



Downtown Development Authority of Bainbridge
 Agenda
 September 21, 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. Website refresh
 - b. Downtown Sound System
5. New Business
 - a. Director Report/Main Street Monthly Report
 - b. Façade Grant Report
 - c. West Street Median
 - d. Proposed 2023-2024 Budget
 - e. DDA Board Retreat: November 29, 2023
6. Adjourn

Upcoming Dates

- September 28: Fall Regional Round-Up (10 a.m.-2 p.m.)
- October 6: Chason Park Grand Opening
- October 11: GEMS One-on-One site visit (1 p.m.-4 p.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	___

2023 Training
○ June 23 DDA Basic (Savannah)
○ June 27 DDA Basic (Virtual)
○ August 21 DDA Basic (Canton)
○ August 21 DDA Advanced (Canton)



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Downtown Development Authority
August 17, 2023

PRESENT: Darrell Cox, Sterling Widener, Brent Warr, Melinda Taylor, Doug Young & Amanda Glover

VIRTUAL:

ABSENT: Shae Brouillet, Tom Conger

GUESTS: N/A

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

MINUTES AND FINANCIAL: Doug Young made a motion, seconded by Melinda Taylor, and unanimously carried to approve the minutes from the July 20, 2023 meeting. Sterling Widener made a motion, seconded by Brent Warr, and unanimously carried to approve the minutes from the July 25, 2023 meeting. Melinda Taylor made a motion, seconded by Brent Warr, and unanimously carried to approve the July financials.

OLD BUSINESS:

- Glover reported the website refresh should be complete within the next couple of weeks. The downtown sound system in Willis Park is still down, and Glover reported a new vendor will be needed to troubleshoot the problem.

NEW BUSINESS:

- **Director's Report:** After 65 years in operation, Lucretia's School of Dance closed their doors. The brick streets on West Broughton Street were uncovered, and new curb & gutter and lighting were installed at intersection of W Broughton Street and Crawford Street.
- **Façade Grant (200 W Broughton Street):** Sam & Susan Higdon submitted a façade grant application to install awnings above the eight windows facing W. Broughton Street, and replace the front doors for a total project cost of \$8333. Glover explained the project is eligible for a \$2500 façade grant based on its corner location and number of floors. Melinda Taylor made a motion, seconded by Brent Warr, and unanimously carried to approve the \$2500 façade grant for 200 W. Broughton Street.
- Glover revealed a map that shows the extended boundaries for the Open Container District.
- DDA Board Retreat: the board recommended scheduling the board retreat on a Tuesday or Wednesday during the month of November. Glover will contact the facilitator to nail down a date.

CITY OF BAINBRIDGE
BALANCE SHEET
AS OF: AUGUST 31ST, 2023

110-DOWNTOWN DEVELOPMENT

ACCOUNT # ACCOUNT DESCRIPTION BALANCE

ASSETS

110-0000-11.1110	CASH - GENERAL OPERATING	373,779.57
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	(2,428.05)
110-0000-11.3233	DUE TO/FROM SLOST # 6	0.00
110-0000-11.7510	ACCUMULATED DEPRECIATION	(11,780.89)
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)
		<u>1,123,842.94</u>

1,123,842.94

TOTAL ASSETS

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

TOTAL LIABILITIES

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2023

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	VARIANCE (UN) FAVORABLE	% YTD BUDGET
INTERGOVERNMENTAL REVENUE	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 REVENUE	0	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME						
INTEREST REVENUE						
110-0000-36.1000 INTEREST REVENUES	0	15.86	201.00	0.00	201.00	0.00
TOTAL INTEREST REVENUE	0	15.86	201.00	0.00	201.00	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	15.86	201.00	0.00	201.00	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	70.00	820.00	0.00	820.00	0.00
TOTAL RENTS & ROYALTIES	0	70.00	820.00	0.00	820.00	0.00
OTHER						
110-0000-38.9000 ORNAMENT SALES	0	73.00	2,687.50	0.00	2,687.50	0.00
110-0000-38.9001 MISC REVENUE	0	0.00	585.84	0.00	585.84	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	95.10	4,481.34	0.00	4,481.34	0.00

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2023

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 91.67

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	168.10	7,754.68	0.00	7,754.68	0.00
TOTAL MISCELLANEOUS REVENUE	0	238.10	8,574.68	0.00	8,574.68	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	59,583.37	0.00	(5,416.63)	91.67
TOTAL INTERFUND TRANSFERS	65,000	5,416.67	59,583.37	0.00	(5,416.63)	91.67
TOTAL OTHER FINANCING SOURCES	65,000	5,416.67	59,583.37	0.00	(5,416.63)	91.67
TOTAL REVENUE	65,000	5,670.63	68,359.05	0.00	3,359.05	105.17

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2023

110-DOWNTOWN DEVELOPMENT

% OF YEAR COMPLETED: 91.67

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 CONTRIBUT	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	52,394.00	0.00	(42,394.00)	523.94
TOTAL PURCH. PROF.&TECH. SERV.	10,000	0.00	52,394.00	0.00	(42,394.00)	523.94
PURCHASED PROPERTY SERV.						
110-0000-52.2210 MAINTENANCE & REPAIRS	0	0.00	0.00	0.00	0.00	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	533.00	4,052.33	0.00	(212.33)	105.53
110-0000-52.2311 RENTAL OF LAND & BUILD	0	500.00	3,500.00	0.00	(3,500.00)	0.00
TOTAL PURCHASED PROPERTY SERV.	3,840	1,033.00	7,552.33	0.00	(3,712.33)	196.68
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	1,033.00	59,946.33	0.00	(46,106.33)	433.14

CITY OF BAINBRIDGE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 2023

% OF YEAR COMPLETED: 91.67

110-DOWNTOWN DEVELOPMENT
 NON-FUNCTION
 NON-DEPARTMENTAL

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	154.65	530.44	0.00 (69.56	88.41
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	0.00	4,272.90	0.00 (4,272.90)	0.00
110-0000-53.1703 SUBSCRIPTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL SUPPLIES	5,480	154.65	13,871.10	0.00 (8,391.10)	253.12
TOTAL SUPPLIES	5,480	154.65	13,871.10	0.00 (8,391.10)	253.12
<u>CAPITAL OUTLAY</u>						
<u>PROPERTY</u>						
110-0000-54.1306 PURCHASE/RENOVATE BUIL	0	0.00	25,903.00	2,943.48 (28,846.48)	0.00
110-0000-54.1401 BROUGHTON ST PARKING L	0	0.00	74,321.41	0.00 (74,321.41)	0.00
TOTAL PROPERTY	0	0.00	100,224.41	2,943.48 (103,167.89)	0.00
TOTAL CAPITAL OUTLAY	0	0.00	100,224.41	2,943.48 (103,167.89)	0.00
<u>DEPRECIATION/AMORTIZATIO</u>						
<u>DEPRECIATION</u>						
110-0000-56.1000 DEPRECIATION	0	0.00	4,020.32	0.00 (4,020.32)	0.00
110-0000-56.1001 AMORTIZED EXPENSE-LEA	0	435.20	4,266.85	0.00 (4,266.85)	0.00
TOTAL DEPRECIATION	0	435.20	8,287.17	0.00 (8,287.17)	0.00
TOTAL DEPRECIATION/AMORTIZATIO	0	435.20	8,287.17	0.00 (8,287.17)	0.00
<u>OTHER COSTS</u>						
<u>PAYMENTS TO OTH AGENCIES</u>						
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
<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
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: AUGUST 31ST, 2023

110-DOWNTOWN DEVELOPMENT
 NON-FUNCTION
 NON-DEPARTMENTAL
 EXPENDITURES

% OF YEAR COMPLETED: 91.67

	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
INTEREST						
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
<u>TOTAL NON-DEPARTMENTAL</u>						
TOTAL NON-DEPARTMENTAL	39,320	1,622.85	186,579.01	2,943.48 (150,202.49)	482.00
<u>TOTAL NON-FUNCTION</u>						
TOTAL NON-FUNCTION	39,320	1,622.85	186,579.01	2,943.48 (150,202.49)	482.00
<u>TOTAL EXPENDITURES</u>						
TOTAL EXPENDITURES	39,320	1,622.85	186,579.01	2,943.48 (150,202.49)	482.00
REVENUE OVER/ (UNDER) EXPENDITURES	25,680	4,047.78 (118,219.96) (2,943.48)	146,843.44	471.82-

*** END OF REPORT ***

DIRECTOR'S REPORT

August 2023

ORGANIZATION

- Coffee + Conversations
- Update downtown website and social media accounts (Analytics ???)
- Assisted Blakely, GA with Historic Preservation
- ECG Bus Tour
- Ribbon Cutting 6J Scrubs
- DDA Board meeting
- Randee and I attended Georgia Downtown Association in Canton, GA
- Presented at the Advanced DDA Training in Canton
- Website refresh

PROMOTION

- Second Saturday
- DT Block Party
- Downtown Events: 11 Attendance: 615
- Downtown Dollars
 - All-Time Amount:
 - Load: \$7475
 - Spent: \$5119

ECONOMIC DEVELOPMENT

- Business(es) Opened: 1 Jobs Created: 4
- Business(es) Closed: 1 (Elysian Tea Room) Jobs Lost: 1
- Properties Sold: 1 (327 E Water St)

DESIGN:

- 344 N Broad Street rehabilitation complete
- Reeves Gifts, Jewelry & More façade grant complete

ACCOUNT NO#	ACCOUNT NAME	ANNUAL BUDGET
110-0000-51.1100	REGULAR EMPLOYEES	0.00
110-0000-51.2200	SOCIAL SEC (FICA) CNTRIB	0.00
110-0000-51.2201	EMPLOYER INS CONTRIBUTE	0.00
110-0000-51.2202	EMPLOYER RETIRE CONTRI	0.00
110-0000-51.2205	CLAIMS PD FOR EMPLOYEES	0.00
110-0000-52.1200	PROF SERVICES	15,000.00
110-0000-52.2210	MAINTENANCE & REPAIRS	0.00
110-0000-52.2215	OUTSOURCED (NON-SHOP)	0.00
110-0000-52.2310	RENT OF OFFICES	6,396.00
110-0000-52.2311	RENTAL OF LAND & BUILDINGS	6,000.00
110-0000-52.3101	INSURANCE	0.00
110-0000-52.3200	TELEPHONE	0.00
110-0000-52.3202	POSTAGE	0.00
110-0000-52.3300	ADVERTISING-PUB NOTICES	0.00
110-0000-52.3301	PROMOTIONAL ITEMS	0.00
110-0000-52.3500	TRAVEL	0.00
110-0000-52.3600	DUES & FEES	0.00
110-0000-52.3851	MAINT & SERVICE CONTRACT	0.00
110-0000-53.1101	PRINTING & SUPPLIES	0.00
110-0000-53.1210	ENERGY-WATER/SEWERAGE	200.00
110-0000-53.1230	ENERGY-ELECTRICITY	700.00
110-0000-53.1701	SUPPLIES OTHER THAN OFFI	4,800.00
110-0000-53.1702	GIFT CARD PROGRAM	5,000.00
110-0000-53.1703	SUBSCRIPTION	0.00
110-0000-54.1306	PURCHASE/RENOVATE BUILDS	0.00
110-0000-54.1401	BROUGHTON ST PARKING LOT	0.00
110-0000-56.1000	DEPRECIATION	6,030.00
110-0000-56.1001	AMORTIZED EXPENSE-LEASES	8,884.00
110-0000-57.2010	FACADE GRANTS	20,000.00
110-0000-57.3002	COMMUNITY ACTIVITIES	0.00
110-0000-58.1300	PRINCIPAL PAYMENTS-LEASES	0.00
110-0000-58.2300	INTEREST EXPENSE	0.00

PAGE TOTAL: 73,010.00

TOTAL EXPENDITURES: 73,010.00

NET REVENUES/EXPENDITURES: 8,010.00