



April 30, 2018

Jay Gibson, General Manager  
Engineering and Environmental Services  
Durham County  
120 East Parrish Street, Law Building, First Floor  
Durham, NC 27701

Dear Mr. Gibson,

Attached is Downtown Durham, Inc.'s (DDI) amended budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Health benefits play a significant role in employee compensation, recruitment, retention, morale and satisfaction. Healthcare is a way to increase productivity and minimize absenteeism. DDI understands that by offering healthcare it can:

- Demonstrate that it is invested in its employees and value their input and dedication.
- Maintain company morale by having healthier employees resulting in a more productive working environment and greater camaraderie.
- Recruit (and retain) talented employees. To hire competitively, DDI must offer attractive benefits — especially when salary or wage offerings are limited.
- Participate in a tax-free way to boost compensation. A comprehensive healthcare package may be more attractive to some employees than a higher annual salary.

Recognizing that its dedicated and diligent staff is a major asset and reason for its success for the last twenty-five years, DDI is eager to ensure that it can retain its incredible workforce and, as needed, attract new employees. DDI is requesting an additional \$10,000 so that it can offer employer sponsored health insurance to its current employees. We appreciate Durham County's support of Downtown Durham, Inc. and look forward to our continued partnership.

Sincerely,

Nicole J. Thompson  
President & CEO

## DDI's Proposed Economic Development Budget–FY 2019

<b>Income</b>	<b>Proposed Economic Development FY19</b>	<b>City</b>	<b>INCREASE</b>	<b>Other</b>	<b>INCREASE</b>
City Economic Development Contract	\$ 158,048.00	\$ 158,048.00	\$ 10,000.00		
City Events	\$ 12,000.00	\$ 12,000.00			
County Contract for Services	\$ 160,000.00			\$ 160,000.00	\$ 10,000.00
Partners in Progress	\$ 70,000.00			\$ 70,000.00	\$ 4,000.00
<b>TOTAL INCOME</b>	<b>\$ 400,048.00</b>	<b>\$ 170,048.00</b>		<b>\$ 230,000.00</b>	

**Expenses**

Accounting Fees	\$ 6,500.00	\$ 3,250.00		\$ 3,250.00	
Events	\$ 20,000.00	\$ 10,000.00		\$ 10,000.00	
Bank Charges	\$ 100.00	\$ 50.00		\$ 50.00	
Book Keeping	\$ 6,000.00	\$ 3,000.00		\$ 3,000.00	
City Events	\$ 12,000.00	\$ 12,000.00			
Copier Lease	\$ 3,500.00	\$ 1,750.00		\$ 1,750.00	
DDI Employee Benefits	\$ 23,250.00	\$ 11,625.00	\$ 10,000.00	\$ 11,625.00	\$ 10,000.00
DDI Payroll Taxes	\$ 18,570.00	\$ 9,285.00		\$ 9,285.00	
DDI Salaries	\$ 225,850.00	\$ 112,925.00		\$ 112,925.00	
<b>Economic Development</b>	<b>\$ 11,500.00</b>	<b>\$ 5,750.00</b>		<b>\$ 5,750.00</b>	
Educ/Professional Development	\$ 3,000.00	\$ 1,500.00		\$ 1,500.00	
Insurance	\$ 2,500.00	\$ 1,250.00		\$ 1,250.00	
Legal Fees	\$ 500.00	\$ 250.00		\$ 250.00	
<b>Marketing</b>	<b>\$ 10,000.00</b>	<b>\$ 5,000.00</b>		<b>\$ 5,000.00</b>	
Office Lease	\$ 30,000.00	\$ 15,000.00		\$ 15,000.00	
Office Supplies	\$ 2,500.00	\$ 1,250.00		\$ 1,250.00	
Parking	\$ 2,400.00	\$ 1,200.00		\$ 1,200.00	
Postage	\$ 1,000.00	\$ 500.00		\$ 500.00	
Professional Memberships	\$ 1,500.00	\$ 750.00		\$ 750.00	
Software Support	\$ 4,000.00	\$ 2,000.00		\$ 2,000.00	
Subscriptions	\$ 1,000.00	\$ 500.00		\$ 500.00	
Telephone	\$ 6,500.00	\$ 3,250.00		\$ 3,250.00	
Travel/Misc	\$ 2,000.00	\$ 1,000.00		\$ 1,000.00	
Contingency	\$ 6,500.00	\$ 3,250.00		\$ 3,250.00	
<b>Total Expenses</b>	<b>\$ 400,670.00</b>	<b>\$ 206,335.00</b>		<b>\$ 194,335.00</b>	
<b>Net Income</b>	<b>\$ (622.00)</b>	<b>\$ (36,287.00)</b>		<b>\$ 35,665.00</b>	