

Three Rivers Main Street DDA Agenda
Friday May 2, 2014, 8:00 AM

- 1. Call to order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of April 4, 2014 Minutes and Committee Minutes**
- 5. Accept Financial Report**
- 6. Citizen Comments**
- 7. Public Hearing on Budget**
- 8. Director's Comments**
- 9. Discussion Items**
 - a. Main Street Committees June Trainings
 - b. National Main Street Conference – May 18-20
 - c. Executive Committee Duties
 - d. Contract for employment with Chamber of Commerce
- 10. Action Item**
 - a. Extend an offer to Executive Director candidate
 - b. Authorize contract negotiation with the Chamber of Commerce
 - c. Authorize contract negotiation with Executive Director
- 11. Miscellaneous**
- 12. Next Meeting – June 6th 8am**
- 13. Adjournment**

Meeting Minutes
Three Rivers Downtown Development Authority
April 4, 2014

1. Call to Order

The meeting was called to order by Chair Zimont at 8:00 a.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Doug Mitchell

Joe Bippus

Tom Miles

Paul Shingledecker

Donna Grubbs

Jeff Zimont

Tricia Meyer

Danielle Moreland and Nancy Boyce were absent.

3. Approval of Agenda

It was moved by Shingledecker and seconded by Mitchell to approve the agenda. Motion passed 7-0.

Moreland joined the meeting at 8:04 a.m.

4. Approval of the March 7 & 14, 2014 Minutes & Committee Minutes

5. Financial Report

It was moved by Bippus and seconded by Mitchell to approve the minutes and financial report as presented. Motion passed 8-0.

6. Citizen Comments

None

7. Public Hearing on Budget

Chair Zimont opened the floor to public comment at 8:05 a.m.

Chair Zimont closed the floor to public comment at 8:06 a.m.

Boyce joined the meeting at 8:07 a.m.

8. Director's Comments

Director Trammell commended the Board for their efforts with the MMS Baseline Assessment process.

9. Discussion Items

a) Michigan Main Street Director Search Update

Zimont stated that 11 applications had been received to date. The Selection Committee will need to select criteria for evaluating the applications. The Search Committee will schedule a meeting for the 15th to review the applications with the assistance of Main Street Manager Laura Krisov. First interviews will be scheduled for April 24, 2014. A meeting will be held on April 25, 2014 at 8 a.m. for final interviews with the full DDA Board.

Moreland inquired about a formal application. Zimont stated the application will be posted today and those who have already submitted their information were emailed the application.

b) **Baseline Assessment Update**

Zimont noted continued support for the program from the community received through the process.

Moreland inquired about the lack of an "ask" at the Community Vision for financial contributions. Meyer stated that the timing was not quite right. Zimont also stated that a fundraising program will need to be established.

10. Action Items

a) Approve Recommendation of 2014/15 budget to City Commission

It was moved by Grubbs and seconded by Shingledecker to pass a resolution to recommend the attached budget to the City Commission for approval.

Moreland inquired about the Chamber line item. Zimont clarified the contracted employment process. Moreland also inquired about other expenses for administrative fees. Finance Director Lawson stated that \$4000 administrative expenses are designated for the City for services provided. City Manager Bippus also stated that it was an incentive for the Chamber to partner with us.

Motion passed 9-0. Resolution 2-2014 was adopted.

It was moved by Moreland and seconded by Grubbs to request the approval of the City Commission of Three Rivers to levy not more than one mil for the FY 2015. Motion passed 9-0. Resolution 3-2014 was adopted.

b) Approve Michigan Main Street Program Community Requirements and Expectations Agreement.

It was moved by Boyce and seconded by Mitchell to adopt approve the agreement. Motion passed 9-0.

c) Selection of Board Officers

Chair Zimont provided information about a possible designation of an Executive Committee as recommended by the MMS Staff. The Executive Committee would be comprised of four officers, President, Vice President, Secretary and Treasurer.

Attorney O'Connor noted that it was appropriate and common practice.

It was moved by Moreland and seconded by Meyer to create an acting Executive Committee. Motion passed 9-0.

It was moved by Meyer and seconded by Shingledecker to nominate Zimont as Chair. Motion passed 9-0.

Boyce inquired about the number of board members and asked if the board would fill the vacant seat by Johnston. City Manager Bippus stated that the vacant seat would not be filled.

Meyer noted her interest as serving as Vice Chair

It was moved by Shingledecker and seconded by Bippus to nominate Meyer as Vice Chair.

Meyer declined the nomination.

Shingledecker withdrew his motion.

It was moved by Grubbs moved and seconded by Meyer to nominate Moreland as Vice Chair, motion passed 9-0.

It was moved by Moreland and seconded by Grubbs to nominate Mitchell as Treasurer and Meyer as Secretary.

Mitchell inquired about the roles of Treasurer and Secretary. Laura Krisov, Manager with the Michigan Main Street Center, provided a verbal summary of roles and responsibilities. Norma Miess, Sr. Program Officer with the National Trust Main Street Center stated that it would provide a balance in structure and support the DDA organization. Miess also stated that leadership responsibilities should be shared by the stakeholders. Motion passed 9-0.

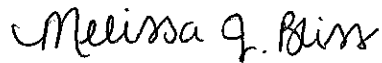
11. Miscellaneous

12. Next Regular Meeting – May 2nd at 8 a.m.

13. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 9:18 a.m.

Respectfully submitted,



Melissa Bliss
City Clerk

Selection Committee Meeting Minutes
Three Rivers Downtown Development Authority
April 24, 2014

1. Call to Order

The meeting was called to order by Chair Zimont at 9:00 a.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Paul Shingledecker

Danielle Moreland

Jeff Zimont

Main Street Manager Laura Kirsov was also present.

Doug Mitchell was absent.

3. DDA/Main Street Manager Interviews

Mitchell joined the meeting at 10 a.m.

It was moved by Moreland and seconded by Mitchell to select the following candidates for second interviews on April 25, 2014.

Brian Persky

Rob Vander Geissen-Reitsma

Alysia Babcock

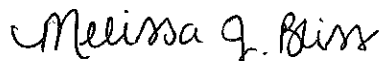
Joe Frost

Motion passed 4-0

4. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 4:30 p.m.

Respectfully submitted,



Melissa Bliss
City Clerk

Special Meeting Minutes
Three Rivers Downtown Development Authority
April 25, 2014

1. Call to Order

The meeting was called to order by Chair Zimont at 8:00 a.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Doug Mitchell

Danielle Moreland

Tom Miles

Paul Shingledecker

Nancy Boyce

Donna Grubbs

Tricia Meyer

Joe Bippus was absent.

Chair Zimont informed the Board on the process for the day's agenda noting that candidates will have 35 minutes to conduct a 5 minute presentation, answer questions from the Board and respond with comments and questions of their own. Zimont stated that Board members should rank candidates on the score cards provided and ask only the predetermined questions.

3. DDA/Main Street Manager Interviews

By Board consent, Joe Frost was the #1 candidate with Michigan Main Street Manager Laura Krisov in favor of Frost. Candidate Brian Persky was ranked #2 among the Board.

It was moved by Shingledecker and seconded by Grubbs to have the City conduct background checks on candidates ranked #1 and #2 and Chair Zimont would perform the reference checks.

Meyer left the meeting at 12:04 p.m.

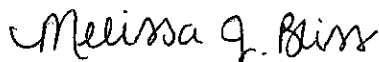
By a roll call vote of 4-3, motion carried with Moreland, Mitchell, and Boyce dissenting.

4. Next Meeting – May 2nd at 8:00 a.m.

5. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 12:10 a.m.

Respectfully submitted,



Melissa Bliss
City Clerk

THREE RIVERS DDA/MAIN STREET

Economic Restructuring Committee Minutes

Tuesday, April 29, 2014 8am

Chamber office

1. Call to Order

The meeting was called to order by Chair Danielle Moreland at 8:05

2. Roll Call

The following members were present: Danielle Moreland, Dave Allen, Tom Meyer, Diana DeGraaf, Rob Vander Giesen Rietsma and DDA Director Christy Trammell
Paul Shingledecker & Bob Sills were absent

3. Approval of the Agenda

The agenda was approved

4. Citizen Comment:

None

5. Business:

a. Appoint Vice-Chair and Secretary

Rob volunteered to serve as Vice-Chair and the Committee approved. The Committee requested Bob be contacted about serving as Secretary for the Committee.

b. Review Volunteer Recruitment Forms

Rob formally submitted his form

c. Discuss the Role of Main Street – Danielle informed the Committee that Main Street recommended the committee size to be 12-15 members and discussed the recommended makeup of the group: bankers, realtors, economic development professionals. She challenged everyone to invite someone to join the committee.

d. ERC Committee Training with MMS Staff in June – The date of June 19th from 8-11am was selected. Christy will contact Laura Krizov to confirm it works with their schedule.

e. National Main Street Conference – Detroit May 18-20, 2014 – Danielle encouraged all ERC members to attend at least the free session on Sunday and reminded them they would need to register for the event.

f. Also discussed – potential new businesses, window displays, Community Pride Day (encouraging people to attend and help spread the word) and cross promotion ideas.

6. Next Meeting – May 15th 8am at the Chamber Office

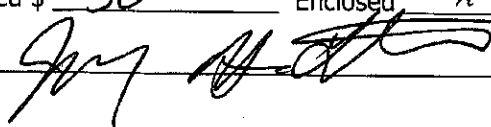
7. Adjournment

58th annual Three Rivers Water Festival
"TR Back in the Day" June 12-14, 2014
Sponsorship Program

Please consider the sponsorship levels below, and choose the level that best fits your level of support. Circle your choice, complete the bottom portion of the form, and return it by April 15th. Sponsors will be acknowledged for their support of Water Festival via numerous media venues: welcome billboard, main stage banner, radio mention, poster, newspaper tabloid, brochure, Chamber website, and Chamber publications.

Key Banner, Radio mention, Scidmore Park billboard, website, brochure/tabloid and Chamber Newsletter Thank You block	\$2500+
Benefactor Scidmore Park billboard, website, Brochure/tabloid and Chamber Newsletter Thank You block	\$1000
Patron Website, brochure/tabloid and Chamber Newsletter Thank You block	\$500
Contributor Website, brochure/tabloid and Chamber Newsletter Thank You block	\$300
Associate Website and Chamber Newsletter Thank You block	\$100
Booster Chamber Newsletter Thank You block	\$50

Your support of this Sponsorship Program will help to assure we build on the longtime tradition of the Three Rivers Water Festival. Without your community support both financially and volunteering, the Water Festival would struggle in continuing to provide this free community festival given the rising costs of equipment, fees and permits, insurance, logistics.

Name Jeff GATTON Company Peoples Federal Savings Bank
 Address 123 Portage Ave. 3-Rivers
 Sponsorship Confirmed \$ 300⁰⁰ Enclosed X Send Invoice _____
 Signature of Authorization 

Please return this form with payment or invoicing instructions by April 15, 2014

Mail or fax to the Three Rivers Area Chamber of Commerce, Attn: Water Festival
 57 N. Main Street, Three Rivers, MI 49093
 Fax (269) 273-1751 Phone (269) 278-8193

Thank you for your support – We couldn't do it without you!

Meeting Minutes
Special Board Meeting
Three Rivers Downtown Development Authority
March 14, 2014

1. Call to Order

The meeting was called to order by Chair Zimont at 8:03 a.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Nancy Boyce

Paul Shingledecker

Tricia Meyer

Doug Mitchell

Tom Miles

Jeff Zimont, Chair

Donna Grubbs, Danielle Moreland, Christy Trammell and Joe Bippus were absent.

3. Approval of Agenda

It was moved by Mitchell and seconded by Shingledecker to approve the agenda. Motion passed 6-0.

4. Citizen Comments

None

5. Discussion Items

- a) Search Timeline – Chair Zimont discussed extending the job posting out an extra week, census of the Board to leave it like it is.
- b) Executive Director Job Description – It was noted that the employee application that is listed on the Three Rivers web page is city employee specific. Chair Zimont stated that Trammell had stated that the Chamber of Commerce doesn't have an application, and Bliss had stated that she could tweak the city's application. Discussion included where do the applicants send their resume, a separate email account was discussed, it was the consensus of the Board to leave the job title description, the population of Three Rivers, and add National Historic Preservation under the City of Three Rivers in the job posting
- c) Posting Notice- Shingledecker stated that the job posting should be a two week posting. By consensus of the Board, the application will now be due by March 31, 2014 by 5:00p.m.

6. Action Items

It was moved by Boyce and seconded by Mitchell to approve the search timeline, Executive Director Job Description, and posting notice, with the modifications. Motion passed 6-0.

7. Adjournment

By Board consent, Chair Zimont adjourned the meeting at 9:03 a.m.

Respectfully submitted,

Teresa M. Ives
Deputy City Clerk

Three Rivers Downtown Development Authority
Executive Director Search Sub-Committee

April 4, 2014

Present: Jeff Zimont, Danielle Moreland, Doug Mitchell, Paul Shingledecker, Laura Krizov of Michigan Main Street.

Location: 103 S Douglas Ave, Three Rivers, MI

Time: 9:30am

The committee discussed the criteria we will use when we evaluate each applicant, in order to help us put all the applicants into a ranking. This would be done by each of us, individually, before our meeting when we will narrow the applications down to a group that we will schedule a first interview. After the first interview, we will again narrow down the applicants to get to a number to present to the board for full interviews with the board. We also discussed coming up with a list of questions for the interviews and that we need to ask the same questions so we can be consistent. Jeff will prepare a master list of questions and then email the list to each member. Once each member has selected their top questions, Jeff will compile the master question sheet for the interviews.

Jeff Zimont
Acting Secretary

Three Rivers Downtown Development Authority
Executive Director Search Sub-Committee

March 5, 2014

Present: Jeff Zimont, Danielle Moreland, Doug Mitchell, Paul Shingledecker, via conference call was Laura Krizov of Michigan Main Street.

Location: 216 N Main Street, Three Rivers, MI

Time: 3:00pm

The content of the meeting was to gain insight from Laura regarding how to write a job description for our Executive Director and how to put together a timeline of actions for the search. We also talked about how and where to post the open position. She provided many pieces of material showing examples of what others have done. The committee discussed our thoughts regarding these items.

The sub-committee decided to meet again on March 12th to finalize the actual verbiage of the job description, finalize the timeline and the wording of the posting. Each of these will then be presented to the full board at a special meeting on March 14 for their approval.

Jeff Zimont
Acting Secretary

Three Rivers Downtown Development Authority
Executive Director Search Sub-Committee

April 15, 2014

Present: Jeff Zimont, Danielle Moreland, Doug Mitchell, Paul Shingledecker, via conference call, Laura Krizov of Michigan Main Street.

Location: 216 N Main St, Three Rivers, MI

Time: 8:00am

The committee discussed the 22 applications we had received. One candidate already withdrew due to the salary range being too low. After much consideration of resumes and cover letters, all members shared what their rankings were. We then narrowed the candidates down from 21 to 7. It was decided to interview the following candidates on April 24. These interviews will be conducted by the search sub-committee. At the conclusion of the 24th interviews, this committee will then present several candidates for the board to interview. The exact number will be determined after the interviews on the 24th.

Alysia Babcock
Joe Frost
Lisa Lynde
Kenneth Nacci
Nathaniel Nietering
Brian Persky
Rob Vander Giessen-Reitsma

Jeff Zimont
Acting Secretary

Three Rivers Downtown Development Authority
Executive Director Search Sub-Committee

March 12, 2014

Present: Jeff Zimont, Danielle Moreland, Doug Mitchell, Paul Shingledecker, via conference call was Laura Krizov of Michigan Main Street.

Location: 216 N Main Street, Three Rivers, MI

Time: 8:00am

The committee met and discussed the job description, timeline, and posting process. We did come up with a final draft for each item to be presented to the board for their approval at a special meeting on March 14.

Jeff Zimont
Acting Secretary

MEETING MINUTES
THREE RIVERS DDA/MICHIGAN MAIN STREET
PROMOTIONS COMMITTEE
APRIL 17, 2014
8:00 AM
CITY HALL

1. CALL TO ORDER

The meeting was called to order by the Chair at 8:00 AM.

2. ROLL CALL

Present: Tricia Meyer (Chair), Heather Martell, Doug Mitchell, Melissa Bliss, Beth Neff, Caryn Wilson

3. APPROVAL OF AGENDA

The agenda was reviewed and approved.

4. APPROVAL OF MINUTES

Minutes from the last meeting were not available.

5. CITIZEN COMMENTS

An e-mail from Peggy Deames, owner of the downtown business Love Your Mother, was summarized. Deames noted that there have been bicyclists on the downtown sidewalks, despite signage prohibiting this. Police should be notified when this happens, but it was noted that by the time someone arrives, the cyclist will most likely be gone. This issue will also be brought up at the next DDA meeting.

6. BUSINESS ACTIONS

- a. Meyer reviewed the role of the Promotions Committee and objectives for the year that were developed from the Michigan Main Street visioning session. While these are not finalized, they offer guidelines at this time. The fact that a promotion must drive traffic, sales, publicity and fundraising was discussed. Perhaps publicity and fundraising drive the promotion, but in any case, the four factors are important to consider. The need to coordinate the scheduling of events with a "community calendar" was noted.
- b. The final report from the Main Street leaders has not yet been received. The promotions specialist will attend the June meeting. An identified focus is image building.
- c. Neff, a potential new committee member, excused herself from the meeting, noting that her strengths were more in keeping with image development, not specific events. She offered assistance in that area in the future if the need arises.

- d. Community Pride Day was then discussed:

The event has been posted on the website and Facebook.

Bliss developed draft posters; it was decided that the white background was most attractive and economical. Meyer will print 50 and distribute them around town.

Bliss developed a draft letter and sign-up form. Bliss will finalize a Google Doc with organizations and e-mail contacts. Wilson will create a G-mail account for the promotions committee, will send out the letters via e-mail, and will monitor the G-mail account for responses, which will be forwarded to Bliss.

Amy Roth, Director of Public Works, developed a detailed list of tasks and supplies needed for the various work areas.

Bliss will compile the list of volunteers and work to assign them to work groups. Some team captains have already been identified.

There is a \$500 budget for this event. Flowers are already budgeted through the DDA. Grant money for \$750 is available for mulch and other supplies. The Carnegie Center is providing donuts and orange juice to get the day started. Wilson will contact Harding's or other groceries for water donations.

Martell will develop a brief "public service announcement" and will get with the TR Commercial for publication.

Wilson will contact the Library Director to see if the event could be posted on the library's outdoor sign.

Meyer raised the issue of how to help downtown merchants through this event. Various ideas were discussed. If downtown merchants are willing, a flier could be developed and distributed to volunteers, to include a coupon for discounted shopping at a later date. Wilson will contact Mitchell regarding this.

Bliss will notify Mitchell, who will in turn e-mail merchant, regarding the Fire Department's request that merchants sweep sidewalks on Friday evening. Beginning at 7 AM on Saturday, the street will be swept, and then hosed.

7. NEXT MEETING

The next meeting is scheduled for May 14, 2014, and then June 11 (8-11 AM).

8. ADJOURNMENT: 10 AM

Minutes Taken and Submitted by:



Caryn Wilson

Three Rivers DDA Organizational Committee

Minutes of March 11, 2014

1. Call to Order

Zimont called the meeting to order in the Three Rivers City Hall conference room at 8:05 a.m. Present were Jeff Zimont, Cathy Lawson, Christy Trammell, and Lindsay Oswald. Donna Grubbs, Joe Bippus, and Tom Miles were absent.

Zimont adjourned the meeting at 8:05 a.m. for lack of quorum. The present committee members discussed agenda items, and no decisions were made.

2. Approval of Agenda

Not applicable.

3. Citizen Comments

There were no citizen comments.

4. Collection Efforts of Trash Invoices

Lawson would audit the overdue list and letters would be mailed to people that still owed.

5. Baseline Expenses

Funds were approved at the DDA meeting.

6. Baseline invitations

Lists were created, and some of the event invitations were already out.

7. Collecting on Pledges

A thank-you letter would be sent requesting the payments.

8. Miscellaneous

It was important that the public be involved in the Main Street process.

Respectfully submitted,

Lindsay Oswald
Secretary

User: CATHY
DB: Three Rivers

GL NUMBER	DESCRIPTION	PERIOD ENDING 03/31/2014		YTD BALANCE 03/31/2014	ACTIVITY FOR MONTH 03/31/2014	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDT USED
		2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET					

Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY								
Dept 000								
214-000-403.00	CURRENT PROPERTY TAXES	11,732.00	11,732.00	10,877.00	19.74	0.00	855.00	92.71
214-000-403.01	TAX INCREMENT FINANCING-PLAN	20,140.00	20,140.00	20,431.70	6,923.16	0.00	(291.70)	101.45
214-000-403.02	TAX INCREMENT FINANCING-Plan	6,261.00	6,261.00	82,210.45	29,392.59	0.00	(75,949.45)	1,313.06
214-000-403.03	TAX CAPTURE-BENTWATERS ONLY	74,448.00	74,448.00	0.00	0.00	0.00	74,448.00	0.00
214-000-407.00	DELINQUENT PERSONAL PROPERTY	200.00	200.00	654.13	0.00	0.00	(454.13)	327.07
214-000-437.00	PROPERTY TAX - IPT	146.00	146.00	145.74	51.88	0.00	0.26	99.82
214-000-445.00	PENALTIES - TAXES	50.00	50.00	425.72	1.67	0.00	(375.72)	851.44
214-000-655.00	INTEREST ON INVESTMENTS	2,000.00	2,000.00	968.35	132.71	0.00	1,031.65	48.42
214-000-676.16	CONTRIBUTION FROM PRIVATE SOU	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00
214-000-677.00	REIMBURSEMENTS	0.00	0.00	7,404.85	270.85	0.00	(7,404.85)	100.00
214-000-688.00	MISCELLANEOUS REVENUE	0.00	0.00	35.00	0.00	0.00	(35.00)	100.00
214-000-688.05	MISC REVENUE - FUNDRAISING	5,750.00	5,750.00	3,084.00	0.00	0.00	2,666.00	53.63
214-000-688.06	MISCELLANEOUS REVENUE - PAINT THE TO	0.00	0.00	155.00	0.00	0.00	(155.00)	100.00
214-000-694.00	OTHER REVENUES	0.00	0.00	3,129.66	295.12	0.00	(3,129.66)	100.00
Net - Dept 000		121,927.00	121,927.00	129,521.60	37,087.72	0.00	(7,594.60)	

Dept 543-GENERAL ADMINISTRATIVE								
214-543-701.00	SALARIES/WAGES FULLTIME EMPLO	0.00	0.00	1,211.39	0.00	0.00	(1,211.39)	100.00
214-543-702.00	SALARIES/WAGES - PART TIME EM	13,000.00	13,000.00	9,097.13	527.50	0.00	3,902.87	69.98
214-543-705.00	OVERTIME WAGES	0.00	0.00	324.93	0.00	0.00	(324.93)	100.00
214-543-715.00	FICA - EMPLOYERS SHARE	995.00	995.00	813.52	40.36	0.00	181.48	81.76
214-543-720.00	WORKERS COMPENSATION	438.00	438.00	374.00	0.00	0.00	64.00	85.39
214-543-725.00	PHYSICAL EXAMINATIONS	200.00	200.00	197.00	0.00	0.00	3.00	98.50
214-543-728.00	POSTAGE	0.00	0.00	46.05	16.99	0.00	(46.05)	100.00
214-543-729.00	PRINTING	0.00	0.00	794.44	0.02	0.00	(794.44)	100.00
214-543-740.00	GENERAL PLANT SUPPLIES	3,000.00	3,000.00	1,385.97	66.84	40.10	1,573.93	47.54
214-543-740.40	SUPPLIES - DESIGN COMMITTEE	3,550.00	3,550.00	1,550.08	0.00	0.00	1,999.92	43.66
214-543-741.00	FUEL - GAS & OIL	500.00	1,500.00	1,343.85	262.09	0.00	156.15	89.59
214-543-781.00	EQUIP MAINT SUPPLIES/PARTS	500.00	500.00	927.52	646.10	151.46	(578.98)	215.80
214-543-801.00	PROFESSIONAL FEES	1,000.00	2,000.00	1,226.00	0.00	4,700.00	(3,926.00)	296.30
214-543-803.00	DUES AND MEMBERSHIPS	550.00	550.00	350.00	0.00	0.00	200.00	63.64
214-543-880.00	COMMUNITY PROMOTIONS	6,326.00	3,500.00	2,504.08	30.86	433.05	562.87	83.92
214-543-901.00	ADVERTISING	200.00	200.00	295.28	97.40	0.00	(95.28)	147.64
214-543-921.00	ELECTRIC	700.00	700.00	629.79	433.71	0.00	70.21	89.97
214-543-936.00	CONTRACTUAL SERVICES	25,300.00	41,400.00	34,437.30	320.05	138.75	6,823.95	83.52
214-543-941.00	LEASE OF MOTOR VEHICLES	100.00	0.00	0.00	0.00	0.00	0.00	0.00
214-543-954.00	FINANCIAL SERVICES	6,869.00	6,869.00	5,148.00	572.00	0.00	1,721.00	74.95
214-543-959.00	TRAINING AND TUITION	3,400.00	3,400.00	1,129.36	0.00	0.00	2,270.64	33.22
214-543-964.00	REFUNDS AND REBATES	2,400.00	1,000.00	190.84	0.00	0.00	809.16	19.08
Net - Dept 543-GENERAL ADMINISTRATIVE		(69,028.00)	(82,802.00)	(63,976.53)	(3,013.92)	(5,463.36)	(13,362.11)	

Dept 905-DEBT SERVICE								
214-905-991.00	PRINCIPAL PAYMENTS	44,876.00	44,876.00	29,076.00	0.00	0.00	15,800.00	64.79
214-905-995.00	INTEREST EXPENSE	23,392.00	16,926.00	6,681.09	0.00	0.00	10,244.91	39.47
214-905-998.00	PAYING AGENT FEES	120.00	120.00	30.29	0.00	0.00	89.71	25.24
Net - Dept 905-DEBT SERVICE		(68,388.00)	(61,922.00)	(35,787.38)	0.00	0.00	(26,134.62)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF THREE RIVERS
 PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14		YTD BALANCE 03/31/2014	ACTIVITY FOR MONTH 03/31/2014		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH	YEAR-TO-DATE			
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY									
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		121,927.00	121,927.00	129,521.60	37,087.72	0.00	(7,594.60)	106.23	
TOTAL EXPENDITURES		137,416.00	144,724.00	99,763.91	3,013.92	5,463.36	39,496.73	72.71	
NET OF REVENUES & EXPENDITURES		(15,489.00)	(22,797.00)	29,757.69	34,073.80	(5,463.36)	(47,091.33)	106.57	

Fund 214 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Current Year	Beg. Balance	Balance
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*** Assets ***

214-000-001.00	CASH	75,788.27	73,461.26	
214-000-003.00	CASH EQUIVALENT INVESTMENTS	42,590.86	43,241.44	
214-000-003.10	UNREALIZED GAIN OR LOSS	(955.15)	(955.15)	
214-000-040.07	ACCOUNTS RECEIVABLE-REV LOAN	5,323.78	5,323.78	
214-000-056.00	ACCURD INTEREST RECEIVABLE	99.53	99.53	
Total Assets		122,847.29	121,170.86	

*** Liabilities ***

214-000-202.00	ACCOUNTS PAYABLE	3,588.86	(5.25)	
214-000-289.00	UNEARNED REVENUES	400.00	400.00	
Total Liabilities		3,988.86	394.75	

*** Fund Balance ***

214-000-389.40	RESERVE-REVOLVING LOAN	43,899.83	43,899.83	
214-000-390.00	Fund Balance	47,118.59	47,118.59	
Total Fund Balance		91,018.42	91,018.42	

Beginning Fund Balance

Net of Revenues VS Expenditures

Ending Fund Balance 120,776.11
Total Liabilities And Fund Balance 121,170.86