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

l.	Called to Order & Welcome	Jack Evans
II.	Consent Agenda Meeting Minutes-September-October 2021 Financials-September-October 2021	Jack Evans
III.	Nominations for Secretary-Treasurer	Jack Evans
IV.	Director's Report	Margaret Woodard
V.	New Business Discuss/Amend DDA By-Laws	Jeb Murray
VI.	Closed Session 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 (1st 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	
ASSETS Current Assets		
Checking/Savings SSB-SPLOST Ckg(R)-493 SSB - Savings-159	775,55 22	56.86 28.32
SSB - Checking-158	(A) 84,7°	13.48
Total Checking/Savings	860,49	98.66
Total Current Assets	860,48	38. 6 6
Fixed Assets Port Royal Parking Deck Accumulated Depreciation	2,600,00 -2,079,97	
Total Fixed Assets	520,02	0.75
Other Assets Website Accumulated Amortization	17,00 -85	00.00
Total Other Assets	16,15	0.00
TOTAL ASSETS	1,396,66	9.41
LIABILITIES & EQUITY Liabilities	Community of the State of Community of Commu	E-на. қазқарыя эг
Current Liabilities Other Current Liabilities Accrued Liabilities	107,88	5.33
Total Other Current Liabilities	107,88	5.33
Total Current Liabilities	107,88	5.33
Long Term Liabilities Deferred inflow	775,55	6.86
Total Long Term Liabilities	775,55	6.86
Total Liabilities	883,44	2.19
Equity Unrestricted Restricted Net investment in capital asset Net Income	-74,17: 85,34 585,02 -82,96	5.00 2.03
Total Equity	513,22	7.22
TOTAL LIABILITIES & EQUITY	1,396,666	9.41
		724

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

	Oct 21	Budget	Jan - Oct 21	YTD Budget	Annual Budget
Ordinary Income/Expense Income					
Operating Income City Funding	12,884.00	12,884.00	128,840.00	128,840.00	154,610.00
Total Operating Income	12,884.00	12,884.00	128,840.00	128,840.00	154,610.00
Other Income					45.44
Interest Income	0.00	1.25	0.07	12.50	15.00
Total Other Income	0.00	1.25	0.07	12.50	15.00
Total Income	12,884.00	12,885.25	128,840.07	128,852.50	154,625.00
Expense					
Other Expenses	(3)		4 400 00		
Independent Contractor	506.25		1,489.50		
Board Recognition	0.00		181.90	440 80	500.00
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	(1) 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
Total Other Expenses	2,186.22	923.77	8,884.83	9,267.70	11,322.00
Equipment & Computer Expenses					
Computer/Equipment Supplies	41.04	625.00	2,976.36	6,250.00	7,500.00
Copler	195.00	195.00	1,950.00	1,950.00	2,340.00
Total Equipment & Computer Expenses	236.04	820.00	4,926.36	8,200.00	9,840.00
Facility Expenses					
Office Water	(3) 646.52		646.52		
Cell Phone	143.72	1 79 .17	1,541.37	1,791.70	2,150.00
Maintenance	45.29	41.67	200.77	416.70	500.00
Office Power	(i) 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
Total Facility Expenses	5,276.65	1,820.84	19,134.37	17,858.40	21,500.00
Insurance					
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
Total Insurance	1,990.00	0.00	2,642.00	2,750.00	2,750.00
Marketing	500.00		1,500.00		
Operating Expenses					
Meals & Entertainment	0.00		73.64		
Total Operating Expenses	0.00		73.64		

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

	Oct 21	Budget	Jan - Oct 21	YTD Budget	Annual Budget
Payroll Expenses*OE	The second second				
City Salary Payback/Office Mgr	0.00	0.00	26,655.55	28,687.50	38,250.00
Temporary Personnel	0.00		594.00		400.000.00
City Salary Payback/Director	0.00	0.00	74,385.49	79,695.00	106,260.00
Total Payroll Expenses*OE	0.00	0.00	101,635.04	108,382.50	144,510.00
Professional Fees	~				
Special Dev. Legal Consultant	275.00		275.00		
Accounting Fees	595.00	595.00	1,975.84	1,785.00	2,380.00
Annuai Audit	0.00	812.50	9,750.00	8,125.00	9,750.00
Legal Fees	385.00	400.00	2,467.50	4,000.00	4,800.00
Total Professional Fees	1,255.00	1,807.50	14,468.34	13,910.00	16,930.00
Travel Expenses					
Education/Training	0.00	291.67	0.00	2,916.70	3,500.00
Lodging	0.00		419.73		
Mileage Reimbursement	5.94	8.33	38.70	83.30	100.00
Total Travel Expenses	5.94	300.00	458.43	3,000.00	3,600.00
Total Expense	11,449.85	5,672.11	153,723.01	163,368.60	210,452.00
Net Ordinary Income	1,434.15	7,213.14	-24,882.94	-34,516.10	-55,827.00
Other Income/Expense					
Other Expense					
Amortization Expense	0.00		850.00		
Depreciation	0.00		50,000.25		
Total Other Expense	0.00		50,850.25		
Net Other Income	0.00		-50,850.25		
Net Income	1,434.15	7,213.14	-75,733.19	-34,516.10	-55,827.00

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Downtown Development Authority Profit & Loss Budget Performance(Consolidated) October 2021

	Oct 21	Budget	Jan - Oct 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income DDA SPLOST Projects					
SPLOST Riverwalk Improvements-R	0.00	0.00	4,729.88	4,729.88	4,729.88
Total DDA SPLOST Projects	0.00	0.00	4,729.88	4,729.88	4,729.88
Operating Income					
City Funding	12,884.00	12,884.00	128,840.00	128,840.00	154,610.00
Total Operating Income	12,884.00	12,884.00	128,840.00	128,840.00	154,610.00
Other Income Interest Income	0.00	1.25	0.07	12.50	15.00
Total Other Income	0.00	1.25	0.07	12.50	15.00
Total Income	12,884.00	12,885.25	133,569.95	133,582.38	159,354.88
Expense					
DDA Initiative Retention/Promotion (R)	0.00		1,500.00		
Matching Grant Prog. RecipientR	0.00		10,000.00		
Total DDA Initiative	0.00		11,500.00		
Other Expenses					
Independent Contractor Board Recognition	506.25 0.00		1,489.50 181.90		
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	1,500.00 900.00
Office Supplies	107.78	75.00	566.85 111.85	750.00 250.00	300.00
Postage Subscriptions	0.00 42.59	25.00 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
Total Other Expenses	2,186.22	923.77	8,884.83	9,267.70	11,322.00
Equipment & Computer Expenses					T 500 00
Computer/Equipment Supplies Copier	41.04 195.00	625.00 195.00	2,976.36 1,950.00	6,250.00 1,950.00	7,500.00 2,340.00
Total Equipment & Computer Expenses	236.04	820.00	4,926.36	8,200.00	9,840.00
Facility Expenses					
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 2,500.00	4,200.00 3,000.00
Office Telephone Rent	302.64 1,000.00	250.00 1,000.00	2,957.23 10,650.00	9,650.00	11,650.00
Total Facility Expenses	5,276.65	1,820.84	19,134.37	17,858.40	21,500.00
Insurance					
Office Insurance	0.00	0.00	500.00	550.00	550.00
Errors & Omissions Insurance	0.00		152.00	0.000.00	0.000.00
Board Insurance	1,990.00	0.00	1,990.00	2,200.00	2,200.00
Total Insurance	1,990.00	0.00	2,642.00	2,750.00	2,750.00
Marketing	500.00		1,500.00	A TOTAL STATE	PD.
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Downtown Development Authority Profit & Loss Budget Performance(Consolidated) October 2021

Oct 21	Budget	Jan - Oct 21	YTD Budget	Annual Budget
0.00		73.64		
0.00		73.64		
0.00	0.00	26.655.55	28.687.50	38,250.00
0.00		594.00	,	,
0.00	0.00	74,385.49	79,695.00	106,260.00
0.00	0.00	101,635.04	108,382.50	144,510.00
275.00		275.00		
595.00	595.00	1,975.84	1,785.00	2,380.00
0.00	812.50	9,750.00	8,125.00	9,750.00
385.00	400.00	2,467.50	4,000.00	4,800.00
1,255.00	1,807.50	14,468.34	13,910.00	16,930.00
0.00	291.67	0.00	2,916.70	3,500.00
0.00		419.73	·	
5.94	8.33	38.70	83.30	100.00
5.94	300.00	458.43	3,000.00	3,600.00
0.00	0.00	457.50	457.50	457.50
0.00	0.00	457.50	457.50	457.50
11,449.85	5,672.11	165,680.51	163,826.10	210,909.50
1,434.15	7,213.14	-32,110.56	-30,243.72	-51,554.62
0.00		850.00		
0.00		50,000.25		
0.00		50,850.25		
0.00	-	-50,850.25		
1,434.15	7,213.14	-82,960.81	-30,243.72	-51,554.62
	0.00 0.00 0.00 0.00 0.00 0.00 0.00 275.00 595.00 0.00 385.00 1,255.00 0.00 0.00 5.94 5.94 0.00 0.00 11,449.85 1,434.15	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 73.64 0.00 0.00 26,655.55 0.00 594.00 594.00 0.00 0.00 74,385.49 0.00 0.00 101,635.04 275.00 275.00 1,975.84 0.00 812.50 9,750.00 385.00 400.00 2,467.50 1,255.00 1,807.50 14,468.34 0.00 291.67 0.00 0.00 419.73 38.70 5.94 300.00 458.43 0.00 0.00 457.50 0.00 0.00 457.50 11,449.85 5,672.11 165,680.51 1,434.15 7,213.14 -32,110.56 0.00 50,000.25 0.00 50,850.25 0.00 -50,850.25	0.00 73.64 0.00 0.00 26,655.55 28,687.50 0.00 0.00 594.00 79,695.00 0.00 0.00 101,635.04 108,382.50 275.00 275.00 1,975.84 1,785.00 595.00 595.00 1,975.84 1,785.00 385.00 400.00 2,467.50 4,000.00 1,255.00 1,807.50 14,468.34 13,910.00 0.00 291.67 0.00 2,916.70 0.00 419.73 83.30 5.94 300.00 458.43 3,000.00 0.00 0.00 458.43 3,000.00 0.00 0.00 457.50 457.50 11,449.85 5,672.11 165,680.51 163,826.10 1,434.15 7,213.14 -32,110.56 -30,243.72 0.00 50,850.25 -50,850.25 0.00 -50,850.25 -50,850.25

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Downtown Development Authority of Augusta, GA October 2021 Financial Notes

Balance Sheet as of October 31, 2021

<u>Item</u>	Notes	
Α	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	\$30,612.55
	Total	\$84,713.48
В	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	\$37,792.05
	All to be paid back to the city	\$107,885.33
		7107,003.33
	*2021 2nd Quarter is not reflected as it was paid while OM Walls was out on sick leave.	
С	Deferred inflow in the amount of \$775,556.86 is SPLOST Riverwalk (restricted unspent) funds to i for the month of October in the amount of \$30.81.	nclude interest
	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 - 9/30/3 (33.75 hours at \$15.00 per hour = \$506.25)	2021.
F	Miscellaneous in the amount of \$129.60 paid to The Brunch House of Augusta for 10/29/2021 far at DDA Office for OM Walls.	ewell held
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,	\$51.64
	trash bags and Clorox toilet wand refills)	452.0 4
	Office Depot (journal and 2022 planner for ED Woodard)	\$56.14
	_	\$107.78
Н	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)	\$14.99
		\$42.59

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

} Office water In the amount of \$646.52 paid to RB Capital Investments, LLC for November 2020 -October 2021. K Maintenance in the amount of \$45.29 paid to Automatic Fire Systems for annual portable fire extinguisher maintenance, inspection and flag tamper seal. L Office power in the amount of \$3,138.48 paid to RB Capital Investments, LLC for 10/1/2020 - 10/1/2021. М Board insurance in the amount of \$1,990.00 paid to United States Liability Insurance Company for 9/30/2021 - 9/30/2022. Ν Marketing in the amount of \$500.00 paid to Katherine Bonner for September 2021 social media development and management. 0 Special development legal consultant in the amount of \$275.00 paid to Turner Padget Graham & Laney (Jeb Murray) for services for 9/21/2021 and 9/29/2021 for Lamar and Slaton Street projects. Ρ Accounting fees in the amount of \$595.00 paid to Verdery Financial Services for accounting services (3rd Qtr). Q Legal fees in the amount of \$385.00 paid to Turner Padget Graham and Laney for Jeb Murray's services for 9/28/2021 - 9/30/2021 for DDA.

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.