

Downtown Development Authority of the City of Perry Monday, February 27, 2023

5:00pm

Perry City Hall - 1121 Washington Street, Perry - 2nd Floor Conference Room *AGENDA*

- 1. Call To Order
- 2. Invocation
- 3. Guests/Speakers
- 4. Citizens with Input
- Old Business
 - a. Historic Society Sign Request
 - b. RFQ Administration Building
- 6. New Business
 - a. Approve minutes of January 23, 2023 meeting
 - b. Approve December 2022 and January 2023 Financials
- 7. Other Business
- 8. Member Items
- 9. Main Street Report
- 10. Downtown Update
 - a. Downtown Projects Update
 - b. Strategic Plan Update
- 11. Chairman Items
- 12. Adjourn

Downtown Development Authority of the City of Perry Minutes - January 23, 2023

1. Call To Order – Chairman Rhodes called the meeting to order at 5:00pm.

Roll: Chairman Rhodes; Directors George, Kinnas, Cossart, Tuggle, and Yasin were present. Director Gordon was absent.

Staff: Alicia Hartley – Downtown Manager, Robert Smith – Asst. City Attorney, Holly Wharton – Economic Development Director and Christine Sewell – Recording Clerk.

- 2. Invocation was given by Director Kinnas
- 3. Guests/Speakers -None
- 4. Citizens with Input None
- Old Business
 - a. Historic Society Sign Request

Ms. Hartley advised in follow up from November meeting the Historical Society had requested assistance for five signs in the downtown area. However, the City has opened the bid process for streetscaping and since this is a private investment the City will be performing in their scope of work. Ms. Hartley advised there are (20) remaining signs out of the (60) total. The board requested staff provide the location of the remaining signs for review and determination of assistance.

b. RFQ Administration Building

Ms. Hartley advised two proposals had been received and provided the scorecard evaluator and it was the recommendation of staff to consider the Loudermilk proposal with some edits. Ms. Wharton asked the board for their general thoughts and comments. Director George noted neither had specifically laid out what type of retail they were considering, there was not enough city office space. Director Kinnas concurred not a lot of detail was provided, as well there was no project design. Director George suggested a meeting with both; Mr. Smith advised that was permissible as outlined in the RFQ. Director Cossart suggested gathering a list of questions prior. Some general questions mentioned were: retailers being considered, why three stories and not four, any hospitality, size of apartments, time frame, and design. Ms. Hartley will contact and coordinate to set up a meeting time.

- 6. New Business
 - a. Election of 2023 officers

Director George motioned to elect Marlon Rhodes as Chairman; Director Kinnas seconded; all in favor and was unanimously approved.

Director Cossart motioned to elect Kelly Gordon as Vice Chairman; Director Kinnas seconded; all in favor and was unanimously approved.

Director Kinnas motioned to elect Curtis George as Secretary/Treasurer; Director Yasin seconded; all in favor and was unanimously approved.

b. Approve minutes of November 28, 2022, meeting

Director George motioned to approve as submitted; Director Cossart seconded; all in favor and was unanimously approved.

c. Approve November and December 2022 Financials

Director George motioned to approve the November 2022 financials as submitted; Director Yasin seconded; all in favor and was unanimously approved. December 2022 financials were tabled.

d. Review of FY2022 Audit

Ms. Hartley advised the audit was complete and there had been no issues; a copy was distributed. Director George motioned to accept the FY2022 audit as presented; Director Kinnas seconded; all in favor and was unanimously approved.

- 7. Other Business None
- 8. Member Items None
- 9. Main Street Report Director Cossart advised the board had recently adopted design guidelines. The promotion committee is working on the April wine tasting.
- 10. Downtown Update
 - a. Downtown Projects Update Ms. Hartley provided updates for the downtown district. She advised the Main Street Advisory Board will be presenting to the Dept of Community Affairs the three-year assessment.
 - b. Strategic Plan Update Ms. Hartley advised the golf cart ordinance was approved and the signage and speed limit sign changes are being installed.
- 11. Chairman Items None
- 12. Adjourn: there being no further business to come before the board the meeting was adjourned at 5:37pm.

DOWNTOWN DEVELOPMENT AUTHORITY STATEMENT OF NET ASSETS DECEMBER 31, 2022

	Go	vernmental Funds
Assets Cash & Cash Equivalents	\$	81,253.91
Loan Receivable Total Assets	\$ \$	12,023.32 93,277.23
Liabilities Liabilities Accounts Payable Total Liabilities	\$	
Net Assets Invested in capital assets Restricted for BOOST (Balance on hand) Revolving Loan Receivable Revolving Loan (Available from cash) Unrestricted	\$	900.00 12,023.32 9,064.98 71,288.93
Total Net Assets	\$	93,277.23

Downtown Development Authority Balance Sheet December 31, 2022

	Ge	neral Fund		apital cts Fund	Go	Total overnmental Funds
Assets						
Cash & Cash Equivalents		81,253.91	\$	-	\$	81,253.91
Interest Receivable Loan Receivable		12,023.32		-		- 12,023.32
Due from Other Funds		-		_		-
Total Assets	\$	93,277.23	\$	-	\$	93,277.23
Liabilities and Fund Balances Liabilities						
Accounts Payable			\$	-	\$	-
Due to City of Perry		-		-		-
Due to Other Funds Total Liabilities	\$		\$		\$	
Total Liabilities	Φ	-	Φ		Ф	
Fund Balances						
NonSpendable						
Loan Reveivable	\$	12,023.32			\$	12,023.32
Reserved for						820 00
BOOST		900.00		-		900.00
Revolving Loan Unreserved		9,064.98		-		9,064.98
Total Fund Balances	\$	71,288.93	\$	-	\$	71,288.93
		81,253.91		-	-	81,253.91
Total Liabilities and Fund Balances	\$	93,277.23	\$		\$	93,277.23

DOWNTOWN DEVELOPMENT AUTHORITY BUDGET TO ACTUAL REPORT AS OF NOVEMBER 30, 2022

General Fund

		Current Month	Ye	ar -to-Date Total		Budget	Variance
Revenue		7.005.00		00.107.00			
Intergovernmental	\$	7,995.00	\$	60,107.28	\$	8,100.00	\$ (52,007.28)
Donation		-		-		:	=
Donation - BOOST		=		-		(-)	-
Main Street Advisory Board - Façade Grant		₩.		=) =)	-
Main Street Advisory Board - Resilency Grant		*		=		:=:	-
Memorial Bench		2		*		1=1	-
Sale of Assets		*				-	
Loan Repayment - Principal		-		3,173.29		6,930.00	3,756.71
Loan Repayment - Interest				149.22		=	(149.22)
Miscellaneous		-					# A A A A A A A A A A A A A A A A A A A
Investment Income	_	9.60	_	55.94	_	100.00	44.06
Total Revenues	\$	8,004.60	\$	63,485.73	\$	15,130.00	\$ (48,355.73)
Expenditures							
Professsional Services- Audit		<u> </u>		¥:		=	_
Professsional Services- Other		<u> </u>		_		9	
Annual Retreat		_		_		, <u>-</u>	2
Advertising		_		_		-	_
Promotions		_		_		500.00	500.00
Meetings		_		_		-	300.00
BOOST		_		_		_	_
Training		_		_		300.00	300.00
General Supplies & Materials				_		300.00	300.00
Dues & Fees		30.00		30.00		_	(30.00)
Façade Grant		-		4,997.00			(4,997.00)
Tourism Grant		_		4,007.00		-	(4,337.00)
Placemaking		_		_		10,000.00	10,000.00
Alleyway Project		14,640.00		14,640.00		10,000.00	(14,640.00)
Natural Gas Incentive		14,040.00		43,740.28		_	(43,740.28)
Revolving Loan		_		45,740.20		25,000.00	25,000.00
Electricity		45.02		225.19		600.00	374.81
Miscellaneous		43.02		223.19		000.00	3/4.01
Total Expenditures		14,715.02		63,632.47	\$	36,400.00	-
Excess (deficiency)	\$	(6,710.42)	\$	(146.74)	\$	(21,270.00)	
Fund Palance Paginning							
Fund Balance - Beginning	œ.	000.00	•	000.00	•	000.00	
Fund Balance - Restricted BOOST	\$	900.00	\$	900.00	\$	900.00	
Fund Balance - Revolving Loan		9,064.98		5,891.69		5,000.00	
Fund Balance - Unrestricted	r.	77,999.35	_	74,608.96	_	75,600.00	
Total Fund Balance - Beginning	\$	87,964.33	\$	81,400.65	_\$	81,500.00	
Fund Balance - Ending							
Fund Balance - Restricted	\$	900.00	\$	900.00	\$	900.00	
Fund Balance - Revolving Loan	\$	9,064.98	\$	9,064.98	\$	5,000.00	
Fund Balance - Unrestricted	\$	71,288.93	\$	71,288.93	\$	75,600.00	
Total Fund Balance - Ending	\$	81,253.91	\$	81,253.91	\$	81,500.00	-
1							

Total Expense	3,173,29 149,22 55,94 3,378.45		4,997.00 14,640.00 43,740.28	225.19 - 63,632.47 (60,254.02)	60,107.28	
Jun-23	,			x 3 6	» x	81,253.91 81,253.91
May-23					i i	81,253.91 81,253.91
Apr-23	•			i i r	i i	81,253.91
<u>Mar-23</u>					3 3	81,253.91
Feb-23	,				1 1	81,253.91
<u>Jan-23</u>					1 3	81,253.91 81,253.91
Dec-22	09:6	00	14,640.00	45.02 - 14,715.02 (14,705.42)	7,995.00	87,964.33 81,253.91
Nov-22	9.35		43,740.28	45.02 - 43,785.30 (43,775.95)	44,415.28	87,325.00 87,964.33
Oct-22	280.85 7.70 9.64 298.19		3,000.00	3,045.05 (2,746.86)	3,675.00	86,396.86 87,325.00
Sep-22	966.15 45.17 9.14 1,020.46		1,997.00	2,042.05 (1,021.59)	2,672.00	84,746.45 86,396.86
Aug-22	964.15 47.17 9.83 1,021.15		ļ	45.05	675.00	83,095.35 84,746.45
Jul-22	962.14 49.18 8.38 1,019.70			1,019.70	675.00	81,400.65 83,095.35
	Revenues Donation Donation - BOOST Rent Main Street Advisory Board Memorial Bench Reimbursement from CVB & Chamber Sale of Asset Revolving Loan Repayment-Principal Revolving Loan Repayment-Interest Miscellaneous Investment Income Total Revenues	Expenditures Professional Services - Audit Professional Services - Other Telephone Postage & Freight Advertising Promotions - Other Fradulent Activity BOOST	Meetings Training General Supplies & Materials DDA Revolving Loan Façade Grant Alleyway Project Natural Gas Incentative Program	Electricity - Commerce Street Light Water & Sewer Services Total Expenditures Excess (deficiency)	Other Financing Sources Transfer In - City of Perry Transfer In - Hotel/Motel Transfer In - Capital Projects	Fund Balance - Beginning Fund Balance - Ending

Operating Account Summary

<u>Date</u>	Activity Description	Check Number	Amount
7/1/2022	Paginning Palance		04 547 70
7/1/2022	Beginning Balance GA Power		81,517.70
7/1/2022	Clover Wine Merchant		(45.05) 288.55
7/5/2022	Houston Home Journal		
7/20/2022	July Allocation		(72.00) 675.00
7/27/2022	Mossy Creek Natural Loan Payment		288.95
7/27/2022	S & S Restaurant Loan Payment		433.82
7/31/2022	July Interest		8.38
8/1/2022	Clover Wine Merchant		288.55
8/3/2022	August Allocation		675.00
8/4/2022	GA Power		(45.05)
8/26/2022	Mossey Creek Natural Loan Payment		288.95
8/28/2022	S & S Restaurant Loan Payment		433.82
8/31/2022	August Interest		9.83
9/1/2022	Clover Wine Merchant		288.55
9/1/2022	Façade Grant - Sole Shoe Company	116	(1,997.00)
9/2/2022	GA Power		(45.05)
9/4/2022	Façade Grant Reimbursement from City		1,997.00
9/7/2022	September Allocation		675.00
9/26/2022	Mossey Creek Natural Loan Payment		288.95
9/26/2022	S & S Restaurant Loan Payment		433.82
9/30/2022	September Interest		9.14
10/1/2022	Clover Wine Merchant		288.55
10/5/2022	GA Power		(45.05)
10/11/2022	October Allocation		675.00
10/20/2022	Façade Grant Reimbursement from City		3,000.00
10/20/2022	Orleans on Carroll Façade Grant		(2,500.00)
10/20/2022	Dave Corson Façade Grant		(500.00)
10/31/2022	October Interest		9.64
11/2/2022	GA Power		(45.02)
11/22/2022	November Allocation		675.00
11/22/2022	Gas Agreement Reimbursement from City		43,740.28
11/28/2022	Beaux Ellen Resturant Natural Gas Incentive		(34,034.12)
11/28/2022	Orleans on Carroll Natural Gas Incentive		(9,706.16)
11/30/2022	November Interest		9.35
12/7/2022	December Allocation		675.00
12/8/2022	City Allocation for Alleyway Project		7,320.00
12/8/2022	Dixie Landscaping		(14,640.00)
12/13/2022	Bank Service Charge		(30.00)
12/16/2022	GA Power		(45.02)
12/31/2022	December Interest		9.60

The City of Perry Reconciliation of Bank Statement for Downtown Development Authority Bank of Perry General Operating Account As of December 31, 2022

Brenda King

Balance per Bank Statement

3,840.05

Plus deposits not on statement

0.00

Less outstanding checks (Payables)

Reconciled bank statement balance Balance per transaction register

3,840.05 3,840.05 0.00

Difference

The City of Perry Reconciliation of Bank Statement for Downtown Development Authority Bank of Perry Savings Account As of December 31, 2022 Brenda King

Balance per Bank Statement

76,513.86

Plus deposits not on statement

Reconciled bank statement balance Balance per transaction register

76,513.86 76,513.86

Difference

0.00

The City of Perry Reconciliation of Bank Statement for Downtown Development Authority - Bank of Perry BOOST Donation Account As of December 31, 2022

Brenda King

Balance per Bank Statement	900.00
Plus deposits not on statement	0.00
Less outstanding checks (Payables)	
Reconciled bank statement balance Balance per transaction register	900.00 900.00
Difference	0.00

DOWNTOWN DEVELOPMENT AUTHORITY STATEMENT OF NET ASSETS JANUARY 31, 2023

	G(overnmental Funds
Assets		
Cash & Cash Equivalents	\$	82,950.88
Loan Receivable	\$	19,594.86
Total Assets	\$	102,545.74
Liabilities		
Liabilities		
Accounts Payable		
Total Liabilities	\$	-
Net Assets		
Invested in capital assets	\$	-
Restricted for		
BOOST (Balance on hand)		900.00
Revolving Loan Receivable		19,594.86
Revolving Loan (Available from cash)		1,408.59
Unrestricted		80,642.29
Total Net Assets	\$	102,545.74

Downtown Development Authority Balance Sheet January 31, 2023

	_G	eneral Fund	Pro	Capital jects Fund	G	Total overnmental Funds
Assets						
Cash & Cash Equivalents		82,950.88	\$	-	\$	82,950.88
Interest Receivable		•				
Loan Receivable		19,594.86		-		19,594.86
Due from Other Funds		-		-		-
Total Assets	\$	102,545.74	\$		\$	102,545.74
Liabilities and Fund Balances						
Liabilities						
Accounts Payable			\$	-	\$	-
Due to City of Perry		· -		=		-
Due to Other Funds				-		-
Total Liabilities	\$_	-	\$	•	\$	
Fund Balances						
NonSpendable						
Loan Reveivable	\$	19,594.86			\$	19,594.86
Reserved for	*	10,001.00			Ψ	10,004.00
BOOST		900.00		-		900.00
Revolving Loan		1,408.59				1,408.59
Unreserved		80,642.29		-		80,642.29
Total Fund Balances	\$	82,950.88	\$	_	\$	82,950.88
Total Liabilities and Fund Balances	\$	102,545.74	\$	•	\$	102,545.74

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total Exnense
Revenues Donation Donation - BOOST Rent Main Street Advisory Board Memorial Bench Reimbursement from CVB & Chamber							200.00	\					200.00
Sale of Asset Revolving Loan Repayment-Principal Revolving Loan Repayment-Interest Miscellaneous Investment Income	962.14 49.18 8.38	964.15	966.15 45.17 9.14	280.85 7.70 9.64	9.35	096	28.38						4,011.86
Total Revenues	1,019.70	1.021.15	1,020.46	298.19	9.35	9.60	1,066,95	·	•		*	ï	4,445.40
Expenditures Professional Services - Audit Professional Services - Other Telephone													d 180
Postage & Freight Advertising Promotions - Other Fradulent Activity													
BOOST Dues and Fees Meetings						30 00							30.00
Faranting Ceneral Supplies & Materials DDA Revolving Loan Façade Grant			1,997.00	3,000,00									4,997.00
Alleyway Project Natural Gas Incentative Program Electricity - Commerce Street Light Water & Sewer Services		45.05	45.05	45.05	43,740,28	14,640,00	44 98	e e					14,640.00 43,740.28 270.17
Total Expenditures	4	45.05	2,042.05	3,045.05	43,785.30	14,715.02	44.98	,					63,677.45
Excess (deficiency)	1,019,70	976.10	(1,021,59)	(2,746.86)	(43,775.95)	(14,705.42)	1,021.97	,		*	ï		(59,232.05)
Other Financing Sources Transfer In - City of Perry Transfer In - Hotel/Motel	675.00	675.00	2,672.00	3,675.00	44,415.28	7,995.00	675.00 /	,					60,782.28
Transfer In - Capital Projects	675.00	675.00	2,672.00	3,675.00	44.415.28	7.995.00	675.00						60,782.28
Fund Balance - Beginning Fund Balance - Ending	83,095,35	83,095,35	84,746.45	86,396,86	87,325.00	87,964.33	81,253.91	82,950.88 82,950.88	82,950.88 82,950.88	82,950.88 82,950.88	82,950.88 82,950.88	82,950.88 82,950.88	

Operating Account Summary

Date	Activity Description	Check Number	Amount
7/1/2022	Beginning Balance		81,517.70
7/1/2022	GA Power		(45.05)
7/1/2022	Clover Wine Merchant		288.55
7/5/2022	Houston Home Journal		(72.00)
7/20/2022	July Allocation		675.00
7/27/2022	Mossy Creek Natural Loan Payment		288.95
7/27/2022	S & S Restaurant Loan Payment		433.82
7/31/2022	July Interest		8.38
8/1/2022	Clover Wine Merchant		288.55
8/3/2022	August Allocation		675.00
8/4/2022	GA Power		(45.05)
8/26/2022	Mossey Creek Natural Loan Payment	.40	288.95
8/28/2022	S & S Restaurant Loan Payment		433.82
8/31/2022	August Interest		9.83
9/1/2022	Clover Wine Merchant	414.0	288.55
9/1/2022	Façade Grant - Sole Shoe Company	116	(1,997.00)
9/2/2022	GA Power		(45.05)
9/4/2022	Façade Grant Reimbursement from City		1,997.00
9/7/2022	September Allocation		675.00
9/26/2022	Mossey Creek Natural Loan Payment		288.95
9/26/2022	S & S Restaurant Loan Payment		433.82
9/30/2022 10/1/2022	September Interest		9.14
10/1/2022	Clover Wine Merchant GA Power		288.55
10/3/2022	October Allocation		(45.05)
10/11/2022			675.00
10/20/2022	Façade Grant Reimbursement from City Orleans on Carroll Façade Grant		3,000.00
10/20/2022	Dave Corson Façade Grant		(2,500.00)
10/31/2022	October Interest		(500.00) 9.64
11/2/2022	GA Power		
11/22/2022	November Allocation		(45.02) 675.00
11/22/2022	Gas Agreement Reimbursement from City		43,740.28
11/28/2022	Beaux Ellen Resturant Natural Gas Incentive		(34,034.12)
11/28/2022	Orleans on Carroll Natural Gas Incentive		(9,706.16)
11/30/2022	November Interest		9.35
12/7/2022	December Allocation		675.00
12/8/2022	City Allocation for Alleyway Project		7,320.00
12/8/2022	Dixie Landscaping		(14,640.00)
12/13/2022	Bank Service Charge		(30.00)
12/16/2022	GA Power		(45.02)
12/31/2022	December Interest		9.60
1/3/2023	GA Power		(44.98)
1/2/2023	January Allocation		675.00
1/12/2023	SunMark- alleyway donation		100.00
1/12/2023	Evan Zebley-alleyway donation		100.00
1/12/2023	Mossey Creek Natural Loan Payment		866.95

The City of Perry Reconciliation of Bank Statement for Downtown Development Authority Synovus General Operating Account As of January 31, 2023 Prepared by: Tina Holland

Reviewed by: Mitchell Worthington

Less outstanding checks (Payables)

Balance per Bank Statement

80,353.91

Ending Balance: O/S Deposits: 82,050.88

Plus deposits not on statement

Deposits

0.00 1,066.95 80,983.93

675.00

Less Disbursements:

(3,795.07)

(77,188.86) (44.98) O/S Disbursements:

Checks

Reconciled bank statement balance Balance per transaction register

Difference

82,050.88 82,050.88 0.00 The City of Perry
Reconciliation of Bank Statement for
Downtown Development Authority - Synovus
BOOST Donation Account
As of January 31, 2023

Prepared by: Tina Holland

Reviewed by : Mitchell Worthington

Balance per Bank Statement	900.00

Plus deposits not on statement 0.00

Less outstanding checks (Payables)

900.00
900.00

DDA 2023 Transactions

Operating & Boost

		Deposits [Disbursements	
Date	Payee/Description/Check #	Debit	Credit	Balance
	January 2023			80,353.91
01.03.23	online GA power monthly PMT for Commerce Street-paid		44.98	80,308.93
01.02.23	City monthly allocation January	675.00		80,983.93
01.12.23	SunMark - alleyway donation	100.00		81,083.93
01.12.23	Evan Zebley - alleyway donation	100.00		81,183.93
01.12.23	Mossy Creek Natural - Nov/Dec 2022 Jan 2023 revolving loan pmt	866.95		82,050.88