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

AGENDA

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- 1. Roll Call
- 2. Approval of Previous Meeting Minutes
 - a. March 14, 2024 Minutes
- 3. Approval of Financial Statements
 - **a.** February 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. Business Owners Banquet

IX. ANNOUNCEMENTS

1. Next Meeting - May 9, 2024 at 8:00 am at City Hall

X. ADJOURN

CITY OF MONROE DOWNTOWN DEVELOPMENT AUTHORITY MARCH 14, 2024 – 8:00 A.M.

The Downtown Development Authority met for their regular meeting.

Those Present: Lisa Reynolds Anderson Chairman

Meredith Malcom Vice-Chairman

Andrea Gray Secretary

Whit Holder Board Member Chris Collin Board Member Clayton Mathias Board Member

Those Absent: Brittany Palazzo Board Member

Lee Malcom City Council Representative

Staff Present: Sandy Daniels, Laura Beth Caudell, Logan Propes, Beth Thompson, Beverly

Harrison, Chris Bailey, Kaitlyn Stubbs, Dwayne Day, Les Russell, John

Howard

Visitors: Audrey Fuller, Julie Treadwell

I. CALL TO ORDER

1. Roll Call

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

2. Approval of Previous Meeting Minutes

a. February 8, 2024 Minutes

To approve the minutes as presented.

Motion by Holder, seconded by Gray. Passed Unanimously

3. Approval of Financial Statements

a. January Financials

To approve the January 2024 Financials.

Motion by Malcom, seconded by Collin. Passed Unanimously

II. PUBLIC FORUM

There were no public comments.

III. CITY UPDATE

City Administrator Logan Propes stated the update will be covered in Section V. The Wayne Street Parking Project is currently under design.

IV. COUNTY UPDATE

There was no update from the County.

The Committee and Mr. Propes discussed parking on Court Street and on Spring Street in front of the County building.

V. COMMUNITY WORK PLAN & REPORTS

1. Downtown Design

City Administrator Logan Propes stated the Wayne Street Parking Project is currently under design. They want to preserve the large tree.

2. Redevelopment Projects

City Administrator Logan Propes explained Ms. Sadie Krawczyk will be used as a contractor for Chad Draper on the old Ford Building RLF Project. Mr. Draper already has preclearance from DCA. He is also making progress on the Milner Aycock Building.

3. Entertainment Draws

The Committee, Mr. Bailey, and Mr. Propes discussed the logistics of the Car Show. There are 164 preregistrations.

Mr. Bailey stated the ribbon cutting for the Town Green will be on April 18.

Ms. Sandy Daniels discussed the Blooms Festival, which will be in June.

VI. PROGRAMS

1. Farmers Market

Ms. Audry Fuller explained the board had a four-hour meeting; there are 79 vendors and the denied are on a wait list.

VII. FUNDING

1. Sponsorship

Sandy Daniels will put a list together and send it out.

2. Community Event Grants

There were no community event grants.

VIII. NEW BUSINESS

1. Officer Appointments / Elections

To appoint Lisa Reynolds as Chairman, Meredith Malcom as Vice-Chairman, and Andrea Gray as Secretary.

Motion by Collin, seconded by Mathias. Passed Unanimously

IX. ANNOUNCEMENTS

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

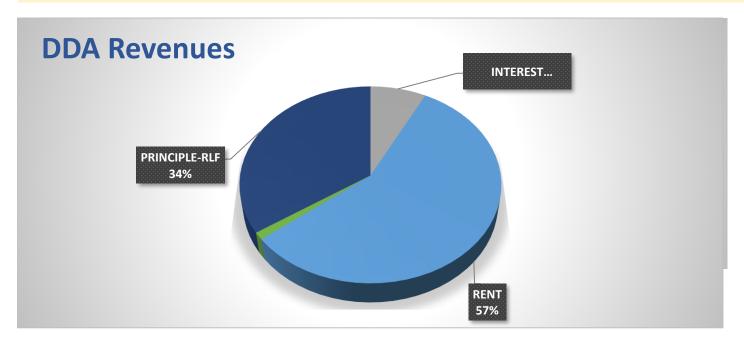
X. ADJOURN

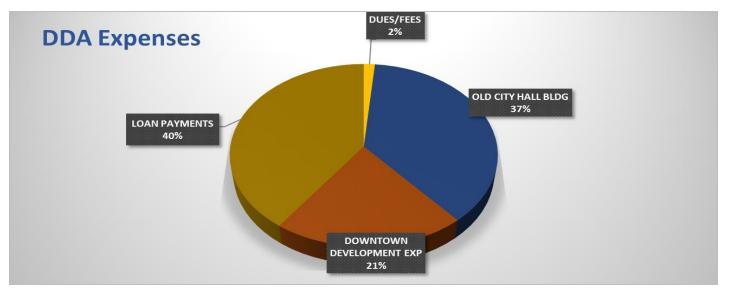
Motion by Collin, seconded by L. Malcom. Passed Unanimously

DOWNTOWN DEVELOPMENT AUTHORITY

February 2024

	MTD	YTD
Revenue	4,873	10,722
Expense	4,372	7,062
Profit/(Loss)	501	3,660





Monroe, GA

DDA Income Statemen

Account Summary
For Fiscal: 2024 Period Ending: 02/29/2024

		Original	Current			Budget
		Total Budget	Total Budget	MTD Activity	YTD Activity	Remaining
Revenue						
002-7550-336100	CITY FUNDING OF DDA	25,000.00	25,000.00	0.00	0.00	25,000.00
002-7550-361000	INTEREST REVENUES	150.00	150.00	4.98	12.46	137.54
002-7550-361002	INTEREST-REVOLVING LOAN FUND	5,000.00	5,000.00	396.86	796.79	4,203.21
002-7550-381011	RENTAL - 227 S BROAD	6,000.00	6,000.00	2,500.00	6,100.00	-100.00
002-7550-389000	OTHER	0.00	0.00	126.21	126.21	-126.21
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	21,500.00	21,500.00	1,844.92	3,686.77	17,813.23
	Revenue Total:	57,650.00	57,650.00	4,872.97	10,722.23	
Expense						
002-7550-523600	DUES/FEES	200.00	200.00	49.14	103.55	96.45
002-7550-531203	OLD CITY HALL BLDG	15,000.00	15,000.00	1,455.85	2,629.03	12,370.97
002-7550-572030	DOWNTOWN DEVELOPMENT EXP	24,900.00	24,900.00	1,500.00	1,500.00	23,400.00
002-7550-573000	LOAN PAYMENTS	17,550.00	17,550.00	1,367.43	2,829.16	14,720.84
	Expense Total:	57,650.00	57,650.00	4,372.42	7,061.74	
	Total Surplus (Deficit):	0.00	0.00	500.55	3,660.49	

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Trial Bala...e Account Summary

Date Range: 02/01/2024 - 02/29/2024

Assessment	Name	Beginning Balance	Period Total Debits	Period Total Credits	Net Change	Fuding Release
Account	Name	Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
Fund: 002 - DOWNTOWN DEV FUND						
Asset						
<u>002-111104</u>	DDA SYNOVUS	363,676.57	249,290.77	249,669.55	-378.78	363,297.79
<u>002-111108</u>	DOWNTOWN DOLLARS SYNOVUS	23,130.75	1.77	1,560.00	-1,558.23	21,572.52
<u>002-111111</u>	DDA LOAN CHECKING-AF	40,395.71	3.21	0.00	3.21	40,398.92
<u>002-111145</u>	RDF - SYNOVUS	500.00	0.00	0.00	0.00	500.00
<u>002-111151</u>	RLF - SYNOVUS	141,778.46	2,243.81	0.00	2,243.81	144,022.27
<u>002-111199</u>	CLAIM ON CASH	0.00	0.00	2.03	-2.03	-2.03
<u>002-111901</u>	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	243,867.43	-243,867.43	-867.79
<u>002-121104</u>	ACCTS PAYABLE-DOWNTOWN	13,864.89	1,560.00	0.00	1,560.00	15,424.89
Liability						
002-121100	ACCOUNTS PAYABLE	0.00	2,797.13	2,797.13	0.00	0.00
<u>002-125355</u>	DDA WAYNE ST PARCELS - LONG TERM	-242,500.00	242,500.00	0.00	242,500.00	0.00
Equity						
002-134220	FUND BAL UNRESERVED, UNDESIGNA	-580,686.08	0.00	0.00	0.00	-580,686.08
Revenue						
<u>002-7550-361000</u>	INTEREST REVENUES	-7.48	0.00	4.98	-4.98	-12.46
<u>002-7550-361002</u>	INTEREST-REVOLVING LOAN FUND	-399.93	0.00	396.86	-396.86	-796.79
<u>002-7550-381011</u>	RENTAL - 227 S BROAD	-3,600.00	0.00	2,500.00	-2,500.00	-6,100.00
<u>002-7550-389000</u>	OTHER	0.00	0.00	126.21	-126.21	-126.21
002-7550-389003	PRINCIPLE-REVOLVING LOAN FUND	-1,841.85	0.00	1,844.92	-1,844.92	-3,686.77
Expense						
002-7550-523600	DUES/FEES	54.41	49.14	0.00	49.14	103.55
<u>002-7550-531203</u>	OLD CITY HALL BLDG	1,173.18	1,455.85	0.00	1,455.85	2,629.03
<u>002-7550-572030</u>	DOWNTOWN DEVELOPMENT EXP	0.00	1,500.00	0.00	1,500.00	1,500.00
002-7550-573000	LOAN PAYMENTS	1,461.73	1,367.43	0.00	1,367.43	2,829.16
	Fund 002 Total:	0.00	505,010.89	505,010.89	0.00	0.00
	Report Total:	0.00	505,010.89	505,010.89	0.00	0.00

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Monroe, GA

Detail Reput Account Detail

Date Range: 02/01/2024 - 02/29/2024

Account	Name			Beginning Balance	Total Activity	Ending Balance
Revenue 002-7550-361000 Post Date Packet Number 02/29/2024 BRPKT01687 02/29/2024 BRPKT01688	INTEREST REVENUES Source Transaction Pmt Number DDA DOWNTOWN DO DDA LOAN ACCTFeb 2	Description Feb 2024 Interest Feb 2024 Interest	Vendor	-7.48 Project Account	-4.98 Amount -1.77 -3.21	-12.46 Running Balance -9.25 -12.46
002-7550-361002 Post Date Packet Number 02/20/2024 ARPKT02088	INTEREST-REVOLVING LOAN FOR Source Transaction Pmt Number Invoice Packet ARPKT	JND Description 02/20/24 AR CT RLF	Vendor	-399.93 Project Account	-396.86 Amount -396.86	-796.79 Running Balance -796.79
002-7550-381011 Post Date Packet Number 02/12/2024 CLPKT08618 02/28/2024 CLPKT08685	RENTAL - 227 S BROAD Source Transaction Pmt Number R00612752 R00618578	Description DFH Management LLC - Rent 227 S Broa STUEVER STUDIOS LLC - DDA RENT ST	Vendor	-3,600.00 Project Account	-2,500.00 Amount -1,500.00 -1,000.00	-6,100.00 Running Balance -5,100.00 -6,100.00
002-7550-389000 Post Date Packet Number 02/28/2024 GLPKT57515	OTHER Source Transaction Pmt Number JN11452	Description VISTORS CENTER	Vendor	0.00 Project Account	-126.21 Amount -126.21	-126.21 Running Balance -126.21
002-7550-389003 Post Date Packet Number 02/20/2024 ARPKT02088	PRINCIPLE-REVOLVING LOAN F Source Transaction Pmt Number Invoice Packet ARPKT	Description 02/20/24 AR CT RLF	Vendor	-1,841.85 Project Account	-1,844.92	-3,686.77 Running Balance -3,686.77
Expense 002-7550-523600 Post Date Packet Number 02/29/2024 BRPKT01689	DUES/FEES Source Transaction Pmt Number DDA SYNOVUSFeb 20	Total Revenue: Beginning Bala Description Feb 2024 Bank fee	nce: -5,849.26 Vendor	Total Activity: -4,872.97 54.41 Project Account	49.14 Amount 49.14	103.55 Running Balance 103.55
002-7550-531203 Post Date Packet Number 02/28/2024 GLPKT57519	OLD CITY HALL BLDG Source Transaction Pmt Number JN11454	Description Utilities Old City Hall	Vendor	1,173.18 Project Account	1,455.85 Amount 1,455.85	2,629.03 Running Balance 2,629.03
002-7550-572030 Post Date Packet Number 02/09/2024 GLPKT56877	DOWNTOWN DEVELOPMENT IS Source Transaction Pmt Number 11321	EXP Description Le Gabrielle Facade Grant	Vendor	0.00 Project Account	1,500.00 Amount 1,500.00	1,500.00 Running Balance 1,500.00

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Detail Report

Account Name Date Range: 02/01/2024 - 02/2 **Total Activity**

Beginning Balance Ending Balance 1,461.73 2,829.16

002-7550-573000 LOAN PAYMENTS

1,367.43 **Source Transaction** Description **Post Date** Packet Number Pmt Number Vendor Project Account Amount Running Balance 02/26/2024 GLPKT57431 SYNOVUS PAY OFF LOAN-DEP FROM SP... JN11442 1,367.43 2,829.16

> Total Expense: Beginning Balance: 2,689.32 Ending Balance: 7,061.74 Total Activity: 4,372.42

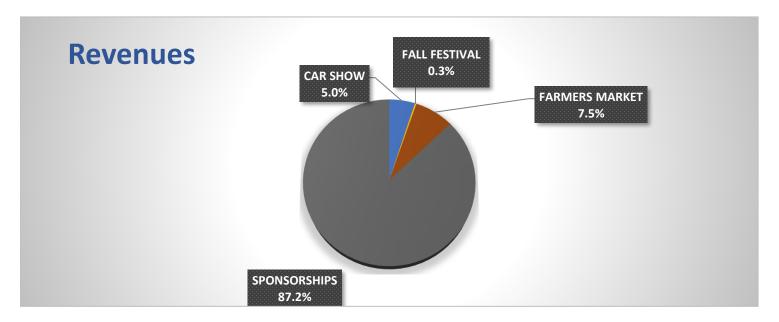
> Grand Totals: Beginning Balance: -3,159.94 Total Activity: -500.55 Ending Balance: -3,660.49

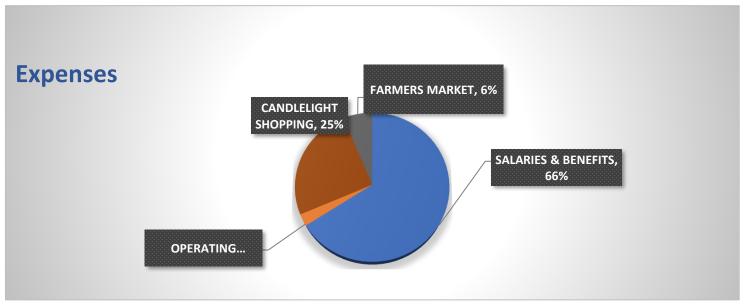
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MainStreet

February 2024

	MTD	YTD
Revenue	10,777	32,977
Expense	6,508	18,675
Profit/(Loss)	4,269	14,302









For Fiscal: 2024 Period Ending: 02/29/2024

					Variance		•	
		Original	Current	Period	Fiscal	Favorable	Percent	
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)		
D								
Revenue								
DEPT: 7521 - MAINSTREET 100-7521-347301	CAR CHOW	12 500 00	12 500 00	1 640 77	1 (10 77	11 050 22	07.05.0/	
100-7521-347302	CAR SHOW	13,500.00	13,500.00	1,640.77	1,640.77	-11,859.23	87.85 %	
100-7521-347303	CONCERTS	6,000.00	6,000.00	0.00	0.00	-6,000.00	100.00 %	
100-7521-347304	FLOWER FESTIVAL	9,000.00	9,000.00	0.00	0.00	-9,000.00	100.00 %	
100-7521-347305	FALL FESTIVAL	20,000.00	20,000.00	0.00	100.00	-19,900.00	99.50 %	
100-7521-347306	CHRISTMAS PARADE	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %	
100-7521-347307	FARM TO TABLE	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %	
100-7521-347903	CANDLELIGHT SHOPPING	2,000.00	2,000.00	0.00	0.00	-2,000.00	100.00 %	
100-7521-371000	FARMERS MARKET	14,000.00	14,000.00	1,886.36	2,486.36	-11,513.64	82.24 %	
100-7321-371000	SPONSORSHIPS	80,000.00	80,000.00	7,250.00	28,750.00	-51,250.00	64.06 %	
	DEPT: 7521 - MAINSTREET Total:	164,500.00	164,500.00	10,777.13	32,977.13	-131,522.87	79.95%	
	Revenue Total:	164,500.00	164,500.00	10,777.13	32,977.13	-131,522.87	79.95%	
Expense								
DEPT: 7521 - MAINSTREET								
<u>100-7521-511100</u>	REGULAR SALARIES	60,841.00	60,841.00	0.00	7,025.20	53,815.80	88.45 %	
100-7521-512100	GROUP INS	11,000.00	11,000.00	1,879.82	3,124.77	7,875.23	71.59 %	
100-7521-512200	SOCIAL SECURITY	3,772.00	3,772.00	0.00	431.89	3,340.11	88.55 %	
100-7521-512300	MEDICARE	882.00	882.00	0.00	101.01	780.99	88.55 %	
100-7521-512400	GMEBS-RETIREMENT CONTRIBUTI	7,245.00	7,245.00	627.19	1,254.38	5,990.62	82.69 %	
100-7521-512910	MEDICAL EXAMS	25.00	25.00	0.00	0.00	25.00	100.00 %	
<u>100-7521-512915</u>	EMPLOYEE ASSISTANCE PROGRAM	10.00	10.00	6.79	6.79	3.21	32.10 %	
<u>100-7521-512916</u>	WALTON ATHLETIC MEMBERSHIP	110.00	110.00	8.20	24.60	85.40	77.64 %	
100-7521-521200	PROFESSIONAL SERVICES	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %	
<u>100-7521-521201</u>	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 %	
<u>100-7521-522145</u>	HOLIDAY EVENTS	20,000.00	20,000.00	479.84	479.84	19,520.16	97.60 %	
100-7521-522208	MAINTENANCE CONTRACTS	1,750.00	1,750.00	0.00	0.00	1,750.00	100.00 %	
100-7521-523200	COMMUNICATIONS	500.00	500.00	19.54	19.54	480.46	96.09 %	
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	0.00	0.00	10,000.00	100.00 %	
<u>100-7521-523301</u>	MISC EVENTS	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %	
100-7521-523303	FARMERS MKT-GIFT CERTS	50.00	50.00	0.00	0.00	50.00	100.00 %	
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	0.00	0.00	500.00	100.00 %	
100-7521-523306	FARMERS MKT-ENTERTAINMENT	600.00	600.00	0.00	0.00	600.00	100.00 %	
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	0.00	0.00	1,000.00	100.00 %	
100-7521-523510	TRAVEL EXPENSE	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00 %	
100-7521-523600	DUES/FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %	
100-7521-523700	TRAINING & EDUCATION	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %	
100-7521-523850	CONTRACT LABOR	11,000.00	11,000.00	1,200.00	1,200.00	9,800.00	89.09 %	
100-7521-531100	OFFICE SUPPLIES & EXPENSES	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %	
100-7521-531110	SPONSORSHIPS/DONATIONS	500.00	500.00	0.00	0.00	500.00	100.00 %	
100-7521-531121	COMPUTER EQUIP NON-CAPITAL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %	
<u>100-7521-531175</u>	FARMERS MKT GEN EXP	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %	
100-7521-531177	CAR SHOW EXP	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %	
<u>100-7521-531178</u>	CONCERT EXP	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00 %	
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	0.00	19,000.00	100.00 %	
100-7521-531182	FARM TO TABLE EXP	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %	
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For Fiscal: 2024 Period Ending: 02/

						Variance	
		Original	Current	Period	Fiscal	Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	Remaining
100-7521-531183	CANDLELIGHT SHOPPING EXP	7,200.00	7,200.00	2,196.11	4,826.55	2,373.45	32.96 %
100-7521-531300	FOOD	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
	DEPT: 7521 - MAINSTREET Total:	265,935.00	265,935.00	6,417.49	18,494.57	247,440.43	93.05%
DEPT: 7550 - DO	WNTOWN DEVELOPMENT						
100-7550-523101	GENERAL LIABILITY INSURANCE	1,408.00	1,408.00	90.24	180.48	1,227.52	87.18 %
100-7550-572030	DOWNTOWN DEVELOPMENT	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
	DEPT: 7550 - DOWNTOWN DEVELOPMENT Total:	26,408.00	26,408.00	90.24	180.48	26,227.52	99.32%
	Expense Total:	292,343.00	292,343.00	6,507.73	18,675.05	273,667.95	93.61%
	Report Surplus (Deficit):	-127,843.00	-127,843.00	4,269.40	14,302.08	142,145.08	111.19%

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For Fiscal: 2024 Period Ending: 02/

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	10,777.13	32,977.13	-131,522.87	79.95%
	Revenue Total:	164,500.00	164,500.00	10,777.13	32,977.13	-131,522.87	79.95%
Expense							
7521 - MAINSTREET		265,935.00	265,935.00	6,417.49	18,494.57	247,440.43	93.05%
7550 - DOWNTOWN DEVELOPMENT	_	26,408.00	26,408.00	90.24	180.48	26,227.52	99.32%
	Expense Total:	292,343.00	292,343.00	6,507.73	18,675.05	273,667.95	93.61%
	Report Surplus (Deficit):	-127,843.00	-127,843.00	4,269.40	14,302.08	142,145.08	111.19%

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