

# **Perry Downtown Development Authority**

## ***City of Perry, Georgia***

***April 26, 2016***

5:00 pm

Perry City Hall – 2<sup>nd</sup> floor Conference room

***Regular Meeting***

***AGENDA***

1. Call to Order
2. Invocation
3. Guests/Speakers
4. Old Business
  - a. Update on BOOSTer recruitment – DDA members
  - b. Update on tram advertising sales – DDA members
  - c. Update on form based codes and Gen. Courtney Hodges Boulevard in DDA district
  - d. Adopt policies and procedures
5. New Business
  - a. Approve March 22, 2016, meeting and April 12, 2016, work session minutes
  - b. Approve March 2016 financials
  - c. Discuss DDA and BOOST logo and new brand
  - d. Discuss approval for DCA Design Studio to provide conceptual sketches of Jaycees property
  - e. Review proposed FY17 budget
  - f. Set date for FY17 budget hearing
  - g. Discuss mock redevelopment training project – Robert Smith
6. 2016 Work Plan review / Perry Downtown Development Plan
7. Chairman Items
  - a. Discuss strategies for alley donations, blighted properties and redeveloping Jaycees property
8. Main Street Coordinator's Report
  - a. Announce Carmine Fischetti to visit downtown Perry on Thursday, April 28
  - b. Report on downtown cleanup day on Saturday, April 23
9. Update on Main Street Board Advisory Board
10. Certificates of Appropriateness issued
11. Adjourn

*The mission of the Perry Downtown Development Authority is to serve as a catalyst for economic growth and development in Perry's Downtown District.*

# PERRY DOWNTOWN DEVELOPMENT AUTHORITY POLICIES AND PROCEDURES

## I. BOARD APPOINTMENTS

The City of Perry Downtown Development Authority Board, hereafter referred to as "BOARD," consists of seven (7) members who are appointed by and serve at the pleasure of the Perry City Council.

Because the BOARD operates as an arm of Perry's City Government, the BOARD, committees and subcommittees shall comply with laws that apply to municipal governments.

## II. COMMITTEE APPOINTMENTS

The BOARD may establish committees and subcommittees on an as-needed basis and will appoint a committee chairman and vice chairman at the time the committee is established.

## III. CONTRACTS

The BOARD is not authorized to enter into any agreements or contracts that obligate the City financially or otherwise, without City approval and authorization.

The Perry City Council may authorize the BOARD to enter into contracts on a case-by-case basis, particularly if those agreements are a necessary step in administering a program, hosting an event or in some other way carrying out a task previously authorized by the Perry City Council.

If there is ever any question as to whether the BOARD or Main Street Coordinator, hereafter referred to as COORDINATOR, is authorized to enter into such an agreement, the CITY MANAGER shall determine whether that authorization is approved.

All contracts into which the BOARD enters shall be reviewed by the CITY ATTORNEY before execution.

If the Perry City Government has authorized the BOARD to enter into a contract, the CHAIRMAN and VICE-CHAIRMAN shall be authorized to execute such contract on behalf of the BOARD. Provided, however, the CHAIRMAN and VICE-CHAIRMAN shall be required to get approval of the BOARD prior to entering in to such contract.

The CHAIRMAN and VICE-CHAIRMAN are authorized to renegotiate the terms of a contract on behalf of the BOARD upon approval by majority vote in a meeting in which a quorum of the BOARD is present.

#### IV. SPONSORSHIPS

The BOARD must approve any sponsorship packages developed by a committee to assist with the cost of an event or other project approved by the BOARD. All proposed incentives offered in the sponsorship package must be presented as a recommendation from the appropriate committee to the BOARD for approval; the BOARD may accept or amend the proposed incentive package.

The terms of all sponsorship incentives must be described clearly in the sponsorship package. The BOARD authorizes a member selling sponsorships some discretion to substitute sponsorship benefits valued at \$1,000 or less when appropriate; that member shall notify the supervising committee of the substitutions by email within 48 business hours. Any substantial changes to the terms of sponsorship benefits must be approved by a majority vote in a meeting of the supervising committee in which a quorum of the committee is present.

If there is ever any question about what is meant by any of the terms of the sponsorship, the BOARD shall make that determination by majority vote in a meeting in which a quorum of the BOARD is present.

The CITY ATTORNEY shall be required to review sponsorship packages.

#### V. FUNDING AND BUDGET

All funding and budget questions related to Downtown Development Authority business must be presented to the BOARD for consideration and vote.

Any expenditure of funds by committees for \$500 or greater must be approved by majority vote in a meeting in which a quorum of the committee is present and votes shall be recorded in the meeting minutes. The committee CHAIRMAN or a committee member designated by the committee will be authorized to make expenditures for less than \$500.

Subcommittees shall recommend the expenditure of funds to the appropriate committee under which they serve. Any expenditure of funds by subcommittees for \$500 or greater shall be recommended for approval by the supervising committee by majority vote in a meeting in which a quorum of the subcommittee is present, and votes shall be recorded in the meeting minutes. The subcommittee CHAIRMAN or a subcommittee member designated by the supervising committee will be authorized to make expenditures for less than \$500.

To expedite the process of conducting committee and subcommittee business, committees and subcommittees may discuss proposed details of authorized expenditures by email, such as choosing between proposed designs for an advertisement or the color preference for a T-shirt, and designate the CHAIRMAN or a member of the committee or subcommittee to coordinate the decision making;

however, the CHAIRMAN of that committee will announce whatever decision was made at the next meeting so that that information can be recorded in the committee's or subcommittee's minutes.

## VI. CONFLICTS OF INTEREST

### Article I

#### Purpose

The purpose of the conflict of interest policy is to protect the BOARD's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the BOARD. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and government organizations.

### Article II

#### Definitions

##### 1. Interested Person

Any BOARD member, principal officer or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

##### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family (defined as spouse, children, grandchildren, parents, grandparents, aunts and/or uncles):

- a. An ownership or investment interest in any entity with which the BOARD has a transaction or arrangement,
- b. A compensation arrangement with the BOARD or with any entity or individual with which the BOARD has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the BOARD is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### Article III

#### Procedures

##### 1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the

directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

## 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

## 3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. If it is determined there is a conflict of interest, the chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the BOARD can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the BOARD's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

## 4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, if the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, to be determined in its sole discretion.

## Article IV

### Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing BOARD's or committee's decision as to whether a conflict of interest in fact existed.

- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V  
Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the BOARD for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the BOARD for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the BOARD, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI  
Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy outlined in the City of Perry Downtown Development Authority Policies and Procedures,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the BOARD operates as an agency of the government of the City of Perry.

Article VII  
Periodic Reviews

To ensure the BOARD operates in a manner consistent with its purposes periodic reviews shall be conducted. These reviews shall be conducted as part of the Economic Development Department in City of Perry's annual audit. Findings from that audit relevant to the BOARD shall be forwarded to the BOARD for review and to allow the BOARD to further refine its policies and procedures.

Adoption date \_\_\_\_\_

Chairman \_\_\_\_\_

Vice chairman \_\_\_\_\_

Witness \_\_\_\_\_

## TRAM ADVERTISING

Advertiser is responsible for paying the cost to produce the sign or providing one already produced. Rates below are for advertising space on city tram only. The tram is used in the Independence Day, Farm Day and Christmas parades, in May for tours of historic downtown and during events throughout the year, such as the Perry Music Festival and Georgia National Fair.

Sign #	Size	Price	Advertiser	Sign cost	Subtotal
<b>Front</b>					
1)	3x1.5	\$30			
2)	4x1.5	\$40			
<b>Left</b>					
3) front	4x3	\$70			
4) middle	4.5x2	\$55	Lumpkin Shell	\$0	\$55
5) back	2.75x3	\$50			
<b>Right</b>					
6)	3x3	\$55	Bank of Perry	\$0	\$55
7)	6.75x3	\$105	ComSouth	\$0	\$105
8)	5.5x2.25	\$70			
9)	2x1.5	\$25			
TOTAL		\$500			

Tish – Coffee Cup

Kelly – ComSouth and Bank of Perry

Brian B. – Hoke’s Heating and Air

Bryan F. – Shirts Like Mine

Lee – Split Endz (corner Jernigan and Carroll)

Carl – Exclusive Cuts (moving to shopping center with Skipper John’s on Macon Road) and Lumpkin Shell

Steve – Chick-fil-A (Owner David Grossnickle is former DDA member)

Sign No.	Size	Price	Name	Rep	Sign Cost	Subtotal
				Mike Penn Michael R Penn Vice President Marketing and Sales 99 Broad Street Hawkinsville, Georgia 31036 Office 478-892-3040		
4	6x1.5	\$200.00	ComSouth		\$0.00	\$200.00
1	4x1.5	\$45	Split Endz	Victoria Brown 1019 Jernigan St Perry, GA 31069 (478) 224-7349	\$78.00	\$123.00
1	3x1.5	\$40	Hoke Heating a	Hoke Hoke's Heating & Air 500 General Courtney Hodges Blvd Perry , GA 31068 (Office) 478-988-4094 (Fax) 478-987-4028 bridget_hokes@comsouth.net	\$70.00	\$110.00
1	6x3	\$75	Coffee Cup	Ashely 900 Carroll St Perry, GA 31069 (478) 224-5282	\$0.00	\$75.00
1	4x3	\$55	Lumpkin Shell	Carl Lumpkin 1438 Swift St Perry, GA 31069 (478) 987-1989 Gawain Atwater Gawain Atwater Shirts Like Mine 736 Carroll Street, Suite 6, Perry, GA 31069 Hours: 10:00-5:30; Mon.-Fri 478-997-1806	\$0.00	\$55.00
1	2x1.5	\$35	Shirts Like Mine		\$52.00	\$87.00
1	2x1.5	\$35	Exclusive Cuts	Jerome King 742 Main Street Perry, GA 31069	\$52.00	\$87.00
1	3x3	\$30	Bank of Perry	Mr. Hillis 1006 Main St Perry, GA 31069	\$70.00	\$100.00
1	3x3	\$30	Chick-fil-A	Mr. Grossnickle 1363 Sam Nunn Blvd Perry, GA 31069	\$70.00	\$100.00

Perry Downtown Development Authority  
*Minutes - March 22, 2016*

1. Call to Order: Chairman Bryan Fountain called the meeting to order at 5:04 p.m.

Roll: Chairman Fountain; Directors Kelly Hillis, Tish Hayward, Brian Burnham, Lee Jones, and Steve Aydelott.

Absent: Carl Lumpkin

Staff: Catherine Edgemon – Main Street Coordinator, Robert Smith – Economic Development Director, Lee Gilmour – City Manager, and Christine Sewell – Recording Clerk

2. Invocation: was given by Director Burnham

3. Guests/Speakers: Terre Walker

4. Old Business

- a. Sale of tram advertising for 2016

As follow up Ms. Edgemon provided the available sizes and costs and offered to those who had previously purchased the opportunity to purchase again. The board was advised if they knew of any businesses who would like to purchase to have them contact her.

- b. Update on branding initiative

Mr. Smith presented a PowerPoint on the City's branding initiative and an update on the process and advised it has been released and meetings are scheduled with City partners.

- c. Update on alleys

Ms. Edgemon advised a letter had been sent to property owners requesting a donation of the utility easement to the City and to date she has been contacted by a few property owners who are interested. Chairman Fountain inquired if there would be a decrease in the property tax value; Mr. Gilmour advised and as the letter stated there could be the potential for a decrease and that would be determined by the tax assessor's office. Mr. Gilmour further noted there are currently utility easements in place, the City could not perform any maintenance for items such as potholes, and the letter was sent as follow up from previous DDA discussions on the desire to obtain such easements for possible future beautification projects.

- d. Update on form based codes

Mr. Smith advised TSW Consultants has presented the first draft of the form based code to mayor and council and the Planning Commission, and it is a sound plan for moving forward for the corridor property owners for the highest and best possible use of their properties. One of the key factors in the proposed code is to work toward a more aesthetically pleasing, walkable, livable community with mixed uses.

- e. Update on Gen. Courtney Hodges Boulevard in DDA district

Ms. Edgemon advised the Main Street Advisory Board had been asked for their opinion on the removal of the corridor from the downtown district, and the board's response had been similar to the DDA's. Both boards' comments and concerns had been forwarded to the Planning Commission for a recommendation to mayor and council on March 28.

5. New Business

a. Approve February 23, 2016, minutes

Director Hillis motioned to approved the minutes as submitted; Director Burnham seconded; all in favor and was unanimously approved.

b. Approve February 2016 financials

Director Aydelott motioned to approve the financials as submitted; Director Hayward seconded; all in favor was unanimously approved.

c. Nominate Main Street Advisory Board representative

Ms. Edgemon advised with the resignation of Ms. Scragg a new appointee to the Main Street Advisory Board would be needed, and Director Hillis has offered to serve. Director Jones motioned to nominate Kelly Hillis as the DDA representative to the Main Street Advisory Board; Director Aydelott seconded; all in favor and was unanimously approved.

d. Discuss adopting policies and procedures

Ms. Edgemon provided a draft for the board to review, which has been reviewed by the city attorney and is to assist with the boards' functions.

e. Discuss appointment of attorney for DDA

Ms. Edgemon advised should the need arise for legal representation, there is the potential for conflict as the City and the DDA could not be represented by the same attorney. Mr. Gilmour advised the City would likely fund the request, and it should be considered by the DDA. Questions arose on insurance coverage; it was advised the board is covered under the City's liability insurance. After discussion and potential scenarios provided for the necessity of legal counsel, Director Aydelott motioned to examine the request for funding for retaining legal counsel for the board; Director Burnham seconded; all in favor and was unanimously approved.

f. Discuss letter of credit for DDA

Mr. Smith advised from a recent training he participated in the board may want to investigate obtaining a letter of credit for future project(s) which would allow the reduction of time the board can put together financing and be prepared with the upcoming Perry Downtown Development Plan. Director Hillis explained the process for a letter of credit but felt unless there was a specific project, it would be difficult to obtain and felt the board was not ready at this point to pursue; the board concurred and agreed to discuss the issue again when necessary.

6. 2016 Work Plan review / Perry Downtown Development Plan

- a. Discuss proposed 2016 work plan items, potential projects, priority rankings and budget
- b. Discuss Perry Downtown Development Plan

From the previous meeting an updated PDDP plan was provided and discussion ensued. Staff provided examples of potential projects and advised the plan would be guiding the board for the next two or three years. The board was asked to review and provide input so the final plan could be completed and presented to council for adoption.

Chairman Fountain suggested before the regular board meeting in April that a work session be held; the board concurred and tentatively chose April 12; Ms. Edgemon will advise of final date.

7. Chairman Items - None
8. Main Street Coordinator's Report
  - a. Announce downtown cleanup day on Saturday, April 23, from 8 a.m. to noon – Ms. Edgemon advised of the cleanup day and groups invited to participate.
9. Update on Main Street Board Advisory Board
10. Certificates of Appropriateness issued - Report was reviewed.
11. Adjourn: There being no further business to come before the board, the meeting was adjourned at 7:12 p.m.

Perry Downtown Development Authority  
Work Session Minutes - April 12, 2016

1. Call to Order : Chairman Bryan Fountain called the meeting to order at 5:39 p.m.

Roll: Chairman Fountain; Directors Brian Burnham, Tish Hayward, Lee Jones and Steve Aydelott

Absent: Directors Kelly Hillis and Carl Lumpkin

Staff: Catherine Edgemon – Main Street Coordinator, Robert Smith – Economic Development Director, and Christine Sewell – Recording Clerk

2. Invocation
3. Guests/Speakers – none
4. Update on Jaycees and 3<sup>rd</sup> Street park site plans – Ms. Edgemon provided potential designs and cost estimates for both locations for review.
5. Discuss improvements on 700 block of Carroll Street to connect with park and 800-900 blocks
6. Discuss alley acquisition and improvements project, proposed strategy and timeline
7. Discuss Perry Downtown Development Plan
8. Discuss other potential projects, strategies and timelines
  - a. Redevelopment of Jaycees property
  - b. Additional parking downtown
  - c. Other suggested projects

Chairman Fountain opened the floor for discussion and input on agenda items 4 thru 8. Each board member provided input and discussion for potential project ideas for the agenda items and potential projects for the DDA to pursue under the Perry Downtown Development Plan. Once everyone was heard from, the board reviewed and prioritized its top three projects as follows: 1) Procurement and re-development of the Jaycees property, 2) Blighted property – acquire, redevelop, and 3) Alleyway acquisition.

9. Announce downtown trash clean-up day on Saturday, April 23, 8:30 a.m. to noon – Ms. Edgemon provided details on the event.

There being no further business to come before the board the meeting was adjourned at 7:00 p.m.

**Downtown Development Authority  
Balance Sheet  
March 31, 2016**

	General Fund	Capital Projects Fund	Total Governmental Funds
<b>Assets</b>			
Cash & Cash Equivalents	45,982.66	\$ -	\$ 45,982.66
Interest Receivable		-	-
Rent Receivable	-	-	-
Receivable	-	-	-
Due from Other Funds	-	-	-
<b>Total Assets</b>	<b>\$ 45,982.66</b>	<b>\$ -</b>	<b>\$ 45,982.66</b>
<b>Liabilities and Fund Balances</b>			
Liabilities			
Accounts Payable	\$ -	\$ -	\$ -
Due to City of Perry	-	-	-
Due to Other Funds	-	-	-
<b>Total Liabilities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Fund Balances			
Reserved for			
Capital Outlay	\$ -	\$ -	\$ -
Uptown Perry Partnership	-	-	-
BOOST	2,500.00	-	2,500.00
Benches	-	-	-
Unreserved	43,482.66	-	43,482.66
<b>Total Fund Balances</b>	<b>\$ 45,982.66</b>	<b>\$ -</b>	<b>\$ 45,982.66</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 45,982.66</b>	<b>\$ -</b>	<b>\$ 45,982.66</b>

**DOWNTOWN DEVELOPMENT AUTHORITY  
BUDGET TO ACTUAL SUMMARY  
AS OF MARCH 31, 2016**

**General Fund**

	<u>Total</u>	<u>Proposed Budget</u>	<u>Variance</u>
<b>Revenue</b>			
Intergovernmental	\$ 1,524.97	\$ 4,900.00	\$ 3,375.03
Donation	-		
Donation - BOOST	1,900.00		
Rent	-	-	-
Memorial Bench	-	-	-
Interest	138.17	200.00	61.83
<b>Total Revenues</b>	<u>\$ 3,563.14</u>	<u>\$ 5,100.00</u>	<u>\$ 1,536.86</u>
<b>Expenditures</b>			
Coordination	607.55	\$ 4,200.00	\$ 3,592.45
Environment	-	-	-
Economic Recruitment	2,400.00	25,700.00	23,300.00
<b>Total Expenditures</b>	<u>\$ 3,007.55</u>	<u>\$ 29,900.00</u>	
Excess (deficiency)	\$ 555.59	\$ (24,800.00)	
<b>Transfer In</b>			
Fund Balance - Beginning			
Fund Balance - Restricted	\$ 3,000.00	-	
Fund Balance - Unrestricted	42,427.07	\$ 44,200.00	
<b>Total Fund Balance - Beginning</b>	<u>\$ 45,427.07</u>	<u>\$ 44,200.00</u>	
Fund Balance - Ending			
Fund Balance - Restricted	\$ 2,500.00	\$ -	
Fund Balance - Unrestricted	\$ 43,482.66	\$ 19,400.00	
<b>Total Fund Balance - Ending</b>	<u>\$ 45,982.66</u>	<u>\$ 19,400.00</u>	

DDA Operating

	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	2016 Total Expense
<b>Revenues</b>													
Donation						1,200.00	100.00	200.00					1,900.00
Donation - BOOST	400.00												
Rent													
Memorial Bench													
Reimbursement from CVB & Chamber													
Interest	16.57	14.57	15.07	16.09	14.59	15.59	15.56	14.56	15.57				138.17
Total Revenues	416.57	14.57	15.07	16.09	14.59	1,215.59	115.56	214.56	15.57				2,038.17
<b>Expenditures</b>													
Professional Services - Audit													
Professional Services - Other													
Telephone													
Postage & Freight													
Advertising													
Promotions - Other													
Printing and Binding													
Travel													
BOOST		1,000.00			1,000.00	250.00	150.00						2,400.00
Dues and Fees													
Meetings									118.99				118.99
Training													
Business District Education													
Contracts - Landscaping													
Contracts - Spring and Fall Events													
Farmers Market													
General Supplies & Materials	451.11	26.75				10.70							488.56
Matching Media Grant													
Facade Grant													
Water & Sewer Services													
Total Expenditures	451.11	1,026.75			1,000.00	260.70	150.00		118.99				3,007.55
Excess (deficiency)	(34.54)	(1,012.18)	15.07	16.09	(985.41)	954.89	(34.44)	214.56	(103.42)				(969.38)
<b>Other Financing Sources</b>													
Transfer In - City of Perry	58.33	58.33	58.33	58.33	58.33	58.33	58.33	1,058.33	58.33				1,524.97
Transfer In - Hotel/Motel													
Transfer In - Capital Projects	58.33	58.33	58.33	58.33	58.33	58.33	58.33	1,058.33	58.33				1,524.97
Fund Balance - Beginning	45,427.07	45,450.86	44,497.01	44,570.41	44,644.83	43,717.75	44,730.97	44,754.86	46,027.75	45,982.66	45,982.66	45,982.66	45,982.66
Fund Balance - Ending	45,450.86	44,497.01	44,570.41	44,644.83	43,717.75	44,730.97	44,754.86	46,027.75	45,982.66	45,982.66	45,982.66	45,982.66	45,982.66

Operating Account Summary

<u>Date</u>	<u>Activity Description</u>	<u>Check Number</u>	<u>Amount</u>
<b>Beginning Balance</b>			<b>45,427.07</b>
07/07/2015	City of Perry (BOOST big check reimbursement)	3164	(192.17)
07/17/2015	City of Perry July Allocation		58.33
07/20/2015	BOOST Donation - Ocmulgee Inc		400.00
07/27/2015	Sphinx Business Solutions		(258.94)
07/31/2015	July Interest		16.57
08/10/2015	City of Perry August Allocation		58.33
08/13/2015	City of Perry (BOOST celebration favors)	3165	(26.75)
08/26/2015	David Braun - Tumblecheer (Grant)	3166	(1,000.00)
08/31/2015	August Interest		14.57
09/03/2015	City of Perry September Allocation		58.33
09/30/2015	September Interest		15.07
10/13/2015	City of Perry October Allocation		58.33
10/30/2015	October Interest		16.09
11/05/2015	City of Perry November Allocation	3167	58.33
11/24/2015	Jamey McDaniel (BOOST - Davida's)		(1,000.00)
11/30/2015	November Interest		14.59
12/04/2015	City of Perry December Allocation		58.33
12/07/2015	Janet Thompson - BOOST Donation		100.00
12/17/2015	Donation for BOOST		1,000.00
12/17/2015	Davis Oil - BOOST Donation		100.00
12/18/2015	Dollar Tree (Boost supplies)	3168	(10.70)
12/18/2015	Pure Spa Direct (Boost Grant)	3170	(250.00)
12/31/2015	December Interest		15.59
01/11/2016	Impressions In Print (BOOST-Liberty Tax)	3171	(150.00)
01/20/2016	City of Perry January Allocation		58.33
01/20/2016	Donation for BOOST - Spherion		100.00
01/31/2016	January Interest		15.56
02/08/2016	City of Perry February Allocation		58.33
02/11/2016	City Additional Allocation (Audi Surplus)		1,000.00
02/19/2016	Donation for BOOST - Simpson		200.00
02/29/2016	February Interest		14.56
03/03/2016	City of Perry March Allocation		58.33
03/08/2016	City of Perry (Meal Reimbursement)	3172	(118.99)
03/31/2016	March Interest		15.57

**Balance as of 3/31/2016**

**45,982.66**

## Downtown Improvements Restricted Account

<u>Date</u>	<u>Activity Description</u>	<u>Amount</u>
07/01/2013	Beginning Balance	69,399.99
10/30/2013	Pavercraft Inc	7,033.00
	<b>03/31/2026</b>	<b>62,366.99</b>

**The City of Perry  
Reconciliation of Bank Statement for  
Downtown Development Authority Security Bank  
As of March 31, 2016**

Brenda King

Balance per Bank Statement	9,120.82
Plus deposits not on statement	0.00
Less outstanding checks (Payables)	
Reconciled bank statement balance	9,120.82
Balance per transaction register	<u>9,120.82</u>
Difference	<u><u>0.00</u></u>

**STATE BANK**  
& Trust Company

P.O. Box 4748  
Macon, GA 31208-4748

Phone: 800.414.4177  
www.stateBT.com

Member FDIC 

00004489-0014923-0001-0002-FIMR0000370331164586

CITY OF PERRY  
DOWNTOWN DEVELOPMENT AUTHORITY  
P O BOX 2030  
PERRY GA 31069

**Page** 1 of 2  
**Primary Account:** 1000047009  
**Statement Period:** 03/01/16 - 03/31/16  
**Number of Images** 2

**MICRO BUSINESS CHECKING**

Account Number	1000047009	Statement Dates	3/01/16 thru 3/31/16
Previous Balance	9,181.48	Days in the statement period	31
1 Deposits/Credits	58.33	Average Ledger	9,147.76
1 Checks/Debits	118.99	Average Collected	9,147.76
Service Charge	.00		
Interest Paid	.00		
Current Balance	9,120.82		

**Deposits and Additions**

Date	Description	Serial	Amount
3/03	Regular Deposit		58.33

**Checks (In Number Order)**

Date	Serial	Amount	Date	Serial	Amount	Date	Serial	Amount
3/09	3172	118.99						

\* Denotes missing check number

**Daily Balance Information**

Date	Balance	Date	Balance	Date	Balance
3/01	9,181.48	3/03	9,239.81	3/09	9,120.82

00004489-0014923-0001-0002-FIMR0000370331164586



# STATE BANK

& Trust Company

1000047009

03/31/2016

PAGE

2 of 2

DATE	DESCRIPTION	AMOUNT
03/03/2016	STATE BANK	\$ 58.33

DEPOSIT TICKET  
TOTAL DEPOSIT \$ 58.33

CITY OF PERRY  
DOWNTOWN DEVELOPMENT AUTHORITY  
P O BOX 2000  
PERRY, GA 31068

STATE BANK  
& Trust Company  
PERRY, GEORGIA 31068

\$ 58.33

15501-1101: 1000047009# 39

03/03/2016 \$58.33

CITY OF PERRY  
DOWNTOWN DEVELOPMENT AUTHORITY  
P O BOX 2000  
PERRY, GA 31068

DATE March 8, 2016

CAT # City of Perry

Cheryl R. Wright - 99/10

\$ 118.99

STATE BANK  
& Trust Company  
PERRY, GEORGIA 31068

FOR # 687,500

Wynia  
Collins

3172

003172# 003104123: 1000047009#

03/09/2016 3172 \$118.99

0000489-0014925-0002-0002-FIMR00003703714586(00004489)-000014927



**The City of Perry  
Reconciliation of Bank Statement for  
Downtown Development Authority Security Bank  
As of March 31, 2016**

Brenda King

Balance per Bank Statement	36,861.84
Plus deposits not on statement	0.00

Reconciled bank statement balance	36,861.84
Balance per transaction register	<u>36,861.84</u>
Difference	<u><u>0.00</u></u>

**STATE BANK**  
& Trust Company

P.O. Box 4748  
Macon, GA 31208-4748

Phone: 800.414.4177  
www.stateBT.com

Member FDIC



00007351-0014701-0001-0001-FIMR0000370331164583

CITY OF PERRY  
DOWNTOWN DEVELOPMENT AUTHORITY  
P O BOX 2030  
PERRY GA 31069

Page **1 of 1**  
Primary Account: 1000046993  
Statement Period: 03/01/16 - 03/31/16  
Number of Images 0

**COMMERCIAL MONEY MARKET ACCT**

Account Number	1000046993	Statement Dates	3/01/16 thru 3/31/16
Previous Balance	36,846.27	Days in the statement period	31
Deposits/Credits	.00	Average Ledger	36,846.27
Checks/Debits	.00	Average Collected	36,846.27
Service Charge	.00	Interest Earned	15.57
Interest Paid	15.57	Annual Percentage Yield Earned	0.50 %
Current Balance	36,861.84	2016 Interest Paid	45.69

**Deposits and Additions**

Date	Description	Serial	Amount
3/31	Interest Deposit		15.57

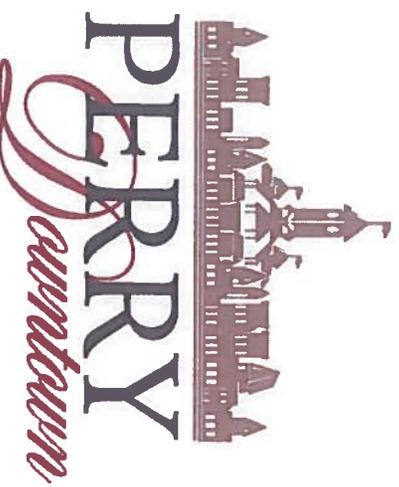
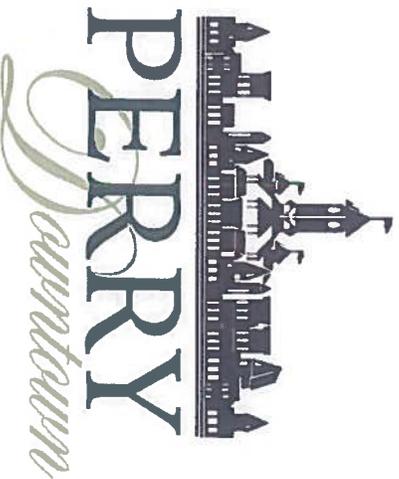
**Daily Balance Information**

Date	Balance	Date	Balance	Date	Balance
3/01	36,846.27	3/31	36,861.84		

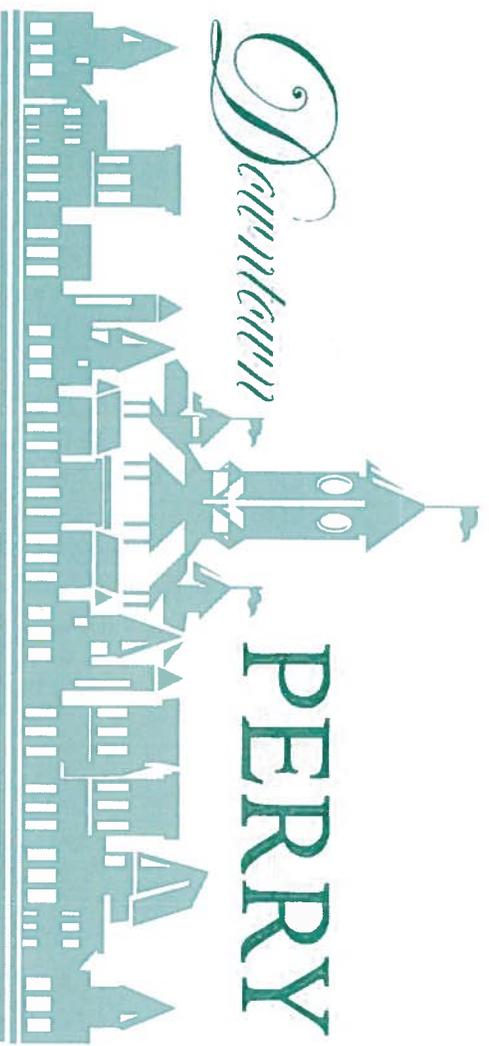
00007351-0014701-0001-0001-FIMR0000370331164583(00007351)-000014703



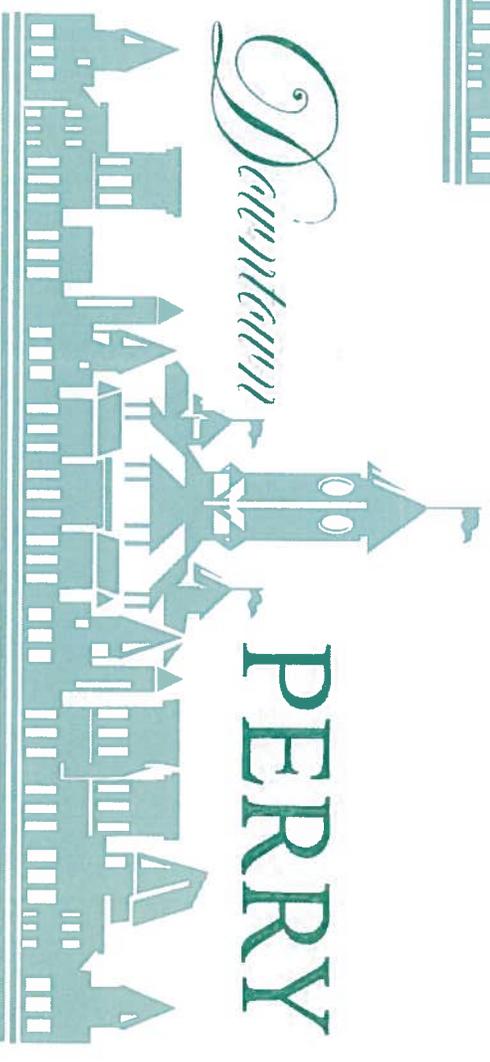
DDA proposed logos



**I'm a BOOSTER!**



**I've been BOOSTed!**



**City of Perry Downtown Development Authority (DDA)**

**Preliminary Proposed Operating Budget - FY17**

March 28, 2016

	<b>Proposed Budget</b>
<b>REVENUES</b>	
Intergovernmental/City of Perry	
General Revenue Fund	\$ 21,600.00
Hotel/Motel Tax Special Revenue Fund Subtotal	\$ 21,600.00
Investment and Fundraising	
Bank Interest	\$ 200.00
Tram Advertising Sales	\$ 500.00
Locally-Funded Downtown Revolving Loan Fund	\$ 25,000.00
Investment Subtotal	\$ 25,700.00
Revenue Total	\$ 47,300.00
<b>EXPENDITURES</b>	
Operating	
Audit	\$ 3,300.00
Legal Fees	\$ 2,000.00
DDA State-Required Training and Travel	\$ 600.00
Operating Subtotal	\$ 5,900.00
Environment	
Architectural and Engineering Fees	\$ 6,000.00
Demolition	\$ 10,000.00
Environment Subtotal	\$ 16,000.00
Economic Restructuring	
Educational Outreach and BOOST Promotion	\$ 400.00
BOOST (Separate Fund/Grants From Donations)	\$ -
Locally-Funded Downtown Revolving Loan Fund	\$ 25,000.00
Economic Restructuring Subtotal	\$ 25,400.00
Expenditure Total	\$ 47,300.00
<b>ANNUAL GAIN/LOSS</b>	\$ -

**Fund Balance - Beginning**

Fund Balance - Unrestricted	\$ 17,500.00
Total Fund Balance - Beginning	\$ 17,500.00

**Fund Balance - Ending**

Fund Balance - Restricted	-
Fund Balance - Unrestricted	\$ 17,500.00
<b>Total Fund Balance - Ending</b>	<b>\$ 17,500.00</b>

**Perry DDA Program Work Plan for CY 2016 – FY 2017**

<b>GOAL</b>	<b>STRATEGY/ EXPLANATION</b>	<b>TIME FRAME</b>	<b>ONGOING</b>	<b>RESPONSIBILITY</b>	<b>COST</b>
1) Maintain and update downtown building/business inventory	Maintain and update list of buildings, businesses		X	Program manager, Community Development	
2) Promote Opportunity Zone and other development incentives	Encourage business recruitment, retention		X	DDA, economic development director, program manager	
3) Prepare business recruitment plan/packet	Use information for business recruitment	9/15/16		Economic development director, program manager, DDA	
4) Implement branding initiative	Brand community		X	DDA/MS, GNFA, city, CVB, Chamber, PDMA	
5) Promote local revolving loan fund, find additional funds	Offer financing for new, expanding businesses		X	DDA	\$25,000 (reserve)
6) Promote and recruit members for BOOST program, award funds	Offer micro-grants from crowd funding		X	DDA serves as pass-through agency for grants	(\$5,000)
7) Outreach - educational programs for businesses, BOOST promotional materials	Partner with Chamber to offer workshops on customer service, etc.	5/30/16		DDA, Chamber	\$400
8) Conduct annual review of mission and vision statements, bylaws and audit	Keep clear and current	6/30/16		DDA and program manager	\$3,300
9) Keep board members familiar with mission, vision statements	Keep clear and current, posted on agendas		X	Board members, program manager to include mission statement on monthly meeting agendas	
10) Keep annual work plan on file with DCA and review at every board meeting (STANDARD 3)	Ensure board focuses on accomplishing annual work plan goals		X	Program manager and board members	
11) Ensure new board members receive state-mandated training	Ensure board complies with state law	12/31/16		Program manager and board members	\$600
12) Conduct parcel assessment	Assess district properties	2/22/16		Program manager, economic development dir	
13) Professional fees for engineer, architectural drawings to redevelop Jaycees property	Eliminate redevelopment obstacles	6/30/16		Program manager, economic development director and City	\$6,000
14) Demolition fees for Jaycees building	Demolish building to allow redevelopment	6/30/16		Program manager, economic development director and City	\$10,000
15) Retain legal counsel if needed	Assess district properties	6/30/17		City, DDA	\$2,000

## Main Street Coordinator Monthly Report for March 2016

### Highlights of completed and/or upcoming project and task highlights

- Prepared agendas, reviewed minutes and attended Main Street 4 Points committee meetings
- Prepared agendas, reviewed minutes and attended DDA and Main Street meetings
- Sent DDA info to Brenda King for financial report she prepares
- Helped to prepare info for FYI newsletter and weekly City Hall TV announcements
- Met with Tara Bradshaw in Dublin to see downtown redevelopment projects – 3/1
- Met with Robert Smith r/e Main Street and DDA budget requests, made list of potential projects – 3/1-3/2
- Watched “Outside the Storefront” webinar – 3/2
- Attended branding committee and PDMA meetings – 3/3
- Prepared DDA draft policies and procedures – 3/4
- Prepared draft contract for farmers’ market logo and name usage by market manager – 3/4
- Prepared Main Street Advisory Board position on CHB removal from downtown district memo – 3/4
- Completed DCA online monthly report for February – 3/7
- Updated downtown business listings, address labels and checked updated DDA parcel assessment map – 3/7
- Dropped off information for Renew/Women Reaching our Community – 3/7
- Attended safety committee meeting – 3/8
- Attended Georgia Downtown Conference in Athens – 3/8-3/11
- Worked on list of potential Main Street nominees for DDA to consider – 3/8-3/15
- Worked on proposal to host Georgia Downtown Conference for 2017 – 3/16-3/18
- Worked on letter list for alley donations and attended form based codes meeting – 3/17
- Attended downtown development plan hearing – 3/21
- Contacted Boy Scouts to confirm participation with Lions and DDA on cleanup day in April – 3/21
- Reviewed development plan draft, discussed with Robert Smith – 3/22
- Attended branding committee meeting and discussed potential downtown projects with city manager – 3/23
- Visited Arrowhead Tool and talked to Catrelsa Benjamin r/e COA compliance process
- Contacted Main Street board members, nominating committee r/e Kelly Hillis appointment to Main Street, wrote memo for council agenda – 3/23
- Contacted Jodi Daley r/e contract to use farmers’ market logo and name, wrote memo – 3/18-3/23
- Drove around downtown to evaluate fall decoration locations, discussed decoration ideas with Terre Walker, gathered cost estimates, prepared memo on fall decoration recommendation – 3/23
- Worked with Terre Walker to schedule community meeting with Lewis Meeks to discuss 1970s downtown improvements, notified Hawkinsville Garden Club who wants to attend – 3/24
- Met with Robert Smith r/e Main Street and DDA budget requests, adjusted budgets and got estimated costs for some items he suggested adding – 3/24-3/25
- Wrote draft news release business spotlight on A Couple of Jerks – 3/25
- Visited Bellamy Jewelers, Teacher’s Nest, Rave Reviews in Village Shops – 3/25
- Prepared DDA budget request memo, emailed tweaked budget and work plan to DDA – 3/28
- Worked on Main Street annual accreditation standards progress update, prepared agenda backup – 3/28-3/30
- Prepared Main Street budget request memo, emailed tweaked budget and work plan to Main Street – 3/29
- Visited Crossroads Family Eyecare and Village Boutique – 3/31
- Wrote street closure letter draft for downtown merchants for Dogwood Festival – 3/31
- Talked to business owner Larry Walker r/e design consultation with Design Studio – 3/31

<u>Openings in or near downtown</u>	<u>address</u>	<u>type</u>	<u>license date</u>	<u>jobs</u>	<u>location</u>
Real Turf Solutions	717 Commerce St	landscape services	03.02.16	2	DDA
J. Brannen Automotive	343 Gen CHB	used car lot	03.18.16	3	DDA
Coldwell Banker Robbins & Free	1101 Washington St.	real estate	03.23.16	1	DDA
Access Loan Company Inc	1307-11 Ball Street	consumer lending/tax svc	03.24.16	2	DDA
Rave Reviews	736-9 Carroll Street	retail	03.29.16	1	DDA

Closure notifications and Relocations - None

**2016 CERTIFICATE OF APPROPRIATENESS**

<b><u>APPLICATION #</u></b>	<b><u>LOCATION/WORK TO BE DONE</u></b>	<b><u>DATE</u></b>	<b><u>VALUATION</u></b>
#16-01	736- Carroll Street (sign)	01.12.16	\$300.00
#16-02	1023/1025 Ball Street (door change remove mansard Roof)	01.26.16	\$16,000
#16-03	914 Carroll Street (paint and remove damaged window)	01.26.16	\$900.00
#16-04	1023 Ball Street (signs)	02.04.16	\$100.00
#16-05	1101 Washington Street (sign)	02.22.16	\$250.00
#16-06	915 Carroll St. (pressure washing and painting)	03.11.16	\$1700.00
#16-07	1307-11 Ball St. (signs)	03.24.16	\$500.00
#16-08	742 Main Street (sign)	03.31.16	\$200.00
#16-09	343 Gen Courtney Hodges Blvd. (sign)	03.31.16	\$600.00
#16-10	753 Commerce St. (sign and awning)	04.05.16	\$1500.00
#16-11	1109 Washington St (rear door and awning) O'Neal Insurance	04.6.16	\$700.00