

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

AGENDA

- I. CALL TO ORDER**
 - 1. Roll Call**
 - 2. Approval of Previous Meeting Minutes**
 - a. January 11, 2024 Minutes
 - 3. Approval of Financial Statements**
 - a. December 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. Façade Grants**
 - a. Le Gabrielle of Monroe
 - 3. Community Event Grants**
- VIII. NEW BUSINESS**
 - 1. Officer Appointments / Elections**
 - 2. Approval – City of Monroe Intergovernmental Agreement**
 - 3. Visitor’s Center Leases**
 - 4. Discussion – Combination of Holiday Events**
- IX. ANNOUNCEMENTS**
 - 1. Next Meeting – March 14, 2024 at 8:00 am at City Hall**
- X. ADJOURN**

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

The Downtown Development Authority met for their regular meeting.

Those Present:	Lisa Reynolds Anderson Meredith Malcom Andrea Gray Brittany Palazzo Chris Collin Clayton Mathias	Chairman Vice-Chairman Secretary Board Member Board Member Board Member
Those Absent:	Whit Holder Lee Malcom	Board Member City Council Representative
Staff Present:	Logan Propes, Beth Thompson, Beverly Harrison, Chris Bailey, Dwayne Day, Les Russell	
Visitors:	Audrey Fuller, Michelle Thrasher, Julie Treadwell	

I. CALL TO ORDER

1. Roll Call

Chairman Anderson noted that all Committee Members were present, except Board Member Whit Holder and City Council Representative Lee Malcom were absent. There was a quorum.

2. Approval of Previous Meeting Minutes

a. December 14, 2023 Minutes

To approve the minutes as presented.

*Motion by Andrea, seconded by Mathias.
Passed Unanimously*

3. Approval of Financial Statements

a. November Financials

To approve the November 2023 Financials.

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

II. PUBLIC FORUM

There were no public comments.

III. CITY UPDATE

City Administrator Logan Propes explained that he and Beth Thompson are on working on the Wayne Street property being sold to the City. The engineers are working on the parking lot design. He is continuing to work on a possible hotel for Downtown.

IV. COUNTY UPDATE

There was no update from the County.

V. COMMUNITY WORK PLAN & REPORTS

1. Downtown Design

There were no downtown design projects.

2. Redevelopment Projects

City Administrator Logan Propes stated he is working with Arnold Properties on some areas.

3. Entertainment Draws

Ms. Michelle Thrasher discussed handling the concerts for the City previously. The new Town Green will have a huge impact on the concerts. She discussed the possibility of opening the concert series up with a major band next year, having song writers perform, and having a battle of the bands.

Ms. Thrasher and Chris Bailey discussed coordinating testing for the sound system.

City Administrator Logan Propes explained the City will need everyone on the Committee to help with the Car Show in some capacity this time. Somethings are already in process, but the food vendors still need to be worked out.

The Committee, Mr. Propes, and Mr. Bailey discussed the logistics of the Car Show.

VI. PROGRAMS

1. Farmers Market

Ms. Audry Fuller gave an update from the Market Board Meeting. She discussed the public market poll that was taken from vendors. The new website is up, and they are working on a new logo. She will order new market merchandise, with the new logo.

VII. FUNDING

1. Sponsorship

The Committee, Mr. Propes, and Ms. Thompson discussed sponsorships to date.

2. Façade Grants

There were no façade grants.

The Committee discussed letting Le Gabrielle Crepes and Waffles and the new pizza place know that the grant requests need to be submitted prior to the February meeting.

3. Community Event Grants

There were no community event grants.

VIII. NEW BUSINESS

1. Main Street Coordinator Update

The Committee, Mr. Bailey, and Mr. Propes discussed the applicants for the Main Street Coordinator position.

Committee Member Meredith Malcom stated both applicants are really good.

Mr. Chris Bailey stated hopefully there will be someone hired within the next couple of weeks.

The Committee, Mr. Propes, and Mr. Bailey discussed the awards ceremony and possible changes.

Chairman Anderson stated the banquet should be in either March or April.

IX. ANNOUNCEMENTS

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

X. ADJOURN

*Motion by Collin, seconded by Mathias.
Passed Unanimously*

Downtown Development Authority Events December 2023

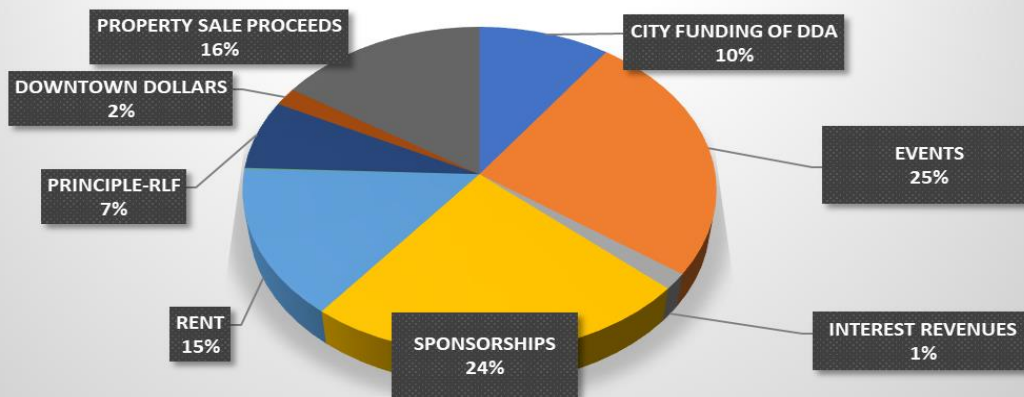
	<u>Revenues</u>		<u>Expenses</u>				<u>Profit/(Loss) including labor</u>	<u>Profit/(Loss) excluding Labor</u>
	<u>DDA collected Revenues</u>	<u>City collected Revenues</u>	<u>DDA</u>	<u>Expenses</u>	<u>City Expenses</u>	<u>City Labor</u>		
Candlelight Shopping	2,870			5,117	5,983	615	(8,845)	(8,230)
Car Show	13,171	325		2,000	5,923	9,465	(3,892)	5,573
Christmas Parade	2,805			1,418	6,679		(5,292)	(5,292)
Concerts	6,028				47,855	8,712	(50,539)	(41,827)
Fall Festival	30,537			12,986	9,764	9,681	(1,894)	7,787
Farm to Table								
Farmers Market	15,141			14,070	1,661	896	(1,486)	(590)
Flower Festival	9,280			1,529	3,437		4,314	4,314
Childers Park- Night of Lights						10,572	(10,572)	
Totals	79,832	325		37,120	81,302	39,941	(78,205)	(38,265)

DOWNTOWN DEVELOPMENT AUTHORITY

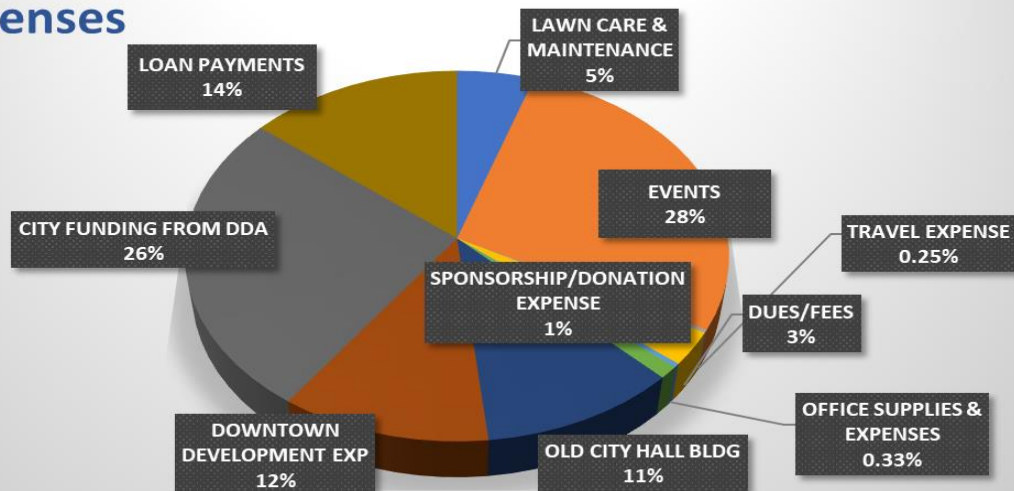
December 2023

	<u>MTD</u>	<u>YTD</u>
Revenue	13,513	318,030
Expense	31,610	133,148
Profit/(Loss)	(18,097)	184,882

DDA Revenues



DDA Expenses





Monroe, GA

DDA Income Statement

Account Summary

For Fiscal: 2023 Period Ending: 12/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Revenue						
002-7550-336100	CITY FUNDING OF DDA	0.00	0.00	6,250.00	31,250.00	-31,250.00
002-7550-347301	CAR SHOW	0.00	0.00	0.00	13,170.58	-13,170.58
002-7550-347302	CONCERTS	0.00	0.00	0.00	6,028.47	-6,028.47
002-7550-347303	FLOWER FESTIVAL	0.00	0.00	0.00	9,279.92	-9,279.92
002-7550-347304	FALL FESTIVAL	0.00	0.00	0.00	30,537.23	-30,537.23
002-7550-347305	CHRISTMAS PARADE	0.00	0.00	0.00	2,805.00	-2,805.00
002-7550-347307	CANDLELIGHT SHOPPING	0.00	0.00	277.50	2,869.50	-2,869.50
002-7550-347903	FARMERS MARKET	0.00	0.00	0.00	15,141.59	-15,141.59
002-7550-361000	INTEREST REVENUES	0.00	0.00	4.16	99.09	-99.09
002-7550-361002	INTEREST-REVOLVING LOAN FUND	0.00	0.00	403.00	5,036.77	-5,036.77
002-7550-371000	SPONSORSHIPS	0.00	0.00	0.00	76,538.66	-76,538.66
002-7550-381011	RENTAL - 227 S BROAD	0.00	0.00	3,600.00	47,500.00	-47,500.00
002-7550-389000	OTHER	0.00	0.00	0.00	250.99	-250.99
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	0.00	0.00	1,838.78	21,864.59	-21,864.59
002-7550-389005	DOWNTOWN DOLLARS	0.00	0.00	1,140.00	5,649.18	-5,649.18
002-7550-392200	PROPERTY SALE	0.00	0.00	0.00	50,008.00	-50,008.00
Revenue Total:		0.00	0.00	13,513.44	318,029.57	
Expense						
002-7550-522140	LAWN CARE & MAINTENANCE	0.00	0.00	2,200.00	6,700.00	-6,700.00
002-7550-523301	MISC EVENT EXPENSE	0.00	0.00	0.00	741.58	-741.58
002-7550-523303	FARMERS MKT-GIFT CERTS	0.00	0.00	0.00	35.00	-35.00
002-7550-523304	FARMERS MKT-SR BUCKS	0.00	0.00	0.00	587.00	-587.00
002-7550-523305	FARMERS MKT-EBT TOKENS	0.00	0.00	0.00	117.00	-117.00
002-7550-523306	FARMERS MKT-ENTERTAINMENT	0.00	0.00	0.00	665.00	-665.00
002-7550-523510	TRAVEL EXPENSE	0.00	0.00	0.00	334.62	-334.62
002-7550-523600	DUES/FEES	0.00	0.00	59.61	3,897.75	-3,897.75
002-7550-523850	CONTRACT LABOR	0.00	0.00	1,800.00	11,700.00	-11,700.00
002-7550-531100	OFFICE SUPPLIES & EXPENSES	0.00	0.00	0.00	436.84	-436.84
002-7550-531110	SPONSORSHIPS/DONATIONS	0.00	0.00	1,440.79	1,440.79	-1,440.79
002-7550-531175	FARMERS MKT GEN EXP	0.00	0.00	0.00	224.66	-224.66
002-7550-531177	CAR SHOW EXP	0.00	0.00	0.00	2,000.00	-2,000.00
002-7550-531179	FLOWER FESTIVAL EXP	0.00	0.00	0.00	1,528.59	-1,528.59
002-7550-531180	FALL FESTIVAL EXP	0.00	0.00	891.00	12,986.00	-12,986.00
002-7550-531181	CHRISTMAS PARADE EXP	0.00	0.00	1,417.50	1,417.50	-1,417.50
002-7550-531183	CANDLELIGHT SHOPPING EXP	0.00	0.00	4,941.95	5,116.95	-5,116.95
002-7550-531203	OLD CITY HALL BLDG	0.00	0.00	788.45	14,405.89	-14,405.89
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	0.00	0.00	6,448.50	15,198.50	-15,198.50
002-7550-572032	CITY FUNDING FROM DDA	0.00	0.00	8,750.00	35,000.00	-35,000.00
002-7550-573000	LOAN PAYMENTS	0.00	0.00	2,872.63	18,614.10	-18,614.10
Expense Total:		0.00	0.00	31,610.43	133,147.77	
Total Surplus (Deficit):		0.00	0.00	-18,096.99	184,881.80	



Monroe, GA

Account Summary

Date Range: 12/01/2023 - 12/31/2023

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
Fund: 002 - DOWNTOWN DEV FUND						
Asset						
002-111104	DDA SYNOVUS	379,914.46	22,477.50	41,087.80	-18,610.30	361,304.16
002-111108	DOWNTOWN DOLLARS SYNOVUS	24,252.82	1,142.05	2,354.60	-1,212.55	23,040.27
002-111111	DDA LOAN CHECKING-AF	44,726.55	3.69	2,876.32	-2,872.63	41,853.92
002-111145	RDF - SYNOVUS	500.00	0.00	0.00	0.00	500.00
002-111151	RLF - SYNOVUS	137,290.66	2,243.89	0.00	2,243.89	139,534.55
002-111900	DUE FROM OTHERS	6,250.00	0.00	0.00	0.00	6,250.00
002-111901	ACCOUNTS RECEIVABLE - MISC	0.00	2,241.78	2,241.78	0.00	0.00
002-112802	DDA WAYNE ST PARCELS INVESTMENT	242,999.64	0.00	0.00	0.00	242,999.64
002-121104	ACCTS PAYABLE-DOWNTOWN	8,800.29	2,354.60	0.00	2,354.60	11,154.89
Liability						
002-121100	ACCOUNTS PAYABLE	200.00	0.00	0.00	0.00	200.00
002-125355	DDA WAYNE ST PARCELS - LONG TERM	-242,500.00	0.00	0.00	0.00	-242,500.00
Equity						
002-134220	FUND BAL UNRESERVED, UNDESIGNA	-399,455.63	0.00	0.00	0.00	-399,455.63
Revenue						
002-7550-336100	CITY FUNDING OF DDA	-25,000.00	0.00	6,250.00	-6,250.00	-31,250.00
002-7550-347301	CAR SHOW	-13,170.58	0.00	0.00	0.00	-13,170.58
002-7550-347302	CONCERTS	-6,028.47	0.00	0.00	0.00	-6,028.47
002-7550-347303	FLOWER FESTIVAL	-9,279.92	0.00	0.00	0.00	-9,279.92
002-7550-347304	FALL FESTIVAL	-30,537.23	0.00	0.00	0.00	-30,537.23
002-7550-347305	CHRISTMAS PARADE	-2,805.00	0.00	0.00	0.00	-2,805.00
002-7550-347307	CANDLELIGHT SHOPPING	-2,592.00	0.00	277.50	-277.50	-2,869.50
002-7550-347903	FARMERS MARKET	-15,141.59	0.00	0.00	0.00	-15,141.59
002-7550-361000	INTEREST REVENUES	-94.93	0.00	4.16	-4.16	-99.09
002-7550-361002	INTEREST-REVOLVING LOAN FUND	-4,633.77	0.00	403.00	-403.00	-5,036.77
002-7550-371000	SPONSORSHIPS	-76,538.66	0.00	0.00	0.00	-76,538.66
002-7550-381011	RENTAL - 227 S BROAD	-43,900.00	3,600.00	7,200.00	-3,600.00	-47,500.00
002-7550-389000	OTHER	-250.99	0.00	0.00	0.00	-250.99
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	-20,025.81	0.00	1,838.78	-1,838.78	-21,864.59
002-7550-389005	DOWNTOWN DOLLARS	-4,509.18	0.00	1,140.00	-1,140.00	-5,649.18
002-7550-392200	PROPERTY SALE	-50,008.00	0.00	0.00	0.00	-50,008.00
Expense						
002-7550-522140	LAWN CARE & MAINTENANCE	4,500.00	2,200.00	0.00	2,200.00	6,700.00
002-7550-523301	MISC EVENT EXPENSE	741.58	0.00	0.00	0.00	741.58
002-7550-523303	FARMERS MKT-GIFT CERTS	35.00	0.00	0.00	0.00	35.00
002-7550-523304	FARMERS MKT-SR BUCKS	587.00	0.00	0.00	0.00	587.00
002-7550-523305	FARMERS MKT-EBT TOKENS	117.00	0.00	0.00	0.00	117.00
002-7550-523306	FARMERS MKT-ENTERTAINMENT	665.00	0.00	0.00	0.00	665.00
002-7550-523510	TRAVEL EXPENSE	334.62	0.00	0.00	0.00	334.62
002-7550-523600	DUES/FEES	3,838.14	59.61	0.00	59.61	3,897.75
002-7550-523850	CONTRACT LABOR	9,900.00	1,800.00	0.00	1,800.00	11,700.00
002-7550-531100	OFFICE SUPPLIES & EXPENSES	436.84	0.00	0.00	0.00	436.84
002-7550-531110	SPONSORSHIPS/DONATIONS	0.00	1,440.79	0.00	1,440.79	1,440.79
002-7550-531175	FARMERS MKT GEN EXP	224.66	0.00	0.00	0.00	224.66
002-7550-531177	CAR SHOW EXP	2,000.00	0.00	0.00	0.00	2,000.00
002-7550-531179	FLOWER FESTIVAL EXP	1,528.59	0.00	0.00	0.00	1,528.59
002-7550-531180	FALL FESTIVAL EXP	12,095.00	891.00	0.00	891.00	12,986.00
002-7550-531181	CHRISTMAS PARADE EXP	0.00	1,417.50	0.00	1,417.50	1,417.50
002-7550-531183	CANDLELIGHT SHOPPING EXP	175.00	4,941.95	0.00	4,941.95	5,116.95
002-7550-531203	OLD CITY HALL BLDG	13,617.44	788.45	0.00	788.45	14,405.89
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	8,750.00	6,448.50	0.00	6,448.50	15,198.50

Trial Balance

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
002-7550-572032	CITY FUNDING FROM DDA	26,250.00	17,500.00	8,750.00	8,750.00	35,000.00
002-7550-573000	LOAN PAYMENTS	15,741.47	2,876.32	3.69	2,872.63	18,614.10
Fund 002 Total:		0.00	74,427.63	74,427.63	0.00	0.00
Report Total:		0.00	74,427.63	74,427.63	0.00	0.00



Monroe, GA

Detail Report

Account Detail

Date Range: 12/01/2023 - 12/31/2023

Account		Name				Beginning Balance	Total Activity	Ending Balance
Revenue		CITY FUNDING OF DDA				-25,000.00	-6,250.00	-31,250.00
002-7550-336100								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/06/2023	CLPKT08402	R00589440		CITY OF MONROE DDA CITY OF MONRO...			-6,250.00	-31,250.00
002-7550-347307		CANDLELIGHT SHOPPING				-2,592.00	-277.50	-2,869.50
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/18/2023	CLPKT08439	R00592831		Carriage Rides cash Carriage Rides cash			-250.00	-2,842.00
12/31/2023	GLPKT55776	JN11119		December Sign Up Genius transactions ...			-27.50	-2,869.50
002-7550-361000		INTEREST REVENUES				-94.93	-4.16	-99.09
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2023	BRPKT01613	Revolving Loan FundD...		DEC BANK INTEREST-RLF			-2.11	-97.04
12/31/2023	BRPKT01623	DDA DOWNTOWN DO...		DT\$ interest december 2023			-2.05	-99.09
002-7550-361002		INTEREST-REVOLVING LOAN FUND				-4,633.77	-403.00	-5,036.77
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/13/2023	ARPKT01968	Invoice Packet ARPKT...		121323 AR CT RLF			-403.00	-5,036.77
002-7550-381011		RENTAL - 227 S BROAD				-43,900.00	-3,600.00	-47,500.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/06/2023	CLPKT08402	R00589402		STUEVER STUDIOS			-1,000.00	-44,900.00
12/06/2023	CLPKT08402	R00589403		RUST AND DUST ANTIQUES			-1,250.00	-46,150.00
12/07/2023	CLPKT08407	R00589712		GREGORY COOPER- 530 S MADISON GR...			-1,100.00	-47,250.00
12/08/2023	CLPKT08412	R00590206		DFH MANAGMENT			-1,500.00	-48,750.00
12/13/2023	GLPKT54947	JN11083		Correct to City General Fund G Cooper			1,100.00	-47,650.00
12/19/2023	GLPKT54946	JN11081		Correct Rust & Dust Antiques Rent Rece...			1,250.00	-46,400.00
12/19/2023	GLPKT55778	JN11121		Rust & Dust Antiques Rent Receipt			-1,250.00	-47,650.00
12/20/2023	CLPKT08451	R00593775		Monroe Museum			-500.00	-48,150.00
12/21/2023	CLPKT08460	R00594669		Empire Tax			-600.00	-48,750.00
12/31/2023	GLPKT55810	JN11125		Correction to City General Fund Rust & ...			1,250.00	-47,500.00
002-7550-389003		PRINCIPLE-REVOLVING LOAN FUND				-20,025.81	-1,838.78	-21,864.59
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/13/2023	ARPKT01968	Invoice Packet ARPKT...		121323 AR CT RLF			-1,838.78	-21,864.59

Detail Report

Date Range: 12/01/2023 - 12/31/2023

Account		Name				Beginning Balance	Total Activity	Ending Balance
002-7550-389005		DOWNTOWN DOLLARS				-4,509.18	-1,140.00	-5,649.18
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/04/2023	CLPKT08387	R00587593		MERIDITH MALCOM DD\$			-250.00	-4,759.18
12/12/2023	CLPKT08421	R00591025		ANDREA VICKERS DOWNTOWN DOLLAR...			-80.00	-4,839.18
12/12/2023	CLPKT08421	R00591026		LAUREN WALLACE			-100.00	-4,939.18
12/12/2023	CLPKT08421	R00591028		RUSSELL PRESTON RUSSELL PRESTON			-150.00	-5,089.18
12/12/2023	CLPKT08421	R00591029		ROBYN CANE CASH			-200.00	-5,289.18
12/18/2023	CLPKT08439	R00592827		Downtown Dollars Cash Downtown Dol...			-60.00	-5,349.18
12/20/2023	CLPKT08451	R00593778		Dorothy Duarte & Katherine Morgan DT...			-300.00	-5,649.18

Total Revenue: Beginning Balance: -100,755.69 Total Activity: -13,513.44 Ending Balance: -114,269.13

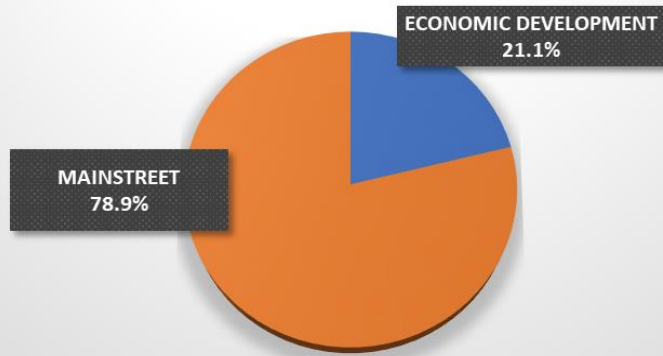
Expense		LAWN CARE & MAINTENANCE				4,500.00	2,200.00	6,700.00
002-7550-522140								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2023	GLPKT55949	JN11143		AGL Group - Fall Planters			2,200.00	6,700.00
002-7550-523600		DUES/FEES				3,838.14	59.61	3,897.75
002-7550-523600								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2023	BRPKT01625	DDA SYNOVUSDEC 20...		DEC 2023 BANK FEE			59.61	3,897.75
002-7550-523850		CONTRACT LABOR				9,900.00	1,800.00	11,700.00
002-7550-523850								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/06/2023	GLPKT54556	JN11032		A. FULLER			900.00	10,800.00
12/31/2023	GLPKT55950	JN11144		A Fuller			900.00	11,700.00
002-7550-531110		SPONSORSHIPS/DONATIONS				0.00	1,440.79	1,440.79
002-7550-531110								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2023	GLPKT55981	JN11152		BANK OF AMERICA P-CARD			1,440.79	1,440.79
002-7550-531180		FALL FESTIVAL EXP				12,095.00	891.00	12,986.00
002-7550-531180								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/01/2023	GLPKT54413	JN10986		WALTON TRIBUNE			350.00	12,445.00
12/18/2023	GLPKT54923	JN11073		Monroe Media			541.00	12,986.00
002-7550-531181		CHRISTMAS PARADE EXP				0.00	1,417.50	1,417.50
002-7550-531181								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/31/2023	GLPKT55949	JN11143		Monroe Media			350.00	350.00
12/31/2023	GLPKT55981	JN11152		BANK OF AMERICA P-CARD			1,067.50	1,417.50
002-7550-531183		CANDLELIGHT SHOPPING EXP				175.00	4,941.95	5,116.95
002-7550-531183								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
12/18/2023	GLPKT54923	JN11074		BOA-Nottingham Carriage Rides			2,400.00	2,575.00
12/31/2023	GLPKT55981	JN11152		BOA Nottingham Carriage Rides			2,541.95	5,116.95

Economic Development & MainStreet

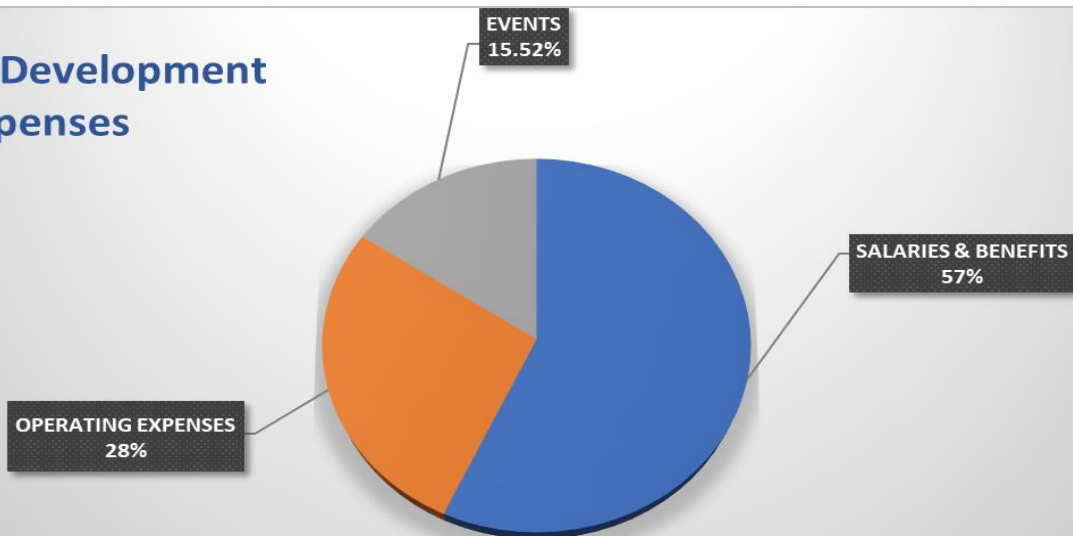
December 2023

	<u>MTD</u>	<u>YTD</u>
Revenue	-	44,379
Expense	77,929	523,895
Profit/(Loss)	(77,929)	(479,516)

Revenues



Economic Development Expenses





Monroe, GA

Budget Report

Account Summary

For Fiscal: 2023 Period Ending: 12/31/2023

13

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Revenue						
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNING						
100-7520-334112 STATE GRANTS	0.00	0.00	0.00	8,150.00	8,150.00	0.00 %
100-7520-347300 MISC EVENT FEES	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
100-7520-347301 CAR SHOW	0.00	0.00	0.00	325.00	325.00	0.00 %
100-7520-383000 REIMB FOR DAMAGED PROPERTY	0.00	0.00	0.00	904.00	904.00	0.00 %
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNING Total:	20,000.00	20,000.00	0.00	9,379.00	-10,621.00	53.11%
DEPT: 7521 - MAINSTREET						
100-7521-371003 MAIN STREET CONTRIBUTIONS	35,000.00	35,000.00	0.00	35,000.00	0.00	0.00 %
DEPT: 7521 - MAINSTREET Total:	35,000.00	35,000.00	0.00	35,000.00	0.00	0.00%
Revenue Total:	55,000.00	55,000.00	0.00	44,379.00	-10,621.00	19.31%

Expense

DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNING						
100-7520-511100 REGULAR SALARIES	231,170.00	231,170.00	4,431.99	200,004.74	31,165.26	13.48 %
100-7520-511200 PART - TIME/TEMPORARY SALARIES	6,000.00	5,700.00	0.00	0.00	5,700.00	100.00 %
100-7520-511300 OVERTIME SALARIES	0.00	200.00	0.00	90.00	110.00	55.00 %
100-7520-512100 GROUP INS	44,000.00	44,000.00	4,911.64	49,713.61	-5,713.61	-12.99 %
100-7520-512200 SOCIAL SECURITY	14,705.00	14,705.00	269.30	12,238.34	2,466.66	16.77 %
100-7520-512300 MEDICARE	3,440.00	3,440.00	62.98	2,862.21	577.79	16.80 %
100-7520-512400 GMEBS-RETIREMENT CONTRIBUTI...	28,980.00	28,980.00	2,526.68	30,320.16	-1,340.16	-4.62 %
100-7520-512910 MEDICAL EXAMS	100.00	100.00	0.00	0.00	100.00	100.00 %
100-7520-512915 EMPLOYEE ASSISTANCE PROGRAM	51.00	151.00	0.00	82.11	68.89	45.62 %
100-7520-512916 WALTON ATHLETIC MEMBERSHIP	240.00	240.00	36.22	424.94	-184.94	-77.06 %
100-7520-521200 PROFESSIONAL SERVICES	57,650.00	57,650.00	0.00	19,493.06	38,156.94	66.19 %
100-7520-521201 I/T SVCS - WEB DESIGN, ETC.	1,000.00	1,000.00	66.51	1,006.93	-6.93	-0.69 %
100-7520-522130 CUSTODIAL SVCS	0.00	0.00	576.57	2,306.28	-2,306.28	0.00 %
100-7520-522140 LAWN CARE & MAINTENANCE	1,000.00	1,000.00	0.00	700.00	300.00	30.00 %
100-7520-522145 HOLIDAY EVENTS	20,000.00	20,000.00	34,374.36	38,678.36	-18,678.36	-93.39 %
100-7520-522208 MAINTENANCE CONTRACTS	4,910.00	4,910.00	312.09	3,314.73	1,595.27	32.49 %
100-7520-522322 EQUIPMENT RENTAL	180.00	180.00	55.82	199.55	-19.55	-10.86 %
100-7520-523200 COMMUNICATION SERVICES	2,600.00	2,600.00	132.08	1,015.03	1,584.97	60.96 %
100-7520-523210 POSTAGE	0.00	100.00	100.00	200.00	-100.00	-100.00 %
100-7520-523300 ADVERTISING	15,000.00	10,500.00	1,574.33	6,377.64	4,122.36	39.26 %
100-7520-523301 MISC EVENTS	110,000.00	44,450.00	883.49	31,619.98	12,830.02	28.86 %
100-7520-523310 MARKETING EXPENSES	0.00	0.00	0.00	5,634.47	-5,634.47	0.00 %
100-7520-523400 PRINTING	2,000.00	6,500.00	0.00	7,076.83	-576.83	-8.87 %
100-7520-523510 TRAVEL EXPENSE	5,000.00	6,500.00	0.00	6,864.15	-364.15	-5.60 %
100-7520-523600 DUES/FEES	1,500.00	1,500.00	0.00	1,303.49	196.51	13.10 %
100-7520-523700 TRAINING & EDUCATION -EMPLOYEE	6,500.00	5,000.00	60.00	3,079.41	1,920.59	38.41 %
100-7520-523850 CONTRACT LABOR	3,500.00	3,500.00	8,150.00	8,212.99	-4,712.99	-134.66 %
100-7520-531100 OFFICE SUPPLIES & EXPENSES	5,000.00	4,900.00	338.31	1,354.27	3,545.73	72.36 %
100-7520-531110 SPONSORSHIPS/DONATIONS	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
100-7520-531121 COMPUTER EQUIP NON-CAP	1,500.00	1,500.00	0.00	946.23	553.77	36.92 %
100-7520-531175 FARMERS MARKET EXP	0.00	650.00	962.40	1,660.57	-1,010.57	-155.47 %
100-7520-531177 CAR SHOW EXP	0.00	5,950.00	0.00	5,922.77	27.23	0.46 %
100-7520-531178 CONCERT EXP	0.00	50,000.00	2,895.00	47,855.15	2,144.85	4.29 %
100-7520-531179 FLOWER FESTIVAL EXP	0.00	3,450.00	0.00	3,436.85	13.15	0.38 %
100-7520-531180 FALL FESTIVAL EXP	0.00	0.00	1,000.00	9,764.34	-9,764.34	0.00 %
100-7520-531181 CHRISTMAS PARADE EXP	0.00	0.00	6,607.86	6,607.86	-6,607.86	0.00 %
100-7520-531183 CANDLELIGHT SHOPPING EXP	0.00	1,500.00	4,737.11	5,915.11	-4,415.11	-294.34 %
100-7520-531203 OLD CITY HALL BLDG	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %

Budget Report

For Fiscal: 2023 Period Ending: 12/14/23

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-7520-531300	FOOD	1,000.00	5,000.00	284.86	5,033.67	-33.67	-0.67 %
DEPT: 7520 - ECONOMIC DEVELOPMENT & PLANNNG Total:		579,026.00	579,026.00	75,349.60	521,315.83	57,710.17	9.97%
DEPT: 7521 - MAINSTREET							
100-7521-511100	REGULAR SALARIES	0.00	0.00	2,269.60	2,269.60	-2,269.60	0.00 %
100-7521-512200	SOCIAL SECURITY	0.00	0.00	138.88	138.88	-138.88	0.00 %
100-7521-512300	MEDICARE	0.00	0.00	32.48	32.48	-32.48	0.00 %
100-7521-531181	CHRISTMAS PARADE EXP	0.00	0.00	70.56	70.56	-70.56	0.00 %
100-7521-531183	CANDLELIGHT SHOPPING EXP	0.00	0.00	67.80	67.80	-67.80	0.00 %
DEPT: 7521 - MAINSTREET Total:		0.00	0.00	2,579.32	2,579.32	-2,579.32	0.00%
Expense Total:		579,026.00	579,026.00	77,928.92	523,895.15	55,130.85	9.52%
Report Surplus (Deficit):		-524,026.00	-524,026.00	-77,928.92	-479,516.15	44,509.85	8.49%



DOWNTOWN FACADE GRANT PROGRAM

15

PURPOSE & DESCRIPTION

The purpose of this program is to stimulate downtown revitalization and development, and tourism in Monroe. Program funds are an incentive for current owners and Potential buyers of vacant and occupied buildings to restore, renovate, and repair the exteriors of their buildings.

The Monroe Downtown Development Authority (DDA) Façade Match will provide a 50/50 investment match ratio up to a maximum of \$1,500 per property, as a reimbursement once pre-approved project(s) are completed and inspected. All projects must be completed within six months of the date of the DDA approval letter.

ELIGIBILITY

The program will be open to all private businesses within the DDA boundaries. Once available funds are pledged, no more applications will be accepted. Monroe DDA will review the program each year to determine if sufficient funding is available to continue accepting grant applications.

EXAMPLES OF PROJECTS

- Building façade improvements: paint, brick, wood awnings/canopies, lighting, doors, windows, and other repairs.
- Other restorations/renovations, which meet HPC approval and the goals of revitalization, will be considered.

APPLICATION PROCESS

Applications will be coordinated by Mainstreet/DDA Executive Director. The DDA Board will review each application for final approval. The full process includes:

- The completed application
- Proof of certificate of appropriateness from historic preservation commission
- Code enforcement work permits (if applicable)
- On site restoration work
- Review/audit of finished work
- Provide copies of paid receipts to DDA within 30 days of completion
- Reimbursement of 50% for project expenses up to a maximum of \$1,500

APPLICATION FOR FACADE GRANT

NAME: CARLOS JIMENEZ

BUSINESS NAME: LE GABRIELLE of MONROE

BUSINESS ADDRESS: 125 N WAYNE St. MONROE, LA. 70655

ADDRESS OF PROJECT: SAME

TELEPHONE NUMBERS: 706 424 9032

EMAIL: carlos@legabrielle.us

Please attach a brief description of proposed work. (Note: to receive payment, project must be completed as described)

ESTIMATED COST: _____

GRANT MONEY APPLYING FOR: _____

ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

I understand that the incentive match must be used for the project described in this application and that the project must be fully completed before the payment will be considered.

SIGNATURE: CARLOS Jimenez

DATE: 01/26/24

Monroe DDA
P.O. Box 1249
Monroe, GA 30655
770-266-5331
sadielk@monroega.gov
www.MonroeDowntown.com

CHECKLIST

- Application is complete
- Project Description is attached
- Budget summary/cost estimate is attached
- Letter of consent from property owner (if leasing)
- Architectural sketch of proposed (if necessary)
- Photograph of building with existing conditions
- Paint and awning samples (if applicable)
- City permits applied for (if applicable)
- HPC approval

INEX SIGN SERVICE INC

752 B TUCKER RD
WINDER GA 30680

Office: 706-654-0013

INVOICE

16

DATE	INV #
11/20/2023	963

BILL TO:
Le Gabrielle Crepes & Waffles Carlos Jimenez 25 E Athens St Winder GA 30680

SHIP TO:
Le Gabrielle Crepes & Waffles Monroe 125 N Wayne St Monroe, GA 30655

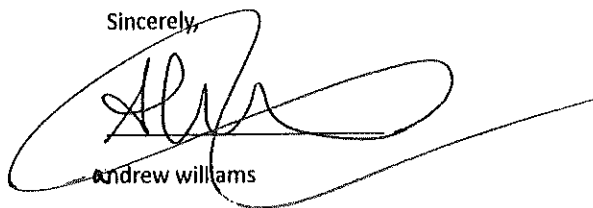
PLEASE REMIT PAYMENT TO: INEX SIGN SERVICE INC P.O. BOX 808 HOSCHTON, GA 30548	We appreciate your prompt payment!			
	P.O. #	TERMS	INSTALL DATE	LOCATION
	e-mail	Due on receipt	12/15/2023	Monroe, GA

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Scope of work: Fabrication and installation of metal canopy for building entrance Standard Eastern Metal interlock extrusion - welded Size: 8" face, 48" projection, 12 feet length with 3 tie arms Painted Mathews Satin black to include copy provided by customer Estimated Tax -- 7.0% (Material Only)----- Installation	1	3,990.00	3,990.00
	1	279.30	279.30
	1	800.00	800.00
Thank you for your business!!!			

GENERAL NOTES: *Initial terms for product orders: 50% deposit to begin work, 50% due on completion. *All estimates and quotes are valid for 30 days only. *Estimated lead time: See quote. *General sign components' warranty is one (1) year from date of installation. See quote for additional manufacturer's warranty on LEDs. *Credit card payments are subject to a processing fee of 3%. *Overdue invoices are subject to interest charge calculated at 10% monthly.	GRAND TOTAL	\$5,069.30
	Payments/Credits	\$0.00
	Balance Due	\$5,069.30

I, andrew williams(gen4 holdings), give le gabrielle permission to install their complete exterior sign package at 125 North Wayne Street Monroe, Ga 30655.

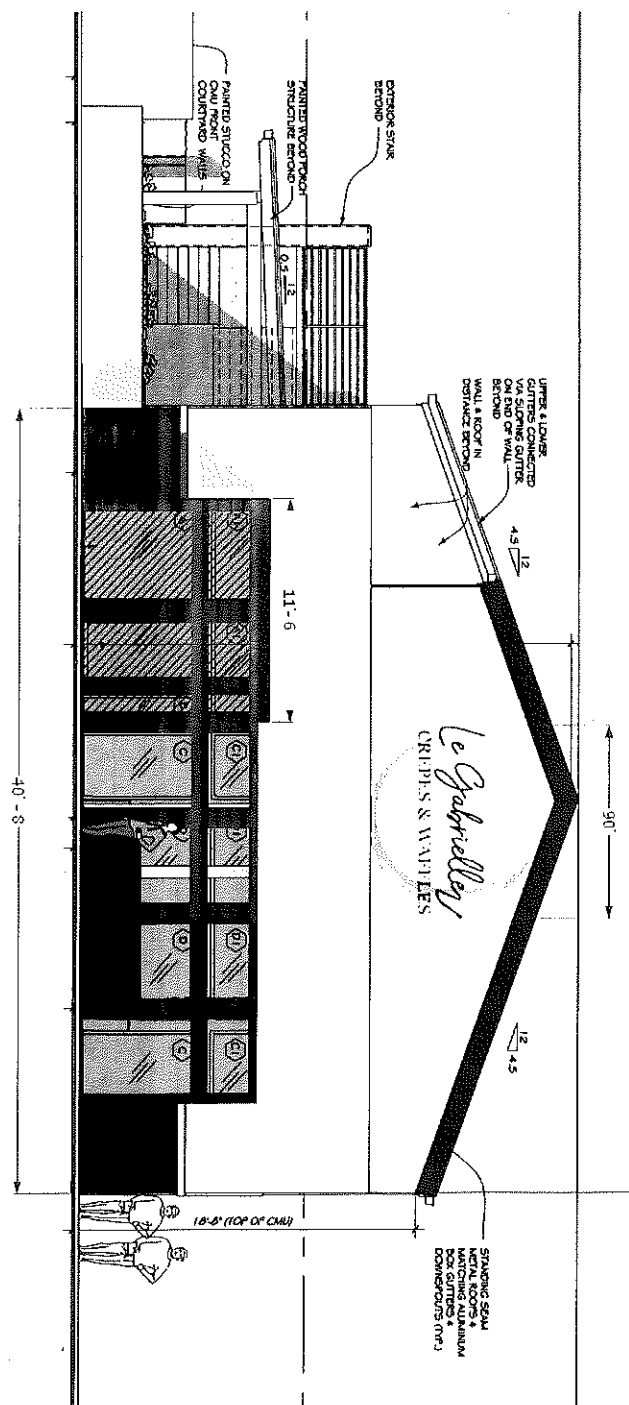
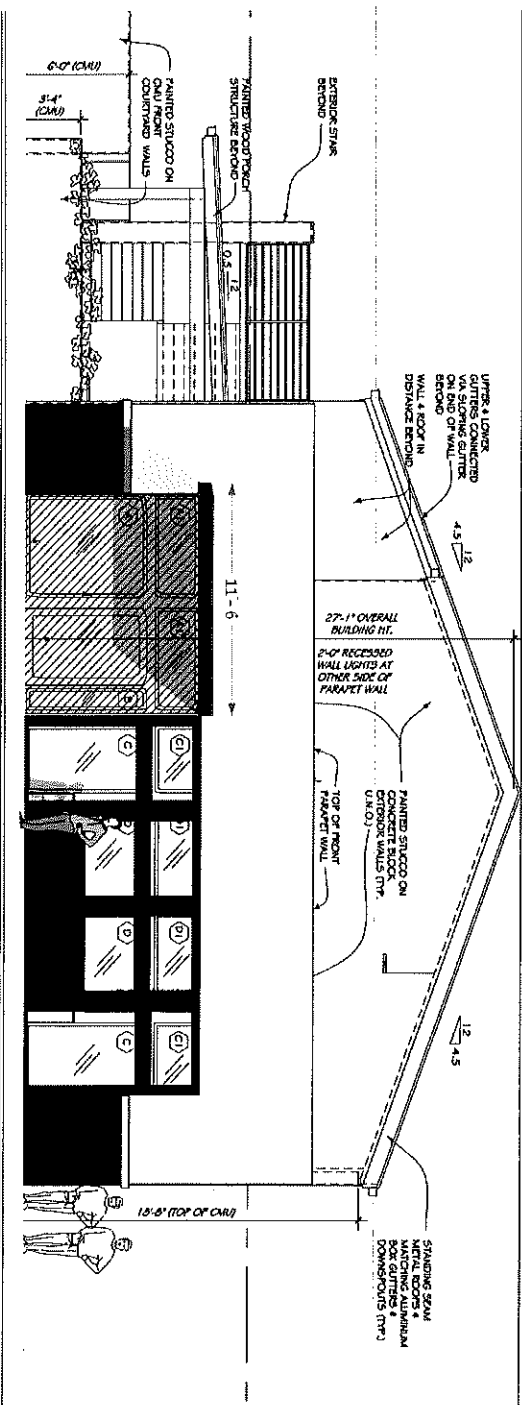
Sincerely,

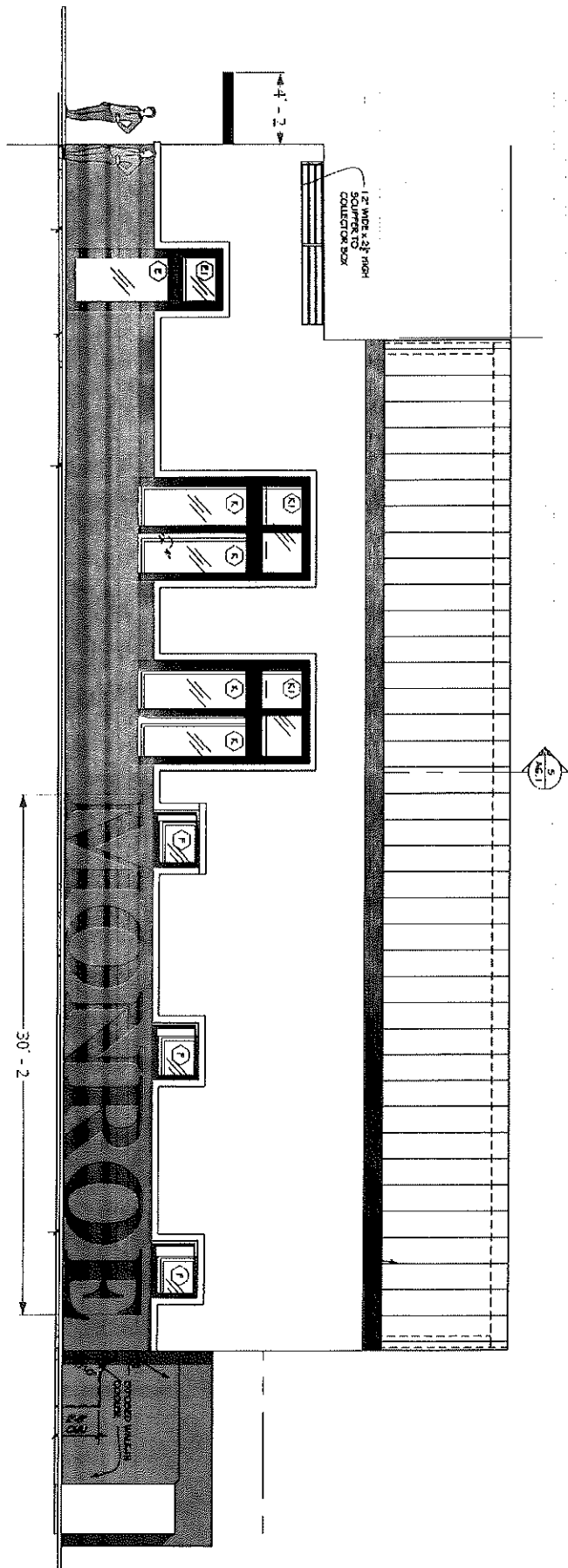
A handwritten signature in black ink, appearing to read 'Andrew Williams', is written over a horizontal line. The signature is stylized with a large loop at the end.

andrew williams









**INTERGOVERNMENTAL AGREEMENT CONCERNING
THE PURCHASE AND SALE OF 112 S. WAYNE STREET,
MONROE, GEORGIA 30655**

This Intergovernmental Agreement is made and entered into this ____ day of February, 2024 by and between the City of Monroe, Georgia, a duly incorporated municipality organized and operating under the laws of the State of Georgia (the “City” or “Purchaser”) and the Downtown Development Authority of the City of Monroe (the “DDA” or “Seller”) (the “Agreement”) (collectively hereinafter the “Parties”).

RECITALS

WHEREAS, the DDA previously acquired the properties commonly known as 112, 114, 118 South Wayne Street, Monroe, Georgia 30655, and 109 South Jackson Street, Monroe, Georgia, 30655 in 2021 and 2023. See Exhibit “A” for a more complete description of the Property. The Property having been combined into one parcel (Map/Parcel No.: M0140092) it is now known in its entirety as 112 S. Wayne Street, Monroe, Georgia 30655; and

WHEREAS, the DDA desires to sell the Property to the City for the general benefit and well-being of the public; and

WHEREAS, the City desires to purchase the Property for the general benefit and well-being of the public; and

WHEREAS, pursuant to O.C.G.A. § 36-42-8(a)(4), the DDA may acquire and dispose of real property of every kind and character, or any interest therein, in furtherance of the public purpose of the DDA; and

WHEREAS, pursuant to Section 1.03(d) of the City’s Charter, the City may acquire, dispose of, and hold in trust or otherwise any real, personal or mixed property in fee simple or lesser interest, inside or outside the county.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

TERMS OF AGREEMENT

The Property. The property which is the subject of this Agreement contains approximately 0.522 acres, more or less, of land situated in the City of Monroe, Walton County, Georgia, and is more particularly described by Exhibit "A" attached hereto and by this reference incorporated herein (the "Property").

Purchase Price. The purchase price for the Property shall be the total outstanding balance owed by the DDA to Synovus Bank which is approximately Two Hundred Forty-Five Thousand Seven Hundred Six and 39/100 Dollars (\$245,706.39) (the "Purchase Price"). The Purchase Price will be paid as follows: On the Closing Date (hereinafter defined), Purchaser shall pay the Purchase Price to the Seller by wire transfer or other immediately available funds.

Closing. The purchase and sale of the Property (the "Closing") shall be at the offices of Preston & Malcom, P.C., 110 Court Street, Monroe, Georgia 30655 ("Closing Agent"), on or before February 28, 2024 (the "Closing Date").

Closing Procedure. On the Closing Date, the Closing shall occur as follows, subject to satisfaction of all terms and conditions of this Agreement:

Purchaser's Closing Deliveries. On or before the Closing Date, Purchaser shall execute, deliver and provide to Closing Agent the following:

Purchase Price. The Purchase Price in immediately available funds.

Additional Documents. Any additional documents as may be reasonably required by Closing Agent to carry out the terms, covenants, conditions and intent of this Agreement including, without limitation, corporate organization and authority documents, broker lien waiver and a closing statement.

Seller's Closing Deliveries. On or before the Closing Date, Seller shall execute, deliver and provide to Closing Agent the following:

Limited Warranty Deed. A limited warranty deed executed and acknowledged by Seller conveying Seller's title to the Property, subject to any permitted exceptions.

Additional Documents. Any additional documents as may be reasonably required by Closing Agent to carry out the terms, covenants, conditions and intent of this Agreement including, without limitation, a quitclaim deed if specifically requested, a closing statement, owner's affidavit, broker lien waiver, non-foreign status affidavit, and affidavit of residency.

Possession. Seller shall deliver possession of the Property to Purchaser.

Closing Costs. Purchaser shall pay all costs of: (i) title examination, Title Commitment, title policies and related charges, (ii) all costs for Purchaser's inspections, (iii) Closing Agent's fees, and (iv) all other closing costs incurred by Purchaser.

Brokerage.

No Brokers. Purchaser and Seller represent to each other that neither party has engaged or used a real estate broker in connection with this transaction. Purchaser shall indemnify and hold Seller harmless against all liability, loss, cost, damage and expense (including, without limitation, attorney's fees and costs of litigation) Seller may suffer or incur because of any claim of any broker or agent, whether or not meritorious, for any fee, commission or other compensation with respect to the Closing contemplated herein. This provision shall survive the Closing or any termination of this Agreement.

General Provisions.

Time of Essence. Time is of the essence of each and every term, provision and covenant of this Agreement. The expiration of any period of time prescribed in this Agreement shall occur at 5:00 p.m. eastern of the last day of the period. Should any period of time specified herein end on a Saturday, Sunday or legal holiday, the period of time shall automatically be extended to 5:00 p.m. eastern of the next full business day. All periods of time shall be based on calendar days.

Governing Law. This Agreement is made and shall be construed under and in accordance with the laws of the State of Georgia.

Entire Agreement; Modification. This Agreement supersedes all prior discussions and agreements between Seller and Purchaser with respect to the Property and contains the sole and entire understanding between Seller and Purchaser with respect to the Property. All promises, inducements, offers, solicitations, agreements, commitments, representations, and warranties heretofore made between such parties are merged into this Agreement. This Agreement shall not be modified or amended in any respect except by written instrument executed by or on behalf of each of the parties to this Agreement.

Captions. All captions, headings, Section, and subsection numbers and letters and other reference numbers or letters are solely for the purpose of facilitating reference to this Agreement and shall not supplement, limit, or otherwise vary in any respect the text of this Agreement.

Counterparts. This Agreement may be executed in several counterparts, each of which shall constitute an original and all of which together shall constitute one and the same instrument.

Survival of Provisions. Unless otherwise expressly set forth herein, all covenants, warranties and agreements set forth in this Agreement shall be merged into the Deed and shall not survive the execution or delivery of any and all documents at any time executed or delivered under, pursuant to or by reason of this Agreement, and all monies paid under, pursuant to or by reason of this Agreement.

Severability. This Agreement is intended to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of the Agreement, or the application thereof to any person or circumstance, shall, for any reason and to any extent be invalid or unenforceable, the remainder of this Agreement and the application of

such provision to other persons or circumstances shall not be affected thereby but rather shall be enforced to the greatest extent permitted by law.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first hereinabove written.

CITY OF MONROE, GEORGIA

By: _____
John S. Howard
Mayor

Attest: _____
Name: _____
Title: _____

[SEAL]

DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF MONROE

By: _____

Attest: _____
Name: _____
Title: _____

[SEAL]

Kaitlyn Stubbs

From: Logan Propes
Sent: Monday, January 29, 2024 2:11 PM
To: Chris Bailey; Kaitlyn Stubbs
Subject: Fwd: Checking In

Let's revisit this in the February meeting.

Logan Propes
City Administrator
City of Monroe

Begin forwarded message:

From: Tracy Stuever <tracy@stueverstudios.com>
Date: January 29, 2024 at 12:30:44 PM EST
To: Main-Street <mainstreet@monroega.gov>
Subject: Checking In

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

I just tried emailing Leigh Ann and received an auto reply telling me to email this address. I asked her the following:

I ran into Erica this morning and she mentioned the downstairs tenants leases being terminated in March. I'm just making sure I didn't miss anything important ☺ Is my lease intact and safe for the time being?

Also wanted to make sure you have my updated mailing address:

34 Wrigley Ct
Hull, GA 30646

Sincerely,

Tracy Stuever
Owner, Stuever Studios
706-201-1777

Tracy Stuever
706-201-1777
mailing Address
34 Wrigley Ct
Hull, GA 30646