



St. Johns Principal Shopping District
109 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944ext. 233

AGENDA
Principal Shopping District Meeting
September 6, 2023
11: 30 am, PSD Office/Fire Hall

BOARD OF DIRECTORS
2023 - 2024

Chairman
Jason Butler
Butler Financial

Vice-Chairman
Tyler Barlage
Community Christian Church

Secretary-Treasurer
Bruce Delong
Clinton County

Directors
Emily Baudoux
Rise Up Co.

Ed Brandon
Gilroy's Hardware

Chad Gamble
City of St. Johns

Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Nancy McKinley
Castle Resident

Corinne Trimbach
Mint Door

Craig Smith
Main Street Café

Marketing
Tyler Barlage-Chair
Erica Hayes
Ethan Painter
Emily Baudoux
Vickie Schaffer

Design

Events
Corrine Trimbach-Chair
Tracy Kossaras-Chair
Jaime Madar
Jessica Whitford
Nancy McKinley
Jason Butler

Executive, Finance, Strategic Planning
Tyler Barlage
Bruce Delong
Chad Gamble
Jason Butler
Corinne Trimbach
Tracy Kossaras

CONTACT INFO
Executive Director
Heather Hanover
989-224-8944: Ext 233
psdcityofsj@gmail.com

* Indicates an attachment

- 1. Call to Order 11:30am**
- 2. Additions to the Agenda 11:30am (2 minutes)**
- 3. Approval of the Consent Agenda: 11:32am (5 minutes)**
 - A. *Minutes of meeting dated August 2,2023
 - B. *Minutes from Marketing, Executive and Event Meetings
 - C. *City of St Johns monthly financial report through Aug 28,2023
 - D. *Director's Report
- 4. Communications**
 - A. Events Committee 11:37am (3 minutes)
 - B. Marketing Committee: 11:40am (3 minutes)
 - C. Executive Committee 11:43 am (3 minutes)
- 5. Old Business**
 - A. Board Membership 11:46 am(5 minutes)
Welcome Emily Baudoux
 - B. Mint Fest Recap 11:51am (5 minutes)
- 6. New Business**
 - A. Fall Festival Support Request: 11:56am (5 Minutes)
 - i. Porta Johns \$1085
 - ii. Volunteers
 - B. Fall Planter Budget: 12:01pm (3 minutes)
Last year spent \$900, budget \$1000

Next Regular PSD Board Meeting October 4 , 2023



St. Johns Downtown Development Authority
109 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944ext. 233

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Craig Smith
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Ethan Painter
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Vickie Schaffer

Events
Corinne Trimbach-Chair
Tracy Kossaras-Chair
Jaime Madar
Jessica Whitford
Nancy McKinley
Jason Butler

Executive, Finance, Strategic Planning
Tyler Barlage
Bruce DeLong
Kristina Kinde
Jason Butler
Corinne Trimbach
Tracy Kossaras

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AGENDA

Downtown Development Authority Meeting
September 6, 2023

Immediately After 11:30 PSD Meeting at DDA Office

* Indicates an attachment

- 1. Call to Order 12:04 pm**
- 2. Additions to the Agenda 12:05 pm**
- 3. Approval of the Consent Agenda: 12:06 pm**
 - A. *Minutes of meeting dated Aug 2,2023
 - B. *City of St Johns monthly financial report through July 25,2023
- 4. Communications**
 - A. None
- 5. Old Business**
 - A. Design Committee 12:07 pm (5 minutes)
Committee
Next Year's Façade Grants
 - B. Parking Plan Update*
- 6. New Business**
 - A. None.
- 7. Public Comment (please keep to under 3 minutes) 12:12 pm (10 minutes)**

Adjournment 12:22 pm

Next Regular DDA Board Meeting Oct 4, 2023



St. Johns Principal Shopping District and Downtown Development Authority
100 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944 ext. 233 www.DowntownStJohnsMI.com

Meeting Minutes
Principal Shopping District
August 2, 2023
11:30 am, At PSD Office

BOARD OF DIRECTORS
2023- 2024

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Butler Financial

Vice-Chairman
Tyler Barlage
Community Christian Church

Secretary-Treasurer
Bruce DeLong
Clinton County Commissioner

Directors
Ed Brandon
Gilroy's Hardware

Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Chad Gamble
City of St. Johns, MI

Nancy McKinley
The Castle Residence

Corinne Trimbach
Unique Reflections

Craig Smith
Main Street Café

COMMITTEES

Marketing
Tyler Barlage-Chair
Erika Hayes
Emily Baudoux
Ethan Painter
Vicki Schaffer

Events
Tracy Kossaras-Chair
Corinne Trimbach-Chair
Nancy McKinley
Jason Butler
Jaime Madar

Executive, Finance, Strategic Planning
Jason Butler-Chair
Tyler Barlage
Bruce DeLong
Chad Gamble
Tracy Kossaras
Corinne Trimbach

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Members Present: Jason Butler, Tyler Barlage, Nancy McKinley, Chad Gamble, Tracy Kossaras and Erika Hayes

Other Present: Jason Denovich, Chief Kirk and Lara Boettger and Heather Hanover

1. **Meeting was called to Order by Chairman Butler at 11:35am**

2. **Additions to the Agenda** Chad would like to add Parking Plan under communications, Motion to approve agenda as amended made by Chad Gamble, seconded by Tyler Barlage, motion carried

3. **Motion to Approve the Consent Agenda made by Erika Hayes**, seconded by Tyler Barlage motion carried.

A. Minutes of meeting dated July 12, 2023

B. Minutes of the Marketing, Executive and Events Committee Meetings

C. City of St Johns monthly financial report through July 25,2023

D. Director's Report

4. **Communications**

A. **Events Committee:** Tracy talked about the Thursday Market and trying out the new hot dog cart. We are also getting ready for the Mint Fest and Chuckie D's and a Fish and Chip food trucks will be at the street party. We are working with the city and getting everything ready, we can always use more volunteers.

B. **Marketing Committee:** Tyler talked about the last meeting and the excitement with the new logo. Everyone felt the roll out was well received. The marketing committee also did work on the flyers and banners for the Mint Festival, along with t-shirts for volunteers and a concert t-shirt.

C. **Executive Committee:** Jason stated that the committee discussed social districts, board members and board member welcome packets.

D. **Parking and Signs:** Chad presented the proposed signage for the parking changes being implemented in the downtown. Because there are a number of different districts the signs will be simple to read but cover many areas so that we do not have to have a sea of signs downtown. The police department asked that each area be given an alpha designation, which will help with enforcement. There was discussion on where employees should park and educating them on the best places. There was also discussion on how the residents park in prime parking locations during business hours. Chad said the new signs should be finalized soon.

5. **Old Business**

A **Board Membership:** Member Gamble has to leave and so we will vote on the application of Emily Baudoux. Emily has been a member of our Marketing Committee and has been active with the board. Motion by Tyler Barlage, seconded by Erika Hayes to approve recommendation to the city council of Emily Baudoux to the PSD and DDA boards, motion carried. As to Lauren Bocovik, she will be asked to first be active on a committee or at board meetings. Time is running out and it was decided to talk about Brent Hurst's application at the next meeting.

B. The Social District concept was discussed at the city council meeting. The commissioners were generally in favor but were concerned with the hours and days of operation. One even suggested that maybe it should just be available only at events. There was discussion about forming a committee and who should be on it. Jason suggested the Chief of Police and the Chief felt that maybe the committee should meet with someone from the state to get advice. There was discussion of looking at what other cities are doing. Jason, Tracy, Nancy and Corinne are interested in being on the committee.



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Chad Gamble left 12:15pm

6. New Business:

A. None

Motion to adjourn made by Tyler Barlage at 12:18 seconded by Erika Hayes, motion carried

Next Regular Meeting September 6, 2023



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Gilroy's Hardware

Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Chad Gamble
City of St. Johns

Nancy McKinley
Castle Residence

Corinne Trimbach
Mint Door Boutique

Craig Smith
Main Street Café

COMMITTEES

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Events
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Jason Butler
Jaime Madar

**Executive, Finance, Strategic
Planning**
Jason Butler-Chair
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Chad Gamble
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Meeting Minutes
Downtown Development Authority
August 2, 2023
After PSD Meeting, PSD Office

Members Present: Jason Butler, Erika Hayes, Tyler Barlage, Nancy McKinley and Tracy Kossaras.

Other Present: Jason Denovich, Chief Kirk, Lara Boettger and Heather Hanover

1. With the departure of Chad Gamble, there was not aquorum for the DDA meeting. No business was discussed

4. **Public Comment:** Jason Denovich said the next Chamber get together will be a breakfast with the Kiwanians at Agro Liquid, it will be August 24th at 7am. Jason also showed off the new St Johns Coloring book that he is very proud of. The cost to chamber members is \$1.90 each but if you are going to sell them the price should be \$3. You can give them away for free if you want. Chief Kirk warned that there are a lot of really high quality fake ids out there. The beer tent should have an ultraviolet light to check for the watermark that would be on official ids. Jason Butler said we would like the DDA to be instrumental in developing the old federal mogul building and the Hicks property that is on the north end of downtown. He would like to work with the city to get that area developed. Maybe this is something the Executive Committee can start discussing

Next meeting September 6, 2023



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Mint Fest Downtown 2023

Income:	2023	2022	2021	2019
Car Show:	\$2455(121) (2049 cost)	\$800(37)	\$2,180 (120)	\$1,850
Beverage Tent:				
Gate:	8030(F)+7465(S)=15,495(\$10)	10,786 (\$10)	5,750 (\$5)	6,745(\$5)
Tickets:	11,760(F)+11158(S)=22,918	14,275	15,208	12,433.95
Paid Attendance	803(F) 747(S) (1550)	771(F) 228(S)(999)	(1150F&S)	
Other Income:				
Sponsors:	3250 (WLNS, Free ads)	1550	2500	\$0
Total Income:	\$44,118	27,791.96	\$25,638	\$21,028.95

Expenses:

Starting Cash Box	\$800(\$100 Car show prizes)			
Z 92.5 Radio Ads:	360			
WLNS Ads	523.68			
Facebook Boost	50.00			
Car Show T-Shirts/plaques & flyers	1949(45 for flyers, rest is t shirts and plaques)			
Stage	6325			
Gilroy's for Stage	107.44			
Insurance	525			
License	100			
Sponsor Banners	500(Thanks Bruce)			
Porta Potties	1246.00			
Dan Henry	5956.75			
Bands(4)	4700			
Misc: (Ice, pop and bags, wristbands, lights)	358.36			
Trough	111.29			
Volunteer t-shirts	255			
Concert t-shirts	270			
Sales Tax	1297.25			
Straw delivery	30.00			
Credit Card fee	232.29			
Total Expenses	2023: \$25,788.06	2022: \$15,332	2021: \$11,462.28	2019: 13,435.56

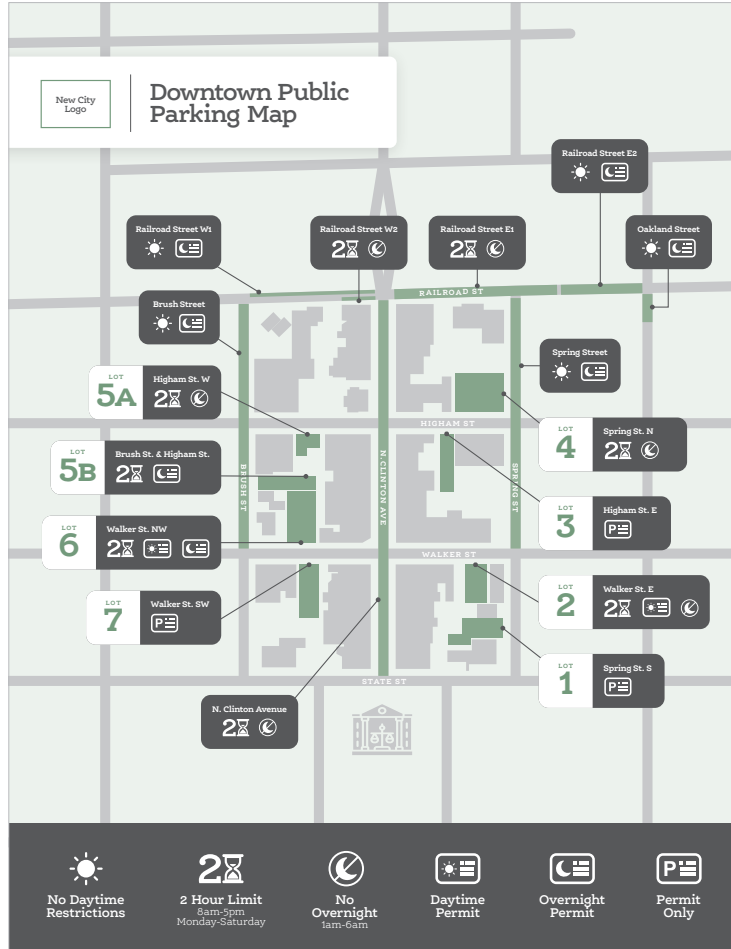
Approximate Net Income: 2023: 18,420.89 2022:\$12,459 2021:\$14,175.72 2019: \$7593.39

City of St. Johns: Downtown Parking Plan Materials

Proof 4

Aug 21, 2023

Map



8.5x11 in

KING

1555 Watertower Place, Suite 200

East Lansing, MI 48823

517.333.2048

kingmedianow.com

Client Sign Off:

- Approved
- Approved with Changes
- NOT Approved

Signature

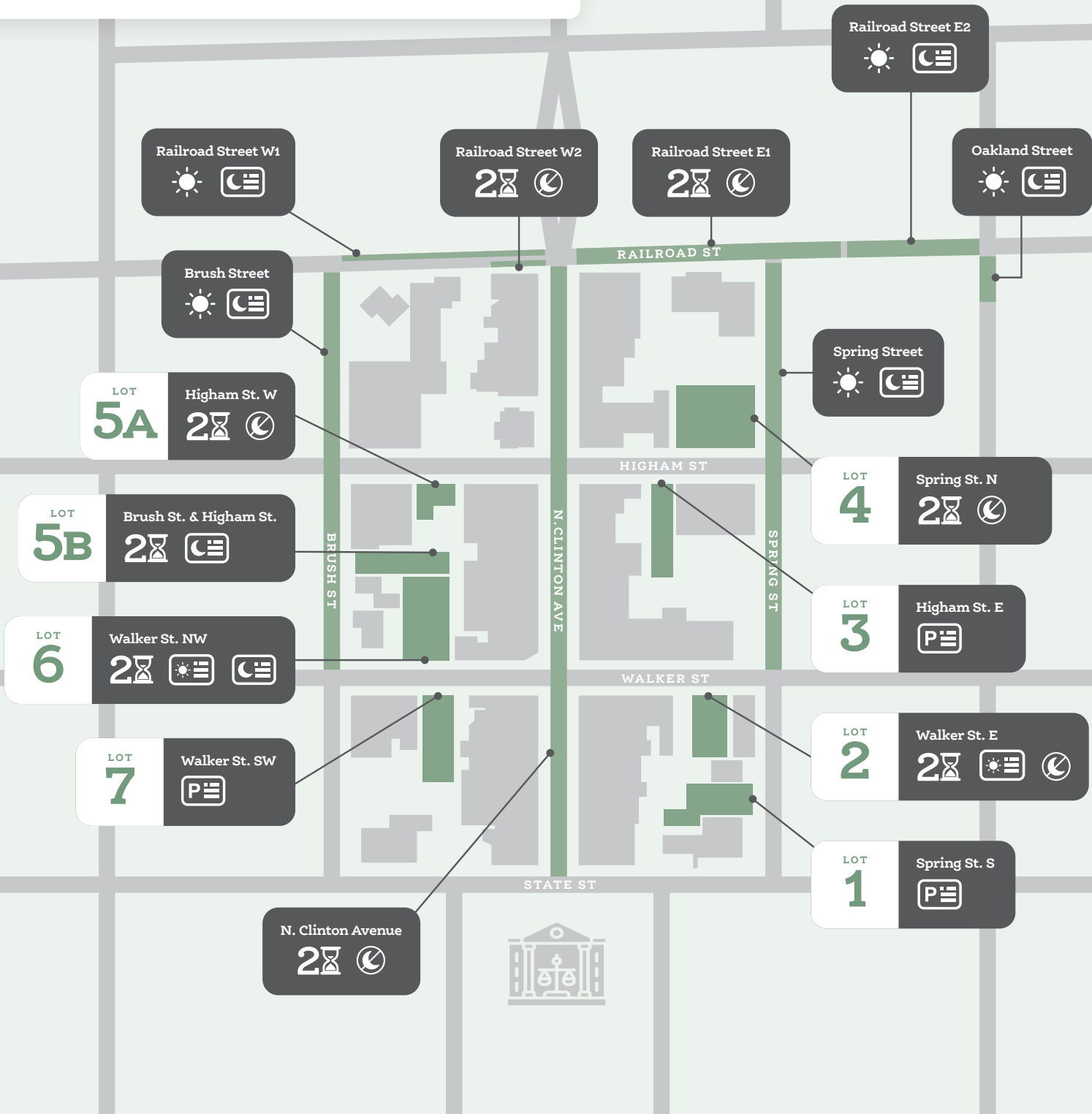
Date







Comments:

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Downtown Public Parking Map



 No Daytime Restrictions	 2 Hour Limit 8am-5pm Monday-Saturday	 No Overnight 1am-6am	 Daytime Permit	 Overnight Permit	 Permit Only
---	--	---	---	--	---



36x24 in

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P

2 Hr Limit
8am-5pm

Daytime Permit

No Overnight
1am-6am

LOT 2

New City Logo

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Signature

Date

Comments:

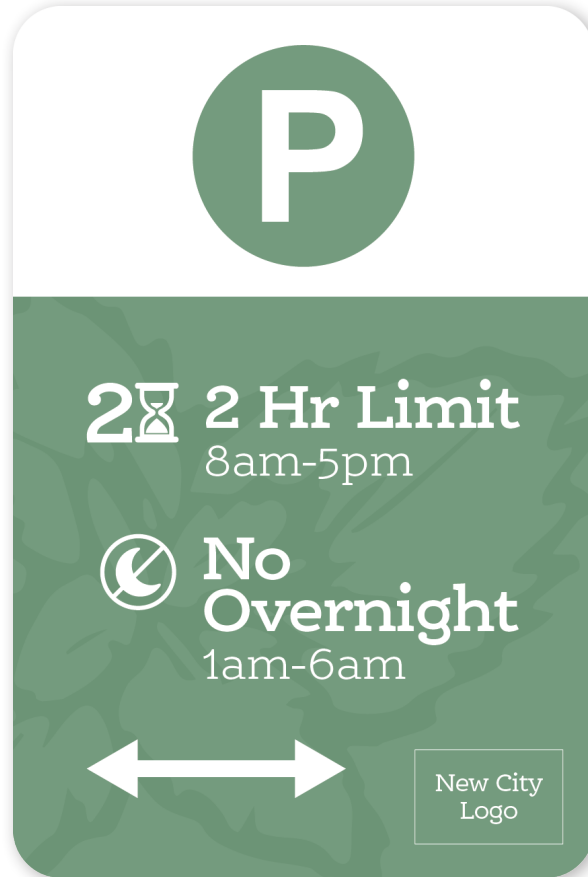
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City of St. Johns: Downtown Parking Plan Materials

Proof 4

Aug 21, 2023

Street Signage



12x18 in

KING

1555 Watertower Place, Suite 200

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City of St. Johns: Downtown Parking Plan Materials

Proof 4

Aug 21, 2023

Street Signage

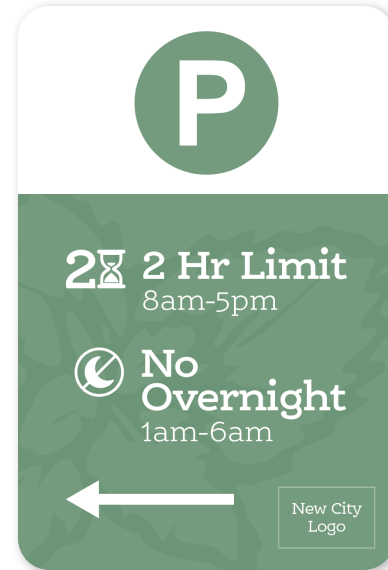
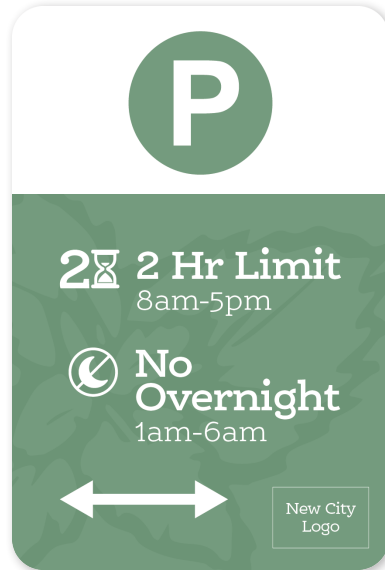
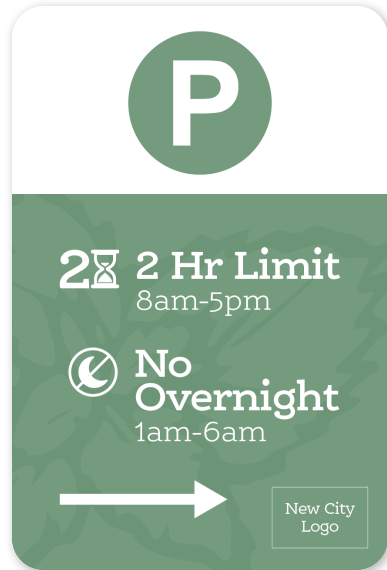
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City of St. Johns: Downtown Parking Plan Materials

Proof 4

Aug 21, 2023

Warning Card

WHOA!
You've made a parking violation.

However, we're giving residents time to get familiar with the new parking rules.



2 Hr. Violation

Permit Violation

Future violations will be cited -
City of St. Johns
Police Department

New City Logo



Don't get a ticket.
Scan the QR code or visit cityofstjohns.com/downtownparking to see all the Downtown St. Johns public parking options.

8x3 in

KING

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Park with Peace of Mind

City of St. Johns New Downtown Parking Policy

The City of St. Johns provides safe, convenient parking throughout the downtown area. And now, finding the right spot is easier than ever!

The benefits of the City's new parking plan include improved availability, safety and convenience for residents, business owners and visitors alike.

Look for new signage on the street and in parking lots. They highlight areas with no daytime restrictions, and point out areas with time limits, permit requirements and/or no overnight parking.

While we're eager to see the benefits of the new plan in action, we know any change can take a little time to get used to.

While everyone adjusts, we'll be leaving friendly "parking reminders" instead of citations. Full enforcement of the new parking plan, including citations, begin January 1, 2024.

Scan the QR code or visit cityofstjohnsmi.com/downtownparking to see all of the parking options available in downtown St. Johns!



100 East State Street • P.O. Box 477 • St. Johns, MI 48879-0477 • (989) 224-8944 • Fax (989) 224-2204 • csj@stjohnsmich.com

8.5x11 in

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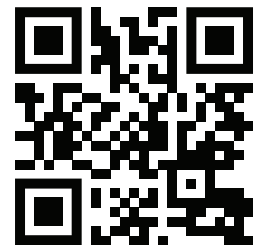
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Events Committee Meeting Minutes

August 3, 2023 8am

Members Attending: Nancy McKinley, Jason Butler, Corinne Trimbach, Tracy Kossaras, Jessica Whitford, Jamie Madar

Others: Heather Hanover

- 1) Thursday Market: The second Thursday Market went better down at the depot. We still had trouble with weather and not all the vendors that signed up showed up. Jamie is trying to encourage produce vendors. We will send out a new post encouraging produce. The Hot dog cart had a trial run at the market. Everything worked well and we made a list of what we needed for operation. Heather purchased most of the items, now we just have to wait for the Health Department to inspect before we can use it for the public. There was discussion about letting people know about the market, some people commented that they didn't even know we were having one. It was decided to ask the marketing committee for help. Louie Longoria will be the singer at the next Market.
- 2) Mint Fest: Do we want to use credit cards again this year. Yes, Jamie will let us use her tablet and Heather and Jamie will work out the details next week. What tables should we use; Jamie, Jason and Heather have some, along with all the old tables and chairs from the depot. The hot dog cart may not be licensed in time but if it was we would just need more volunteers. We have Chuckie D and a fish and chip food truck coming, that will probably be enough. The foot ball team will help with set up and we will try and take down as much as we can on Saturday night before volunteers go home. We have a security guard watching the stage on Friday and Saturday night. Volunteers, we need a few more, Nancy, Jessica and Corinne will fill in gaps and Jason volunteered his wife. Heather will be there the whole time. Tracy is running the car show sign up and Jason will set up his tent for the car show. The barriers and tables will have to be moved to the side to allow the parade to go through. Tracy talked with Andy t about using some of his hay to make an entrance. He said we can use them for free if we return them but if we want him to pick them up and return them it will be \$30. Everyone thought that was a good deal. The police chief said a lot of fake ids are going around and we will need an ultraviolet light to help check them. We need a check for the booze, stage and bands. Also signs and trash cans. Heather will meet with the city to discuss what we need help with.
- 3) US 27 Car Tour is August 24 from 9 to 11am. Should we have the hot dog cart there? No, no one wants hot dogs for breakfast. Heather will make up a map again with open stores and restaurants. Kirk Gartside is making up shirts. We may need some volunteers to run the booth during the event.



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Executive Committee Meeting Minutes **August 22, 2023**

Members attending: Jason Butler, Tyler Barlage, Tracy Kossaras, Bruce Delong, Corinne Trimbach and Chad Gamble

Others: Heather Hanover

1. Brent Hurst/Lauren Bukovcik Board Applications: There was discussion on board size. There was discussion on past board issues. There was discussion about having all potential board members first become part of a standing committee. Heather will offer the different applicants the options of working with our different committees. .
2. Fall Festival and supporting non DDA events: There was discussion on how events are permitted and how we and the city decide what services are available. The Fall Festival committee is looking for financial help with bathrooms and trash. They would also appreciate some volunteers. The trash seems to be a city issue. What does the city supply for trash and for what size event? If no trash support is supplied it just makes for a messier downtown and still work for the city. Either we need a policy requiring the event coordinators keep the area trash free or the city needs to have a plan to keep the downtown clean during large events. The bathrooms of store owners get over run during large events if no bathrooms are provided. There is no bathroom requirement on the event permit, so at large events it might be smart for the DDA to sponsor bathrooms so that our businesses don't experience problems and say they don't want any events. We will have the board vote on if they are willing to pay for the bathrooms for the Fall Festival or some portion.
3. Tree Trimming: Jason Butler asked about getting the trees trimmed downtown. City Manager Gamble said it is on the contractor's list. They are just waiting till the appropriate time of the year, which should be mid-September to October. The trees will be trimmed similar to the test tree in the first block.
4. Gillroy's Lot lines: City manager Chad Gamble said the lines are on the contractors list and should be done fairly soon.
5. Façade Grant/ Ken Harris. Jason Butler asked about the static of this year and next year's façade grants. The façade grants were announced in September last year and we can do the same thing. We do have all the information from last year and we can go with the same time line. Our first façade grant has been completed, Ken Harris' building in the first block. The grant contract documents were reviewed and a check will be cut for half of the project costs.
6. Planter Use and Winterization: Jason asked about what happens to the planters for the winter. Heather stated that the hanging baskets are removed by the city and stored in the barn for the winter. The planters will be drained but stay in place. Last fall we did a fall design in the planters and a winter design. Heather is talking to Woodburys about the winter design and she and Tracy will work on a fall design.
7. Social District Committee was discussed: The Committee members will be Chris Hyzer from the city council, Jason Butler, Chad Gamble, Nancy McKinley and hopefully a bar owner.



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- Heather will ask Dean Mazzolini and shop some times for a meeting. We are also in need of a Design Committee. There are a number of people interested in being on the committee but we need a board member to be the Chair. Heather will talk to our new board member Emily Baudoux. Emily is currently on the Marketing committee but may be willing to switch.
8. Hicks Property Discussion: Jason Butler stated that the Hicks Elevator property is a central aspect of our downtown. How can the DDA help to make this area become more vital. City Manager Chad Gamble state that there has been some discussion with developers to help activate that area. Silo conversion is an expensive but intriguing project. The city is also meeting with Senator Slotkin next week and will talk to her about potential participation from the government.
 9. Parking Plans/ Higham Lot: Chad handed out a packet with the sign array for the new parking plan in the downtown. The post for signs will be placed in Octoer and the signs by the end of the same month. There is a special ticket that will be placed in car windows during the early stages to get everyone acclimated. The plan will start to be enforced in 2024. There was discussion on having a QR code on the signs. The city was thinking no QR code but it might still be considered. The was general approval of the designs of the signs and appreciation to the city for the work they have done on the issue. There was discussion on the progress for the Higham Street Parking lot. The ownership is being worked on and most likely construction will be next summer. Since the plans were discussed with past city manager Dave Kudwa and acting city manager Kristina Kinde, Chairman Butler thought it would be nice to do a walk through with the new city manager. We will set up a meeting next week and also a walk through the downtown with Director of Public Services Justin Smith.
 10. Chad announced that there will be 2 special city council meetings coming up to discuss the Wilson Center. The first is September 12th, 6pm at the Police Station. The second will be October 10th 6pm also at the police station. The first will be discussion and the second will be for the decision.



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Marketing Committee Minutes
August 10, 2023
9am PSD Office

Committee Members Present: Tyler Barlage , Emily Baudoux, Vicki Schafer

Others Present: Heather Hanover

1. Promoting Fall Festival and other downtown events: The committee would like a list of what events need promotion. Then they can decide how best to use their budgeted funds. Vicki talked about promoting the downtown on the 517 Facebook group. She will send an invitation to the downtown. There was also discussion on having a photographer take regular photos of events and activities in the downtown so that we can use them for promotion. Courtney Bradley was mentioned as a possible photographer.
2. Year-round t-shirts, mugs and other merchandise. We need to start getting this set up. Should products only come from us or are different businesses allowed to use our brand as long as they stay within the brand guidelines. There was discussion of different activities for the downtown. Vicki mentioned that Mason does a find the Bulldog event. Emily talked about a day for teachers or nurses or other service professional.
3. Website: On our branding schedule, the next phase is working on the website. It is good for board functions and our DDA requirements but we also need a fun, energetic face for the public. Possibly a video of the downtown on the first page.



Principal Shopping District and Downtown Development Authority
100 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944 ext.
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www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

Executive Director Activity for August 2023

- A. Added Agenda to City Website
- B. Posted events and happenings on Downtown and Community Facebook pages
- C. Events Committees meeting, agenda and minutes
- D. Executive Committee meeting, agenda and minutes
- E. Marketing Committee meeting agenda and minutes
- F. Board Meeting, Minutes and agenda
- G. Turned in Bills and deposits to the City Treasurer
- H. City Council Meeting
- I. Handed out Flyers for Thursday Market, Car Show and Mint Fest
- J. Working with Health Department on Hot Dog Cart
- K. Mint Festival Sign Placement
- L. Mint Fest Tables and fences set up
- M. Mint Fest Stage Set up
- N. Start up cash from City
- O. Prize Collection for Car show
- P. Meet with Porta Johns Company
- Q. Meet with Food Trucks
- R. Meet with and set up Parade Announcement
- S. Worked Friday Night Beer Tent
- T. Worked Saturday Night Beer Tent
- U. Sunday Morning Accounting
- V. Delivered funds to City
- W. Mint Fest Car Show, shirts, plagues, and table set up
- X. Meet with Straw Delivery
- Y. Picked up Sponsor Banners and displayed them
- Z. Picked up pole banners and delivered to DPW for installation
- AA. Worked with city on new wiring for the stage
- BB. Thursday Market
- CC. US 27 Car Tour, shirts, set up stamp stores, set up car music and table and chairs and cash box for shirt sales.
- DD. Meet with 2 new businesses downtown
- EE. Meet with Ken Harris to inspect façade project. Reviewed grant contract and submitted for grant reimbursement
- FF. Sent out weekly update emails
- GG. Collected t shirts for volunteers and concert.
- HH. Worked with Cornhole Director Jack Rahl

User: KKinDE

DB: City Of St Johns

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/23	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
681-000-544.005	GRANTS	26,500.00	0.00	0.00	0.00	0.00	0.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	244.79	0.00	1.52	1.52	(1.52)	100.00
681-000-671.000	MISCELLANEOUS REVENUE	0.00	0.00	1,400.00	1,400.00	(1,400.00)	100.00
681-000-671.007	FARMERS' MARKET	2,126.29	1,500.00	514.00	0.00	986.00	34.27
681-000-671.010	CAR SHOWS	1,968.07	2,000.00	2,140.00	2,140.00	(140.00)	107.00
681-000-671.018	MINT FESTIVAL	27,361.96	25,000.00	40,838.26	40,838.26	(15,838.26)	163.35
681-000-671.024	WINTER FESTIVAL	4,038.75	2,000.00	0.00	0.00	2,000.00	0.00
681-000-671.026	SOAP BOX DERBY	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.028	BALL DROP	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.031	MARKETING CO-OP	3,750.00	2,500.00	250.00	0.00	2,250.00	10.00
681-000-671.032	FALL FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.033	SPRING FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-000-672.000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00
681-000-672.006	DOWNTOWN BUSINESS DISTRICT	36,050.00	38,975.00	32,350.00	20,975.00	6,625.00	83.00
681-000-675.005	CORPORATE SPONSORS	0.00	0.00	0.00	0.00	0.00	0.00
681-000-675.008	MURALS & SCULPTURES	0.00	0.00	0.00	0.00	0.00	0.00
681-000-699.001	FUND BALANCE/RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
681-000-699.035	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		102,039.86	71,975.00	77,493.78	65,354.78	(5,518.78)	107.67
TOTAL REVENUES		102,039.86	71,975.00	77,493.78	65,354.78	(5,518.78)	107.67
Expenditures							
Dept 173 - ADMINISTRATION DEPARTMENT							
681-173-729.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00
681-173-730.000	OFFICE SUPPLIES/ADM	0.00	100.00	0.00	0.00	100.00	0.00
681-173-751.000	EVENT COLLABORATION	808.07	1,000.00	0.00	0.00	1,000.00	0.00
681-173-751.001	FARMERS' MARKET	885.00	1,800.00	0.00	0.00	1,800.00	0.00
681-173-751.002	CAR SHOWS	980.00	1,500.00	700.00	200.00	800.00	46.67
681-173-751.003	MINT FESTIVAL	21,386.50	20,000.00	9,720.75	9,720.75	10,279.25	48.60
681-173-751.007	WINTER FESTIVAL	2,961.37	3,000.00	0.00	0.00	3,000.00	0.00
681-173-751.008	SOAP BOX DERBY	0.00	0.00	0.00	0.00	0.00	0.00
681-173-751.009	BALL DROP	0.00	0.00	0.00	0.00	0.00	0.00
681-173-751.010	FALL FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-173-751.011	SPRING FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-173-804.000	ADMINISTRATION CHARGES	3,940.00	4,600.00	1,150.00	0.00	3,450.00	25.00
681-173-814.002	WEBSITE	948.00	700.00	0.00	0.00	700.00	0.00
681-173-818.000	CONTRACTUAL SERVICES	14,199.99	11,500.00	1,644.97	686.63	9,855.03	14.30
681-173-818.040	DOWNTOWN IMPROVEMENT	2,053.94	8,300.00	0.00	0.00	8,300.00	0.00
681-173-826.086	AUDIT FEES	0.00	500.00	0.00	0.00	500.00	0.00
681-173-853.004	MONTHLY & LONG DISTANCE SERV	883.84	500.00	80.39	0.00	419.61	16.08
681-173-870.001	MARKETING	9,645.05	8,500.00	0.00	0.00	8,500.00	0.00
681-173-870.007	GRANTS	25,000.00	0.00	0.00	0.00	0.00	0.00
681-173-870.008	MUSIC	2,530.24	1,000.00	400.00	200.00	600.00	40.00
681-173-870.009	MARKETING CO-OP	0.00	5,000.00	0.00	0.00	5,000.00	0.00
681-173-900.000	PRINT AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00
681-173-956.000	MISCELLANEOUS	13.09	0.00	0.00	0.00	0.00	0.00
681-173-960.000	EDUCATION AND TRAINING	450.00	1,000.00	0.00	0.00	1,000.00	0.00
681-173-961.000	PROFESSIONAL DUES	0.00	200.00	0.00	0.00	200.00	0.00
681-173-985.000	CAPITAL OUTLAY	0.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 173 - ADMINISTRATION DEPARTMENT		86,685.09	73,200.00	13,696.11	10,807.38	59,503.89	18.71

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/23	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT Expenditures							
TOTAL EXPENDITURES		86,685.09	73,200.00	13,696.11	10,807.38	59,503.89	18.71
Fund 681 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		102,039.86	71,975.00	77,493.78	65,354.78	(5,518.78)	107.67
TOTAL EXPENDITURES		86,685.09	73,200.00	13,696.11	10,807.38	59,503.89	18.71
NET OF REVENUES & EXPENDITURES		15,354.77	(1,225.00)	63,797.67	54,547.40	(65,022.67)	5,207.97
TOTAL REVENUES - ALL FUNDS		167,524.17	121,803.29	127,213.35	65,354.78	(5,410.06)	104.44
TOTAL EXPENDITURES - ALL FUNDS		112,074.32	167,903.00	14,735.19	10,807.38	153,167.81	8.78
NET OF REVENUES & EXPENDITURES		55,449.85	(46,099.71)	112,478.16	54,547.40	(158,577.87)	243.99

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2023			681-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		19,784.25
07/10/2023	CD	CHK	Check: 03 62196	62196		200.00	19,584.25
07/11/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/11/2023		250.00		19,834.25
07/12/2023	CD	CHK	Check: 03 7038	7038(A)		13.11	19,821.14
07/15/2023	GJ	JE	RECORD CASH TRANSFERS	14074	4,200.00		24,021.14
07/21/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/21/2023		514.00		24,535.14
07/25/2023	CD	CHK	Check: 03 62217	62217		500.00	24,035.14
07/26/2023	CD	CHK	Check: 03 100114	100114(E)		80.39	23,954.75
07/28/2023	CD	CHK	Check: 03 7061	7061(A)		958.34	22,996.41
07/31/2023	GJ	JE	RECORD CASH TRANSFERS	14083	7,175.00		30,171.41
08/01/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/01/2023		250.00		30,421.41
08/08/2023	CD	CHK	Check: 03 62244	62244		500.00	29,921.41
08/08/2023	CD	CHK	Check: 03 62245	62245		5,670.75	24,250.66
08/08/2023	CD	CHK	Check: 03 62246	62246		500.00	23,750.66
08/08/2023	CD	CHK	Check: 03 62248	62248		800.00	22,950.66
08/08/2023	CD	CHK	Check: 03 62250	62250		1,250.00	21,700.66
08/08/2023	CD	CHK	Check: 03 62251	62251		1,200.00	20,500.66
08/10/2023	CD	CHK	Check: 03 62255	62255		200.00	20,300.66
08/11/2023	CD	CHK	Check: 03 7088	7088(A)		686.63	19,614.03
08/15/2023	GJ	JE	RECORD CASH TRANSFERS	14090	20,976.52		40,590.55
08/17/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/17/2023		40,675.71		81,266.26
08/24/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2023		3,452.55		84,718.81
08/31/2023			681-000-002.000	END BALANCE	77,493.78	12,559.22	84,718.81
681-000-002.007 DEBIT CARD-CASH							
07/01/2023					BEG. BALANCE		(23.79)
08/31/2023			681-000-002.007	END BALANCE	0.00	0.00	(23.79)
681-000-084.015 DUE FROM CURRENT TAX COLLECT							
07/01/2023					BEG. BALANCE		0.00
07/15/2023	GJ	JE	RECORD CASH TRANSFERS	14074		4,200.00	(4,200.00)
07/15/2023	GJ	JE	RECORD TAX REVENUES	14075	4,200.00		0.00
07/31/2023	GJ	JE	RECORD CASH TRANSFERS	14083		7,175.00	(7,175.00)
07/31/2023	GJ	JE	RECORD TAX REVENUES	14084	7,175.00		0.00
08/15/2023	GJ	JE	RECORD CASH TRANSFERS	14090		20,976.52	(20,976.52)
08/15/2023	GJ	JE	RECORD TAX REVENUES	14091	20,976.52		0.00
08/31/2023			681-000-084.015	END BALANCE	32,351.52	32,351.52	0.00
681-000-202.000 ACCOUNTS PAYABLE							
07/01/2023					BEG. BALANCE		(13.11)
07/01/2023	AP	INV	TELEPHONE; 07/2023	07/10/2023		80.39	(93.50)
07/10/2023	AP	INV	STREET SINGER; 07/18/23	07/10/2023		200.00	(293.50)
07/10/2023	CD	CHK	Check: 03 62196	62196	200.00		(93.50)
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023		958.34	(1,051.84)
07/11/2023	AP	INV	PROMOTION, AD, WEBSITE FEES 08/24/23	02/06/2023		500.00	(1,551.84)
07/12/2023	CD	CHK	Check: 03 7038	7038(A)	13.11		(1,538.73)
07/25/2023	CD	CHK	Check: 03 62217	62217	500.00		(1,038.73)
07/26/2023	CD	CHK	Check: 03 100114	100114(E)	80.39		(958.34)
07/28/2023	CD	CHK	Check: 03 7061	7061(A)	958.34		0.00
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST 2023	08/01/2023		1,250.00	(1,250.00)
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST 2023	08/01/2023		500.00	(1,750.00)
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST	08/01/2023		500.00	(2,250.00)
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST 2023	08/01/2023		1,200.00	(3,450.00)
08/01/2023	AP	INV	REIMBURSE; HOTDOG CART, LICENSE, INSURANCE	08/01/2023		686.63	(4,136.63)
08/03/2023	AP	INV	MINT FEST 2023; BEER/ALCOHOL	W-1045738		5,670.75	(9,807.38)
08/03/2023	AP	INV	CASH FOR MINT FEST 2023; ACTIVITIES	08/2023		800.00	(10,607.38)
08/08/2023	CD	CHK	Check: 03 62244	62244	500.00		(10,107.38)
08/08/2023	CD	CHK	Check: 03 62245	62245	5,670.75		(4,436.63)
08/08/2023	CD	CHK	Check: 03 62246	62246	500.00		(3,936.63)
08/08/2023	CD	CHK	Check: 03 62248	62248	800.00		(3,136.63)
08/08/2023	CD	CHK	Check: 03 62250	62250	1,250.00		(1,886.63)
08/08/2023	CD	CHK	Check: 03 62251	62251	1,200.00		(686.63)
08/09/2023	AP	INV	STREET SINGER; 08/16/2023	08/08/2023		200.00	(886.63)
08/10/2023	CD	CHK	Check: 03 62255	62255	200.00		(686.63)
08/11/2023	CD	CHK	Check: 03 7088	7088(A)	686.63		0.00
08/31/2023			681-000-202.000	END BALANCE	12,559.22	12,546.11	0.00
681-000-214.001 DUE TO GENERAL FUND							
07/01/2023					BEG. BALANCE		(13.09)
07/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14163		1,150.00	(1,163.09)
08/31/2023			681-000-214.001	END BALANCE	0.00	1,150.00	(1,163.09)
681-000-390.000 Fund Balance							
07/01/2023					BEG. BALANCE		(4,379.49)
08/31/2023			681-000-390.000	END BALANCE	0.00	0.00	(4,379.49)
681-000-665.000 INTEREST EARNED/INVESTMENTS							
07/01/2023					BEG. BALANCE		0.00
08/15/2023	GJ	JE	RECORD TAX REVENUES	14091		1.52	(1.52)
08/31/2023			681-000-665.000	END BALANCE	0.00	1.52	(1.52)
681-000-671.000 MISCELLANEOUS REVENUE							
07/01/2023					BEG. BALANCE		0.00
08/24/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2023			1,400.00	(1,400.00)
08/31/2023			681-000-671.000	END BALANCE	0.00	1,400.00	(1,400.00)
681-000-671.007 FARMERS' MARKET							
07/01/2023					BEG. BALANCE		0.00
07/21/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/21/2023			514.00	(514.00)
08/31/2023			681-000-671.007	END BALANCE	0.00	514.00	(514.00)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance	
07/01/2023			681-000-671.010 CAR SHOWS		BEG. BALANCE		0.00	
08/17/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/17/2023			2,140.00	(2,140.00)	
08/31/2023			681-000-671.010	END BALANCE	0.00	2,140.00	(2,140.00)	
07/01/2023			681-000-671.018 MINT FESTIVAL		BEG. BALANCE		0.00	
08/01/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/01/2023			250.00	(250.00)	
08/17/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/17/2023			38,535.71	(38,785.71)	
08/24/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2023			2,052.55	(40,838.26)	
08/31/2023			681-000-671.018	END BALANCE	0.00	40,838.26	(40,838.26)	
07/01/2023			681-000-671.031 MARKETING CO-OP		BEG. BALANCE		0.00	
07/11/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/11/2023			250.00	(250.00)	
08/31/2023			681-000-671.031	END BALANCE	0.00	250.00	(250.00)	
07/01/2023			681-000-672.006 DOWNTOWN BUSINESS DISTRICT		BEG. BALANCE		0.00	
07/15/2023	GJ	JE	RECORD TAX REVENUES	14075		4,200.00	(4,200.00)	
07/31/2023	GJ	JE	RECORD TAX REVENUES	14084		7,175.00	(11,375.00)	
08/15/2023	GJ	JE	RECORD TAX REVENUES	14091		20,975.00	(32,350.00)	
08/31/2023			681-000-672.006	END BALANCE	0.00	32,350.00	(32,350.00)	
07/01/2023			681-173-751.002 CAR SHOWS		BEG. BALANCE		0.00	
07/11/2023	AP	INV	PROMOTION, AD, WEBSITE FEES 08/24/23	02/06/2023	500.00		500.00	
08/03/2023	AP	INV	CASH FOR MINT FEST 2023; ACTIVITIES	08/2023	200.00		700.00	
08/31/2023			681-173-751.002	END BALANCE	700.00	0.00	700.00	
07/01/2023			681-173-751.003 MINT FESTIVAL		BEG. BALANCE		0.00	
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST 2023	08/01/2023	1,250.00		1,250.00	
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST 2023	08/01/2023	500.00		1,750.00	
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST	08/01/2023	500.00		2,250.00	
08/01/2023	AP	INV	ENTERTAINMENT; MINT FEST 2023	08/01/2023	1,200.00		3,450.00	
08/03/2023	AP	INV	MINT FEST 2023; BEER/ALCOHOL	W-1045738	5,670.75		9,120.75	
08/03/2023	AP	INV	CASH FOR MINT FEST 2023; ACTIVITIES	08/2023	600.00		9,720.75	
08/31/2023			681-173-751.003	END BALANCE	9,720.75	0.00	9,720.75	
07/01/2023			681-173-804.000 ADMINISTRATION CHARGES		BEG. BALANCE		0.00	
07/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14163	1,150.00		1,150.00	
08/31/2023			681-173-804.000	END BALANCE	1,150.00	0.00	1,150.00	
07/01/2023			681-173-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		0.00	
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023	958.34		958.34	
08/01/2023	AP	INV	REIMBURSE; HOTDOG CART, LICENSE, INSI	08/01/2023	686.63		1,644.97	
08/31/2023			681-173-818.000	END BALANCE	1,644.97	0.00	1,644.97	
07/01/2023			681-173-853.004 MONTHLY & LONG DISTANCE SERV		BEG. BALANCE		0.00	
07/01/2023	AP	INV	TELEPHONE; 07/2023	07/10/2023	80.39		80.39	
08/31/2023			681-173-853.004	END BALANCE	80.39	0.00	80.39	
07/01/2023			681-173-870.008 MUSIC		BEG. BALANCE		0.00	
07/10/2023	AP	INV	STREET SINGER; 07/18/23	07/10/2023	200.00		200.00	
08/09/2023	AP	INV	STREET SINGER; 08/16/2023	08/08/2023	200.00		400.00	
08/31/2023			681-173-870.008	END BALANCE	400.00	0.00	400.00	
TOTAL FOR FUND 681 PRINCIPAL SHOPPING DISTRICT						136,100.63	136,100.63	15,354.77

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/23	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-404.000	CURRENT PROPERTY TAX	64,792.47	49,828.29	49,719.57	0.00	108.72	99.78
248-000-543.010	GRANTS	700.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	(8.16)	0.00	0.00	0.00	0.00	0.00
248-000-699.034	FROM RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		65,484.31	49,828.29	49,719.57	0.00	108.72	99.78
TOTAL REVENUES		65,484.31	49,828.29	49,719.57	0.00	108.72	99.78
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-804.000	ADMINISTRATION CHARGES	1,040.00	3,203.00	80.75	0.00	3,122.25	2.52
248-451-818.000	CONTRACTUAL SERVICES	10,999.99	11,500.00	958.33	0.00	10,541.67	8.33
248-451-818.040	DOWNTOWN IMPROVEMENT	13,349.24	50,000.00	0.00	0.00	50,000.00	0.00
248-451-880.007	FACADE GRANTS	0.00	30,000.00	0.00	0.00	30,000.00	0.00
248-451-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
248-451-976.001	LAND PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 451 - NEW CONSTRUCTION		25,389.23	94,703.00	1,039.08	0.00	93,663.92	1.10
TOTAL EXPENDITURES		25,389.23	94,703.00	1,039.08	0.00	93,663.92	1.10
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		65,484.31	49,828.29	49,719.57	0.00	108.72	99.78
TOTAL EXPENDITURES		25,389.23	94,703.00	1,039.08	0.00	93,663.92	1.10
NET OF REVENUES & EXPENDITURES		40,095.08	(44,874.71)	48,680.49	0.00	(93,555.20)	108.48

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2023			248-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		89,717.20
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076	18,309.91		108,027.11
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076	31,409.66		139,436.77
07/28/2023	CD	CHK	Check: 03 7061	7061(A)		958.33	138,478.44
08/31/2023			248-000-002.000	END BALANCE	49,719.57	958.33	138,478.44
07/01/2023			248-000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023		958.33	(958.33)
07/28/2023	CD	CHK	Check: 03 7061	7061(A)	958.33		0.00
08/31/2023			248-000-202.000	END BALANCE	958.33	958.33	0.00
07/01/2023			248-000-214.001 DUE TO GENERAL FUND		BEG. BALANCE		0.00
07/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14163		80.75	(80.75)
08/31/2023			248-000-214.001	END BALANCE	0.00	80.75	(80.75)
07/01/2023			248-000-390.000 Fund Balance		BEG. BALANCE		(49,622.12)
08/31/2023			248-000-390.000	END BALANCE	0.00	0.00	(49,622.12)
07/01/2023			248-000-404.000 CURRENT PROPERTY TAX		BEG. BALANCE		0.00
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076		18,309.91	(18,309.91)
07/15/2023	GJ	JE	TO PAY DDA TAX CAPTURE	14076		31,409.66	(49,719.57)
08/31/2023			248-000-404.000	END BALANCE	0.00	49,719.57	(49,719.57)
07/01/2023			248-451-804.000 ADMINISTRATION CHARGES		BEG. BALANCE		0.00
07/01/2023	GJ	JE	RECORD QTRLY ADMIN CHARGES	14163	80.75		80.75
08/31/2023			248-451-804.000	END BALANCE	80.75	0.00	80.75
07/01/2023			248-451-818.000 CONTRACTUAL SERVICES		BEG. BALANCE		0.00
07/11/2023	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2023	JUL2023	958.33		958.33
08/31/2023			248-451-818.000	END BALANCE	958.33	0.00	958.33
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					51,716.98	51,716.98	40,095.08