

**Downtown Development Authority Agenda  
Three Rivers, MI  
Friday April 12, 2013  
8:00 AM**

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of March 1 & 26, 2013 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Citizen Comments**
- 7. Discussion Items**
  - a. Mural Mall Update
  - b. Review DDA Brochure
  - c. Michigan Main Street Program Update
  - d. Community Pride Day
- 8. Action Items**
  - a. Review Proposed Budget
  - b. Mission Statement
  - c. Meeting Rules
  - d. T- Shirt Order
  - e. Change June 7<sup>th</sup> meeting date to May 31<sup>st</sup>
- 9. Board Member Comments**
- 10. Director Comments**
- 11. Next Meeting – May 3<sup>rd</sup>**
- 12. Adjournment**

Meeting Minutes  
Three Rivers Downtown Development Authority  
March 1, 2013

1. Call to Order

The meeting was called to order by Chair Zimont at 8:04 a.m. at the Chamber of Commerce.

2. Roll Call

The following members were present at roll call:

Joe Bippus

Jeff Zimont

Patty Lockwood

Doug Mitchell

Danielle Moreland

Paul Shingledecker

Angel Johnston

Tricia Meyer

Donna Grubbs was absent

3. Approval of Agenda

It was moved by Johnston and seconded by Shingledecker to approve the agenda. Motion passed 8-0.

4. Approval of the February 1 & 12 Minutes and Committee Minutes

5. Approval of the Financial Report

It was moved by Johnston and seconded by Bippus to accept the February 1st minutes & February 12th Amended Minutes, Committee Minutes, and the Financial Report. Motion passed 8-0.

6. Citizen Comments

There were no comments.

7. Presentations

Von Washington, Jr. with Southwest Michigan First presented an overview of the organization and their role within St. Joseph County. Discussion included a partnership with the DDA.

8. Discussion Items

a. Mural Mall Update – Director Trammell stated that the project was progressing and collaborative construction meetings would continue. Discussion included sidewalk and gutter maintenance during construction.

b. Review DDA Brochure – Diana DeGraff presented a draft brochure for review.

Lockwood left the meeting at 8:53 a.m.

c. Michigan Main Street Program Update – Discussion included continued training, funds spent within the DDA district, and outside professional services. Director Trammell clarified the City's participation with the program in the past.

d. Review Proposed Budget – City Treasure Cathy Lawson presented a proposed DDA Budget. Discussion included grant opportunities and fundraising responsibilities.

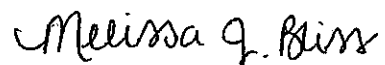
Meyer left the meeting at 9:50 a.m.

By Board consent a special meeting would be scheduled to continue its annual organizational meeting.

9. Adjournment

Chair Zimont adjourned the meeting at 9:57 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Melissa Bliss".

Melissa Bliss  
City Clerk

Meeting Minutes  
Three Rivers Downtown Development Authority  
March 26, 2013 – Special Meeting

1. Call to Order

The meeting was called to order by Chair Zimont at 8:01 a.m. at City Hall.

2. Roll Call

The following members were present at roll call:

Joe Bippus

Doug Mitchell

Angel Johnston

Paul Shingledecker

Tricia Meyer

Jeff Zimont

Danielle Moreland joined the meeting at 8:12 a.m., and Donna Grubbs was absent.

3. Approval of Agenda

It was moved by Bippus and seconded by Shingledecker to approve the agenda.

The motion passed 6-0.

4. Citizen Comments

There were no citizen comments

5. Discussion Items

a. Review Proposed Budget

Finance Director Lawson discussed where the Committee Proposals fit in the budget and the proposed budget included taking \$13,000 from the fund balance. The goal of the budget was to allow for implementation of the strategic plan proposals. Chairman Zimont discussed the refuse service and that currently the building owners are not contributing their share causing expenditure rather than a wash on the DDA budget. Director Trammell mentioned Waste Management's offer to work with the building owners to set up collaborative use and billing.

b. Mission Statement

The value of a Mission Statement was discussed and the importance of it being concise. Meyer will take suggestions and send an updated version to the Board and this will be an action item at the next meeting.

c. Meeting Rules

The proposed meeting rules are utilized at the County Commission, it was discussed to change the time to 5 minutes and 1time per item and the importance of having meeting rules in order to allow for the Board to conduct business. This item will move to an action item at the next meeting.

6. Action Items

a. Adopt Meeting Calendar

It was moved by Shingledecker and seconded by Moreland to adopt the meeting schedule as presented.

The motion passed 7-0.

b. Appoint Chair, Vice Chair, Secretary & Treasurer

Shingledecker made a motion to appoint Zimont – Chair, Grubbs – Vice Chair, Bliss – Secretary & Lawson – Treasurer. Meyer seconded the motion and the motion passed 4-3 with Johnston, Mitchell and Moreland dissenting.

7. Miscellaneous

Moreland acknowledged Patty Lockwood's contribution to our community and her passing as a loss. Mitchell resigned as Chair of the Promotions Committee.

8. Adjournment

Chair Zimont adjourned the meeting at 8:50 a.m.

Respectfully submitted,

Christy Trammell  
DDA Director

Three Rivers Downtown Development Authority  
Organizational Committee Agenda

Meeting Minutes of Tuesday, March 12, 2013

1. Call to Order at 8:04 a.m.
2. Agenda was approved by consent.
3. There were no citizen comments.
4. There were no volunteer applications.
5. Brochure Update  
The promotions committee would like to design the brochure. Discussion included that it would need to be ready for approval at the April meeting of the DDA for publication.
6. Michigan Main Street  
The Committee would like the board to meet with Otsego because of their success with private funding, possibly during the May meeting.
7. Budget Review  
Discussion included that the committee should develop a fundraising policy so all committee members are part of an organized effort. The Committee also discussed the need to set a policy for dumpsters at the April meeting. Returns would be made to the people that had paid up front for the dumpsters.
8. Meeting Rules Review  
Meeting rules would be reviewed at the March 26 special meeting as a continuation of the last meeting.
9. Calendar  
It was discussed that the April meeting should be moved to April 12<sup>th</sup> to accommodate other plans during spring break. It was also requested that the January 3, 2014 meeting be rescheduled to January 10<sup>th</sup>.
10. Mission Statement  
The mission statement would be developed as part of the Main Street program. Chair Zimont distributed information regarding developing a mission statement. The DDA may choose to use a short mission statement until the branding process with Main Street.
11. Miscellaneous  
There was discussion regarding the possibilities of who may wish to serve.
12. Adjournment  
The meeting adjourned at 9:20 a.m.

## **THREE RIVERS DDA/MAIN STREET**

### **Promotions Committee Minutes**

Wednesday, March 13, 2013

Chamber Office

1. Call to Order:  
The meeting was called to order by Vice Chair Angel Johnston at 8:00 a.m.
2. Roll Call:  
The following members were present: Christy Trammell, Angel Johnston, Tricia Meyer, Melissa Bliss, Heather Martell and Deb Herring. Doug Mitchell was absent and Brandi DeRuiter was present as she is considering joining the Committee.
3. Approval of Agenda:  
Agenda was approved.
4. Citizen Comment:  
There were no citizen comments to report.
5. New Business:
  - No new Volunteer Recruitment Forms to date. Brandi DeRuiter was present and visiting as a potential recruit of Melissa Bliss.
  - Discussion was had regarding next year's Snowman Making Contest. It was agreed that in order for the event to take place and be successful we needed to incorporate a winter theme and not base it solely on the amount of snow. Several great ideas were discussed and it was agreed that we needed to rename the event to incorporate more of a winter theme. Tricia agreed to work on name right away as it will need to be printed properly in the upcoming brochure.
  - Discussion was had regarding fundraising for our events. Christy shared that the Main Street takes the position that there should be a "one time approach" as far as phone soliciting, etc. It was agreed that the best way for our Promotion Committee to raise funds was to do a fundraising event where we could host an event and charge a ticket price. Discussion was had regarding an event in September (Sept. 29th) at which we could do a "heritage tour" which would build off the Upstairs Downstairs tours hosted in the past but also incorporate unique things in particular like the jail and bank vault, etc. Tricia will work on a name so again this can be printed in the upcoming brochure.
  - The brochure was discussed and a deadline was set for April 12th. It was agreed that Christy, Tricia and Doug would try to meet with DeGraafx' (Diana) and finalize the brochure so it can go to print. There was discussion that the brochure colors should be tweaked some and that we should consider some different pictures.

- Melissa shared with the Committee the flyer/volunteer recruitment form that was made for the TR Pride Day. On the back she detailed job descriptions for the day and also lists of things to do still. She will be distributing the form via website and postings and we are asked to spread the word as well. It was discussed and agreed that it would be nice to have t-shirts available for purchase at the event since this is a TR Pride Day - purple shirts with the DDA logo on the front and on the back "WE ARE TR". Angel and Tricia agreed to approach local businesses to find out what costs would be. At the time of preparation of these minutes the bid from INKY DINKY here in Three Rivers was the best price at approximately 6.50 per person . We would charge 10.00 per person for the t-shirts and have them for sale at the event so people working it can wear them, etc. The Promotion Committee is requesting that the DDA provide the funds to purchase the t-shirts and that the DDA will then be reimbursed for the expense once the t-shirts are sold, etc.

- Per Doug's request we discussed the Downtown Dollar program and if there was a need to look at doing something like this again to promote local shopping, etc. Tricia shared that Jerry Wright had a program in the past that he had put together when he was acting as interim DDA - it would be smart to speak with him first and see what work has already been done in regards to this. The Committee also discussed and agreed amongst the present members that the Downtown Dollars should be something that is spearheaded by the Merchant Group.

6: Next Meeting:

Wednesday, April 10, 2013 at 8 a.m. - Angel Johnston to chair on behalf of Doug who will be absent.



REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS

PERIOD ENDING 03/31/2013

GL NUMBER	DESCRIPTION	2012-13		END BALANCE	ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH	YEAR-TO-DATE			
<b>Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY</b>									
<b>Dept 000</b>									
214-000-403.00	CURRENT PROPERTY TAXES	12,416.00	12,416.00	9,264.34	0.00	0.00	0.00	3,151.66	74.62
214-000-403.01	TAX INCREMENT FINANCING-PLAN	43,129.00	43,129.00	24,687.48	0.00	0.00	0.00	18,441.52	57.24
214-000-403.02	TAX INCREMENT FINANCING-Plan	15,549.00	15,549.00	5,132.28	0.00	0.00	0.00	10,416.72	33.01
214-000-403.03	TAX CAPTURE-BENTWATERS ONLY	74,466.00	74,466.00	51,401.94	0.00	0.00	0.00	23,064.06	69.03
214-000-407.00	DELINQUENT PERSONAL PROPERTY	500.00	500.00	89.63	0.00	0.00	0.00	410.37	17.93
214-000-437.00	PROPERTY TAX - IFT	145.00	145.00	0.00	0.00	0.00	0.00	145.00	0.00
214-000-445.00	PENALTIES - TAXES	31.00	31.00	51.31	0.00	0.00	0.00	(20.31)	165.52
214-000-665.00	INTEREST ON INVESTMENTS	20,000.00	20,000.00	1,278.48	0.00	0.00	0.00	18,721.52	6.39
214-000-676.16	CONTRIBUTION FROM PRIVATE SOU	0.00	0.00	2,400.00	0.00	0.00	0.00	(2,400.00)	100.00
214-000-677.00	REIMBURSEMENTS	13,000.00	13,000.00	7,456.60	165.00	0.00	0.00	5,543.40	57.36
214-000-688.07	MISC REV - XMAS AROUND TOWN	3,000.00	3,000.00	3,495.00	0.00	0.00	0.00	(495.00)	116.50
214-000-694.00	OTHER REVENUES	4,911.00	4,911.00	5,790.24	2,986.89	0.00	0.00	(879.24)	117.90
<b>Net - Dept 000</b>		<b>187,147.00</b>	<b>187,147.00</b>	<b>111,047.30</b>	<b>3,151.89</b>	<b>0.00</b>	<b>0.00</b>	<b>76,099.70</b>	<b>59.34</b>

GL NUMBER	DESCRIPTION	2012-13		END BALANCE	ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH	YEAR-TO-DATE			
<b>Dept 543-GENERAL ADMINISTRATIVE</b>									
214-543-701.00	SALARIES/WAGES FULLTIME EMPLO	0.00	0.00	1,312.29	0.00	0.00	0.00	(1,312.29)	100.00
214-543-702.00	SALARIES/WAGES - PART TIME EM	13,260.00	13,260.00	3,897.05	405.00	0.00	0.00	9,362.95	29.39
214-543-715.00	FICA - EMPLOYERS SHARE	1,015.00	1,015.00	396.56	30.99	0.00	0.00	616.44	39.27
214-543-720.00	WORKERS COMPENSATION	338.00	338.00	309.00	0.00	0.00	0.00	29.00	91.42
214-543-725.00	PHYSICAL EXAMINATIONS	200.00	200.00	343.00	93.00	(93.00)	0.00	(50.00)	125.00
214-543-728.00	POSTAGE	0.00	0.00	1.30	0.00	0.00	0.00	(1.30)	100.00
214-543-729.00	PRINTING	600.00	600.00	21.43	0.25	0.00	0.00	578.57	3.57
214-543-740.00	GENERAL PLANT SUPPLIES	4,800.00	4,800.00	844.03	33.55	(33.55)	0.00	3,989.52	16.89
214-543-741.00	FUEL - GAS & OIL	1,000.00	1,000.00	960.26	103.78	(450.21)	0.00	489.95	51.01
214-543-781.00	EQUIP MAINT SUPPLIES/PARTS	600.00	600.00	457.04	0.00	(177.17)	0.00	320.13	46.65
214-543-801.00	PROFESSIONAL FEES	5,000.00	5,000.00	655.75	180.75	2,419.25	0.00	1,925.00	61.50
214-543-803.00	DUES AND MEMBERSHIPS	550.00	550.00	550.00	0.00	0.00	0.00	0.00	100.00
214-543-869.00	MEALS	0.00	0.00	114.22	0.00	0.00	0.00	(114.22)	100.00
214-543-870.00	TRAVEL EXPENSE	0.00	0.00	126.50	0.00	0.00	0.00	(126.50)	100.00
214-543-880.00	COMMUNITY PROMOTIONS	3,000.00	4,000.00	3,168.55	0.00	0.00	0.00	831.45	79.21
214-543-901.00	ADVERTISING	1,800.00	800.00	325.48	70.00	0.00	0.00	474.52	40.69
214-543-921.00	ELECTRIC	700.00	700.00	706.56	21.97	0.00	0.00	(6.56)	100.94
214-543-931.00	GENERAL REPAIRS	7,000.00	7,000.00	0.00	0.00	0.00	0.00	7,000.00	0.00
214-543-936.00	CONTRACTUAL SERVICES	38,300.00	38,300.00	30,421.53	5,544.69	0.00	0.00	1,487.44	96.12
214-543-941.00	LEASE OF MOTOR VEHICLES	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00
214-543-954.00	FINANCIAL SERVICES	7,081.00	7,081.00	5,310.72	590.08	0.00	0.00	1,770.38	75.00
214-543-959.00	TRAINING AND TUITION	2,500.00	3,000.00	2,528.53	0.00	0.00	0.00	471.47	84.28
214-543-964.00	REFUNDS AND REBATES	10,000.00	9,500.00	6,125.00	0.00	0.00	0.00	3,375.00	64.47
214-543-970.00	CAPITAL OUTLAY	41,951.00	41,951.00	390.00	0.00	0.00	0.00	41,561.00	0.93
<b>Net - Dept 543-GENERAL ADMINISTRATIVE</b>		<b>(139,795.00)</b>	<b>(139,795.00)</b>	<b>(58,966.80)</b>	<b>(7,074.06)</b>	<b>(8,056.35)</b>	<b>(0.00)</b>	<b>(72,771.85)</b>	<b>47.94</b>

GL NUMBER	DESCRIPTION	2012-13		END BALANCE	ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH	YEAR-TO-DATE			
<b>Dept 905-DEBT SERVICE</b>									
214-905-991.00	PRINCIPAL PAYMENTS	30,454.00	30,454.00	30,454.10	0.00	0.00	0.00	(0.10)	100.00
214-905-995.00	INTEREST EXPENSE	16,837.00	16,837.00	8,675.49	0.00	0.00	0.00	8,161.51	51.53
214-905-998.00	PAYING AGENT FEES	61.00	61.00	30.29	0.00	0.00	0.00	30.71	49.66

<b>Net - Dept 905-DEBT SERVICE</b>		<b>(47,352.00)</b>	<b>(47,352.00)</b>	<b>(39,159.88)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(8,192.12)</b>	<b>82.70</b>
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REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS

PERIOD ENDING 09/31/2013

GL NUMBER	DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	END BALANCE 03/31/2013	ACTIVITY FOR MONTH 09/31/2013	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
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Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY

Fund 214:

TOTAL REVENUES		187,147.00	187,147.00	111,047.30	3,151.89	0.00	76,099.70	59.34
TOTAL EXPENDITURES		187,147.00	187,147.00	98,126.68	7,074.06	8,056.35	80,963.97	56.74
NET OF REVENUES & EXPENDITURES		0.00	0.00	12,920.62	(3,922.17)	(8,056.35)	(4,864.27)	100.00

Fund 214 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Current Year Beg. Balance	Balance
<b>*** Assets ***</b>			
214-000-001.00	CASH	55,340.74	65,464.59
214-000-003.00	CASH EQUIVALENT INVESTMENTS	41,693.13	42,673.40
214-000-003.10	UNREALIZED GAIN OR LOSS	532.61	532.61
214-000-040.07	ACCOUNTS RECEIVABLE-REV LOAN	11,927.69	11,927.69
214-000-056.00	ACCRUED INTEREST RECEIVABLE	55.79	55.79
<b>Total Assets</b>		<b>109,549.96</b>	<b>120,654.08</b>
<b>*** Liabilities ***</b>			
214-000-289.00	UNEARNED REVENUES	0.00	400.00
<b>Total Liabilities</b>		<b>0.00</b>	<b>400.00</b>
<b>*** Fund Balance ***</b>			
214-000-389.40	RESERVE-REVOLVING LOAN	43,372.83	43,372.83
214-000-390.00	Fund Balance	63,960.63	63,960.63
<b>Total Fund Balance</b>		<b>107,333.46</b>	<b>107,333.46</b>
<b>Beginning Fund Balance</b>			<b>107,333.46</b>
<b>Net of Revenues VS Expenditures</b>			<b>12,920.62</b>
<b>Ending Fund Balance</b>			<b>120,254.08</b>
<b>Total Liabilities And Fund Balance</b>			<b>120,654.08</b>



## City of Three Rivers

333 West Michigan Avenue • Three Rivers, Michigan 49093

Phone: 269.273.1075 • Fax: 269.273.3132

[www.threeriversmi.org](http://www.threeriversmi.org)

Dear Community Members,

On May 11, 2013, the City of Three Rivers and the Downtown Development Authority will be hosting the Three Rivers Community Pride Day, formerly known as "Wash Down Day." Our goal is to expand the honored tradition of washing down our Downtown area, and we invite you to partner with us.

Last year we had 40 volunteers, but with your help, our goal is to have over 100 volunteers all working together on the same day for the same common purpose to better our community. The traditional flower planting, weed pulling, replacing mulch, and trash clean-up will continue. This year we are expanding to include repainting the old downtown light posts, repainting fences and bridges, cleaning the ponds at Scidmore Park, and clearing the Riverwalk. As you can see, we need YOU!

The day will begin with donuts and refreshments at the Carnegie Center at 9:00 a.m. From there, groups will be dispersed to specific locations. Most projects will only last 2-3 hours, but any time that you can give will be put to good use.

Let us know if you'll be able to provide volunteers or supplies needed for that day. "WE ARE TR" t-shirts will also be available for purchase. We encourage you to come out and show your community pride by wearing something purple.

Volunteer forms can be sent to Three Rivers City Hall, 333 W. Michigan Avenue, Three Rivers, MI 49093 or emailed to [mbliss@threeriversmi.org](mailto:mbliss@threeriversmi.org). Contact Melissa Bliss at 269-273-1632 with any questions or for a detailed list of project needs.

Thank you for your support!



### Three Rivers Community Pride Day Volunteer/Commitment Form

CONTACT NAME \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SUPPORTING ORGANIZATION \_\_\_\_\_

FORM OF COMMITMENT:

Volunteer Hours \_\_\_\_\_

Provide supplies \_\_\_\_\_

Monetary Donation \_\_\_\_\_

Project Suggestions \_\_\_\_\_

T-Shirt Size(s) \_\_\_\_\_

Preferred Type of Work: \_\_\_\_\_



### **Flower Planting (Pots and Baskets)**

- 24 Large baskets downtown in the holders on the poles
- 72 smaller baskets from
  - S. Main from Michigan Ave. to bridge – 6
  - City Hall on W. Michigan Ave. – 8
  - E. Michigan to River Glen Condos – 12
  - Portage Ave. – 14
  - N. Main from Mural Mall to Kelsey – 30
- Plant spike in center then 7 petunias around it in pots everywhere else
  - Kelsey & N. Main
  - N. Main & Prutzman
  - Portage
  - East Walk Thru
  - S. Main down to Garden
  - Michigan Ave – City Hall and down to Library

### **Trash and Weeds (Main Street & Michigan Ave.)**

- East Parking Lot
- Mulch, weeds, trash
- North, West, & Lynns Garage parking Lots
  - Weeds and trash
- City Hall
  - Weeds and trash

### **Scidmore Park, Farmers Market, Riverwalk**

- Mulch, weed, trash
- Clean up Riverwalk area
- Skim Ponds
- Flower beds

### **Painting Light Posts**

- N. Main, E. Michigan Ave. & S. Main

**DOWNTOWN DEVELOPMENT AUTHORITY  
2013-2014 PROPOSED BUDGET**

4/2/2013

<b>REVENUES</b>		
Tax Collections from 1 mil		\$ 11,878
TIF Captures		100,849
Delinquent Tax Collections		250
Interest Earnings		2,000
Contributions from Private Sources	(Facade Imprv Program)	1,200
	City Support of Mall Opening	750
Reimbursements	(Waste Mgmt - East & West Side Refuse)	-
Fundraising/Sponsorships	Organizational Committee	1,000
	Promotions Committee (City Sponsor Mural Mall event of \$750 max)	3,000
	Design Committee	1,000
Miscellaneous		-
<b>TOTAL PROPOSED REVENUES</b>		<b>\$ 121,927</b>

<b>EXPENDITURES</b>		
General Maintenance Employee	(Budgeted for 1,300 hours annually)	\$ 14,633
General Maintenance Operating Budget	(Supplies \$1,000, Flowers \$2,000, Fuel/Repairs \$1,100)	4,100
	Design Committee Proposals	3,550
Legal Services - O'Connor		1,000
Memberships & Dues	(Main Street National Trust \$350, Michigan Downtown Assoc \$200)	550
Community Promotions	(Christmas Around Town- Carryforward fundraising monies)	526
	Promotions Committee Proposals	5,800
Electric - Downtown Lights	(Christmas Lights)	700
Printing & Advertising	Economic Restructuring Committee Proposals	200
Training	(Required Main Street Associate Level Training)	500
	Organizational Committee Proposals	2,900
Contractual Services	(DDA Director (Chambers), \$25,000 and Website \$300)	25,300
Financial Services	(Administrative Fee to City for Core Services)	6,869
Refund & Rebates	(Privately Sponsored Facade Imprv Program \$1,200)	1,200
	Sign Rebates - 3	1,200
Capital Outlay		-
Debt - Payable to City of Three Rivers	(East Parking Lot \$44,928, Mural Mall \$23,460)	68,388
<b>TOTAL EXPENDITURES</b>		<b>\$ 137,416</b>

**NET REVENUES (EXPENDITURES) (15,489.00)**

**PROJECTED BEGINNING UNRESERVED FUND BALANCE 63,931**  
**PROJECTED ENDING UNRESERVED FUND BALANCE 48,442**

**Projected Unreserved, Undesignated Fund Balance as a % of Budgeted Revenues 35.25%**

Recommend Minimum Fund Balance (GFOA standard 15%) \$ 18,289

**Potential Amount Available \$ 30,153**

The Three Rivers Downtown Development Authority exists to create an environment within the District to encourage and promote downtown living; to work with City Government to boost commerce in the District that include retention and recruitment of diverse businesses; and to attract and provide local citizens and visitors a vibrant space to explore. The DDA further seeks to maintain our distinctive sense of community pride while preserving the architectural integrity of our Main Street atmosphere and small town charm.

# Three Rivers Downtown Development Authority Meeting Rules

So as not to be disruptive to the Board and to other members of the public, the following guidelines will apply:

## A. Attendance

All public meetings are open to the public and those who wish to attend

## B. Comments

- a. Any audience member has the right to speak and address the meeting during the designated citizen's comment segment of the meeting
- b. The Chairman of the Board has the right to limit time for speaking to 5 minutes per person and one time per item or any other time period set by the Board
- c. No member has the right to interrupt the proceedings or to speak out of turn. The Chairman of the Board has the right to call such a person out of order and require them to be quiet and seated
- d. The Chairman of the Board has a right to have a member of the audience removed if their actions constitute a breach of peace

## C. Videotaping

- a. Videotaping by any member of the audience is permitted during a public meeting but the camera equipment must be located at the rear of the meeting room so as not to disrupt the proceedings or cause an obstruction between audience members and the Board

## D. Photographing

- a. Photographs are permitted by any member of the public during a public meeting but shall be taken from the rear of the room so as to not disrupt the proceedings or cause obstruction between other audience members and the Board