



Downtown Development Authority of the City of Perry

Monday, April 24, 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. Residential Study Update
6. New Business
 - a. Approve minutes of March 27, 2023 meeting
 - b. Approve March 2023 Financials
 - c. FY 2024 Budget Discussion
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 - March 27, 2023

1. Call To Order: Chairman Rhodes called the meeting to order at 5:11pm.

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

Staff: Alicia Hartley – Downtown Manager, and Christine Sewell – Recording Clerk

2. Invocation – was given by Chairman Rhodes

3. Guests/Speakers

- a. Middle Georgia Regional Commission – Downtown Parking Study

Mr. Greg Boike presented the study which included the methodology overview, summary of findings, summary of finding for the peak areas, summary of findings in underutilized spaces, parking management and use of underutilized spaces, parking management and creating a shift in demand.

4. Citizens with Input – None

5. Old Business

- a. Administration Mixed Use Project Update – Ms. Hartley advised staff had met with the Loudermilk Company and Parrish Construction and presented a revised design, which reflected a two-story building, with city offices on the second floor and restaurant space on the bottom one facing each street; Carroll and Main; no retail was included. The developer is looking for incentives, whether a pad ready site or the underground retention vault. The developer did not provide residential as more parking would be required and this would be asked for by banks for financing. An estimate of \$40 per square foot for city offices was also proposed, which was over the \$25 the city anticipated. Director George said there must be a retail component to draw people downtown and to have half the building as city offices is a waste of space; Director Kinnas stated it was not a mixed-use development as requested. Chairman Rhodes clarified the city is not interested in owning; Ms. Hartley advised they are not. Commissioner Yasin agreed there needs to be residential. Ms. Hartley advised she had solicited quotes and will address later in the meeting to conduct a study of the need for residential in the downtown area; she noted the city was willing to pay half of the proposal. Director George motioned to table the project until a residential study can be completed; Director Yasin seconded; all in favor and was unanimously recommended to table.

6. New Business

- a. Approve minutes of February 27, 2023, meeting

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

b. Approve February 2023 Financials

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

c. FY24 Budget Discussion

Ms. Hartley advised discussions have commenced; and noted the upcoming fiscal year city allocation will be \$6200 annually and as always requests can be made at any time to Council for funding.

d. Residential Study Proposals

Ms. Hartley provided a spreadsheet of the three companies and a comparison of price, timeframe, past work, and process for producing the study. Staff is recommending Zimmerman Volk in the amount of \$25,000; half to be paid by the city with a timeframe for completion of three months.

Director George motioned to authorize expenditure of \$12,500 for half of payment for study to be conducted by Zimmerman Volk; Director Yasin seconded; all in favor and was unanimously approved.

7. Other Business – None

8. Member Items – None

9. Main Street Report – Ms. Hartley advised the sidewalk sale will be on April 9th and wine tasting on April 21st; to which 340 tickets have been sold to date.

10. Downtown Update

a. Downtown Projects Update – Ms. Hartley advised the following:

- Downtown Solid Waste: new toters are in; new program to roll out week of April 24; restaurants will have 2 pickups a day instead of the 1 pickup initially discussed
- Collaborations with Perry CVB
- Metro Atlanta Field Trips – with CVB to showcase downtown
- Main Street Advisory Board vacancy
- Thornton's Closet building: new windows have been installed; progress continues
- COAs for 933 Carroll Street and 766 Commerce Street to Main Street next week
- Communicating with GDOT to get no-truck signage at non-state routes where they intersect with a state route
- PURE Station plans have been submitted; haven't seen work begin; 1 individual inquired in purchasing property

b. Strategic Plan Update

11. Chairman Items – None

12. Adjourn: there being no further business to come before the board the meeting was adjourned at 6:37pm.

DRAFT

**Downtown Development Authority
Balance Sheet
January 31, 2023**

	General Fund	Capital Projects Fund	Total Governmental Funds
Assets			
Cash & Cash Equivalents	82,149.39	\$ -	\$ 82,149.39
Interest Receivable		-	-
Loan Receivable	16,802.24	-	16,802.24
Due from Other Funds	-	-	-
Total Assets	\$ 98,951.63	\$ -	\$ 98,951.63
Liabilities and Fund Balances			
Liabilities			
Accounts Payable		\$ -	\$ -
Due to City of Perry	-	-	-
Due to Other Funds	-	-	-
Total Liabilities	\$ -	\$ -	\$ -
Fund Balances			
NonSpendable			
Loan Reveivable	\$ 16,802.24		\$ 16,802.24
Reserved for			
BOOST	900.00	-	900.00
Revolving Loan	4,296.89	-	4,296.89
Unreserved	76,952.50	-	76,952.50
Total Fund Balances	\$ 82,149.39	\$ -	\$ 82,149.39
Total Liabilities and Fund Balances	\$ 98,951.63	\$ -	\$ 98,951.63

DDA Operating

	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 Expense
Revenues													
Donation							200.00						200.00
Donation - BOOST													-
Rent													-
Main Street Advisory Board													-
Memorial Bench													-
Reimbursement from CVB & Chamber													-
Sale of Asset													-
Revolving Loan Repayment-Principal	962.14	964.15	966.15	280.85	-	-	838.57	1,818.33	974.29				6,804.48
Revolving Loan Repayment-Interest	49.18	47.17	45.17	7.70	-	-	28.38	58.65	37.03				273.28
Miscellaneous													-
Investment Income	8.38	9.83	9.14	9.64	9.35	9.60	-	-	50.52				106.46
Total Revenues	1,019.70	1,021.15	1,020.46	298.19	9.35	9.60	1,068.95	1,876.98	1,061.84				7,384.22
Expenditures													
Professional Services - Audit													-
Professional Services - Other													-
Telephone													-
Postage & Freight													-
Advertising													-
Promotions - Other													-
Fraudulent Activity													-
BOOST													-
Dues and Fees						30.00							30.00
Meetings													-
Training													-
General Supplies & Materials													-
DDA Revolving Loan			1,997.00	3,000.00									4,997.00
Facade Grant													14,640.00
Alleyway Project													5,000.00
Street Signs													5,000.00
Natural Gas Incentiative Program					43,740.28								43,740.28
Electricity - Commerce Street Light		45.05	45.05	45.05	45.02	45.02	44.98	45.14	45.16				360.47
Water & Sewer Services													-
Total Expenditures	1,019.70	976.10	(1,021.59)	(2,746.86)	(43,775.95)	(14,705.42)	1,021.97	1,831.84	(3,983.32)				68,767.75
Excess (deficiency)													(61,383.53)
Other Financing Sources													
Transfer In - City of Perry	675.00	675.00	2,672.00	3,675.00	44,415.28	7,995.00	675.00	675.00	675.00				62,132.28
Transfer In - Hotel/Motel													-
Transfer In - Capital Projects													-
Total	675.00	675.00	2,672.00	3,675.00	44,415.28	7,995.00	675.00	675.00	675.00				62,132.28
Fund Balance - Beginning	81,400.65	83,095.35	84,746.45	86,396.86	87,325.00	87,964.33	81,253.91	82,950.88	85,457.71	82,149.39	82,149.39	82,149.39	82,149.39
Fund Balance - Ending	83,095.35	84,746.45	86,396.86	87,325.00	87,964.33	81,253.91	82,950.88	85,457.71	82,149.39	82,149.39	82,149.39	82,149.39	82,149.39

**The City of Perry
 Reconciliation of Bank Statement for
 Downtown Development Authority Synovus
 General Operating Account
 As of March 31, 2023**

Less outstanding checks (Payables)

Balance per Bank Statement	84,557.71	Ending Balance:	
		O/S Deposits:	
Plus deposits not on statement			
Deposits	288.95 ✓		
	433.82 ✓		
	675.00 ✓		
	288.55 ✓		
	50.52 ✓		
Less Disbursements:			
	(45.16) ✓	O/S Disbursements:	
	(5,000.00) ✓	Checks:	
Reconciled bank statement balance	81,249.39		
Balance per transaction register	<u>81,249.39</u> ✓		
Difference	<u>0.00</u>		

**The City of Perry
Reconciliation of Bank Statement for
Downtown Development Authority - Synovus
BOOST Donation Account
As of March 31, 2023**



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 900.00

Difference 0.00

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
2/1/2023	Mossey Creek Natural Loan Payment		288.95
2/1/2023	S & S Restaurant Loan Payment		433.82
2/1/2023	Clover Wine Merchant (Nov,Dec, Jan)		865.65
2/2/2023	February Allocation		675.00
2/6/2023	Clover Wine Merchant		288.55
2/21/2023	GA Power		(45.14)
3/2/23	online GA power monthly payment for Commerce Street		(45.16)
3/13/23	Perry Area Historical Society - street signs		(5,000.00)
3/1/23	Clover Wine loan pmt		288.55
3/1/23	Mossy Creek Natural loan pmt		288.95
3/1/23	S & S Restaurant Mangement loan pmt		433.82
3/1/23	January Interest AE 1605		50.52
3/2/23	March Allocation from City		675.00

0 *
81,249.93 +
900.00 +
82,149.93 * +

Balance as of 3/31/2023

82,149.39 *operating & boost balance

DDA 2023 Transactions

Operating & Boost

Date	Payee/Description/Check #	Deposits		Disbursements		Balance
		Debit	Credit	Debit	Credit	
	March 2023					84,557.71
03.02.23	online GA power monthly payment for Commerce Street counter ck #1		45.16			84,512.55
3.1.23	Perry Area Historical Society - street signs		5,000.00			79,512.55
3.1.23	Clover Wine loan pmt	288.55				79,801.10
3.1.23	Mossy Creek Natural loan pmt	288.95				80,090.05
3.1.23	S & S Restaurant Management loan pmt	433.82				80,523.87
3.1.23	January Interest AE 1605	50.52				80,574.39
3.2.23	March Allocation from City	675.00				81,249.39

FY24 Proposed

Revenues

Donation		
Donation - BOOST		
Rent		
Main Street Advisory Board		
Memorial Bench		
Reimbursement from CVB & Chamber		
Sale of Asset		
Revolving Loan Repayment-Principal	\$	8,762.50
Revolving Loan Repayment-Interest	\$	198.01
Miscellaneous		
Investment Income	\$	120.00
Total Revenues	\$	9,080.51

Expenditures

Professional Services - Audit		
Professional Services - Other	\$	12,500.00 (possible housing study cost share with City)
Telephone		
Postage & Freight		
Advertising	\$	100.00
Promotions - Other		
Fraudulent Activity		
BOOST		
Dues and Fees		
Meetings		
Training	\$	300.00
General Supplies & Materials		
DDA Revolving Loan		
Façade Grant	\$	10,000.00
Alleyway Project		
Natural Gas Incentative Program		
Electricity - Commerce Street Light	\$	600.00
Water & Sewer Services		
Total Expenditures	\$	23,500.00
Excess (deficiency)		
Other Financing Sources		
Transfer In - City of Perry	\$	6,200.00
Transfer In - Hotel/Motel		
Transfer In - Capital Projects		