


LEGACY | DECATUR

MEMORANDUM

TO: LEGACY DECATUR BOARD
FROM: LYN MENNE 
RE: MAY 26, 2022 BOARD AGENDA
DATE: May 19, 2022

I have attached the agenda for our board meeting scheduled Thursday, May 26, 2022 and the minutes from our March 24, 2022 board meeting. I have scheduled an executive session at the beginning of our meeting for the purpose of discussing personnel issues. Specifically, I encountered some issues related to the SEP account for Madeleine Henner that require board discussion and direction.

Second, our agenda includes one action item which involves the approval of a revised budget for FY22. You will recall that our Operations Management Agreement with the City includes a provision that reduces the management fee we receive from the City for the next fiscal year relevant to the net revenue we showed at the end of the previous fiscal year. In FY21, we received \$180,040 from the City. I reduced that amount to \$150,000 in the FY22 budget you approved in anticipation that our net revenue would cause it to be reduced. However, when the numbers were finalized, we ended the year with \$114,000 in net revenue which resulted in our management fee being reduced to \$66,350 for FY22. Based on current projections, I was able to increase our anticipated revenue from event rentals and worked through the budget to reduce expenditures in areas that were not critical. I have included a spreadsheet showing the original budget you adopted and the revised numbers I am presenting for your approval.

Please feel free to contact me if you have any questions.

DECATUR LEGACY BOARD MEETING

Thursday, May 26, 2022 - 5:30 P.M.

This is an in-person meeting

Hawkins Hall Dining Room – Please enter at the rear of the Administration Building Complex
Decatur Legacy Park – 500 S. Columbia Drive

Executive Session

In accordance with O.C.G.A. §50-14-4(b), the board will have a brief executive session for the purpose of discussing personnel issues.

REGULAR BOARD MEETING- DRAFT AGENDA

1. Call to Order
2. Review and Approval Meeting Minutes from March 24, 2022
3. Action Item:

Approval of revised budget for FY22-

In accordance with the Operations Management Agreement between the City of Decatur and Legacy Decatur for Decatur Legacy Park, the management fee paid by the City to Legacy Decatur will be adjusted for the coming fiscal year following a review of the actual budget report for the prior fiscal year. Simply put, if revenues, minus the management fee (Adjusted Revenue) exceeded expenditures, then the management fee to be paid by the City for the next fiscal year will be reduced to equal the difference between the adjusted revenue and net revenue. The management fee for FY21 was \$180,040. For FY22 that amount was reduced to \$66,350 requiring that we revised our FY22 budget.

Staff recommends approval of the revised budget to reduce revenues and expenditures and provide a balanced budget.

4. Project Updates:
 - Presentation of the annual report and report on work session with city commission
 - Updates on RFP projects: bathroom and ramps (Williams and Gillespie), Playground and Barn Phase II
 - North and South Village/Track Updates
 - Upcoming Events
5. Additional Business
6. Adjourn

MINUTES

Legacy Decatur Board of Directors

March 24, 2022

5:30 p.m.

The meeting was called to order by the chair Tony Powers. Board members attending included: Andrea Arnold, Mark Arnold, Ed Bowen, Mark Ethun, Peggy Merriss, Paul Mitchell and Brian Smith. Allen Mast participated via Zoom. Also present were Lyn Menne, Madeleine Henner, Scott Doyon and Zoe Seilers.

The minutes from the January 27, 2022, board meeting were presented for approval. On a motion by Mark Arnold, second by Ed Bowen, and all voting aye, the board approved the minutes.

Lyn Menne presented one action item for board consideration. Staff recommended that the board authorize the execution of a lease with Paint Love for the use of 750 sf in Hyatt Cottage. Paint Love currently occupies one office space in the Administration Building. Their program continues to grow. The Hyatt space offers enough space for staff and volunteers and provides classroom space for training. Hyatt Cottage is part of the planned Creative Village complex and will provide studio and classroom space for artists. Because Paint Love works to connect artists with local schools to provide art classes and support for local teachers, their relocation into the building is a good fit. The Decatur Arts Alliance supports the idea. The proposed rental rate is \$10 per sf with annual 3% escalation in line with our current leases. Staff requests approval to execute a lease with Paint Love.

On a motion by Peggy Merriss, second by Brian Smith, and all voting aye, the board approved the Paint Love lease as presented and authorized the staff to execute the lease.

Staff Reports:

- The Refugee Women's Network would like to move forward with a lease for the two commercial kitchen spaces adjacent to the dining room. We briefly discussed this project as part of their lease of Williams Cottage but put it on hold. Capital requirements would include replacing the loading dock and adding an ADA compliant ramp with a separate entrance to the space from the parking lot; replacing the janitor's closet with a half bath; upgrading electrical service as needed; and upgrading the grease trap to meet current code. RWN would be responsible for all equipment, painting and any additional build out. Staff met with RWN and their consultant. We are awaiting an initial proposal.

The kitchen would serve as a training facility for the chef's club program run by RFW to provide training, food service certification and support.

- The South Village Affordable Housing project is moving forward in a partnership between the City of Decatur and the Decatur Housing Authority. Legacy staff members have participated in initial design and site plan reviews. A public input session is scheduled at Legacy Park and there will be a city commission work session on the development. Because the project requires the Public Facilities Authority to transfer the land to the City Commission must approve an intergovernmental agreement with DHA. Legacy Board members received site plans for the project in their packet.
- The grant we prepared on behalf of the City to fund the construction of an inclusive and accessible playground received final authorization at the federal level. The application for CDBG funds in the amount of \$145,000 was made through DeKalb County. The Decatur City Commission approved a match in the amount of \$114,000. We are preparing a RFP for the design and installation of the playground for review and issuance by the City's Public Works Dept.
- The barn roof and stabilization work are underway. We completed a draft RFP for the phase II interior work. The City's Public Works Dept will review it and handle the issuance of the RFP. Our goal is to get that work underway in May 2022.
- We are working on plans for the City's 200th birthday with a diverse group of city staff and local organizations and individuals. We want to create projects that will leave a lasting legacy for future generations, educate and inform newer residents about our city's history, encourage open and honest discussion and have fun. The role of Legacy Decatur will primarily focus on fundraising to support a 200 Stories oral history project and the planting of 200 commemorative trees.
- Legacy Park Website launch was successful. We are currently finalizing an annual report and have an annual work session with the city commission scheduled in April
- Wedding and event rentals continue to increase. Children and Youth Services will host Spring Break Camp at the park. Congressman Hank Johnson will tour the Creative Village with city staff on April 13th. We received a grant through the Congressman in the amount of \$209,000 to support the buildout of the Creative Village. The Wylde Center has scheduled several Environmental Education Field Trips at the property. Truckin Tuesdays will return in May.

There was no additional business, and board members voted to adjourn.

DECATUR LEGACY PROJECT
 FY 22 BUDGET
 JANUARY 2022-DECEMBER 2022

	FY22 APPROVED	FY22 REVISED	NOTES
Revenue			
Other Types of Income			
Park Management Contract	150,000.00	66,390.00	reduced from \$180,000 to \$150,000 anticipating reduction. Actual reduction was much greater
Reimbursement Income			
Rent Revenue			
Admin Building Leases	39,000.00	39,000.00	
Event Revenue	12,000.00	25,000.00	based on bookings to date
Film Rental	55,000.00	55,000.00	
Individual Building Leases	80,000.00	110,000.00	added inspirtus lease
Miscellaneous Rents			
Total Rent Revenue	\$ 188,000.00	\$ 229,000.00	
Sales	4,000.00	4,000.00	
Total Revenue	\$ 340,000.00	\$ 299,390.00	
Gross Profit	\$ 340,000.00	\$ 299,390.00	
Expenditures			
Business Expenses			
Bank Service Charge	1,600.00	1,600.00	
Business Registration Fees			
Total Business Expenses	\$ 1,600.00	\$ 1,600.00	
Contractual Services			
Building Repairs	4,800.00	5,500.00	
Landscape Services	2,500.00	1,500.00	
Total Contractual Services	\$ 7,300.00	\$ 7,000.00	
Facilities			
Building Repairs	\$ 20,000.00	\$ 20,000.00	
Campus Signage Share	\$ 20,000.00	\$ 20,000.00	
Total Facilities	\$ 40,000.00	\$ 40,000.00	
Furniture & Equipment Expense			
		0.00	
Computer Equipment	1,200.00	1,200.00	
Equip Rental and Maintenance	5,000.00	5,000.00	
Outdoor Furniture & Fixtures	15,000.00	10,000.00	reduce plans for additional picnic tables and receptacles
Event Tables and Chairs	25,000.00	18,895.00	reduce plans to upgrade tables and chairs
Total Furniture & Equipment Expense	\$ 46,200.00	\$ 34,895.00	
Insurance			
Insurance - Liability, D and O	10,000.00	10,000.00	
Worker's Comp	500.00	500.00	
Total Insurance	\$ 10,500.00	\$ 10,500.00	
Operations			
Advertising/Promotional	4,500.00	4,500.00	
Office Supplies	1,500.00	1,500.00	
Postage, Mailing Service	1,000.00	1,000.00	
Printing and Copying	2,000.00	2,500.00	
Specialized Office Supplies	1,500.00	1,895.00	
Telephone & IT	10,000.00	10,000.00	
Total Operations	\$ 20,500.00	\$ 21,395.00	
Other Business Expenses	1,500.00	1,500.00	
Payroll Expenses			
Payroll Processing Fees	1,000.00	1,000.00	
Payroll Tax Expenses	5,500.00	5,500.00	
Salaries and Wages			
Full-time Program Manager	49,200.00	49,200.00	
Officer Wages	41,600.00	41,600.00	
Other Wages	1,000.00	1,000.00	

DECATUR LEGACY PROJECT

FY 22 BUDGET

JANUARY 2022-DECEMBER 2022

SEP Contribution	2,500.00	2,500.00
Medical Spending Account	3,600.00	3,600.00
Total Salaries and Wages	\$ 97,900.00	\$ 97,900.00
Total Payroll Expenses	\$ 104,400.00	\$ 104,400.00
Professional Services		0.00
Accounting Fees	5,000.00	5,000.00
Communications & Marketing	36,000.00	36,000.00
Continuing Education	700.00	600.00
Design Services	26,000.00	28,000.00
Legal Fees	5,000.00	5,000.00
Signage	2,500.00	500.00
Web Site	1,000.00	1,000.00
Total Professional Services	\$ 76,200.00	\$ 76,100.00
Program Expense		0.00
Program Supplies		1,500.00
Misc & Materials		500.00
Total Program Expense	\$ 0.00	\$ 2,000.00
Total Expenditures	\$ 308,200.00	\$ 299,390.00
Net Operating Revenue	\$ 31,800.00	\$ 0.00

Monday, May 16, 2022 08:13:10 AM GMT-8 - Cash Basis