



Downtown Development Authority of Bainbridge
 Agenda
 October 19, 2023 | 8:00 a.m.
 Council Chambers | City Hall

MISSION: To stimulate revitalization of Downtown Bainbridge by: supporting creative economic development endeavors; enhancing its historic appeal and creativity; endorsing its pride and promise; and embracing its diverse economy.

1. Call to Order & Welcome
2. Recognize Guests/Visitors
3. Approval of Minutes & Financial Report
4. Old Business
 - a. Downtown Website
 - i. Calendar
 - b. Downtown Sound System
 - c. DDA Board Retreat: November 29, 2023
 - i. Discussion items
 - d. GEMS Site Visit
 - e. West Street Median
5. New Business
 - a. Director Report/Main Street Monthly Report
 - b. 2023 Work Plan Review
 - c. 2022-2023 Annual Report
6. Adjourn

Upcoming Dates

- October 20-22: USTA Tennis Tournament/Player’s Party (10/20/23)
- October 21: River South Music + Art Festival
- November 1: Coffee + Conversations 9 a.m.
- November 2-5: Vietnam Memorial Wall at Earle May Boat Basin
- November 15: Georgia Cities Heart & Soul Design Workshop (8:30 a.m.-3:30 p.m.)
- November 15: GA Department of Community Affairs Board Meeting

2023 Regular Meetings	
June 15	September 21
July 20	October 19
August 17	November 16
	December 21

ATTENDANCE	
Darrell Cox- 7/17/25	_____
Sterling Widner- 5/7/25	_____
Doug Young- 9/1/25	_____
Tom Conger- 5/7/25	_____
Shae Brouillet- 10/16/24	_____
Brent Warr- 4/20/27	_____
Melinda Taylor- 10/16/24	_____





**Downtown Development Authority
September 21, 2023**

PRESENT: Darrell Cox, Brent Warr, Doug Young, Shae Brouillet, Tom Conger & Amanda Glover

VIRTUAL: N/A

ABSENT: Sterling Widener, Melinda Taylor

GUESTS: Grace Moorehead

DDA Director Darrell Cox called the meeting to order and welcomed those in attendance.

MINUTES AND FINANCIAL: Doug Young made a motion, seconded by Brent Warr, and unanimously carried to approve the minutes from the August 17, 2023 meeting. Tom Conger made a motion, seconded by Shae Brouillet, and unanimously carried to approve the August financials.

OLD BUSINESS:

- Glover showed the board the “refreshed” downtown website, and pointed out there are still a few things to be tweaked. S&L Integrated Services helped get the downtown sound system in Willis Park running again.

NEW BUSINESS:

- **Director’s Report:** Attended the Georgia Downtown Association annual conference in Canton.
- **Façade Grant Report:** During fiscal year 2023, \$14,350 has been granted while only \$6,250 has been requested to be paid.
- **West Street Median:** Glover presented a preliminary plan for the North West Street Median Gateway Project for the board to review. A proposed budget is being prepared, and Glover is researching potential funding sources.
- **Proposed 2023-2024 Budget:** Glover presented the 2023-2024 proposed budget to be adopted. The City of Bainbridge allocated \$65,000 which is to be disbursed on a monthly basis. The proposed budget for the DDA is \$73,010. Doug Young made a motion, seconded by Brent Warr, and unanimously carried to approve the 2023-2024 Downtown Development Authority Budget.
- DDA Board Work Session is scheduled for November 29, 2023 from 9 a.m.-3 p.m.

CITY OF BALNBRIDGE
BALANCE SHEET
AS OF: SEPTEMBER 30TH, 2023

110-DOWNTOWN DEVELOPMENT

ACCOUNT # ACCOUNT DESCRIPTION BALANCE

ASSETS

110-0000-11.1110	CASH - GENERAL OPERATING	367,012.98
110-0000-11.1111	MONEY MARKET - PORT CITY	0.00
110-0000-11.1112	MONEY MARKET-FIRST NATIONAL	0.00
110-0000-11.1302	301 WATER STREET	0.00
110-0000-11.1303	CD - 1ST NAT'L -	0.00
110-0000-11.1313	CD -1ST STATE-1361500107	0.00
110-0000-11.1315	CD - PORT CITY- 23003357	0.00
110-0000-11.1316	CD - 1ST NAT'L-27553	0.00
110-0000-11.1317	127/131 WATER ST	0.00
110-0000-11.1318	CD-FAMILY 1020400606	0.00
110-0000-11.1319	CD - PORT CITY - 23003763	0.00
110-0000-11.1320	CD - PORT CITY - 23003767	0.00
110-0000-11.1321	207 WATER ST	0.00
110-0000-11.1322	LAND 227 BROUGHTON ST	7,470.24
110-0000-11.1323	220 BROAD STREET (HOOK & LADDE	179,022.67
110-0000-11.1324	110 BROAD STREET	0.00
110-0000-11.1325	BROAD/TROUP ST PARKING LOTS	49,811.07
110-0000-11.1326	HART ROLLINS PARKING LOT	40,000.00
110-0000-11.1327	227 BROUGHTON BATHROOM	301,523.00
110-0000-11.1328	102 WEST ST	0.00
110-0000-11.1329	125 CALHOUN ST	0.02
110-0000-11.1401	ACCRUED INTEREST REC-LEASES	29.93
110-0000-11.1901	A/R LEASE RECEIVABLE	146,293.08
110-0000-11.3203	DUE TO/FROM WATER & SEWER	0.00
110-0000-11.3204	DUE (TO)/FROM GAS	0.00
110-0000-11.3222	DUE (T)/F GENERAL FUND	(533.00)
110-0000-11.3233	DUE TO/FROM SPLOST # 6	0.00
110-0000-11.7510	ACCUMULATED DEPRECIATION	(18,096.50)
110-0000-11.7515	LEASE ASSET	50,055.85
110-0000-11.7600	CONSTRUCTION IN PROGRESS	0.00
110-0000-11.7910	ACCUM AMORTIZATION-LEASES	(9,933.55)

1,112,655.79

TOTAL ASSETS

1,112,655.79

LIABILITIES

110-0000-12.1100	ACCOUNTS PAYABLE	0.00
110-0000-12.1101	ACCOUNTS PAYABLE	0.00
110-0000-12.2400	ACCRUED INTEREST PAYABLE	47.45
110-0000-12.2700	NOTES PAYABLE - CURRENT	0.00
110-0000-12.3101	LEASE LIABILITY	44,628.43
110-0000-12.5300	NOTES PAY NON-CURRENT	0.00
110-0000-12.9303	DEF INFLOWS - LEASES	146,293.08

TOTAL LIABILITIES

190,968.96

CITY OF BAINBRIDGE
BALANCE SHEET
AS OF: SEPTEMBER 30TH, 2023

110-DOWNTOWN DEVELOPMENT

ACCOUNT # ACCOUNT DESCRIPTION BALANCE

EQUITY

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110-0000-13.4201 0.00

110-0000-13.4220 F/B UNRES-UNDESIGNATED 1,046,788.49

TOTAL BEGINNING EQUITY 1,046,788.49

TOTAL REVENUES 74,141.10

TOTAL EXPENDITURES 199,242.76

REVENUE OVER/(UNDER) EXPENDITURES (125,101.66)

TOTAL EQUITY & REV. OVER/(UNDER) EXP. 921,686.83

TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP. 1,112,655.79

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% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
INTERGOVERNMENTAL REVENU	0	0.00	0.00	0.00	0.00	0.00
STATE GOVERNMENT GRANTS	0	0.00	0.00	0.00	0.00	0.00
110-0000-33.4110 LOAN PROCEEDS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STATE GOVERNMENT GRANTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL REVENU	0	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME						
INTEREST REVENUE	0	15.38	216.38	0.00	216.38	0.00
110-0000-36.1000 INTEREST REVENUES	0	15.38	216.38	0.00	216.38	0.00
TOTAL INTEREST REVENUE	0	15.38	216.38	0.00	216.38	0.00
REALIZED GAIN/LOSS-INVST	0	0.00	0.00	0.00	0.00	0.00
110-0000-36.2000 PROCEEDS FM CLOSING	0	0.00	0.00	0.00	0.00	0.00
TOTAL REALIZED GAIN/LOSS-INVST	0	0.00	0.00	0.00	0.00	0.00
TOTAL INVESTMENT INCOME	0	15.38	216.38	0.00	216.38	0.00
CONTRIB. & DONATIONS PRIV						
CONTRIB. & DONAT.-PRIVATE	0	0.00	0.00	0.00	0.00	0.00
110-0000-37.1000 PROPERTY CONTRIBUTED	0	0.00	0.00	0.00	0.00	0.00
110-0000-37.1004 COMMUNITY CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIB. & DONAT.-PRIVATE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIB. & DONATIONS PRIV	0	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS REVENUE						
RENTS & ROYALTIES	0	350.00	1,170.00	0.00	1,170.00	0.00
110-0000-38.1002 RENTAL OF PROPERTY	0	350.00	1,170.00	0.00	1,170.00	0.00
TOTAL RENTS & ROYALTIES	0	350.00	1,170.00	0.00	1,170.00	0.00
OTHER	0	0.00	2,687.50	0.00	2,687.50	0.00
110-0000-38.9000 ORNAMENT SALES	0	0.00	585.84	0.00	585.84	0.00
110-0000-38.9001 MISC REVENUE	0	0.00	0.00	0.00	0.00	0.00
110-0000-38.9002 LIVING HISTORY	0	0.00	0.00	0.00	0.00	0.00
110-0000-38.9003 GIFT CARD PROGRAM	0	0.00	4,481.34	0.00	4,481.34	0.00

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
110-0000-38.9999 PRIOR YEAR EXCESS REV	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER	0	0.00	7,754.68	0.00	7,754.68	0.00
TOTAL MISCELLANEOUS REVENUE	0	350.00	8,924.68	0.00	8,924.68	0.00
OTHER FINANCING SOURCES						
=====						
INTERFUND TRANSFERS						
110-0000-39.1100 OPERATING TRANSFERS IN	0	0.00	0.00	0.00	0.00	0.00
110-0000-39.1109 TRANSFERS IN	65,000	5,416.67	65,000.04	0.00	0.04	100.00
TOTAL INTERFUND TRANSFERS	65,000	5,416.67	65,000.04	0.00	0.04	100.00
TOTAL OTHER FINANCING SOURCES	65,000	5,416.67	65,000.04	0.00	0.04	100.00
TOTAL REVENUE	65,000	5,782.05	74,141.10	0.00	9,141.10	114.06

CITY OF BALNBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
NON-DEPARTMENTAL						
=====						
PERSONAL SERVICES						
SALARIES & WAGES						
110-0000-51.1100 REGULAR EMPLOYEES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & WAGES	0	0.00	0.00	0.00	0.00	0.00
EMPLOYEE BENEFITS						
110-0000-51.2200 SOCIAL SEC (FICA) CNTR	0	0.00	0.00	0.00	0.00	0.00
110-0000-51.2201 EMPLOYER INS CONTRIBUTE	0	0.00	0.00	0.00	0.00	0.00
110-0000-51.2202 EMPLOYER RETIRE CONTRI	0	0.00	0.00	0.00	0.00	0.00
110-0000-51.2205 CLAIMS PD FOR EMPLOYEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEE BENEFITS	0	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
PURCHASED/CONTRACT SERV.						
PURCH. PROF.&TECH. SERV.						
110-0000-52.1200 PROF SERVICES	10,000	656.25	53,050.25	0.00	(43,050.25)	530.50
TOTAL PURCH. PROF.&TECH. SERV.	10,000	656.25	53,050.25	0.00	(43,050.25)	530.50
PURCHASED PROPERTY SERV.						
110-0000-52.2210 MAINTENANCE & REPAIRS	0	3,251.48	3,251.48	0.00	(3,251.48)	0.00
110-0000-52.2215 OUTSOURCED (NON-SHOP)	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.2310 RENT OF OFFICES	3,840	533.00	4,585.33	0.00	(745.33)	119.41
110-0000-52.2311 RENTAL OF LAND & BUILD	0	500.00	4,000.00	0.00	(4,000.00)	0.00
TOTAL PURCHASED PROPERTY SERV.	3,840	4,284.48	11,836.81	0.00	(7,996.81)	308.25
OTHER PURCHASED SERVICES						
110-0000-52.3101 INSURANCE	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3200 TELEPHONE	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3202 POSTAGE	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3300 ADVERTISING-PUB NOTICE	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3301 PROMOTIONAL ITEMS	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3500 TRAVEL	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3600 DUES & FEES	0	0.00	0.00	0.00	0.00	0.00
110-0000-52.3851 MAINT & SERVICE CONTRA	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER PURCHASED SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL PURCHASED/CONTRACT SERV.	13,840	4,940.73	64,887.06	0.00	(51,047.06)	468.84

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

110-DOWNTOWN DEVELOPMENT
 NON-FUNCTION
 NON-DEPARTMENTAL

% OF YEAR COMPLETED: 100.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
<u>SUPPLIES</u>						
<u>SUPPLIES</u>						
110-0000-53.1101 PRINTING & SUPPLIES	0	0.00	103.00	0.00 (103.00)	0.00
110-0000-53.1210 ENERGY-WATER/SEWERAGE	180	0.00	0.00	0.00 (180.00	0.00
110-0000-53.1230 ENERGY-ELECTRICITY	600	89.35	619.79	0.00 (19.79)	103.30
110-0000-53.1701 SUPPLIES OTHER THAN OF	4,700	0.00	8,964.76	0.00 (4,264.76)	190.74
110-0000-53.1702 GIFT CARD PROGRAM	0	64.50	4,337.40	0.00 (4,337.40)	0.00
110-0000-53.1703 SUBSCRIPTION	0	0.00	0.00	0.00 (0.00	0.00
TOTAL SUPPLIES	5,480	153.85	14,024.95	0.00 (8,544.95)	255.93
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TOTAL SUPPLIES	5,480	153.85	14,024.95	0.00 (8,544.95)	255.93
<u>CAPITAL OUTLAY</u>						
<u>PROPERTY</u>						
110-0000-54.1306 PURCHASE/RENOVATE BUIL	0	0.00	25,903.00	0.00 (25,903.00)	0.00
110-0000-54.1401 BROUGHTON ST PARKING L	0	3,559.01	77,880.42	0.00 (77,880.42)	0.00
TOTAL PROPERTY	0	3,559.01	103,783.42	0.00 (103,783.42)	0.00
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TOTAL CAPITAL OUTLAY	0	3,559.01	103,783.42	0.00 (103,783.42)	0.00
<u>DEPRECIATION/AMORTIZATIO</u>						
<u>DEPRECIATION</u>						
110-0000-56.1000 DEPRECIATION	0	502.54	6,030.48	0.00 (6,030.48)	0.00
110-0000-56.1001 AMORTIZED EXPENSE-LEA	0	0.00	4,266.85	0.00 (4,266.85)	0.00
TOTAL DEPRECIATION	0	502.54	10,297.33	0.00 (10,297.33)	0.00
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TOTAL DEPRECIATION/AMORTIZATIO	0	502.54	10,297.33	0.00 (10,297.33)	0.00
<u>OTHER COSTS</u>						
<u>PAYMENTS TO OTH AGENCIES</u>						
110-0000-57.2010 FACADE GRANTS	20,000	2,000.00	6,250.00	0.00	13,750.00	31.25
TOTAL PAYMENTS TO OTH AGENCIES	20,000	2,000.00	6,250.00	0.00	13,750.00	31.25
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<u>PAYMENTS TO OTHERS</u>						
110-0000-57.3002 COMMUNITY ACTIVITIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL PAYMENTS TO OTHERS	0	0.00	0.00	0.00	0.00	0.00
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TOTAL OTHER COSTS	20,000	2,000.00	6,250.00	0.00	13,750.00	31.25

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

110-DOWNTOWN DEVELOPMENT
 NON-FUNCTION
 NON-DEPARTMENTAL
 EXPENDITURES

% OF YEAR COMPLETED: 100.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
<u>DEBT SERVICE</u>						
<u>PRINCIPAL</u>						
110-0000-58.1300 PRINCIPAL PAYMENTS-LEA	0	0.00	0.00	0.00	0.00	0.00
TOTAL PRINCIPAL	0	0.00	0.00	0.00	0.00	0.00
<u>INTEREST</u>						
110-0000-58.2300 INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTEREST	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	39,320	11,156.13	199,242.76	0.00 (159,922.76)	506.72
TOTAL NON-FUNCTION	39,320	11,156.13	199,242.76	0.00 (159,922.76)	506.72
TOTAL EXPENDITURES	39,320	11,156.13	199,242.76	0.00 (159,922.76)	506.72
REVENUE OVER/ (UNDER) EXPENDITURES	25,680 (5,374.08) (125,101.66)	0.00	150,781.66	487.16-

*** END OF REPORT ***

DIRECTOR'S REPORT

September 2023

ORGANIZATION

- Coffee + Conversations
- Facebook (last 28 days)
 - Followers: 7,214
 - Post Reach: 87,930
 - Post Engagement: 24,303
 - New Page Likes: 107
 - New Followers: 212
- Instagram
 - Followers: 1814
- DDA Board meeting
- Website Update
- Predevelopment meetings for 100 S West St, 101 W Water St, and 409 N Broad St
- Submitted 2 Initial Project Assessments for a Downtown Development Revolving Loan Fund application
- Hosted GDA Fall Regional Meet-Up

PROMOTION

- Second Saturday
- Downtown Events: 8 Attendance: 529
- Downtown Dollars
 - All-Time Amount:
 - Load: \$7695
 - Spent: \$5281

ECONOMIC DEVELOPMENT

- Business(es) Opened: 0 Jobs Created: 0
- Business(es) Closed: 1 (Sio's) Jobs Lost: 6
- Properties Sold: 1 (409 N Broad St)

DESIGN:

- Chason Park Expansion project complete
- The Lofts @ Chason complete

Work Plan

Transformation Strategy 1: Beautification Initiatives & Design

Transformation Strategy 2: Placemaking

Transformation Strategy 3: Business Activation & Development

Transformation Strategy 1

TS 1 Goal 1: Downtown Connectivity to the Flint River

What	When	Who	Cost	Progress
Step 1: Apply for National Association of Realtors Placemaking Grant	Jan-23	CVB/DDA	\$7,500	
Step 2: Update/clean existing wayfinding signage at Earle May Recreation Area, Cheney Griffin, DT Bainbridge	January-June 2023	CVB/DDA/City	\$4,000	Complete
Step 3: Install new wayfinding signage directing visitors from Chason Park to DT Bainbridge	Jun-23	CVB/DDA	\$15,000	Ordered
Step 4: Improve West Street Corridor Gateway		City of Bainbridge	TBD	Have preliminary plans- next step is cost estimates
Step 5: Phase III & IV Streetscape		City of Bainbridge	TBD	Long term goal
Step 6:				
Step 7:				
Step 8:				

TS 1 Goal 2: Design bulb-outs for one-way traffic pattern

What	When	Who	Cost	Progress
Step 1: Temporary "bumps" installed to guide new one-way traffic pattern. Begin design phase of bulb-outs per DT Master Plan	Oct-23	DDA coordinate with city engineer and/or consultant	\$7,500	Complete
Step 2: Implement plan	Jan-24	City Engineer	TBD	Complete
Step 3:				
Step 4:				
Step 5:				

Transformation Strategy 2

TS 2 Goal 1: Downtown Mural					
What	When	Who	Cost	Progress	
Step 1: Identify location	Jan-23	Randee Eubanks			
Step 2: Identify artwork to be painted	Jan-23	Randee Eubanks			
Step 3: Seek local artist	Feb-23	Randee Eubanks			
Step 4: Paint mural	Apr-23	Local Artist	\$3,500		
Step 5:					
Step 6:					
Step 7:					
Step 8:					
TS 2 Goal 2: Expand Open Container District					
What	When	Who	Cost	Progress	
Step 1: Expand existing open container district to include Chason Park expansion project	Mar-23	DDA/City Council		Complete	
Step 2: Install district map/signage explaining the rules of the district along pedestrian path from Chason Park to DT Bainbridge	Jun-23	City of Bainbridge		In Process	
Step 3:					
Step 4:					
Step 5:					
Step 6:					
Step 7:					
Step 8:					

Transformation Strategy 3

TS 3 Goal 1: Support growth and development of developed businesses					
What	When	Who	Cost	Progress	
Step 1: Water St Expand outdoor sound system down E	Jun-23	DDA	\$10,000	Not complete	
Step 2: Overlay district study N Broad St, N West St, & Calhoun St	May-23	City of Bainbridge	\$7,000	Finalizing district guidelines	
Step 3: Install security cameras	Aug-23	City of Bainbridge	TBD	Complete	
Step 4: Initiate Downtown Dollars program/Shop Local campaign	Jan-23	DDA	\$0	Complete	
Step 5:					
Step 6:					
Step 7:					
Step 8:					

TS 3 Goal 2: Business Recruitment					
What	When	Who	Cost	Progress	
Step 1: Utilize recent ECG market study report for business recruitment/marketing	Monthly	DDA	\$1,500	Complete	
Step 2: Explore & discuss utility incentives with City Manager such as: solid waste charges, water & sewer tap fee reduction, or water/sanitary sewer or storm water system connection reimbursement	Jan-23	Amanda Glover			
Step 3:					
Step 4:					
Step 5:					
Step 6:					
Step 7:					
Step 8:					