



## DOWNTOWN DEVELOPMENT AUTHORITY

May 09, 2022 at 9:00 AM

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950 Senoia Road, Tyrone, GA 30290

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**Billy Campbell**, Chairman  
**Jeni Mount**, Vice-Chairman

**Luci McDuffie**, Treasurer  
**Ernie Johnson**  
**John Kaufman**  
**Nathan Reese**  
**Adam She**

**Brandon Perkins**, Town Manager  
**Phillip Trocquet**, Town Planner  
**Ciara Willis**, Secretary  
**E. Allison Ivey Cox**, Town Attorney

### AGENDA

*Social Distancing will be observed, and seating is limited. The meeting can be accessed live at [www.tyrone.org/youtube](http://www.tyrone.org/youtube). If you do not plan to attend, please send any agenda item questions or comments to Town Manager Brandon Perkins ([bperkins@tyrone.org](mailto:bperkins@tyrone.org)).*

#### I. CALL TO ORDER

#### II. INVOCATION

#### III. PLEDGE OF ALLEGIANCE

#### IV. PUBLIC COMMENTS: *The first public comment period is reserved for non-agenda items. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The DDA or staff may respond at a later date.*

#### V. APPROVAL OF AGENDA

#### VI. APPROVAL OF MINUTES

1. Approval of minutes from April 11, 2022.

#### VII. OLD BUSINESS

2. Consideration of an official logo for the Tyrone Downtown Development Authority. - **Brandon Perkins, Town Manager**
3. Consideration and approval of an official mission statement for the Tyrone Downtown Development Authority.- **Brandon Perkins, Town Manager**

#### VIII. NEW BUSINESS

[4.](#) Review of the proposed DDA budget for FY2023.- ***Brandon Perkins, Town Manager***

**IX. PUBLIC COMMENTS**

**X. STAFF COMMENTS**

**XI. BOARD COMMENTS**

**XII. EXECUTIVE SESSION**

**XIII. ADJOURNMENT**



## **DOWNTOWN DEVELOPMENT AUTHORITY MINUTES**

**April 11, 2022 at 9:00 AM**

*950 Senoia Road, Tyrone, GA 30290*

**Billy Campbell**, Chairman  
**Jeni Mount**, Vice-Chairman

**Luci McDuffie**, Treasurer  
**Ernie Johnson**  
**John Kaufman**  
**Nathan Reese**  
**Adam She**

**Brandon Perkins**, Town Manager  
**Phillip Trocquet**, Town Planner  
**Ciara Willis**, Secretary  
**E. Allison Ivey Cox**, Town Attorney

### **I. CALL TO ORDER**

Chairman Campbell called the meeting to order at 9:00 am, the meeting was also available via YouTube Live.

### **II. INVOCATION**

### **III. PLEDGE OF ALLEGIANCE**

### **IV. PUBLIC COMMENTS:** *The first public comment period is reserved for non-agenda items. Comments are limited to three (3) minutes. Please state your name & address. Comments that require a response may not be answered during this time. The DDA or staff may respond at a later date.*

### **V. APPROVAL OF AGENDA**

Treasurer McDuffie made a motion to approve the agenda. Seconded by Board Member Reese. Motion was approved 7-0.

### **VI. APPROVAL OF MINUTES**

1. Approval of minutes from March 14, 2022.

Vice-Chairman Mount made a motion to approve minutes from March 14, 2022. Seconded by Board Member Kaufman. Motion was approved 7-0.

## VII. OLD BUSINESS

Section [PN], Item 1.

2. A discussion about future DDA-sponsored events. -*Brandon Perkins, Town Manager*

The Tyrone Downtown Development Authority (DDA) will host “First Friday” events that will be a series of family fun and entertainment events at Shamrock Park. Board Members discussed ideas for “First Friday” events such as live music, food trucks, vendor booths, and wrestling. Chairman Campbell also mentioned ways to incorporate Town Center District (downtown) businesses into DDA- sponsored events.

Vice-Chairman Mount made a motion to approve “First Friday” event dates as June 3, July 1, August 5, and September 2 for 2022. Seconded by Treasurer McDuffie.  
Motion was approved 7-0.

3. Consideration of an official logo for the Tyrone Downtown Development Authority.-  
*Brandon Perkins, Town Manager / Phillip Trocquet, Town Planner*

Mr. Perkins and Mr. Trocquet shared a variety of draft logo designs with the Board that could be used as the official logo for the Tyrone Downtown Development Authority. Board Members stated that the final logo design would be selected at a future meeting.

## VIII. NEW BUSINESS

4. Consideration and approval to accept seed funding from the Town of Tyrone in the amount of \$49,250.00 and to allocate \$2,000.00 for the purpose of special events for the remainder of FY2022. -*Brandon Perkins, Town Manager*

Board Member Kaufman made a motion to accept seed funding from the Town of Tyrone in the amount of \$49,250.00 for the 2022-2023 fiscal year. Seconded by Treasurer McDuffie.  
Motion was approved 7-0.

Board Member Reese made a motion to allocate \$2,000.00 for the purpose of special events for the remainder of the 2022 fiscal year. Seconded by Treasurer McDuffie.  
Motion was approved 7-0.

Board Member Kaufman asked if the seed funds would be deposited into a separate account from the town. Mr. Perkins stated that the seed funds would be deposited into the DDA’s checking account.

## IX. PUBLIC COMMENTS

## X. STAFF COMMENTS

Mr. Perkins stated that he would present a proposed budget for FY2023 at the next meeting, for the Board’s consideration. He also discussed ideas on how the DDA could create partnerships with Town Center District businesses.

Mr. Trocquet discussed downtown area improvements that could come from the application for state grants. As a result, the funds could be allocated for streetscape enhancements and beautification projects within the Town Center District.

## **XI. BOARD COMMENTS**

Section [PN], Item 1.

Mr. Campbell stated that the DDA should create a Town Center business directory as a way to engage businesses with the DDA.

## **XII. EXECUTIVE SESSION**

## **XIII. ADJOURNMENT**

Board Member Kaufman made a motion to adjourn.  
Motion was approved 7-0.

The meeting adjourned at 9:56 am.

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Chairman

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Secretary



## **DOWNTOWN DEVELOPMENT AUTHORITY AGENDA ITEM STAFF REPORT**

Section [PN], Item 2.

**MEETING DATE:** May 9, 2022  
**AGENDA ITEM TYPE:** Old Business  
**STAFF CONTACT:** Brandon Perkins

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### **STAFF REPORT**

#### **AGENDA ITEM:**

Consideration of an official logo for the Tyrone Downtown Development Authority.

#### **BACKGROUND:**

The DDA adopted a temporary logo during its April 11, 2022 meeting and asked staff to bring back updated variations to be adopted long-term. Mr. Trocquet developed a new variation of the logo and it is attached for your consideration.

#### **FUNDING:**

None

#### **STAFF RECOMMENDATION:**

Staff recommends approval and adoption of the attached logo.

#### **ATTACHMENTS:**

Proposed logo.

#### **PREVIOUS DISCUSSIONS:**

This was previously discussed at the March 14, 2022 meeting.

Tyrone DDA Draft Logo





## **DOWNTOWN DEVELOPMENT AUTHORITY AGENDA ITEM STAFF REPORT**

Section [PN], Item 3.

**MEETING DATE:** May 9, 2022

**AGENDA ITEM TYPE:** Old Business

**STAFF CONTACT:** Brandon Perkins, Town Manager

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### **STAFF REPORT**

**AGENDA ITEM:**

Consideration and approval of an official mission statement for the DDA.

**BACKGROUND:**

Staff was asked to prepare a draft mission statement for the Board's consideration and adoption during its last meeting on April 11, 2022. A draft mission statement was sent to the Board via email on April 27, 2022 and feedback is still being gathered. The Board will be presented with an updated draft based on this feedback during the May 9<sup>th</sup> meeting for consideration and approval.

**FUNDING:**

None.

**STAFF RECOMMENDATION:**

Staff recommends approval of a mission statement once all feedback is considered and consensus is reached on a final version.

**ATTACHMENTS:**

None.

**PREVIOUS DISCUSSIONS:**

April 11, 2022.





## DOWNTOWN DEVELOPMENT AUTHORITY AGENDA ITEM STAFF REPORT

Section [PN], Item 4.

**MEETING DATE:** May 9, 2022

**AGENDA ITEM TYPE:** New Business

**STAFF CONTACT:** Brandon Perkins, Town Manager

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### STAFF REPORT

**AGENDA ITEM:**

Review of the proposed DDA budget for FY2023.

**BACKGROUND:**

Staff has prepared a proposed budget for the Board's review that is based on the \$47,250.00 seed funding provided by the Town.

**FUNDING:**

The proposed budget includes \$44,800.00 in expenses for FY2023 (July 1, 2022 – June 30, 2023).

**STAFF RECOMMENDATION:**

The Board will be asked to vote to approve the final budget during the June 2022 meeting. The purpose of today's meeting is for the Board to review the proposed budget and provide feedback to staff.

**ATTACHMENTS:**

1. Proposed FY2023 Budget.

**PREVIOUS DISCUSSIONS:**

None.

# DOWNTOWN DEVELOPMENT AUTHORITY PROPOSED BUDGET

Section [PN], Item 4.

FUND 750 - DOWNTOWN DEVELOPMENT AUTHORITY FUND  
FOR FISCAL YEAR: 2022-2023 PERIOD ENDING: 06/30/2023

	2018-2019 TOTAL ACTIVITY	2019-2020 TOTAL ACTIVITY	2020-2021 TOTAL ACTIVITY	2021-2022 TOTAL BUDGET	2021-2022 YTD AS OF 03/31/2022	2022-2023 REQUESTED BUDGET
<b>REVENUE</b>						
<b>DEPARTMENT 00 - NON DEPARTMENTAL</b>						
<b>CLASS 33 - INTERGOVERNMENTAL</b>						
750-00-33.6300 TOWN OF TYRONE CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
<b>CLASS 33 - INTERGOVERNMENTAL TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CLASS 37 - CONTRIBUTIONS/DONATIONS</b>						
750-00-37.1000 PRIVATE CONTRIB & DONATIONS	0.00	0.00	0.00	0.00	0.00	1,500.00
<b>CLASS 37 - CONTRIBUTIONS/DONATIONS TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>
<b>CLASS 39 - OTHER FINANCING USES</b>						
750-00-39.1001 FUNDS CARRIED FORWARD	0.00	0.00	0.00	0.00	0.00	47,250.00
<b>CLASS 39 - OTHER FINANCING USES TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47,250.00</b>
<b>REVENUE TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48,750.00</b>
<b>EXPENSE</b>						
<b>DEPARTMENT 75 - ECONOMIC DEVELOPMENT</b>						
<b>CLASS 52 - PURCHASED/CONTRACTED SVC</b>						
750-75-52.1201 LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	10,000.00
750-75-52.1205 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
750-75-52.1300 TECHNICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
750-75-52.1350 SPECIAL PROGRAM SERVICES						15,000.00
750-75-52.2203 GROUNDS MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
750-75-52.2206 BUILDING MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
750-75-52.2320 RENTAL OF EQUIPMENT & VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00
750-75-52.3300 ADVERTISING	0.00	0.00	0.00	0.00	0.00	2,000.00
750-75-52.3400 PRINTING & BINDING	0.00	0.00	0.00	0.00	0.00	1,000.00
750-75-52.3700 EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00	500.00
<b>CLASS 52 - PURCHASED/CONTRACTED SVC TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,500.00</b>
<b>CLASS 53 - SUPPLIES</b>						
750-75-53.1005 SPECIAL PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00	5,000.00
750-75-53.1101 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	400.00
750-75-53.1103 POSTAGE	0.00	0.00	0.00	0.00	0.00	400.00
750-75-53.1600 SMALL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
750-75-53.1601 SIGNS	0.00	0.00	0.00	0.00	0.00	500.00
750-75-53.1700 OTHER SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
<b>CLASS 53 - SUPPLIES TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,300.00</b>
<b>CLASS 54 - CAPITAL OUTLAY</b>						
750-75-54.1100 SITES	0.00	0.00	0.00	0.00	0.00	0.00
750-75-54.1200 SITE IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	10,000.00
750-75-54.1300 BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00
750-75-54.1310 BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>CLASS 54 - CAPITAL OUTLAY TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
<b>EXPENSE TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44,800.00</b>
<b>FUND 750 DDA FUND TOTAL:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,950.00</b>