

Manistee Main Street/DDA
December 9, 2015
Manistee City Hall (70 Maple Street)
AGENDA

1. Call to order – Chair
2. Approval of Agenda
3. Public comment. (Limit 5 minutes per person.)
4. Consent Agenda:
 - a. Approval of Minutes—November 19th, 2015
 - b. Treasurer’s Report—Acceptance of Check Register and Financial Reports for August and September
 - c. Committee Reports
 - d. Director’s Report
5. *Approval of minutes from the regular meeting on November 19th, 2015
6. *Treasurer’s Report.
 - a. Acceptance of Checks Register & Financial Reports—November 2015
7. *Committee Reports
 - a. Marketing & Promotions Committee
 - b. Organization Committee
 - c. Design Committee
 - d. Economic Restructuring Committee
 - e. Merchant Meeting
8. *Directors Report
9. Other Business
 - a. DDA TIF Annual Report
 - b. FY2014-2015 Amended Budget
10. Public comment. (Limit 5 minutes per person.)
11. Adjournment.

The next regular Main Street DDA Meeting, and Annual Retreat, will be held at Manistee County Blacker Airport (2323 Airport Rd Manistee) time and date TBD

**Manistee Main Street DDA
Board Meeting Minutes
November 19, 2015 @ City Hall**

Call to Order

The President called the meeting to order at 12:00pm

Members Present

Brandon Ball, Valerie Bergstrom, Rachel Brooks, Jackie Gielczyk, Barry Lind, Todd Mohr, Sara Spore

Members Absent

Colleen Kenny, Jeff Reau

Also Present

Patrick Kay (Executive Director), Chelle Hrachovina (Executive Assistant)

Approval of Agenda

There was a MOTION by Ms. Spore, supported by Ms. Bergstrom to approve the agenda as written. MOTION CARRIED

Public Comment

Mr. Ball welcomed Ms. Gielczyk to the board.

Consent Agenda

Mr. Lind requested we pull off the Treasurers Report, Marketing & Promotions minutes, Design minutes and the Directors Report. There was a MOTION by Ms. Spore, Supported by Ms. Bergstrom to approve the rest of the Consent Agenda. MOTION CARRIED

-Treasurer's Report

It was noted by Mr. Lind that we should try to shop locally as much as possible. Mr. Kay explained that the purchases in question were not able to have been obtained locally.

It was noted by Mr. Lind that the DT\$ line item should be recorded under the budget for a specific event rather than being added as a new budget line on the Profit & Loss sheet. Mr. Kay explained not all of the DT\$ entries are event related.

It was noted by Mr. Lind that we are only 3 months into the new year, and we are already over-budget for advertising. Mr. Kay explained that we were still paying for advertising done in the 2015 Orchard Beach pamphlet and we had to finish paying for facebook advertising and that there will be no more advertising costs this fiscal year. Mr. Lind questioned if there is a workplan for advertising, Mr. Kay confirmed.

There was a MOTION by Ms. Gielczyk, supported by Mr. Lind to approve the Treasurers report. MOTION CARRIED

-Committee Reports

- Marketing & Promotions

There was a discussion about who should be able to decide which events take place downtown and whether or not the DDA committees should need to be involved.

-Design

It was noted by Mr. Kay that we are still looking into placing a sign at the south end of town. Mr. Lind questioned why the Historic Walking Tour was on the Design committee minutes and Mr. Kay explained that we are going to work with the CVB on this.

There was a MOTION by Ms. Spore and supported by Ms. Brooks to approve the Marketing & Promotions minutes as well as the Design Committee minutes. MOTION CARRIED

-Directors Report

There was discussion on whether or not it should be the DDA's responsibility to take on the drain project at the end of Division. It was noted that this is a city issue and there was discussion on how the washout is causing damage to the Riverwalk which is part of the DDA. It was questioned if the proper channels have been followed and if it has been brought up to DPW and City Council and it was confirmed for DPW but not Council.

There was discussion on why Mr. Kay met with an architect for the back of the buildings and he reported that there will be no expenditures for this, he was simply looking for a quote for a possible project in the future.

It was noted that there were not minutes from the Merchant meeting on November 4, 2015.

There was a MOTION by Ms. Gielczyk and supported by Ms. Spore to approve the Directors Report. MOTION CARRIED

Other Business

Ms. Brooks explained what the warming tent will consist of for the Sleighbell Parade and the reason for the liquor license. There was a MOTION by Mr. Mohr supported by Ms. Bergstrom to approve the liquor license application Mr. Lind abstained from the vote. MOTION CARRIED

Public Comment

None

The meeting was adjourned by the President at 12:31pm

The next board meeting will be held at City Hall (70 Maple Street) on December 9th, 2015

**MANISTEE MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY
November 2015 CHECK REGISTER**

<u>DATE</u>	<u>CHECK #</u>	<u>PAID TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
PAYROLL:				
15.11.2015	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR November 1 - November 15	\$ 2,375.00
30.11.2015	DIR DEP	PATRICK KAY	GROSS PAYROLL FOR November 16 - November 30	\$ 2,375.00
12.11.2015	DIR DEP	Rachelle Hrachovina	GROSS PAYROLL FOR TWO WEEKS	\$ 480.00
25.11.2015	DIR DEP	Rachelle Hrachovina	GROSS PAYROLL FOR TWO WEEKS	\$ 480.00
CHECK REGISTER:				
06.11.2015	3323	Amor Sign Studios	Sign patches for Sleighbell Banner	\$ 71.67
06.11.2015	3324	Jackpine Business Centers	Offices supplies; Boos, Brews and Brats Flyers	\$ 527.99
06.11.2015	3325	RightSide Designs	Sleighbell Brochures, Website Updates, BBB	\$ 2,468.30
06.11.2015	3326	The Pioneer Group	Advertisement for Boos, Brews, and Brats	\$ 457.50
06.11.2015	3327	CNA Insurance	Liq. Bond for Sleighbell Warming Tent	\$ 50.00
10.11.2015	3328	Chelle Hrachovina	Office expenses reimbursement	\$ 13.14
17.11.2015	3329	Manistee County Clerk	Filing of bond for Public Notary	\$ 10.00
14.11.2015	3330	State of Michigan	Notary application processing fee	\$ 10.00
19.11.2015	3331	Little River Band of Ottawa Indians	December 2015 Rent	\$ 500.00
19.11.2015	3332	Amor Sign Studios	Office "No Parking" sign	\$ 133.12
19.11.2015	3333	Cardmember Services	Rainbow Online Sales (5K Race Bibs)	\$ 60.60
		(\$2,439.34)	EcoProducts (Cups for BBB)	\$ 221.03
			BlueFish (Meeting with Century Boat Club)	\$ 25.15
			Bluefish (Hops and Props Meeting)	\$ 58.28
			Manistee Variety Store (Supplies for BBB)	\$ 17.42
			EcoProducts (Cups for BBB)	\$ 31.56
			The Rapids Deli (Lunch for Director during Expo)	\$ 6.35
			State of Michigan Liquor (BBB Application Fee)	\$ 50.00
			PayPal (Timer for BBB 5K)	\$ 250.00
			PayPal (Shipping for Timer)	\$ 19.13
			Max Group LLC (Countdown Clock for 5K)	\$ 569.34
			Goodys Juice and Java (Breakfast with MI Main Street)	\$ 14.88
			Wahr Hardware (Office supplies)	\$ 8.45
			Kmart (Side table for Office)	\$ 21.19
			Family Farm and Home (water and duct tape)	\$ 13.58
			Ruffneck Scarves (50% Deposit for Scarves)	\$ 480.00
			Wahr Hardware (Extension Power Cords)	\$ 92.50
			Wahr Hardware (Office Perfume and Hooks)	\$ 6.88
			Kmart (Window table for Office)	\$ 95.39
			Ramsdell Inn & TJ's Pub (\$ 56.50
			Goodys Juice and Java (Lunch with Debra Johnson)	\$ 17.05
			Wahr Hardware (Air Filter and Office perfume)	\$ 11.48
			Ramsdell Inn & TJ's Pub (Lunch with Dennise McCarthy)	\$ 27.85
			Bluefish (Lunch for Dir. And Asst. for Org. Meeting)	\$ 44.79
			Facebook (Adverisment for BBB)	\$ 160.05
			Ramsdell Inn & TJ's Pub (Lunch for Dir. And Asst.)	\$ 18.37
			Bluefish (Lunch with Fred and Scott for Salmon Tournmt)	\$ 61.52
19.11.2015	3334	Charter Communications	Phone and Internet	\$ 99.97
19.11.2015	3335	CNA Insurance	Bond for Notary Lic.	\$ 55.00
19.11.2015	3336	Chamber of Commerce	Annual Meeting and Dinner (Dir. And Date)	\$ 100.00
19.11.2015	3337	NorthShore Women's Lifestyle Magazine	Sleighbell Advertisment	\$ 600.00
20.11.2015	3338	CASH	Starting Cash for Sleighbell Scarves	\$ 200.00
30.11.2015			TOTAL EXPENSES	\$ 13,446.03

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
July through November 2015

	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
248-411 · Allocation from Fund Balance	0.00	2,000.00	-2,000.00	0.0%
TIF Revenues				
248-404 · Delinquent Personal PropertyTax	554.69			
248-401 · TIF Revenue	224,369.69	277,380.00	-53,010.31	80.89%
248-403 · Delinquent Taxes	23,023.12	0.00	23,023.12	100.0%
Total TIF Revenues	247,947.50	277,380.00	-29,432.50	89.39%
Committee Revenues				
248-270 · Committee Revenue				
Friends of the Downtown	0.00	3,000.00	-3,000.00	0.0%
248-273 · Econ Restructure-Loan Fees	0.00	300.00	-300.00	0.0%
248-269 · Design Comm Rev-Hanging Baskets	0.00	1,500.00	-1,500.00	0.0%
Total 248-270 · Committee Revenue	0.00	4,800.00	-4,800.00	0.0%
Total Committee Revenues	0.00	4,800.00	-4,800.00	0.0%
Event Revenue				
248-280 · Event Revenues				
Red, White and Blues	0.00	7,300.00	-7,300.00	0.0%
248-780 · Women's Wine & Chocolate Walk	0.00	8,500.00	-8,500.00	0.0%
248-295 · Frostbite Saturday Sponsorships	0.00	1,500.00	-1,500.00	0.0%
248-290 · Boos, Brews & Brats				
Boos, Brews and Brats Admission	1,470.00	1,250.00	220.00	117.6%
248-293 · Boos, Brews & Brats 5K	485.00	1,000.00	-515.00	48.5%
248-292 · Boos, Brews & Brats Sponsorship	2,250.00	2,000.00	250.00	112.5%
248-291 · Boos, Brews & Brats Alcohol Sales	2,942.00	3,500.00	-558.00	84.06%
Total 248-290 · Boos, Brews & Brats	7,147.00	7,750.00	-603.00	92.22%
248-283 · Sleighbell				
Sleighbell Scarves	220.00			
248-289 · Sleighbell Miscellaneous Income	0.00	0.00	0.00	0.0%
248-286 · Sleighbell Sponsorships	20,725.00	20,000.00	725.00	103.63%
Total 248-283 · Sleighbell	20,945.00	20,000.00	945.00	104.73%
248-282 · Sidewalk Sales	0.00	0.00	0.00	0.0%
248-281 · Hops & Props				
248-288 · Hops & Props Admissions	22,888.62	18,000.00	4,888.62	127.16%
248-287 · Hops & Props Beer & Food	3,157.10			
248-285 · Hops & Props Miscellaneous	275.00	0.00	275.00	100.0%
248-284 · Hops & Props Sponsors	10,250.00	10,000.00	250.00	102.5%
Total 248-281 · Hops & Props	36,570.72	28,000.00	8,570.72	130.61%
Total 248-280 · Event Revenues	64,662.72	73,050.00	-8,387.28	88.52%
Total Event Revenue	64,662.72	73,050.00	-8,387.28	88.52%
248-664 · Interest Income	63.25	0.00	63.25	100.0%
248-642 · Miscellaneous Income	7.49			
Total Income	312,680.96	357,230.00	-44,549.04	87.53%
Gross Profit	312,680.96	357,230.00	-44,549.04	87.53%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
July through November 2015

Expense	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
Office Related Expenses				
248-700 · Office Space (Rent)	3,389.00	10,668.00	-7,279.00	31.77%
Phone/Internet	618.85			
New Office Expenses	249.70			
248-847 · Advertising	219.60	300.00	-80.40	73.2%
248-869 · Business Expo	440.19	300.00	140.19	146.73%
248-868 · Insurance	207.00	1,800.00	-1,593.00	11.5%
248-867 · Mobile Phone Stipend	0.00	480.00	-480.00	0.0%
248-866 · Meeting Hosting-Refreshments	14.88	600.00	-585.12	2.48%
248-861 · Credit Card Expense				
248-862 · Late Payment Charge	35.00			
248-861 · Credit Card Expense - Other	70.33	200.00	-129.67	35.17%
Total 248-861 · Credit Card Expense	105.33	200.00	-94.67	52.67%
248-466 · Interest Charge	42.69			
248-865 · Training-Education-Conferences	20.00	500.00	-480.00	4.0%
248-859 · Printing & Reproduction	53.82			
248-858 · Miscellaneous-Office Related	1,487.97	300.00	1,187.97	495.99%
248-857 · Membership Dues	350.00	750.00	-400.00	46.67%
248-854 · Postage	319.16	350.00	-30.84	91.19%
248-853 · Office Equipment and Supplies	5,432.23	1,200.00	4,232.23	452.69%
248-863 · Travel	197.95	900.00	-702.05	21.99%
Total Office Related Expenses	13,148.37	18,348.00	-5,199.63	71.66%
Personnel Related Expense				
248-703 · Food and Entertainment	342.43			
Gross Salary - Director				
248-718 · Gross Salary - Director				
248-705 · Federal 941 Company Expense	2,029.86	4,500.00	-2,470.14	45.11%
248-711 · Unemployment	845.15	455.00	390.15	185.75%
248-712 · Workmen's Compensation	0.00	425.00	-425.00	0.0%
248-718 · Gross Salary - Director - Other	23,750.00	57,000.00	-33,250.00	41.67%
Total 248-718 · Gross Salary - Director	26,625.01	62,380.00	-35,754.99	42.68%
Total Gross Salary - Director	26,625.01	62,380.00	-35,754.99	42.68%
Total Personnel Related Expense	26,967.44	62,380.00	-35,412.56	43.23%
6560 · Payroll Expenses	2,784.00			
Fee Related Expenses				
Finance Charges For Past Due	0.84			
248-731 · Bank Service Charges	3.20	150.00	-146.80	2.13%
248-906 · TIF Plan Redevelopment	0.00	0.00	0.00	0.0%
248-904 · Annual Audit	1,500.00	1,500.00	0.00	100.0%
248-903 · 1999 Bond Payment-Streetscape	131,525.00	139,750.00	-8,225.00	94.11%
248-902 · Legal Fees	1,164.50	0.00	1,164.50	100.0%
Total Fee Related Expenses	134,193.54	141,400.00	-7,206.46	94.9%
Design Committee RelatedExpense				

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
July through November 2015

	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
Riverwalk				
248-667 · Riverwalk Vegetation Removal	283.34			
Additional Projects	200.00			
248-659 · Riverwalk Landscaping	11,259.99	22,500.00	-11,240.01	50.04%
Total Riverwalk	11,743.33	22,500.00	-10,756.67	52.19%
Signage				
248-663 · Traffic/Wayfinding Signs	91.98	700.00	-608.02	13.14%
Total Signage	91.98	700.00	-608.02	13.14%
Hanging Baskets				
248-649 · Flowers	0.00	3,900.00	-3,900.00	0.0%
248-665 · Watering Contract	3,750.00	5,000.00	-1,250.00	75.0%
Total Hanging Baskets	3,750.00	8,900.00	-5,150.00	42.14%
248-653 · Holiday Decorations	3,325.00	8,000.00	-4,675.00	41.56%
248-652 · Facade Grant Program	0.00	10,000.00	-10,000.00	0.0%
248-651 · Trash Removal/City Contract	0.00	7,200.00	-7,200.00	0.0%
Total Design Committee RelatedExpense	18,910.31	57,300.00	-38,389.69	33.0%
Economic RestructuringCommittee				
Biz 101 Educational Series	0.00	500.00	-500.00	0.0%
248-625 · Business Assistance				
248-627 · Business Recruitment	484.69	1,000.00	-515.31	48.47%
248-625 · Business Assistance - Other	0.00	0.00	0.00	0.0%
Total 248-625 · Business Assistance	484.69	1,000.00	-515.31	48.47%
Loan Expenses				
248-631 · Revolving Loan	0.00	250.00	-250.00	0.0%
248-633 · Local Banks (\$25,000 Loan)	0.00	250.00	-250.00	0.0%
Total Loan Expenses	0.00	500.00	-500.00	0.0%
Total Economic RestructuringCommittee	484.69	2,000.00	-1,515.31	24.24%
Organization Committee				
Red, White and Blues	0.00	4,900.00	-4,900.00	0.0%
248-604 · MSDDA Website (hosting)	59.88	100.00	-40.12	59.88%
248-603 · Annual Dinner Event	0.00	1,500.00	-1,500.00	0.0%
248-602 · Downtown Dollars Program	0.00	900.00	-900.00	0.0%
248-601 · Volunteer Recruitment	79.98			
248-600 · Main Street Program Newsletter	329.00	448.00	-119.00	73.44%
Total Organization Committee	468.86	7,848.00	-7,379.14	5.97%
Promotions Committee Expenses				
248-751 · Promotions Committee Expense				
Downtown Dollar Giveaway	675.00			
248-855 · Advertising	4,391.60	4,000.00	391.60	109.79%
248-607 · Website Redevelopment	1,405.00	2,500.00	-1,095.00	56.2%
248-782 · Women's Wine & Chocolate Walk	0.00	6,000.00	-6,000.00	0.0%
248-776 · Co-op Advertising	225.00			
248-775 · Boos, Brews & Brats	6,860.83	6,550.00	310.83	104.75%
248-764 · Sleighbell Weekend	8,334.42	20,000.00	-11,665.58	41.67%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
 July through November 2015

	Jul - Nov 15	Budget	\$ Over Budget	% of Budget
248-763 · Sidewalk Sales	721.00	500.00	221.00	144.2%
248-759 · Mens & Ladies Nights	0.00	1,700.00	-1,700.00	0.0%
248-774 · Frostbite Saturday	0.00	950.00	-950.00	0.0%
248-752 · Downtown Brochure	874.50	1,000.00	-125.50	87.45%
248-761 · Hops & Props on the River	24,356.56	24,815.00	-458.44	98.15%
Total 248-751 · Promotions Committee Expense	47,843.91	68,015.00	-20,171.09	70.34%
Total Promotions Committee Expenses	47,843.91	68,015.00	-20,171.09	70.34%
Total Expense	244,801.12	357,291.00	-112,489.88	68.52%
Net Ordinary Income	67,879.84	-61.00	67,940.84	-111,278.43%
Net Income	67,879.84	-61.00	67,940.84	-111,278.43%

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet

As of November 30, 2015

	<u>Nov 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
248-010 · Petty Cash	200.00
248-008 · Money Market Account - WSB	98,771.50
248-000 · Checking - West Shore Bank	<u>66,888.82</u>
Total Checking/Savings	165,860.32
Accounts Receivable	
248-028 · Accounts Receivable	<u>6,666.28</u>
Total Accounts Receivable	6,666.28
Other Current Assets	
248-033 · Vogue Loan Receivable	200,000.00
248-031 · Nextworks Loan Receivable	<u>2,499.94</u>
Total Other Current Assets	<u>202,499.94</u>
Total Current Assets	<u>375,026.54</u>
TOTAL ASSETS	<u><u>375,026.54</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
248-202 · Accounts Payable	<u>6,661.63</u>
Total Accounts Payable	6,661.63
Other Current Liabilities	
248-210 · Payroll Liability	
248-214 · Federal Unemployment	16.70
248-213 · Michigan Unemployment	59.42
248-212 · Michigan Withholding	227.90
248-211 · 941 Liability	1,740.52
248-210 · Payroll Liability - Other	<u>-185.11</u>
Total 248-210 · Payroll Liability	1,859.43
248-203 · Accounts Payable - Other	<u>1,630.00</u>
Total Other Current Liabilities	<u>3,489.43</u>
Total Current Liabilities	<u>10,151.06</u>
Total Liabilities	10,151.06
Equity	
248-392 · Designated Fund Balance	
248-393 · Land Acquisition .	<u>78,544.99</u>
Total 248-392 · Designated Fund Balance	78,544.99
248-390 · Fund Balance	218,450.65
Net Income	<u>67,879.84</u>
Total Equity	<u>364,875.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>375,026.54</u></u>

Tips for updating QuickBooks reports

You can export a report, change certain formatting, and reimport it into QuickBooks.

QuickBooks will update and keep these changes:

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas
The updated report must contain the row associated with your formula.
- 7 Inserted text
Make your new text always appear next to a particular row in the report. Use the text as a formula (e.g. ="inserted text")

QuickBooks will NOT support these changes:

- Font formatting in numbers
- Inserted rows that are not at the end of the report
- Moved data cells

Reports in Excel

ating or add new formulas, and then update it with new QuickBooks data

	A	B	C	D	E	F	G	H
1			1	My Company P&L			3	
2				Profit & Loss			2	
3				July through August 2012				
4							2	07/16/12 Aug 16
5				Ordinary Income/Expense				
6			4	MONEY IN (aka Income)				
7				40100 - Construction Income				
8				40110 - Design Income			3,054.02	3,900.00
9				40199 - Less Discounts given			0.00	-48.35
10				Total 40100 - Construction Income			3,054.02	3,751.65
11				40500 - Reimbursement Income				
12				40520 - Permit Reimbursement Income			0.00	487.00
13				Total 40500 - Reimbursement Income			0.00	487.00
14				Total Income			3,054.02	29,197.65
15			5	* Labor Income less Design Income			6	3,054.02 13,227.00
16				Cost of Goods Sold				

our formula

by entering

on-header cells*
e left empty

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in between QuickBooks row headers

- User-defined supported in updated to t

a.

I	J
TOTAL	
6,954.02	
-48.35	*
6,905.67	
487.00	
487.00	
46,343.45	
21,596.71	Labor Diff

7

If formulas may not be
in collapsed reports when
the same excel sheet

Manistee Downtown Development Authority Downtown Dollars
Balance Sheet
As of November 30, 2015

	<u>Nov 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Downtown Dollars Checking - WSB	3,778.21
Total Checking/Savings	<u>3,778.21</u>
Other Current Assets	
Downtown Dollars in Transit	21,430.00
Total Other Current Assets	<u>21,430.00</u>
Total Current Assets	<u>25,208.21</u>
TOTAL ASSETS	<u><u>25,208.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2012 Downtown \$ Outstanding	7,750.00
2014 Downtown \$ Outstanding	14,995.00
2015 Downtown \$ Outstanding	8,635.00
Total Other Current Liabilities	<u>31,380.00</u>
Total Current Liabilities	<u>31,380.00</u>
Total Liabilities	31,380.00
Equity	
Unrestricted Net Assets	-6,172.53
Net Income	0.74
Total Equity	<u>-6,171.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>25,208.21</u></u>

Tips for updating QuickBooks reports

You can export a report, change certain formatting, and reimport it into QuickBooks.

QuickBooks will update and keep these changes:

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas
The updated report must contain the row associated with your formula.
- 7 Inserted text
Make your new text always appear next to a particular row by using the text as a formula (e.g. ="inserted text")

QuickBooks will NOT support these changes:

- Font formatting in numbers
- Inserted rows that are not at the end of the report
- Moved data cells

Reports in Excel

ating or add new formulas, and then update it with new QuickBooks data

	A	B	C	D	E	F	G	H
1			1	My Company P&L			3	
2				Profit & Loss			2	
3				July through August 2012				
4							2	07/16/12 Aug 16
5				Ordinary Income/Expense				
6			4	MONEY IN (aka Income)				
7				40100 - Construction Income				
8				40110 - Design Income			3,054.02	3,900.00
9				40199 - Less Discounts given			0.00	-48.35
10				Total 40100 - Construction Income			3,054.02	3,751.65
11				40500 - Reimbursement Income				
12				40520 - Permit Reimbursement Income			0.00	487.00
13				Total 40500 - Reimbursement Income			0.00	487.00
14				Total Income			3,054.02	29,197.65
15			5	* Labor Income less Design Income			6	3,054.02 13,227.00
16				Cost of Goods Sold				

our formula

by entering

on-header cells*
e left empty

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in between QuickBooks row headers

- User-defined supported in updated to t

a.

I	J
TOTAL	
6,954.02	
-48.35	*
6,905.67	
487.00	
487.00	
46,343.45	
21,596.71	Labor Diff

7

If formulas may not be
in collapsed reports when
the same excel sheet

CITY OF MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Balance Sheet
As of November 30, 2015

	<u>Nov 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking - West Shore Bank	11,778.68
Total Checking/Savings	11,778.68
Accounts Receivable	
Accounts Receivable	696.77
Total Accounts Receivable	696.77
Total Current Assets	12,475.45
Other Assets	
Revolving Note Receivable	17,909.73
Total Other Assets	17,909.73
TOTAL ASSETS	<u><u>30,385.18</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	29,000.00
Retained Earnings	1,004.69
Net Income	380.49
Total Equity	30,385.18
TOTAL LIABILITIES & EQUITY	<u><u>30,385.18</u></u>

**Manistee Main Street
Marketing and Promotions Committee Minutes
October 21, 2015 @ House of Flavors**

Attendance: Jackie Gielczyk, Carrie Mosher, Cherri Koblinski, Barry Lind
DDA Staff: Patrick Kay and Chelle Hrachovina

1. Meeting was called to order @ 8:09am by Patrick

2. Nomination of New Chair

-Cherrie nominated Jackie, and due to a low turnout of members present, we could not have an official vote, but Jackie does want the position so she has been temporarily appointed until we can make it official through a vote.

3. Report from Chamber

-No report

4. Report from the CVB

- No report

5. Update from other Committees

-Patrick updated everyone on what is going on with the other committees

6. Ongoing Events

-Boos, Brews and Brats: We made less than \$1,000 profit on this event but we had around \$1600 in expenses that we will not have in the future, i.e. the new timer. The Monster Bash served over 300 people. The sales were down from previous years, but there was an admission fee which helped offset that. Looking at changing a few things for next year i.e. changing the time of the run, offering babysitting, hayrides, face painting, all things to try and bring in more business to the stores downtown. We might consider no trick or treating and just focus on the run and monster bash. More discussion on this later.

-Mens and Ladies Nights: Doing it the same as in the past –having the stores that are participating hide wine glasses and then whoever finds it (during the Women’s night) gets a prize. We have a budget allowance of \$1700 for this event.

-Frostbite: Chelsea Harvey will be the chair of this event and her and Jackie will be working on the details. The date has been set for February 20, 2016. We still need to come up with some fundraising ideas, but some things that are being considered include a snowshoe dash down River Street, snowman building contest, a competition of some sort amongst the towns in the area, or maybe a BINGO game where shoppers get a stamp on a card when they visit various stores and make purchases. Jackie will figure out the details.

-Women’s Wine and Chocolate Walk: No update

7. Other Discussion

-Roundtable Discussion: Patrick updated the committee on the Strategic Planning session that will take place in January. The Board is going to set goals and then each committee will need to figure out what they can do, as a committee, to help meet those goals. The board will also be looking at the current events that we host and will decide if we will be continuing with each one based on whether or not they help the downtown.

-Carrie reported that business seems to be the same as last year, maybe a little slower right now because we don’t have snow yet, but she anticipates it to pick right back up. Customers continue to come

in and are excited about what they see happening in the downtown. Cherri reported that her business is also doing very well. She's done better this year than she has in the last 6-7 years and says it helped that she took part in a nation-wide quilting event.

Next Marketing and Promotions Committee meeting set for December 16, 2015 @ 8am @ House of Flavors.

Meeting was adjourned at 9:00am

MANISTEE MAIN STREET DDA
ORGANIZATION COMMITTEE
November 18, 2015
Blue Fish Kitchen noon

Attending: Gini Pelton, Roz Jaffe
Staff Attending: Patrick Kay, Chelle Hrachovina

Roz arrived 12:15

2016 Fundraiser: Patrick emphasized need for a 2016 fundraiser by the Organization committee. The Organization Committee can use the Red, White & Blues idea but are welcome to select any other fundraising vehicle. Discussed ideas such as partnering with the Eagles on St. Patrick's Day by holding an Irish beer & Irish food event in their parking lot after the Wee Parade and/or sell St Patricks Day t-shirts; or event tied in with Forest Festival or Salmon Splash

Newsletter: Roz will send Chelle articles this week including one on Douglas Valley pop up store for the Quarterly newsletter

Discussed Volunteer Appreciations and agreed to make it the DDA annual meeting which will include volunteer awards that recognize volunteer hours. Patrick raised topic at last Merchants Meeting and they had no preference as to format. Decided to keep event as after work/cocktail hour rather than breakfast. Discussed Manistee Inn as location but would need to giveaway beer & wine or obtain a one day liquor license. Same with using City Marina as location.

Meeting adjourned 1:10pm.

Next meeting: Wednesday December 16th at noon.

Minutes submitted by Roz Jaffe

**Manistee Main Street DDA
Design Committee Meeting
November 17, 2015 @ Chamber Building**

Present: Jeff Reau, Brandon Jensen, Denise Blaksless
Staff: Patrick Kay, Chelle Hrachovina

1. Call to order at 8:33am

2. Approve minutes – approved

3. Riverwalk maintenance – Railing is almost done being painted but we are still waiting on a quote to finish. The project was quoted “sight unseen” so it’s taking longer than anticipated because it’s a bigger project than he anticipated it being. We are not pushing him to finish (it’s about 90-95% done) because what we are paying him is a small amount compared to the amount of work he has to do. We are also waiting on a quote on what it will cost to use treated wood for the decking. The Azek decking was quoted to cost \$1.8 million. Also waiting on a quote from our landscaper, Ryan, for pressure washing the decking, and maybe that would help by giving us another 2-3years with what we have, allowing us to phase it out rather than replace it all at once. Brandon suggested we look into a polymer coating which would keep the decking from getting so slippery. To replace the decking, or even just sections, with concrete would also be expensive.
More discussion at a later time.

4. Street trees grant –Jeff has asked Patrick to forward him a digital copy of the grant and says that once he has that copy he can move forward with getting it finished by the end of this month. We are looking into replacing a section of roadway at the end of Division St, and the first quote we got was around \$12,000, but \$5,000 would be a good price to have to spend on this type of project. Denise suggested talking with the City Engineer rather than Jeff Mikula.
More discussion at a later time

5. Friends of Downtown– No further development has been made on this.

6. Façade Grant –

-The draft rewrite looks good. It makes the process more clear, but we might want to look into changing the timing on the grants, maybe have the grant applications submitted by Valentine’s Day, approved by Saint Patrick’s Day and then work can begin in April? This would allow for the work to be done prior to our tourist season. If we go that route though we’ll need to take a year off because we won’t have the funding for it, so no grants available during 2016 but start them up again in 2017. What about offering lesser amounts of funding for smaller projects? Maybe we could use excess funds from the grant cycle to fund the smaller projects?

Jeff would like to put this in front of the Board in December, so we need to schedule a sub-committee meeting within the next 2-3weeks.

-The grants for Famous Flynn’s and Mattheson Upholstery are both done, but we need to meet up for the final paperwork (i.e. receipts showing \$10,000 worth of work). The HDC grant for Mattheson’s is being closed but Famous Flynn’s is not getting a certificate of compliance

because they did not meet the criteria, which is something that we need to update in our grant application for future use.

7. Parking and Wayfinding signs The River Street Loop has been quoted at \$2500 -around \$1,700 to make the signs and about \$700 to install them, won't need posts downtown. **Still need to figure out the placing of the signs.** The budget does not include funding for signage this year. It has been in the budget in the past, maybe 2 or 3 years ago, but then it was used for other things, so it needs to be re-allocated on the budget sheet. Right now it will need to be recorded as an over-ride from somewhere else in the budget.

8. Other/New Business –

a. **Status of new signs on US-31** –No news from Dennis on this.

b. **Crosswalk signs** – Patrick will get with Jeff Mikula late December/January.

c. **Holiday Decorations** – All set.

d. **Historic Walking Tour** – Brandon gave an update on what the CVB has done and Denise has already done all the hard work so we can just collaborate with her. The idea is to promote the waterways rather than the arts and cultural. There are 75 sites throughout the county that will be included in the tour. The tour will include the Downtown Commercial District, East and West Homes and all the buildings on the three current tours. They are also looking to include a comprehensive Church tour, a tour of the factories and highlight destination sites (places not easily walked/biked to i.e. Kaleva Bottle House). Work is set to formally begin this spring. Tier 1 will include the buildings with 3-5 minutes of professionally shot videos with voice over and it will be accessible online and with the app. Tier 2 will include the properties and it will be roughly 2 minutes of historical slideshows with voice over. Tier 3 will be voice over only with online photos. The whole project is estimated to take 18 months to complete with the downtown district being done first. The order will coincide with the current tours, so in the spring they will begin the downtown commercial area, then in the summer and fall they will work on the East and West homes and then next spring they will finish with the Churches and manufacturing. The grant that has been received is covering all the assets which include the videos, the scripts, and the app. We still need a print piece that will act as a stand-alone companion. The cost of the printing of this will be covered by the grant. The comprehensive signage piece is still up in air with the CVB and having the plaques finalized by summer is not likely. It's going to cost between \$150-\$200, just for the plaques, and then about the same for the posts to display them. We are looking at waiting until the next grant cycle for this because the plaques are not needed until 2017. The only thing needed from the DDA is help with the plaques, but we need to make sure we keep the communication open. We are the first county in the state of Michigan to have something of this size.

9. Adjourned @ 9:48a

Next meeting will be Dec 22, 2015 @ 8:30am. Manistee Area Chamber of Commerce (11 Cypress Street)

**Manistee Main Street
Economic Restructuring Committee
November 23, 2015 – 2:00pm
Alliance For Economic Success
385 Third Street, Manistee, MI 49660**

Attendance: Todd Mohr, Brandon Ball, Denise Blakeslee, T Eftaxiadis
DDA Staff: Patrick Kay, Chelle Hrachovina

Meeting was called to order at 2:05pm

1. Approve minutes: There was a MOTION by T supported by Todd to approve the minutes.
MOTION CARRIED

2. Redevelopment Liquor Licenses: Patrick presented the new, revised, liquor license application which has been approved and is now available on the DDA's website. It was decided that when applications are turned in, the ER committee will approve them and then they will go straight to City Council, no need to involve the DDA board. If need be, a special meeting can be held to approve the applications in the event the regularly scheduled ER committee meeting date/time is not soon enough.

3. Revolving Loan Fund: There have not been any new applicants for revolving loans. Duchon's have sent in their first check for payment on their loan. This funding is advertised on the DDA's website and is also going to be advertise in the monthly newsletters. There is currently around \$10,000 remaining in this fund.

4. Business Recruitment: Patrick updated everyone on the Brewery, Restaurant and Retail Recruitment packets as well as a DDA pamphlet that will include step by step guidelines on what the DDA offers.

5. Business Retention: Brandon presented the committee with two different surveys, one for existing businesses and one for property owners. Denise suggested adding a question about whether or not the property owners would be interested in displaying window wraps in their buildings rather than the brown paper. The committee also discussed adding a spot at the bottom of the surveys so the merchants and property owners can list their top 3 likes, their top 3 concerns and any other comments that they have pertaining to what they see happening with the DDA. The committee will expand on the surveys once they go out and feedback comes in.

6. New Business: There was discussion about the possible need for establishing an Exit Strategy and then advertising the DDA's ability to help with this, before a business closes. It was decided that this would need to be done in a way that does not make for concern about the number of shops going out of business in the downtown. More discussion on this to follow at a later date.

The next ER committee meeting is December 28, 2015 @ 2:00pm at AES

Adjourned: 2:48pm

**Manistee Main Street
Merchants Committee Minutes
November 4, 2015 @ City Hall**

Attendance: Carrie Mosher, Chelsea Harvey, John Kaser, Marilyn Barker, Vickie, Mary N.

Guests: Ann Hunter and Carolyn Witter, Manistee World of Arts and Crafts, Theresa Kieffer
9&10news

DDA Staff: Patrick Kay and Chelle Hrachovina

1. Meeting was called to order @ 8:05am by Patrick

2. Guest: Spoke about bringing back the Port City Street Festival and how it will be a juried show with all crafter and artists in 10x10 “booths” against the sidewalks. It would run from 10a-5p the week after Labor Day. In the past they have raised \$9,000.

Merchants: Concerned about the type of things that will be sold and the fact that it will equate to a lot of used Saturday time since the following week is Hops and Props, and used Saturday time takes away from their stores. It was suggested that maybe we combine Hops & Props with the Port City Street Festival because festivals on their own do not help the merchants.

*More discussion to follow at a later time

3. DDA: Updated on projects being done with the other committees.

-We are working on a monthly newsletter and asked the merchants if they might like to do a write up

-It was also reported to the merchants that our website has a job posting link that includes all job listings.

-We are working on our annual meeting which will be held in either April or May, and we would like the merchants’ thoughts on which would be better for them; a breakfast format, dinner format or both? No comments

-Façade grants are coming up

-Famous Flynn’s is set to open November 11, 2015

-Music Vault is planning to be open fall of 2016

-Anti-blight ordinance is being enforced so merchants should report to Patrick and then he’ll report monthly to Chief Bachman

4. Merchant: Requested the dates for Sidewalk sales be August 12th and 13th to coincide with Ludington’s sales

5. DDA: We are working on bringing back co-operative advertising.

Guest: Theresa spoke about the “Win Cash Shop Local” campaign that runs from November – January both online and on-air. The cost is \$250 if you’re in the DDA and you can get 3-5 businesses in each commercial.

*More discussion to follow at a later time

6. DDA: Tight Lines for Troops is coming back downtown next year and it was suggested that we might want to do the Women’s Wine & Chocolate Walk at the same time.

Merchant: The walk takes place later in the afternoon though, and the fishing is finished by noon. It was suggested that the merchants display American Flags instead of their Open flags, or maybe soldier scarecrows as Patriotic decorations for the event.

Meeting was adjourned at 8:41a

Next Merchant meeting will be 8:00am, December 2, 2015 at City Hall

**Manistee Main Street DDA
Merchant Meeting
December 2, 2015 @ City Hall**

Attendance: John Kaser, Cherri Koblinski, Lee Trucks, Jackie Gielczyk, Patty O'Brien

DDA staff: Patrick Kay, Chelle Hrachovina

1. **Meeting was called to order @ 8:08am by Patrick Kay**

2. **DDA:** Updated the group on our monthly newsletter that has been started. The first newsletter was for the month of November and was hand delivered

2. **Merchant:** Asked if we could make changes to the website such as rotating the events so the most current one is at the top of the page.

-DDA: That is how it's supposed to be, but we will look into it and make sure.

3. **DDA:** Downtown Dollars are nearing an end for this year, asked the group to try to promote them as much as possible and asked if anyone needs new "We Accept Downtown Dollars" signs to let us know

-Merchant: Asked if it's possible to make larger signs for displaying in their windows as well as the smaller ones for the counter. DDA: Yes this can be done.

-Merchant: Encouraged everyone to talk to Oleson's about accepting Downtown Dollars so that people who purchase/receive them, can use them in retail stores, at a gas station (the Shell Station) and a grocery store. Jackie said she will talk to the Accounts Payable person at corporate in Traverse City and try to encourage them to become participants in the program.

4. **DDA** updated the group on programs that are offered:

-Façade Grants are coming up in April or May of 2016 and we will keep everyone up to date.

-Revolving loan for up to \$10,000

-Liquor license

-Design Assistance

-Merchant: spoke about the Historic Commission and the importance of keeping the downtown Historic

5. **John Kaser** updated the group on the upcoming Sleighbell Weekend

6. **DDA** updated everyone on Men's and Ladies Night, coming up December 14th and 16th.

7. **DDA** spoke to the group about a new survey that will be going out to both business owners and property owners. Also talked to the group about Exit Strategy Assistance that is offered through the DDA. This program is available to help merchants when they are ready to move on. It will help transition the business to prevent a going out of business sign in the window and so the building is not just being sold.

8. **DDA:** Frostbite Saturday is coming up - the third weekend in February, which is February 20th.

Meeting was adjourned at 8:47am

The next Merchant meeting will be 8:05am, Jan 6, 2016, at City Hall

Director's Report—December 9th, 2015

- Training Chelle for her new position; introducing her to the Downtown Businesses and stakeholders of Manistee
- Finalized Redevelopment Liquor License Application and defined procedure (approved by City Council)
- Attended Blossom Boulevard Meeting (no Blossom Boulevard next year)
- Riverwalk Railing painting will be complete later in November
- Attending Design, Marketing & Promotions, Economic Restructuring and Sleighbell Committee Meetings
- Getting ready for Sleighbell, and Men's and Ladies Night
- Charter Communications Strategic Internet Session with Jackpine
- Annual Chamber Awards Dinner
- Meetings with Denna Gilmore, John Kaser, Sara Spore, Parade Marshalls, Ed Bradford
- Merchants Meeting on December 2nd, 2015

TAX YEAR 2014

**CITY OF MANISTEE
DOWNTOWN DEVELOPMENT AUTHORITY
ANNUAL REPORT**

FYE 6/2015

A	Revenue		
	Property Taxes Captured	\$	277,137
	Event Revenue		57,212
	Interest on Investments		1,654
	Other Revenue		
	Total		336,003
B	Bond Reserve		0
C	Expenditures		
	Downtown Development		
	Office Expenses		7,327
	Personnel and Consulting		71,955
	Design Committee		52,018
	Economic Restructuring Committee		282
	Organization Committee		2,163
	Professional Fees		13,146
	Marketing and Promotions		80,657
	Debt Service - Bonds		
	Principal Retirement		115,000
	Interest		22,988
	Total		365,536
D	Outstanding bonded indebtedness		
	Principal		630,000
	Interest		<u>59,075</u>
	Total		689,075
E	Initial Assessed Value 1985		6,062,379
F	2014 Captured Value		
	Total Taxable Value		15,117,647
	Captured Taxable Value		9,055,268
G	Tax Increment Revenues Received		
	County Ops		45,222
	City		146,038
	Refuse		9,454
	WSCC		25,411
	911		7,787
	Council on Aging		2,335
	Dial A Ride		2,569
	Library		7,787
	Medical Care		3,893
	Conservation District		778
	Delinquent Taxes		25,865
			<u>0</u>
			277,137
H	Number of Jobs Created		0

CITY OF MANISTEE
TAX YEAR 2009 **DOWNTOWN DEVELOPMENT AUTHORITY** **FYE 6/2010**
ANNUAL REPORT

A	Revenue	Plan 1
	Property Taxes Captured Summer 2004	\$ 167,711
	Property Taxes Captured Winter 2004	56,867
	Delinquent Personal Property Taxes	30,572
	Downtown Marketing Program	17,450
	Interest on Investments	3,971
	Miscellaneous	<u>562</u>
	Total	277,134
B	Bond Reserve	0
C	Expenditures	
	Downtown Development	
	Advertising	549
	Contributions	2,500
	Dues and Subscriptions	200
	EDO Allocation	7,000
	Incentive	975
	Miscellaneous	672
	Marketing Downtown Expense	16,358
	Office Supplies	265
	Postage and Delivery	100
	Professional Fees	3,500
	Special Projects	4,154
	Supplies	262
	Website Maintenance	75
	Debt Service - Bonds (1996 & 1999)	
	Principal Retirement	65,000
	Interest	<u>79,036</u>
	Total	180,646
D	Outstanding bonded indebtedness	
	Principal	1,515,000
	Interest	<u>667,026</u>
	Total	2,182,026
E	Initial Assessed Value 1985	
	Ad valorem homestead	222,637
	Ad valorem non-homestead	5,839,742
	IFT New (pre1994)	0
	IFT New (post 1993)	0
	Total	6,062,379
F	2009 Captured Value	
	Ad valorem homestead	365,096
	Ad valorem non-homestead	10,746,585
	IFT New (pre-1994)	0
	IFT New (post-1993)	<u>281,600</u>
	Total	11,393,281
G	Tax Increment Revenues Received	
	County Ops	56,919
	City	176,607
	Refuse	15,633
	WSCC	32,210
	911	7,878
	Council on Aging	2,861
	Dial A Ride	3,225
	Library	9,847
	Medical Care	4,888
	Delinquent Taxes	33,000
		<u>0</u>
	Total	343,067
H	Number of Jobs Created	0

CITY OF MANISTEE
TAX YEAR 2008 **DOWNTOWN DEVELOPMENT AUTHORITY** **FYE 6/2009**
ANNUAL REPORT

A	Revenue	<u>Plan 1</u>
	Property Taxes Captured Summer 2004	\$ 167,711
	Property Taxes Captured Winter 2004	56,867
	Delinquent Personal Property Taxes	30,572
	Downtown Marketing Program	17,450
	Interest on Investments	3,971
	Miscellaneous	<u>562</u>
	Total	277,134
B	Bond Reserve	0
C	Expenditures	
	Downtown Development	
	Advertising	549
	Contributions	2,500
	Dues and Subscriptions	200
	EDO Allocation	7,000
	Incentive	975
	Miscellaneous	672
	Marketing Downtown Expense	16,358
	Office Supplies	265
	Postage and Delivery	100
	Professional Fees	3,500
	Special Projects	4,154
	Supplies	262
	Website Maintenance	75
	Debt Service - Bonds (1996 & 1999)	
	Principal Retirement	65,000
	Interest	<u>79,036</u>
	Total	180,646
D	Outstanding bonded indebtedness	
	Principal	1,515,000
	Interest	<u>667,026</u>
	Total	2,182,026
E	Initial Assessed Value 1985	
	Ad valorem homestead	222,637
	Ad valorem non-homestead	5,839,742
	IFT New (pre1994)	0
	IFT New (post 1993)	0
	Total	6,062,379
F	2008 Captured Value	
	Ad valorem homestead	333,202
	Ad valorem non-homestead	10,292,047
	IFT New (pre-1994)	0
	IFT New (post-1993)	<u>281,600</u>
	Total	10,906,849
G	Tax Increment Revenues Received	
	County Ops	54,734
	City	169,422
	Refuse	15,071
	WSCC	31,054
	911	7,707
	Council on Aging	2,799
	Dial A Ride	3,155
	Library	9,634
	Medical Care	4,783
	Delinquent Taxes	33,763
		<u>0</u>
	Total	332,123
H	Number of Jobs Created	0

CITY OF MANISTEE

TAX YEAR 2007

**DOWNTOWN DEVELOPMENT AUTHORITY
ANNUAL REPORT**

FYE 6/2008

A	Revenue		<u>Plan 1</u>
	Property Taxes Captured Summer 2004	\$	167,711
	Property Taxes Captured Winter 2004		56,867
	Delinquent Personal Property Taxes		30,572
	Downtown Marketing Program		17,450
	Interest on Investments		3,971
	Miscellaneous		<u>562</u>
	Total		277,134
B	Bond Reserve		0
C	Expenditures		
	Downtown Development		
	Advertising		549
	Contributions		2,500
	Dues and Subscriptions		200
	EDO Allocation		7,000
	Incentive		975
	Miscellaneous		672
	Marketing Downtown Expense		16,358
	Office Supplies		265
	Postage and Delivery		100
	Professional Fees		3,500
	Special Projects		4,154
	Supplies		262
	Website Maintenance		75
	Debt Service - Bonds (1996 & 1999)		
	Principal Retirement		65,000
	Interest		<u>79,036</u>
	Total		180,646
D	Outstanding bonded indebtedness		
	Principal		1,515,000
	Interest		<u>667,026</u>
	Total		2,182,026
E	Initial Assessed Value 1985		
	Ad valorem homestead		222,637
	Ad valorem non-homestead		5,839,742
	IFT New (pre1994)		0
	IFT New (post 1993)		0
	Total		6,062,379
F	2007 Captured Value		
	Ad valorem homestead		557,262
	Ad valorem non-homestead		8,859,282
	IFT New (pre-1994)		0
	IFT New (post-1993)		<u>283,800</u>
	Total		9,700,344
G	Tax Increment Revenues Received		
	County Ops		45,671
	City		141,633
	Refuse		12,537
	WSCC		23,331
	911		7,514
	Council on Aging		2,769
	Dial A Ride		3,122
	Library		9,126
	Medical Care		5,204
	Delinquent Taxes		37,104
			<u>0</u>
			288,010
H	Number of Jobs Created		0

CITY OF MANISTEE
TAX YEAR 2006 **DOWNTOWN DEVELOPMENT AUTHORITY** **FYE 6/2007**
ANNUAL REPORT

A	Revenue	Plan 1
	Property Taxes Captured Summer 2004	\$ 167,711
	Property Taxes Captured Winter 2004	56,867
	Delinquent Personal Property Taxes	30,572
	Downtown Marketing Program	17,450
	Interest on Investments	3,971
	Miscellaneous	<u>562</u>
	Total	277,134
B	Bond Reserve	0
C	Expenditures	
	Downtown Development	
	Advertising	549
	Contributions	2,500
	Dues and Subscriptions	200
	EDO Allocation	7,000
	Incentive	975
	Miscellaneous	672
	Marketing Downtown Expense	16,358
	Office Supplies	265
	Postage and Delivery	100
	Professional Fees	3,500
	Special Projects	4,154
	Supplies	262
	Website Maintenance	75
	Debt Service - Bonds (1996 & 1999)	
	Principal Retirement	65,000
	Interest	<u>79,036</u>
	Total	180,646
D	Outstanding bonded indebtedness	
	Principal	1,515,000
	Interest	<u>667,026</u>
	Total	2,182,026
E	Initial Assessed Value 1985	
	Ad valorem homestead	222,637
	Ad valorem non-homestead	5,839,742
	IFT New (pre1994)	0
	IFT New (post 1993)	0
	Total	6,062,379
F	2007 Captured Value	
	Ad valorem homestead	444,381
	Ad valorem non-homestead	8,342,793
	IFT New (pre-1994)	0
	IFT New (post-1993)	<u>285,100</u>
	Total	9,072,274
G	Tax Increment Revenues Received	
	County Ops	47,844
	City	154,694
	Refuse	13,693
	WSCC	28,428
	911	7,196
	Council on Aging	2,671
	Dial A Ride	2,903
	Library	2,605
	Medical Care	4,564
	Jail Bond	747
	Delinquent Taxes	<u>38,893</u>
	Total	304,238
H	Number of Jobs Created	0

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
Proposed Budget FY 2015-2016

	FY 13-14 Actual	FY 13-14 Budget	FY 14-15 Actual	FY 14-15 Budget	FY 14-15 Amended Budget
Ordinary Income/Expense					
Income					
248-411 · Allocation from Fund Balance	-	14,800.00	0.00	0.00	36,600.00
Grant Income	3,500.00	1,500.00			
TIF Revenues					
248-404 · Delinquent Personal PropertyTax			112.99		
248-401 · TIF Revenue	275,912.68	296,000.00	251,271.83	270,000.00	270,000.00
248-403 · Delinquent Taxes	29,267.27	5,000.00	25,752.13		
Total TIF Revenues	305,179.95	301,000.00	277,136.95	270,000.00	270,000.00
Committee Revenues					
248-270 · Committee Revenue					
248-273 · Econ Restructure-Loan Application Fees			0.00	1,000.00	1,000.00
248-269 · Design Comm Rev-Hanging Baskets	135.00		0.00	9,300.00	9,300.00
248-275 · Promotion Comm. Rev.-Co-op Adv.	1,550.00	37,000.00		30,000.00	30,000.00
Downtown Business Membership					
Total 248-270 · Committee Revenue	1,685.00	37,000.00	-	40,300.00	40,300.00
Total Committee Revenues	1,685.00	37,000.00	0.00	40,300.00	40,300.00
Event Revenue					
248-280 · Event Revenues					
Event Merchandise Sales		500.00			
248-780 · Women's Wine & Chocolate Walk Red, White, and Blues	6,277.89		6,173.67	8,550.00	8,550.00
248-295 · Frostbite HGS Sponsorships			1,144.94	500.00	500.00
248-290 · Boos, Brews & Brats					
Boos, Brews and Brats Admission		3,500.00			
248-293 · Boos, Brews & Brats 5K			1,000.00		
248-292 · Boos, Brews & Brats Sponsorship		1,000.00	1,900.00	650.00	650.00
248-291 · Boos,Brews&Brats Alcohol Sales & F	4,661.00	3,500.00	4,006.00	7,000.00	7,000.00
Total 248-290 · Boos, Brews & Brats	4,661.00	8,000.00	6,906.00	7,650.00	7,650.00
248-283 · Sleighbell					
248-289 · Sleighbell Miscellaneous Income	275.00		425.00		
248-286 · Sleighbell Sponsorships	7,562.50	10,500.00	19,460.00	13,500.00	13,500.00
Total 248-283 · Sleighbell	7,837.50	10,500.00	19,885.00	13,500.00	20,000.00
248-282 · Sidewalk Sales			0.00	500.00	500.00
248-281 · Hops & Props					
248-288 · Hops & Props Admissions	11,539.23	6,000.00	16,080.85	15,000.00	15,000.00
248-287 · Hops & Props Beer & Food	7,723.20	10,500.00	0.00	3,750.00	3,750.00
248-285 · Hops & Props Miscellaneous			55.00		
248-284 · Hops & Props Sponsors	4,800.00	5,500.00	6,966.74	15,000.00	15,000.00

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
Proposed Budget FY 2015-2016

	FY 13-14 Actual	FY 13-14 Budget	FY 14-15 Actual	FY 14-15 Budget	FY 14-15 Amended Budget
Total 248-281 · Hops & Props	24,062.43	22,000.00	23,102.59	33,750.00	33,750.00
Total 248-280 · Event Revenues	42,838.82	41,000.00	57,212.20	64,450.00	70,950.00
Total Event Revenue	42,838.82	41,000.00	57,212.20	64,450.00	70,950.00
Friends of Downtown Manistee					
248-302 · Tree Sponsorships			0.00	4,000.00	0.00
248-301 · Holiday Decorations Sponsorship			0.00	0.00	0.00
Total Friends of Downtown Manistee	-	-	-	4,000.00	-
248-664 · Interest Income	933.06	500.00	147.63	100.00	100.00
Misc. Income (other, vendor permits regis.)	457.10	300.00			
Total Income	354,593.93	396,100.00	334,496.78	378,850.00	417,950.00
Gross Profit	354,593.93	396,100.00	334,496.78	378,850.00	417,950.00
Expense					
Office Related Expenses					
248-700 · Administrative Services & Rent	8,000.00	8,000.00	10,002.00	8,000.00	10,002.00
248-847 · Advertising	1,028.30	300.00	0.00	300.00	300.00
248-869 · Business Expo			300.00		300.00
248-868 · Insurance	2,169.00		499.00	1,800.00	1,800.00
248-867 · Mobile Phone Stipend	480.00	480.00	480.00	480.00	480.00
248-866 · Meeting Hosting-Refreshments	1,481.18	1,750.00	548.52	750.00	750.00
248-861 · Credit Card Expense	485.85	350.00	296.70	400.00	400.00
248-865 · Training-Education-Conferences	925.69	900.00	1,431.98	900.00	1,432.00
248-859 · Printing & Reproduction	98.00	400.00	0.00	100.00	100.00
248-858 · Miscellaneous-Office Related	373.45	282.00	44.89	300.00	300.00
248-857 · Membership Dues	424.00	650.00	724.00	650.00	725.00
248-854 · Postage	588.97	600.00	345.62	500.00	500.00
248-853 · Office Equipment and Supplies	2,004.10	1,200.00	1,645.33	1,400.00	1,650.00
248-863 · Travel	2,404.09	900.00	1,011.26	900.00	1,012.00
Total Office Related Expenses	20,462.63	15,812.00	17,329.30	16,480.00	19,751.00
Personnel Related Expense					
Moving Expense	1,000.00				
DDA Director Expenses Other	459.80				
Gross Salary - Director					
248-718 · Gross Salary - Director					
248-705 · Federal 941 Company Expense	3,697.08	4,500.00	4,360.50	4,500.00	4,500.00
248-711 · Unemployment	455.19	300.00	203.30	455.00	455.00
248-712 · Workmen's Compensation	403.00	435.00	389.00	425.00	425.00

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
Proposed Budget FY 2015-2016

	FY 13-14 Actual	FY 13-14 Budget	FY 14-15 Actual	FY 14-15 Budget	FY 14-15 Amended Budget
248-718 · Gross Salary - Director - Other	48,596.15	57,000.00	57,000.00	57,000.00	57,000.00
Total 248-718 · Gross Salary - Director	53,151.42	62,235.00	61,952.80	62,380.00	62,380.00
Total Gross Salary - Director	53,151.42	62,235.00	61,952.80	62,380.00	62,380.00
Total Personnel Related Expense	54,611.22	62,235.00	61,952.80	62,380.00	62,380.00
Fee Related Expenses					
248-731 · Bank Service Charges	34.70	100.00	161.64	100.00	162.00
248-906 · TIF Plan Redevelopment			9,427.50	13,250.00	13,250.00
248-904 · Annual Audit	4,200.00	4,000.00	1,560.00	1,500.00	1,560.00
248-903 · 1999 Bond Payment-Streetscape	140,862.50	140,863.00	137,987.50	137,988.00	137,988.00
248-902 · Legal Fees	5,348.56	1,400.00	1,997.00		2,000.00
Accounting		800.00			
Total Fee Related Expenses	150,445.76	147,163.00	151,133.64	152,838.00	154,960.00
Contributions (Farmers' Market)	1,250.00				
Design Committee Related Expense					
248-639 · Trees			0.00	4,160.00	4,160.00
Riverwalk Vegetation Removal	1,000.00	1,000.00			
248-665 · Hanging Baskets Watering/Maint	3,450.00	3,200.00	3,000.00	4,500.00	4,500.00
248-663 · Signage	11,030.66	4,000.00	1,105.20	330.00	1,106.00
248-662 · 2-Way River St Traffic Project			0.00	0.00	0.00
Crosswalk Signs					
248-659 · Riverwalk Landscaping	22,010.00	16,000.00	15,006.66	15,000.00	15,007.00
248-653 · Holiday Decorations	9,188.54	6,400.00	14,232.50	10,000.00	14,235.00
248-652 · Facade Grant Program	34,992.09	20,000.00	5,000.00	10,000.00	10,000.00
248-651 · Downtown Maintenance	6,800.00	6,800.00	6,800.00	6,800.00	6,800.00
248-649 · Downtown Flower Program	3,438.25	3,300.00	6,873.20	3,440.00	6,900.00
Total Design Committee Related Expense	91,909.54	60,700.00	52,017.56	54,230.00	62,708.00
Economic Restructuring Committee					
248-634 · Developer Day			0.00	1,000.00	1,000.00
Outreach Roadshows	-	400.00			
Downtown Database	-	400.00			
248-633 · Local Banks (\$25,000 Loan)			0.00	0.00	0.00
248-632 · IRP Loan Program			0.00	0.00	0.00
Biz 101 Educational Series					
248-631 · Revolving Loan Fund Marketing	-	100.00	0.00	0.00	0.00
248-628 · Property Acquisition	-	14,800.00	0.00	0.00	0.00
248-627 · Recruitment Team	1,600.00	4,850.00	263.94	250.00	264.00
248-625 · Business Assistance Team (BAT)	1,784.40	3,500.00	18.63	325.00	325.00
Total Economic Restructuring Committee	3,384.40	24,050.00	282.57	1,575.00	1,589.00

MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
Profit & Loss Budget vs. Actual
Proposed Budget FY 2015-2016

	FY 13-14 Actual	FY 13-14 Budget	FY 14-15 Actual	FY 14-15 Budget	FY 14-15 Amended Budget
Organization Committee					
248-604 · MSDDA Website (hosting)	179.88	360.00	77.83	175.00	175.00
Database	1,619.70	1,800.00			
Promotions PSA's	1,518.40	1,900.00			
PR	-	500.00			
248-603 · Volunteer Appreciation Event Red, White and Blues	613.18	1,000.00	1,799.93	1,800.00	1,800.00
248-602 · Downtown Dollars Program	245.00	350.00	285.00	350.00	350.00
248-601 · Volunteer Recruitment	-	350.00	0.00	0.00	0.00
248-600 · Main Street Program Newsletter	281.75	450.00	0.00	448.00	448.00
Total Organization Committee	4,457.91	6,710.00	2,162.76	2,773.00	2,773.00
Promotions Committee Expenses					
248-751 · Promotions Committee Expense					
248-855 · Advertising	3,200.00	3,500.00	3,366.30	3,000.00	3,370.00
248-607 · Website Redevelopment			5,941.25	6,000.00	6,000.00
248-782 · Women's Wine & Chocolate Walk	4,591.33		5,737.09	2,400.00	5,800.00
Tightlines For Troops		500.00			
Spring & Fall Shopping Nights		500.00			
248-777 · Co-op Advertising Pass-through	28,378.00	37,000.00	0.00	30,000.00	30,000.00
248-776 · Co-op Advertising	3,300.00	7,500.00	0.00	5,000.00	5,000.00
248-775 · Boos, Brews & Brats	5,108.05	4,400.00	6,163.31	3,000.00	6,200.00
248-771 · Targeted Coupon-Voucher Program			0.00	0.00	0.00
248-764 · Sleighbell Weekend	10,427.85	9,000.00	18,395.17	13,500.00	19,000.00
248-763 · Sidewalk Sales	1,503.54	900.00	352.94	500.00	500.00
248-759 · Mens & Ladies Nights	462.50	650.00	509.00	450.00	510.00
248-774 · Frostbite Saturday	497.59	950.00	1,894.76	900.00	1,900.00
248-752 · Downtown Brochure			1,285.92		
248-761 · Hops & Props on the River	21,443.56	9,900.00	35,419.14	23,590.00	35,500.00
248-758 · HomeGrown Saturdays	2,945.00	4,630.00	1,592.00		
Total 248-751 · Promotions Committee Expense	81,857.42	79,430.00	80,656.88	88,340.00	113,780.00
Total Promotions Committee Expenses	81,857.42	79,430.00	80,656.88	88,340.00	113,780.00
Total Expense	408,378.88	396,100.00	365,535.51	378,616.00	417,941.00
Net Ordinary Income	(53,784.95)	-	(31,038.73)	234.00	9.00