

**Downtown Development Authority of Augusta  
Special Called Board Meeting Agenda  
November 4, 2021**

- |      |   |                  |
|------|---|------------------|
| I.   | Called to Order & Welcome   | Jack Evans       |
| II.  | Consent Agenda<br>Meeting Minutes-September-October 2021<br>Financials-September-October 2021 | Jack Evans       |
| III. | Nominations for Secretary-Treasurer   | Jack Evans       |
| IV.  | Director's Report   | Margaret Woodard |
| V.   | New Business<br>Discuss/Amend DDA By-Laws   | Jeb Murray       |
| VI.  | Closed Session<br>753 Broad Street  | Jack Evans       |
| VII. | Adjourn   | Jack Evans       |

**Downtown Development Authority of Augusta, Georgia**  
**Meeting Minutes**  
**October 14, 2021**

The regularly scheduled meeting of the Downtown Development Authority of Augusta, Georgia was held on October 14, 2021 at 8:30 a.m. at the Georgia Cyber Center, Bldg. 1 (Hull-McKnight), 100 Grace Hopper Lane (1<sup>st</sup> Floor, RAM Room). Those members in attendance were Jack Evans, James Heffner, Stephen King, DDA Executive Director Margaret Woodard and DDA Legal Counsel Jeb Murray with Reverend Booker, Commissioner Clarke, Jane Ellis and Ashanti Lilley not in attendance. Guests and observers were Augusta-Richmond County Coliseum Authority Chairman Cedric Johnson, Joe Hotchkiss of The Augusta Chronicle, DDA Office Manager Roxanne Walls and DDA Project Coordinator Katherine Bonner.

In the absence of a quorum, Mr. Evans called the meeting to order at 8:39 a.m.

A virtual tour of the Georgia Cyber Center was shown.

Under the Augusta partner update, Augusta-Richmond County Coliseum Authority Chairman Cedric Johnson gave an update on the James Brown Arena. After his update, he left the meeting at 9:24 a.m.

Due to the absence of a quorum, no official business could be conducted so remaining agenda items were not presented.

A special called meeting will be held in November to ensure that board business remains on track as we enter the holiday season.

The meeting ended at 9:25 a.m.

Respectfully submitted,  
Jack Evans, Chairman

**Downtown Development Authority**  
**Balance Sheet**  
As of October 31, 2021

	Oct 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
SSB-SPLOST Ckg(R)-493	775,556.86
SSB - Savings-159	228.32
SSB - Checking-158	84,713.48
<b>Total Checking/Savings</b>	860,498.66
<b>Total Current Assets</b>	860,498.66
<b>Fixed Assets</b>	
Port Royal Parking Deck	2,600,000.00
Accumulated Depreciation	-2,079,979.25
<b>Total Fixed Assets</b>	520,020.75
<b>Other Assets</b>	
Website	17,000.00
Accumulated Amortization	-850.00
<b>Total Other Assets</b>	16,150.00
<b>TOTAL ASSETS</b>	1,396,669.41
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Accrued Liabilities	107,885.33
<b>Total Other Current Liabilities</b>	107,885.33
<b>Total Current Liabilities</b>	107,885.33
<b>Long Term Liabilities</b>	
Deferred Inflow	775,556.86
<b>Total Long Term Liabilities</b>	775,556.86
<b>Total Liabilities</b>	883,442.19
<b>Equity</b>	
Unrestricted	-74,179.00
Restricted	85,345.00
Net Investment in capital asset	585,022.03
Net Income	-82,960.81
<b>Total Equity</b>	513,227.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	1,396,669.41

**APPROVED**  
By: MTW  
Date: 11/1/21

## Downtown Development Authority Profit & Loss Budget Performance(DDA Operating) October 2021

	Oct 21	Budget	Jan - Oct 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Operating Income</b>					
City Funding	12,884.00	12,884.00	128,840.00	128,840.00	154,610.00
<b>Total Operating Income</b>	12,884.00	12,884.00	128,840.00	128,840.00	154,610.00
<b>Other Income</b>					
Interest Income	0.00	1.25	0.07	12.50	15.00
<b>Total Other Income</b>	0.00	1.25	0.07	12.50	15.00
<b>Total Income</b>	12,884.00	12,885.25	128,840.07	128,852.50	154,625.00
<b>Expense</b>					
<b>Other Expenses</b>					
Independent Contractor	506.25		1,489.50		
Board Recognition	0.00		181.90		
ED Partnerships	0.00	41.67	500.00	416.70	500.00
Special Development Admin	0.00	0.00	30.00	30.00	30.00
Bank Service Charge	0.00		0.00		
Economic Development	25.00	116.67	3,435.19	1,166.70	1,400.00
Employee Recognition	0.00	0.00	0.00	0.00	207.00
Miscellaneous	129.60	18.75	300.57	187.50	225.00
Partnership Development	0.00	125.00	323.29	1,250.00	1,500.00
Office Supplies	107.78	75.00	566.85	750.00	900.00
Postage	0.00	25.00	111.85	250.00	300.00
Subscriptions	42.59	34.17	335.91	341.70	410.00
Memberships	0.00	29.17	135.00	291.70	350.00
Board Meetings	0.00	41.67	99.77	416.70	500.00
Website	1,375.00	416.67	1,375.00	4,166.70	5,000.00
<b>Total Other Expenses</b>	2,186.22	923.77	8,884.83	9,267.70	11,322.00
<b>Equipment &amp; Computer Expenses</b>					
Computer/Equipment Supplies	41.04	625.00	2,976.36	6,250.00	7,500.00
Copier	195.00	195.00	1,950.00	1,950.00	2,340.00
<b>Total Equipment &amp; Computer Expenses</b>	236.04	820.00	4,926.36	8,200.00	9,840.00
<b>Facility Expenses</b>					
Office Water	646.52		646.52		
Cell Phone	143.72	179.17	1,541.37	1,791.70	2,150.00
Maintenance	45.29	41.67	200.77	416.70	500.00
Office Power	3,138.48	350.00	3,138.48	3,500.00	4,200.00
Office Telephone	302.64	250.00	2,957.23	2,500.00	3,000.00
Rent	1,000.00	1,000.00	10,650.00	9,650.00	11,650.00
<b>Total Facility Expenses</b>	5,276.65	1,820.84	19,134.37	17,858.40	21,500.00
<b>Insurance</b>					
Office Insurance	0.00	0.00	500.00	550.00	550.00
Errors & Omissions Insurance	0.00		152.00		
Board Insurance	1,990.00	0.00	1,990.00	2,200.00	2,200.00
<b>Total Insurance</b>	1,990.00	0.00	2,642.00	2,750.00	2,750.00
<b>Marketing</b>					
	500.00		1,500.00		
<b>Operating Expenses</b>					
Meals & Entertainment	0.00		73.64		
<b>Total Operating Expenses</b>	0.00		73.64		

**APPROVED**

By: M.T.W  
Date: 11/1/21







**Downtown Development Authority of Augusta, GA  
October 2021 Financial Notes**

**Balance Sheet as of October 31, 2021**

<u>Item</u>	<u>Notes</u>	
A	SSB - Checking-158 in the amount of \$84,713.48 is composed of the following:	
	GA Power (ED Programs - restricted funds)	\$24,009.52
	GA Power (Business Recruitment - restricted funds)	\$30,000.00
	Christmas Light-Up Spectacular (restricted funds)	\$19.38
	GRU (restricted funds)	\$72.03
	DDA operating funds	<u>\$30,612.55</u>
	Total	<u>\$84,713.48</u>
<hr/>		
B	Accrued Liabilities in the amount of \$107,885.33 is composed of the following:	
	2020 4th Qtr. salaries	\$37,378.29
	2021 1st Qtr. salaries (year-end accrual made at 12/31/2020 in the amount of \$2,181.00 for 12/28/2020, 12/29/2020, 12/30/2020 and 12/31/2020 due to January paydate & quarterly accrual for January - March in the amount of \$30,533.99)	\$32,714.99
	2021 3rd Qtr. salaries	<u>\$37,792.05</u>
	All to be paid back to the city	<u>\$107,885.33</u>
	*2021 2nd Quarter is not reflected as it was paid while OM Walls was out on sick leave.	
C	Deferred inflow in the amount of \$775,556.86 is SPLOST Riverwalk (restricted unspent) funds to include interest for the month of October in the amount of \$30.81.	

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**Profit & Loss Budget Performance (DDA Operating)**

<u>Item</u>	<u>Notes</u>	
D	City funding in the amount of \$12,884.00 is for October 2021.	
E	Independent Contractor in the amount of \$506.25 paid to Katherine Bonner for 9/7/2021 - 9/30/2021. (33.75 hours at \$15.00 per hour = \$506.25)	
F	Miscellaneous in the amount of \$129.60 paid to The Brunch House of Augusta for 10/29/2021 farewell held at DDA Office for OM Walls.	
G	Office supplies in the amount of \$107.78 consists of the following:	
	Roxanne Walls (reimbursement for Sam's Club (purchased coffee, Half & Half creamer, trash bags and Clorox toilet wand refills)	\$51.64
	Office Depot (journal and 2022 planner for ED Woodard)	<u>\$56.14</u>
		\$107.78
H	Subscriptions in the amount of \$42.59 consists of the following:	
	Carbonite (online backup for OM Walls computer - 9/18/2021 - 10/17/2021)	\$27.60
	Zoom (9/22/2021 - 10/21/2021)	<u>\$14.99</u>
		\$42.59
I	Website in the amount of \$1,375.00 paid with DDA credit for Wier-Stewart website hosting/maintenance for 9/28/2021 - 8/4/2022.	



**Downtown Development Authority of Augusta, GA  
October 2021 Financial Notes**

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- J Office water in the amount of \$646.52 paid to RB Capital Investments, LLC for November 2020 -October 2021.
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- K Maintenance in the amount of \$45.29 paid to Automatic Fire Systems for annual portable fire extinguisher maintenance, inspection and flag tamper seal.
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- L Office power in the amount of \$3,138.48 paid to RB Capital Investments, LLC for 10/1/2020 - 10/1/2021.
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- M Board insurance in the amount of \$1,990.00 paid to United States Liability Insurance Company for 9/30/2021 - 9/30/2022.
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- N Marketing in the amount of \$500.00 paid to Katherine Bonner for September 2021 social media development and management.
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- O Special development legal consultant in the amount of \$275.00 paid to Turner Padgett Graham & Laney (Jeb Murray) for services for 9/21/2021 and 9/29/2021 for Lamar and Slaton Street projects.
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- P Accounting fees in the amount of \$595.00 paid to Verdery Financial Services for accounting services (3rd Qtr).
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- Q Legal fees in the amount of \$385.00 paid to Turner Padgett Graham and Laney for Jeb Murray's services for 9/28/2021 - 9/30/2021 for DDA.

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**Profit & Loss Budget Performance (Consolidated)**

\*October 2021 figures are the same as Profit & Loss Budget Performance (Operating) Report as no checks cut for other classes.