

AGENDA

MONROE DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING

7:45 A.M.

WEDNESDAY, JANUARY 18, 2012

CITY HALL, 1ST FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. Roll Call

2. Consent Agenda

Action Requested

- A. Approval of Agenda
- B. Approval of the Minutes of
Wednesday, November 16, 2011 Regular Meeting
- C. Financial Report
 - DDA Revenue and Expenditure Report FY 2011-2012
 - DDA Itemized Expenditure Report FY 2011-2012

3. 2011-2012 Work Program

- A. Parking Lot
 - Properties acquisition along W Front
 - Update on Parking Lot
 - Start Date
 - Signing of the Contracts
 - River Walk signs
 - Lights in walkways and MLK Bridge
 - Name for Parking Lot
- B. DDA Staff
- C. Board Action Report and Committee Project Status Reports
 - Design-Rick Floraday-No Meeting
 - Development-Ken Wickenheiser-No Meeting
 - Grant-Rick Floraday-No Meeting
 - Promotion-Janet Berns- No Meeting
- D. Budget Process

4. Other Business

Meetings for Design, Grant Committees

5. Communications

6. Adjournment

Action Requested

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, November 16, 2011
First Floor Conference Room
Monroe City Hall**

Chairperson Floraday called the meeting to order at 7:50 a.m.

1. Roll Call

Present: Chairperson Rick Floraday, Treasurer Mary Gail Beneteau, Janet Berns, Cheri Weakly, Shaun McGowan, Barry Kinsey, Mayor Robert Clark, Scott Goocher (at 7:52), Kim Daniels (at 8:00)
Staff: Dan Swallow, Patrick Lewis

2. Consent Agenda

- A. Approval of November Agenda
- B. Approval of the Minutes of the October 19, 2011 DDA meeting
- C. October Financial Reports

It was moved by Mr. Kinsey and seconded by Mayor Clark to approve the Consent Agenda as updated/presented.

Motion carried unanimously.

3. 2011-2012 Work Program

A. Parking Lot

- **AT &T design contract:** AT& T needs a signed contract and a deposit to do the design work for the parking lot project.

It was moved by Ms. Beneteau and seconded by Mr. McGowan to sign the contract with AT & T; and spend up to \$1,000.00 for the deposit.

Motion carried unanimously

- **Natural Resource Grant Status:** Dan Swallow obtained the scoring status of the parking lot project. Out of 145 applicants, the project is number 79 on the list. The grant coordinator says there is \$10 million available, and the legislature needs to approve grants before the funds are available. The approval may take until June or July of 2012. We don't want to refuse an awarded grant. There was discussion about pulling out of the running for the grant, considering the score of the project, and also considering the board was going forward with the project anyway before the grant was considered.

It was moved by Ms. Berns and seconded by Ms. Daniels to withdraw from the Natural Resource grant application process.

Motion carried unanimously

- Monroe Club property: There is a signed purchase agreement for the Monroe Club property. Purchase price is \$18,000.00; it includes W. Front St. access.
- W. Front properties: still working on these properties. Sam Guich reviewing property values per City Council directive. Hope to make purchase offers in the next week or so.
- **Awarding the contract for construction:** Three firms turned in construction bids for the parking lot project. Low bidder was C&D Hughes at \$1.19 million. Total amount with the Hughes bid, 15% contingency fund, lighting contract, Mannik & Smith contract, property acquisition, DEQ permit, franchise utility fees and building permits brings the total for the entire project to \$1.927 million. Total is more than original estimate of \$1.6 million, but that figure did not include a contingency fund, or acquiring the W. Front properties. If the contingency fund isn't needed, that amount can be paid down on the construction loan. There was discussion of using a portion of the City's committed funds to pay for Patrick Lewis to oversee/pay construction bills, with the balance of the City's portion going towards fixing another public parking lot; and also the loan repayment schedule. Also some discussion about the W. Front properties needing to have lot splits approved by the CPC, then Council must also approve. Some discussions followed about how long the construction bids are good (90 days) and when the construction will start. C&D Hughes hopes to start on the retaining wall in Jan. of 2012.

It was moved by Mr. Kinsey and seconded by Ms. Weakly to approve the construction contract for the W. Front St. and S. Monroe St. parking lot and greens pace modifications with the low bidder, C&D Hughes Inc., in the amount of \$1,191,766.20; subject to the financing bonds being approved by the Monroe City Council, and the bonds being issued and sold, and that we further authorize the DDA chairperson to execute the contract subject to these terms, authorize the City Engineer to approve expenses and invoices in an amount not to exceed \$1,370,531.00' which includes a 15% contingency, and authorize the City Engineer to act as the DDA's agent in negotiating any change orders or other contractual related items. Roll call vote.

Motion carried unanimously

- **Commitment of DDA Funds for 20 years:** It was moved by Ms. Weakly and seconded by Mr. McGowan to approve the document to commit DDA funds for 20 years to pay back the construction bond, with corrections. (See attached corrected document). Roll call vote.

Motion carried unanimously

- **Signs for Riverwalk:** need 3 more signs for Riverwalk, for the parking lot project. Money for these will come out of the DDA general budget, or the contingency fund. There was some discussion about making the signs more visible. It was moved by Mr. Kinsey and seconded by Ms. Weakly to get bids for more Riverwalk signs.

Motion carried unanimously

B. Board Action Report and Committee Project Status Report

- Design: Christmas decorations are mostly up, thanks to all who worked getting that done. Some decorations still need to be put up, and some more lights need to be purchases. Discussion about what type of lights need to be purchased and when to finish the decorating. It was moved by Mr. Kinsey and seconded by Mayor Clark to approve spending up to \$500.00 for new lights.
Motion carried unanimously
- Reimbursements to Mr. Floraday: it was moved by Mayor Clark and seconded by Mr. McGowan to approve up to \$50.00 to reimburse Mr. Floraday.
Motion passed unanimously.

4. Other Business

Patrick Lewis talked about getting the holiday banners up before the parade, and talked about getting Monroe St. as cleaned up as possible from the construction before the parade. There will be some nighttime closing of Monroe St. when they are finishing the water line project to lessen the impact on downtown businesses. Still working on way finding signs, hoping to have them up before the ground freezes.

Discussion about the tear-off maps and when to get them reprinted. We are getting 2-3 calls a week about people wanting the tear-off maps. Cost of 10,000 maps is \$700-800. Mr. Kinsey suggested printing 5,000 maps now, and then revising the map after the parking lot project is finished. It was moved by Ms. Berns and seconded by Mr. Goocher to have 5,000 maps printed at a cost of up to \$500.00.

Motion carried unanimously

5. Adjournment

A motion to adjourn was made by Ms. Beneteau and seconded by Mr. McGowan at 9:25 am.

Motion carried unanimously

**Monroe Downtown Development Authority
County of Monroe, State of Michigan**

**RESOLUTION PLEDGING TAX INCREMENT REVENUES FOR
CAPITAL IMPROVEMENT BONDS FOR PARKING IMPROVEMENTS**

Minutes of a regular meeting of the Board of the Monroe Downtown Development Authority, County of Monroe, State of Michigan, on the 16th day of November, 2011, at 7:45 o'clock a.m., Eastern Standard Time.

PRESENT: Members Mary Gail Benetrau, Kim Daniels, Scott Goocher, Mayor Clark, Shaun McGowan, Rick Floraday, Cheri Weakly, Barry Kinsay, Janet Berns

ABSENT: Members Ken Calender, Ken Wickenheiser

The following preamble and resolution were offered by Member C. Weakly and supported by Member S. McGowan :

WHEREAS, the Board of the Monroe Downtown Development Authority (the "DDA") pursuant to Act 197, Public Acts of Michigan, 1975, as amended (the "Act"), and pursuant to the provisions of the Development Plan #4 and Tax Increment Financing Plan #4 of the DDA (the "Plan"), approved by the City Council of the City of Monroe (the "City"), has determined that it is necessary and expedient to pay all or part of the cost of acquiring and constructing parking improvements, including all related land acquisition, landscaping, retaining wall improvements, utilities and all appurtenances and attachments (the "Parking Improvements") in the Development Area (the "Development Area"); and

WHEREAS, in order to obtain the lowest financing cost for the Parking Improvements, it is necessary that the City issue its Capital Improvement Bonds (Limited Tax General Obligation) (the "Bonds") pursuant to Act 34, Public Acts of Michigan, 2001, as amended; and

WHEREAS, the DDA will pay the City for the portion of the debt service on the Bonds attributable to the Parking Improvements from its Tax Increment Revenues; and

WHEREAS, the DDA has determined that the estimated available annual tax increment revenues of the DDA derived from the captured assessed value of the Development Area will be sufficient to pay its portion of the debt service on the Bonds, as shown on the attached Exhibit A.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The DDA hereby requests the City to issue the Bonds in an amount sufficient to finance the Parking Improvements for the benefit of the DDA, which is currently estimated to be \$1,900,000, and the DDA hereby agrees to pay to the City from the Tax Increment Revenues received by the DDA the amounts necessary to pay principal of and interest on the Bonds attributable to the Parking Improvements as they come due; provided, however, that to the extent the City determines that it is in the best interest of the City to redeem all or any portion of the Bonds prior to maturity the DDA may, but shall not be required to, prepay its portion of the obligations authorized herein.

MILLER, CANFIELD, PADDOCK AND STONE, P.L.L.C.

In the event the Tax Increment Revenues and any other funds of the DDA are insufficient to pay the DDA's share of principal of and interest on any Bonds as they become due, and the City pays such sums from its own funds, the DDA agrees to reimburse the City in whole for such payments from funds of the DDA as the same are received. The DDA further agrees to reimburse the City its share for any costs not financed from the proceeds of the Bonds, including, if necessary, the costs of issuance of the Bonds, any publication costs or other costs incurred by the City with respect to the Parking Improvements.

2. The DDA hereby acknowledges that the City will issue its Bonds in reliance upon the agreement and promise of the DDA to pay to the City all of its available Tax Increment Revenues derived from the captured assessed value of the Development Area up to the amounts necessary to pay the principal of and interest on the Bonds attributable to the Parking Improvements.

3. The DDA hereby certifies to the City that the estimated Tax Increment Revenues derived from the captured assessed value of the Development Area are sufficient to pay the DDA's share of the principal of and interest on the Bonds.

4. Within thirty (30) days after issuance of the Bonds, the Finance Director of the City shall provide the Chairperson of the DDA with a schedule showing the DDA's share of principal and interest coming due on the Bonds.

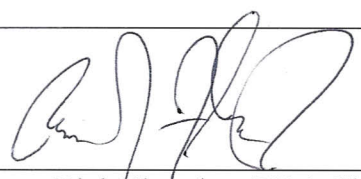
5. The Chairperson of the DDA is hereby authorized and directed to deliver a certified copy of this resolution to the City Clerk.

6. All resolutions and parts of resolutions in conflict with the provisions of this resolution are hereby repealed or amended to the extent of such conflict.

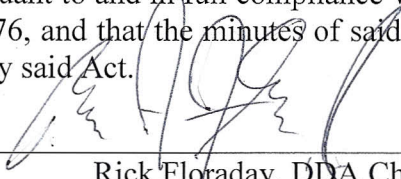
AYES: Members Beneteau, Daniels, Goocher, Clark, McGowan, Floraday, Weakly, Kinsy, Berns

NAYS: Members Ø

RESOLUTION DECLARED ADOPTED.


Rick Floraday, DDA Chairperson

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of the Monroe Downtown Development Authority, County of Monroe, State of Michigan, at a regular meeting held on the 16th day of November, 2011, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Rick Floraday, DDA Chairperson

User: esell

DB: Monroe

PERIOD ENDING 12/31/2011

GL NUMBER	DESCRIPTION	2011-12	YTD BALANCE	AVAILABLE
		AMENDED	12/31/2011	BALANCE
		BUDGET(NORMAL)	(ABNORMAL)	(NORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 80.100-GENERAL REVENUE				
751-80.100-665.005	INTEREST ON INVESTMENTS	1,600.00	351.11	1,248.89
Total Dept 80.100-GENERAL REVENUE		1,600.00	351.11	1,248.89
Dept 80.600-GENERAL REVENUE				
751-80.600-402.000	REAL PROPERTY TAXES	218,877.00	203,568.87	15,308.13
751-80.600-410.000	PERSONAL PROPERTY TAXES	0.00	(11,467.57)	11,467.57
Total Dept 80.600-GENERAL REVENUE		218,877.00	192,101.30	26,775.70
Dept 82.600-ECONOMIC DEVELOPMENT				
751-82.600-675.000	CONTRIB FROM PRIVATE SOURCE	1,000.00	100.00	900.00
Total Dept 82.600-ECONOMIC DEVELOPMENT		1,000.00	100.00	900.00
TOTAL Revenues		221,477.00	192,552.41	28,924.59
Expenditures				
Dept 65.691-DOWNTOWN DEVELOPMENT				
751-65.691-703.000	PART TIME SALARIES & WAGES	24,102.00	4,838.77	19,263.23
751-65.691-717.000	SOCIAL SECURITY	1,494.32	300.00	1,194.32
751-65.691-717.005	MEDICARE	349.48	70.15	279.33
751-65.691-718.010	WORKERS' COMP INSURANCE	32.04	7.93	24.11
751-65.691-718.015	UNEMPLOYMENT	120.51	9.92	110.59
751-65.691-727.000	OFFICE SUPPLIES	1,000.00	355.05	644.95
751-65.691-728.000	COPIES	225.00	2.75	222.25
751-65.691-730.000	POSTAGE	750.00	46.42	703.58
751-65.691-818.010	AUDIT SERVICES	1,300.00	1,241.00	59.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	45,000.00	29,508.59	15,491.41
751-65.691-818.080	FACADE IMPROVEMENTS	35,000.00	4,230.50	30,769.50
751-65.691-853.000	TELEPHONE	2,000.00	344.33	1,655.67
751-65.691-905.000	PUBLISHING/ADVERTISING	200.00	81.01	118.99
751-65.691-910.000	INSURANCE PREMIUM	1,000.00	833.00	167.00
751-65.691-921.000	ELECTRIC	0.00	35.34	(35.34)
751-65.691-922.000	GAS	0.00	49.45	(49.45)
751-65.691-942.000	RENTAL-BUILDING	3,375.00	0.00	3,375.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	301.17	698.83
751-65.691-955.030	ORGANIZATION COMMITTEE	600.00	0.00	600.00
751-65.691-955.035	DESIGN COMMITTEE	4,200.00	276.57	3,923.43
751-65.691-955.040	PROMOTION COMMITTEE	9,000.00	1,153.74	7,846.26
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	75,000.00	0.00	75,000.00
751-65.691-999.401-12C0300000	TRANSFER OUT-CAPITAL PROJECT	120,000.00	0.00	120,000.00
Total Dept 65.691-DOWNTOWN DEVELOPMENT		325,748.35	43,685.69	282,062.66
Dept 65.945-DEBT SERVICE - DDA				
751-65.945-991.000	PRINCIPAL ON DEBT	25,706.00	0.00	25,706.00
751-65.945-995.000	INTEREST EXPENSE	42,500.00	0.00	42,500.00
Total Dept 65.945-DEBT SERVICE - DDA		68,206.00	0.00	68,206.00

User: esell

DB: Monroe

PERIOD ENDING 12/31/2011

GL NUMBER	DESCRIPTION	2011-12		YTD BALANCE	AVAILABLE
		AMENDED	BUDGET	12/31/2011	BALANCE
		(NORMAL)	(ABNORMAL)	(NORMAL)	(ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Expenditures					
TOTAL Expenditures		393,954.35		43,685.69	350,268.66
Fund 751:					
TOTAL REVENUES		221,477.00		192,552.41	28,924.59
TOTAL EXPENDITURES		393,954.35		43,685.69	350,268.66
NET OF REVENUES & EXPENDITURES		(172,477.35)		148,866.72	(321,344.07)

Monroe Downtown Development Authority
2011-2012 Fiscal Year Expenditure Report

July 1, 2011-
October 31, 2011

Part Time Salaries & Wages		Budget	\$24,102.00	
7/31/2011	6/1/11-6/16/11		\$1,050.58	
8/15/2011			\$1,934.19	
8/31/2011			\$1,854.00	
9/1/2011			\$927.00	
9/15/2011		Expenditures	\$1,007.19	Balance \$19,263.23
			\$4,838.77	
		Budget	\$1,494.32	
Social Security		6/1/11-6/16/11		
7/21/2011			\$65.13	
8/15/2011			\$119.92	
8/31/2011			\$114.95	
9/1/2011			\$57.47	
9/15/2011		Expenditures	\$62.45	Balance \$1,194.32
			\$300.00	
		Budget	\$349.48	
Medicare		6/1/11-6/16/11		
7/21/2011			\$15.22	
8/15/2011			\$28.05	
8/31/2011			\$26.88	
9/1/2011			\$13.44	
9/15/2011		Expenditures	\$14.61	Balance \$279.33
			\$70.15	
		Budget	\$32.04	
Workers' Comp		6/1/11-6/16/11		
7/21/2011			\$2.90	
8/15/2011			\$2.57	
8/31/2011			\$2.46	
9/1/2011			\$1.23	
9/15/2011		Expenditures	\$1.34	Balance \$24.11
			\$7.93	
		Budget	\$120.51	
Unemployment		6/1/11-6/16/11		
7/21/2011			\$1.95	
8/15/2011			\$4.07	
8/31/2011			\$3.90	
9/1/2011			\$1.95	
9/15/2011		Expenditures	\$2.12	Balance \$110.59
			\$9.92	
		Budget	\$1,000.00	
Office Supplies		KCI Graphics (bc and letterhead)		
8/1/2011			\$244.00	
9/1/2011		Expenditures	\$111.05	Balance \$644.95
			\$355.05	
		Budget	\$225.00	
Copies		July		
7/31/2011	August		\$0.61	
8/31/2011	September		\$0.27	
9/1/2011			\$0.01	

Monroe Downtown Development Authority
2011-2012 Fiscal Year Expenditure Report

July 1, 2011-
October 31, 2011

10/31/2011			\$0.43	
11/30/2011			\$1.43	
Expenditures				Balance \$222.25
			\$2.75	
Budget				\$750.00
Postage	July			
7/31/2011	Andrea Jones (tourism brochures)		\$9.32	
8/1/2011			\$17.30	
8/31/2011	Christmas Mailing Organizations		\$0.88	
9/30/2011			\$17.16	
10/31/2011			\$0.44	
12/31/2011			\$1.32	
Expenditures				Balance \$703.58
			\$46.42	
Budget				\$1,300.00
Audit Services				
10/3/2011			\$1,150.00	
12/19/2011			\$91.00	
Expenditures				Balance \$59.00
			\$1,241.00	
Budget				\$45,000.00
The Mannik & Smith Group (engineering drawings)				
General Contract Services				
8/15/2011			\$265.00	
9/6/2011			\$16,852.27	
9/19/2011			\$275.00	
10/3/2011			\$11,561.32	
11/7/2011			\$250.00	
11/21/2011			\$205.00	
12/5/2011			\$100.00	
Expenditures				Balance \$15,491.41
			\$29,508.59	
Budget				\$35,000.00
Façade Improvements				
10/17/2011	Ed Pipis		\$4,230.50	
Expenditures				Balance \$30,769.50
			\$4,230.50	
Budget				\$2,000.00
Telephone	AT&T			
8/15/2011			\$182.38	
9/19/2011			\$43.69	
10/17/2011			\$40.27	
11/21/2011			\$40.84	
12/19/2011			\$37.15	
Expenditures			\$344.33	Balance \$1,655.67
Budget				\$0.00
Travel and Training				
Budget				\$0.00

Monroe Downtown Development Authority
2011-2012 Fiscal Year Expenditure Report

July 1, 2011-
October 31, 2011

Expenditures		\$0.00	Balance	\$0.00
Publishing/Advertising		Budget		\$200.00
8/15/2011	Monroe Publishing (Office and Meeting Relocatio	\$81.01		
Expenditures		\$81.01	Balance	\$118.99
Insurance Premium		Budget		\$1,000.00
7/31/2011	Prepaid Insurance Expense	\$833.00		
Expenditures		\$833.00	Balance	\$167.00
Electric		Budget		\$0.00
8/1/2011	DTE Energy (final bill for 118 E. Front St.)	\$35.34		
Expenditures		\$35.34	Balance	-\$35.34
Gas		Budget		\$0.00
8/1/2011	Michigan Gas Utilities (final bill for 118 E. Front S	\$49.45		
Expenditures		\$49.45	Balance	-\$49.45
Water		Budget		\$0.00
Expenditures		\$0.00	Balance	\$0.00
Rental-Building		Budget		\$3,375.00
Expenditures		\$0.00	Balance	\$3,375.00
Miscellaneous Expense		Budget		\$1,000.00
7/18/2011	National Trust for Historic Preservation Members	\$250.00		
9/6/2011	Visa-Credit Card Fees	\$51.17		
Expenditures		\$301.17	Balance	\$698.83
Organization Committee		Budget		\$600.00
Expenditures		\$0.00	Balance	\$600.00
Design Committee		Budget		\$4,200.00
12/5/2011		\$142.70		
12/5/2011		\$133.87		
Expenditures		\$276.57	Balance	\$3,923.43
Promotion Committee		Budget		\$9,000.00
8/15/2011	Monroe Publishing (Jazz Festival Brochure)	\$110.00		
9/6/2011	Visa-Hostgator.com	\$119.40		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
12/01/2011			751-00.000-003.000 CERTIFICATES OF DEPOSIT		BEG. BALANCE		491,000.00
12/08/2011	GJ	JE	CDS	10709		100,000.00	391,000.00
12/08/2011	GJ	JE	CDS	10709	50,000.00		441,000.00
12/29/2011	GJ	JE	CDS	10750	37,000.00		478,000.00
12/31/2011			751-00.000-003.000	END BALANCE	87,000.00	100,000.00	478,000.00
12/01/2011			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		6,068.08
12/06/2011	CD	CHK	SUMMARY CD 12/06/2011			751.57	5,316.51
12/08/2011	GJ	JE	APF	10709	100,080.55		105,397.06
12/08/2011	GJ	JE	APF	10709		50,000.00	55,397.06
12/20/2011	CD	CHK	SUMMARY CD 12/20/2011			136.19	55,260.87
12/29/2011	GJ	JE	APF	10750		37,000.00	18,260.87
12/31/2011	GJ	JE	DECEMBER 2011 POSTAGE	10770		1.32	18,259.55
12/31/2011	GJ	JE	APF INTEREST ALLOCATION	10777	5.59		18,265.14
12/31/2011			751-00.000-007.000	END BALANCE	100,086.14	87,889.08	18,265.14
12/01/2011			751-00.000-386.000 NONSPENDABLE FUND BALANCE		BEG. BALANCE		(833.00)
12/31/2011			751-00.000-386.000	END BALANCE	0.00	0.00	(833.00)
12/01/2011			751-00.000-390.000 RESTRICTED FUND BALANCE		BEG. BALANCE		(346,565.42)
12/31/2011			751-00.000-390.000	END BALANCE	0.00	0.00	(346,565.42)
12/01/2011			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		4,838.77
12/31/2011			751-65.691-703.000	END BALANCE	0.00	0.00	4,838.77
12/01/2011			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		300.00
12/31/2011			751-65.691-717.000	END BALANCE	0.00	0.00	300.00
12/01/2011			751-65.691-717.005 MEDICARE		BEG. BALANCE		70.15
12/31/2011			751-65.691-717.005	END BALANCE	0.00	0.00	70.15
12/01/2011			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		7.93
12/31/2011			751-65.691-718.010	END BALANCE	0.00	0.00	7.93
12/01/2011			751-65.691-718.015 UNEMPLOYMENT		BEG. BALANCE		9.92
12/31/2011			751-65.691-718.015	END BALANCE	0.00	0.00	9.92
12/01/2011			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		355.05
12/31/2011			751-65.691-727.000	END BALANCE	0.00	0.00	355.05
12/01/2011			751-65.691-728.000 COPIES		BEG. BALANCE		2.75
12/31/2011			751-65.691-728.000	END BALANCE	0.00	0.00	2.75
12/01/2011			751-65.691-730.000 POSTAGE		BEG. BALANCE		45.10
12/31/2011	GJ	JE	DECEMBER 2011 POSTAGE	10770	1.32		46.42
12/31/2011			751-65.691-730.000	END BALANCE	1.32	0.00	46.42
12/01/2011			751-65.691-818.010 AUDIT SERVICES		BEG. BALANCE		1,150.00
12/19/2011	AP	INV	PLANTE & MORAN PLLC AUDIT SERVICES THROUGH 11/30/11	040249-668328	91.00		1,241.00
12/31/2011			751-65.691-818.010	END BALANCE	91.00	0.00	1,241.00
12/01/2011			751-65.691-818.020 GENERAL CONTRACT SERVICES		BEG. BALANCE		29,408.59
12/05/2011	AP	INV	WORLD CLASS LANDSCAPING 2011 Custodial Services Cotntract per	888	100.00		29,508.59
12/31/2011			751-65.691-818.020	END BALANCE	100.00	0.00	29,508.59
12/01/2011			751-65.691-818.080 FACADE IMPROVEMENTS		BEG. BALANCE		4,230.50
12/31/2011			751-65.691-818.080	END BALANCE	0.00	0.00	4,230.50
12/01/2011			751-65.691-853.000 TELEPHONE		BEG. BALANCE		307.18
12/19/2011	AP	INV	A T & T 734 240-2458 12/1-31/11	24581211	37.15		344.33
12/31/2011			751-65.691-853.000	END BALANCE	37.15	0.00	344.33
12/01/2011			751-65.691-905.000 PUBLISHING/ADVERTISING		BEG. BALANCE		81.01
12/31/2011			751-65.691-905.000	END BALANCE	0.00	0.00	81.01
12/01/2011			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		833.00

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			751-65.691-910.000 INSURANCE PREMIUM				(Continued)
12/31/2011			751-65.691-910.000	END BALANCE	0.00	0.00	833.00
12/01/2011			751-65.691-921.000 ELECTRIC		BEG. BALANCE		35.34
12/31/2011			751-65.691-921.000	END BALANCE	0.00	0.00	35.34
12/01/2011			751-65.691-922.000 GAS		BEG. BALANCE		49.45
12/31/2011			751-65.691-922.000	END BALANCE	0.00	0.00	49.45
12/01/2011			751-65.691-955.000 MISCELLANEOUS EXPENSE		BEG. BALANCE		301.17
12/31/2011			751-65.691-955.000	END BALANCE	0.00	0.00	301.17
12/01/2011			751-65.691-955.035 DESIGN COMMITTEE		BEG. BALANCE		0.00
12/05/2011	AP	INV	RICK FLORADAY	11/30/11	142.70		142.70
			FALL AND CHRISTMAS DECOR				
12/05/2011	AP	INV	SHAUN MCGOWAN	11/30/11	133.87		276.57
			REIMBURSEMENT FOR CHRISTMAS LIGHTS				
12/31/2011			751-65.691-955.035	END BALANCE	276.57	0.00	276.57
12/01/2011			751-65.691-955.040 PROMOTION COMMITTEE		BEG. BALANCE		778.74
12/05/2011	AP	INV	LAMOUR PRINTING CO	11-L2776	375.00		1,153.74
			5000 MAPS FOR DDA				
12/31/2011			751-65.691-955.040	END BALANCE	375.00	0.00	1,153.74
12/01/2011			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(273.01)
12/08/2011	GJ	JE	INVESTING ACTIVITY FOR 12/08/11	10709		80.55	(353.56)
12/19/2011	AP	INV	FIFTH THIRD BANK	11-11 005109	8.04		(345.52)
			ACCOUNT ANALYSIS NOVEMBER 2011				
12/31/2011	GJ	JE	APF INTEREST ALLOCATION	10777		5.59	(351.11)
12/31/2011			751-80.100-665.005	END BALANCE	8.04	86.14	(351.11)
12/01/2011			751-80.600-402.000 REAL PROPERTY TAXES		BEG. BALANCE		(203,568.87)
12/31/2011			751-80.600-402.000	END BALANCE	0.00	0.00	(203,568.87)
12/01/2011			751-80.600-410.000 PERSONAL PROPERTY TAXES		BEG. BALANCE		11,467.57
12/31/2011			751-80.600-410.000	END BALANCE	0.00	0.00	11,467.57
12/01/2011			751-82.600-675.000 CONTRIB FROM PRIVATE SOURCE		BEG. BALANCE		(100.00)
12/31/2011			751-82.600-675.000	END BALANCE	0.00	0.00	(100.00)
TOTAL FOR FUND 751 DOWNTOWN DEVELOPMENT AUTHORITY					187,975.22	187,975.22	0.00