



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
MONDAY, JANUARY 14, 2019 MEETING, 8:00 A.M.
ADA TOWNSHIP OFFICES, 7330 THORNAPPLE RIVER DR. SE
ADA, MICHIGAN**

AGENDA

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of Minutes of December 10 and December 17 meetings
- IV. Farmers' Market Annual Report
- V. Formalization of DDA Events Committee
- VI. Review of Proposed 2019-2020 Meeting Dates
- VII. Proposal for Additional Funding Sources for Library/Community Center
- VIII. Review of Draft 2019-2020 Budget
- IX. Reports and Communications
 - a. Status of Riverfront Park Construction
 - b. Community Center/Library Building Update
 - c. DDA Financial Report, 12/31/18
- X. Board Member Comment
- XI. Public Comment
- XII. Adjournment

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE DECEMBER 10, 2018 MEETING
ADA, MICHIGAN**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 8:00 a.m. by Chairperson, Bowersox.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Bryan Harrison, Walt VanderWulp, Dawn Marie Coe (arrived at 8:04 a.m.), Ted Wright, Margaret Idema, Devin Norman, Justin Knapp

BOARD MEMBERS ABSENT:

STAFF PRESENT: Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator, Kevin Moran, Ada Township Treasurer, Adina Winczewski, Administrative Assistant

PUBLIC PRESENT: 2 Members

II. APPROVAL OF AGENDA

It was moved by Harrison, seconded by Idema, to approve the agenda as presented. Motion passed unanimously.

III. APPROVAL OF MINUTES OF NOVEMBER 5 AND NOVEMBER 26 MEETINGS

It was moved by Norman, seconded by Haga, to approve the minutes of the November 5th and 26th meetings as presented. Motion passed unanimously.

IV. APPROVAL OF PAYABLES

It was moved by Idema, seconded by Coe, to approve the following payments:

- 1.) RRR Lawn and Landscape LLC for light pole garland installation in the amount of \$653.00.
- 2.) Woods Landscaping for shoveling sidewalks in the amount of \$1,060.00

Motion passed unanimously.

**V. PRESENTATION OF BEERS AT THE BRIDGE AND BRATS AND BONFIRES
EVENTS RECAP**

Jory Little and Eileen McNeil of Seyferth PR, gave a brief video presentation highlighting the social media participation, attendance, and sponsorship involvement for the two events.

Moran stated the events have been successful in large part due to the generosity and underwriting from Amway. Amway would like to transition the financial responsibility to the Township or DDA. Moran distributed a 2018 financial statement to the board members.

Moran stated, to date, there is around \$76,000 from all DDA events to help sustain the events going forward. Brats & Bonfires has about \$11,000 in profits. Between the four events, there is a surplus of almost \$90,000. Moran stated two benefactors are the Ada Historical Society and the Ada Firefighters Association. Revenue for Beers at the Bridge from 2017 to 2018 is up 20% even with the July 2018 event that had to be canceled due to bad weather.

Norman stated that Ada Historical Society was originally responsible for Music on the Lawn, which is now Beers at the Bridge. Is it now the DDA's responsibility? Moran stated, ultimately, yes.

Bowersox stated that restaurants who are benefitting from these events are not participating with sponsorship. He requested Seyferth PR to reach out to members of the DDA to assist in generating sponsorship. Norman noted that those restaurants who are not participating already pay a 2 mill DDA tax.

Wright requested to see expenditures. Moran stated he will provide them.

Wright inquired about insurance coverage for events. Haga stated liquor liability and liability insurance falls under the Township policy and is included in the annual premium.

Knapp thanked Seyferth PR and suggested pre-selling event tickets in restaurants to engage the public.

Eileen McNeil thanked the many people who helped make these events possible; Kevin Moran, Brian Hilbrands, Justin Knapp and the employees of Edward Jones, and Mark Fitzpatrick and the staff in the Parks department.

Knapp requested information at the next board meeting to help inform the board as to what is considered a reasonable expense vs. unreasonable.

Moran stated Amway will cover 50% of event costs in 2019. DDA/Township will be responsible for all event costs starting in 2020.

VI. REPORTS AND COMMUNICATIONS

a. Status of Riverfront Park Construction

Ferro stated most of the work for 2018 is wrapped up with the exception of vegetation that will be planted sometime this month along the riverbank. Items to be completed next year include completion of the amphitheater design, obtaining a DEQ permit for the amphitheater, construction of the amphitheater stage, outdoor grading and flat-stone seating, and irrigation. Ferro stated the project will be over budget and additional funding will be needed. Ferro stated the design of the amphitheater is decided by the Township Board with input from the major donor.

b. Community Center/Library Building Update

Ferro stated there was a series of meetings recently between the Building Committee and architect to review multiple options for the shape of the building and floor plan. Ferro distributed design handouts. Single story, two-story, and 1 and 2-story combination were all reviewed. Ferro stated the two-story design with an enclosed courtyard was chosen as the preferred option.

Norman asked if a rough cost estimate has been done. Ferro stated no, those calculations will be worked on this week. Additional costs to be determined are site improvement costs including floodplain fill, stormwater chambers, and separate parking area.

Wright asked what percentage of the Capital Campaign is contributed to this building. Ferro stated a significant portion but the figures have not been completed. This library building is about \$9 million, Riverfront Park is about \$1.6 million. The Capital Campaign has about \$7 million and it is being applied to both projects.

VanderWulp left at 9:05 a.m.

Ferro stated the multi-purpose room attached to the library could be added sometime in the future if the budget doesn't allow for it now.

Ferro stated he will send a larger overview of the property to the board members so they can see the building, parking and greenspace.

c. DDA Financial Report, 11/30/18

Hilbrands reviewed the financial report as presented in the board packets.

Norman asked if there's a social media push for the Farmer's Market. Hilbrands stated the Market Manager posts reminders on the Farmer's Market Facebook page. Additional pushes through the Ada Township Facebook page could also be done.

Norman commented on the smaller size of the light post banners and darker color, and stated he prefers a larger banner size.

VII. BOARD MEMBER COMMENT

Wright commented on the obstructed view at Ada Drive and Headley Street from an overgrown bush. Haga stated the owner of that property has recently changed. Norman asked if the Township can require the removal of the bush as a safety measure. Ferro stated it could be enforced through the zoning rules.

Harrison expressed his appreciation to the staff, community, and volunteers who make the events successful. He also recommended adding the Seyferth PR video from this morning to the Ada Township Facebook page.

Bowersox reminded everyone that the next DDA Board meeting will be in January and he wished everyone a Merry Christmas.

Meeting was adjourned at 9:10 a.m.

Respectfully submitted:

Devin Norman, Secretary

**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
BOARD OF DIRECTORS
MINUTES OF THE DECEMBER 17, 2018 MEETING
ADA, MICHIGAN**

I. CALL TO ORDER AND ROLL CALL

The joint meeting with the Ada Township Board was called to order at 7:00 p.m. by Supervisor Haga.

BOARD MEMBERS PRESENT: Terry Bowersox, George Haga, Bryan Harrison, Margaret Idema, Devin Norman (arrived at 7:02 p.m.), Walt VanderWulp

BOARD MEMBERS ABSENT: Dawn Marie Coe, Justin Knapp, Ted Wright

STAFF PRESENT: Jim Ferro, Planning Director, Brian Hilbrands, DDA Coordinator

PUBLIC PRESENT: 7 community members

II. APPROVAL OF AGENDA

Motion to approve the agenda passed unanimously.

III. LIBRARY AND COMMUNITY CENTER UPDATE

Project Manager Ken Brandsen and Principal Architect Jim Horman from Progressive AE summarized the process used by the design team and Building Committee in applying the information previously developed for the site on the south side of Headley St. regarding the building program components and project goals to the development of a concept plan for the building on the north side of Headley St. They emphasized that the use of an enclosed courtyard within the 2-story building footprint in this concept plan achieves the goals of providing outdoor program space in a safe environment and a closer relationship between the building and natural areas.

Scott Rantala, JLL Project Manager and Owner's Representative, summarized information concerning likely additional project costs, in the following categories – additional design costs, added site development costs due to the shift in project location, and increased costs of building construction associated with the revised building concept. Preliminary cost estimates for the 26,000 square foot building concept that was developed for the south side of Headley St. was compared to 3 different building size options for the site on the north side of Headley St. The total estimated additional costs for the 3 building options on the north side of Headley St. range from \$1.35 million to \$2.92 million above the preliminary estimate for the southern site.

Harrison stated that from the DDA's standpoint, they asked to see the costs and they are seeing those now, they wanted to have safety addressed, and they wanted to keep the relationship with The Community Church. He also stated that costs should not prohibit the design of the building as there are more potential funds out there.

Norman stated that there has been a lot of change since the last public input session. It started out as a community building, but now you cannot get to the community space without going through the library. Norman stated that before allocating DDA parking funds it needs to be figured out where in the Village there is parking demand.

IV. PUBLIC COMMENT

There were no public comments.

Meeting was adjourned at 8:23 p.m.

Respectfully submitted:

Devin Norman, Secretary

2018 Ada Farmers' Market Summary Report to the DDA

January 9, 2019

Summary

The 2018 AFM's season ran from June 5th and ended on October 30th, operating for 21 weeks on Tuesdays, from 11 a.m. until 4 p.m. We were closed for July 3th and had one early close due to rain in June.

- Number of seasonal vendors decreased by four from last year's 25.
- The percentage of returning vendors from the previous season decreased to 72%.
- The number of available vendor spaces remained 50. The Market filled 40 of these spaces between seasonal and daily vendors.
- The extended season this year saw three fewer vendors.
- Facebook and Twitter engagement saw growth.

Vendors

The Market was smaller, with two new and 19 returning seasonal vendors for a total of 21 vendors occupying 26 spaces. Two of last year's vendors dropped down to the daily vendor status from seasonal due to family obligations and low sales the previous season. A third scheduled a major farm construction project for 2018. One dropped out as operations were halted by a fire in January. Our sponsor, Spectrum Health, did not man a booth this year. The change equaled a net reduction of five booths.

Vendor Stats

	2018	2017	2016	2015	2014
<i>Seasonal Vendors</i>	21	25	25	25	24
<i>Daily Vendors</i>	14	9	8	16	14
<i>Regular Season Booths</i>	26	33	40	42	49
<i>Extended Season Booths</i>	14	8	9	9	7
<i>Seasonal Retention Rate</i>	72%	84%	71%	67%	73%

Seasonal Vendor Conversions (during the season)

Seasonal to Daily	1	1	0	2	4
Daily to Seasonal	1	0	0	0	0

Seasonal Vendor Product Mix:

	Bakery	Produce	Meats	Other
2018	2	6	2	11
2017	4	8	1	13
2016	6	8	3	14
2015	4	11	4	14
2014	7	15	2	11
2013	7	13	3	9

Daily Vendor Product Mix:

	Bakery	Produce	Meats	Other
2018	1	5	0	8
2017	1	1	1	6
2016	1	3	0	4
2015	1	4	1	9
2014	0	3	0	9
2013	1	3	0	3

Market Activities

The *Kids in the Market* and *Music in the Market* programming was the same format as last year. Children's programming included a rotation of crafts; face painting, giant bubble making, and the balloon guy.

The Busker scheduled 13 weeks of performances, two time slots each Tuesday.

	Scheduled	Cancelled	Net
2018	26	0	26
2017	26	0	26
2016	26	0	26
2015	32	0	32
2014	40	8	36
2013	40	6	39

Special Programming

Chef in the Market continued this season, with a new chef, over four weeks, cooking various dishes with produce from vendors.

Spectrum Health did not have a permanent booth at the Market this year due to scheduling conflicts with program personnel. However, the sponsorship will continue for the 2019 Market. Their hope is the new location will provide new opportunities for their outreach efforts to shoppers.

Market Operations

The Market design was just like last year's layout. We used the optional middle row of the market again for expansion during the busiest five weeks of the season.

This year's Market weather was again, close to perfect, with one rain out in October.

Traffic was down by about 4% over last year. We heard specifically from one of last year's vendors that low sales played a factor in not returning. Despite this, many returning vendors reported good sales this year. One produce vendor noted this was their best market and an even better year than last.

The extended season into October was also slower. Cooler weather and rain was likely a factor.

July 3rd Market

The July 3rd Market was cancelled on short notice because of a conflict with setup for 4th of July activities. Due to the short notice of the cancellation, reimbursements totaling \$540 were provided to vendors.

General Financial

The following is a thumbnail sketch of the Market's 2018 finances, from February 1, 2018 through December 31, 2018:

	2018	2017	2016	2015	2014	2013
Total Revenues	\$ 8,970	\$11,115	\$ 9,895	\$10,519	\$11,597	\$12,034
Total Expenditures*	\$ 9,926	\$ 9,932	\$11,014	\$10,420	\$10,036	\$12,822
Net Income	-\$ 996	\$ 1,183	-\$ 1,119	\$ 99	\$ 1,561	\$ -788

Net income for the Market from 2009-2018 seasons is expected to be \$13,333.

**Note: 2018 expenditures include \$150 for the Market Manager's contract services for December, 2018, which will be paid in January, 2019.*

Token System

This was the final year to accept tokens in the Market. The table below shows net change from the amount redeemed this season by vendors:

Year	Credit/Debit	EBT/Bridge	DUFB
2018	\$ 10	\$ 8	\$ 0
2017	\$ 145	\$ 3	\$ 0
2016	\$ 375	\$ 21	\$ 0
2015	\$ 2475	\$1122	\$1038
2014	\$ 8170	\$1745	\$1662
2013	\$11055	\$1603	\$1506
2012	\$18265	\$1815	\$1780

Number/Type of Tokens	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Credit/Debit \$5 tokens	168	170	172	187	291
EBT Bridge \$1 tokens	57	65	65	86	237

Final value for unredeemed credit/debit tokens is \$840 and \$57 in unredeemed EBT/Bridge tokens. This represents 168 outstanding 5\$ tokens and 57 EBT \$1 tokens. The year-over-year comparison is below:

Unredeemed Token Value	2018	2017	2016	2015	2014
Credit/Debit	\$840	\$850	\$ 860	\$ 935	\$1455
EBT Bridge	<u>\$ 57</u>	<u>\$ 65</u>	<u>\$ 65</u>	<u>\$ 86</u>	<u>\$ 237</u>
<i>Totals</i>	<i>\$897</i>	<i>\$915</i>	<i>\$ 921</i>	<i>\$1021</i>	<i>\$1692</i>

We also returned \$229.75 of unused administration grant funding to Fair Food Network, the organization who owns and manages the Double Up Food Bucks program.

The final balance in the liability account, from which outstanding tokens were redeemed, is \$1,036.32.

Social Media

Our Twitter Followers/Follow Ratio is up slightly from last year. We will continue to utilize this account to deliver time-sensitive information to shoppers on weather updates, special items in the Market for the day and scheduled calendar activities.

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Twitter Ratio*	1.8	1.21	1.14	1.13	.9	.81

Facebook also continues to show consistent organic growth in the number of likes year over year.

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
FB fans/likes	2715	2615	2445	2241	1946	1697	1400

The market also used Instagram this year but did not track results.

**Ratios larger than 1 indicate a Follower/Friend ratio acknowledges value of the account holder in the social media environment. Less than one is typical of new accounts or those who are in acquisition phase of either Friends or Followers. The larger the ratio, the larger your value can be in the Twitter world. The ratio is calculated by dividing the number of followers by those the account holder follows.*

Miscellaneous

We expect to maintain the \$1,000 Spectrum Health sponsorship for the 2019 season.

Budget for 2019

These expenses are anticipated for 2019 thus far:

- Rebuild the AFM website
- Marketing funds for outreach and awareness campaign of new market location
 - \$600 - 800 for Adaview insert
 - \$500 for Facebook boosts
- Tables and chairs for the kid's activity tent
- Broom/dustpan for cleanup
- Hours to re-document new site processes & duties

- Hours to build retailer engagement programming/activities for market day
- 'We have moved' signs in the old market space
- Wireless access for vendor-owned POS system
- Permanent signage at the entrance of the lot

Preliminary 2019 Budget

Revenues

Registration Fees from Vendors (40 seasonal vendors spaces x \$255)	\$10200
Registration Fees from Daily Vendors	\$ 400
Sponsorship Fees	<u>\$ 1000</u>
Total Revenue	<u>\$11600</u>

Expenses

Website Hosting	\$ 50
Buskers Comp for Music in the Market	\$ 700
Supplies for Kids in the Market	\$ 150
Market Supplies for New Site	\$ 200
Chef in the Market	\$ 150
Advertising & Promotion	\$ 1300
Market Manager	\$ 9645*
Incidentals for Market Manager (software, mileage, etc.)	\$ 300
Miscellaneous (Repair, restock)	\$ 200
2019 Vendor Kickoff	<u>\$ 100</u>
Total Expenses	<u>\$12,795</u>

Net Income **-\$ 1,195**

*The larger number for the Market Master contracted services is higher due to anticipated extra hours in preparation for the upcoming season. This increase should only be expected for the 2019 market season and return to yearly norms thereafter.

2019 Market Master Compensation

Month	Hours	Compensation @ \$15/HR
April	75	1125
May	75	1125
June	72	1080
July	90	1350
August	72	1080
September	72	1080
October	90	1350
November	40	600
December	10	150
January	7	105
February	10	150
March	30	450

9645



MEMORANDUM

Date: 1/9/19

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Formalization of DDA Events Committee

Ada Township, and specifically the DDA, are being asked to takeover the financing of the Beers at the Bridge and Brats and Bonfires community events. This past year an informal events committee was formed to help with planning and fundraising efforts. Initial members of the committee include myself, Treasurer Moran, Supervisor Haga, as well as David Madiol from Amway.

With Beers at the Bridge and Brats and Bonfires transitioning to the DDA's responsibility, we would like to formally establish a DDA Events Committee. Responsibilities of the committee would include meeting to help plan and organize these events, determine ways to increase event revenue and decrease expenses, and explore the possibility of additional events that the DDA could participate in.

At this time, we are looking for two volunteers from the DDA Board to join the DDA Events Committee.

PROPOSED MEETING DATES

DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS

FY 2019 – 2020

MEETING DATES - 2019

APRIL 8

MAY 13

JUNE 10

JULY 8

AUGUST 12

SEPTEMBER 9

OCTOBER 14

NOVEMBER 4 *

DECEMBER 9

* Meeting is the 1st Monday, changed to avoid conflict with Veterans Day

MEETING DATES - 2020

JANUARY 13

FEBRUARY 10

MARCH 9



MEMORANDUM

Date: 1/9/19

TO: Ada Township Board; Ada Township DDA Board
FROM: Jim Ferro, Planning Director
RE: Additional Funding Proposal for Envision Ada Projects

Subsequent to the December 10 Township Board meeting, at which a conceptual plan for the Library/Community Center building on the north side of Headley St. and associated cost estimates were reviewed by the Board, efforts have been made to identify additional Township resources that can be allocated to the project, as well as additional funding commitments from the philanthropic community. The information presented herein includes a summary of the original plan for funding of all of the Envision Ada public amenity projects developed in 2017, as well as the current status of project costs and a proposed plan for additional funding. DDA Board and Township Board concurrence with the proposed plan for additional funding is requested.

2017 Funding Plan:

Attached is the proposed funding plan that was presented to the DDA Board and Township Board in August, 2017, when the agreement between the DDA and the Township Board for allocation of debt service on the \$7 million in capital improvements bonds was approved by both bodies. At that time, the plan indicated a shortfall in funding of \$971,000, based on rough estimates of the cost of the Library/Community Center, and a planned capital campaign of only \$4.4 million. It was anticipated the funding shortfall would be met by reducing the cost of the Library/Community Center. Subsequently, the capital campaign goal was increased to \$7 million.

2018 Funding Plan:

Also attached is an update of the funding plan dated 1/9/19, with changes from the 2017 plan noted. The capital campaign has raised a total of \$7,096,980. Of this total, \$6.996 million can be applied to the project capital cost, with \$101,000 reserved for maintenance and upkeep of the amphitheater in the riverfront park. Approximately \$3.125 million in donations have been received to date, with payments pledged in future years totaling almost \$4 million.

While the Ada Drive project costs were slightly less than the \$3.0 million 2017 estimate, the current estimate for the riverfront park is higher by \$119,000, due largely to the planned enhancement of the amphitheater. In addition, capital campaign administrative costs of approximately \$90,000 have been incurred, which were not taken into consideration in the original funding analysis. Taking into consideration these adjustments to funding sources and project costs, there is currently a total of \$8,522,978 available for the Library/Community Building project.

Current Cost Estimates for Library/Community Center:

At the December Board meeting, cost estimates prepared by Scott Rantala for 3 different building options for the site on the north side of Headley Street were presented and reviewed by the Board (Options A,B and C), for building sizes ranging from 24,000 square feet to 28,800 square feet. The estimated cost for these options ranged from \$11.17 million to \$12.74 million.

Based on the current funding available for the project, there is a need for an additional \$2.65 to \$4.21 million in order to complete the project under the 3 building size scenarios reviewed in December.

Addressing the Funding Need:

The gap between funds available and project costs can be addressed reductions in project cost and/or identifying additional funding sources.

The following are elements of project cost that could be candidates for achieving cost reductions, aside from reducing building size:

- reducing the volume of fill needed and the need for underground storm water detention by re-locating the proposed 60 on-site parking spaces to a location other than the surface detention area.
- reducing building envelope costs and HVAC system costs by eliminating the building's center courtyard, and substituting an outdoor plaza/program space enclosed by a short wall.

On the project funding side, discussions with major donors have resulted in the following proposal for additional Township funds from "cash on hand," to be matched by additional charitable donations:

Township General Fund cash on hand:	\$ 300,000
Use of "placeholder" parking funds for estimated cost of 60-space parking area:	\$ 240,000
Use of an additional \$300,000 of funds allocated for public parking for the building project	\$ 300,000
Total additional Township funds:	\$ 840,000
Additional private donations pledged:	\$1,200,000
Total additional funding:	\$2,040,000

If approved by the DDA Board and Township Board, this additional funding package will reduce the gap between project costs and funding sources to \$607,300 to \$2.2 million, depending on the size of the building. Reductions in project cost can be achieved from the ideas suggested above. Additional charitable contributions to the project from "in kind" donations of furnishings that have not yet been included in the capital campaign total are also likely to be received that will also help achieve our budget.

With respect to use for the Library/Community Center project of a portion of the \$1 million in funding that has been designated for future public parking improvements, I believe this re-allocation of funds is justified, for the following reasons:

1. When the designation of \$1 million for public parking was suggested by the DDA Board in 2017, there was no long-term agreement in place with The Community church for use of their 80-space parking area by the public. Since the Township entered into the long-term agreement in April, 2018, the Township General Fund has been incurring the annual lease costs of \$25,000 per year, subject to a 3% increase per year. If the entire 35 years of the lease is exercised by the Township, the Township will have made payments of totaling \$1.04 million.

2. The project scope for the civic building on the north side of Headley St., includes a 60-space parking area, with an estimated cost of \$240,000, not including the cost of needed fill. This added parking was not included in the project scope for the Headley St. south site. Use of the future public parking allocation for the costs of this addition to the Village public parking supply is an appropriate use of those funds.

Regarding the allocation of an additional \$300,000 from the Township General Fund to the project, attached are future revenue, expenditure and fund balance projections prepared for the annual Capital Improvements Plan update. These projections indicate the continued maintenance of a healthy fund balance in the General Fund over the 6-year timeframe of the projections.

Recommended Action:

The DDA Board and Township Board are requested to approve a revised project funding budget for the Library/Community Center building of \$10,563,000, based on the proposed additional General Fund contribution of \$300,000 in "cash on hand," reduction in the amount of funding set aside for future parking from \$1 million to \$460,000 and confirmed additional capital campaign contribution pledges of \$1.2 million.

8/10/17

OVERVIEW OF ENVISION ADA PUBLIC PROJECT COSTS AND FUNDING SOURCES

ACTUAL AND ESTIMATED PROJECT COSTS

Completed and Proposed Projects	Cost
Headley St. Water/Sewer (Actual)	\$ 619,057
River St./Settlers Street Water/Sewer (Bid Prices)	\$ 469,800
Ada Drive Reconstruction (Estimate)	\$ 3,000,000
Bronson St Parking Expansion (Bid price)	\$ 212,000
Future Public Parking Expansion (lump sum allocation)	\$ 1,000,000
Headley St. Commons w Community Bldg/Library/3-Season Pavilion (based on concept plan)	\$ 7,100,000
Settlers Grove Riverfront Park (Bid price)	\$ 1,646,641
Total Project Cost:	\$ 14,047,498

PROJECTED FUNDING SOURCES

Funding Sources	Amount
Capital Improvements Bonds:	\$ 7,000,000
DDA Fund, Cash on Hand:	\$ 375,000
General Fund, Cash on Hand:	\$ 500,000
Geld, LLC Share of Ada Drive Project	\$ 800,829
Capital Campaign	\$ 4,400,000
Total Funding Sources:	\$ 13,075,829

**SOURCES OF REPAYMENT
FOR \$7 MILLION CAPITAL IMPROVEMENTS BONDS**

	Amount	% of Total
General Fund	\$ 1,375,000	19.64%
Water Fund	\$ 439,186	6.27%
Sewer Fund	\$ 795,814	11.37%
DDA Millage	\$ 2,840,000	40.57%
DDA Tax Increment Revenues	\$ 1,000,000	14.29%
Parks, Recreation and Land Preservation Fund	\$ 550,000	7.86%
Total:	\$ 7,000,000	100.00%

Funding Shortfall: \$ 971,669

01/09/19

ENVISION ADA PROJECT COSTS AND FUNDING SOURCES

Funding Sources to Date	Amount	Change from 2017 Plan
Capital Improvements Bonds	\$7,000,000	-
DDA Fund, Cash on Hand	\$375,000	-
General Fund, Cash on Hand	\$500,000	-
Geld, LLC Share of Ada Drive Project	\$800,829	-
Capital Campaign	\$6,996,000	\$2,596,000
Total Funding Sources to Date	\$15,671,829	\$2,596,000
Project Costs, Excl. Library/Community Center		
Headley St. Public Water and Sewer (Actual)	\$619,057	-
Ada Drive Re-Construction (Actual)	\$2,992,318	-\$7,682
Bronson Street Parking Expansion	\$212,000	-
River St./Settlers Street Public Water and Sewer (Actual)	\$469,800	-
Funding Allocation for Future Public Parking (Placeholder)	\$1,000,000	-
Riverfront Park (Estimated)	\$1,765,677	\$119,036
Capital Campaign Expenses (projected, through 3/31/19)	\$90,000	\$90,000
Total Project Costs, excl. Library/Community Center	\$7,148,852	\$201,354
Funding Available for Library/Community Center	\$8,522,978	\$2,394,647

01/09/19

ADDITIONAL FUNDING NEEDED

Building Size Option	Estimated Cost	Additional Funding Need
Option A - 28,800 SF Bldg, incl. 2,800 SF Multipurpose Room	\$12,735,959	\$4,212,982
Option B - 26,000 SF Bldg, excl.2,800 SF Multipurpose Room	\$11,822,648	\$3,299,671
Option C - 24,000 SF Bldg, no Multipurpose Room	\$11,170,283	\$2,647,306

01/09/19

**PROPOSED ADDITIONAL FUNDING SOURCES
FOR LIBRARY/COMMUNITY CENTER**

Township General Fund Cash on Hand	\$300,000
Use of parking allocation for 60-space parking lot	\$240,000
Reduction in public parking allocation by additional \$300K	\$300,000
Additional Private donations	\$1,200,000
Total Additional Funding Sources	\$2,040,000
Current Funding Available	\$8,522,978
Revised Funding Available for Library/Community Center	\$10,562,978

COST REDUCTION NEEDED TO MATCH AVAILABLE FUNDS

Building Size Option	Estimated Cost	Cost Reduction Needed
Option A - 28,800 SF Bldg, incl. 2,800 SF Multipurpose Room	\$12,735,959	\$2,172,982
Option B - 26,000 SF Bldg, excl. 2,800 SF Multipurpose Room	\$11,822,648	\$1,259,671
Option C - 24,000 SF Bldg, no Multipurpose Room	\$11,170,283	\$607,306

**TABLE 11
GENERAL FUND - 101
PROJECTED REVENUES/EXPENDITURES - 2018-19 THROUGH 2024-25**

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
REVENUES							
Property taxes	\$838,781	\$854,852	\$871,949	\$889,388	\$907,176	\$925,319	\$943,826
Local Govt. Stabilization Fund	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Licenses and permits	\$287,000	\$291,305	\$295,675	\$300,110	\$304,611	\$309,181	\$313,818
Grants/revenue sharing	\$1,166,117	\$1,132,859	\$1,149,852	\$1,167,099	\$1,184,606	\$1,202,375	\$1,220,411
Intergovernmental (DDA Millage share of 2017 bond debt service)	\$132,291	\$193,079	\$194,169	\$193,999	\$193,726	\$196,757	\$196,178
Intergovernmental (DDA TIF share of 2017 bond debt service)	\$46,581	\$67,986	\$68,369	\$68,309	\$68,213	\$69,281	\$69,077
Charges for services	\$88,484	\$89,811	\$91,158	\$92,526	\$93,914	\$95,322	\$96,752
Interest and rentals	\$62,900	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
Other, Inc. Donations	\$358,580	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Total Revenues:	\$3,015,734	\$2,789,892	\$2,831,172	\$2,871,431	\$2,912,246	\$2,958,235	\$3,000,062
EXPENDITURES							
Operating Expenditures	\$1,776,507	\$1,812,037	\$1,848,278	\$1,985,243	\$2,024,948	\$2,065,447	\$2,106,756
Capital expenditures	\$1,037,176	\$488,285	\$442,500	\$400,000	\$400,000	\$400,000	\$400,000
Debt Service:							
2017 Bond Series Principal	\$220,000	\$225,000	\$235,000	\$240,000	\$250,000	\$260,000	\$265,000
2016 Bond Series Principal (minus utilities portion)	\$41,250	\$41,250	\$43,542	\$43,542	\$45,833	\$48,125	\$48,125
2011 Bonds Principal	\$15,600	\$18,200	\$18,200	\$18,200	\$20,800	\$20,800	\$20,800
2017 Bonds Interest/Fees	\$131,300	\$126,150	\$121,650	\$114,600	\$107,400	\$99,900	\$92,100
2016 Bonds Interest/Fees (minus utilities portion)	\$24,503	\$22,928	\$22,103	\$21,232	\$20,361	\$19,444	\$18,482
2011 Bonds Interest/Fees	\$9,005	\$8,484	\$7,892	\$7,246	\$6,495	\$5,663	\$4,800
Tax Tribunal Refunds Ordered							
Total expenditures	\$3,255,341	\$2,742,334	\$2,739,165	\$2,830,064	\$2,875,837	\$2,919,379	\$2,956,063
FUND TRANSFERS (IN, -OUT)							
Transfer to Trail Fund	-\$100,000	-\$100,000	-\$100,000				
Transfer to Capital Projects Fund (Library/Community Cr.)		-\$500,000					
Transfer from PRLP Fund (2017 Bond debt service)	\$56,894	\$67,650	\$71,550	\$69,750	\$72,950	\$71,000	\$69,050
Total net transfers	-\$43,106	-\$532,350	-\$28,450	\$69,750	\$72,950	\$71,000	\$69,050
FUND BALANCE:							
Net change in fund balances:	-\$282,713	-\$484,792	\$63,556	\$111,117	\$109,359	\$109,856	\$113,049
Beginning fund balance:	\$3,575,384	\$3,292,671	\$2,807,879	\$2,871,436	\$2,982,553	\$3,091,912	\$3,201,768
Ending fund balance:	\$3,292,671	\$2,807,879	\$2,871,436	\$2,982,553	\$3,091,912	\$3,201,768	\$3,314,817
Fund balance as % of total expenditures plus transfers out	102.5%	127.1%	105.9%	102.9%	104.9%	107.1%	109.6%

FY 21-22 and beyond operating expenses include additional \$100,000 per year for operation/maintenance costs of Community Center/Library Bldg.

TABLE 17
DDA FUND - 248
PROJECTED REVENUES/EXPENDITURES - 2018-19 THROUGH 2024-25

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
REVENUES							
Tax increment revenue	\$0	\$21,477	\$23,195	\$25,051	\$27,055	\$29,219	\$31,557
Millage revenue (2 mills)	\$312,373	\$331,681	\$334,998	\$338,348	\$341,731	\$345,149	\$348,600
Local Government Stabilization Fund	\$138,642	\$138,500	\$138,500	\$138,500	\$138,500	\$138,500	\$138,500
Contributions	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Grants/revenue sharing	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Farmers' Market Vendor Fees	\$7,970	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Farmers' Market Sales	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest and rentals	\$3,000	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total revenues:	\$462,985	\$504,658	\$510,693	\$515,899	\$521,286	\$526,868	\$532,657
EXPENDITURES							
Operating expenditures	\$94,420	\$96,308	\$98,235	\$100,199	\$102,203	\$104,247	\$106,332
Farmers' Market Expenditures			\$0	\$0	\$0	\$0	\$0
Capital expenditures	\$44,921	\$0	\$25,000	\$0	\$0	\$0	\$0
Total expenditures	\$139,341	\$96,308	\$123,235	\$100,199	\$102,203	\$104,247	\$106,332
FUND TRANSFERS (IN, -OUT)							
To Capital Projects Fund							
to Debt Service Fd.; 2017 Bonds - Millage share	\$132,291	\$193,079	\$194,169	\$193,999	\$193,726	\$196,757	\$196,178
to Debt Service Fd.; 2017 Bonds - TTF share	\$46,581	\$67,986	\$68,369	\$68,309	\$68,213	\$69,281	\$69,077
Total net transfers:	\$178,872	\$261,065	\$262,538	\$262,308	\$261,939	\$266,038	\$265,255
FUND BALANCE							
Net change in fund balances:	\$144,772	\$147,285	\$124,920	\$153,391	\$157,144	\$156,582	\$161,070
Beginning fund balance:	\$379,967	\$524,739	\$672,023	\$796,944	\$950,335	\$1,107,479	\$1,264,061
Ending fund balance:	\$524,739	\$672,023	\$796,944	\$950,335	\$1,107,479	\$1,264,061	\$1,425,131
Fund balance as % of total expenditures and transfers out	164.9%	188.0%	206.6%	262.2%	304.1%	341.4%	383.5%

GL Number	Description	2017-18 Activity	YTD As Of 11/30/2018	2018-19 Original Budget	2019-20 REQUESTED
--- Estimated Revenue ---					
DEPT 000.000					
248-000.000-401.405	TAXES- ADA TOWNSHIP	2,589.69	0.00	15,351.00	21,477.00
248-000.000-665.000	INTEREST REVENUE	3,282.44	1,554.33	1,000.00	4,000.00
Total Dept 000.000					25,477.00
DEPT 020.000 TAXES					
248-020.000-406.000	TAXES: DDA MILLAGE	293,025.69	201.44	295,796.00	308,098.00
248-020.000-423.000	TAXES: IFT	23,302.81	0.00	28,116.00	23,583.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	121,853.10	138,642.15	121,000.00	121,000.00
Total DEPT 020.000					452,681.00
DEPT 026.000 CONTRIBUTIONS					
248-026.000-588.000	SPECIAL EVENTS RECEIPTS	0.00	57,148.00	0.00	74,476.00
248-026.000-675.000	CONTRIBUTIONS/PRIVATE SOURCES	0.00	0.00	0.00	56,290.00
Total DEPT 026.000					130,766.00
DEPT 028.000 FARMER'S MARKET					
248-028.000-694.000-FRM MKT 12· MISC AND OTHER REVENUE		1,000.00	1,000.00	1,000.00	1,000.00
248-028.000-694.001-FRM MKT 12· REGISTRATIONS		10,115.00	7,940.00	10,600.00	10,600.00
Total DEPT 028.000					11,600.00
Total Estimated Revenue:		455,168.73	206,485.92	472,863.00	620,524.00

GL Number	Description	2017-18 Activity	YTD As Of 11/30/2018	2018-19 Original Budget	2019-20 REQUESTED
--- Appropriations ---					
DEPT 000.000					
248-000.000-947.000	TRANSFERS OUT TO OTHER FUNDS	0.00	0.00	178,621.00	261,064.75
DEPT 170.000 DDA OPERATIONS/CONSTRUCTION					
248-170.000-704.000	WAGES	33,089.20	36,538.17	30,636.00	42,196.00
248-170.000-704.001	WAGES - SUPPORT	10,769.22	0.00	12,360.00	8,364.00
248-170.000-704.005	WAGES: OVERTIME	0.00	0.00	0.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	2,588.40	2,223.56	2,665.00	3,135.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	605.35	520.07	623.00	733.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	3,345.80	3,653.86	4,300.00	5,056.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	3,759.71	2,715.82	2,638.00	2,378.00
248-170.000-726.000	OFFICE SUPPLIES/SERVICES	160.15	0.00	0.00	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	23,578.13	2,587.85	11,675.00	8,470.00
248-170.000-740.000-FRM MKT 12· OPERATING SUPPLIES/SERVICES		1,530.57	1,096.95	1,980.00	2,850.00
248-170.000-800.000	CONTINUING EDUCATION	160.00	160.00	560.00	560.00
248-170.000-800.000-FRM MKT 12· CONTINUING EDUCATION		0.00	0.00	75.00	0.00
248-170.000-801.000	CONTRACT SERVICE	84,649.60	0.00	17,000.00	18,000.00
248-170.000-801.000-FRM MKT 12· CONTRACT SERVICE		8,433.09	7,290.00	8,865.00	9,645.00

248-170.000-820.000	MEMBERSHIP & DUES	125.00	125.00	368.00	368.00
248-170.000-820.000-FRM MKT 12	MEMBERSHIP & DUES	0.00	0.00	250.00	0.00
248-170.000-821.000	ENGINEERING	0.00	7,920.99	0.00	0.00
248-170.000-828.000	LEGAL SERVICES	0.00	0.00	5,000.00	2,000.00
248-170.000-870.000	MILEAGE & EXPENSES	464.94	284.97	325.00	625.00
248-170.000-870.000-FRM MKT 12	MILEAGE & EXPENSES	0.00	0.00	300.00	300.00
248-170.000-974.000	IMPROVEMENTS	161,794.05	0.00	37,000.00	125,000.00
248-170.000-983.000	NEW EQUIPMENT	2,617.27	0.00	0.00	0.00
248-170.000-983.000-FRM MKT 12	NEW EQUIPMENT	0.00	0.00	0.00	0.00
DEPT 299.000 GENERAL ADMINISTRATION					
248-299.000-906.001	COMMUNITY EVENTS	0.00	94,855.00	0.00	122,580.00
DEPT 900.000 OTHER TOWNSHIP EXPENSES					
248-900.000-719.002	LIFE INSURANCE, OTHERS	292.72	293.36	0.00	467.00
Total Appropriations:		337,963.20	160,265.60	315,241.00	613,791.75

Net of Revenues & Appropriations Fund 248: **6,732.25**

GL Number	Description of 2019-2020 Budget	2017-18 Activity	YTD As Of 12/31/2018	2018-19 Original Budget	2019-20 REQUESTED
DDA:					1/10/19 Draft
DEPT 170.000 DDA OPERATIONS/CONSTRUCTION					
248-170.000-740.000	OPERATING SUPPLIES/SERVICES				\$8,470
Supplies	\$200			\$175	
Parking Spot Striping	\$1,000			\$1,000	
Street Sweeping	\$2,000			\$2,000	
Garland Hanging	\$1,800			\$1,800	
Garland Replacement	\$970			\$200	
Banners	-			\$4,000	
TTT	\$2,500			\$2,500	
248-170.000-800.000	CONTINUING EDUCATION				\$560
MI Downtown Assn. Conference	\$160			\$160	
MI Planners Conference	\$400			\$400	
248-170.000-801.000	CONTRACT SERVICE				\$18,000
Snow Removal	\$18,000			\$17,000	
248-170.000-820.000	MEMBERSHIP & DUES				\$368
Michigan Downtown Assn.	\$125			\$125	
Michigan Assn. of Planning	\$243			\$243	
248-170.000-828.000	LEGAL SERVICES				\$2,000

		\$2,000		\$5,000	
248-170.000-870.000	MILEAGE & EXPENSES				\$625
Misc. Mileage		\$175		\$175	
Misc. Lodging		\$450		\$150	
248-170.000-974.000	IMPROVEMENTS				\$125,000
Village Gateway Sign		\$25,000			
Ada Drive Brick Leveling		\$100,000			
Village Light Fixture LED Retrofit				\$37,500	
TOTAL, DDA					\$155,023

GL Number	Description of 2019-2020 Budget	2017-18 Activity	YTD As Of 12/31/2018	2018-19 Original Budget	2019-20 REQUESTED
FARMER'S MARKET					1/9/19 Draft
DEPT 170.000 - FARMERS MARKET					
248-170.000-740.000	OPERATING SUPPLIES/SERVICES				\$2,850
Domain Retention		\$50		\$280	
Buskers Comp for Music in the Mar		\$700		\$700	
Supplies for Kids in the Market		\$150		\$150	
Market Supplies for New Site		\$200	-		
Chef in the Market		\$150		\$150	
Advertising & Promotion		\$1,300		\$400	
Miscellaneous (Repair, restock)		\$200		\$200	
2019 Vendor Kickoff		\$100		\$100	
248-170.000-800.000	CONTINUING EDUCATION				\$0
MIFMA Boot Camp		\$0		\$75	
248-170.000-801.000	CONTRACT SERVICE				\$9,645
Market Manager		\$9,645		\$8,595	
248-170.000-820.000	MEMBERSHIP & DUES				\$0
MIFMA Membership		\$0		\$250	
248-170.000-870.000	MILEAGE & EXPENSES				\$300
Incidentals for Market Manager		\$300		\$300	
TOTAL, DDA					\$12,795



MEMORANDUM

Date: 1/8/19

TO: Ada Township DDA Board
FROM: Brian Hilbrands, DDA Coordinator
RE: Financial Report, 12/31/18

Significant DDA financial activity during December included the following:

- \$653.00 in operating supplies/services includes payment to RRR Lawn & Landscape for garland installation.

With respect to the Farmers' Market, the Market has net negative income to date of \$805.72 for the 2018 season. Revenues to date total \$8,970.00, or 77.3% of the budgeted total.

User: HILBRANDS

DB: Ada

PERIOD ENDING 12/31/2018

ADA TOWNSHIP DDA
INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	YTD BALANCE 12/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 000.000							
248-000.000-401.405	TAXES- ADA TOWNSHIP	15,351.00	12,076.84	12,076.84	3,274.16	78.67	0.00
248-000.000-665.000	INTEREST REVENUE	1,000.00	0.00	1,554.33	(554.33)	155.43	0.00
Total Dept 000.000		16,351.00	12,076.84	13,631.17	2,719.83	83.37	0.00
Dept 020.000 - TAXES							
248-020.000-406.000	TAXES: DDA MILLAGE	295,796.00	0.00	201.44	295,594.56	0.07	0.00
248-020.000-423.000	TAXES: IFT	28,116.00	0.00	0.00	28,116.00	0.00	0.00
248-020.000-573.000	LOCAL COMMUNITY SABILIZATION	121,000.00	0.00	138,642.15	(17,642.15)	114.58	0.00
Total Dept 020.000 - TAXES		444,912.00	0.00	138,843.59	306,068.41	31.21	0.00
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	0.00	1,000.00	0.00	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	10,600.00	30.00	7,970.00	2,630.00	75.19	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	30.00	8,970.00	2,630.00	77.33	0.00
TOTAL REVENUES		472,863.00	12,106.84	161,444.76	311,418.24	34.14	0.00
Expenditures							
Dept 000.000							
248-000.000-947.000	TRANSFERS OUT TO OTHER FUNDS	178,621.00	0.00	0.00	178,621.00	0.00	0.00
Total Dept 000.000		178,621.00	0.00	0.00	178,621.00	0.00	0.00
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-704.000	WAGES	30,636.00	3,950.34	40,488.51	(9,852.51)	132.16	0.00
248-170.000-704.001	WAGES - SUPPORT	12,360.00	0.00	0.00	12,360.00	0.00	0.00
248-170.000-715.000	FICA - TOWNSHIP SHARE	2,665.00	240.28	2,463.84	201.16	92.45	0.00
248-170.000-716.000	FICA - MEDICARE TWP SHARE	623.00	56.20	576.27	46.73	92.50	0.00
248-170.000-719.000	RETIREMENT - EMPLOYER COST	4,300.00	395.03	4,048.89	251.11	94.16	0.00
248-170.000-719.001	MEDICAL, DENTAL INSURANCE	2,638.00	301.76	3,017.58	(379.58)	114.39	0.00
248-170.000-740.000	OPERATING SUPPLIES/SERVICES	11,675.00	653.00	3,240.85	8,434.15	27.76	0.00
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,980.00	0.00	1,096.95	883.05	55.40	0.00
248-170.000-800.000	CONTINUING EDUCATION	560.00	0.00	160.00	400.00	28.57	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000	CONTRACT SERVICE	17,000.00	0.00	0.00	17,000.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,865.00	450.00	7,740.00	1,125.00	87.31	0.00
248-170.000-820.000	MEMBERSHIP & DUES	368.00	0.00	125.00	243.00	33.97	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-821.000	ENGINEERING	0.00	0.00	7,920.99	(7,920.99)	100.00	0.00
248-170.000-828.000	LEGAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00	0.00
248-170.000-870.000	MILEAGE & EXPENSES	325.00	0.00	284.97	40.03	87.68	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00	0.00	0.00	300.00	0.00	0.00
248-170.000-974.000	IMPROVEMENTS	37,000.00	0.00	0.00	37,000.00	0.00	0.00

PERIOD ENDING 12/31/2018

ADA TOWNSHIP DDA
 INCLUDING FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	YTD BALANCE 12/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Expenditures							
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		136,620.00	6,046.61	71,163.85	65,456.15	52.09	0.00
Dept 900.000 - OTHER TOWNSHIP EXPENSES							
248-900.000-719.002	LIFE INSURANCE, OTHERS	0.00	42.08	335.44	(335.44)	100.00	0.00
Total Dept 900.000 - OTHER TOWNSHIP EXPENSES		0.00	42.08	335.44	(335.44)	100.00	0.00
TOTAL EXPENDITURES		315,241.00	6,088.69	71,499.29	243,741.71	22.68	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		472,863.00	12,106.84	161,444.76	311,418.24	34.14	0.00
TOTAL EXPENDITURES		315,241.00	6,088.69	71,499.29	243,741.71	22.68	0.00
NET OF REVENUES & EXPENDITURES		157,622.00	6,018.15	89,945.47	67,676.53	57.06	0.00
BEG. FUND BALANCE		379,966.52		379,966.52			
END FUND BALANCE		537,588.52		469,911.99			

PERIOD ENDING 12/31/2018

ADA FARMERS' MARKET

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	YTD BALANCE 12/31/2018 NORM (ABNORM)	UNENCUMBERED BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
Fund 248 - DDA FUND							
Revenues							
Dept 028.000 - FARMER'S MARKET							
248-028.000-694.000-FRM MKT 12-1	MISC AND OTHER REVENUE	1,000.00	0.00	1,000.00	0.00	100.00	0.00
248-028.000-694.001-FRM MKT 12-1	REGISTRATIONS	10,600.00	30.00	7,970.00	2,630.00	75.19	0.00
Total Dept 028.000 - FARMER'S MARKET		11,600.00	30.00	8,970.00	2,630.00	77.33	0.00
TOTAL REVENUES		11,600.00	30.00	8,970.00	2,630.00	77.33	0.00
Expenditures							
Dept 170.000 - DDA OPERATIONS/CONSTRUCTION							
248-170.000-740.000-FRM MKT 12-1	OPERATING SUPPLIES/SERVICES	1,980.00	0.00	1,096.95	883.05	55.40	0.00
248-170.000-800.000-FRM MKT 12-1	CONTINUING EDUCATION	75.00	0.00	0.00	75.00	0.00	0.00
248-170.000-801.000-FRM MKT 12-1	CONTRACT SERVICE	8,865.00	450.00	7,740.00	1,125.00	87.31	0.00
248-170.000-820.000-FRM MKT 12-1	MEMBERSHIP & DUES	250.00	0.00	0.00	250.00	0.00	0.00
248-170.000-870.000-FRM MKT 12-1	MILEAGE & EXPENSES	300.00	0.00	0.00	300.00	0.00	0.00
Total Dept 170.000 - DDA OPERATIONS/CONSTRUCTION		11,470.00	450.00	8,836.95	2,633.05	77.04	0.00
TOTAL EXPENDITURES		11,470.00	450.00	8,836.95	2,633.05	77.04	0.00
Fund 248 - DDA FUND:							
TOTAL REVENUES		11,600.00	30.00	8,970.00	2,630.00	77.33	0.00
TOTAL EXPENDITURES		11,470.00	450.00	8,836.95	2,633.05	77.04	0.00
NET OF REVENUES & EXPENDITURES		130.00	(420.00)	133.05	(3.05)	102.35	0.00

ADA FARMERS' MARKET
2018 SEASON REVENUE, EXPENSE AND NET INCOME
12/31/18

General Ledger No.	Date	Description	Revenue	Expenditure	Balance	Net Income from 1/31/18
		Total Revenues and Expenditures, 4/1/17 to 1/31/18	\$11,115.00	\$9,056.32	\$13,869.20	
248.170.801	2/06/18	Market Master Services - January, 2018		\$105.00	\$13,764.20	-\$105.00
248.170.740	3/09/18	Operating Supplies - Internet Services		\$68.13	\$13,696.07	-\$173.13
248.170.801	3/15/18	Market Master Services - February, 2018		\$150.00	\$13,546.07	-\$323.13
248.170.740	3/23/18	Operating Supplies - Petty Cash Reimbursement		\$31.43	\$13,514.64	-\$354.56
248.170.740	3/31/18	Operating Supplies - Supply Reimbursements		\$108.09	\$13,406.55	-\$462.65
248.170.740	3/31/18	Supplies, General, Farmers Market, Asses		\$4.55	\$13,402.00	-\$467.20
248.170.740	3/31/18	Operating Supplies - Internet Services		\$21.57	\$13,380.43	-\$488.77
248.170.801	3/31/18	Market Master Services - March, 2018		\$450.00	\$12,930.43	-\$938.77
248.028.694	4/09/18	Vendor Registration Fees	\$255.00		\$13,185.43	-\$683.77
248.028.694	4/18/18	Vendor Registration Fees	\$815.00		\$14,000.43	\$131.23
248.028.694	4/20/18	Vendor Registration Fees	\$1,220.00		\$15,220.43	\$1,351.23
248.028.694	5/01/18	Vendor Registration Fees	\$560.00		\$15,780.43	\$1,911.23
248.170.801	5/08/18	Market Master Services - April, 2018		\$600.00	\$15,180.43	\$1,311.23
248.028.694	5/14/18	Vendor Registration Fees	\$1,885.00		\$17,065.43	\$3,196.23
248.028.694	5/23/18	Vendor Registration Fees	\$510.00		\$17,575.43	\$3,706.23
248.028.694	5/31/18	Vendor Registration Fees	\$305.00		\$17,880.43	\$4,011.23
248.170.801	6/05/18	Market Master Services - May, 2018		\$750.00	\$17,130.43	\$3,261.23
248.170.740	6/05/18	Operating Supplies - Petty Cash Reimbursement		\$200.00	\$16,930.43	\$3,061.23
248.170.740	6/05/18	Operating Supplies - Supply Reimbursements		\$150.00	\$16,780.43	\$2,911.23
248.170.740	6/06/18	Operating Supplies - Farmers Market Tent Repair		\$143.92	\$16,636.51	\$2,767.31
248.028.694	6/07/18	Vendor Registration Fees	\$535.00		\$17,171.51	\$3,302.31
248.028.694	6/08/18	Vendor Registration Fees	\$355.00		\$17,526.51	\$3,657.31
248.028.694	6/11/18	Vendor Registration Fees	\$255.00		\$17,781.51	\$3,912.31
248.028.694	6/19/18	Vendor Registration Fees	\$255.00		\$18,036.51	\$4,167.31
248.028.694	6/21/18	Vendor Registration Fees	\$75.00		\$18,111.51	\$4,242.31
248.028.694	6/27/18	Vendor Registration Fees	\$100.00		\$18,211.51	\$4,342.31
248.170.740	6/29/18	Operating Supplies - Petty Cash Reimbursement		\$107.88	\$18,103.63	\$4,234.43
248.028.694	7/11/18	Vendor Registration Fees	\$200.00		\$18,303.63	\$4,434.43
248.170.740	7/11/18	Operating Supplies - Farmers' Market Banners		\$171.97	\$18,131.66	\$4,262.46
248.028.694	7/18/18	Vendor Registration Fees	\$330.00		\$18,461.66	\$4,592.46
248.028.694	7/25/18	Vendor Registration Fees	\$125.00		\$18,586.66	\$4,717.46
248.028.694	8/01/18	Vendor Registration Fees	\$175.00		\$18,761.66	\$4,892.46
248.170.740	8/02/18	Operating Supplies - Petty Cash Reimbursement		\$150.00	\$18,611.66	\$4,742.46
248.170.801	8/07/18	Market Master Services - June, 2018		\$1,080.00	\$17,531.66	\$3,662.46
248.170.801	8/07/18	Market Master Services - July, 2018		\$1,350.00	\$16,181.66	\$2,312.46
248.028.694	8/08/18	Vendor Registration Fees	\$125.00		\$16,306.66	\$2,437.46
248.028.694	8/15/18	Vendor Registration Fees	\$125.00		\$16,431.66	\$2,562.46
248.028.694	8/20/18	Vendor Reimbursement	-\$570.00		\$15,861.66	\$1,992.46
248.028.694	8/28/18	Vendor Registration Fees	\$75.00		\$15,936.66	\$2,067.46
248.170.740	9/04/18	Operating Supplies - Leftover Petty Cash		-\$7.30	\$15,943.96	\$2,074.76
248.170.740	9/04/18	Operating Supplies - Internet Services		\$68.13	\$15,875.83	\$2,006.63
248.170.801	9/04/18	Market Master Services - August, 2018		\$1,080.00	\$14,795.83	\$926.63
248.028.694	9/05/18	Vendor Registration Fees	\$50.00		\$14,845.83	\$976.63
248.028.694	9/10/18	Spectrum Health Sponsorship Fee	\$1,000.00		\$15,845.83	\$1,976.63
248.028.694	9/12/18	Vendor Registration Fees	\$50.00		\$15,895.83	\$2,026.63
248.170.740	9/18/18	Operating Supplies - Supply Reimbursements		\$9.22	\$15,886.61	\$2,017.41
248.028.694	9/19/18	Vendor Registration Fees	\$50.00		\$15,936.61	\$2,067.41
248.170.801	10/01/18	Market Master Services - September, 2018		\$1,080.00	\$14,856.61	\$987.41
248.170.740	10/04/18	Operating Supplies - Internet Services		\$68.13	\$14,788.48	\$919.28
248.028.694	10/08/18	Vendor Registration Fees	\$30.00		\$14,818.48	\$949.28
248.170.740	10/09/18	Operating Supplies - Petty Cash Reimbursement		\$35.00	\$14,783.48	\$914.28
248.028.694	10/12/18	Vendor Registration Fees	\$30.00		\$14,813.48	\$944.28
248.028.694	10/19/18	Vendor Registration Fees	\$20.00		\$14,833.48	\$964.28
248.170.801	11/20/18	Market Master Services - October, 2018		\$1,350.00	\$13,483.48	-\$385.72
248.028.694	12/04/18	Voided Reimbursement	\$30.00			
248.170.801	12/04/18	Market Master Services - November, 2018		\$450.00		
Total, 2018 Season, beginning 2/1/18			\$8,970.00	\$9,775.72		-\$805.72
Total, Fiscal YTD, beginning 4/1/18			\$8,970.00	\$8,836.95		\$133.05