

DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET

FUND 248 SUMMARY OF REVENUES & APPROPRIATIONS

2022 - 2023 BUDGET

ESTIMATED REVENUES

| | | | |
|---|----|------------|-----------|
| TAX INCREMENT FINANCING <i>(0% TIF Capture)</i> | \$ | 0 | |
| STATE GRANTS | \$ | 0 | |
| WORK PLAN REVENUES | \$ | 77,570 | |
| DONATIONS/CONTRIBUTIONS | \$ | 300 | |
| <u>OTHER REVENUE</u> | \$ | <u>270</u> | |
| TOTAL ESTIMATED REVENUES | | | \$ 78,140 |

APPROPRIATIONS

| | | | |
|----------------------------|----|---------------|------------|
| DDA / MAIN STREET DISTRICT | \$ | 352,885 | |
| <u>CAPITAL OUTLAY</u> | \$ | <u>86,415</u> | |
| TOTAL APPROPRIATIONS | | | \$ 439,300 |

OTHER FINANCING SOURCES (USES) \$ 0

EXCESS (DEFICIENCY) OF REVENUES TO APPROPRIATIONS (\$ 361,160)

CASH BUDGET ADJUSTMENT TO CHANGE IN FUND BALANCE *

| | | | |
|--|----|---------------|-----------|
| INTERFUND LOAN (INCREASES A LIABILITY) | \$ | 0 | |
| <u>CAPITAL OUTLAY (BECOMES AN ASSET)</u> | \$ | <u>86,415</u> | |
| NET ADJUSTMENT TO CHANGE IN FUND BALANCE | | | \$ 86,415 |

CHANGES IN FUND BALANCE (\$ 274,745)

PROJECTED BEGINNING FUND BALANCES \$ 1,882,050

PROJECTED ENDING FUND BALANCES \$ 1,607,305

BUDGET REPORT FOR CITY OF OTSEGO
FISCAL YEAR 2022-2023

Fund 248 - DOWNTOWN DEV. AUTHORITY / MAIN STREET
ESTIMATED REVENUES

Dept 000 - REVENUE & BALANCE SHEET ACCTS

| GL NUMBER | DESCRIPTION | 2020-21 | 2021-22 | 2021-22 | 2022-23 | 2022-23 | 2022-23 |
|---|---|-----------|-------------------|-----------------------|--------------------|------------------------|----------------------|
| | | ACTIVITY | AMENDED BUDGET | PROJECTED ACTIVITY | APPROVED BUDGET | APPROVED AMT CHANGE | APPROVED % CHANGE |
| 248-000-442.000 | TAX INCREMENT FINANCING | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-566.000 | STATE GRANT - RECREATION & CULTURE | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-569.000 | STATE GRANTS - OTHER | 257,566 | 256,700 | 256,585 | 0 | (256,700) | (100.00) |
| 248-000-569.001 | STATE GRANTS - OTHER - MEDC | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-626.000 | SERVICES RENDERED | 0 | 0 | 165 | 0 | 0 | 0.00 |
| 248-000-651.307 | WP REV - MURAL | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-651.309 | WP REV - SMALL BUSINESS SATURDAY | 57 | 150 | 0 | 0 | (150) | (100.00) |
| 248-000-651.313 | WP REV - SHOP SMALL SHOP LOCAL | 0 | 0 | 0 | 500 | 500 | 0.00 |
| 248-000-651.315 | WP REV - VIBRANT DOWNTOWN PHOTO CONTEST | 0 | 0 | 0 | 500 | 500 | 0.00 |
| 248-000-651.401 | WP REV - CHRISTMAS EVENT | 0 | 2,000 | 4,735 | 4,000 | 2,000 | 100.00 |
| 248-000-651.402 | WP REV - ICE RINK | 0 | 0 | 800 | 520 | 520 | 0.00 |
| 248-000-651.410 | WP REV - MOVIES ON THE RIVERFRONT | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-651.411 | WP REV - MUD VOLLEYBALL | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-651.416 | WP REV - DOWNTOWN DOLLARS | 1,055 | 1,000 | 1,400 | 1,200 | 200 | 20.00 |
| 248-000-651.417 | WP REV - GUS MACKER TOURNAMENT | 0 | 65,000 | 55,000 | 65,000 | 0 | 0.00 |
| 248-000-651.418 | WP REV - FALL RIVERWALK | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-651.421 | WP REV - STEINS & VINES | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-651.422 | WP REV - PET ELECTION | 1,212 | 600 | 0 | 0 | (600) | (100.00) |
| 248-000-651.424 | WP REV - ICE HOCKEY TOURNAMENT | 0 | 180 | 0 | 300 | 120 | 66.67 |
| 248-000-651.462 | WP REV - TRAIL FOR TREATERS | 0 | 0 | 0 | 250 | 250 | 0.00 |
| 248-000-651.501 | WP REV - ART THING | 0 | 0 | 0 | 4,050 | 4,050 | 0.00 |
| 248-000-651.502 | WP REV - ARTISAN MARKET | 0 | 0 | 550 | 1,250 | 1,250 | 0.00 |
| 248-000-665.000 | INTEREST | 266 | 500 | 175 | 250 | (250) | (50.00) |
| 248-000-667.002 | DISPLAY SIGN RENTAL | 0 | 0 | 40 | 20 | 20 | 0.00 |
| 248-000-673.000 | GAIN/LOSS ON SALE OF ASSETS | (650,547) | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-674.000 | CONTRIBUTIONS - | 3,356 | 250 | 150 | 250 | 0 | 0.00 |
| 248-000-674.006 | CONTRIBUTIONS - FOUNDATION | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-674.008 | CONTRIBUTIONS - CROWD FUNDING | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-674.100 | CONTRIBUTIONS - MAIN ST GENERAL SUPPORT | 0 | 15,000 | 0 | 0 | (15,000) | (100.00) |
| 248-000-674.500 | CONTRIBUTIONS - OTSEGO ARTS TEAM | 0 | 0 | 80 | 50 | 50 | 0.00 |
| 248-000-675.901 | CONTRIBUTIONS TO CAPITAL PROJECT(S) | 4 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-684.000 | MISCELLANEOUS REVENUE | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-000-687.000 | REFUNDS/REBATES | 142 | 0 | 370 | 0 | 0 | 0.00 |
| 248-000-689.000 | CASH OVER OR SHORT | 0 | 0 | 0 | 0 | 0 | 0.00 |
| Totals for dept 000 - REVENUE & BALANCE SHEET ACCTS | | (386,889) | 341,380 | 320,050 | 78,140 | (263,240) | (77.11) |

DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET 248

ESTIMATED REVENUES

ACTIVITY 000

2022 - 2023 BUDGET

- 442.000 TAX INCREMENT FINANCING - reflects the tax revenue capture based upon the increase in the DDA district's current tax year's Taxable Value less the 1985 Base Year State Equalized Value. *The DDA district's 2022 Taxable Value is less than the 1985 Base Year, therefore, no TIF Capture will occur in 2022.* No school or State Education Taxes are captured as all debts incurred prior to the passage of Proposal "A" have been repaid.
- 566.000 STATE GRANT – RECREATION & Culture - no grant monies are expected to be received during this fiscal year.
- 569.000 STATE GRANT - OTHER - the State of Michigan provides a reimbursement to the DDA for the loss of personal property taxes. These monies are deducted by the State on a percentage basis from the LCSA monies received by the City of Otsego and Allegan County, based on their respective millage percentages of Tax Increment Financing, if it were an active revenue source. No application for State monies will be made for 2022-2023.
- 569.001 STATE GRANT – OTHER – MEDC – the authority will seek matching funds based on crowd funding for the Riverfront Pavilion Project.
- 626.000 SERVICES RENDERED- records reimbursement for services rendered by the Main Street program.
- 651.307 WORK PLAN REVENUE – MURAL - records revenues for this work plan.
- 651.309 WORK PLAN REVENUE – SMALL BUSINESS SATURDAY - records revenues for this work plan.
- 651.313 WORK PLAN REVENUE – SHOP SMALL SHOP LOCAL – records revenue for this work plan.
- 651.315 WORK PLAN REVENUE – VIBRANT DOWNTOWN PHOTO CONTEST – records revenue for this work plan.
- 651.401 WORK PLAN REVENUE - CHRISTMAS EVENT - records revenues for this work plan.
- 651.402 WORK PLAN REVENUE - ICE RINK - records revenues for this work plan.
- 651.410 WORK PLAN REVENUE - MOVIES ON THE RIVERFRONT - records revenues for this work plan.
- 651.411 WORK PLAN REVENUE - MUD VOLLEYBALL - records revenues for this work plan.

- 651.416 WORK PLAN REVENUE - DOWNTOWN DOLLARS - records revenues for this work plan.
- 651.417 WORK PLAN REVENUE - GUS MACKER TOURNAMENT - records revenues for this work plan.
- 651.418 WORK PLAN REVENUE - FALL RIVERWALK EVENT - records revenues for this work plan.
- 651.421 WORK PLAN REVENUE – STEINS & VINES – records revenues for this work plan.
- 651.422 WORK PLAN REVENUE – PET ELECTION – records revenues for this work plan.
- 651.424 WORK PLAN REVENUE – ICE HOCKEY TOURNAMENT - records revenues for this work plan.
- 651.462 WORK PLAN REVENUE – TRAIL FOR TREATERS – records revenues for this work plan.
- 651.501 WORK PLAN REVENUE – ART THING – records revenues for this work plan.
- 651.502 WORK PLAN REVENUE – ARTISAN MARKET – records revenues for this work plan.
- 665.000 INTEREST – records interest earned on deposits and investments.
- 667.002 DISPLAY SIGN RENTAL - the DDA collects \$30 for each message displayed on the marquee sign located on the northwest corner of Allegan and Farmer Streets.
- 673.000 GAIN/LOSS ON SALE OF ASSETS – records the associated gain or loss involved in selling an asset.
- 674.000 CONTRIBUTIONS – INDIVIDUALS – records donations and contributions from individuals.
- 675.400 DONATIONS - records donations and contributions from private parties for unspecified use.
- 674.006 CONTRIBUTIONS – FOUNDATIONS – records foundations contributions and/or grants.
- 674.008 CONTRIBUTIONS – CROWD FUNDING – records project monies raised by crowd funding.
- 674.100 CONTRIBUTIONS – MAIN STREET GENERAL SUPPORT – records fund raising efforts to support the Main Street Program.
- 674.500 CONTRIBUTIONS – OTSEGO ARTS TEAM – records donations to the Art Teams work plans.

675.901 CONTRIBUTIONS TO CAPITAL PROJECTS - records capital project funds raised outside the crowd funding period.

684.000 MISCELLANEOUS REVENUE - records other non-specified revenues.

687.000 REFUNDS/REBATES - records rebates and refunds for expenses paid in a prior fiscal year.

689.000 CASH OVER AND SHORT - an account used to balance untraceable differences in account balances.

BUDGET REPORT FOR CITY OF OTSEGO
FISCAL YEAR 2022-2023

Fund 248 - DOWNTOWN DEV. AUTHORITY / MAIN STREET

ESTIMATED REVENUES

Dept 931 - TRANSFERS IN & OTHER FINANCING SOURCES

| GL NUMBER | DESCRIPTION | 2020-21 ACTIVITY | 2021-22 AMENDED BUDGET | 2021-22 PROJECTED ACTIVITY | 2022-23 APPROVED BUDGET | 2022-23 APPROVED AMT CHANGE | 2022-23 APPROVED % CHANGE |
|--|--------------------------------------|---------------------|------------------------------|----------------------------------|-------------------------------|-----------------------------------|---------------------------------|
| 248-931-698.000 | BOND OR INSURANCE RECOVERIES | 186 | 0 | 50 | 0 | 0 | 0.00 |
| 248-931-699.101 | INTERFUND TRANSFER IN - GENERAL FUND | 0 | 0 | 0 | 0 | 0 | 0.00 |
| Totals for dept 931 - TRANSFERS IN & OTHER FINANCING SOURCES | | 186 | 0 | 50 | 0 | 0 | 0.00 |
| TOTAL ESTIMATED REVENUES | | (386,703) | 341,380 | 320,100 | 78,140 | (263,240) | (77.11) |

DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET 248

TRANSFERS IN & OTHER FINANCING SOURCES

ACTIVITY 931

2022 - 2023 BUDGET

698.000 BOND OR INSURANCE RECOVERIES - amounts received from bond or insurance claims.

699.101 INTERFUND TRANSFER IN - GENERAL FUND - reflects subsidy from General Fund, as necessary.

BUDGET REPORT FOR CITY OF OTSEGO
FISCAL YEAR 2022-2023

Fund 248 - DOWNTOWN DEV. AUTHORITY / MAIN STREET
APPROPRIATIONS

Dept 729 - DDA / MAIN STREET DISTRICT

| GL NUMBER | DESCRIPTION | 2020-21 ACTIVITY | 2021-22 AMENDED BUDGET | 2021-22 PROJECTED ACTIVITY | 2022-23 APPROVED BUDGET | 2022-23 APPROVED AMT CHANGE | 2022-23 APPROVED % CHANGE |
|-----------------|--|---------------------|------------------------------|----------------------------------|-------------------------------|-----------------------------------|---------------------------------|
| 248-729-702.000 | SALARY - DEPT SUPERVISORS | 45,806 | 53,605 | 53,605 | 12,755 | (40,850) | (76.21) |
| 248-729-702.401 | SALARY - DPW SUPERINTENDENT | 2,458 | 2,480 | 2,480 | 2,560 | 80 | 3.23 |
| 248-729-703.401 | FULL-TIME DPW SPECIALIST WAGES | 22,346 | 31,680 | 31,000 | 50,000 | 18,320 | 57.83 |
| 248-729-704.004 | PART-TIME CUSTODIAN WAGES | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-704.401 | PART-TIME & SEASONAL DPW WAGES | 4,902 | 6,450 | 6,000 | 6,450 | 0 | 0.00 |
| 248-729-710.000 | FICA PAYROLL TAX | 5,745 | 7,225 | 7,120 | 5,565 | (1,660) | (22.98) |
| 248-729-712.000 | HEALTH INSURANCE | 8,147 | 27,355 | 8,000 | 10,000 | (17,355) | (63.44) |
| 248-729-713.000 | LIFE INSURANCE | 70 | 180 | 165 | 95 | (85) | (47.22) |
| 248-729-714.000 | RETIREMENT PLAN CONTRIBUTIONS | 4,633 | 8,450 | 8,300 | 4,955 | (3,495) | (41.36) |
| 248-729-715.000 | DISABILITY INSURANCE | 146 | 355 | 325 | 210 | (145) | (40.85) |
| 248-729-716.000 | WORKERS COMPENSATION INSURANCE | 1,178 | 1,830 | 1,700 | 2,225 | 395 | 21.58 |
| 248-729-725.000 | EMPLOYEE ASSISTANCE PROGRAM | 28 | 35 | 50 | 35 | 0 | 0.00 |
| 248-729-727.000 | OFFICE SUPPLIES | 524 | 750 | 250 | 250 | (500) | (66.67) |
| 248-729-760.000 | MINOR EQUIPMENT PURCHASES | 970 | 300 | 400 | 0 | (300) | (100.00) |
| 248-729-801.000 | PROFESSIONAL & CONTRACTUAL SERVICES | 6,269 | 5,000 | 4,000 | 5,000 | 0 | 0.00 |
| 248-729-803.000 | AUDITING SERVICES | 750 | 770 | 750 | 765 | (5) | (0.65) |
| 248-729-804.000 | BANKING CHARGES | 1,238 | 1,500 | 750 | 1,500 | 0 | 0.00 |
| 248-729-806.000 | COMPUTER SERVICES | 1,055 | 500 | 650 | 100 | (400) | (80.00) |
| 248-729-808.000 | CITY OF OTSEGO ADMIN SERVICES | 15,000 | 15,000 | 15,000 | 10,000 | (5,000) | (33.33) |
| 248-729-810.000 | LEGAL SERVICES | 387 | 500 | 0 | 500 | 0 | 0.00 |
| 248-729-811.000 | MEDICAL EXAMS & SERVICES | 102 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-812.000 | WEB SITE SERVICES | 257 | 2,500 | 500 | 1,000 | (1,500) | (60.00) |
| 248-729-820.000 | SERVICE AGREEMENTS | 48 | 700 | 0 | 700 | 0 | 0.00 |
| 248-729-842.000 | UNEMPLOYMENT CLAIMS | 0 | 0 | 0 | 25,000 | 25,000 | 0.00 |
| 248-729-850.000 | TELEPHONE SERVICE | 566 | 590 | 560 | 0 | (590) | (100.00) |
| 248-729-851.000 | POSTAGE | 91 | 250 | 150 | 250 | 0 | 0.00 |
| 248-729-852.000 | MISC COMM/INTERNET | 341 | 350 | 350 | 0 | (350) | (100.00) |
| 248-729-860.000 | TRANSPORTATION, LODGING & MEALS | 129 | 2,000 | 0 | 500 | (1,500) | (75.00) |
| 248-729-880.000 | COMMUNITY PROMOTION | 0 | 750 | 0 | 750 | 0 | 0.00 |
| 248-729-880.100 | ORGANIZATION COMMITTEE | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.103 | ORG WP - VOLUNTEER PROGRAM | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.104 | ORG WP - FRIENDS OF MAIN STREET | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.107 | ORG WP - VOLUNTEER APPRECIATION | 15 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.108 | ORG WP - QUARTERLY NEWSLETTER | 2,016 | 2,000 | 2,000 | 2,000 | 0 | 0.00 |
| 248-729-880.109 | ORG WP - RACK CARDS | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.110 | ORG WP - STATE OF THE STREET | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.111 | ORG WP - SOCIAL MEDIA OUTREACH | 0 | 500 | 0 | 500 | 0 | 0.00 |
| 248-729-880.200 | DESIGN COMMITTEE | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.201 | DESIGN - LANDSCAPING SUPPLIES | 13,667 | 10,000 | 8,000 | 30,100 | 20,100 | 201.00 |
| 248-729-880.202 | DESIGN - TREES | 3 | 1,000 | 2,500 | 2,500 | 1,500 | 150.00 |
| 248-729-880.203 | DESIGN - GENERAL MAINTENANCE SUPPLIES | 359 | 2,500 | 1,500 | 14,000 | 11,500 | 460.00 |
| 248-729-880.204 | DESIGN WP - STREET BANNERS | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.205 | DESIGN - FACADE PROGRAM | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.206 | DESIGN WP - AUTUMN BLISS | 263 | 300 | 170 | 500 | 200 | 66.67 |
| 248-729-880.207 | DESIGN WP - ART INSTALLATION | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.212 | DESIGN WP - SPRING CLEANUP | 0 | 0 | 0 | 50 | 50 | 0.00 |
| 248-729-880.214 | DESIGN WP - FLOWER BEDS | 108 | 0 | 0 | 200 | 200 | 0.00 |
| 248-729-880.215 | DESIGN WP - RIVERFRONT PRELIM DESIGN | 1,350 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.216 | DESIGN WP - ART GARDEN | 0 | 200 | 0 | 500 | 300 | 150.00 |
| 248-729-880.300 | ECONOMIC RESTRUCTURING COMMITTEE | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.305 | ECON WP - VACANCY SIGNAGE | 0 | 100 | 0 | 100 | 0 | 0.00 |
| 248-729-880.307 | ECON WP - MURAL | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.309 | ECON WP - SMALL BUSINESS SATURDAY | 41 | 475 | 55 | 0 | (475) | (100.00) |
| 248-729-880.310 | ECON WP - BUS RECRUITMENT & MRKT STUDY | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.311 | ECON WP - BUS INTRODUCTION & WELCOME | 0 | 50 | 0 | 50 | 0 | 0.00 |
| 248-729-880.312 | ECON WP - BUS TRAINING IN-STORE EVENTS | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.313 | ECON WP - SHOP SMALL, SHOP LOCAL | 2 | 30 | 0 | 500 | 470 | 1,566.67 |
| 248-729-880.314 | ECON WP - YOUTH COUNCIL | 0 | 0 | 0 | 500 | 500 | 0.00 |
| 248-729-880.315 | ECON WP - VIBRANT DOWNTOWN PHOTO CONTEST | 0 | 0 | 0 | 580 | 580 | 0.00 |
| 248-729-880.400 | COMMUNITY ENGAGEMENT TEAM | 0 | 600 | 25 | 600 | (1,400) | (70.00) |
| 248-729-880.401 | CET WP - CHRISTMAS EVENT | 233 | 2,000 | 3,610 | 1,500 | (500) | (25.00) |
| 248-729-880.402 | CET WP - ICE RINK | 94 | 600 | 1,250 | 240 | (360) | (60.00) |

BUDGET REPORT FOR CITY OF OTSEGO
FISCAL YEAR 2022-2023

Fund 248 - DOWNTOWN DEV. AUTHORITY / MAIN STREET
APPROPRIATIONS

Dept 729 - DDA / MAIN STREET DISTRICT

| GL NUMBER | DESCRIPTION | 2020-21 | 2021-22 | 2021-22 | 2022-23 | 2022-23 | 2022-23 |
|--|---------------------------------------|----------|-------------------|-----------------------|--------------------|------------------------|----------------------|
| | | ACTIVITY | AMENDED BUDGET | PROJECTED ACTIVITY | APPROVED BUDGET | APPROVED AMT CHANGE | APPROVED % CHANGE |
| 248-729-880.405 | CET WP - POKER RUN | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.410 | CET WP - MOVIES ON THE RIVERFRONT | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.411 | CET WP - MUD VOLLEYBALL | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.416 | CET WP - DOWNTOWN DOLLARS | 1,613 | 1,250 | 2,000 | 1,500 | 250 | 20.00 |
| 248-729-880.417 | CET WP - GUS MACKER TOURNAMENT | 0 | 60,000 | 60,000 | 60,000 | 0 | 0.00 |
| 248-729-880.418 | CET WP - FALL RIVERWALK EVENT | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.420 | CET WP - ICE CREAM SOCIAL | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.421 | CET WP - STEINS & VINES | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.422 | CET WP - PET ELECTION | 238 | 150 | 0 | 0 | (150) | (100.00) |
| 248-729-880.423 | CET WP - RESTAURANT WEEK | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.424 | CET WP - ICE HOCKEY TOURNAMENT | 0 | 90 | 0 | 250 | 160 | 177.78 |
| 248-729-880.425 | CET WP - PAVILION RIBBON CUTTING | 0 | 0 | 160 | 0 | 0 | 0.00 |
| 248-729-880.426 | CET WP - TRAIL FOR TREATERS | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.499 | CET WP - EVENT SIGN EXPENSE | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-880.500 | OTSEGO ARTS TEAM | 0 | 1,000 | 0 | 1,000 | 1,000 | 0.00 |
| 248-729-880.501 | OAT WP - THE ART THING | 0 | 400 | 500 | 2,150 | 2,150 | 0.00 |
| 248-729-880.502 | OAT WP - ARTISAN MARKET | 0 | 0 | 0 | 500 | 500 | 0.00 |
| 248-729-900.000 | PRINTING & PUBLISHING | 1,207 | 1,000 | 1,700 | 1,000 | 0 | 0.00 |
| 248-729-902.000 | COPY CHARGES | 188 | 500 | 200 | 500 | 0 | 0.00 |
| 248-729-924.000 | ELECTRIC UTILITY | 537 | 400 | 900 | 900 | 500 | 125.00 |
| 248-729-925.000 | NATURAL GAS/PROPANE UTILITY | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-940.000 | RENTALS - MOTOR POOL EQUIPMENT | 14,215 | 15,000 | 16,000 | 15,000 | 0 | 0.00 |
| 248-729-941.000 | RENTALS - BLDG/OFFICE SPACE | 4,500 | 3,600 | 3,600 | 0 | (3,600) | (100.00) |
| 248-729-955.000 | MEMBERSHIPS / DUES | 592 | 1,000 | 725 | 0 | (1,000) | (100.00) |
| 248-729-956.000 | CONFERENCES & TRAINING PROGRAMS | 0 | 500 | 250 | 500 | 0 | 0.00 |
| 248-729-960.000 | PROPERTY, LIABILITY & FLEET INSURANCE | 1,655 | 915 | 895 | 1,000 | 85 | 9.29 |
| 248-729-964.000 | REFUNDS & REBATES | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-729-968.000 | DEPRECIATION | 59,913 | 60,190 | 65,000 | 73,000 | 12,810 | 21.28 |
| Totals for dept 729 - DDA / MAIN STREET DISTRICT | | 225,995 | 337,455 | 313,145 | 352,885 | 15,430 | 4.57 |

DOWNTOWN DEVELOPMENT AUTHORITY 248

DDA / MAIN STREET DISTRICT

ACTIVITY 729

2022 - 2023 BUDGET

- 702.000 SALARY - DEPT SUPERVISORS - reflects the Main Street Director's salary until September 30, 2022. This full-time position will then end as the Main Street Program is closed.
- 702.401 SALARY - DPW SUPERINTENDENT - provides for 73 hours of service by the DPW superintendent.
- 703.401 FULL-TIME DPW SPECIALIST WAGES- provides 1,707 hours of DPW services.
- 704.004 PART-TIME CUSTODIAN WAGES- provides biweekly custodial services.
- 704.401 PART-TIME & SEASONAL DPW WAGES- provides for 430 hours of general and seasonal labor. These employees do not receive benefits.
- 710.000 FICA PAYROLL TAX – reflects the City's share of payroll taxes according to the Federal Insurance Contributions Act. Current rates are 6.2 percent to Social Security and 1.45 percent to Medicare.
- 712.000 HEALTH INSURANCE – the City makes a high deductible health care plan with a health savings account available to all full-time employees. The city funds these plans at 80 percent with the employee responsible for the remaining 20 percent.
- 713.000 LIFE INSURANCE – the City provides tiered life insurance benefits to all full-time employees. Benefits are \$30,000, \$40,000 or \$50,000 based on position.
- 714.000 RETIREMENT PLAN CONTRIBUTIONS – the City provides a defined contribution retirement plan to employees based upon ten percent of base wages.
- 715.000 DISABILITY INSURANCE – the City provides disability benefits of two thirds base wages for a maximum of two years.
- 716.000 WORKERS COMPENSATION INSURANCE – reflects the City's payment of workers' compensation insurance which provides benefits to employees injured on the job.
- 725.000 EMPLOYEE ASSISTANCE PROGRAM – the City makes an employee assistance program (EAP) available to employees. The EAP provides professional coaching in wellness, substance abuse, emotional distress, work concerns, finances, traumatic events or any other crisis.

727.000 OFFICE SUPPLIES - provides general office supplies.

760.000 MINOR EQUIPMENT PURCHASES - provides equipment purchases costing less than the \$5,000 capitalization threshold.

801.000 PROFESSIONAL & CONTRACTUAL SERVICES - provides funds to maintain existing DDA projects or small projects less than \$5,000. Current contracts include \$1500 Otsego Chamber of Commerce economic development services. Other contracts provide labor through the Allegan County Sheriff Jail Crew and sweeping of parking lots and alleys.

803.000 AUDITING SERVICES - provides five percent of the annual audit fee by an independent certified public accounting firm.

804.000 BANKING CHARGES – records banking charges for services.

806.000 COMPUTER SERVICES – provides for maintenance and programming services to PCs and the department’s respective share of file servers and e-mail systems on a pro-rated basis.

808.000 CITY OF OTSEGO ADMINISTRATIVE SERVICES - provides for city administration and staff support of DDA projects.

810.000 LEGAL SERVICES- provides legal service for this activity.

811.000 MEDICAL EXAMS & SERVICES – provides funds for medical treatment of staff and employment related exams.

812.000 WEB SITE SERVICES - provides funds to maintain and update information related to this activity on the Internet web site(s).

820.000 SERVICE AGREEMENTS - provides for recurring routine maintenance or service agreements.

842.000 UNEMPLOYMENT CLAIMS – as a reimbursing employer, the City is responsible for unemployment benefits. Current projections are 43 percent of base wages and/or 20 weeks of benefits.

850.000 TELEPHONE SERVICE - provides telephone service.

851.000 POSTAGE- records postage machine rental, postage and/or shipping expenditures.

852.000 MISC COMM/INTERNET – provides Internet services.

- 860.000 TRANSPORTATION, LODGING & MEALS - records travel expenditures to attend conferences and seminars, as well as other travel necessary to carry out the functions of this department.
- 880.000 COMMUNITY PROMOTION - provides funding for promotional items, Love Otsego t-shirts, videos, commercials, etc. to promote the downtown area.
- 880.100 ORGANIZATION COMMITTEE - records expenditures made by the Main Street Organization Committee which are not otherwise specified.
- 880.103 ORGANIZATION COMMITTEE WORK PLAN - VOLUNTEER PROGRAM - provides training materials and promotional t-shirts to volunteers. Costs are to be partially/wholly offset by sponsors identified on the shirts.
- 880.104 ORGANIZATION COMMITTEE WORK PLAN - FRIENDS OF MAIN STREET - provides for outreach program to donors and potential donors to Main Street to develop pledges and recognize donors.
- 880.107 ORGANIZATION COMMITTEE WORK PLAN - VOLUNTEER THANK YOU - provides an annual event to showcase and recognize volunteer service to Main Street.
- 880.108 ORGANIZATION COMMITTEE WORK PLAN – QUARTERLY NEWSLETTER – provides development and publication of a quarterly newsletter to the community.
- 880.109 ORGANIZATION COMMITTEE WORK PLAN – RACK CARDS – provides development and printing of promotional cards with Main Street Schedule of Events to be available at local businesses.
- 880.110 ORGANIZATION COMMITTEE WORK PLAN – STATE OF THE STREET – provides materials and/or refreshments for local speaking engagements to promote Main Street.
- 880.111 ORGANIZATION COMMITTEE WORK PLAN – SOCIAL MEDIA OUTREACH –
- 880.200 DESIGN COMMITTEE - records expenditures made by the Main Street Design Committee which are not otherwise specified.
- 880.201 DESIGN - LANDSCAPING SUPPLIES - provides for flowers, plants and materials to beautify the district. Also included this year is funding for stamped concrete to replace a portion of the brick paver areas.
- 880.202 DESIGN - TREES - provides annual funding to maintain and replace trees in the DDA district. Current plans are to replace six trees and provide pruning and insect control to 110 trees.

- 880.203 DESIGN - GENERAL MAINTENANCE SUPPLIES - provides for maintenance items to the DDA district (trash receptacles, benches, light pole replacement parts).
- 880.204 DESIGN COMMITTEE WORK PLAN - STREET BANNERS - provides funding for the purchase of new downtown light post banners.
- 880.206 DESIGN COMMITTEE WORK PLAN - AUTUMN BLISS - provides for fall decorating of the downtown with hay bales, corn stalks, mums and pumpkins.
- 880.207 DESIGN COMMITTEE WORK PLAN - ART INSTALLATION - provides a plaque recognizing supporters of the Art Garden project and the garden's metal sculpture artist.
- 880.212 DESIGN COMMITTEE WORK PLAN - SPRING CLEANUP - provides for the spring cleanup project in the downtown public areas and alleys.
- 880.214 DESIGN COMMITTEE WORK PLAN – FLOWER BEDS – provides adopt a flower bed work plan and flower baskets in the downtown.
- 880.215 DESIGN COMMITTEE WORK PLAN – RIVERFRONT PRELIMINARY DESIGN – provides additional funding for design services.
- 880.216 DESIGN COMMITTEE WORK PLAN – ART GARDEN – provides funding for the development of a second art garden.
- 880.300 ECONOMIC RESTRUCTURING COMMITTEE - records expenditures made by the Main Street Economic Restructuring Committee which are not otherwise specified.
- 880.305 ECONOMIC RESTRUCTURING COMMITTEE WORK PLAN - VACANCY SIGNAGE - provides uniform promotional signage in vacant store fronts.
- 880.307 ECONOMIC RESTRUCTURING COMMITTEE WORK PLAN – MURAL – provides for the painting/installation of a mural in the district.
- 880.309 ECONOMIC RESTRUCTURING COMMITTEE WORK PLAN – SMALL BUSINESS SATURDAY – promotes downtown businesses and shopping local during the holiday season.
- 880.310 ECONOMIC RESTRUCTURING COMMITTEE WORK PLAN – BUSINESS RECRUITMENT AND MARKET STUDY – provides funding to assess community needs and attract associated businesses.
- 880.311 ECONOMIC RESTRUCTURING COMMITTEE WORK PLAN – BUSINESS INTRODUCTION & WELCOME –

880.312 ECONOMIC RESTRUCTURING COMMITTEE WORK PLAN – BUSINESS TRAINING IN-STORE

880.313 ECONOMIC RESTRUCTURING COMMITTEE WORK PLAN – SHOP SMALL, SHOP LOCAL – this work plan will focus on providing two shop local events in the downtown.

880.314 ECONOMIC RESTRUCTURING COMMITTEE WORK PLAN – YOUTH COUNCIL –

880.315 ECONOMIC RESTRUCTURING COMMITTEE WORK PLAN – VIBRANT DOWNTOWN PHOTO CONTEST – this work plan endeavors to encourage the submission of photographs from downtown events as part of a contest. The photos will then be used for future marketing and promotional purposes.

880.400 COMMUNITY ENGAGEMENT TEAM (CET) - records expenditures made by the Main Street COMMUNITY ENGAGEMENT TEAM which are not otherwise specified.

880.401 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN - CHRISTMAS EVENT - records expenditures involved with the community Christmas tree and related holiday activities.

880.402 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN - ICE RINK - records expenditures to provide the district's community ice rink.

880.405 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN - POKER RUN - provides a social event designed to bring patrons to local businesses. Revenues based on ticket sales and participants to receive t-shirts and prizes based on winning poker hands.

880.410 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN - MOVIES ON THE RIVERFRONT - promotes the downtown and riverfront by providing movies over four consecutive weeks. The committee will endeavor to offset expenditures with sponsorships and refreshment donations.

880.411 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN - MUD VOLLEYBALL - provides a mud volleyball tournament to promote the downtown.

880.416 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN - DOWNTOWN DOLLARS - provides the promotional activity whereby patrons can purchase certificates to be used in participating businesses. Businesses then redeem the dollars at Main Street less five percent for administration.

880.417 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN - GUS MACKER TOURNAMENT - provides funding for expenses involved hosting the two on two basketball tournament.

880.418 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN - FALL RIVERWALK EVENT - provides funding for expenses involved with this event.

- 880.420 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN - ICE CREAM SOCIAL - provides funding for expenses involved with this spring event.
- 880.421 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN – STEINS & VINES – provides funding for a beer and wine tasting event.
- 880.422 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN – PET ELECTION – provides funding for a summer-long pet voting competition where contestants enter their pet for a chance to be elected Pet Mayor of Otsego.
- 880.423 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN – RESTAURANT WEEK – promotes local restaurants and showcases their menus.
- 880.424 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN – ICE HOCKEY TOURNAMENT – provides for a winter hockey tournament.
- 880.425 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN – PAVILION RIBBON CUTTING – provides funds for official dedication of new riverfront pavilion.
- 880.426 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN – TRAIL FOR TREATERS – provides any necessary promotional materials, signs or supplies (other than candy) to support the Halloween event.
- 880.499 COMMUNITY ENGAGEMENT TEAM (CET) WORK PLAN - COMMUNITY EVENT SIGN EXPENSE - provides funding for lettering of panels for the community event marquee sign.
- 880.500 OTSEGO ARTS TEAM – provides funding create events to promote the arts in the downtown.
- 880.501 OTSEGO ARTS TEAM – THE ART THING – provides materials and signage to promote an art competition during the Otsego Creative Arts Festival.
- 880.502 OTSEGO ARTS TEAM – ARTISAN MARKET – this event is designed to bring artists and artisans together for a fine arts market at the TOPS Pavilion.
- 900.000 PRINTING & PUBLISHING - provides general advertising funds for the activity.
- 902.000 COPY CHARGES - reflects a portion of city hall copier charges.
- 924.000 ELECTRIC UTILITY - records electric utility expense.
- 925.000 NATURAL GAS/PROPANE UTILITY - records natural gas and/or propane utility expense.

- 940.000 RENTALS - MOTOR POOL EQUIPMENT - state established rental rates are charged here for equipment used to maintain or improve areas within the district.
- 941.000 RENTALS – BUILDING/OFFICE SPACE – provides rental of office space from the Otsego Historical Society. The Main Street Office will move to City Hall, effective July 1, 2022.
- 955.000 MEMBERSHIPS / DUES - provides membership in the Michigan Downtown Association and the Otsego Rotary Club. No memberships or dues will be paid after July 1, 2022.
- 956.000 CONFERENCES & TRAINING PROGRAMS- records expenditures necessary to attend conferences, seminars and training sessions directly related to this activity. Only city manager approved training and conferences will be allowed after July 1, 2022.
- 958.000 SUBSCRIPTIONS- provides publications determined to be beneficial to the department.
- 960.000 PROPERTY, LIABILITY & FLEET INSURANCE - provides property, liability and fleet insurance.
- 964.000 REFUNDS & REBATES - records amounts due to others based upon prior fiscal year activities.
- 968.000 DEPRECIATION - a non-cash expense account that helps set aside funds for future replacement of existing equipment. The DDA / Main Street District continues to hold the City of Otsego Department of Public Works facility as an asset.

BUDGET REPORT FOR CITY OF OTSEGO
FISCAL YEAR 2022-2023

Fund 248 - DOWNTOWN DEV. AUTHORITY / MAIN STREET

APPROPRIATIONS

Dept 901 - CAPITAL OUTLAY

| GL NUMBER | DESCRIPTION | 2020-21 ACTIVITY | 2021-22 AMENDED BUDGET | 2021-22 PROJECTED ACTIVITY | 2022-23 APPROVED BUDGET | 2022-23 APPROVED AMT CHANGE | 2022-23 APPROVED % CHANGE |
|---|--|---------------------|------------------------------|----------------------------------|-------------------------------|-----------------------------------|---------------------------------|
| 248-901-971.000 | LAND PURCHASES | 0 | 0 | 0 | 0 | 0 | 0.00 |
| 248-901-974.000 | LAND IMPROVEMENTS | 0 | 165,000 | 165,000 | 86,415 | 86,415 | 0.00 |
| 248-901-975.000 | BUILDINGS, BLDG ADDITIONS & IMPROVEMENTS | 0 | 0 | 0 | 0 | 0 | 0.00 |
| Totals for dept 901 - CAPITAL OUTLAY | | 0 | 165,000 | 165,000 | 86,415 | 86,415 | 0.00 |
| TOTAL APPROPRIATIONS | | 225,995 | 502,455 | 478,145 | 439,300 | 101,845 | 30.18 |
| NET OF REVENUES/APPROPRIATIONS - FUND 248 | | (612,698) | (161,075) | (158,045) | (361,160) | (365,085) | (9,301.53) |
| BEGINNING FUND BALANCE | | 2,487,793 | 1,875,094 | 1,875,094 | 1,717,049 | 0 | 0.00 |
| ENDING FUND BALANCE | | 1,875,095 | 1,714,019 | 1,717,049 | 1,355,889 | 0 | 0.00 |

DOWNTOWN DEVELOPMENT AUTHORITY 248

CAPITAL OUTLAY

ACTIVITY 901

2022 - 2023 BUDGET

971.000 LAND PURCHASES - provides for the purchase of land necessary to accomplish the DDA plan.

974.000 LAND IMPROVEMENT - provides funding for land improvements other than buildings - including but not limited to infrastructure, streets, sidewalks, parking lots, lighting and gateways.

975.000 BUILDINGS & ADDITIONS - provides funding for engineering, construction and rehabilitation expenditures of buildings owned by the DDA within the DDA district.

COMPLETED PROJECTS

ACCOUNTS NOW CLASSIFIED INACTIVE

[Note: These accounts may be reactivated to enhance previously completed projects.]

PHASE I - ENTRANCES TO CITY OF OTSEGO

Project completed in fiscal 1987-1988 at a total cost of \$68,334.

PHASE II - DEVELOPMENT OF NORTHWEST PARKING LOT

Project completed in fiscal 1988-1989 at a total cost of \$290,336.

PHASE III - DEVELOPMENT OF SOUTHWEST BLOCK OF DOWNTOWN

Project completed in fiscal 1993-1994 at a total cost of \$736,604.

PHASE IV - DEVELOPMENT OF ALLEGAN AND FARMER STREETS

Project completed in fiscal 1993-1994 at a total cost of \$1,185,185.

PHASE V - DEVELOPMENT OF NORTHEAST PARKING LOT, REMAINING NORTHWEST PARKING LOT, MUNICIPAL BUILDING PARKING LOT AND REMAINING STREETS

Project completed in fiscal 1993-1994 at a total cost of \$1,159,315.

PHASE VI - RIVERFRONT WALK FROM FARMER STREET TO JEWEL STREET

Project completed in fiscal 1998-1999 at a projected cost of \$380,000. The City received a Michigan Natural Resource Trust Fund Grant of \$290,000 for this project.

PHASE VII - NORTH FARMER AND RIVER STREETS

Project completed in fiscal 1995-1996 at a total cost of \$360,419.

COMPLETED PROJECTS

ACCOUNTS NOW CLASSIFIED INACTIVE

(Continued)

PHASE VIII - FARMER STREET BRIDGE REPLACEMENT

Project completed in fiscal 1998-1999 at a total estimated cost of \$1,100,000. The City received approximately \$900,000 in State TED Funds and Federal Critical Bridge Funds for this project.

PHASE X - RENOVATION OF CITY HALL AND CONSTRUCTION OF POLICE STATION

Project completed in fiscal 1999-2000 at a total cost of approximately \$1,870,000.

PHASE XII - REPLACEMENT OF ALLEY WEST OF NORTH FARMER STREET

Project completed in fiscal 2001-2002 at a total cost of \$45,935.

PHASE XIII - WATERWORKS BUILDING/COMMUNITY MUSEUM PROJECT

Project completed in fiscal 2004-2005 at a total cost of \$1,251,522.

PHASE XIV - DEPARTMENT OF PUBLIC WORKS FACILITY

Project completed in fiscal 2007-2008 at a total cost of \$1,754,292.