



Downtown Development Authority of Bainbridge

Agenda

May 18, 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. GEMS MOU
 - b. Clark Street improvement update
 - c. Downtown Security Cameras
 - d. Downtown Sound System
 - e. Great American National Main Street review
5. New Business
 - a. Director Report/Main Street Monthly Report
6. Adjourn

Upcoming Dates

- May 26: Sip & Shop
- June 7: Coffee & Conversations
- June 10: Second Saturday
- September 28: Fall Regional Round-Up 9/28/23

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	_____

2023 Training
<ul style="list-style-type: none"> ○ June 23 DDA Basic (Savannah) ○ June 27 DDA Basic (Virtual) ○ August 21 DDA Basic (Canton) ○ August 21 DDA Advanced (Canton)

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



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**Downtown Development Authority
April 20, 2023**

A meeting of the Downtown Development Authority was called to order by Chairman Darrell Cox.

PRESENT: Melinda Taylor, Doug Young, Tom Conger, Sterling Widner, Brent Warr, Amanda Glover

VIRTUAL: N/A

ABSENT: Darrell Cox, Shae Brouillet

GUESTS: Crystal Hines, Randee Eubanks

Co-Chairman Widner called the meeting to order and welcomed those in attendance. He also welcomed new board member Brent Warr.

MINUTES AND FINANCIAL: Doug Young made a motion, seconded by Tom Conger, and unanimously carried to approve the minutes from the called March 16, 2023 meeting. Melinda Taylor made a motion, seconded by Tom Conger, and unanimously carried to approve the financials.

DIRECTOR'S REPORT: Glover updated website and social media accounts, worked with Key Advisors to update hotel feasibility study, and attended National Main Street Conference in Boston. One new business, Off the Hooka Cigar Bar, opened at 332 N Broad Street, and new tables/chairs were placed at the Water Street park-let.

NEW BUSINESS:

Design Services: Glover proposed the idea of offering a "percentage of" or "grant" the cost of design services as an incentive to potential developers to assist with façade improvement through Main Street Studio. Main Street Studio is owned by Carmine Fischetti, who once worked with the Georgia Main Street Design Department until state budget cuts. Discussion among the board steered toward the expense of renderings be left to the developer.

Georgia Cities Foundation (110 N Broad St): Doug Young made a motion, seconded by Tom Conger, and unanimously carried to authorize the receipt of a loan from the Georgia Cities Foundation for the acquisition and rehabilitation of 110 N Broad St.

Façade Grant application (332 N Broad Street): Sweet River Properties LLC (Rollins Miller) submitted a façade grant application to paint the front and side of 332 N Broad St. Total project cost is estimated to be \$2200. Tom Conger made a motion, seconded by Brent Warr, and unanimously carried to approve the façade grant for \$1100.

110-DOWNTOWN DEVELOPMENT

ACCOUNT # ACCOUNT DESCRIPTION BALANCE

ASSETS

110-0000-11.1110	CASH - GENERAL OPERATING	379,791.47
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	(320.00)
110-0000-11.3233	DUE TO/FROM SPLOST # 6	0.00
110-0000-11.7510	ACCUMULATED DEPRECIATION	(11,278.35)
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	(8,192.75)
		<u>1,134,206.23</u>

TOTAL ASSETS

1,134,206.23

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	<u>190,968.96</u>

190,968.96

110-DOWNTOWN DEVELOPMENT

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
<u>EQUITY</u>		
=====		
110-0000-13.4201		0.00
110-0000-13.4220	F/B UNRES-UNDESIGNATED	1,051,093.94
	TOTAL BEGINNING EQUITY	1,051,093.94
	TOTAL REVENUES	45,210.95
	TOTAL EXPENDITURES	153,067.62
	REVENUE OVER/(UNDER) EXPENDITURES	(107,856.67)
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.	943,237.27
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.	1,134,206.23
		=====

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

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 58.33

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						
110-0000-36.1000 INTEREST REVENUES	0	0.00	121.82	0.00	121.82	0.00
TOTAL INTEREST REVENUE	0	0.00	121.82	0.00	121.82	0.00
REALIZED GAIN/LOSS-INVST						
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	0.00	121.82	0.00	121.82	0.00
CONTRIB.& DONATIONS PRIV						
CONTRIB.& DONAT.-PRIVATE						
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						
110-0000-38.1002 RENTAL OF PROPERTY	0	(350.00)	750.00	0.00	750.00	0.00
TOTAL RENTS & ROYALTIES	0	(350.00)	750.00	0.00	750.00	0.00
OTHER						
110-0000-38.9000 ORNAMENT SALES	0	16.00	2,359.50	0.00	2,359.50	0.00
110-0000-38.9001 MISC REVENUE	0	0.00	545.84	0.00	545.84	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	150.00	3,517.10	0.00	3,517.10	0.00

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

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 58.33

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	166.00	6,422.44	0.00	6,422.44	0.00
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TOTAL MISCELLANEOUS REVENUE	0 (184.00)	7,172.44	0.00	7,172.44	0.00
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OTHER FINANCING SOURCES	=====					
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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	37,916.69	0.00 (27,083.31)	58.33
TOTAL INTERFUND TRANSFERS	65,000	5,416.67	37,916.69	0.00 (27,083.31)	58.33
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TOTAL OTHER FINANCING SOURCES	65,000	5,416.67	37,916.69	0.00 (27,083.31)	58.33
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TOTAL REVENUE	65,000	5,232.67	45,210.95	0.00 (19,789.05)	69.56

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

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 58.33

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	0.00	29,820.00	0.00	(19,820.00)	298.20
TOTAL PURCH. PROF.&TECH. SERV.	10,000	0.00	29,820.00	0.00	(19,820.00)	298.20
PURCHASED PROPERTY SERV.						
110-0000-52.2210 MAINTENANCE & REPAIRS	0	0.00	25,903.00	0.00	(25,903.00)	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	320.00	2,240.00	0.00	1,600.00	58.33
110-0000-52.2311 RENTAL OF LAND & BUILD	0	500.00	1,500.00	0.00	(1,500.00)	0.00
TOTAL PURCHASED PROPERTY SERV.	3,840	820.00	29,643.00	0.00	(25,803.00)	771.95
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	820.00	59,463.00	0.00	(45,623.00)	429.65

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

110-DOWNTOWN DEVELOPMENT
 NON-FUNCTION
 NON-DEPARTMENTAL

% OF YEAR COMPLETED: 58.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
<u>SUPPLIES</u>						
SUPPLIES						
110-0000-53.1101 PRINTING & SUPPLIES	0	0.00	0.00	0.00	0.00	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	0.00	234.72	0.00	365.28	39.12
110-0000-53.1701 SUPPLIES OTHER THAN OF	4,700	0.00	5,501.76	0.00	801.76	117.06
110-0000-53.1702 GIFT CARD PROGRAM	0	0.00	3,252.90	0.00	3,252.90	0.00
TOTAL SUPPLIES	5,480	0.00	8,989.38	0.00	3,509.38	164.04
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TOTAL SUPPLIES	5,480	0.00	8,989.38	0.00	3,509.38	164.04
<u>CAPITAL OUTLAY</u>						
PROPERTY						
110-0000-54.1306 PURCHASE/RENOVATE BUIL	0	0.00	0.00	0.00	0.00	0.00
110-0000-54.1401 BROUGHTON ST PARKING L	0	18,627.69	74,321.41	0.00	74,321.41	0.00
TOTAL PROPERTY	0	18,627.69	74,321.41	0.00	74,321.41	0.00
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TOTAL CAPITAL OUTLAY	0	18,627.69	74,321.41	0.00	74,321.41	0.00
<u>DEPRECIATION/AMORTIZATIO</u>						
DEPRECIATION						
110-0000-56.1000 DEPRECIATION	0	502.54	3,517.78	0.00	3,517.78	0.00
110-0000-56.1001 AMORTIZED EXPENSE-LEA	0	435.20	2,526.05	0.00	2,526.05	0.00
TOTAL DEPRECIATION	0	937.74	6,043.83	0.00	6,043.83	0.00
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TOTAL DEPRECIATION/AMORTIZATIO	0	937.74	6,043.83	0.00	6,043.83	0.00
<u>OTHER COSTS</u>						
PAYMENTS TO OTH AGENCIES						
110-0000-57.2010 FACADE GRANTS	20,000	0.00	4,250.00	0.00	15,750.00	21.25
TOTAL PAYMENTS TO OTH AGENCIES	20,000	0.00	4,250.00	0.00	15,750.00	21.25
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PAYMENTS TO OTHERS						
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	0.00	4,250.00	0.00	15,750.00	21.25

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

110-DOWNTOWN DEVELOPMENT
 NON-FUNCTION
 NON-DEPARTMENTAL
 EXPENDITURES

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
<u>DEBT SERVICE</u>						
PRINCIPAL						
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
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TOTAL NON-DEPARTMENTAL	39,320	20,385.43	153,067.62	0.00 (113,747.62)	389.29
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TOTAL NON-FUNCTION	39,320	20,385.43	153,067.62	0.00 (113,747.62)	389.29
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TOTAL EXPENDITURES	39,320	20,385.43	153,067.62	0.00 (113,747.62)	389.29
REVENUE OVER/(UNDER) EXPENDITURES	25,680 (15,152.76) (107,856.67)	0.00	133,536.67	420.00-
	=====	=====	=====	=====	=====	=====

*** END OF REPORT ***

DIRECTOR'S REPORT

April 2023

ORGANIZATION

- Update downtown website and social media accounts
- Design call with PFVS for Element Hotel
- Coffee + Conversations
- Presented "Making the Tools Work for Your Community" at the Advanced DDA Training (Athens)
- Bicentennial activities

PROMOTION

- Second Saturday
- Sip & Shop
- Downtown Events: 15 Attendance: 4249
- Downtown Dollars
 - All-Time Amount:
 - Load: \$6700.00
 - Spent: \$3347.42
 - (3/17/23-4/18/23)
 - Spent: \$710.01
 - Activated: \$1125

ECONOMIC DEVELOPMENT

- Business(es) Opened: 2
 - Bonnie Blue House
 - The Bronze Bar
- Jobs Created: 22

DESIGN: NO REPORT