

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, City Manager
Date: June 27, 2022
Re: Request for Approval of Downton Development Authority's Budget 2022-2023

For the Agenda of June 29, 2022

Background. Per the RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT), Act 57 of 2018, 125.4228 Budget; cost of handling and auditing funds. Sec. 228. (1) The director of the authority shall prepare and submit for the approval of the board a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the board, it shall be approved by the governing body of the municipality. Funds of the municipality shall not be included in the budget of the authority except those funds authorized in this part or by the governing body of the municipality.(2) The governing body of the municipality may assess a reasonable pro rata share of the funds for the cost of handling and auditing the funds against the funds of the authority, other than those committed, which cost shall be paid annually by the board pursuant to an appropriate item in its budget.

Issues & Questions Specified. The Evert Downtown Development Authority Board met on June 7, 2022, to discuss the attached proposed budget.

Alternatives.
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Financial Impact. The proposed budget does include the city's contribution of \$20,000.

Recommendation. Please approve the DDA's 2022-2023 budget as presented.

Attachments.

1. DDA's 2022-2023 Budget for Fund 248 (DDA) and Fund 551 (Farmer's Market)

Calculations as of 06/30/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 06/30/22	2022-23 REQUESTED BUDGET
ESTIMATED REVENUES				
Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenue				
248-395-569.000	STATE GRANTS	12,000	10,500	
248-395-573.000	LOCAL COMMUNITY STABILIZATION SHAI	50,000	39,813	40,000
248-395-581.000	GRANTS			11,000
248-395-665.000	INTEREST-REVENUE	150	42	150
248-395-685.000	MISCELLANEOUS REVENUE	1,000	365	1,000
248-395-685.801	RENT REVENUE	2,000	750	2,000
248-395-685.802	PROMO PROJECTS REVENUE	4,500		4,500
248-395-685.804	MMS PLEDGES-CITY CONTRIBUTION	20,000	20,250	20,000
248-395-685.805	IND/CORPORATE DONATIONS	28,300	250	28,300
248-395-685.808	EVENT DONATIONS REV	2,000	414	2,000
248-395-685.810	SUM CON (CONCERT DAY DONATIONS) RE	1,000		500
248-395-685.811	SUMMER CONCERT SERIES GRANT REVENUE	250	2,030	1,000
TOTAL REVENUE		121,200	74,414	110,450
Totals for dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY		121,200	74,414	110,450
TOTAL ESTIMATED REVENUES		121,200	74,414	110,450
APPROPRIATIONS				
Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY				
Expenditure				
248-395-702.000	SALARIES	35,000	19,077	40,000
248-395-719.000	OTHER FRINGE BENEFITS	10,500		12,000
248-395-723.000	UNEMPLOYMENT COMP.	220	5	220
248-395-724.000	WORKMENS COMPENSATION	950		950
248-395-727.000	OFFICE SUPPLIES	690	65	150
248-395-740.000	OPERATING SUPPLIES	610	610	510
248-395-741.000	POSTAGE & SHIPPING	60	58	100
248-395-801.000	PROFESSIONAL SERVICES	1,559	1,559	1,000
248-395-803.000	INDEPENDENT AUDITOR SERVICES	2,760	2,760	2,760
248-395-804.000	DDA LEGAL SERVICES	250		250
248-395-807.000	MEMBERSHIP AND DUES	375	375	420
248-395-850.000	COMMUNICATIONS	3,035	3,035	2,500
248-395-860.000	TRAVEL EXPENSES	3,596	25	2,500
248-395-880.000	COMMUNITY PROMOTIONS	2,900	700	1,500
248-395-880.101	FACADE GRANTS	10,000	231	10,000
248-395-880.102	CHRISTMAS DECORATIONS	2,200	1,922	2,000
248-395-880.104	UNCOMMITTED DESIGN PROJECTS (FUTURE)	14,260	1,956	5,000
248-395-880.105	SHOP LOCAL (VITALITY PROJECT)	4,500		3,000
248-395-880.106	MARKETING & COMMUN(ORGANIZATION PROJECT)	1,000		1,000
248-395-880.109	SUM CONCERT SERIES (EXISTING PROJECT)	2,400	1,850	2,400
248-395-880.111	EVENT SPONSORSHIP (EXISTING PROJECT)	300	300	300
248-395-880.112	EVART BUCKS (EXISTING PROJECT)	300	2	300
248-395-900.000	PUBLISHING/PRINTING	3,540	3,534	3,000
248-395-921.000	UTILITIES	1,500	1,342	1,500
248-395-930.000	REPAIRS AND MAINTENANCE	200	56	200
248-395-932.000	COMPUTERS/EQUIPMENT/IT	1,500	1,497	200
248-395-955.000	MISCELLANEOUS EXPENSE	540		200
248-395-957.000	EDUCATION AND TRAINING	395	395	400
248-395-967.000	PROJECT COSTS	7,500	2,500	11,700
TOTAL EXPENDITURE		112,640	43,854	106,060
Totals for dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY		112,640	43,854	106,060
Dept 850 - FRINGE BENEFITS				
Expenditure				
248-850-714.000	MEDICARE	780	277	780
248-850-715.000	SOCIAL SECURITY	3,000	1,183	3,000
TOTAL EXPENDITURE		3,780	1,460	3,780
Totals for dept 850 - FRINGE BENEFITS		3,780	1,460	3,780
TOTAL APPROPRIATIONS		116,420	45,314	109,840
NET OF REVENUES/APPROPRIATIONS - FUND 248		4,780	29,100	610
BEGINNING FUND BALANCE		162,259	162,259	191,359
ENDING FUND BALANCE		167,039	191,359	191,969

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 06/30/22	2022-23 REQUESTED BUDGET
ESTIMATED REVENUES				
Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenue				
551-395-685.603	FUNDRAISING	100	194	100
551-395-685.800	DOUBLE UP FOOD BUCKS	1,300	1,500	2,500
551-395-685.801	EBT/SNAP	500	2,816	2,000
551-395-685.802	WIC	500	305	300
551-395-685.803	SENIOR FRESH	1,000	1,238	1,300
551-395-685.805	SPECTRUM HEALTH	500	732	1,300
551-395-685.806	VENDOR FEES	4,000	3,985	4,000
551-395-685.807	FARMERS MARKET MISC	100	300	300
TOTAL REVENUE		8,000	11,070	11,800
Totals for dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY		8,000	11,070	11,800
TOTAL ESTIMATED REVENUES		8,000	11,070	11,800
APPROPRIATIONS				
Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY				
Expenditure				
551-395-728.000	DOUBLE UP FOOD BUCKS	2,403	2,496	2,400
551-395-729.000	EBT/SNAP	213	2,019	1,000
551-395-730.000	WIC	297	297	300
551-395-731.000	SENIOR FRESH	1,192	1,227	1,300
551-395-732.000	SPECTRUM HEALTH	1,293	1,324	1,300
551-395-740.000	OPERATING SUPPLIES	23	130	150
551-395-801.000	FARM MANAGER CONTRACT	2,000	2,000	2,400
551-395-807.000	MEMBERSHIP AND DUES	250	335	250
551-395-860.000	TRAVEL EXPENSES	71	71	75
551-395-900.000	PUBLISHING/PRINTING	33	83	100
551-395-957.000	EDUCATION AND TRAINING	75	75	75
TOTAL EXPENDITURE		7,850	10,057	9,350
Totals for dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY		7,850	10,057	9,350
TOTAL APPROPRIATIONS		7,850	10,057	9,350
NET OF REVENUES/APPROPRIATIONS - FUND 551		150	1,013	2,450
BEGINNING FUND BALANCE				1,013
ENDING FUND BALANCE		150	1,013	3,463
ESTIMATED REVENUES - ALL FUNDS		129,200	85,484	122,250
APPROPRIATIONS - ALL FUNDS		124,270	55,371	119,190
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		4,930	30,113	3,060
BEGINNING FUND BALANCE - ALL FUNDS		162,259	162,259	192,372
ENDING FUND BALANCE - ALL FUNDS		167,189	192,372	195,432