

DEPARTMENTAL FACT SHEET  
2020 FISCAL YEAR

Existing   X        New           

**DEPARTMENT & ACTIVITY** Downtown Development Authority    DDA

**FUNCTION:**

The Marquette Downtown Development Authority (DDA) is a public authority of the City of Marquette that was created in accordance with Michigan Public Act 197; 1975, to assist in the economic and physical revitalization of Marquette’s downtown. The DDA is charged with monitoring economic changes in downtown, long-range planning, land acquisition and improvements; building and facility construction, improvement, rehabilitation, maintenance and operation; and promotion of the downtown. The DDA Board includes eight members appointed by City Commission and the City Manager by virtue of the legislation. The DDA is responsible for maintenance and operation of parking within the DDA District, sidewalk and public space maintenance (by contract with the City of Marquette), promotion and events including operation of the Downtown Marquette Farmers Market.

**AUTHORIZED POSITIONS:**

Full-Time:

Executive Director	\$68,005
Promotion and Event Coordinator	\$45,628
Farmers Market Manager	\$39,117
Maintenance Coordinator	\$24.04/hour
Maintenance Staff - full time	\$14.78/hour
Maintenance Staff - full time	\$14.00/hour

Part-Time:

Office Assistant -part-time	\$11.50/hour
Meter Staff (1)	\$15.61/hour
Part-time Maintenance Staff (3)	\$12.27-\$13.12/hour
Farmers Market Cashier (2) part-time seasonal	\$11.00/hour

**PROGRAM STATISTICS:**

Taxable Value: \$56,191,818: Downtown \$45,666,971, Third Street \$10,525,847

282 Properties, 77 North Third Street, 205 Original DDA District

2011 Bond Issue, Original: \$1.5 million, Outstanding Debt: \$865,000

Accomplishments: 2018-2019:

- Manage/Maintain:  
    6.6 miles of Sidewalk

7 Public Parking Lots (500 parking spaces)  
1 Parking Structure (244 parking spaces)  
5 Pedestrian Walkways  
3 Stair/Elevator Towers  
619 "On-Street Parking Spaces"  
344 Parking Meters, 3 Multi-space Parking Stations  
Marquette Commons Facility

- Issued 499 daily parking permits and 76 24-hour residential permits
- Install and maintain: 254 Flower Baskets
- Secured \$300,000 MEDC Façade Restoration Initiative Grant
- Implemented New Branding Project
- Worked with BLP to install 23 Banners on Third Street
- Installed Holiday Lights and Greens
- Relocated DDA Offices
- Secured \$33,024 in Promotional Support
- Supported and Facilitated Art Week Installation
- Add Second Weekly Farmers Market
- Initiated "DDA Connect" and "Third Street Connect" Monthly Meetings
- Working to Install New Signs and Landscaping
- Working to Implement "Pay by Phone" and "Digital Parking Permit" process

Sponsored Events: Downtown Marquette Farmers Market  
Blueberry Festival  
Music on Third  
Baraga Avenue Harvest Fest  
Ladies Night  
Winter Snow Fun Parade & City Tree Lighting  
Restaurant Week

Supported Events: UP 200/Midnight Run  
Kiwaniis Kiddie Mutt Races  
Classic Cars on Third  
Marquette Art Week  
New Years Eve Ball Drop

Marquette Downtown Development Authority  
Recommended Schedule of Fees  
Fiscal Year 2020

	2019 Fees	2020 Recommended Fees
Parking Permit	\$25/month	\$25/month
Parking Permit (24 hour reserved) Bluff Street Ramp	\$60/month	\$60/month
Parking Permit (24-hour residential in lot)	\$45/month	\$45/month
Parking Meter	\$.50/hour	\$.50/hour
Marquette Commons Rental (Private)	\$75/hour	\$75/hour
Marquette Commons Rental (Non-Profit)	\$35/hour	\$35/hour
Marquette Commons Liquor Permit	\$25/day	\$25/day
Marquette Commons Plaza Rental	\$100/day	\$100/day
Marquette Commons Temporary Structure Fee	\$150/day	\$150/day
Farmers Market Booth (Regular Season Vendor)	\$360/season	\$360/season
Farmers Market Booth (Daily Vendor)	\$20/day	\$20/day
Farmers Market Booth (Wednesday Market)	\$30/day	\$30/day
Farmers Market Tent Rental	\$50/season	\$50/season
Event Electrical Hook-up	\$10	\$10
Blueberry Festival Booth - non-district vendor	\$100/booth	\$100/booth
Blueberry Festival Booth - district vendor	\$35/booth	\$35/booth

DOWNTOWN DEVELOPMENT AUTHORITY REVENUES	2016	2017	2018	2019	FY 2019	FY 2020
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>Budget</u>	<u>YEAR END ESTIMATE</u>	<u>REQUESTED</u>
TAX INCREMENT FINANCING	744,115	733,737	739,684	785,479	772,390	809,625
DDA TAX (2 mill)	39,110	38,765	38,767	48,679	44,702	49,783
PARKING REVENUES	184,287	234,646	363,861	380,000	372,423	377,000
FARMERS MARKET FEE	11,495	13,892	15,589	15,500	35,914	40,000
FARMERS MARKET FLOW-THROUGH	52,315	57,374	69,652	59,000	67,030	65,000
OTHER REVENUE - PROMOTION	29,733	40,792	44,518	52,500	37,523	35,000
RENTAL REVENUE	11,450	17,427	14,075	17,000	9,860	10,000
OTHER REVENUE - MISCELLANEOUS	6,335	17,913	8,332	10,100	16,539	19,000
INTEREST	1,415	2,211	2,148	2,300	2,328	2,500
GRANT REVENUE	1,083,320	157,670	2,250	0	150,250	150,000
BOND PROCEEDS	0	0	0	0		
CDBG OWNERS LEVERAGE	401,240	636,365	0	0		
<b>TOTAL</b>	<b>2,564,815</b>	<b>1,950,792</b>	<b>1,298,876</b>	<b>1,370,558</b>	<b>1,508,959</b>	<b>1,557,908</b>

DOWNTOWN DEVELOPMENT AUTHORITY EXPENDITURES	2016	2017	2018	2019	YEAR END	FY 2020
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>Budget</u>	<u>ESTIMATE</u>	<u>REQUESTED</u>
SALARIES & WAGES - ADMIN & OPERATIONS	103,109	105,379	138,509	122,324	120,360	86,553
SALARIES & WAGES - PARKING & MAINTENANCE	163,581	178,614	192,216	209,601	226,219	225,392
SALARIES & WAGES - PROMOTION	42,125	40,155	45,124	44,337	45,432	45,628
SALARIES & WAGES - FARMERS MARKET	28,588	35,792	31,556	42,166	38,744	40,926
SOCIAL SECURITY	25,998	28,603	30,487	32,009	32,953	30,485
HEALTH INSURANCE	26,887	28,183	36,123	35,380	38,420	26,498
LIFE INSURANCE	0	0	0	0	0	0
UNEMPLOYMENT INSURANCE	1,052	61	0	0	0	0
DISABILITY INSURANCE	0	0	0	0	0	0
WORKERS COMP INSURANCE	12,074	13,880	11,004	11,184	13,021	13,008
RETIREMENT - 457B	28,938	31,037	35,718	29,886	38,512	24,841
OFFICE SUPPLIES	13,697	7,771	7,241	8,335	11,772	8,145
MISCELLANEOUS & FLOW THROUGH FUNDS			7,355	12,200	4,565	1,300
POSTAGE	1,839	1,526	1,857	1,500	1,749	1,900
PROFESSIONAL/CONTRACTUAL	57,613	80,455	108,608	157,470	145,996	167,470
COMMUNICATIONS	11,098	10,426	10,837	10,820	11,127	11,294
TRAVEL & STAFF DEVELOPMENT	5,235	11,478	620	5,350	1,187	4,050
PRINTING & PUBLISHING	3,857	3,881	3,993	3,720	3,777	3,800
RENTAL	19,440	21,120	27,008	36,990	41,480	39,186
PROMOTION & MARKETING	79,559	90,652	81,824	71,000	66,845	65,000
FARMERS MARKET FLOW-THROUGH	50,939	51,128	60,950	55,000	65,068	62,000
MAINTENANCE SUPPLIES & SERVICES	66,978	79,892	87,556	81,620	75,453	81,410
PURCHASED POWER & NATURAL GAS	31,475	36,445	38,360	40,823	36,789	45,792
INSURANCE AND BONDING	6,126	6,805	7,569	7,245	7,600	7,600
WATER AND STORMWATER	9,117	9,786	10,202	9,287	8,190	9,039
FAÇADE GRANTS			7,805	20,000	150,000	150,000
CAPITAL EQUIPMENT	12,773	222,476	44,855	15,600	4,891	80,000
CAPITAL OUTLAY	207,526	98,145	303,872	149,000	65,322	171,000
DEBT SERVICE - PRINCIPAL	100,000	100,000	100,000	115,000	115,000	115,000
DEBT SERVICE - INTEREST	55,680	51,330	46,980	42,630	42,630	37,628
CDBG PROJECTS - FLOW THROUGH EXPENDITURES	1,717,798	526,559	164	0	0	0
<b>SUBTOTAL</b>	<b>2,883,102</b>	<b>1,871,579</b>	<b>1,478,393</b>	<b>1,370,477</b>	<b>1,413,102</b>	<b>1,554,945</b>
<b>TOTAL</b>	<b>2,883,102</b>	<b>1,871,579</b>	<b>1,478,393</b>	<b>1,370,477</b>	<b>1,413,102</b>	<b>1,554,945</b>

SALARIES	337,403	359,940	407,405	418,428	430,755	398,499
FRINGES	94,949	101,764	113,332	108,459	122,906	94,832
SUPPLIES & SERVICES	356,973	411,365	461,785	521,360	631,598	657,986
CAPITAL OUTLAY	220,299	320,621	348,727	164,600	70,213	251,000
DEBT SERVICE	155,680	151,330	146,980	157,630	157,630	152,628
CDBG PROJECTS - FLOW THROUGH EXPENDITURES	1,717,798	526,559	164		0	0
TRANSFERS OUT						
<b>TOTAL</b>	<b>2,883,102</b>	<b>1,871,579</b>	<b>1,478,393</b>	<b>1,370,477</b>	<b>1,413,102</b>	<b>1,554,945</b>

City of Marquette, Downtown Development Authority  
Budget by Fund  
Year Ending September 30, 2020

	Parking Fund	Maintenance Fund	Total Maint & Pkg	TIF & Management Fund	Farmers Mkt Fund	Total 2020 Budget	2019 Budget	Estimated 2019 Final
Revenues:								
Interest Earnings				\$2,500		\$2,500	\$2,300	\$2,328
TIF				\$809,625		\$809,625	\$785,479	\$772,390
Taxes - 2 Mill				\$49,783		\$49,783	\$48,679	\$44,702
Parking Rental Revenues	\$165,000		\$165,000			\$165,000	\$165,000	\$165,955
Mqt Commons Rental Revenues				\$10,000		\$10,000	\$17,000	\$9,860
Meter Revenues	\$212,000		\$212,000			\$212,000	\$215,000	\$206,468
Farmers Market Fees					\$40,000	\$40,000	\$15,500	\$35,914
Other Revenue:Miscellaneous	\$2,500		\$2,500	\$12,000	\$3,500	\$18,000	\$10,100	\$15,550
Other Revenue: Miscellaneous - Sponsorships				\$35,000		\$35,000	\$40,300	\$37,523
Other Revenue: Flow-Thru				\$1,000		\$1,000	\$12,200	\$989
Other Revenue: Farmer's Market Flow Thru					\$65,000	\$65,000	\$59,000	\$67,030
Total Ordinary Revenue	\$379,500	\$0	\$379,500	\$919,908	\$108,500	\$1,407,908	\$1,370,558	\$1,358,709
Grant Revenue				\$150,000		\$150,000	\$0	\$150,250
Total Revenue	\$379,500	\$0	\$379,500	\$1,069,908	\$108,500	\$1,557,908	\$1,370,558	\$1,508,959
Expenditures:								
Salaries & Wages	\$96,968	\$128,424	\$225,392	\$132,181	\$40,926	\$398,499	\$418,428	\$430,755
Employee Taxes and Benefits	\$13,850	\$26,034	\$39,884	\$27,223	\$14,717	\$81,824	\$97,275	\$109,825
Workmen's Comp & Unemployment Comp	\$2,900	\$4,350	\$7,250	\$4,800	\$958	\$13,008	\$11,184	\$13,021
Subtotal Personnel Costs	\$113,718	\$158,808	\$272,526	\$164,204	\$56,601	\$493,331	\$526,887	\$553,601
Office Rent	\$4,080	\$1,020	\$5,100	\$13,260	\$2,040	\$20,400	\$20,400	\$22,475
Postage	\$570	\$0	\$570	\$950	\$380	\$1,900	\$1,500	\$1,749
Printing & Copying	\$760	\$380	\$1,140	\$2,280	\$380	\$3,800	\$3,720	\$3,777
Operating Costs & Supplies	\$1,300	\$325	\$1,625	\$3,250	\$1,625	\$6,500	\$5,500	\$8,427
Parking Permits & Refunds	\$895	\$0	\$895	\$0	\$0	\$895	\$2,085	\$2,638
Meals and Meeting Expense	\$0	\$0	\$0	\$750	\$0	\$750	\$750	\$707
Office and Administration Costs	\$7,605	\$1,725	\$9,330	\$20,490	\$4,425	\$34,245	\$33,955	\$39,773
Communication Expense	\$4,160	\$2,706	\$6,866	\$3,972	\$456	\$11,294	\$10,820	\$11,127
Purchased Power & Natural Gas	\$33,792	\$12,000	\$45,792	\$0	\$0	\$45,792	\$40,823	\$36,789
Stormwater & Water	\$6,639	\$2,400	\$9,039	\$0	\$0	\$9,039	\$9,287	\$8,190
Utilities	\$40,431	\$14,400	\$54,831	\$0	\$0	\$54,831	\$50,110	\$44,979
Flow-Through Funds - Farmers Market	\$0	\$0	\$0	\$0	\$62,000	\$62,000	\$55,000	\$65,068
Promotion & Development	\$2,500	\$0	\$2,500	\$62,000	\$500	\$65,000	\$71,000	\$66,845
Miscellaneous Expense & Refunds	\$200	\$0	\$200	\$300	\$0	\$500	\$2,200	\$4,315
Flow-Through Funds - Miscellaneous	\$0	\$0	\$0	\$800	\$0	\$800	\$10,000	\$250
Staff Development & Travel	\$0	\$0	\$0	\$2,800	\$1,250	\$4,050	\$5,350	\$1,187
Auditing & Accounting Services	\$0	\$0	\$0	\$3,600	\$0	\$3,600	\$3,720	\$3,284

City of Marquette, Downtown Development Authority  
 Budget by Fund  
 Year Ending September 30, 2020

	Parking Fund	Maintenance Fund	Total Maint & Pkg	TIF & Management Fund	Farmers Mkt Fund	Total 2020 Budget	2019 Budget	Estimated 2019 Final
Credit Card Fees	\$8,200	\$0	\$8,200	\$250	\$3,500	\$11,950	\$9,700	\$10,404
Web and IT Services	\$0	\$0	\$0	\$5,000	\$1,000	\$6,000	\$4,000	\$6,906
Contractual - Parking Meter Management and Operations Fee	\$33,200	\$0	\$33,200	\$0	\$0	\$33,200	\$35,000	\$31,012
Professional Services - Miscellaneous	\$0	\$0	\$0	\$66,000	\$1,000	\$67,000	\$59,450	\$49,247
Licenses & Fees	\$360	\$0	\$360	\$0	\$446	\$806	\$700	\$646
Subscriptions & Memberships	\$250	\$0	\$250	\$0	\$200	\$450	\$850	\$2,270
Contractual - Elevator Maintenance	\$6,464	\$0	\$6,464	\$0	\$0	\$6,464	\$6,800	\$6,412
Contractual - Snow Removal	\$38,000	\$0	\$38,000	\$0	\$0	\$38,000	\$37,250	\$35,815
Total Professional & Contractual	\$86,474	\$0	\$86,474	\$74,850	\$6,146	\$167,470	\$157,470	\$145,996
Parking Meter Supplies	\$3,500	\$0	\$3,500	\$0	\$0	\$3,500	\$1,200	\$5,919
Parking Control Signs	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500	\$1,500	\$0
Maintenance Garage Rent & Operations	\$2,628	\$11,268	\$13,896	\$0	\$0	\$13,896	\$11,790	\$14,195
Parking Meter Storage & Repair Site Rent	\$4,800	\$0	\$4,800	\$0	\$0	\$4,800	\$4,800	\$4,810
Maintenance Tools and General Supplies	\$3,400	\$13,600	\$17,000	\$0	\$0	\$17,000	\$20,470	\$13,087
Maintenance & Repairs - Services	\$3,500	\$11,000	\$14,500	\$0	\$0	\$14,500	\$14,250	\$9,180
Holiday Lights & Decorations	\$0	\$18,000	\$18,000	\$0	\$0	\$18,000	\$17,500	\$17,570
Vehicle Operating Costs	\$2,500	\$10,000	\$12,500	\$0	\$0	\$12,500	\$12,700	\$16,420
Landscaping & Flowers	\$0	\$13,500	\$13,500	\$0	\$0	\$13,500	\$14,000	\$13,277
Total Maintenance	\$22,828	\$77,368	\$100,196	\$0	\$0	\$100,196	\$98,210	\$94,458
Vehicle/ Property/Liability Insurance	\$3,040	\$2,280	\$5,320	\$1,900	\$380	\$7,600	\$7,245	\$7,600
Total Operating Expenditures	\$280,956	\$257,287	\$538,243	\$331,316	\$131,758	\$1,001,317	\$1,028,247	\$1,035,199
Capital Outlay:								
Flags, Signs, Banners,	\$0	\$2,500	\$2,500		\$0	\$2,500	\$6,000	\$10,000
Street Furnishings	\$0	\$10,000	\$10,000		\$0	\$10,000	\$4,600	\$3,891
Equipment	\$30,000	\$30,000	\$60,000	\$10,000	\$0	\$70,000	\$11,000	\$1,000
Bluff Street Ramp Repairs	\$120,000	\$0	\$120,000		\$0	\$120,000	\$0	\$10,317
Site Improvments	\$25,000	\$0	\$25,000		\$0	\$25,000	\$140,000	\$26,041
Building & Building Improvments	\$0	\$8,500	\$8,500		\$0	\$8,500	\$23,000	\$3,964
Total Capital Outlay	\$175,000	\$51,000	\$226,000	\$10,000	\$0	\$236,000	\$184,600	\$55,213
Façade Program Grant Expenditures				\$165,000		\$165,000		\$165,000
2011 Bond Principal & Interest	\$152,628		\$152,628			\$152,628	\$157,630	\$157,630
Total Expenditures	\$608,584	\$308,287	\$916,871	\$506,316	\$131,758	\$1,554,945	\$1,370,477	\$1,413,042
Beginning Fund Balance						\$1,051,518	\$955,601	\$955,601
Revenues over (under) Expenditures	(\$229,084)	(\$308,287)	(\$537,371)	\$563,592	(\$23,258)	\$2,963	\$81	\$95,917
Revenue & Balance Forward over (under) Expenditure	(\$229,084)	(\$308,287)	(\$537,371)	\$563,592	(\$23,258)	\$1,054,481	\$955,682	\$1,051,518

Marquette Downtown Development Authority

Debt Payments - Principal & Interest  
Five Year Projections  
Fiscal Year 2020 - 2024

Tax Increment Financing Bond  
2011 Issue, 15 year issue  
Original Issue \$1,500,000  
Interest Rate 4.350%

	Interest	Principal	P&I	Balance
Beg Balance 10/01/2019				\$865,000.00
FY 2019-2020	\$37,627.50	\$115,000.00	\$152,627.50	\$750,000.00
FY 2020-2021	\$32,625.00	\$125,000.00	\$157,625.00	\$625,000.00
FY 2021-2022	\$27,187.50	\$125,000.00	\$152,187.50	\$500,000.00
FY 2022-2023	\$21,750.00	\$125,000.00	\$146,750.00	\$375,000.00
FY 2023-2024	\$16,312.50	\$125,000.00	\$141,312.50	\$250,000.00

Five Year Fund Balance Projections  
2020 thru 2024

	Budget 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
Revenues:					
TIF Funds	\$809,625	\$825,818	\$842,334	\$859,181	\$876,364
Parking Rents	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000
2 Mill Tax	\$49,783	\$49,783	\$50,779	\$51,794	\$52,830
Parking Meters	\$212,000	\$215,000	\$215,000	\$215,000	\$215,000
Commons Rentals	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Interest	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Flow-Through Funds	\$66,000	\$66,000	\$66,000	\$66,000	\$66,000
Other Revenue	\$243,000	\$100,000	\$100,000	\$100,000	\$100,000
Total Revenue	\$1,557,908	\$1,434,101	\$1,451,613	\$1,469,475	\$1,487,694
Expenditures:					
Operating Expenditures	\$996,317	\$1,006,280	\$1,016,343	\$1,026,506	\$1,036,771
Debt Service 2011 Bond Issue	\$157,628	\$157,625	\$152,188	\$146,750	\$141,313
Capital Outlay	\$401,000	\$200,000	\$210,000	\$220,000	\$220,000
Total Expenditures	\$1,554,945	\$1,363,905	\$1,378,531	\$1,393,256	\$1,398,084
Expenditures under (over) Revenues	\$2,963	\$70,195	\$73,082	\$76,218	\$89,610
Beginning Fund Balance	\$1,051,518	\$1,054,481	\$1,124,676	\$1,197,758	\$1,273,976
Ending Fund Balance	\$1,054,481	\$1,124,676	\$1,197,758	\$1,273,976	\$1,363,586