



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
5. 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

All meetings are open to the public unless otherwise posted

P.O. Box 2030 | Perry, Georgia 31069-6030
478-988-2730 | Facsimile 478-988-2725
www.perry-ga.gov

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
5. 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

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

**Downtown Development Authority
Balance Sheet
December 31, 2022**

	General Fund	Capital Projects Fund	Total Governmental 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	\$ -	\$ -	\$ -
 Fund Balances			
NonSpendable			
Loan Receivable	\$ 12,023.32		\$ 12,023.32
Reserved for BOOST	900.00	-	900.00
Revolving Loan	9,064.98	-	9,064.98
Unreserved	71,288.93	-	71,288.93
Total Fund Balances	\$ 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				
	<u>Current Month</u>	<u>Year -to-Date Total</u>	<u>Budget</u>	<u>Variance</u>
Revenue				
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	-	-	-	-
Sale of Assets	-	-	-	-
Loan Repayment - Principal	-	3,173.29	6,930.00	3,756.71
Loan Repayment - Interest	-	149.22	-	(149.22)
Miscellaneous	-	-	-	-
Investment Income	9.60	55.94	100.00	44.06
Total Revenues	<u>\$ 8,004.60</u>	<u>\$ 63,485.73</u>	<u>\$ 15,130.00</u>	<u>\$ (48,355.73)</u>
Expenditures				
Professional Services- Audit	-	-	-	-
Professional Services- Other	-	-	-	-
Annual Retreat	-	-	-	-
Advertising	-	-	-	-
Promotions	-	-	500.00	500.00
Meetings	-	-	-	-
BOOST	-	-	-	-
Training	-	-	300.00	300.00
General Supplies & Materials	-	-	-	-
Dues & Fees	30.00	30.00	-	(30.00)
Façade Grant	-	4,997.00	-	(4,997.00)
Tourism Grant	-	-	-	-
Placemaking	-	-	10,000.00	10,000.00
Alleyway Project	14,640.00	14,640.00	-	(14,640.00)
Natural Gas Incentive	-	43,740.28	-	(43,740.28)
Revolving Loan	-	-	25,000.00	25,000.00
Electricity	45.02	225.19	600.00	374.81
Miscellaneous	-	-	-	-
Total Expenditures	<u>14,715.02</u>	<u>63,632.47</u>	<u>\$ 36,400.00</u>	-
Excess (deficiency)	<u>\$ (6,710.42)</u>	<u>\$ (146.74)</u>	<u>\$ (21,270.00)</u>	
Fund Balance - Beginning				
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	77,999.35	74,608.96	75,600.00	
Total Fund Balance - Beginning	<u>\$ 87,964.33</u>	<u>\$ 81,400.65</u>	<u>\$ 81,500.00</u>	
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	<u>\$ 81,253.91</u>	<u>\$ 81,253.91</u>	<u>\$ 81,500.00</u>	

Operating Account Summary

<u>Date</u>	<u>Activity Description</u>	<u>Check Number</u>	<u>Amount</u>
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		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
	Balance as of 12/31/22		81,253.91

**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 3,840.05
Balance per transaction register 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 76,513.86

Balance per transaction register 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	900.00
Balance per transaction register	<u>900.00</u>
Difference	<u><u>0.00</u></u>

DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF NET ASSETS
JANUARY 31, 2023

	Governmental 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**

	General Fund	Capital Projects Fund	Total Governmental 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			
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

Operating Account Summary

<u>Date</u>	<u>Activity Description</u>	<u>Check Number</u>	<u>Amount</u>
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		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
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
	Balance as of 1/31/2023		82,950.88

**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:	82,050.88
Plus deposits not on statement	0.00	O/S Deposits:	
Deposits	1,066.95		
	80,983.93		
	675.00		
Less Disbursements:			
	(3,795.07)	O/S Disbursements:	
	(77,188.86)	Checks:	
	(44.98)		
Reconciled bank statement balance	82,050.88		
Balance per transaction register	<u>82,050.88</u>		
Difference	<u>0.00</u>		

**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)	

Reconciled bank statement balance	900.00
Balance per transaction register	<u>900.00</u>
Difference	<u><u>0.00</u></u>

DDA 2023 Transactions

Operating & Boost

Date	Payee/Description/Check #	Deposits		Disbursements		Balance
		Debit	Credit	Debit	Credit	
	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