



## Called Downtown Development Authority

### AGENDA

Friday, March 27, 2020

3:00 PM

City Hall (via Teleconference-Zoom)

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#### **CALL TO ORDER**

ROLL CALL

#### **FUNDING**

- [1.](#) 2020 DDA BUDGET

#### **NEW BUSINESS**

- [2.](#) COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY STABILIZATION FUND

#### **ANNOUNCEMENTS:**

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

#### **ADJOURN**

# DDA Budget

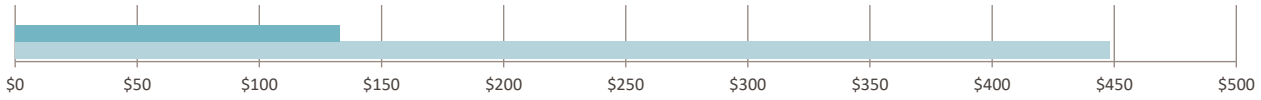
FISCAL YEAR 2020

1.

updated 1/31/2020

## REVENUE

■ FY 2020 ACTUAL ■ FY 2020 PROPOSED ■ FY 2019 PRIOR YEAR



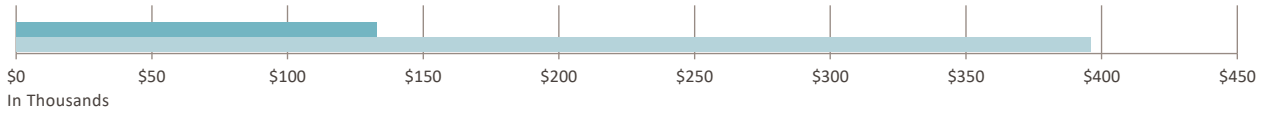
In Thousands

REVENUE	FY 2019 PRIOR YEAR	FY 2020 PROPOSED	FY 2020 ACTUAL	FY 2020 VARIANCE	FY 2020 +/- PRIOR YEAR
City Funding	25000.00	25000.00	0	(25000.00)	(25000.00)
Historic City Hall	29175.00	32000.00	0	(32000.00)	(29175.00)
Events	12064.77	10000.00	0	(10000.00)	(12064.77)
Childers Park	2580.00	0.00	0	0.00	(2580.00)
Farm to Table Dinner	13084.00	13000.00	0	(13000.00)	(13084.00)
Farmers Market	12528.86	12500.00	0	(12500.00)	(12528.86)
Contributions	37705.00	40000.00	0	(40000.00)	(37705.00)
Interest income	56.65	55.00	0	(55.00)	(56.65)
Miscellaneous	337.00	500.00	0	(500.00)	(337.00)
Grants	0.00	0.00	0	0.00	0.00
Development Project	315441.90	0.00	0	0.00	(315441.90)
<b>TOTALS</b>	<b>\$447,973.18</b>	<b>\$133,055.00</b>	<b>\$0.00</b>	<b>(\$133,055.00)</b>	<b>(\$315,441.90)</b>

\$3750 in paypal

# EXPENSES

■ FY 2020 ACTUAL ■ FY 2020 PROPOSED ■ FY 2019 PRIOR YEAR



EXPENSES	FY 2019 PRIOR YEAR	FY 2020 PROPOSED	FY 2020 ACTUAL	FY 2020 VARIANCE	FY 2020 +/- PRIOR YEAR
Historic City Hall	20,914.09	25,000.00	0.00	(25,000.00)	(20,914.09)
Events	9,426.99	10,000.00	0.00	(10,000.00)	(9,426.99)
Community Event Grant	1,250.00	1,500.00	0.00	(1,500.00)	(1,250.00)
Contributions to City	35,000.00	35,000.00	0.00	(35,000.00)	(35,000.00)
Childers Park	5,239.06	5,000.00	0.00	(5,000.00)	(5,239.06)
Farm to Table Dinner	4,419.51	5,000.00	0.00	(5,000.00)	(4,419.51)
Farmers Market	18,790.54	20,000.00	0.00	(20,000.00)	(18,790.54)
Sponsor Dinner + thank yous	377.50	2,500.00	0.00	(2,500.00)	(377.50)
Façade Grants	21,956.56	15,000.00	0.00	(15,000.00)	(21,956.56)
Downtown Planters	6,300.00	3,500.00	0.00	(3,500.00)	(6,300.00)
Office Operations/Bank Fees	602.36	750.00	0.00	(750.00)	(602.36)
Memberships & Subscriptions	100.00	100.00	0.00	(100.00)	(100.00)
Professional Fees	0.00	0.00	0.00	0.00	0.00
Mural	0.00	3,500.00	0.00	(3,500.00)	0.00
Miscellaneous Projects	9,117.62	3,500.00	0.00	(3,500.00)	(9,117.62)
Training & Education	70.00	100.00	0.00	(100.00)	(70.00)
Gas Station Project	256,204.38	0.00	0.00	0.00	(256,204.38)
Holiday Lights	4,477.00	2,500.00	0.00	(2,500.00)	(4,477.00)
Direct Mailer	1,900.86	0.00	0.00	0.00	(1,900.86)
<b>TOTALS</b>	<b>\$396,146.47</b>	<b>\$132,950.00</b>	<b>\$0.00</b>	<b>(\$132,950.00)</b>	<b>(\$396,146.47)</b>
Net Income	\$51,826.71	\$105.00	\$0.00		

## 2019 Year-End Balances:

\$28,066.92	Synovus 003-6
\$69,912.42	Synovus 081-2
\$44,245.94	Wells Fargo
\$500.00	RDF Checking Account
\$0.00	Designated for Childers Park
\$11,462.25	Designated for Farmers Market
\$32,783.69	Undesignated Wells Fargo Funds
\$130,763.03	Total Undesignated Funds
\$142,725.28	\$142,725.28 Total Funds

**CITY OF MONROE, GEORGIA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY  
STABILIZATION FUND**

**GUIDELINES AND APPLICATION**

The Downtown Development Authority (“DDA”) of the City of Monroe, Georgia is administering the Downtown Development Authority Stabilization Fund (the “Stabilization Fund”) created in response to the COVID-19 world health emergency and pandemic. The Stabilization Fund is intended to support small businesses and their employees in the downtown area of Monroe who are significantly impacted by the COVID-19 outbreak.

The DDA is making available one-time grants (not to exceed \$2,500) to small businesses located in the downtown Monroe DDA District to offset expenses during the COVID-19 outbreak. This grant is intended to support small businesses (and their employees) in the following categories:

- Accommodations/Hotel/Motel;
- Arts/Music/Entertainment;
- Beauty/Barber/Spa Services;
- Décor and Design;
- Fitness;
- Restaurants/Food and Beverage Services;
- Retail Goods and Services

The DDA will determine, in its sole discretion, how to allocate available funds based on review of the eligibility criteria listed below:

- The business must be located within the downtown Monroe DDA District (see attached map);
- The business must be closed or significantly reduced in staffing capacity due to the COVID-19 outbreak;
- The business must have 1-20 full-time and part-time employees;
- The business must be able to show how the grant funding will be used (i.e. maintain employees on payroll, delivery of good to customers, changing business model, etc.).

The DDA reserves the right to approve funds as it deems best to achieve its purposes at its sole discretion. The DDA reserves the right to grant funds in amounts it deems appropriate to encourage the projects deemed most beneficial at this current time. The DDA will consider many factors, such as budget, number of applicants, proposed projects, the extent to which said projects will fulfill the stated goals, standards for eligible projects and other financial considerations.

**CITY OF MONROE, GEORGIA  
DOWNTOWN DEVELOPMENT AUTHORITY**

**COVID-19 DOWNTOWN DEVELOPMENT AUTHORITY  
STABILIZATION FUND APPLICATION**

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Property Address

\_\_\_\_\_  
Contact Name and Phone Number

\_\_\_\_\_  
Email address

Number of Full-Time Employees:  
\_\_\_\_\_

Number of Part-Time Employees:  
\_\_\_\_\_

Proposed Expenses:

Describe how your business has been affected by the COVID-19 outbreak and how you intend to use the grant to offset business expenses during the next thirty (30) days. The funds must be spent in response to a business need created by the COVID-19 outbreak, such as continuing to pay employees or changing the business model.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report of Use:

Businesses awarded funds must report how the grant funds were used within thirty (30) days after the date the grant is awarded. Please email the information to Sadie Krawczyk ([SKrawczyk@MonroeGA.gov](mailto:SKrawczyk@MonroeGA.gov)). Failure to report how the grant funds were used will prevent the business from any eligibility to apply for or receive future grant opportunities from the DDA, and could result in the DDA requiring the return of the grant funds issued.

Authorization:

I hereby make application to the DDA to receive, at the DDA’s sole discretion, grant funds disbursed pursuant to the COVID-19 Downtown Development Authority Stabilization Fund. I verify that the information contained in this application and any attachments is true and correct. I have reviewed and understand the rules and regulations set forth in this document and agree to be bound by the same.

I understand that any changes in the approved project(s) must be re-approved, and unauthorized changes in use of the grant funds could result in forfeiture of said funds. I understand submission of this application does not obligate the DDA an any way to provide grant funds to the aforementioned business.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Date

# Downtown Boundaries

