



Downtown Development Authority

AGENDA

Thursday, January 09, 2020

8:00 AM

City Hall

CALL TO ORDER

ROLL CALL

APPROVAL OF PREVIOUS MEETING MINUTES

- 1. [DDA December Minutes](#)

APPROVAL OF FINANCIAL STATEMENTS

- 2. [DDA November Financials](#)

PUBLIC FORUM

CITY UPDATE

COUNTY UPDATE

COMMUNITY WORK PLAN &REPORTS

Existing Environment

Infill Development

Entertainment Draws

PROGRAMS

Farmers Market

FUNDING

SPONSORSHIP - Sponsor Reception and Downtown Awards, Monday, January 27th, 5:30 - 7:00 pm at Wayfarer Music Hall

FACADE GRANTS

COMMUNITY EVENT GRANTS

NEW BUSINESS

ANNOUNCEMENTS:

Next meeting scheduled, February 13th, at 8:00 am at Monroe City Hall

ADJOURN



Downtown Development Authority

MINUTES

Thursday, December 12, 2019

8:00 AM

City Hall

CALL TO ORDER

Meeting called to order at 8:03 am.

ROLL CALL

PRESENT

Chairman Lisa Anderson

Secretary Andrea Gray

Board Member Mike Gray

Board Member Whit Holder

Board Member Wesley Sisk

Board Member Charles Sanders

ABSENT

Vice Chair Meredith Malcom

City Council Representative Ross Bradley

CITY STAFF

Les Russell

Logan Propes

Darrell Stone

Sadie Krawczyk

Leigh Ann Walker

APPROVAL OF PREVIOUS MEETING MINUTES

DDA November Minutes

Approved - Motion made by Board Member Sanders, Seconded by Board Member Gray. Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders

APPROVAL OF FINANCIAL STATEMENTS

DDA September Financials

Approved - Motion made by Board Member Gray, Seconded by Board Member Holder. Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders

PUBLIC FORUM

None

CITY UPDATE

Chris Collin has been appointed by City Council to fulfill Mike Gray's unexpired term on the board; 2020 Budget for City of Monroe has been approved with continued funding of Downtown Development; DNR Grant under review at this time for town green and rail to trail project; alleyways and parking lot upgrades are waiting on signatures from private property owners; Childers Park construction is planned for early 1st quarter of 2020.

COUNTY UPDATE

Ms. Broughton updated the board that the city and county working together with GDOT on a number of transportation projects.

COMMUNITY WORK PLAN &REPORTS

Goal 1 - Existing Environment Updates

new hammocks are here, waiting for city crews to install; to move forward with banners for the spring, we need to map them out and the board needs to suggest notable buildings to be featured on them; W. Spring street corridor mural is slated for early next year as soon as weather permits; Mike Gray is working on getting the sign rendering complete for the Brown Oil property corner.

Goal 2 - Infill Development

DDA closed on our revolving loan funds with LR Burger - received payment of \$315,441.90 from the transaction and paid off our loan of \$246,194.38 for a balance of \$69,908.02 now in the account; the board discussed the vacant lot on S. Madison and E. Spring Street regarding future development by a private investor.

Goal 3 - New Entertainment Draws

Magical lights display going great!

PROGRAMS

Events

Christmas parade was an amazing event even with the changes in route and staging this year - largest crowd we've seen to date; Santa will be downtown tonight for Candlelight Shopping, Grinch will be next week with carriage rides both Thursdays and the live nativity from 12/19-12/24.

Farmers Market

No update.

FUNDING

SPONSORSHIP - Awards Banquet & Sponsor thank you's - Monday, Jan. 27th, 5:30 pm

FACADE GRANTS - none

None.

COMMUNITY EVENT GRANTS - none

None.

NEW BUSINESS

ANNOUNCEMENTS:

Next meeting scheduled, January 9th, at 8:00 am at Monroe City Hall

Chairman Anderson thanked Mike Gray for his service over the past years on the DDA/CVB boards.

ADJOURN

Motion made by Board Member Holder, Seconded by Secretary Gray.

Voting Yea: Chairman Anderson, Secretary Gray, Board Member Gray, Board Member Holder, Board Member Sisk, Board Member Sanders

Monroe Downtown Development Authority
Profit & Loss
November 2019

Accrual Basis

	<u>Nov 19</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue	
Farmers Market Fees	661.00
sales	<u>148.00</u>
Total 347903 · Farmers Market Revenue	809.00
361000 · Interest Income	3.89
371000 · Memberships & Contributions	250.00
389000 · Other Misc. Revenue	<u>58.00</u>
Total Income	1,120.89
Expense	
582303 · Other Interest Expense	1,268.75
572030 · Downtown Development	150.00
523305 · Farmers Mkt-EBT Tokens	-12.00
523301 · Event Expenses	230.00
523300 · Advertising	-160.00
531203 · Old City Hall	
531203U · Utilities	<u>1,458.24</u>
Total 531203 · Old City Hall	1,458.24
Total Expense	<u>2,934.99</u>
Net Ordinary Income	-1,814.10
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	<u>2,200.00</u>
Total Other Income	<u>2,200.00</u>
Net Other Income	<u>2,200.00</u>
Net Income	<u><u>385.90</u></u>

Monroe Downtown Development Authority
Balance Sheet
As of November 30, 2019

Accrual Basis

	<u>Nov 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,115.49
111111 · Synovus 100-097-081-2	660.49
111100 · General Fund Checking	<u>57,739.64</u>
Total Checking/Savings	<u>87,015.62</u>
Total Current Assets	<u>87,015.62</u>
TOTAL ASSETS	<u><u>87,015.62</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
121200 · Accts. Payable - DT Dollars	<u>1,662.70</u>
Total Other Current Liabilities	<u>1,662.70</u>
Total Current Liabilities	<u>1,662.70</u>
Total Liabilities	1,662.70
Equity	
134220 · Fund Balance Unreserved	94,955.87
Net Income	<u>-9,602.95</u>
Total Equity	<u>85,352.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>87,015.62</u></u>

Monroe Downtown Development Authority
Profit & Loss
January through November 2019

Accrual Basis

	<u>Jan - Nov 19</u>
Ordinary Income/Expense	
Income	
347903 · Farmers Market Revenue	
Farmers Market Fees	6,700.86
sales	966.00
347903 · Farmers Market Revenue - Other	<u>2,332.00</u>
Total 347903 · Farmers Market Revenue	9,998.86
347300 · Event Fees/Revenue	24,987.77
336100 · City Funding	18,750.00
361000 · Interest Income	48.58
371000 · Memberships & Contributions	10,323.00
389000 · Other Misc. Revenue	<u>395.00</u>
Total Income	64,503.21
Expense	
582303 · Other Interest Expense	10,010.00
572030 · Downtown Development	23,333.56
531175 · Farmers Mkt Gen Expenses	2,807.46
523306 · Farmers Mkt-Entertainment	715.00
523305 · Farmers Mkt-EBT Tokens	3,260.19
523304 · Farmers Mkt-SR BUCKS	901.00
523301 · Event Expenses	18,466.41
523850 · Contract Labor	8,500.00
523500 · Dues and Subscriptions	294.00
531600 · Equipment <\$5000	1,980.93
531100 · Office Operations	551.41
523400 · Printing and Reproduction	1,900.86
523300 · Advertising	0.00
523700 · Training & Education	495.00
512920 · Travel Expense	170.69
531203 · Old City Hall	
531203C · Supplies	45.00
531203D · Pest Control	300.00
531203U · Utilities	18,574.65
522600 · Landscaping	<u>260.00</u>
Total 531203 · Old City Hall	19,179.65
Total Expense	<u>92,566.16</u>
Net Ordinary Income	-28,062.95
Other Income/Expense	
Other Income	
381011 · Rent Received - 227 S. Broad St	<u>26,975.00</u>
Total Other Income	26,975.00
Other Expense	
542500 · Equipment >\$5000	<u>8,515.00</u>
Total Other Expense	8,515.00
Net Other Income	<u>18,460.00</u>
Net Income	<u><u>-9,602.95</u></u>