FESTIVAL EXP	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-7521-531180	FALL FESTIVAL EXP	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
100-7521-531181	CHRISTMAS PARADE EXP	19,000.00	19,000.00	0.00	309.00	18,691.00	98.37 %
100-7521-531182	FARM TO TABLE EXP	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
100-7521-531183	CANDLELIGHT SHOPPING EXP	7,200.00	7,200.00	0.00	4,873.16	2,326.84	32.32 %
100-7521-531300	FOOD	1,000.00	1,000.00	0.00	3.93	996.07	99.61 %
DEPT: 7521 - MAINSTREET Total:		265,935.00	265,935.00	45,626.20	131,360.97	134,574.03	50.60%
DEPT: 7550 - DOWNTOWN DEVELOPMENT							
100-7550-523101	GENERAL LIABILITY INSURANCE	1,408.00	1,408.00	97.50	465.72	942.28	66.92 %
100-7550-572030	DOWNTOWN DEVELOPMENT	25,000.00	25,000.00	0.00	6,250.00	18,750.00	75.00 %
DEPT: 7550 - DOWNTOWN DEVELOPMENT Total:		26,408.00	26,408.00	97.50	6,715.72	19,692.28	74.57%
Expense Total:		292,343.00	292,343.00	45,723.70	138,076.69	154,266.31	52.77%
Report Surplus (Deficit):		-127,843.00	-127,843.00	-27,478.72	-41,831.16	86,011.84	67.28%

Group Summary

DEP...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Revenue						
7521 - MAINSTREET	164,500.00	164,500.00	18,244.98	96,245.53	-68,254.47	41.49%
Revenue Total:	164,500.00	164,500.00	18,244.98	96,245.53	-68,254.47	41.49%
Expense						
7521 - MAINSTREET	265,935.00	265,935.00	45,626.20	131,360.97	134,574.03	50.60%
7550 - DOWNTOWN DEVELOPMENT	26,408.00	26,408.00	97.50	6,715.72	19,692.28	74.57%
Expense Total:	292,343.00	292,343.00	45,723.70	138,076.69	154,266.31	52.77%
Report Surplus (Deficit):	-127,843.00	-127,843.00	-27,478.72	-41,831.16	86,011.84	67.28%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	-127,843.00	-127,843.00	-27,478.72	-41,831.16	86,011.84
Report Surplus (Deficit):	-127,843.00	-127,843.00	-27,478.72	-41,831.16	86,011.84