

**2021-2022
FISCAL YEAR BUDGET**

DDA - BUDGET WORKSHEET								
DESCRIPTION	19-20 ACTUAL	20-21 ACTUAL	2021-2022 ORIGINAL BUDGET	2021-2022 AMEND- MENTS	2021-2022 AMENDED BUDGET	2021-2022 ESTIMATED BUDGET	2022-2023 REQUESTED BUDGET	2022-2023 APPROVED BUDGET
DDA								
REVENUES								
248-000-404-000								
DDA LEVY	\$101,405	\$104,161	\$108,000	\$0	\$108,000	\$108,526	\$110,000	\$110,000
248-000-545-000								
GRANTS-MISCELLANEOUS	\$1,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248-000-573-000								
LOCAL COMMUNITY STABILIZATION GRANT	\$6,566	\$7,721	\$6,000	\$0	\$6,000	\$6,651	\$6,500	\$6,500
248-000-645-000								
MISCELLANEOUS REVENUE	\$4,478	\$35	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
248-000-645-001								
MISCELLANEOUS-PROGRAM FEES	\$541	\$6,254	\$3,500	\$0	\$3,500	\$1,933	\$3,500	\$3,500
248-000-645-002								
MISCELLANEOUS-SPONSORSHIPS	\$2,500	\$2,750	\$1,000	\$0	\$1,000	\$8,004	\$1,000	\$1,000
248-000-645-003								
MISCELLANEOUS-EVENTS	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
248-000-645-005								
CABIN FEVER RELIEVER	\$33,282	\$0	\$0	\$0	\$0	\$12,975	\$30,000	\$30,000
248-000-665-002								
INTEREST/INVESTMENTS	\$2,362	\$2,750	\$500	\$0	\$500	\$27	\$500	\$500
TOTAL REVENUES	\$153,104	\$123,672	\$120,000	\$0	\$120,000	\$138,116	\$162,500	\$162,500

DEWITT DOWNTOWN DEVELOPMENT AUTHORITY FISCAL YEAR 2022-2023
Revenue Explanation and Justification

Line Item: 248-000-404-000
Description: Current Tax Levy
Estimated FY 2021-2022: \$108,526

Committee Recommendation: \$110,000
Board Approved: \$110,000

Purpose and Justification: Funds received from DDA capture from City of DeWitt, LCC and Clinton County millages levied, approximately 22 mills total.

Line Item: 248-000-545-000
Description: Grants-Miscellaneous
Estimated FY 2021-2022: \$0

Committee Recommendation: \$0
Board Approved: \$0

Purpose and Justification: No funds expected in FY 2022-2023.

Line Item: 248-000-573-000
Description: LCSA
Estimated FY 2021-2022: \$6,651

Committee Recommendation: \$6,500
Board Approved: \$6,500

Purpose and Justification: Personal Property reimbursement from the Local Community Stabilization Authority (LCSA).

Line Item: 248-000-645-000
Description: Miscellaneous Revenue
Estimated FY 2021-2022: \$0

Committee Recommendation: \$1,000
Board Approved: \$1,000

Purpose and Justification: Farmers Market Vendor Fees – Weekly and Seasonal Vendors

Line Item: 248-000-645-001
Description: Miscellaneous – Program Fees
Estimated FY 2021-2022: \$1,933

Committee Recommendation: \$3,500
Board Approved: \$3,500

Purpose and Justification: Funds received from Christmas Market, Farmers Market, etc...

Line Item: 248-000-645-002
Description: Miscellaneous Sponsorships
Estimated FY 2021-2022: \$8,004

Committee Recommendation: \$1,000
Board Approved: \$1,000

Purpose and Justification: Funds received from Cruise-in, Farmers Market and Christmas Market sponsorships

Line Item: 248-000-645-003
Description: Miscellaneous Events
Estimated FY 2021-2022: \$0

Committee Recommendation: \$10,000
Board Approved: \$10,000

Purpose and Justification: Funds received from new events

Line Item: 248-000-645-005
Description: Cabin Fever Reliever
Estimated FY 2021-2022: \$24,844

Committee Recommendation: \$30,000
Board Approved: \$30,000

Purpose and Justification: Funds received from Cabin Fever Reliever

Line Item: 248-000-665-002
Description: Interest/Investments
Estimated FY 2021-2022: \$27

Committee Recommendation: \$500
Board Approved: \$500

Purpose and Justification: Funds received from interest earned on savings account and certificates of deposit.

**2021-2022
FISCAL YEAR BUDGET**

DDA - BUDGET WORKSHEET								
DESCRIPTION	19-20 ACTUAL	20-21 ACTUAL	2021-2022 ORIGINAL BUDGET	2021-2022 AMEND- MENTS	2021-2022 AMENDED BUDGET	2021-2022 ESTIMATED BUDGET	2022-2023 REQUESTED BUDGET	2022-2023 APPROVED BUDGET
DDA								
EXPENDITURES								
248-000-702-000 SALARY-DPS	\$18,000	\$17,697	\$18,000	\$0	\$18,000	\$9,000	\$18,000	\$18,000
248-000-702-001 SALARY	\$34,251	\$35,792	\$35,000	\$0	\$35,000	\$36,000	\$57,250	\$57,250
248-000-716-00 HEALTH/DENTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
248-000-715-000 SOCIAL SECURITY	\$2,643	\$2,715	\$2,676	\$0	\$2,676	\$3,300	\$4,380	\$4,380
248-000-718-001 PENSION	\$0	\$0	\$0	\$0	\$0	\$0	\$2,150	\$2,150
248-000-727-000 OFFICE SUPPLIES	\$53	\$30	\$800	\$0	\$800	\$0	\$800	\$800
248-000-728-000 CHRISTMAS DECORATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248-000-729-000 FLOWERS	\$198	\$2,206	\$0	\$0	\$0	\$0	\$1,000	\$1,000
248-000-730-000 FARMERS MARKET	\$2,432	\$3,996	\$5,000	\$0	\$5,000	\$3,019	\$5,000	\$5,000
248-000-730-001 PROGRAMS & EVENTS-SPONSORSHIPS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248-000-730-002 PROGRAMS & EVENTS-CRUISE IN	(\$450)	\$0	\$1,500	\$0	\$1,500	\$1,315	\$1,500	\$1,500
248-000-730-003 PROGRAMS & EVENTS-COMM MEET UP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248-000-730-004 PROGRAMS & EVENTS-CHRISTMAS MARKET	\$9,698	\$121	\$8,000	\$0	\$8,000	\$10,542	\$8,000	\$8,000
248-000-730-005 CABIN FVER RELIEVER	\$20,222	\$0	\$0	\$0	\$0	\$7,400	\$20,000	\$20,000
248-000-740-000 OPERATING EXPENSES	\$483	\$220	\$720	\$0	\$720	\$184	\$720	\$720
248-000-740-005 FLAGS & BANNERS	\$3,945	\$0	\$400	\$0	\$400	\$3,579	\$1,200	\$1,200
248-000-740-006 PROGRAMS & EVENTS-MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	\$4,721	\$5,000	\$5,000
248-000-801-000 PROFESSIONAL SERVICES	\$0	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
248-000-803-000 LEGAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248-000-806-000 AUDIT	\$2,100	\$2,250	\$2,350	\$0	\$2,350	\$4,650	\$2,350	\$2,350

**2021-2022
FISCAL YEAR BUDGET**

DESCRIPTION	19-20 ACTUAL	20-21 ACTUAL	2021-2022 ORIGINAL BUDGET	2021-2022 AMEND- MENTS	2021-2022 AMENDED BUDGET	2021-2022 ESTIMATED BUDGET	2022-2023 REQUESTED BUDGET	2022-2023 APPROVED BUDGET
DDA								
248-000-850-000								
TELEPHONE	\$420	\$810	\$720	\$0	\$720	\$300	\$720	\$720
248-000-864-000								
CONFERENCE & TRAVEL	\$299	\$699	\$1,000	\$0	\$1,000	\$238	\$1,000	\$1,000
248-000-900-000								
PRINTING & PUBLISHING	\$0	\$0	\$1,000	\$0	\$1,000	\$475	\$2,000	\$2,000
248-000-901-000								
ADVERTISING & PROMOTIONS	\$0	\$9,388	\$2,500	\$0	\$2,500	\$5,589	\$2,500	\$2,500
248-000-901-001								
NEW BUSINESS PROMOTIONS	\$0	\$0	\$1,000	\$0	\$1,000	\$0	\$1,000	\$1,000
248-000-901-003								
MARKETING & PROMOTIONS-CO-OP ADV.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248-000-901-004								
MARKETING & PROMOTIONS-WEBSITE	\$500	\$500	\$500	\$0	\$500	\$0	\$500	\$500
248-000-901-005								
MARKETING & PROMOTIONS-RECRUIT/RETENTION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248-000-901-006								
MARKETING & PROMOTIONS-COMM CALENDAR	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248-000-927-000								
UTILITIES	\$581	\$273	\$750	\$0	\$750	\$461	\$750	\$750
248-000-930-000								
REPAIR & MAINTENANCE	\$1,070	\$3,828	\$4,200	\$0	\$4,200	\$3,643	\$4,200	\$4,200
248-000-961-000								
MISCELLANEOUS	\$179	\$699	\$500	\$0	\$500	\$500	\$500	\$500
248-000-958-000								
MEMBERSHIPS	\$2,816	\$3,891	\$3,000	\$0	\$3,000	\$3,540	\$3,000	\$3,000
248-000-974-000								
CAPITAL OUTLAY/LAND IMPROVEMENT	\$34,455	\$15,783	\$16,000	\$0	\$16,000	\$15,957	\$16,000	\$16,000
248-000-980-000								
CAPITAL OUTLAY/MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
248-000-980-001								
CAPITAL OUTLAY/CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248-000-980-002								
WAYFINDING PROJECT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
248-000-980-003								
FAÇADE GRANT/LOAN PROGRAM	\$11,500	\$6,500	\$6,500	\$0	\$6,500	\$30,000	\$15,000	\$15,000
248-000-994-000								
INTEREST-LOAN	\$0	\$1,443	\$1,271	\$0	\$1,271	\$1,300	\$1,250	\$1,250
TOTAL EXPENDITURES	\$145,394	\$108,841	\$114,389	\$0	\$114,389	\$145,713	\$206,770	\$206,770

GENERAL FUND
DeWitt Downtown Development Authority Budget FY2022-2023
Expenditure Purpose and Justification

Line Item: 248-000-702-000
Description: Salary - DPS
Estimated FY 2021-2022: \$9,000

Committee Rec: \$18,000
Board Approved: \$18,000

Purpose and Justification: To cover the \$1,500 a month for normal and routine services in the DDA district such as trash removal, barricade placement, Christmas decorations, snowplowing, etc.

Line Item: 248-000-702-001
Description: Full & Part-time Salary
Estimated FY 2021-2022: \$36,000

Committee Rec: \$57,250
Board Approved: \$57,250

Purpose and Justification: To cover DDA Coordinator and DDA Assistant Coordinator salary

Line Item: 248-000-715-000
Description: Social Security
Estimated FY 2021-2022: \$3,300

Committee Rec: \$4,380
Board Approved: \$4,380

Purpose and Justification: To cover the cost Social Security for employees

Line Item: 248-000-716-000
Description: Health/Dental
Estimated FY 2022-2023: \$15,000

Committee Rec: \$15,000
Board Approved: \$15,000

Purpose and Justification: To cover DDA Coordinator Health & Dental

Line Item: 248-000-718-001
Description: Pension
Estimated FY 2022-2023: \$2,150

Committee Rec: \$2,150
Board Approved: \$2,150

Purpose and Justification: To cover DDA Coordinator Pension

Line Item: 248-000-727-000
Description: Office Supplies
Estimated FY 2021-2022: \$0

Committee Rec: \$800
Board Approved: \$800

Purpose and Justification: To cover the cost of paper, toner, postage, binders, etc.

Line Item: 248-000-728-000
Description: Christmas Decorations
Estimated FY 2021-2022: \$0

Committee Rec: \$0
Board Approved: \$0

Purpose and Justification: To cover the purchase of additional LED lights and decorations.

Line Item: 248-000-729-000
Description: Flowers
Estimated FY 2021-2022: \$0

Committee Rec: \$1,000
Board Approved: \$1,000

Purpose and Justification: To cover the costs of flowers throughout the DDA District, paid to the DeWitt Millennium Garden Club.

Line Item: 248-000-730-000
Description: Farmers Market
Estimated FY 2021-2022: \$3,019

Committee Rec: \$5,000
Board Approved: \$5,000

Purpose and Justification: To cover the cost of portable bathroom, music, supplies and advertising.

Line Item: 248-000-730-001
Description: Programs & Events - Sponsorships
Estimated FY 2021-2022: \$0

Committee Rec: \$0
Board Approved: \$0

Purpose and Justification: Nothing anticipated for FY22-23.

Line Item: 248-000-730-002
Description: Programs & Events – Cruise-in
Estimated FY 2021-2022: \$1,315

Committee Rec: \$1,500
Board Approved: \$1,500

Purpose and Justification: To cover the cost of the band, flyers, porta john rental, dash plaques, etc.

Line Item: 248-000-730-003
Description: Program & Events – Merchant Mixers
Estimated FY 2021-2022: \$0

Committee Rec: \$0
Board Approved: \$0

Purpose and Justification: Merchant Mixers, Chamber Mixers, etc...

Line Item: 248-000-730-004
Description: Program & Events – Christmas Market
Estimated FY 2021-2022: \$10,542

Committee Rec: \$8,000
Board Approved: \$8,000

Purpose and Justification: To cover the cost of the tents, tables, chairs, heaters, stage, music, horse drawn wagon rides, s'mores, cookies, hot chocolate, Santa Claus, photos with Santa, advertisement, and decorations.

Line Item: 248-000-730-005
Description: Cabin Fever Reliever
Estimated FY 2021-2022: \$7,400

Committee Rec: \$20,000
Board Approved: \$20,000

Purpose and Justification: To cover the cost of the tents, tables, chairs, heaters, stage, music, advertisement, and decorations.

Line Item: 248-000-740-000
Description: Operating Expenses
Estimated FY 2021-2022: \$184

Committee Rec: \$720
Board Approved: \$720

Purpose and Justification: To cover postage, publications and other miscellaneous operating expenses

Line Item: 248-000-740-005
Description: Flags & Banners
Estimated FY 2021-2022: \$3,579

Committee Rec: \$1,200
Board Approved: \$1,200

Purpose and Justification: To cover the cost to replace existing poles and flags in the DDA District.

Line Item: 248-000-740-006
Description: Programs & Events Miscellaneous
Estimated FY 2021-2022: \$4,721

Committee Rec: \$5,000
Board Approved: \$5,000

Purpose and Justification: Costs for Kids Activities are budgeted in Farmers Market and Christmas Market line items.

Line Item: 248-000-801-000
Description: Professional Services (Planning)
Estimated FY 2021-2022: \$0

Committee Rec: \$1,000
Board Approved: \$1,000

Purpose and Justification: To cover the cost of any Planning Consultation the DDA may need.

Line Item: 248-000-803-000
Description: Legal Services
Estimated FY 2021-2022: \$0

Committee Rec: \$0
Board Approved: \$0

Purpose and Justification: No funds set aside for 2022-2023

Line Item: 248-000-806-000
Description: Audit
Estimated FY 2021-2022: \$4,650

Committee Rec: \$2,350
Board Approved: \$2,350

Purpose and Justification: To cover the cost of the annual audit performed by SK&T.

Line Item: 248-000-850-000
Description: Telephone
Estimated FY 2021-2022: \$300

Committee Rec: \$720
Board Approved: \$720

Purpose and Justification: Cell Phone reimbursement for DDA Coordinator and Assistant Coordinator

Line Item: 248-000-864-000
Description: Conference & Travel
Estimated FY 2021-2022: \$238

Committee Rec: \$1,000
Board Approved: \$1,000

Purpose and Justification: To cover the cost to attend and travel to seminar or conferences.

Line Item: 248-000-900-000
Description: Printing & Publishing
Estimated FY 2021-2022: \$475

Committee Rec: \$2,000
Board Approved: \$2,000

Purpose and Justification: To cover the cost to publish monthly expense report and meeting schedule in DeWitt Bath Review.

Line Item: 248-000-901-000
Description: Advertising & Promotions
Estimated FY 2021-2022: \$5,589

Committee Rec: \$2,500
Board Approved: \$2,500

Purpose and Justification: To cover costs for Market/Advertising Consultant to assist with Website Re-design, branding effort, etc..

Line Item: 248-000-901-001
Description: New Business Promotions
Estimated FY 2021-2022: \$0

Committee Rec: \$1,000
Board Approved: \$1,000

Purpose and Justification: To cover the cost to welcome new businesses into the DDA District.

Line Item: 248-000-901-003
Description: Marketing & Promotions - Co-op Adv.
Estimated FY 2021-2022: \$0

Committee Rec: \$0
Board Approved: \$0

Purpose and Justification: No funds set aside for 2022-2023.

Line Item: 248-000-901-004
Description: Marketing & Promotions – Website
Estimated FY 2021-2022: \$0

Committee Rec: \$500
Board Approved: \$500

Purpose and Justification: To cover the cost for domain and hosting for 2022-2023

Line Item: 248-000-901-005
Description: Marketing & Promotions – Recruit/Retention
Estimated FY 2021-2022: \$0

Committee Rec: \$0
Board Approved: \$0

Purpose and Justification: To cover the cost to recruit new business and retain current businesses.

Line Item: 248-000-901-006
Description: Marketing & Promotions – Community Calendar
Estimated FY 2021-2022: \$0

Committee Rec: \$0
Board Approved: \$0

Purpose and Justification: Cover the costs of creating and maintaining a Community Calendar

Line Item: 248-000-927-000
Description: Utilities
Estimated FY 2021-2022: \$461

Committee Rec: \$750
Board Approved: \$750

Purpose and Justification: To cover electrical bill for the Christmas lights and DDA Parking Lot.

Line Item: 248-000-930-000
Description: Repair & Maintenance
Estimated FY 2021-2022: \$3,643

Committee Rec: \$4,200
Board Approved: \$4,200

Purpose and Justification: To cover the cost of repair and maintenance in the DDA district (light bulbs, sockets, etc.) and summer and winter maintenance for DDA Parking Lot.

Line Item: 248-000-961-000
Description: Miscellaneous
Estimated FY 2021-2022: \$500

Committee Rec: \$500
Board Approved: \$500

Purpose and Justification: To cover the cost of miscellaneous expenditures

Line Item: 248-000-958-000
Description: Memberships
Estimated FY 2021-2022: \$3,540

Committee Rec: \$3,000
Board Approved: \$3,000

Purpose and Justification: To cover the cost of DeWitt Chamber of Commerce, 50% Clinton County Economic Alliance, Michigan Downtown Association and Lansing Regional Chamber of Commerce.

Line Item: 248-000-974-000
Description: Capital Outlay/Land Improvement
Estimated FY 2021-2022: \$15,957

Committee Rec: \$16,000
Board Approved: \$16,000

Purpose and Justification: Loan payment from the City of DeWitt for DDA share of burying underground utilities with Main Street Project

Line Item: 248-000-980-000
Description: Capital Outlay/Miscellaneous
Estimated FY 2021-2022: \$0

Committee Rec: \$15,000
Board Approved: \$15,000

Purpose and Justification: To cover the costs of benches and other capital improvements

Line Item: 248-000-980-001
Description: Capital Outlay/Contractual Services
Estimated FY 2021-2022: \$0

Committee Rec: \$0
Board Approved: \$0

Purpose and Justification: Nothing anticipated.

Line Item: 248-000-980-002
Description: Wayfinding Project
Estimated FY 2021-2022: \$0

Committee Rec: \$0
Board Approved: \$0

Purpose and Justification: Nothing Anticipated

Line Item: 248-000-980-003
Description: Façade Grant/Loan Program
Estimated FY 2021-2022: \$30,000

Committee Rec: \$15,000
Board Approved: \$15,000

Purpose and Justification: Cover the costs of 2022-2023 Façade Grant Program

Line Item: 248-000-994-000
Description: Interest-Loan
Estimated FY 2021-2022: \$1,300

Committee Rec: \$1,250
Board Approved: \$1,250

Purpose and Justification: Interest costs for the 2018 Downtown Improvement Project loan from the City of DeWitt