

**Staff Responses to Council Questions**  
**July 17, 2012**

**6. Consent Agenda C & D. Water Interconnection Agreement with Lisle**

*What prompted Lisle to request this emergency interconnection?*

The area of Village located east of 1-355 is served by a single water main which runs under 1-355 along the BNSF railroad tracks. Currently, the emergency backup for this area is handled by a well which is being maintained solely for this purpose. With the proposed emergency interconnection Lisle would have the option to abandon the well and avoid long term maintenance costs.

**6. Consent Agenda G. Approve the FY 12-3 Budget for the Downtown Management Corporation**

*How does this budget compare to the last 3 years? Please include last 3 years of Actual revenue and expense reports comparisons to the budgets.*

Please see the attached email from Downtown Management Corporation Executive Director Linda Kunze.

*What are the specifics of “reimbursed expenses”?*

Please see the attached email and related documentation from Downtown Management Corporation Executive Director Linda Kunze.

*Who put this budget together? How was it approved? Was this budget discussed in any detail at meetings? Were there minutes of these meetings? Do we have minutes of these meetings? Please provide.*

Please see the attached email and related documentation from Downtown Management Corporation Executive Director Linda Kunze.

*What are the “Promotional Events”? Do any of these events involve Village resources – please provide direct and indirect costs to the Village (dollars expended, employees time, and other Village resources (equipment, barricades, permits, costs of permits waived etc.)*

Please see the attached email from Downtown Management Corporation Executive Director Linda Kunze.

*In relation to item 1, please provide salary details for last 3 years as well.*

Please see the attached email from Downtown Management Corporation Executive Director Linda Kunze.

**8. First Reading A Motion: Award a Contract for \$548,740.50 to ENCAP, Inc. Sycamore, IL for Naturalization of Valley View Pond**

*If the pond is privately owned by an Association, will the Association be required to obtain permits for maintenance activities including any dredging?*

Yes.

*If so, what types of permits would be required?*

Depending on what work is done they would likely need permits from the Village, the Army Corps of Engineers, and possibly the Illinois Department of Natural Resources.

*Would the Association be required to handle the silt in the same manner as the Village?*

Yes.

*Need to ask, is there ANY possibility that this area could be prepared in a manner acceptable for transfer to the Park District?*

Discussions would need to be held with the Park District to determine on what terms they would accept the pond, if any. Park District staff has informally indicated that they have no interest in accepting the pond, however a formal request has not been made at this time.

### **Non-Agenda Related**

*What are the details about Sen. Sandack's use of Village Hall again? What was the process and how and why was it granted? Is his office covering any costs? Why or why not?*

The Village Hall Council Chambers is available for use by local government officials acting in their official government capacity. There are no charges associated with this activity. This courtesy is a long standing practice that is extended, upon request, to all state/federal legislators and government agencies representing the citizens of Downers Grove.

Sen. Sandack's office requested use of the Council Chambers to host a seminar by CUB Representatives to help residents better understand the choices available to them regarding energy service. Staff's involvement is limited to providing a table, unlocking doors and turning on the audio system.

*What are the details regarding costs for the Council 4th of July float? Please provide detail costs? Who drove and was that employee compensated? By whom? Holiday pay?*

The vehicle was driven by a Public Works employee (Permit Technician). He had the day off, as Fourth of July is a paid holiday, and was paid for four hours at an overtime rate of \$51.048 per hour.

### **ATTACHMENT**

Response from Downtown Management Corporation

Linda Kunze lkunze@downtowndg.org

12:58 PM (59 minutes ago) ☆



to me

Mike,

In answer to the questions that were sent to me, I have tried to address these for you.

	Total Revenues	Total Expenses
1) May 2009 - April 2010	299,911.36	270,120.30
May 2010 – April 2011	311,072.14	283,790.01
May 2011 – April 2012	332,375.00	286,436.99

We maintain a carryover of 65,000 to cover the period of time our year ends and we receive our check in July/August. We must keep a carryover for Gift Certificates and Downtown Dollar in case old certificates are redeemed and that is based on Scanlon & Leo's yearly calculation.

- 2) Reimbursed expenses include items that we purchase for the businesses for our events and they reimburse us. I have attached the reimbursed expenses report.
- 3) The Finance Committee consists of Dan McCormick, Willis Johnson, Don Duncan, myself and Erin Venezia. I prepared a worksheet (attached) showing the budget from 2011-2012, what we actually spent. These meetings were working meetings to go over every detail and this group was shown all transaction detail reports. We met several times with this committee to draft a budget for 2012 -2013 to be presented to the Board of Directors. The draft worksheet is attached along with a copy of the minutes from this meeting are attached.
- 4) The Promotional Events that Downtown Management sponsors are as follows: Indoor Sidewalk Sale, IceSculpture Festival, Girl's Night Out (Spring), The Wedding Walk, Summer Nights Classic Car Show, Downtown Sidewalk Sale, Historical Photo Tour, Fine Arts Festival, Girl's Night Out (Fall), Moonlight Madness, Halloween Window Painting, Gingerbread Festival and Visits with Santa. All advertising i.e. TribLocal, Reporter, Suburban Life, Oaklee's Guide, West Suburban Living, Glancer, Neighbors etc. Printing is also included i.e. printing costs and postage, window and street banners, photos, flyers etc. Other expenses include balloons & helium, contract labor, entertainment, volunteer shirts, supplies.

Scanlon & Leo does a yearly review. Administrative costs were 10-13% of the budget, allowing the remaining funding to go towards programs. In the past 5 years we have spent \$185,000 on programs and sold over \$140,000 in gift certificates and downtown dollars.

- 5) Linda Kunze's salary is \$65,150 and the last salary increase was July 2009. Erin Venezia's salary is \$41,950 also as of July 2009. To cut back on expenses for this Organization, we no longer have health insurance through DMC.

If you have any further questions or clarifications, just call.

Linda Kunze, Executive Director  
DG Downtown Management  
933A Curtis Street  
Downers Grove, IL 60515

10:58 AM

07/17/12

Cash Basis

**Downers Grove Downtown Management Corporation**  
**Transaction Detail By Account**  
 May 2011 through April 2012

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
<b>Reimbursed Expenses</b>									
Deposit	10/7/2011	5260	Historic Photo Tour	Bead Heaven		Checking - Ba...	33.00	33.00	33.00
Deposit	10/7/2011	12765	Historic Photo Tour	Ballydoyle		Checking - Ba...	33.00	33.00	66.00
Deposit	10/7/2011	6733	Historic Photo Tour	Pharmacy		Checking - Ba...	33.00	33.00	99.00
Deposit	10/7/2011	4930	Historic Photo Tour	Brigantin		Checking - Ba...	33.00	33.00	132.00
Deposit	10/7/2011	2823	Historic Photo Tour	Beil and Stro...		Checking - Ba...	33.00	33.00	165.00
Deposit	10/7/2011	3818	Historic Photo Tour	Happy Dog		Checking - Ba...	33.00	33.00	198.00
Deposit	10/7/2011	1178	Historic Photo Tour	STyle Studio		Checking - Ba...	33.00	33.00	231.00
Deposit	10/7/2011	125638	Historic Photo Tour	Tivoli		Checking - Ba...	33.00	33.00	264.00
Deposit	10/7/2011	2099	Historic Photo Tour	Timberlie		Checking - Ba...	33.00	33.00	297.00
Deposit	10/7/2011	2148	Historic Photo Tour	Quilt Basket		Checking - Ba...	33.00	33.00	330.00
Deposit	10/7/2011	1420	Historic Photo Tour	Olive Tap		Checking - Ba...	33.00	33.00	363.00
Deposit	10/7/2011	32033	Historic Photo Tour	Heritage House		Checking - Ba...	33.00	33.00	396.00
Deposit	10/7/2011	7263	Historic Photo Tour	Every Day's ...		Checking - Ba...	33.00	33.00	429.00
Deposit	10/7/2011	9957	Historic Photo Tour	Dariusz		Checking - Ba...	33.00	33.00	462.00
Deposit	10/7/2011	4460	Historic Photo Tour	Anderson's		Checking - Ba...	33.00	33.00	495.00
Deposit	10/7/2011	1734	Historic Photo Tour	Baubles		Checking - Ba...	28.00	28.00	523.00
Deposit	10/7/2011	3025	Historic Photo Tour	Community B...		Checking - Ba...	66.00	66.00	589.00
Deposit	10/7/2011	14012	Historic Photo Tour	World Group ...		Checking - Ba...	99.00	99.00	688.00
Deposit	10/7/2011		Historic Photo Tour	Deposit		Checking - Ba...	136.00	136.00	824.00
Deposit	11/9/2011			Deposit		Checking - Ba...	7,681.10	7,681.10	8,505.10
Deposit	11/11/2011	6734...		at&t		Checking - Ba...	14.37	14.37	8,519.47
Check	11/18/2011	7057	Rocco & Rocco			Checking - Ba...	-130.00	-130.00	8,389.47
Deposit	11/23/2011	32040	gingerbread festival	Heritage Hou...		Checking - Ba...	550.00	550.00	8,939.47
Deposit	11/23/2011	3950	gingerbread festival	Gatto's - San...		Checking - Ba...	100.00	100.00	9,039.47
Deposit	11/23/2011	1210	Historic Photo Tour	Blodgett House		Checking - Ba...	66.00	66.00	9,105.47
Deposit	11/23/2011	7325	gingerbread festival	Every Day's ...		Checking - Ba...	50.00	50.00	9,155.47
Deposit	11/23/2011	1390	gingerbread festival	Gabby's Gifts		Checking - Ba...	550.00	550.00	9,705.47
Deposit	11/23/2011	3837	gingerbread festival	Happy Dog B...		Checking - Ba...	150.00	150.00	9,855.47
Deposit	11/23/2011	7835	gingerbread festival	Sundance G...		Checking - Ba...	550.00	550.00	10,405.47
Deposit	11/23/2011	1357	gingerbread festival	avec panache		Checking - Ba...	50.00	50.00	10,455.47
Deposit	11/23/2011	9812	gingerbread festival	MFTS		Checking - Ba...	50.00	50.00	10,505.47
Deposit	11/23/2011	1234	gingerbread festival	style studio		Checking - Ba...	550.00	550.00	11,055.47
Deposit	11/23/2011	1121	gingerbread festival	DLD		Checking - Ba...	550.00	550.00	11,605.47
Deposit	11/23/2011	5128	gingerbread festival	KS MATHis		Checking - Ba...	550.00	550.00	12,155.47
Deposit	11/23/2011	5128	Historic Photo Tour	KS MATHis		Checking - Ba...	66.00	66.00	12,221.47
Deposit	11/23/2011	1807	gingerbread festival	D3 Financial		Checking - Ba...	550.00	550.00	12,771.47
Deposit	11/23/2011	4350	gingerbread festival	consider it do...		Checking - Ba...	50.00	50.00	12,821.47
Deposit	11/23/2011	3341	gingerbread festival	Paperworks		Checking - Ba...	550.00	550.00	13,371.47
Deposit	11/23/2011	2705	gingerbread festival	olive tap		Checking - Ba...	550.00	550.00	13,921.47
Deposit	11/23/2011	11537	gingerbread festival	ballydoyle		Checking - Ba...	500.00	500.00	14,421.47
Deposit	11/23/2011	2110	gingerbread festival	timberline trai...		Checking - Ba...	250.00	250.00	14,671.47
Deposit	11/23/2011	1603	gingerbread festival	louisa's & Mill...		Checking - Ba...	50.00	50.00	14,721.47
Deposit	11/23/2011	4349	gingerbread festival	consider it do...		Checking - Ba...	500.00	500.00	15,221.47
Deposit	11/23/2011	6722	gingerbread festival	Aurelio's Pizza		Checking - Ba...	550.00	550.00	15,771.47
Deposit	11/23/2011	40007	gingerbread festival	Dream Interiors		Checking - Ba...	550.00	550.00	16,321.47
Deposit	11/23/2011	706	gingerbread festival	McNichols St...		Checking - Ba...	50.00	50.00	16,371.47
Deposit	11/23/2011	1314	gingerbread festival	DG Library F...		Checking - Ba...	50.00	50.00	16,421.47
Deposit	11/23/2011		gingerbread festival	scarletti's		Checking - Ba...	550.00	550.00	16,971.47



10:58 AM

07/17/12

Cash Basis

**Downers Grove Downtown Management Corporation**  
**Transaction Detail By Account**  
 May 2011 through April 2012

Type	Date	Num	Name	Memo	Clr	Split	Original Amount	Paid Amount	Balance
Deposit	11/23/2011		gingerbread festival	happy dog		Checking - Ba...	400.00	400.00	17,371.47
Deposit	12/29/2011	1002	gingerbread festival	spice mercha...		Checking - Ba...	50.00	50.00	17,421.47
Deposit	2/10/2012	1933	Ice Festival 2012	D3 Financial		Checking - Ba...	175.00	175.00	17,596.47
Deposit	2/10/2012	2446	Ice Festival 2012	DGEDC		Checking - Ba...	175.00	175.00	17,771.47
Deposit	2/10/2012	3367	Ice Festival 2012	Paperworks		Checking - Ba...	90.00	90.00	17,861.47
Deposit	2/10/2012	3368	Ice Festival 2012	paperworks		Checking - Ba...	7.50	7.50	17,868.97
Deposit	2/10/2012	538	Ice Festival 2012	citizens to ele...		Checking - Ba...	175.00	175.00	18,043.97
Deposit	2/10/2012	4444	Ice Festival 2012	consider it do...		Checking - Ba...	175.00	175.00	18,218.97
Deposit	2/10/2012	4196	Ice Festival 2012	gatto's		Checking - Ba...	175.00	175.00	18,393.97
Deposit	2/10/2012	2317	Ice Festival 2012	gabbys		Checking - Ba...	185.00	185.00	18,578.97
Deposit	2/10/2012	23572	Ice Festival 2012	Rocco & Rocco		Checking - Ba...	175.00	175.00	18,753.97
Deposit	2/10/2012	97860	Ice Festival 2012	M&M Orthop...		Checking - Ba...	200.00	200.00	18,953.97
Deposit	2/10/2012	2890...	Ice Festival 2012	Community B...		Checking - Ba...	175.00	175.00	19,128.97
Deposit	2/10/2012	13620	Ice Festival 2012	University of ...		Checking - Ba...	220.00	220.00	19,348.97
Deposit	2/10/2012	1403	Ice Festival 2012	Wells Street ...		Checking - Ba...	195.00	195.00	19,543.97
Deposit	2/10/2012	10172	Ice Festival 2012	Dariusz Jewe...		Checking - Ba...	175.00	175.00	19,718.97
Deposit	2/10/2012	10178	Ice Festival 2012	MFTS		Checking - Ba...	175.00	175.00	19,893.97
Deposit	2/10/2012	1286	Ice Festival 2012	Kristina's Cafe		Checking - Ba...	195.00	195.00	20,088.97
Deposit	2/10/2012	40367	Ice Festival 2012	Dream Interiors		Checking - Ba...	175.00	175.00	20,263.97
Deposit	2/10/2012	13084	Ice Festival 2012	Ballydoyle		Checking - Ba...	175.00	175.00	20,438.97
Deposit	2/10/2012	14670	Ice Festival 2012	Busy Bee		Checking - Ba...	175.00	175.00	20,613.97
Deposit	2/10/2012	1473	Ice Festival 2012	Olive Tap		Checking - Ba...	175.00	175.00	20,788.97
Deposit	2/10/2012	2347	Ice Festival 2012	2 way street ...		Checking - Ba...	175.00	175.00	20,963.97
Deposit	2/10/2012	1390	Ice Festival 2012	Subway		Checking - Ba...	175.00	175.00	21,138.97
Deposit	2/10/2012	3920	Ice Festival 2012	Another Round		Checking - Ba...	375.00	375.00	21,513.97
Deposit	2/10/2012	1616	Ice Festival 2012	L&M Chocola...		Checking - Ba...	175.00	175.00	21,688.97
Deposit	2/10/2012	4074	Ice Festival 2012	Happy Dog B...		Checking - Ba...	175.00	175.00	21,863.97
Deposit	2/10/2012	1404	Ice Festival 2012	Avec Panache		Checking - Ba...	97.50	97.50	21,961.47
Deposit	2/10/2012	34730	Ice Festival 2012	toon funeral ...		Checking - Ba...	200.00	200.00	22,161.47
Deposit	2/10/2012	4529	Ice Festival 2012	Lemon Tree ...		Checking - Ba...	195.00	195.00	22,356.47
Deposit	2/10/2012	4488	Ice Festival 2012	Andersons B...		Checking - Ba...	175.00	175.00	22,531.47
Deposit	2/10/2012	1022	Ice Festival 2012	Spice Merch...		Checking - Ba...	200.00	200.00	22,731.47
Deposit	2/10/2012	1408	Ice Festival 2012	Style Studio		Checking - Ba...	175.00	175.00	22,906.47
Deposit	2/10/2012	1369	Ice Festival 2012	Acadia on th...		Checking - Ba...	175.00	175.00	23,081.47
Deposit	2/10/2012	3728	Ice Festival 2012	Pinecone Cot...		Checking - Ba...	195.00	195.00	23,276.47
Deposit	2/10/2012	3085	Ice Festival 2012	Burns & McD...		Checking - Ba...	175.00	175.00	23,451.47
Deposit	2/10/2012	1007...	Ice Festival 2012	BankFinancial		Checking - Ba...	175.00	175.00	23,626.47
Deposit	2/10/2012		Indoor Sidewalk Sale	window bann...		Checking - Ba...	30.00	30.00	23,656.47
Deposit	3/23/2012	1273	Ice Festival 2012	Scarletti's		Checking - Ba...	195.00	195.00	23,851.47
Total Reimbursed Expenses								23,851.47	23,851.47
<b>TOTAL</b>								<b>23,851.47</b>	<b>23,851.47</b>

## **Downers Grove Downtown Management Corporation Board Meeting Minutes April 5, 2012**

**Present:** Dan McCormick, Marilyn Weiher, Mario Olivi, Willis Johnson, Don Duncan, Jean Schaefer, Graham Mosey, Nan Newlon, Laura Crawford, Michael Philipp, Mike Baker, Linda Kunze, Erin Venezia

**Absent:** Betty Jane Boyd, Michael Cassa, Commissioner Geoff Neustadt,

**Guest:** None

**Chairman's Report:** Dan McCormick called the meeting to order at 7:35AM. Dan noted that he will be sending around a separate portion of the Executive Session minutes that are not in the packet.

Graham made a motion to approve the Executive Session minutes and Don Duncan seconded the motion. Willis made a motion to approve the board minutes from the March 1, 2012 meeting with the correction that the computers are 1 year newer, not older than our current computers. Graham seconded the motion.

**Downtown Manager's Report:** Dan mentioned to the Board that this was his first year as a vendor in the Wedding Walk and he noted that there was a lot of work that went in to this event and that the amount of brides and their guests that were in the downtown was unbelievable. Dan informed the board that the letter to the Village Council regarding Storm Water Utility was pulled and was never in the packets. Willis questioned if the letter that was circulated to the Board moved forward to the Council. Linda noted that no, this was the letter that was pulled at the request of the Village Manager. She stated that because we were not taking a stand he felt that we should not submit a letter. Laura mentioned that he accepted a letter from the Economic Development Corp., even though they did not take a stand. The Chamber submitted a letter with a stance against the Storm Water Utility. She noted that her Executive Committee thought that this fee should remain on the Property Taxes. Laura informed the board that the School Districts and the Park District were receiving major credits. Willis stated that he thought the main point of this was to level the playing field. Mike Baker stated that the Park District is doing a lot of the work on their property for the creeks, this work is constituting the credit. Storm Water will be in front of the Council on April 10<sup>th</sup> for a vote, letters are due tomorrow to the Village. Marilyn inquired if the churches or library have been in contact with us in regards to this topic. Linda stated no they have not been in contact with the office, however, they are not in the SSA. Graham suggested that the Board direct Linda to write a letter today stating that the impact varies but it appears to be minimal. Willis noted that we are now back to where we started with no position. Marilyn made a motion to direct Linda to write a letter stating that based on the infrastructure work that needs to be done, as well as the minimal initial impact to our property owners; we feel that this is an equitable dispersion of the expense. Mario seconded the motion.

Linda provided an update on Betty Jane Boyd, stating that we will find out how she is responding to treatment in the next 2 weeks, so please continue to keep her in your prayers. Linda congratulated Willis, this was the 5<sup>th</sup> straight year that Tivoli Theatre was Best Movie Theatre by West Suburban Living Magazine. Wells Street Popcorn and Smokey Tomato Café and Catering are open. Dupage Holdings, LLC will be opening at 4930 Main Street. Be Fit Physical Therapy



and Pilates will be moving to Burlington Avenue, in the old Galleria Salon location. Max Logan's is looking to open mid-May. Remedy has moved in to Charles Place. There will be a Chamber Ribbon cutting on April 19<sup>th</sup> at 5pm. Willis Johnson has provided new office locations for a few of the tenants that were affected by the fire. Kristina's Café will start to open for dinner on April 30<sup>th</sup>. They will have a celebration on May 4<sup>th</sup>. We have received the permits for the Car Show and the Sidewalk Sale. The Fine Arts Festival application is at the Village.

Linda noted that she, Jean and Erin met with Dave Hanks from the Village, regarding the website redesign. He was very helpful. We are moving forward with ePagecity.

Linda presented the budget that she, Erin, Willis and Don worked on. Don explained the layout that was provided, which was a worksheet showing the 2011-2012 budget, the 2011-2012 actuals and the proposed 2012-2013 budget. There were no major changes in the budget, and the Don explained all that were made. Willis made a motion to approve the budget and Marilyn seconded the motion.

**Marketing Committee Report:** Jean provided an update on the Wedding Walk. 130 tickets were sold prior to the day, 1 ticket sold day of, a handful of extra guest tickets sold at the door, bringing approximately 400 people downtown Downers Grove on a Sunday afternoon. The honeymoon winners were a legitimate engaged couple from the area, which was nice. There were many people here that were experiencing Downers Grove for the first time ever.

**Finance Committee Report:** Willis stated that there was no report. Budget was the report.

**Technology Committee:** Mario presented his findings on the computers. After much research and discussion Mario proposed that the Board accept the proposal from the Village which includes the two computers and the maintenance agreement. Mario stated that he does not believe we should buy additional hard drive space until there is a need for this. Marilyn proposed to adopt Marios proposal and Graham seconded the proposal.

**Membership Meeting:** None

**Village Manager Report:** Mike Baker informed the Board that his report was covered in the Storm Water Utility discussion.

**Public Works Report:** Nan informed the Board that they are working on updating the bicycle and pedestrian plan. Are we ADA compatible? Looking at the midblock crossings, bike parking, etc. in the downtown. Restriping of all the concrete streets will begin at the end of the month. The work will be done in off hours as to cause minimal disruption to business in the downtown. They will be using a tape product. This program will be budgeted for every 2-3 years. Grove will be reconstructed from Main to Carpenter with permeable pavers. Carpenter will be resurfaced. The Lot A employee spaces are going back to TAP in April. Nan noted that she will be meeting with Metra and BNSF to discuss changes that were brought forth in the parking study. Mario inquired if the parking signs on level 2 of the parking deck could be removed, Nan will look into this.

**Commissioner Geoff Neustadt Report:** None

**Economic Development Report:** None



**Chamber of Commerce Report:** Laura informed the Board that the Chamber has a few events coming up. The Golf Outing will be held on May 14<sup>th</sup> at Ruffled Feathers, Bill Bartlett will be speaking April 11<sup>th</sup>, this will be a breakfast. Don Peters of Critical Technology Solutions will be presenting What is in Those Clouds? at the P.O.W.E.R. series April 20<sup>th</sup> 12:30-3pm. The Kicking Off Membership campaign will be held on April 13<sup>th</sup>. There will be a YPN event at Gatto's on April 25<sup>th</sup>. April 17<sup>th</sup> is Employer Action Day in Springfield. There will be a group of people from the Chamber driving down and back, some will be staying overnight.

**Old Business:** Mario noted that the Downtown Market starts on May 12<sup>th</sup>. For the most part all vendors are coming back with a couple of new exciting vendors. Willis inquired where we are with our litigation with McFarland Douglas. Mike Philipp stated that he is writing a letter to McFarland Douglas.

**New Business:** None

The next Board Meeting will be Thursday, May 3, 2012.  
The meeting was adjourned at 9:05AM.

Respectfully submitted,  
Erin Venezia



Downers Grove Downtown Management Corporation  
2011-2012 Budget Working Budget

	2011-2012 Budget	2011-2012 Actual -per erin 3- 23-12	Notes	2012-2013 Proposed	Notes
<b>Income:</b>					
Interest Income	\$ 100	65		\$ 100	
Downtown Dollars Income	18,000	16,400		17,000	
Gift Certificate Income	19,300	25,709		20,000	
Reimbursed Expenses	20,000	23,851		18,000	
Sponsorship	1,650	22,750	Car Show and Gingerbread Fest sponsorships	6,000	Car Show Sponsors
Special Service Area Assessment	244,158	238,913		244,923	
Wedding Walk	15,000	12,600		15,000	
<b>Total Income</b>	<b>\$ 318,208</b>	<b>\$ 340,288</b>		<b>\$ 321,023</b>	
<b>Expenses</b>					
401K	\$ 3,700	3,059		\$ 3,161	
Accounting	2,000	4,000		3,000	Joe Leo
Advertising:Print	35,000	26,722	more to come in before the end of April.	30,000	West Sub liv,Reporter Glancer, Neighbors
Bank Service Charges	50	00		50	
Business Directory				3,700	
Maintenance/Repairs	1,500	1,159	most likely one more bill by the end of April	1,500	computers & phones & copier
Contract Labor	1,500	734		12,060	includes temporary help for Maternity leave
Downtown Dollars Redeemed	18,000	12,890		17,000	
Dues and Subscriptions	1,000	1,131	Does not include Apr. number ~\$53	1,200	Constant Contact & Chamber dues
Electricity - ComEd	1,500	1,523	Does not include Apr. number	1,600	
Equipment Lease	2,400	2,024	Does not include Apr. number which will be \$200	2,250	Copier
Event Sponsorship	2,000		Library Golf event - \$200.00	2,000	
Gas- Nicor	450	424	includes April number	450	
Gift Certificates Redeemed	19,300	21,735		20,000	
Directors and Officers Insurance	1,330	1357	spoke to the David Agency +50	1,407	
Renters Insurance	500	500	spoke to the David Agency	500	
Life Insurance	90	76	Does not include Apr. number which will be \$6.90	85	
Legal Fees	500	00		500	
Meals/Meetings	1,500	1,910		2,000	Chamber events, car show dinner, lunch/din
Miscellaneous	578	424	Flowers to Bd Members, Gift to Greg Bedalov	500	
Office Cleaning	540	300	Doesn't include March or April which will be \$60	360	We changed cleaning lady
Office Equipment			Desk, file cabinet, computer upgrades	4,000	
Office Supplies	2,000	2,372	Most likely one more order ~\$50-\$90	2,472	
Outside Consultants-Other	5,000	00		0	
Payroll Service Expense	1,600	1,635	Does not include March or April ~ \$300-\$500	2,135	

Payroll Tax Expense	8,000	9,664		9,700	
Postage and Delivery	350	273	Good thru the end of April	300	
Promotional Events	38,920	53,705	\$18,519.99 paid to Winterland included	48,000	
Radio/Television	3,400	00		3,400	Possible Video for Website/ Radio Ad
Reimbursement SSA Funds	2,000	1,872		2,000	
Rent	14,400	13,200	Does not include April which will be \$1,200	14,400	
Salaries	107,100	92,558		110,313	
Seasonal Decorations	17,000	44	+\$4,584.39 for yearly banners	7,500	
Sound System	2,000	1,666	Possible addition on West side of Curtiss	3,307	Quote from Muzak & monthly charge
Telephone and Internet	3,000	4,280	Contracted with First Comm for faster internet	4,775	Switching to Comcast Business 2,054.40
Website Development	5,000		Hoping to sign contract this week	1,750	
Wedding Walk Expense	15,000	4790		15,000	

Total Expense

\$ 318,208

\$ 266,027

\$ 332,375

Reserves -unrestricted

56,930

56,930