



## **Downtown Development Authority**

### **AGENDA**

**Thursday, December 09, 2021**

**8:00 AM**

**City Hall - 215 N. Broad Street**

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#### **CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF PREVIOUS MEETING MINUTES**

**1. DDA November Minutes**

**APPROVAL OF FINANCIAL STATEMENTS**

**2. DDA October Financials**

#### **PUBLIC FORUM**

#### **CITY UPDATE**

#### **COUNTY UPDATE**

#### **COMMUNITY WORK PLAN &REPORTS**

**Existing Environment -**

**Infill Development -**

**Entertainment Draws -**

#### **PROGRAMS**

**Farmers Market**

#### **FUNDING**

**SPONSORSHIP**

**FACADE GRANTS**

**COMMUNITY EVENT GRANTS**

**NEW BUSINESS**

**ANNOUNCEMENTS:**

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

**ADJOURN**



## **Downtown Development Authority**

### **MINUTES**

**Thursday, November 11, 2021**

**8:00 AM**

**City Hall - 215 N. Broad Street**

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#### **CALL TO ORDER**

Meeting called to order at 8:01 am.

#### **ROLL CALL**

##### **PRESENT**

Chairman Lisa Anderson  
Vice Chair Meredith Malcom  
Board Member Whit Holder  
Board Member Charles Sanders  
City Council Representative Ross Bradley  
Board Member Chris Collin

##### **ABSENT**

Secretary Andrea Gray  
Board Member Wesley Sisk

##### **CITY STAFF**

Sadie Krawczyk  
Leigh Ann Aldridge  
Les Russell  
John Howard

#### **APPROVAL OF PREVIOUS MEETING MINUTES**

. DDA October Minutes

Approved. Motion made by Board Member Sanders, Seconded by Vice Chair Malcom.  
Voting Yea: Chairman Anderson, Vice Chair Malcom, Board Member Holder, Board Member

Sanders, Board Member Collin

**APPROVAL OF FINANCIAL STATEMENTS**

. DDA September Financials

Approved. Motion made by Board Member Holder, Seconded by Vice Chair Malcom.  
Voting Yea: Chairman Anderson, Vice Chair Malcom, Board Member Holder, Board Member Sanders, Board Member Collin

**PUBLIC FORUM**

None.

**CITY UPDATE**

New board member will be appointed in December by City Council.

Blaine Station PCD approved by council this month; Monroe Police Dept. is offering a Personal Safety Class for downtown businesses this Saturday from 8-10 am; 2 juveniles have been charged with damages to the Visitors Center and restitution will be paid. Code text amendment removed the minimum acreage requirement from Planned Districts.

**COUNTY UPDATE**

None.

**COMMUNITY WORK PLAN &REPORTS**

**Existing Environment -**

**Infill Development - closed on 109 S. Jackson Street purchase**

The Milner-Aycock building RFP period ends on 11/15, but there is significant damage in the building from a water leak.

The board moved to extend the contract period on the purchase of 112, 114, and 118 S. Wayne Street properties to April 30, 2022. Motion made by Board Member Collin, Seconded by Vice Chair Malcom.

Voting Yea: Chairman Anderson, Vice Chair Malcom, Board Member Holder, Board Member Sanders, City Council Representative Bradley, Board Member Collin

**Entertainment Draws -**

Light Up the Night was successful last week; Bicentennial events will be happening at the end of the month; Candlelight Shopping evenings are coming up as well.

**PROGRAMS**

## **Events**

**Downtown Design - pocket park work**

**Farmers Market - completed season, pop-up markets during candlelight shopping; Farm to Table on 11/7**

## **FUNDING**

**SPONSORSHIP - end of year thank yous**

T-Mobile has come on as a sponsor. End of year thank you gifts were discussed. The board tasked staff with pairing something sweet from a local vendor with a Bicentennial ornament for end-of-year sponsor gifts.

**FACADE GRANTS - none.**

**COMMUNITY EVENT GRANTS - none.**

## **NEW BUSINESS**

John Davis presentation in December.

## **ANNOUNCEMENTS:**

Next meeting scheduled, December 12th, at 8:00 am at Monroe City Hall

Next month's meeting will be on December 9th.

## **ADJOURN**

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

## Profit &amp; Loss

January through October 2021

	<u>Jan - Oct 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
389003 · Principle-Revolving Loan Fund	17,477.41
361002 · Interest-Revolving Loan Fund	4,940.39
347903 · Farmers Market Revenue	
Farmers Market Fees	
Vendor Fee	3,516.09
Farmers Market Fees - Other	4,377.90
<b>Total Farmers Market Fees</b>	<u>7,893.99</u>
sales	684.00
347903 · Farmers Market Revenue - Other	9,495.60
<b>Total 347903 · Farmers Market Revenue</b>	<u>18,073.59</u>
347300 · Event Fees/Revenue	28,557.32
334000 · Grants - State	500.00
336100 · City Funding	18,750.00
361000 · Interest Income	98.18
371000 · Memberships & Contributions	26,059.68
389000 · Other Misc. Revenue	243,150.00
<b>Total Income</b>	<u>357,606.57</u>
<b>Expense</b>	
572030 · Downtown Development	118,972.45
531175 · Farmers Mkt Gen Expenses	407.46
523306 · Farmers Mkt-Entertainment	700.00
523305 · Farmers Mkt-EBT Tokens	1,492.00
523304 · Farmers Mkt-SR BUCKS	-31.00
523303 · Farmers Mkt-Gift Certs	96.00
523301 · Event Expenses	8,925.67
523850 · Contract Labor	8,500.00
523500 · Dues and Subscriptions	120.00
531600 · Equipment <\$5000	3,171.35
531100 · Office Operations	2,313.58
521200 · Professional Fees	750.00
523300 · Advertising	1,500.00
523700 · Training & Education	2,500.00
531203 · Old City Hall	
531203D · Pest Control	120.00
531203U · Utilities	14,238.81
<b>Total 531203 · Old City Hall</b>	<u>14,358.81</u>
<b>Total Expense</b>	<u>163,776.32</u>
<b>Net Ordinary Income</b>	<u>193,830.25</u>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	27,400.00
<b>Total Other Income</b>	<u>27,400.00</u>
<b>Net Other Income</b>	<u>27,400.00</u>
<b>Net Income</b>	<u><u>221,230.25</u></u>

**Balance Sheet**

As of October 31, 2021

	<u>Oct 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
111151 · SYNOVUS-Revolving Loan Fund	78,973.94
111145 · RDF Checking Account	500.00
111108 · Synovus 205-495-003-6	28,660.26
111111 · Synovus 100-097-081-2	219,799.71
111100 · General Fund Checking	134,815.55
<b>Total Checking/Savings</b>	<u>462,749.46</u>
<b>Accounts Receivable</b>	
111901 · Grant Receivable	2,241.78
<b>Total Accounts Receivable</b>	<u>2,241.78</u>
<b>Total Current Assets</b>	<u>464,991.24</u>
<b>TOTAL ASSETS</b>	<u><b>464,991.24</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
121104 · Accts. Payable - DT Dollars	5,612.66
<b>Total Other Current Liabilities</b>	<u>5,612.66</u>
<b>Total Current Liabilities</b>	<u>5,612.66</u>
<b>Total Liabilities</b>	5,612.66
<b>Equity</b>	
134220 · Fund Balance Unreserved	238,148.33
Net Income	221,230.25
<b>Total Equity</b>	<u>459,378.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>464,991.24</b></u>

## Profit &amp; Loss

October 2021

	<u>Oct 21</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
389003 · Principle-Revolving Loan Fund	1,760.87
361002 · Interest-Revolving Loan Fund	480.91
347903 · Farmers Market Revenue	
Farmers Market Fees	535.00
347903 · Farmers Market Revenue - Other	1,105.98
<b>Total 347903 · Farmers Market Revenue</b>	<u>1,640.98</u>
347300 · Event Fees/Revenue	23,783.32
361000 · Interest Income	11.75
371000 · Memberships & Contributions	3,882.29
389000 · Other Misc. Revenue	242,500.00
<b>Total Income</b>	<u>274,060.12</u>
<b>Expense</b>	
572030 · Downtown Development	93,063.79
523306 · Farmers Mkt-Entertainment	105.00
523305 · Farmers Mkt-EBT Tokens	412.00
523301 · Event Expenses	6,292.66
523850 · Contract Labor	900.00
531100 · Office Operations	1,965.57
523700 · Training & Education	2,500.00
531203 · Old City Hall	
531203U · Utilities	1,480.92
<b>Total 531203 · Old City Hall</b>	<u>1,480.92</u>
<b>Total Expense</b>	<u>106,719.94</u>
<b>Net Ordinary Income</b>	167,340.18
<b>Other Income/Expense</b>	
<b>Other Income</b>	
381011 · Rent Received - 227 S. Broad St	2,700.00
<b>Total Other Income</b>	<u>2,700.00</u>
<b>Net Other Income</b>	<u>2,700.00</u>
<b>Net Income</b>	<u><u>170,040.18</u></u>