

City of Portland Downtown Development Authority
Meeting Agenda 3:30 pm – April 21, 2016
Council Chambers, Portland City Hall, 259 Kent Street

- I. Call to Order – Chairman Dumas
- II. Attendance –
- III. Approval of Agenda
- IV. Approval of March 2016 Minutes
- V. Treasurer’s Report
- VII. Old Business

- VIII. New Business
 - A. Sponsorships and Volunteers for Block Party
 - B. DDA 50/50 with Electric Dept. to cover cost of painting light poles
 - C. Work Plans 2016-2017 – Budget approval

- IX. Director’s Report
 - A. National Conference – Milwaukee, WI – May 23-25
 - B. Downtown Buildings – Status Report
 - C. DDA Sign Grant request – Frewen

- X. Committee Report’s
 - A. Promotions and Marketing Committee
 - 1. Block Party date – May 21
 - B. Design Committee
 - 1. Façade and Sign grant round closed March 11
 - 2. Block Party banners
 - 3. Planters
 - C. Economic Revitalization Committee
 - 1. Brochures
 - 2. Seminars
 - D. Organization and Finance
 - 1. Newsletter – published April 1
 - 2. Beerfest/Wine Walk festival/fundraiser
 - 3. Sponsorships and Volunteers for Block Party

- XI. Board Member Comments

- XII. Adjournment

Next meeting: May 19

**Minutes of the Downtown Development Authority Meeting
City of Portland**

Held on Thursday, March 17, 2016
In Council Chambers at City Hall

Members Present: Antaya, Barnes, Gorman, VanSlambrouck, Blastic, Tyler, Briggs, Grimminck

Absent: Dumas, Clement, Urie

Staff: DDA/Main Street Director Perry, City Clerk Miller

Guests: None

The meeting was called to order at 3:35 P.M.

Motion by Barnes, supported by Tyler, to excuse the absence of Members Dumas and Clement.
All in favor. Adopted.

Motion by Briggs, supported by Grimminck, to approve the Agenda with the addition to add a Request to Amend the Budget under New Business.
All in favor. Adopted.

Motion by Barnes, supported by Blastic, to approve the minutes of the February 18, 2016 meeting as presented.
All in favor. Adopted.

Motion by Barnes, supported by Tyler, to approve the Treasurer's Report as presented.
All in favor. Adopted.

Under Old Business, Director Perry presented the layout for the Michigan Trails advertisement to be submitted for the next edition of the magazine.

There was discussion of advertisements and maps to be included in the layout.

Under New Business, Director Perry presented a request to adopt a DDA Sign Grant Policy to include a request in the DDA District but not in the downtown. This would require moving funds.

There was discussion of the request.

Motion by Barnes, supported by Briggs to allocate \$1,000 for a sign grant outside the downtown and to approve the revised DDA Sign Grant Policy.
All in favor. Adopted.

There was discussion about what types of signs would be allowed.

There was discussion if another grant round should be opened or when other applications should

be accepted.

Motion by Barnes, supported by VanSlambrouck, that the proposed application be approved as there were no other applications pending approval by the Design Committee and to reopen the Sign Grant for others to apply and to transfer another \$1,000 if needed.

City Clerk Miller read the motion to confirm it was correct.

The vote was held for the motion on the floor.
All in favor. Adopted.

Under the Director's Report, Director Perry reported that Quarterly training was held in Farmington on March 8th. The topic covered was how to promote small business.

The Main Street National Conference will be held in Milwaukee, WI on May 23rd through the 25th. The theme is economic revitalization.

The work plans for 2016-2017 are being updated by the committees for the budget process and will be ready for approval next month.

The Chocolate Moose is for sale, there are several interested parties.

Under Committee Reports, Director Perry reported that the Promotions & Marketing Committee is planning for the May 21st Block Party.

Member Briggs reported the Design Committee has a few spots left for advertisers on the light pole banners for the Block Party event. They are also still working on getting planters for the downtown.

Member Tyler reported the Economic Revitalization Committee is still working on developing brochures for prospective business developers. They are also making progress on hosting a customer service workshop in May or June this year.

Committee Chair Barnes reported for the Organization and Finance Committee. The On the Street Newsletter was mailed with the March utility bills. The Comic Book Store will be highlighted in the April issue. He further stated there have been discussions of combining Beerfest and Wine the Walk on the 2nd weekend in August. Sponsorships and volunteers are need for the Block Party on Saturday, May 21st.

Under Board Member Comments, City Manager Gorman suggested the members look at the DDA plan adopted in 2014 to start making future plans as City Hall will be paid off next year.

There was discussion of ideas.

Motion by Gorman, supported by VanSlambrouck, to adjourn the meeting at 4:22 P.M.
All in favor. Adopted

Respectfully submitted,



Date: April 21, 2016

REPORT OF FUNDS IN DDA AS OF: April 15, 2016

PRINCIPAL & INTEREST ACCOUNT

	<u>AMOUNTS</u>
PREVIOUS BALANCE: <u>3/11/2016</u>	\$ 123,910.99
INTEREST EARNED:	\$ 5.58
DEPOSITS:	
Transfer from Regular Account for Bond Principal and Interest Escrow	\$ 38,430.00
Transfer to Regular Account for Bond Interest Payment	<u>\$ (1,828.94)</u>
NEW BALANCE: <u>4/15/2016</u>	<u>\$ 160,517.63</u>

REGULAR ACCOUNT

PREVIOUS BALANCE: <u>3/11/2016</u>	\$ 61,954.68
INTEREST EARNED:	\$ 2.28
DEPOSITS:	
Michigan Trails Magazine Ad	\$ 745.00
Block Party Sponsorship	\$ 2,550.00
Block Party Vendor Fee	\$ 325.00
Printing Fees	\$ 47.00
Block Party Pole Ad	\$ 200.00
Transfer from Principal and Interest Account	\$ 1,828.94

CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
1538	PNC BANK - Bond Interest Payment (In Between Check)	\$ 1,828.94
1539	ROCKFORD ADVERTISING - Michigan Trails Magazine Advertisement (In Between Check)	\$ 2,588.75
1540	WAYLAND MAIN STREET - Registration Fee for Wayland Economic Restructuring Seminar	\$ 10.00
1541	HILTON MILWAUKEE CITY CENTER - National Conference Hotel for 2 volunteers and manager	\$ 556.00
1542	AMERICAN RENTALS - Block party tents, tables, chairs, & porta-johns	\$ 1,773.00
1543	WHISPERING PINES - Block party petting zoo	\$ 600.00
1544	NATIONAL MAIN STREET CENTER - NMS Membership renewal	\$ 350.00
1545	GRIDER - PORTLAND AGENCY - Block party bond (special liquor license)	\$ 50.00
1546	CITY OF PORTLAND - Postage, On the Street, www.1and1.com, Constant Contact, and Phone Charges	<u>\$ 401.14</u>
TOTAL CHECKS		\$ (8,157.83)

TRANSFER TO DDA PRINCIPAL AND INTEREST	\$ (38,430.00)
TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 3/14/16 - 4/11/16	<u>\$ (6,546.47)</u>

TOTAL EXPENSES: \$ (53,134.30)

NEW BALANCE: 4/15/2016 \$ 14,518.60

"The City of Portland is an equal opportunity provider and employer."

Portland Main Street Design Committee Meeting February 11, 2016 Meeting Minutes

I. Call to order 2:00 pm.

Attendance: Margery Briggs, Chair; Shirley Teachout, Shelley Perry, Mike Judd, Tutt Gorman; Guest Deb Johnson MSHDA/MMSC

II. Approval of Agenda: Approved with the addition of discussion re:

- A. Purchase of Block Party Banners
- B. Purchase of self watering planters
- C. Purchase of advertising in the Trails magazine

III. Approval of minutes from December 17, 2015 Meeting: Approved

IV. Deb Johnson, Design Specialist/Michigan Main Street, State Historic Preservation Office, MSHDA, joined us for discussion.

We reviewed the MSDC Goals and Activities list. Discussion regarding DDA There are two Community Goals: Ascetic Downtown and Economic Vitality,

There are Four Focus Areas:

1. Design and Historic Preservation
2. Awareness and Education
3. Design Assistance
4. Streetscape

Process for selecting Projects: Consider how a Project (Activity) falls under which of the four Focus Categories, and supports which of the two Community Goals.

- Deb has a folder with one page of information per Portland building which she will share with us.

V. Old Business

a) Downtown Façade Grant; Status on application process:

- 1) Styles has submitted a request for \$2,500.00 for assistance for a new awning.
- 2) Studio 176 is considering a request for assistance to replace six second story windows; three in front and three in back. Shelley noted that the front windows have a rounded top boarder which, the group felt, should be preserved. Discussion regarding replacement windows versus repairing the wooden windows. Deb Johnson suggested that we call Nancy Feingood(sp?) for a list of artisans who can do this repair. Shelley will check on the design of the rear windows.

b) State of Michigan Downtown Historic Marker: Progressing on completion of the forms required for submission to the State of Michigan. Mike will work with Shelley to complete the forms.

f) Quarterly Retreat, ??

VI. New Business

a. Purchase of Block Party Banners. Agreed to allocate \$500.00 from the Streetscape fund for purchase of ten (10) banners, leaving a balance of \$2,500 in the fund.

b. Purchase of self watering planters. Agreed to purchase six (6) planter inserts that will fit our current planters. Allocated \$900.00 from the Hanging Planter fund, leaving a balance of \$100.00.

c. Purchase of advertising in the Trails magazine. Once, purchased, we 'own' the ad information. The cost of this advertising will be offset by anticipated purchases of advertising by local businesses which will also benefit from the ad. \$200 was allocated from the Wayfinding fund for this purchase, leaving a fund balance of \$1,800.00.

VII. Volunteer hours for December: Margery, 7; Shirley, 7; Mike 8; Tutt, 3

Volunteer hours for January: Margery, 10; Shirley, 3; Mike, 5; Tutt, ??.

IX. Adjournment: 3:30 p.m. *Next Meeting: 2:00 p.m, Thursday, March 10, 2016, at City Hall.*

MINUTES
of the
ORGANIZATION AND FINANCE COMMITTEE
of the
Portland Main Street Program

March 16, 2016, Wednesday

1. CALL TO ORDER

The meeting was called to order by Chairperson Barnes at 7:00 P.M.

2. ROLL CALL

Present: Jim Barnes (Chairperson), Holly Litchfield, Joel VanSlambrouck, Jason Williamson, Vicki Woolf

Staff: Shelley Perry (DDA / Main Street Director)

Guests: None

3. AGENDA

There was a motion by Joel, supported by Jason and carried to approve the agenda.

4. MINUTES

There was a motion by Joel, supported by Jason and carried to approve the minutes of the February 17, 2016 meeting.

5. TRAINING OPPORTUNITIES

As was discussed last month, the National Main Street Center National Conference is being held in Milwaukee, WI. May 23 through 25, 2016. The Portland Main Street Program can send up to five (5) attendees without charging them. If more want to go, the cost would have to be shared. There was discussion that it might be best to set the number at five (5). To date, it appears that in addition to Shelley, only Wanda Urie has indicated an interest in attending.

6. MANAGER'S REPORT

Quarterly training was held in in Farmington, Michigan on March 7 and 8. It was put on through a partnership of MMSC and Oakland County Main Street. There are more joint trainings to be offered in the future. The topic of the training was Economic Revitalization and featured Todd Barman who spoke about the effective use of advertising and social media.

6. MANAGER'S REPORT (Continued)

The training sponsored by the Wayland Main Street Program involved marketing commercial property in the downtown. Among the ideas put forth were making sure you speak with the local building inspector to ensure you are meeting building code requirements if you plan to purchase a building and make changes to it. Shelley attended along with Ed Bishopp, Wanda Urie, and A.J. Urie. Everyone thought the training was very worthwhile. Joel mentioned that at one time Main Street had a publication to guide new building or business owners who were considering buying property. Jim mentioned that the taxes change when buildings are improved and new businesses open.

Newsletter – The April edition of the “On the Street” newsletter will feature a story by Kurt Fedewa about the new comic book display business at the corner of Bridge and Kent Streets and the upcoming Block Party on May 21, 2016.

7. NEW BUSINESS

In addition to the improvements to the 2016 Block Party such as attendees being able to purchase food from the participants and improved activities for children, Shelley suggested the introduction of a fundraising event known as “Camel Racing.” Shelley provided documentation from such an event that was held in Bad Axe, Michigan. The idea was originally introduced at a Michigan Main Street training session where the State of Michigan’s Charitable Gaming Division provided information. There was also discussion about a “Marshmallow Booth” that serves as a fundraiser by allowing people to buy chances to “drive” a large marshmallow down a “driving range” and whoever has the longest drive wins a prize.

The committee reviewed the current work plans and the budgets related to each facet of the work plan.

There was a motion by Jason, supported by Joel and carried to approve the 2016-2017 Organization and Finance Committee budget and recommend to the DDA that it be adopted as part of the DDA budget.

8. MEMBER COMMENTS

Joel asked about volunteers for the Block Party and it was discussed that several organizations have already come forward to volunteer the Sparrow Medical Group, Stacy Adams, Studio 176, Duff, Chadwick, and Associates. The sponsorships for the banners are also selling very well. Kiebler Insurance has agreed to sponsor the petting zoo.

9. VOLUNTEER HOURS

Eric – 6, Jason – 5, Jim – 5, Joel – 2, Kurt – 6, Vicki – 2

10. OTHER COMMENTS

There were no other comments

11. NEXT MEETING

The next meeting of the O&F Committee is scheduled for Wednesday, April 20, 2016.

12. ADJOURNMENT

Motion by Joel, supported by Jason and carried to adjourn the meeting at 8:04 P.M.

Chairperson

Dated

ER Committee -- Monday, March 21, 2016, 12:00pm, The Gallery Brewery

Attendees: Chris Tyler, Shelley Perry, Bernie Pelc, Kory Blastic

Absent: Cory Grimminck, Leo Madarang, Julie Clement

12:05 pm, Chris Tyler called the meeting to order

Old Business

Business Seminars—We discuss Wayland Main Street's Commercial Real Estate workshop that Shelley and Wanda Urie recently attended. They are willing to share documents and power point presentation, if we would like to offer this information to Portland business/building owners. Shelley will gather this information. We would need to contact a realtor, building code expert, and possibly grant specialist.

Customer Service Workshop—Chris and Shelley had a conversation with MMS and Emily Pantera. Emily is putting together details on what they are offering.

Downtown Brochures—Julie is working with the EDC and the Chamber on this. We are planning on this being a smaller piece for visitors to the area, “inviting” them to come to Portland and telling them what they can do once they are here. These are largely obsolete in print form, and we talked about the need to have it available online. **Action Items: Shelley will talk to Great Lakes Printing to see if they are interested/able to produce this. Shelley and Leo will talk to the Chamber about possibly taking over this project.**

Update: *GL Printing is able to print a downtown business brochure at minimal to no cost to us. They will sell advertising and print in a format of our choosing. Need to discuss further.*

New Business

Work Plan Items for 2016-2017

Motion to combine project "Showcase Find-a-Place" with "Vacant Building Marketing" - Chris Tyler, second - Bernie Pelc, approved.

Motion to approve budget for 2016-17 fiscal year - Cory Blastic, second- Chris Tyler, approved.

Business Seminars	250	520
Vacant Building Marketing	0	500
Brochure	0	1,250
Webisodes	150	1,300
Quarterly Business Networking	0	1,500
Business Surveys	0	100
Developer Packet	0	100
	<hr/>	<hr/>
	400	\$ 5,270

Michigan Trails Magazine:

We also talked about Portland's inclusion in Michigan Trails Magazine, which is moving forward through the DDA. Cory moved to amend the ER committees current budget, taking \$200 from the brochure line item, \$200 from the quarterly business networking line, and \$100 from Showcase Find-a-place, and putting this \$500 toward paying for this project. Seconded by Chris, motion passes.

Update: Enough ads were sold to defray expenses. The money could go toward printing a Trail Map brochure, made from the MI Trails Magazine files that we will be granted access to.

Volunteer Hours: Chris 2, Kory 1, Cory ____, Julie ____, Leo ____, Bernie 1

Meeting Adjourned at 1:00 pm

Next Meeting will be April 18, 2016 at noon at the Gallery Brewery

MAIN STREET Portland Michigan on the Street

YOUR DOWNTOWN CONNECTION

APRIL 2016

THE 2016 BLOCK PARTY!!!



**SPONSORSHIPS
AVAILABLE!**



Portland Main Street's
2016 Downtown Block Party
returns to Portland on Saturday,
May 21st, from 12:00 noon - 11:00 pm!
Registration is open for vendors,
crafters, BBQ teams, Talent Show
contestants, and **volunteers** for this fun
downtown event! For more
information, please visit our website:
portlandmainstreet.org

ANNOUNCING 2 BIG BANDS!

LIFE SUPPORT 4:30 - 7:30 pm

SKANK 8:00 - 11:00 pm

Volunteering organizations include:
Duff, Chadwick and Associates, PC
Sparrow, Union Bank of Lake Odessa

Thank You to our 2016 Sponsors!

Join us!
Your business logo could be HERE!

Contests Galore at the 7th Annual Downtown Block Party!

BBQ "Rib Burn" Competition

"Portland's Got Talent"

"Hot Dog Eating Contest"

"Marshmallow Golf"

"Dunk Tank"



More information and
entry forms at:
www.portlandmainstreet.org
or at
Portland City Hall

Contact Us

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www.portlandmainstreet.org

The Portland Main Street program is just one of over 2,000 Main Street communities in the United States! Each of these programs are VOLUNTEER led and rely on business owners, community, leaders, residents, and supporters of their downtowns to lead the program and to make the downtown a better place to live, work, and do business. We invite you to get involved, please give our the Main Street office a call (517 647 5027) or stop in (259 Kent St.)

Business Spotlight - Comic Book Displays

"Framed comic art is the primary focus of my business," said Dave Music, the owner of Comic Book Displays, a new business in Portland. "I make the frame itself and I get the art from comic book artists who are located all over the country. I attend a lot of comic book conventions and I meet the artists there. It helps me that I am friends with many people who draw comic book art. I'm a good friend of David Finch, who is working on Wonder Woman with his wife Meredith. I know Jay Fosgitt, who is drawing Marvel Comic's "Avengers Stand-off." I'm acquainted with Jason Meents, who happens to be one of my favorite artists. He draws kid superheroes in the "tyke" style. Each of these artists has a style which is all their own.

Dave's business grew out of a love for comic books, and business has been good. "I think that the key to success in this business is having unique art that is not found in traditional stores. I buy the art, I frame the art. Most of my business is done online. I have the shop in Portland for people who want to walk in and browse," he explained.

"I like Portland. I think it is one of the most beautiful small towns in America. The view of the old downtown from my location is phenomenal."

Dave has another good reason to like Portland. "My daughter lives here. Its a big factor in why I moved. My connection to Portland is not simply commercial—it is one of family as well."

As for the future, Dave has big plans. "I want to turn the business into a comic book store as well as one that sells the framed comic prints. I may even provide a coffee shop to enhance the experience."

Comic Book Displays is located at 100 East Bridge Street in downtown Portland. Regular store hours are coming soon. Until then, Dave can be reached for appointments at 616-302-4287.

-- Article by Kurt Fedewa, Main Street volunteer

Community Reminders

Annual Community Cleanup

The Annual Community Clean Up will be held Saturday, April 30th at the DPW compound at 451 Morse Drive. Hours will be from 7:00 a.m. to 3:00 p.m. Any type of junk or trash that can legally be placed in a landfill will be accepted.

Annual Riverwalk Cleanup

Saturday, April 30^h. Anyone interested in helping should meet at the Railroad Bridge at 9:00 a.m. For more information or if you have a group interested in helping please call Neil at (517) 647-7985.

"Evelyn Smallbladder"

April 16, doors open 6:00 pm
Portland Playhouse
\$10 in advance, (517) 743-1830



What's Happening

DDA/ MAIN STREET PROGRAM MEETING SCHEDULE

- ◆ **Downtown Development Authority** - Thurs., April 21, 3:30 pm, City Hall
- ◆ **Design** - Thursday, April 14, 2:30 pm, Portland City Hall
- ◆ **Economic Revitalization** - Monday, April 18, 2:30 pm, The Gallery Brewery
- ◆ **Organization & Finance** - Wednesday, April 20, 7:00 pm, Portland City Hall
- ◆ **Promotions & Marketing** - Wednesday, April 27, 3:00 pm, The Gallery Brewery



COMMUNITY CALENDAR

- ◆ **Portland Civic Club** -- April 5 & 19, 12:00 noon at the Red Tomato
- ◆ **Legislative Lunch, Chamber of Commerce** -- April 4, noon, Wagon Wheel
- ◆ **Portland City Council Meeting** -- Monday, April 4 & 18, 7:00 pm, City Hall
- ◆ **Portland Garden Club** -- April 14, 6:30 pm, Senior Center
- ◆ **Christopher Wice, Art Exhibit and Sale** -- April 1 - 10, benefitting the Red Mill Pavilion Project, The Gallery Brewery
- ◆ **Comedy Show Fundraiser**- "Evelyn Smallbladder," April 19, 7:00 pm, sponsored by Friends of the Red Mill, at Portland Playhouse, 231 Maple St. Doors open at 6:00 pm, pre-show by the Portland Orchestra. Tickets: (517) 743-1830
- ◆ **Chamber of Commerce** -- Wednesday, April 20, 8:00 am, Fabiano's
- ◆ **Portland Area Historical Society** -- April 26, Senior Center, 6:30 pm
- ◆ **Portland Main Street Downtown Block Party** --Coming Saturday, May 21, 2016

DDA/MS Board

Chuck Dumas
Board Chairperson

Tom Antaya
Board Vice Chair

Margery Briggs
Design Committee Chair

Wanda Urie
Board Member

Jim Barnes
Organization & Finance Chair

Chris Tyler
Economic Revitalization Chair

Rush Clement
Board Member

Michelle VanSlambrouck
Board Member

Cory Grimminck
Board Member

Kory Blastic
Board Secretary

Heather Wiborn
Promotions & Marketing Chair

GL Number	Description	2014-15	12/31/2015		YTD As Of 12/31/2015	2015-16	2016-17	2016-17	2016-17
		Amended Budget	2014-15 Activity	Amended Budget		PROJECTED	REQUESTED	RECOMMENDED	APPROVED
--- Estimated Revenue ---									
248-000-402.000	REAL PROPERTY TAXES	286,000.00	305,827.98	304,397.00	269,892.07	0.00	252,065.00	0.00	0.00
248-000-551.000	RIVERSIDE FACADE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-577.000	CONTRIBUTION FROM STATE -GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST INCOME	0.00	68.01	50.00	46.28	0.00	50.00	0.00	0.00
248-000-674.000	CONTRIBUTION-PROPERTY OWNERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.005	REIMBURSEMENTS-INSURANCE AND WC	0.00	160.66	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.006	REIMBURSEMENTS-MISCELLANEOUS	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.010	REIMBURSEMENTS-RIVERFEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.011	REIMBURSEMENTS-CITY AND PACC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.012	REIMBURSEMENTS-MAIN STREET	25,000.00	20,704.82	40,000.00	28,058.71	0.00	35,000.00	0.00	0.00
248-000-698.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-699.101	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-699.406	TRANSFER FROM BOARDWALK FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Estimated Revenue:		311,000.00	326,771.47	344,447.00	297,997.06	0.00	287,115.00	0.00	0.00
--- Appropriations ---									
248-000-719.000	OTHER FRINGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-702.000	S & W FULLTIME	42,500.00	27,577.09	40,000.00	8,153.52	0.00	42,716.00	0.00	0.00
248-275-711.000	S & W HEALTH PREMIUMS	1,200.00	599.95	1,200.00	0.00	0.00	0.00	0.00	0.00
248-275-715.000	S & W SOCIAL SECURITY	3,345.00	2,174.66	3,603.00	623.59	0.00	3,268.00	0.00	0.00
248-275-716.000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	13,585.00	0.00	0.00
248-275-716.002	HEALTH SAVINGS ACCOUNT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	2,080.00	0.00	0.00
248-275-716.004	RETIREE HEALTH CARE SAVINGS PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-717.000	LIFE/LTD INSURANCE	890.00	437.64	0.00	230.99	0.00	947.00	0.00	0.00
248-275-718.000	PENSION	9,295.00	13,303.52	12,449.00	2,198.55	0.00	2,990.00	0.00	0.00
248-275-719.000	OTHER FRINGE	200.00	250.00	250.00	250.00	0.00	250.00	0.00	0.00
248-275-720.000	WORKER'S COMPENSATION	750.00	0.00	788.00	0.00	0.00	0.00	0.00	0.00
248-275-723.000	UNEMPLOYMENT	30.00	5.70	6.00	5.03	0.00	6.00	0.00	0.00
248-275-730.000	POSTAGE	0.00	508.26	500.00	354.19	0.00	850.00	0.00	0.00
248-275-740.001	OPERATING SUPPLIES-MAIN ST BOARD	5,000.00	6,276.59	6,000.00	604.89	0.00	6,000.00	0.00	0.00
248-275-740.003	OPERATING SUPPLIES-DESIGN COMMITTEE	8,700.00	2,189.30	8,000.00	600.00	0.00	8,000.00	0.00	0.00
248-275-740.004	OPERATING SUPPLIES-ER COMMITTEE	3,870.00	250.98	5,470.00	22.68	0.00	5,470.00	0.00	0.00
248-275-740.005	OPERATING SUPPLIES-O&F COMMITTEE	10,195.00	3,015.50	19,830.00	18,037.33	0.00	20,780.00	0.00	0.00
248-275-740.006	OPERATING SUPPLIES-P&M COMMITTEE	18,635.00	19,899.91	20,435.00	6,564.53	0.00	21,655.00	0.00	0.00
248-275-740.007	OPERATING SUPPLIES-RIVERFEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-801.000	LEGAL SERVICE	100.00	1,653.00	300.00	0.00	0.00	300.00	0.00	0.00
248-275-802.000	AUDIT SERVICE	800.00	700.00	700.00	250.00	0.00	1,200.00	0.00	0.00
248-275-803.000	ENGINEERING SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-804.000	CONTRACTUAL SERVICE	15,000.00	20,322.76	1,000.00	12,317.15	0.00	1,000.00	0.00	0.00
248-275-804.400	CONTRACT SERVICE-DDA XMAS DECO	6,600.00	5,977.90	9,000.00	6,405.84	0.00	9,000.00	0.00	0.00

GL Number	Description	2014-15	12/31/2015		YTD As Of 12/31/2015	2015-16	2016-17	2016-17	2016-17
		Amended Budget	2014-15 Activity	Amended Budget		PROJECTED	REQUESTED	RECOMMENDED	APPROVED
248-275-806.000	DATA PROCESSING	300.00	0.00	400.00	55.00	0.00	200.00	0.00	0.00
248-275-851.000	TELEPHONE SERVICE	500.00	495.77	600.00	208.16	0.00	600.00	0.00	0.00
248-275-886.000	FIREWORKS (DDA)	2,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00
248-275-902.000	ADVERTISING	0.00	321.60	100.00	0.00	0.00	0.00	0.00	0.00
248-275-938.000	M & R STREET LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-956.000	MISCELLANEOUS EXPENSES	2,500.00	167.21	1,000.00	237.00	0.00	14,250.00	0.00	0.00
248-275-958.000	DUES & SUBSCRIPTIONS	0.00	45.00	100.00	0.00	0.00	500.00	0.00	0.00
248-275-967.001	FACADE RESTORATION (DDA)	5,000.00	0.00	10,000.00	4,646.31	0.00	16,000.00	0.00	0.00
248-275-982.000	CAPITAL OUTLAY-DDA EXPANSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-992.000	PRINCIPAL PAYMENT	200,000.00	200,000.00	220,000.00	220,000.00	0.00	220,000.00	0.00	0.00
248-275-995.000	INTEREST PAYMENT	9,442.80	9,326.23	5,676.00	3,847.06	0.00	1,892.00	0.00	0.00
248-275-997.000	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-275-999.202	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-999-999.990	CURRENT FUND CONTRA CHANGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Appropriations:		347,352.80	317,998.57	369,907.00	285,611.82	0.00	396,039.00	0.00	0.00
Net of Revenues & Appropriations		(36,352.80)	8,772.90	(25,460.00)	12,385.24	0.00	(108,924.00)	0.00	0.00
Beginning Fund Balance		170,795	170,795	179,568			154,108		
Ending Fund Balance		134,442	179,568	154,108			45,184		

Explanation of why there was a usage of fund balance this year. We are estimating that going into FY 16-17 there will be a fund balance of 162,561. However, the budgeted usage of 108,924 is approximately 83,000 over the current years budgeted usage of 25,460 and is primarily due to the following items:

52,332 - reduction in property tax revenue (New Personal Property Tax Exemption)

13,750 – DDA portion of contribution to meet grant matching requirement for property by condo's (Two Rivers Park)

15,665 – Increase in costs to DDA for Manager electing to receive City of Portland health insurance benefits