



Downtown Development Authority

AGENDA

Thursday, January 09, 2025

8:00 AM

City Hall

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF PREVIOUS MEETING MINUTES

- [1.](#) December 12, 2024 Minutes

IV. APPROVAL OF FINANCIAL STATEMENTS

- [2.](#) November Financials

V. PUBLIC FORUM

VI. CITY UPDATE

VII. COUNTY UPDATE

VIII. ECONOMIC DEVELOPMENT UPDATE

- [3.](#) Economic Development Report

IX. COMMUNITY WORK PLAN & REPORTS

X. Downtown Design

XI. Redevelopment Projects

XII. Entertainment Draws -

XIII. PROGRAMS

XIV. Farmers Market

XV. FUNDING

XVI. SPONSORSHIP

XVII. COMMUNITY EVENT GRANTS

XVIII. NEW BUSINESS

XIX. ANNOUNCEMENTS:

Next Meeting - February 13, 2025 at 8:00 am at City Hall.

XX. ADJOURN

CITY OF MONROE
DOWNTOWN DEVELOPMENT AUTHORITY
DECEMBER 12, 2024 - MINUTES DRAFT

The Downtown Development Authority met for their regularly scheduled meeting.

Those Present:	Lisa Reynolds Anderson	Chairman
	Meredith Malcom	Vice-Chairman absent
	Andrea Gray	Secretary absent
	Clayton Mathias	Board Member
	Whit Holder	Board Member arrived 8:24
	Lee Malcom	City Council Representative
	Chris Collin	Board Member
	Brittany Palazzo	Board Member

Those Absent: None

Staff Present: Chris Bailey, Brian Wilson, Beth Thompson, Laura Wilson, Kaitlin Stubbs, Sandy Daniels, Logan Propes, Les Russell, Laura-Beth Caudell

Visitors: None

- I. Call to Order - Chairman Anderson called the meeting to order 8:05am
 - A. Roll Call - Chairman Anderson noted that we do not have a quorum (a quorum was achieved at 8:24 a.m. with the arrival of Whit Holder)
 - B. Approval of Minutes from November 14, 2024
Motion to approve minutes as presented

Motion by Mathias, Seconded by Collin
Approved unanimously

- C. Approval of October Financial Statements
Motion to approve financial as presented

Motion by Collin, Seconded by Holder
Approved unanimously

II. Public Forum - none

III. City Report
 Logan Propes – working on the hotel RFP, should be posted next week but likely will not get much interest until the new year; next will have a rendering for Wayne Street and will get sent out for bids in first quarter 2025; Darrell McWaters/MFT Investments donated

108 acres to the city near Barrett St/S. Broad St./Alcovy/Second St. Eventually may create a city development authority to guide the development of the area; the proceeds will go back into a Trust for the city; the city would find a development partner; several years before any action taken on the property

Chris Bailey –appointments were renewed for three years (Brittany, Chris, Meredith); Lumpkin/Highland Tap grant will start in the new year

IV. County Report - none

V. Economic Development Update

- A. Almost done with the hotel RFP; great growth on the Facebook page-up over 100 followers; three new businesses in DDA and six businesses closed – number is larger because of renewal season

VI. Community Work Plan & Report

- A. Downtown Design – Brittany met with mural person usual price is \$30/sq and the wall (Spring St near Quality Foods) is over 2000 sq ft - \$80k – would like the city wash and prime the wall; maybe have her lead the project and then have local art students work with her; maybe find a smaller wall that fits the \$10k budget; discussion continued about design themes

- B. Redevelopment – none

- C. Entertainment – Sandy Daniels – shared the 2025 projected calendar and Market calendar; Sandy and Laura-Beth have not completed a full year of events, going to focus on promoting downtown businesses during large events and smaller events to help businesses – introduced a quarterly second Saturday shop small; looking to draw back on the holiday Thursday events – hoping to have the nights take off on their own – encourage small businesses to participate and promote themselves- lots of positive effect on restaurants but maybe hurting shops – discussion of how the Candlelight nights will continue in the future; will discuss in the January merchant meeting; goal to get the printed 2025 calendar in the shops by Christmas; Farm to Table is coming back; thank you for everyone who helped with the parade (numbers were down a bit because of the cold 18,700 plus a bit; clean-up was done by 11pm instead of usual 1am)

VII. Programs

- A. Farmers Market – Sandy Daniels – will have artisans once a month but will keep the core of the market food; lots of events this Saturday- Santa/Grinch/Tour of Homes; DOM; Audrey will be staying on with the Market and the goal is to keep enhancing the Market; look to Athens as inspiration

VIII. Funding

- A. Sponsorship – Sandy Daniels – for the year, lots have renewed for next year at a larger amount; please reach out to your contacts to encourage concepts; 2022 and 2023 data used to project attendance in downtown to over a million visitors; fully expect to hit the goal of \$100k
- B. No grants this month facade or community – none

IX. New Business

- A. 118 W. Spring St. - Logan Propes – met with Meredith and Arnold Properties; likely built in 1857 which would make it the oldest brick structure in Monroe, former City Hall and Fire Station; City does not have the funds to redevelop; Arnold Properties is open to redevelopment; lots of errors in the title chain – sitting with a new lawyer in Atlanta to investigate; would DDA take the lead to get the title cleared? Arnold Properties is trying to get rid of their commercial portfolio; if it is not fixed, it will fall in on itself; likely no less than \$30-40k to get the title fixed; discussion continued about Arnold Properties selling the property to the City; Arnold Properties would be willing to give us the whole file if we want to switch attorneys; once the title is cleaned up it could be redeveloped in a similar way as the Ford Building; Logan will circle back with Arnold Properties; will have to work with Beth on a budget amendment

X. Announcements

- A. Next meeting December 12th - 8am

XI. Adjourn – 9:10

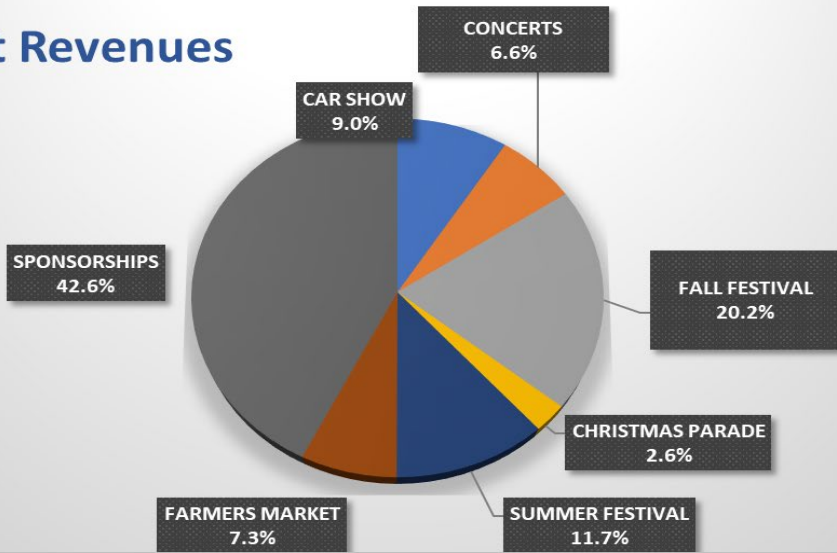
Motion by Colin, Seconded by Holder
Approved unanimously

MainStreet

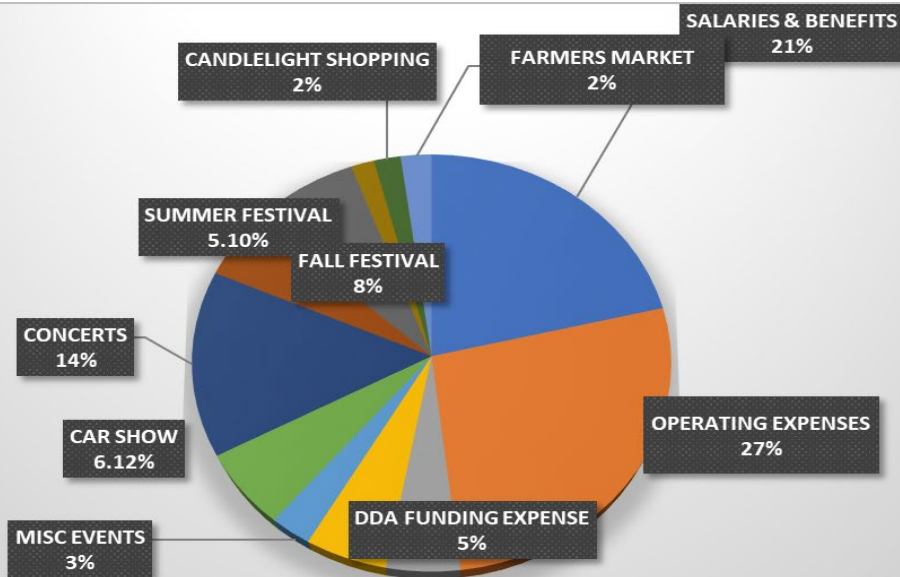
November 2024

	<u>MTD</u>	<u>YTD</u>
Revenue	9,576	188,313
Expense	27,553	357,190
<u>Profit/(Loss)</u>	<u>(17,977)</u>	<u>(168,877)</u>

MainStreet Revenues



MainStreet Expenses





Monroe, GA

Budget Report

Account Summary

For Fiscal: 2024 Period Ending: 11/30/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (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	8,000.00	0.00	12,370.51	4,370.51 154.63 %
100-7521-347304	FALL FESTIVAL	20,000.00	20,000.00	5,660.11	38,004.96	18,004.96 190.02 %
100-7521-347305	CHRISTMAS PARADE	5,000.00	5,000.00	1,365.00	4,900.00	-100.00 2.00 %
100-7521-347306	FARM TO TABLE	15,000.00	0.00	0.00	0.00	0.00 0.00 %
100-7521-347307	CANDLELIGHT SHOPPING	2,000.00	2,000.00	0.00	0.00	-2,000.00 100.00 %
100-7521-347308	SUMMER FESTIVAL	0.00	22,000.00	0.00	22,021.55	21.55 100.10 %
100-7521-347903	FARMERS MARKET	14,000.00	14,000.00	301.07	13,831.40	-168.60 1.20 %
100-7521-371000	SPONSORSHIPS	80,000.00	80,000.00	2,250.00	80,204.25	204.25 100.26 %
	DEPT: 7521 - MAINSTREET Total:	155,500.00	164,500.00	9,576.18	188,313.43	23,813.43 14.48%
	Revenue Total:	155,500.00	164,500.00	9,576.18	188,313.43	23,813.43 14.48%
Expense						
DEPT: 7521 - MAINSTREET						
100-7521-511100	REGULAR SALARIES	60,841.00	60,841.00	4,846.16	54,586.72	6,254.28 10.28 %
100-7521-511200	PART TIME/TEMPORARY SALARIES	0.00	0.00	0.00	394.85	-394.85 0.00 %
100-7521-512100	GROUP INS	11,000.00	11,000.00	1,522.98	16,092.40	-5,092.40 -46.29 %
100-7521-512200	SOCIAL SECURITY	3,772.00	3,772.00	293.30	3,333.50	438.50 11.63 %
100-7521-512300	MEDICARE	882.00	882.00	68.60	779.59	102.41 11.61 %
100-7521-512400	GMEBS-RETIREMENT CONTRIBUTI...	7,245.00	7,245.00	627.19	6,899.09	345.91 4.77 %
100-7521-512910	MEDICAL EXAMS	25.00	25.00	32.19	32.19	-7.19 -28.76 %
100-7521-512915	EMPLOYEE ASSISTANCE PROGRAM	10.00	10.00	0.00	27.31	-17.31 -173.10 %
100-7521-512916	WALTON ATHLETIC MEMBERSHIP	110.00	110.00	0.00	90.20	19.80 18.00 %
100-7521-521200	PROFESSIONAL SERVICES	2,500.00	2,500.00	0.00	1,246.34	1,253.66 50.15 %
100-7521-521201	I/T SVCS - WEB DESIGN, ETC	250.00	250.00	500.00	613.71	-363.71 -145.48 %
100-7521-522140	LAWN CARE & MAINTENANCE	5,000.00	5,000.00	0.00	502.73	4,497.27 89.95 %
100-7521-522145	HOLIDAY EVENTS	20,000.00	20,000.00	0.00	20,826.27	-826.27 -4.13 %
100-7521-522208	MAINTENANCE CONTRACTS	1,750.00	1,750.00	113.78	1,412.66	337.34 19.28 %
100-7521-522322	EQUIPMENT RENTAL	0.00	0.00	9.21	69.28	-69.28 0.00 %
100-7521-523200	COMMUNICATION SERVICES	500.00	500.00	0.00	768.27	-268.27 -53.65 %
100-7521-523210	POSTAGE	100.00	100.00	5.25	110.70	-10.70 -10.70 %
100-7521-523300	ADVERTISING	10,000.00	10,000.00	1,197.70	12,362.28	-2,362.28 -23.62 %
100-7521-523301	MISC EVENTS	3,000.00	3,000.00	4,751.00	10,541.13	-7,541.13 -251.37 %
100-7521-523303	FARMERS MKT-GIFT CERTS	50.00	50.00	0.00	130.00	-80.00 -160.00 %
100-7521-523304	FARMERS MKT-SR BUCKS	600.00	600.00	0.00	565.00	35.00 5.83 %
100-7521-523305	FARMERS MKT-EBT TOKENS	500.00	500.00	0.00	101.00	399.00 79.80 %
100-7521-523306	FARMERS MKT-ENTERTAINMENT	600.00	600.00	323.53	1,651.86	-1,051.86 -175.31 %
100-7521-523310	MARKETING EXPENSES	2,000.00	2,000.00	0.00	765.02	1,234.98 61.75 %
100-7521-523400	PRINTING	1,000.00	1,000.00	0.00	8,141.30	-7,141.30 -714.13 %
100-7521-523510	TRAVEL EXPENSE	6,500.00	6,500.00	207.43	2,087.66	4,412.34 67.88 %
100-7521-523600	DUES/FEES	1,000.00	1,000.00	17.99	2,927.08	-1,927.08 -192.71 %
100-7521-523700	TRAINING & EDUCATION	2,500.00	2,500.00	0.00	1,801.28	698.72 27.95 %
100-7521-523850	CONTRACT LABOR	11,000.00	11,000.00	2,516.00	33,618.24	-22,618.24 -205.62 %
100-7521-531100	OFFICE SUPPLIES & EXPENSES	1,500.00	1,500.00	338.42	3,841.41	-2,341.41 -156.09 %
100-7521-531102	FURNITURE <5,000	0.00	0.00	0.00	2,258.41	-2,258.41 0.00 %
100-7521-531110	SPONSORSHIPS/DONATIONS	500.00	500.00	0.00	300.00	200.00 40.00 %
100-7521-531119	UNIFORM EXPENSE	0.00	0.00	0.00	325.20	-325.20 0.00 %
100-7521-531121	COMPUTER EQUIP NON-CAPITAL	1,000.00	1,000.00	0.00	92.46	907.54 90.75 %
100-7521-531175	FARMERS MARKET EXP	1,500.00	1,500.00	84.79	5,829.75	-4,329.75 -288.65 %
100-7521-531177	CAR SHOW EXP	8,000.00	8,000.00	0.00	23,685.80	-15,685.80 -196.07 %
100-7521-531178	CONCERT EXP	50,000.00	50,000.00	0.00	55,755.65	-5,755.65 -11.51 %

Budget Report

For Fiscal: 2024 Period Ending: 11/30/24

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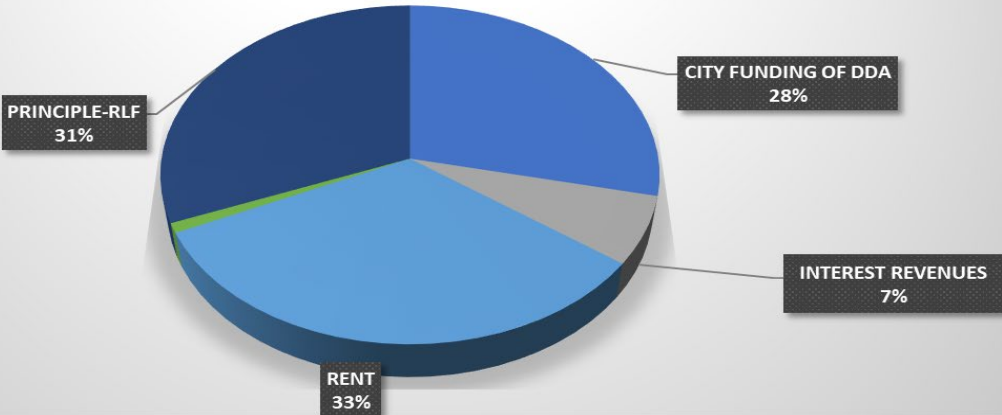
		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
100-7521-531179	SUMMER FESTIVAL EXP	5,000.00	5,000.00	0.00	19,742.52	-14,742.52	-294.85 %
100-7521-531180	FALL FESTIVAL EXP	15,000.00	15,000.00	2,347.49	29,616.03	-14,616.03	-97.44 %
100-7521-531181	CHRISTMAS PARADE EXP	19,000.00	19,000.00	5,328.25	6,266.25	12,733.75	67.02 %
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	2,321.19	7,194.35	5.65	0.08 %
100-7521-531300	FOOD	1,000.00	1,000.00	3.20	3.93	996.07	99.61 %
DEPT: 7521 - MAINSTREET Total:		265,935.00	265,935.00	27,455.65	337,389.42	-71,454.42	-26.87%
DEPT: 7550 - DOWNTOWN DEVELOPMENT							
100-7550-523101	GENERAL LIABILITY INSURANCE	1,408.00	1,408.00	97.50	1,050.72	357.28	25.38 %
100-7550-572030	DOWNTOWN DEVELOPMENT	25,000.00	25,000.00	0.00	18,750.00	6,250.00	25.00 %
DEPT: 7550 - DOWNTOWN DEVELOPMENT Total:		26,408.00	26,408.00	97.50	19,800.72	6,607.28	25.02%
Expense Total:		292,343.00	292,343.00	27,553.15	357,190.14	-64,847.14	-22.18%
Report Surplus (Deficit):		-136,843.00	-127,843.00	-17,976.97	-168,876.71	-41,033.71	-32.10%

DOWNTOWN DEVELOPMENT AUTHORITY

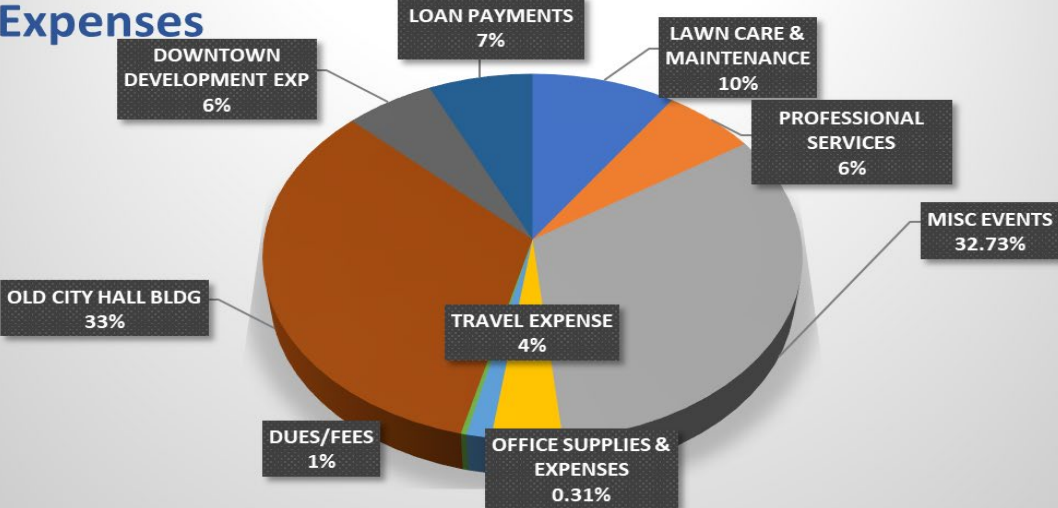
November 2024

	<u>MTD</u>	<u>YTD</u>
Revenue	2,749	65,780
Expense	1,176	41,226
<u>Profit/(Loss)</u>	<u>1,574</u>	<u>24,554</u>

DDA Revenues



DDA Expenses



DDA Income Statement

Account Summary

For Fiscal: 2024 Period Ending: 11/30/2024



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	18,750.00	6,250.00
002-7550-361000	INTEREST REVENUES	150.00	150.00	7.37	79.13	70.87
002-7550-361002	INTEREST-REVOLVING LOAN FUND	5,000.00	5,000.00	369.00	4,229.57	770.43
002-7550-381011	RENTAL - 227 S BROAD	6,000.00	6,000.00	500.00	21,683.33	-15,683.33
002-7550-389000	OTHER	0.00	0.00	0.00	608.09	-608.09
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	21,500.00	21,500.00	1,872.78	20,430.01	1,069.99
	Revenue Total:	57,650.00	57,650.00	2,749.15	65,780.13	
Expense						
002-7550-521200	PROFESSIONAL SERVICES	0.00	3,500.00	0.00	2,550.00	950.00
002-7550-522140	LAWN CARE & MAINTENANCE	0.00	4,000.00	0.00	3,900.00	100.00
002-7550-523301	MISC EVENTS	0.00	14,000.00	0.00	13,492.61	507.39
002-7550-523510	TRAVEL EXPENSE	0.00	0.00	0.00	1,591.48	-1,591.48
002-7550-523600	DUES/FEES	200.00	200.00	48.57	554.58	-354.58
002-7550-531100	OFFICE SUPPLIES & EXPENSES	0.00	0.00	0.00	126.65	-126.65
002-7550-531203	OLD CITY HALL BLDG	15,000.00	15,000.00	1,126.96	13,761.24	1,238.76
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	24,900.00	3,400.00	0.00	2,420.55	979.45
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	1,175.53	41,226.27	
	Total Surplus (Deficit):	0.00	0.00	1,573.62	24,553.86	



Monroe, GA

Trial Balance Account Summary

Date Range: 11/01/2024 - 11/30/2024

Account	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Ending Balance
Fund: 002 - DOWNTOWN DEV FUND						
Asset						
002-111104	DDA SYNOVUS	369,953.71	8,309.83	9,612.71	-1,302.88	368,650.83
002-111108	DOWNTOWN DOLLARS SYNOVUS	20,140.04	252.64	530.00	-277.36	19,862.68
002-111111	DDA LOAN CHECKING-AF	40,426.05	3.32	0.00	3.32	40,429.37
002-111145	RDF - SYNOVUS	500.00	0.00	0.00	0.00	500.00
002-111151	RLF - SYNOVUS	161,974.86	2,244.19	0.00	2,244.19	164,219.05
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	0.00	2,241.78	2,241.78	0.00	0.00
002-121104	ACCTS PAYABLE-DOWNTOWN DOLLARS	-9,239.07	530.00	251.00	279.00	-8,960.07
Liability						
002-121100	ACCOUNTS PAYABLE	-5,705.58	8,236.18	7,608.83	627.35	-5,078.23
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	-18,750.00	0.00	0.00	0.00	-18,750.00
002-7550-361000	INTEREST REVENUES	-71.76	0.00	7.37	-7.37	-79.13
002-7550-361002	INTEREST-REVOLVING LOAN FUND	-3,860.57	0.00	369.00	-369.00	-4,229.57
002-7550-381011	RENTAL - 227 S BROAD	-21,183.33	0.00	500.00	-500.00	-21,683.33
002-7550-389000	OTHER	-608.09	0.00	0.00	0.00	-608.09
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	-18,557.23	0.00	1,872.78	-1,872.78	-20,430.01
Expense						
002-7550-521200	PROFESSIONAL SERVICES	2,550.00	0.00	0.00	0.00	2,550.00
002-7550-522140	LAWN CARE & MAINTENANCE	3,900.00	0.00	0.00	0.00	3,900.00
002-7550-523301	MISC EVENTS	13,492.61	0.00	0.00	0.00	13,492.61
002-7550-523510	TRAVEL EXPENSE	1,591.48	0.00	0.00	0.00	1,591.48
002-7550-523600	DUES/FEES	506.01	48.57	0.00	48.57	554.58
002-7550-531100	OFFICE SUPPLIES & EXPENSES	126.65	0.00	0.00	0.00	126.65
002-7550-531203	OLD CITY HALL BLDG	12,634.28	1,126.96	0.00	1,126.96	13,761.24
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	2,420.55	0.00	0.00	0.00	2,420.55
002-7550-573000	LOAN PAYMENTS	2,829.16	0.00	0.00	0.00	2,829.16
Fund 002 Total:		0.00	22,993.47	22,993.47	0.00	0.00
Report Total:		0.00	22,993.47	22,993.47	0.00	0.00

Detail Report Account Detail

Date Range: 11/01/2024 - 11/30/2024



Monroe, GA

Account	Name					Beginning Balance	Total Activity	Ending Balance
Revenue								
002-7550-361000	INTEREST REVENUES					-71.76	-7.37	-79.13
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2024	BRPKT01938	Revolving Loan Fundl...		INTEREST			-2.41	-74.17
11/30/2024	BRPKT01947	DDA DOWNTOWN DO...		Nov 2024 Interest			-1.64	-75.81
11/30/2024	BRPKT01948	DDA LOAN ACCTNov 2...		Nov 2024 Interest			-3.32	-79.13
002-7550-361002	INTEREST-REVOLVING LOAN FUND					-3,860.57	-369.00	-4,229.57
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/18/2024	ARPKT02550	Invoice Packet ARPKT...		11/18/24 AR CT RLF			-369.00	-4,229.57
002-7550-381011	RENTAL - 227 S BROAD					-21,183.33	-500.00	-21,683.33
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/07/2024	CLPKT09805	R00709984		MONROE MUSEUM RENT			-500.00	-21,683.33
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND					-18,557.23	-1,872.78	-20,430.01
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/18/2024	ARPKT02550	Invoice Packet ARPKT...		11/18/24 AR CT RLF			-1,872.78	-20,430.01
Total Revenue:						Beginning Balance: -43,672.89	Total Activity: -2,749.15	Ending Balance: -46,422.04
Expense								
002-7550-523600	DUES/FEES					506.01	48.57	554.58
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/30/2024	BRPKT01950	DDA SYNOVUSNOV 20...		NOV 2024 BANK FEE			48.57	554.58
002-7550-531203	OLD CITY HALL BLDG					12,634.28	1,126.96	13,761.24
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/14/2024	GLPKT65278	JN12329		UTILITIES OLD CITY HALL			1,126.96	13,761.24
Total Expense:						Beginning Balance: 13,140.29	Total Activity: 1,175.53	Ending Balance: 14,315.82
Grand Totals:						Beginning Balance: -30,532.60	Total Activity: -1,573.62	Ending Balance: -32,106.22

GL Entries – 175

Business License Additions – 4 –

Number of Employees - 10 - DDA - 8

- Trinity Brothers Auto Sales – 333 Alcovy St, Ste 7P
- Willfully Guided Co Boots & Western Apparel – 116 S Broad St (DDA)
- Elixir Brew Co – 123 N Lumpkin St (DDA)
- Thai Won On – 129 N Wayne St (DDA)

Business License Deletions – 12 –

Number of Employees - 30 - DDA – 11

- Allegiance Imaging & Radiology – 333 Alcovy St, Ste 9
- Craftsman Deck Builders – 248 N Broad St (DDA)
- Atlanta Supercars – 333 Alcovy St, Ste 8B
- The Loft in Monroe – 113 N Broad St (DDA)
- Affluence Auto Sales – 333 Alcovy St, Ste 7L
- Proshield Roofing – 426 W Highland Ave, Ste C
- GA Center for Neuronutrition – 320 S Madison Ave (DDA)
- Orion and Company – 127.5 N Broad St, Ste 3&4 (DDA)
- Barkleys Boutique – 503 E Spring St
- Rainbow USA – 766 W Spring St
- Carter Watkins Associates – 140 E Washington St (DDA)
- JL Management – 141 N Midland Ave (DDA)

Balancing monthly reports:

- New Business License Apps
- Business License Renewals
- Alcohol Renewals
- Alcohol Excise Reports
- Taking credit card payments over the phone
- Receipting miscellaneous money
- Checking turn on list from utilities
- Updating spreadsheets regarding business licenses, number of employees, E-Verify #'s etc.
- Applications for PTVR registrations and renewals