

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF JONESBORO
Regular Meeting
170 SOUTH MAIN STREET
March 12, 2019 – 6:00 PM

NOTE: As set forth in the Americans with Disabilities Act of 1990, the City of Jonesboro will assist citizens with special needs given proper notice to participate in any open meetings of the City of Jonesboro. Please contact the City Administrator's Office via telephone (770-478-3800) or email at rclark@jonesboroga.com should you need assistance.

Agenda

I. CALL TO ORDER

II. ADOPTION OF AGENDA

III. FINANCIAL REPORT

1. Consideration of Financial Statements for two-month period ended February 28, 2019.

IV. MINUTES

1. Consideration of the Minutes of the September 6, 2018 Regular Meeting.
2. Consideration of the Minutes of the December 20, 2018 Regular Meeting.

V. AGENDA ITEMS

1. Update regarding 2019 Main Street Memberships
2. Discussion regarding 2019 Annual Gala.
3. Discussion regarding Annual St. Patrick's Day Street Party.
4. Discussion regarding 2019 Strategic Planning Retreat.
5. Executive Session for the purpose of discussing real estate acquisition.

VI. COMMITTEE UPDATES

1. Promotions/Organization Committee - Juli Segner, Chairperson
2. Economic Restructuring Committee - Sylvester Ford, Chairperson
3. Design Committee - Joel Aviles, Chairperson

- VII. EXECUTIVE DIRECTOR'S REPORT**
- VIII. BOARD OF DIRECTOR'S COMMENTS**
- IX. ADJOURNMENT**



CITY OF JONESBORO, GEORGIA COUNCIL

Agenda Item Summary

Agenda Item #

3.1

-1

COUNCIL MEETING DATE
March 12, 2019

Requesting Agency (Initiator)

Office of the City Manager

Sponsor(s)

Requested Action	(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Consideration of Financial Statements for two-month period ended February 28, 2019.

Requirement for Board Action *(Cite specific Council policy, statute or code requirement)*

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

- P&L as of 022819

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title
Ricky L. Clark, City Manager

Date
March, 12, 2019

03/07/19 Downtown Development Authority
MEETING CANCELLED Next:
03/12/19

Signature

City Clerk's Office

3:45 PM

03/07/19

Accrual Basis

Jonesboro Downtown Development Authority
Profit & Loss Budget vs. Actual
January through February 2019

	Jan - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40.1000 · General Budget transfers	0.00	10,000.00	-10,000.00	0.0%
41.1000 · Issuer's fee	15,770.64	16,000.00	-229.36	98.6%
42.1000 · Event revenue	125.00	30,000.00	-29,875.00	0.4%
43.1000 · Membership Revenue	11,425.00	12,000.00	-575.00	95.2%
49.1000 · Misc revenue	75.00	500.00	-425.00	15.0%
Total Income	27,395.64	68,500.00	-41,104.36	40.0%
Expense				
52.1200 · Professional	0.00	25,000.00	-25,000.00	0.0%
52.2200 · Repairs & Maintenance				
52.2260 · Design Committee	0.00	10,000.00	-10,000.00	0.0%
52.2200 · Repairs & Maintenance - Other	0.00	14,000.00	-14,000.00	0.0%
Total 52.2200 · Repairs & Maintenance	0.00	24,000.00	-24,000.00	0.0%
52.2300 · Rentals	0.00	2,500.00	-2,500.00	0.0%
52.3200 · Communications	0.00	1,500.00	-1,500.00	0.0%
52.3300 · Advertising	0.00	4,500.00	-4,500.00	0.0%
52.3500 · Travel				
52.3501 · General	0.00	1,500.00	-1,500.00	0.0%
52.3502 · Board of Directors	0.00	1,500.00	-1,500.00	0.0%
Total 52.3500 · Travel	0.00	3,000.00	-3,000.00	0.0%
52.3600 · Dues and fees	1,350.00	500.00	850.00	270.0%
52.3700 · Education & Training				
52.3701 · General	0.00	1,000.00	-1,000.00	0.0%
52.3702 · Board of Directors	0.00	1,000.00	-1,000.00	0.0%
Total 52.3700 · Education & Training	0.00	2,000.00	-2,000.00	0.0%
53.1100 · General Supplies & Materials	0.00	1,000.00	-1,000.00	0.0%
53.1300 · Food	0.00	2,800.00	-2,800.00	0.0%
53.1500 · Supplies/Inventory for resale	0.00	1,000.00	-1,000.00	0.0%
60.4000 · Bank Service Charges				
60.4001 · QuickBooks Merchant Fees	59.65			
60.4000 · Bank Service Charges - Other	25.90	700.00	-674.10	3.7%
Total 60.4000 · Bank Service Charges	85.55	700.00	-614.45	12.2%
Total Expense	1,435.55	68,500.00	-67,064.45	2.1%
Net Ordinary Income	25,960.09	0.00	25,960.09	100.0%
Other Income/Expense				
Other Income				
4000 · Interest Revenue	2.60			
Total Other Income	2.60			
Net Other Income	2.60	0.00	2.60	100.0%
Net Income	25,962.69	0.00	25,962.69	100.0%

Attachment: P&L as of 02/28/19 (1371 : Financial Statements - Ended 02/28/2019)

**CITY OF JONESBORO
DOWNTOWN DEVELOPMENT AUTHORITY
& MAIN STREET ADVISORY BOARD
REGULAR MEETING
170 SOUTH MAIN STREET
September 6, 2018 – 6:00 P.M.**

MINUTES

The Jonesboro Downtown Development Authority and the Jonesboro Main Street Advisory Board held their Regular Meeting on Thursday, September 6, 2018. The meeting was held at 6:00 PM at the Jonesboro Police Station, 170 South Main Street, Jonesboro, Georgia.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joel Aviles	Board of Directors	Present	
Joy B. Day	Board of Directors	Absent	
Sylvester Ford	Board of Directors	Late	6:05 PM
Helen Meadows	Board of Directors	Present	
Allen Roark	Board of Directors	Present	
Juli Segner	Board of Directors	Present	
Karen Sullivan	Board of Directors	Present	
Ricky L. Clark	Executive Director	Present	
Cable Glenn-Brooks	Executive Assistant	Present	

II. ADOPTION OF AGENDA

1. Motion to adopt the agenda.

RESULT: APPROVED [UNANIMOUS]
MOVER: Jule Segner, Board of Directors
SECONDER: Allen Roark, Board of Directors
AYES: Aviles, Ford, Meadows, Roark, Segner, Sullivan

III. FINANCIAL REPORT

1. Consideration of Financial Report for eight-month period ended August 31, 2018.

RESULT: APPROVED [UNANIMOUS]
MOVER: Allen Roark, Board of Directors
SECONDER: Karen Sullivan, Board of Directors
AYES: Aviles, Ford, Meadows, Roark, Segner, Sullivan

IV. MINUTES

1. Consideration of the Minutes of the June 7, 2018 Regular Meeting.

Minutes Acceptance: Minutes of Sep 6, 2018 6:00 PM (MINUTES)

RESULT: TABLED [UNANIMOUS]
MOVER: Jule Segner, Board of Directors
SECONDER: Helen Meadows, Board of Directors
AYES: Aviles, Day, Ford, Meadows, Roark, Segner, Sullivan

V. AGENDA ITEMS

1. Discussion regarding pressure washing entire block of Jonesboro from Church Street to Mill Street to include sidewalks, steps, walkways, adjacent to businesses and brick retaining walls and platforms.

RESULT: APPROVED [UNANIMOUS] For an amount not to exceed \$1200.00
MOVER: Karen Sullivan, Board of Directors
SECONDER: Allen Roark, Board of Directors
AYES: Aviles, Ford, Meadows, Roark, Segner, Sullivan

2. Discussion regarding façade grant program reimbursement for Dr. Robert McCullough in the amount of \$1653.50.

RESULT: APPROVED [UNANIMOUS] For an amount not to exceed \$1200.00
MOVER: Karen Sullivan, Board of Directors
SECONDER: Allen Roark, Board of Directors
AYES: Aviles, Ford, Meadows, Roark, Segner, Sullivan

3. Discussion regarding Articles of Incorporation of the Jonesboro Economic Development Corporation.
4. Discussion regarding the Sole Member Operating Agreement of the Jonesboro Firehouse LLC.
5. Discussion regarding Articles of Incorporation of the Jonesboro Main Street, Inc.
6. Discussion regarding submittal of the Initial Project Assessment for DDRLF funding for the Jonesboro Firehouse Museum project to the Department of Community Affairs.

RESULT: APPROVED [UNANIMOUS] Items 3-6
MOVER: Karen Sullivan, Board of Directors
SECONDER: Allen Roark, Board of Directors
AYES: Aviles, Ford, Meadows, Roark, Segner, Sullivan

VI. COMMITTEE UPDATES

1. Promotions/Organization Committee - Jule Segner, Chairperson
2. Economic Restructuring Committee - Sylvester Ford, Chairperson
3. Design Committee - Joel Aviles, Chairperson

- VII. EXECUTIVE DIRECTOR'S REPORT
- VIII. BOARD OF DIRECTOR'S COMMENTS
- IX. ADJOURNMENT

1. Motion to adjourn at 6:46 P.M.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sylvester Ford, Board of Directors
SECONDER: Jule Segner, Board of Directors
AYES: Aviles, Ford, Meadows, Roark, Segner, Sullivan

 JOEL AVILES, EXECUTIVE DIRECTOR

 RICKY L. CLARK, JR. – CITY MANAGER

Minutes Acceptance: Minutes of Sep 6, 2018 6:00 PM (MINUTES)

**CITY OF JONESBORO
DOWNTOWN DEVELOPMENT AUTHORITY
& MAIN STREET ADVISORY BOARD
REGULAR MEETING
170 SOUTH MAIN STREET
December 20, 2018**

MINUTES

The Jonesboro Downtown Development Authority and the Jonesboro Main Street Advisory Board held their Regular Meeting on Thursday, December 20, 2018. The meeting was held at 6:00 PM at the Jonesboro Police Station, 170 South Main Street, Jonesboro, Georgia.

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Joel Aviles	Board of Directors	Present	
Joy B. Day	Board of Directors	Present	
Sylvester Ford	Board of Directors	Present	
Helen Meadows	Board of Directors	Present	
Allen Roark	Board of Directors	Present	
Jule Segner	Board of Directors	Present	
Karen Sullivan	Board of Directors	Present	
Ricky L. Clark	Executive Director	Present	
Cable Glenn-Brooks	Executive Assistant	Present	

II. ADOPTION OF AGENDA

1. Motion to adopt the agenda with the removal of Item #4.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Sylvester Ford, Board of Directors
SECONDER: Karen Sullivan, Board of Directors
AYES: Aviles, Day, Ford, Meadows, Roark, Segner, Sullivan

III. FINANCIAL REPORT

1. Consideration of Financial Report for eleven-month period ended November 31, 2018.

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Sylvester Ford, Board of Directors
SECONDER: Helen Meadows, Board of Directors
AYES: Aviles, Day, Ford, Meadows, Roark, Segner, Sullivan

IV. MINUTES

1. Consideration of the Minutes of the September 6, 2018 Regular Meeting.

Minutes Acceptance: Minutes of Dec 20, 2018 6:00 PM (MINUTES)

RESULT: APPROVED [UNANIMOUS]
MOVER: Jule Segner, Board of Directors
SECONDER: Helen Meadows, Board of Directors
AYES: Aviles, Day, Ford, Meadows, Roark, Segner, Sullivan

V. AGENDA ITEMS

1. Discussion regarding FY' 19 Budget and FY' 18 Budget Amendments.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sylvester Ford, Board of Directors
SECONDER: Karen Sullivan, Board of Directors
AYES: Aviles, Day, Ford, Meadows, Roark, Segner, Sullivan

2. Discussion regarding 5k Fundraiser for 2019.

RESULT: APPROVED [UNANIMOUS]
MOVER: Karen Sullivan, Board of Directors
SECONDER: Helen Meadows, Board of Directors
AYES: Aviles, Day, Ford, Meadows, Roark, Segner, Sullivan

3. Discussion regarding removal of parking spaces along Main Street.

RESULT: APPROVED [UNANIMOUS]
MOVER: Karen Sullivan, Board of Directors
SECONDER: Jule Segner, Board of Directors
AYES: Aviles, Day, Ford, Meadows, Roark, Segner, Sullivan

4. Discussion regarding recommended Arts & Entertainment District.

5. Update regarding Broad Street Project.

At this time, Mr. Clark provided the following update: Mr. Clark advised the Board that a general construction company has been selected for the project. At current, staff is working to finalize all construction drawings for the projects and meeting with utility company regarding civil plans. Additional details are forthcoming.

6. Update regarding potential bed & breakfast location.

At this time, Mr. Clark provided the following update: The potential developer of the Bed & Breakfast location is still in ongoing conversations with the City. At current, the developer is proposing erecting 15 bungalows on the site and a possible \$4.3M budget.

VI. COMMITTEE UPDATES

1. Promotions/Organization Committee - Jule Segner, Chairperson
2. Economic Restructuring Committee - Sylvester Ford, Chairperson

3. Design Committee - Joel Aviles, Chairperson

VII. EXECUTIVE DIRECTOR'S REPORT

VIII. BOARD OF DIRECTOR'S COMMENTS

JOEL AVILES, CHAIRMAN- Mr. Aviles requested that the guidelines for the Design Review Commission be amended to allow for the review of major/minor subdivision plats. Hearing a majority consensus in agreement with the amendment, Mr. Clark advised Members that he would bring forth the recommendation to City Council for ratification.

IX. ADJOURNMENT

1. Motion to adjourn at 6:46 P.M.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Karen Sullivan, Board of Directors
SECONDER:	Jule Segner, Board of Directors
AYES:	Aviles, Day, Ford, Meadows, Roark, Segner, Sullivan

JOEL AVILES, EXECUTIVE DIRECTOR

RICKY L. CLARK, JR. – CITY MANAGER

Minutes Acceptance: Minutes of Dec 20, 2018 6:00 PM (MINUTES)