



## ***DDA Agenda Item***

**Meeting Date: August 24, 2026**

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### **SUBJECT: Discussion Item - Staff Training and Notary Commission**

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#### **Background**

As part of the City's current organizational structure, the Community Development Director and Tourism Manager are assisting with the administration and activities of the Downtown Development Authority (DDA).

To ensure that staff supporting the DDA have the appropriate knowledge and training to effectively assist with DDA programs, operations, and Main Street activities, staff recommends that both employees complete the required DDA 101 and Main Street 101 training courses.

The DDA 101 course has a cost of \$50 per participant, and the Main Street 101 course has a cost of \$75 per participant.

In addition, staff recommends that the Community Development Director obtain a Georgia Notary Public commission. Having a designated notary available will assist the DDA with the execution and processing of official DDA documents and other documents requiring notarization.

The estimated notary commission/application fee is approximately \$44, with any additional cost for the required notary seal/stamp to be determined.

#### **Financial Impact / The estimated expenses are:**

| <b>Item</b>                                               | <b>Cost</b>   |
|-----------------------------------------------------------|---------------|
| DDA 101 - Community Development Director                  | \$50          |
| DDA 101 - Tourism Manager                                 | \$50          |
| Main Street 101 - Community Development Director          | \$75          |
| Main Street 101 - Tourism Manager                         | \$75          |
| Notary Public Commission - Community Development Director | ~\$44         |
| <b>Estimated Total</b>                                    | <b>~\$294</b> |

**Budget Line Item:** 20.5130.52.3700 – Education & Training

**Recommended Action:** Staff recommends that the Downtown Development Authority approve the use of DDA funds for the following:

1. **DDA 101 Training** - \$50 per participant
  - Community Development Director
  - Tourism Manager
2. **Main Street 101 Training** - \$75 per participant
  - Community Development Director
  - Tourism Manager
3. **Notary Public Commission** - approximately \$44
  - Community Development Director