

## DOWNTOWN DEVELOPMENT AUTHORITY

Pursuant to Public Act 197 of 1975, the City of Buchanan established the Downtown Development Authority (DDA) by ordinance in 1976. The DDA district encompasses the Central Business District for Uptown and Downtown and works closely with the City and business owners to make additions, add amenities and alterations within the district to create a more inviting atmosphere for existing and new businesses as well as allure for those seeking services located in the district.

For many years the DDA boundary included properties that were no longer operational or contained defunct businesses. As a result the DDA suffered a negative capture which prevented the DDA from having any tax revenues to utilize throughout its boundaries or to take any action on the approved Development plan; this situation also put the DDA in the position to rely upon the City to subsidize any of its projects and/or programs.

In January of 2007 the Buchanan City Commission formally approved and adopted both the DDA's revised boundaries and updated Development Plan. The DDA is expected to be able to stand alone with a positive balance in its budget and to start carrying out activities identified in its Development Plan. The DDA, in a further attempt to conform to the public act, adopted an Infrastructure Improvement Grant Program allowing business owners up to \$30,000 in grant funds for major interior repairs. It is believed that this program, when taken advantage of, will increase property values in turn increasing the TIFA capture affording the DDA more funds to put into the TIFA boundaries. The DDA's budget, while contained within the City of Buchanan's budget, is a separate entity and is developed by the DDA board for approval by the Buchanan City Commission. For the present time the DDA has opted to utilize the services of the City and staff for record keeping, banking and administrative support purposes. It is anticipated that the DDA will, in the near future, pull its funds from the City and provide all necessary financial and administrative functions independently of the City.

The DDA currently utilizes the City Manager as its executive director who oversees the Farmers' Market, Pears Mill, and the Common.

**Downtown Development Authority Fund Budget Worksheet  
2018-2019 Budget**

Approved by the DDA on May 23, 2018

Approved by the City Commission on May 29, 2018

#107	Revenues	2016-17 Budget	2017-18 Budget	2018-19 Proposed
400.002	DDA Fund Balance Transfer	\$69,065	\$66,817	\$24,914
440.000	Property Tax Revenue	\$60,000	\$62,000	\$63,511
440.014	Interest - Bucktown Tap	\$135	\$53	\$0
440.018	Interest - Apryll Freeman	\$0	\$330	\$275
442.000	Farmers' Market Revenue	\$5,000	\$5,000	\$3,500
443.000	Last Saturday on The Common	\$11,000	\$11,000	\$11,000
649.000	Local Contributions	\$1,000	\$1,000	\$0
665.000	Interest Earned - Investments	\$1,500	\$1,500	\$1,500
689.000	Application Fees	\$100	\$100	\$50
691.000	Miscellaneous Donations/Revenue	\$500	\$500	\$0
<b>Total - DDA Revenues</b>		<b>\$148,300</b>	<b>\$148,300</b>	<b>\$104,750</b>

#107		2016-17 Budget	2017-18 Budget	2018-19 Proposed
<b>Notes Receivable - Repayment of DDA Loan Principal Payments</b>				
.040.013	Notes Rec - Bucktown Tap (loan paid off 1-2018)	\$3,272	\$3,355	\$0
.040.018	Notes Rec - Apryll Freeman	\$0	\$2,739	\$2,789
.040.XXX	Notes Rec - Cameron Downey Loan	\$0	\$0	\$0
<b>Total - DDA Notes Receivables</b>		<b>\$3,272</b>	<b>\$6,094</b>	<b>\$2,789</b>

**MISSION:**

**To correct and prevent deterioration in the DDA district;  
To encourage historic preservation;  
To promote the economic growth of the district.**

**VISION: To revitalize and sustain long term economic stability for downtown businesses and provide an attractive place to shop, live and work while enhancing the arts and historic identity of this community.**

#107	Expenditures	2016-17 Budget	2017-18 Budget	2018-19 Proposed
<b>Farmers' Market - 435</b>				
707.000	Market Master Fees	\$5,000	\$5,000	\$3,500
756.000	Miscellaneous Supplies	\$200	\$100	\$100
760.000	Promotions & Advertising	\$4,500	\$4,500	\$4,000
762.000	Website	\$100	\$100	\$100
853.000	Telephone	\$200	\$200	\$200
864.000	Conference & Workshops	\$200	\$100	\$0
945.000	Membership & Dues	\$0	\$200	\$200
<b>Total - Farmers' Market</b>		<b>\$10,200</b>	<b>\$10,200</b>	<b>\$8,100</b>
<b>Downtown Planning &amp; Enhancement 450</b>				
720.000	Downtown Beautification	\$6,000	\$7,000	\$3,500
756.014	Miscellaneous	\$1,000	\$1,000	\$0
761.000	Downtown Promotion & Marketing	\$15,000	\$10,000	\$5,000
762.000	Website	\$500	\$500	\$0
826.000	Legal Fees	\$1,000	\$1,000	\$1,000
852.000	Festivals & Events	\$5,000	\$1,000	\$0
852.001	Last Saturday on the Common	\$11,000	\$11,000	\$11,000
852.002	Unsanctioned	\$0	\$4,000	\$1,500
852.003	White Saturday(WSHL)	\$0	\$4,000	\$2,000
854.000	Building Improvement Programs	\$15,000	\$15,000	\$15,000
867.000	Pear's Mill Programming	\$0	\$0	\$3,000
980.000	Special Projects	\$10,000	\$10,000	\$0
980.001	Mill Alley Restoration	\$20,000	\$20,000	\$40,000
980.002	DT,UT Streetscape Expansion	\$20,000	\$20,000	\$0
<b>Total - Downtown Enhancement &amp; Planning</b>		<b>\$104,500</b>	<b>\$104,500</b>	<b>\$82,000</b>
<b>Administrative &amp; Record Keeping - 482</b>				
706.001	Salaries - DDA Director part time	\$15,000	\$15,000	\$0
715.000	Fringe Benefits - DDA Director	\$2,000	\$2,000	\$0
728.000	Office Supplies	\$50	\$50	\$0
730.000	Postage	\$100	\$100	\$50
756.014	Miscellaneous	\$100	\$100	\$0
807.000	Audit Expense	\$1,000	\$1,000	\$1,000
853.000	Telephone	\$0	\$0	\$0
864.000	Conference & Workshops	\$500	\$500	\$0
873.000	Travel & Car Allowance	\$500	\$500	\$0
934.000	Maint - Office Equipment	\$750	\$750	\$0
945.000	Membership & Dues	\$300	\$300	\$300
966.000	City Services	\$8,000	\$8,000	\$8,000
970.000	Transfer - Reserves (Andrews Farm Payback)	\$5,300	\$5,300	\$5,300
<b>Total - Administrative &amp; Record Keeping</b>		<b>\$33,600</b>	<b>\$33,600</b>	<b>\$14,650</b>
<b>Total - DDA Expenditures</b>		<b>\$148,300</b>	<b>\$148,300</b>	<b>\$104,750</b>

The following are descriptions of each line item of the Downtown Development Authority budget for 2018-19:

107.400.002 Fund Balance Transfer	\$24,914 Transfer from the DDA TIF Fund Balance
107.440.000 Property Tax Revenue	\$63,511 Tax capture in the DDA TIF District
107.440.014 Interest-Bucktown Tap	\$0 Interest earned – 259 E. Front St. Loan paid off January 2018
107.440.018 Interest-Apryll Freeman	\$275 Interest earned – 103-105 E. Front St. (Apryll Freeman)
107.442.000 Farmers' Market Revenue	\$3,500 Farmers' Market booth rental fees based on income received from previous seasons
107.443.000 Last Saturdays on the Common*	\$11,000 Donations received for LSOC
107.649.000 Local Contributions	\$0 Possible local contributions for downtown events
107.665.000 Interest Earned	\$1,500 Anticipated interest earned on investments
107.689.000 Application fees	\$50 loan application fees
107.691.000 Miscellaneous Donations/Revenue	\$0 Unknown miscellaneous revenue (such as grants or donations)

The following are descriptions of each line item of the Downtown Development Authority Expenditure budget for 2018-19.

**Farmers' Market #435**

107.435.707 Market Master Fees	\$3,500 for Market Master Fees
107.435.756 Miscellaneous Supplies	\$100 for miscellaneous Farmers' Market expenses (coffee, sugar, creamer, cups, napkins, etc.)
107.435.760 Promotions and Advertising	\$4,000 for Farmers' Market promotions & advertising
107.435.762 Website	\$100 for website costs for the Farmers' Market
107.435.853 Telephone	\$200 for the Market Master's cell phone
107.435.864 Conference & Workshops	\$0 for conference & workshops attended by the DDA Director, Market Master or board member
107.435.945 Membership & Dues	\$200 for MFMA membership

**Downtown Enhancement & Planning #450**

107.450.720 Downtown Beautification	\$3,500 for downtown beautification expenses (downtown planters and Christmas decorations)
107.450.756.014 Miscellaneous	\$0 for miscellaneous expenses
107.450.761 Downtown Promotion	\$5,000 for downtown promotion marketing and promotion
107.450.762 Website	\$0 for DDA websites
107.450.826 Legal Fees	\$1,000 for legal fees associated with DDA
107.450.852.000 Festivals & Events	\$0 festivals & events expenses, non-marketing expenses

107.852.001 Last Saturday on the Common*	\$11,000 for LSOC expenses
107.450.852.002 Unsanctioned	\$1,500 for Unsanctioned expenses – promotions & marketing
107.852.003 White Saturday (WSHL)	\$2,000 for White Saturday expenses promotions & marketing
107.450.854 Building Improvement Program	\$15,000 for the building Improvement loan/grant program or other building improvement programs
107.450.867 Pear's Mill Programming	\$3,000 for Pear's Mill Programming
107.980.001 Mill Alley Restoration	<i>ck req 8/13/18 ✓</i> \$40,000 Designated for the restoration of Mill Alley
107.450.980.002 DT, UT Streetscape Expansion	\$0 Designated for the expansion of the streetscape

**Administrative & Record Keeping #482**

107.482.706.001 Salaries-DDA Director	\$0 for part time DDA Director salary
107.482.728 Fringe Benefits-DDA Director	\$0 fringes for the DDA Director, FICA, Ins.
107.482.728 Office Supplies	\$0 for office supplies
107.482.730 Postage	\$50 for postage
107.482.756.014 Miscellaneous	\$0 for miscellaneous expenses
107.482.807 Audit	\$1,000 for the DDA portion of the City Audit
107.482.853 Telephone	\$0 for DDA Director Telephone
107.482.864 Conference & Workshops	\$0 for conference & workshops attended by the DDA Director and/or Board

107.482.873  
Travel & Car Allowance

\$0 for travel & car allowance for DDA travel

107.482.934  
Office Equipment Maint.

\$0 for computer/printer maintenance

107.482.945  
Membership & Dues

\$300 for DDA membership (BACC, MDT, MHPN, etc)

107.482.966  
City Services

\$8,000 for city services – office rent, staff support, DPW assistance. (hanging baskets, planters, snow removal, banners, flags, weed control, sidewalk maintenance, etc.)

107.482.970  
Andrews Farm Transfer

\$5,300 Annual transfer to reimburse County for Andrews Farm loan, transfer 7 of 10-year plan.

*OK  
Red  
8/10/18*