



**DOWNTOWN  
DEVELOPMENT  
AUTHORITY**  
of Augusta

**Downtown Development Authority of Augusta  
Board Meeting Minutes  
May 2022**

The Downtown Development Authority held its monthly board meeting May 12, 2022 at 10 am at the Augusta History Museum, located at 560 Reynolds Street.

DDA board members and staff in attendance were Jack Evans, James Heffner, Stephen King, Phuong Nguyen, Commissioner John Clarke, Executive Director Margaret Woodard, Project Coordinator Katherine Bonner and Jeb Murray, legal counsel. Pastor Anthony Booker was present via ZOOM.

Guests and presenters included Nancy Glaser, Executive Director of the Augusta History Museum, Joe Hotchkiss of the Augusta Chronicle and John Snider and Jaime Scala of SME CPA.

Chairman Jack Evans called the meeting to order at 10:03 am and welcomed everyone. Mr. Evans introduced Phuong Nguyen as our newest board member. Mr. Nguyen works for Auben Realty and will bring his wealth of real estate knowledge to the board.

Ms. Woodard noted a correction to be made on the agenda under new business. The façade grant application was for 1002 Walton Way and not 909 Walker Street.

Stephen King asked if there were any questions or comments on the consent items, which included the March 2022 minutes and the March and April 2022 Financial Reports that were distributed prior to the meeting for board review. Mr. King commented that the Georgia Power Façade Grant funds are close to being depleted. Hearing no further questions, Mr. Heffner made the motion to approve the consent items, with a second by Commissioner Clarke, and the motion passed unanimously.

In the Director's Report, Ms. Woodard updated the board on the following:

**Economic Development:**

The PS&L agreement is under legal review with Pace Burt Development for the Lamar Building.

Macon based developer was in town 4/27 and has made an offer on a Broad Street property.

901 Greene Street has been purchased by ATC Development and will house 35 of their employees.

The Atticus was approved by the Commission on 4/11 with 82 apartments and retail.

Residence Inn by Marriott was approved by the Planning Commission on 4/11 located on 13<sup>th</sup> Street and will have 125 rooms.

HB 469 has been signed by the governor reinstating state historic tax credits for five years.

We have submitted two Congressionally Directed spending requests via Senator Warnock's office. One in the amount of \$1,320,000 for blight removal and one for \$2,350,000 for a downtown enterprise center.

**Design:**

Riverwalk Arches construction contract is underway by Cranston Engineering.

DCA Grant is underway for Jones Street Alley for \$2 million and is due June 3<sup>rd</sup>. We met with Dr. Malik and he will ask the commission for the required match.

MOU with City for Downtown Maintenance has been executed and the request for the first draw of \$175,000 was submitted to the city on 4/22. The blighted building inventory has been completed and a conference call to Kirby Glaze and Danny Biven was held on how to possibly structure the program.

No more applications for the Façade Grant Program will be accepted. There are four to approve today and five pending approval.

**Promotion:**

We are currently refreshing the DDA website.

We sponsored the James Brown Birthday Bash held May 7 on the Common and Coco Rubio did an outstanding job with the event.

We have 601 new followers on Instagram and 1005 page views on our website. 86% were new visitors. The SOOFA kiosks have been ordered and will be located on the 5<sup>th</sup> Street pedestrian bridge, the Broad Street side of the Common and at 10<sup>th</sup> and Broad in front of the Soul Bar. Wier-Stewart is designing the kiosks (they will be wrapped) and Katherine is working on the app screen. Locations have been approved by John Ussery, and he will pour the concrete pads for installation. We are aiming for a July unveiling. The first edition of the DDA Bi-Monthly Update is completed and will be electronically sent to elected officials and our partners and allies.

Our Customer Journey reports reflect that we are returning to pre-COVID numbers in regards to estimated number of visitors in the downtown core.

**Organization:**

HUD site visit for the Choice Neighborhood Grant was held March 10<sup>th</sup> and 11<sup>th</sup>.

Customer Journey presentation to CVB Board of Directors meeting on 3/21.

Meeting with Maria Cook (Warnock's office) on 3/22.

Red Carpet was held 4/6-4/10 and was a tremendous success.

Meeting with Augusta Cigar Lounge on 4/12 to plan a ribbon cutting.

City of Augusta Strategic Planning session on 4/13.

East Alabama Downtown Trolley Tour on 4/19.

Meeting with Reggie Cofer (Ossoff's office) on 4/22.

Meeting with Ryan Downs of Augusta Tomorrow on 5/5.

Katherine Bonner is an official DDA employee as of 5/2.

In closing, Ms. Woodard thanked Mr. King and Georgia Power for their generous financial support for the Façade Grant Program, sponsoring a summer intern through the Chamber Students2Work program,

sponsoring Katherine Bonner for Leadership Augusta 2023, and for hosting Matt Prielozny (Pace Burt Development) at the annual Chamber golf tournament.

Commissioner John Clarke said that the great work the DDA is doing is reflected in the number of people who are coming downtown. There were 7500 people downtown for the James Brown Birthday bash, and the sidewalks were full from 13<sup>th</sup> to 5<sup>th</sup> Streets. The City is sponsoring the Juneteenth next month, and it is a 3-day event. Staff will add the event on the DDA website and promote through social media avenues as well.

Chairman Evans applauded staff on the amount of pertinent, relevant, and transformative work that is occurring in the DDA office and asked them to keep up the great momentum.

With no questions, James Heffner made the motion to accept the Director's Report as information, with a second by John Clarke, and the motion passed unanimously.

Under new business, John Snider of SME CPA presented the 2021 DDA Audit for board approval. Mr. Snider highlighted their qualified opinion on page 3, the separate government-wide and fund financials statements to denote the Authority's relationship to the City of Augusta budget on pages 4-8, depreciating assets on page 9, exemption of property capital assets on page 13 and supplementary schedule of expenses by activity on the page 15.

The property capital assets started a discussion on how to either record or unload the exempted assets in further years. The Executive Committee will discuss this further and bring a recommendation back to the full board. James Heffner made the motion to approve the 2021 DDA Audit, with a second by Stephen King, and the motion passed unanimously.

Under new business, Margaret Woodard and Stephen King presented the following Façade Grant applications for approval:

1002 Walton Way: Requested amount is \$5,000. Invoices in the amount of \$7,052 were submitted, and all paperwork is in order. Phuong Nguyen recused himself from the vote for the record. James Heffner made the motion to approve the façade grant, with a second by Stephen King, and the motion passed.

1211 Greene Street: Requested amount is \$5,000. Invoices in the amount of \$14,425 were submitted, and all paperwork is in order. James Heffner made the motion to approve the façade grant, with a second by Stephen King, and the motion passed unanimously.

1002 Broad Street: Requested amount is \$5,000. Invoices in the amount of \$5,586.38 were submitted, and all paperwork is in order. James Heffner made the motion to approve the façade grant, with a second by Commissioner Clarke, and the motion passed unanimously.

239 Greene Street: Requested amount is \$5,000. Invoices in the amount of \$7,000 were submitted, and all paperwork is in order. Stephen King stated that this is not a residence but an Airbnb business similar to 1211 Greene Street. James Heffner made the motion to approve the façade grant, with a second by Commissioner Clarke, and the motion passed unanimously.

In his closing remarks, Chairman Evans expressed appreciation for the consistent theme of collaboration during the board meeting and touched on the importance of enhancing the overall downtown experience, ensuring there are restaurants open when there are events at the James Brown Arena, The Bell, and the Imperial and Miller Theaters. Commissioner Clarke echoed the same sentiments and brought up the possibility of revising the downtown noise ordinance. Chairman Evans asked the marketing committee to meet and bring ideas back to the full board.

With no more business to discuss, the meeting adjourned at 11:00 am.

Respectfully Submitted,

Stephen King  
Secretary-Treasurer

**Downtown Development Authority**  
**Balance Sheet**  
As of May 31, 2022

	May 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
SSB - ARP Ckg - 469	175,000.00
SSB-SPLOST Ckg(R)-493	744,568.60
SSB - Savings-159	228.32
SSB - Checking-158	56,949.72 (A)
<b>Total Checking/Savings</b>	976,746.64
<b>Accounts Receivable</b>	
SPLOST Receivable	30,000.00 (B)
Accounts Receivable	50,000.00 (C)
<b>Total Accounts Receivable</b>	80,000.00
<b>Other Current Assets</b>	
Prepaid Rent and Utilities	1,502.95 (D)
<b>Total Other Current Assets</b>	1,502.95
<b>Total Current Assets</b>	1,058,249.59
<b>Fixed Assets</b>	
Port Royal Parking Deck	2,600,000.00
Accumulated Depreciation	-2,113,310.00
<b>Total Fixed Assets</b>	486,690.00
<b>Other Assets</b>	
Website	15,000.00
Accumulated Amortization	-1,875.00
<b>Total Other Assets</b>	13,125.00
<b>TOTAL ASSETS</b>	1,558,064.59
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Accrued Liabilities	131,663.45 (E)
<b>Total Other Current Liabilities</b>	131,663.45
<b>Total Current Liabilities</b>	131,663.45
<b>Long Term Liabilities</b>	
Deferred Inflow	774,568.60 (F)
<b>Total Long Term Liabilities</b>	774,568.60
<b>Total Liabilities</b>	906,232.05
<b>Equity</b>	
Unrestricted	-124,102.00
Restricted	75,347.00
Net investment in capital asset	516,857.18
Net Income	183,730.36
<b>Total Equity</b>	651,832.54
<b>TOTAL LIABILITIES &amp; EQUITY</b>	1,558,064.59

**Downtown Development Authority**  
**Profit & Loss Budget Performance(DDA Operating)**  
**May 2022**

	May 22	Budget	Jan - May 22	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Operating Income</b>					
City Funding	(G) 12,884.00	12,884.00	64,420.00	64,420.00	154,610.00
<b>Total Operating Income</b>	12,884.00	12,884.00	64,420.00	64,420.00	154,610.00
<b>Other Income</b>					
American Relief Funds	0.00	2,500.00	0.00	12,500.00	30,000.00
<b>Total Other Income</b>	0.00	2,500.00	0.00	12,500.00	30,000.00
<b>Total Income</b>	12,884.00	15,384.00	64,420.00	76,920.00	184,610.00
<b>Expense</b>					
<b>Other Expenses</b>					
Independent Contractor	228.75	708.00	6,810.00	3,540.00	8,500.00
Board Recognition/Board Meeting	0.00	33.00	0.00	165.00	400.00
Bank Service Charge	-1.18		10.74		
Economic Development	40.00	333.00	293.28	1,665.00	4,000.00
Miscellaneous	0.00	42.00	0.00	210.00	500.00
Partnership Development	0.00	125.00	38.40	625.00	1,500.00
Office Supplies	(H) 503.38	67.00	848.39	335.00	800.00
Postage	0.00	17.00	0.00	85.00	200.00
Subscriptions	(J) 42.59	37.00	212.95	185.00	450.00
Memberships	0.00	25.00	285.00	125.00	300.00
Website	0.00	308.00	0.00	1,540.00	3,700.00
<b>Total Other Expenses</b>	813.54	1,695.00	8,498.76	8,475.00	20,350.00
<b>Equipment &amp; Computer Expenses</b>					
Computer/Equipment Supplies	43.20	83.00	178.34	415.00	1,000.00
Copier	195.00	200.00	975.00	1,000.00	2,400.00
<b>Total Equipment &amp; Computer Expenses</b>	238.20	283.00	1,153.34	1,415.00	3,400.00
<b>Facility Expenses</b>					
Office Water	0.00	58.00	0.00	290.00	700.00
Cell Phone	112.14	167.00	611.28	835.00	2,000.00
Maintenance	0.00	42.00	0.00	210.00	500.00
Office Power	260.00	260.00	1,300.00	1,300.00	3,120.00
Office Telephone	242.95	240.00	1,415.27	1,200.00	2,880.00
Rent	1,000.00	1,021.00	5,000.00	5,105.00	12,250.00
<b>Total Facility Expenses</b>	1,615.09	1,788.00	8,326.55	8,940.00	21,450.00
<b>Insurance</b>					
Office Insurance	0.00	42.00	0.00	210.00	500.00
Errors & Omissions Insurance	0.00	17.00	0.00	85.00	200.00
Board Insurance	0.00	167.00	0.00	835.00	2,000.00
<b>Total Insurance</b>	0.00	226.00	0.00	1,130.00	2,700.00
<b>Marketing</b>	(J) 655.00	167.00	2,204.64	835.00	2,000.00
<b>Payroll Expenses*OE</b>					
City Salary Payback/Proj Coord	0.00	2,979.00	0.00	14,895.00	35,750.00
City Salary Payback/Director	0.00	8,689.00	22,051.76	43,445.00	104,267.00
<b>Total Payroll Expenses*OE</b>	0.00	11,668.00	22,051.76	58,340.00	140,017.00
<b>Professional Fees</b>					
Accounting Fees	(K) 1,016.38	1,042.00	4,685.09	5,210.00	12,500.00
Annual Audit	0.00	833.00	10,000.00	4,165.00	10,000.00
Legal Fees	(L) 122.50	333.00	1,727.50	1,665.00	4,000.00
<b>Total Professional Fees</b>	1,138.88	2,208.00	16,412.59	11,040.00	26,500.00
<b>Total Expense</b>	4,460.71	18,035.00	58,647.64	90,175.00	216,417.00
<b>Net Ordinary Income</b>	8,423.29	-2,651.00	5,772.36	-13,255.00	-31,807.00

**Downtown Development Authority**  
**Profit & Loss Budget Performance(DDA Operating)**  
 May 2022

	May 22	Budget	Jan - May 22	YTD Budget	Annual Budget
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
Amortization Expense	0.00	250.00	375.00	1,250.00	3,000.00
Depreciation	0.00	5,555.00	16,667.00	27,775.00	66,664.00
<b>Total Other Expense</b>	0.00	5,805.00	17,042.00	29,025.00	69,664.00
<b>Net Other Income</b>	0.00	-5,805.00	-17,042.00	-29,025.00	-69,664.00
<b>Net Income</b>	<b>8,423.29</b>	<b>-8,456.00</b>	<b>-11,269.64</b>	<b>-42,280.00</b>	<b>-101,471.00</b>

**Downtown Development Authority  
Profit & Loss Budget Performance(Consolidated)**

May 2022

	May 22	Budget	Jan - May 22	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
DDA Initiative					
Matching Grant Prog SponsorshipR (M)	50,000.00		50,000.00		
<b>Total DDA Initiative</b>	50,000.00		50,000.00		
DDA SPLOST Projects					
SPLOST Riverwalk Improvements-R	0.00		222.50		
<b>Total DDA SPLOST Projects</b>	0.00		222.50		
<b>Operating Income</b>					
City Funding	12,884.00	12,884.00	64,420.00	64,420.00	154,610.00
<b>Total Operating Income</b>	12,884.00	12,884.00	64,420.00	64,420.00	154,610.00
<b>Other Income</b>					
American Relief Funds (N)	175,000.00	2,500.00	175,000.00	12,500.00	30,000.00
<b>Total Other Income</b>	175,000.00	2,500.00	175,000.00	12,500.00	30,000.00
<b>Total Income</b>	237,884.00	15,384.00	289,642.50	76,920.00	184,610.00
<b>Expense</b>					
DDA Initiative					
Matching Grant Prog. RecipientR (O)	20,000.00		30,000.00		
<b>Total DDA Initiative</b>	20,000.00		30,000.00		
<b>Other Expenses</b>					
Independent Contractor	228.75	708.00	6,810.00	3,540.00	8,500.00
Board Recognition/Board Meeting	0.00	33.00	0.00	165.00	400.00
Bank Service Charge	-1.18		10.74		
Economic Development	40.00	333.00	293.28	1,665.00	4,000.00
Miscellaneous	0.00	42.00	0.00	210.00	500.00
Partnership Development	0.00	125.00	38.40	625.00	1,500.00
Office Supplies	503.38	67.00	848.39	335.00	800.00
Postage	0.00	17.00	0.00	85.00	200.00
Subscriptions	42.59	37.00	212.95	185.00	450.00
Memberships	0.00	25.00	285.00	125.00	300.00
Website	0.00	308.00	0.00	1,540.00	3,700.00
<b>Total Other Expenses</b>	813.54	1,695.00	8,498.76	8,475.00	20,350.00
<b>Equipment &amp; Computer Expenses</b>					
Computer/Equipment Supplies	43.20	83.00	178.34	415.00	1,000.00
Copier	195.00	200.00	975.00	1,000.00	2,400.00
<b>Total Equipment &amp; Computer Expenses</b>	238.20	283.00	1,153.34	1,415.00	3,400.00
<b>Facility Expenses</b>					
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<b>Insurance</b>					
Office Insurance	0.00	42.00	0.00	210.00	500.00
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Board Insurance	0.00	167.00	0.00	835.00	2,000.00
<b>Total Insurance</b>	0.00	226.00	0.00	1,130.00	2,700.00
<b>Marketing</b>	655.00	167.00	2,204.64	835.00	2,000.00
<b>Payroll Expenses*OE</b>					
City Salary Payback/Proj Coord	0.00	2,979.00	0.00	14,895.00	35,750.00
City Salary Payback/Director	0.00	8,689.00	22,051.76	43,445.00	104,267.00
<b>Total Payroll Expenses*OE</b>	0.00	11,668.00	22,051.76	58,340.00	140,017.00



**Downtown Development Authority**  
**Profit & Loss Budget Performance(Consolidated)**  
**May 2022**

	May 22	Budget	Jan - May 22	YTD Budget	Annual Budget
<b>Professional Fees</b>					
Accounting Fees	1,016.38	1,042.00	4,685.09	5,210.00	12,500.00
Annual Audit	0.00	833.00	10,000.00	4,165.00	10,000.00
Legal Fees	122.50	333.00	1,727.50	1,665.00	4,000.00
<b>Total Professional Fees</b>	1,138.88	2,208.00	16,412.59	11,040.00	26,500.00
<b>DDA Projects</b>					
SPLOST Riverwalk Improvements-R	0.00		222.50		
<b>Total DDA Projects</b>	0.00		222.50		
<b>Total Expense</b>	24,460.71	18,035.00	88,870.14	90,175.00	216,417.00
<b>Net Ordinary Income</b>	213,423.29	-2,651.00	200,772.36	-13,255.00	-31,807.00
<b>Other Income/Expense</b>					
Other Expense					
Amortization Expense	0.00	250.00	375.00	1,250.00	3,000.00
Depreciation	0.00	5,555.00	16,667.00	27,775.00	66,664.00
<b>Total Other Expense</b>	0.00	5,805.00	17,042.00	29,025.00	69,664.00
<b>Net Other Income</b>	0.00	-5,805.00	-17,042.00	-29,025.00	-69,664.00
<b>Net Income</b>	213,423.29	-8,456.00	183,730.36	-42,280.00	-101,471.00

Downtown Development Authority of Augusta, GA  
May 2022 Financial Notes

Balance Sheet

<u>Item</u>	<u>Notes</u>	
A	SSB - Checking-158 in the amount of \$56,949.72 is composed of the following:	
	GA Power (ED Programs - restricted funds)	\$13,509.52
	GA Power (Business Recruitment - restricted funds)	\$10,000.00
	Christmas Light-Up Spectacular (restricted funds)	\$19.38
	GRU (restricted funds)	\$72.03
	DDA operating funds	\$33,348.79
	<b>Total</b>	<u><u>\$56,949.72</u></u>
B	SPLOST Receivable in the amount of \$30,000.00 consists of SPLOST funds distributed to Soofa for \$22,500.00 and Wier-Stewart, LLC for \$7,500.00 to be reimbursed by the city.	
C	Georgia Power funds request for \$50,000.00. See note M.	
D	Total Other Current Assets in the amount of \$1,502.95 for June 2022 rent, power and telephone due in June.	
E	Accrued Liabilities in the amount of \$131,663.45 is composed of the following:	
	2021 1st Qtr. Salaries	\$32,714.99
	2021 3rd Qtr. Salaries	\$37,792.05
	2021 4th Qtr. Salaries	\$39,104.65
	2022 1st Qtr. Salaries	\$22,051.76
	All to be paid back to the city	<u><u>\$131,663.45</u></u>
	*2021 2nd Quarter was paid on July 28, 2021.	
F	Deferred inflow in the amount of \$744,568.60 is SPLOST Riverwalk (restricted unspent) funds to include interest for the month of May in the amount of \$33.55.	

Profit & Loss Budget Performance (DDA Operating)

<u>Item</u>	<u>Notes</u>	
G	City funding in the amount of \$12,884.00 is for May 2022.	
H	Office Supplies in the amount of \$503.38 consists of the following:	
	envelopes, paper towels and other various supplies	\$110.47
	laser checks with envelopes	\$392.91
		<u><u>\$503.38</u></u>
I	Subscriptions in the amount of \$42.59 consists of the following:	
	Carbonite online computer backup	\$27.60
	Zoom	\$14.99
		<u><u>\$42.59</u></u>
J	Marketing in the amount of \$655.00 consists of the following:	
	Katherine Bonner for April 2022 social media development and management	\$500.00
	The Augusta Press	\$6.50
	Facebook	\$49.00
	Gannett Newspaper	\$99.50
		<u><u>\$655.00</u></u>
K	Accounting fees in the amount of \$1,016.38 paid to Verdery Financial Services for April 2022 services.	
L	Legal fees in the amount of \$122.50 paid to Turner Padgett Graham and Laney for Jeb Murray's services for 4/13/2022 - 4/20/2022 for DDA.	

Downtown Development Authority of Augusta, GA  
May 2022 Financial Notes

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Profit & Loss Budget Performance (Consolidated)

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May 2022

M Georgia Power Company funds in the amount of \$50,000.00 for Economic Development Support:  
Facade Grant & Blight Removal Programs - Downtown Augusta

N American Relief Funds in the amount of \$175,000.00 received and deposited on 5-20-22.

O Matching Grant Prog. Recipient R (paid with GA Power funds) in the amount of \$20,000.00 consists of  
the following:

Stovall-Barnes House, LLC	\$5,000.00
1002 Walton Way, LLC	\$5,000.00
Pineapple Ink Tavern, LLC	\$5,000.00
239 Greene St, LLC	\$5,000.00
	<hr/>
	\$20,000.00
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