



AGENDA
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET WORK SESSION
Monday, January 15, 2018- 4:00 PM
2nd Floor Conference Room - City Hall, 210 State Street

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- 6. Reports**
- 7. Old Business**
 - A. Draft 2018-19 Budget
Lindsey Dotson, Executive Director
 - B. Tree Lighting Budget
Lindsey Dotson, Executive Director
- 8. New Business**
- 9. Public Comment**
- 10. Request for Future Agenda Items**
- 11. Board Comments**
- 12. Adjourn**

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one week's notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CHARLEVOIX MAIN STREET MISSION

The mission of the Charlevoix Main Street program is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.

CITY OF CHARLEVOIX
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
(231) 547-3257 lindseyd@cityofcharlevoix.org

Old Business

TITLE: Draft 2018-19 Budget

DATE: January 15, 2018

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Attached you will find a draft budget for the upcoming fiscal year that includes revisions discussed at our most recent DDA meeting on December 19th. If we proceed with the budget as it stands we would be spending \$72,500 more than our projected revenue. This would leave us with \$456,016 left in cash.

As we move forward we must keep our goals in mind while prioritizing which projects to invest in. The goals we set last year were:

- Create the physical layout and amenities, and sustaining resources that demonstrate Charlevoix's commitment to year-round health & wellness/healthy living.
 - Sustainable Built Environment Initiative (SBEI) map reflects this goal
 - Implementation of SBEI map
 - Increase in curbside recycling containers
 - # of recycling containers at Main Street events
 - Increase in number of people in downtown
 - Connection to outdoor activities
- Develop a sustainable downtown that provides year-round economic opportunities to the greater Charlevoix community.
 - Reduction in business turnover
 - Increase in # of health-related businesses
 - Increase in Area Median Income (over time)
 - % of increase in foot traffic, average transaction amounts, gross sales
 - Increase in year-round activity/Shoulder season activity

Master list of projects for 2018:

Design Committee:

- Façade Grant - \$30,000
 - Revision guidelines to create two deadlines per year and an approval criteria checklist that members of the Design Committee will use while reviewing applications. This year more points will be given to projects that improve the appearance of the "back end" of our district. Draft revisions will be provided to the DDA Board during January meeting.
- ~~Design Guidelines - \$10,000~~
- Design Services - \$0
 - Continuing to promote the complimentary Design Service provided by MEDC/Michigan Main Street to property and business owners.
- ~~Pole Banners - \$5,000~~
- SBEI Site Design - \$4,000
 - Continuing to work with MSU Landscape Architecture students and using draft concepts

from SBEI to formulate an actual site design of proposed downtown improvements. Cost is affiliated with student travel and required public hearing.

- Tree Light Maintenance - \$2,500
 - o Funds to set aside in the case of currently installed tree lights being damaged/needing to be replaced.

Economic Vitality Committee:

- Recruitment - \$1,000
 - o Funds needed to create/print collateral materials related to business recruitment efforts including business incentive fact sheets, available property sheets, etc.
- Property Inventory - \$0
 - o Continuing to build a more comprehensive property inventory using new program called Maestro (cost is built into DDA operating supplies).
- Hospitality Training - \$500
 - o Host two training sessions at Library in partnership with Chamber, CVB, and Library as an opportunity for employers to get their new and old staff trained in customer service.

Junior Main Street Committee:

- Continued Mobile app maintenance - \$750
 - o Yearly app maintenance fee
- Recycling bins downtown - \$5,000
 - o A grant has been applied for to fund 30 recycling containers for downtown. If the grant is not awarded we have budgeted this amount to kick start downtown recycling.

Organization Committee:

- Volunteer Recruitment - \$1,500
 - o Formalizing volunteer recruitment/retention efforts. Costs affiliated with swag, recruitment materials, and recognition events.
- Newsletter/Communications - \$5,000
 - o Two high-quality print newsletters to be sent to entire community

Promotions Committee:

- Concert/Movie Series - \$14,000
 - o We were under budget this past year but want to increase brand awareness with new title "Live on the Lake"
- Event Support - \$8,100
- Restaurant Week (Apr. 15-21st)(Nov 4-10th) – \$1,050
 - o Continuing to build on the momentum of this event
- Live Life Local Campaign - \$1,200
 - o In the past we have not budgeted the prize amounts for this project, hence the larger number this year.

RECOMMENDATION:

Motion to recommend adoption of the DDA budget by City Council for the 2018/19 fiscal year.

ATTACHMENTS:

- ▣ Draft 2018-19 DDA Budget

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2018-19 BUDGET

	2016-17 Actual	2017-18 Budget	2017-18 Est. Actual	2018-19 Budget
REVENUES				
CURRENT PROPERTY TAX	36,888	37,700	38,162	38,200
PROPERTY TAX - CAPTURE LOCAL	392,138	392,100	395,820	395,800
DELINQUENT PROPERTY TAX COLLECTED	598	-	-	-
PENALTY - PROPERTY TAX	143	-	26	-
FEDERAL / STATE / OTHER GRANTS	8,949	4,600	10,778	9,600
FARMERS MARKET INCOME	30,516	33,900	33,891	33,900
INTEREST EARNINGS	1,221	500	500	500
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - KEWEENAW	-	-	-	-
RENTS & ROYALTIES - BIBCO LEASE	24,622	27,900	27,894	29,000
RENTS & ROYALTIES - ROUND LAKE GROUP	17,836	20,300	20,250	20,300
RENTS & ROYALTIES - LC BREWERS	4,860	4,900	4,884	4,900
MISCELLANEOUS & IWF REIMBURSEMENT	1,358	3,500	3,500	-
CONTRIBUTION - OTHER SOURCES	9,420	2,500	25,218	24,500
CONTRIBUTION - MAIN STREET	28,537	25,500	25,500	9,000
CONTRIBUTION - LIGHTING & HOLIDAY DECOR	-	500	500	-
CONTRIBUTION - PERFORMANCE PAVILION	1,000	8,000	8,000	7,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 559,087	\$ 562,900	\$ 595,923	\$ 573,700

EXPENSES				
SALARIES & WAGES	16,779	37,600	37,559	38,300
WAGES - ICMA	1,387	3,200	3,230	3,300
SALARIES & WAGES - TEMPORARY	9,700	10,600	12,640	12,600
EMPLOYEE FRINGE BENEFITS	14,375	30,900	31,192	31,800
OPERATING SUPPLIES	5,324	8,100	8,149	8,600
IWF MAINTENANCE	6,812	7,200	7,178	7,200
MARKETING & PROMOTIONAL SERVICES	27,280	32,300	32,349	24,800
MARKETING & PROMOTIONAL SVCS - FARMERS MKT	22,203	16,800	24,100	16,800
MARKETING & PROMOTIONAL SVCS - CRAFT BEER	50	-	6,251	-
PROMOTION COMMITTEE EXPENSES	1,135	1,400	3,150	2,300
ORGANIZATION COMMITTEE	2,501	3,500	3,500	8,500
BUSINESS RECRUITMENT/RETENTION	4,542	1,500	1,500	1,000
CONTRACTUAL SERVICES	41,616	18,100	39,732	26,400
SERVICE/MAINTENANCE FEES	-	-	-	-
DESIGN COMMITTEE	55,031	114,600	132,063	38,600
DESIGN CAPITAL IMPROVEMENTS	-	21,000	21,000	11,000
LEGAL SERVICES	-	500	500	500
TELEPHONE	419	1,000	1,100	1,100
CONFERENCE & TRAVEL	4,357	4,000	4,000	5,000
PRINTING & PUBLISHING	3,403	1,500	1,500	1,500
INSURANCE & BONDS	1,401	1,800	1,800	1,800
PARK EQUIPMENT	9,270	-	2,405	-
REFUNDS - PROPERTY TAX & TIFA	4,985	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	44,371	27,500	31,771	29,300
MISCELLANEOUS	(3)	800	800	1,000
MISCELLANEOUS - FARMERS MARKET	437	500	1,750	500
MISCELLANEOUS - MAIN STREET	7,204	300	382	300
MISCELLANEOUS - LIBRARY/SUBSCRIPTIONS	-	-	-	-
CAPITAL PROJECT - PROFESSIONAL SERVICES	-	-	-	-
CAPITAL PROJECT - CONTRACTUAL SERVICES	-	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE PAYMENTS	-	-	-	-
BOND PRINCIPAL - BRIDGE PARK (LTGO, ACT 99)	-	-	-	-
INTEREST EXPENSE - BONDS	-	-	-	-
PAYING AGENT FEES	-	-	-	-
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	336,063	335,700	335,700	338,000
TOTAL EXPENSES	\$ 650,644	\$ 716,400	\$ 781,301	\$ 641,200

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (91,557)	\$ (153,500)	\$ (185,378)	\$ (72,500)
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YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	4,327,645	4,416,901	4,236,088	4,050,711
CHANGE IN FUND BALANCE / NET POSITION	(91,557)	(153,500)	(185,378)	(72,500)
FUND BALANCE / NET POSITION	\$ 4,236,088	\$ 4,263,401	\$ 4,050,711	\$ 3,968,211
CASH & INVESTMENTS	\$ 713,894	\$ 510,492	\$ 528,516	\$ 416,016

DDA

Account #	Account Description	2016-17 Actual 3/31/2017	2017-18 Budget 3/31/2018	2017-18 Year-To-Date 3/31/2018	2017-18 Est. Actual 3/31/2018	2018-19 Budget 3/31/2019
255-255-706.000	SALARIES & WAGES	16,779	37,600	21,497	37,559	38,300
255-255-706.001	WAGES (ICMA)	1,387	3,200	1,973	3,230	3,300
255-255-707.000	SALARIES & WAGES - TEMPORARY	9,700	10,600	9,520	12,640	12,600
255-255-719.000	EMPLOYEE FRINGE BENEFITS	14,375	30,900	17,862	31,192	31,800
255-255-740.000	OPERATING SUPPLIES	5,324	8,100	3,264	8,149	8,600
255-255-776.000	IWF MAINTENANCE	6,812	7,200	6,568	7,178	7,200
255-255-801.000	MARKETING & PROMOTIONAL SVCS	27,280	32,300	32,186	32,349	24,800
255-255-801.001	PROFESSIONAL SERVICES-FARM MKT	22,203	16,800	24,129	24,100	16,800
255-255-801.002	PROFESSIONAL SERV-CRAFT BEER F	50	-	6,251	6,251	-
255-255-801.003	PROMOTION COMMITTEE EXPENSES	1,135	1,400	2,224	3,150	2,300
255-255-801.004	ORGANIZATION COMMITTEE	2,501	3,500	206	3,500	8,500
255-255-801.005	BUSINESS RECRUITMENT/RETENTION	4,542	1,500	212	1,500	1,000
255-255-818.000	CONTRACTUAL SERVICES	41,616	18,100	39,499	39,732	26,400
255-255-818.001	SERVICE/MAINTENANCE FEES	-	-	-	-	-
255-255-818.002	DESIGN COMMITTEE	55,031	114,600	40,758	132,063	48,600
255-255-818.003	DESIGN CAPITAL IMPROVEMENTS	-	21,000	16,189	21,000	11,000
255-255-826.000	LEGAL FEES	-	500	186	500	500
255-255-853.000	TELEPHONE	419	1,000	965	1,100	1,100
255-255-860.000	CONFERENCE & TRAVEL	4,357	4,000	3,884	4,000	5,000
255-255-888.000	LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000	30,000
255-255-900.000	PRINTING & PUBLISHING	3,403	1,500	1,211	1,500	1,500
255-255-910.000	INSURANCE & BONDS	1,401	1,800	1,415	1,800	1,800
255-255-933.000	MAINTENANCE - BRIDGE PARK	44,371	27,500	4,982	31,771	29,300
255-255-962.000	MISCELLANEOUS	(3)	800	475	800	1,000
255-255-962.001	MISCELLANEOUS - FARMERS MARKET	437	500	1,750	1,750	500
255-255-962.002	MISCELLANEOUS - MAIN STREET	7,204	300	382	382	300
255-255-962.003	PROFESSIONAL LIBRARY/SUBSCRIPT	-	-	-	-	-
255-255-964.000	REFUNDS & REBATES	4,985	6,000	5,052	6,000	6,000
255-255-977.000	PARK EQUIPMENT	9,270	-	2,405	2,405	-
255-255-999.000	TRANSFER TO OTHER FUNDS	-	-	-	-	-
255-255-999.101	TRANSFER TO GENERAL	-	-	-	-	-
255-255-999.594	TRANSFER TO MARINA FUND-BOND	336,063	335,700	335,700	335,700	338,000
		\$ 650,544	\$ 716,400	\$ 610,746	\$ 781,301	\$ 656,200

Account Number	255-255-706.000			Fund	255		
Account Name	SALARIES & WAGES			Activity	DDA		
Account Description	Director @ 75%, remaining 25% is Econ Development charged to City Manager's office						
			2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
			\$ 16,779	\$ 37,600	\$ 21,497	\$ 37,559	\$ 38,300
2016-17 Est. Actual Detail	Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
	MAIN ST EXECUTIVE DIRECTOR	51,000	75%		38,250	(3,825)	34,425
	Treasurer	69,642	5%		3,482	(348)	3,134
						Total	\$ 37,559
2017-18 Budget Detail	Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
	MAIN ST EXECUTIVE DIRECTOR	52,020	75%		39,015	(3,902)	35,114
	Treasurer	71,035	5%		3,552	(355)	3,197
						Total (rounded)	\$ 38,300

2 of 16

Account Number	255-255-740.000		Fund	255		
Account Name	OPERATING SUPPLIES		Activity	DDA		
Account Description	Supplies for DDA					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 5,324	\$ 8,100	\$ 3,264	\$ 8,149	\$ 8,600
2017-18 Est. Actual Detail	Increase				2015-16	Total
	DTE and City Utilities	Used 2015-16 increased by %	3.00%	5,251	5,571	
	Office supplies/computer/internet/postage/Misc Hdwr	Used 2015-16 increased by %	1.00%	2,254	2,300	
	Up North Property Services - Rest Room Cleaning	Used 2015-16 increased by %	1.00%	14,085	14,368	
	Charlevoix Dist Library	Used 2015-16 increased by %	0.00%	278	278	
					-	
	restroom move to 818				(14,368)	
Note: Annie moved to 255-255-818...but was still being chgd here. Reclassed and let Pat Elliot know 8/24/21					Total	\$ 8,149
2018-19 Budget Detail						Total
	DTE and City Utilities	3.00%	5,738			
	Office supplies/computer/internet/postage/Misc Hdwr	1.00%	2,323			
	Up North Property Services - Rest Room Cleaning	1.00%	14,512			
	Charlevoix Dist Library	0.00%	278			
	Meeting Refreshments	250				
	restroom move to 818				(14,512)	
Total (rounded)					\$ 8,600	
Account Number	255-255-776.000		Fund	255		
Account Name	IWF MAINTENANCE		Activity	DDA		
Account Description	IWF costs - Fountain					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 6,812	\$ 7,200	\$ 6,568	\$ 7,178	\$ 7,200
2017-18 Est. Actual Detail						Total
	IWF start-up and winterization	5,500				
	IWF inspection	200				
	IWF license	300				
	Additional to actual + security	1,178				
Total					\$ 7,178	
2018-19 Budget Detail						Total
	IWF start-up and winterization	5,500				
	IWF inspection	200				
	IWF license	300				
	Additional to actual + security	1,178				
Total (rounded)					\$ 7,200	

Account Number	255-255-801.000		Fund	255			
Account Name	MARKETING & PROMOTIONAL SVCS		Activity	DDA			
Account Description	Concerts, movies, kiosk updates, Pure Michigan						
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget	
		\$ 27,280	\$ 32,300	\$ 32,186	\$ 32,349	\$ 24,800	
2017-18 Est. Actual Detail						Total	
	Venetian Festival					1,600	
	Music and Movies					14,000	
	Brochures/Pamphlets/Flyers					1,500	
	Movie and Sound					3,500	
	Broadcast					1,749	
	Live from Charlevoix					5,000	
	Pure Michigan Campaign					1,000	
	shadow fest					1,000	
	Shop Local Campaign					Move to 801.003	-
	Community Clean up days					Move to 818.002	-
	Misc						500
Bridge drop						2,500	
					Total	\$ 32,349	
2018-19 Budget Detail						Total	
	Venetian Festival					1,600	
	Music and Movies					10,000	
	Brochures/Pamphlets/Flyers					1,500	
	Movie and Sound					3,500	
	Broadcast					1,749	
	Live from Charlevoix					2,500	
	Pure Michigan Campaign					Mark Removed - Community Promo	-
	shadow fest						1,000
	Shop Local Campaign					Move to 801.003	-
	Community Clean up days					Move to 818.002	-
	Misc - Round Lake Music Fest						500
Bridge drop						2,500	
					Total (rounded)	\$ 24,800	
Account Number	255-255-801.001		Fund	255			
Account Name	PROFESSIONAL SERVICES-FARM MKT		Activity	DDA			
Account Description	Expenses for the Farmers Market						
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget	
		\$ 22,203	\$ 16,800	\$ 24,129	\$ 24,100	\$ 16,800	
2017-18 Est. Actual Detail						Total	
	Farmer reimbursement					15,000	
	Processing fees					300	
	Advertising					1,000	
	Library rental					200	
	Miscellaneous					300	
					Estimate to actuals	7,300	
					Total	\$ 24,100	
2018-19 Budget Detail						Total	
	Farmer reimbursement					15,000	
	Processing fees					300	
	Advertising					1,000	
	Library rental					200	
	Miscellaneous					300	
					Total (rounded)	\$ 16,800	
Account Number	255-255-801.002		Fund	255			
Account Name	PROFESSIONAL SERV-CRAFT BEER F		Activity	DDA			
Account Description	New Account - Per Annie 2016-17						

		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 50	\$ -	\$ 6,251	\$ 6,251	\$ -
2017-18 Est. Actual Detail						Total
						6,251
					Total	\$ 6,251
2018-19 Budget Detail						Total
					Total (rounded)	\$ -
Account Number	255-255-801.003		Fund	255		
Account Name	PROMOTION COMMITTEE EXPENSES		Activity	DDA		
Account Description	New Account - Per Annie 2016-17					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 1,135	\$ 1,400	\$ 2,224	\$ 3,150	\$ 2,300
2017-18 Est. Actual Detail						Total
	Shop Local Campaign					300
	Restaurant Week					1,050
	Additional					1,800
					Total	\$ 3,150
2018-19 Budget Detail						Total
	Shop Local Campaign					1,200
	Restaurant Week					1,050
					Total (rounded)	\$ 2,300
Account Number	255-255-801.004		Fund	255		
Account Name	ORGANIZATION COMMITTEE		Activity	DDA		
Account Description	New Account - Per Annie 2016-17					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 2,501	\$ 3,500	\$ 206	\$ 3,500	\$ 8,500
2017-18 Est. Actual Detail						Total
	Web Site/constant contact					2,000
	Volunteer Management/Printing and Copying					1,500
					Total	\$ 3,500
2018-19 Budget Detail						Total
	Web Site/constant contact					2,000

		Volunteer Management/Printing and Copying		1,500		
		communications		5,000		
		Total (rounded)		\$ 8,500		
Account Number	255-255-801.005		Fund	255		
Account Name	BUSINESS RECRUITMENT/RETENTION		Activity	DDA		
Account Description	New Account - Per Annie 2016-17					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 4,542	\$ 1,500	\$ 212	\$ 1,500	\$ 1,000
2017-18 Est. Actual Detail						Total
	Recruitment package					1,000
	business owners meetings					500
					Total	\$ 1,500
2018-19 Budget Detail						Total
	Recruitment package					1,000
					Total (rounded)	\$ 1,000

Account Number	255-255-818.000		Fund	255		
Account Name	CONTRACTUAL SERVICES		Activity	DDA		
Account Description	Xmas lights, bandshell lighting up and down, window washing & BATHROOM CLEANING					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 41,616	\$ 18,100	\$ 39,499	\$ 39,732	\$ 26,400
2017-18 Est. Actual Detail	2016-17					Total
	Branding					20,000
	Bandshell light installation and removal					1,200
	Window cleaning					500
	Up North Property Services - Rest Room Cleaning Used 2015-16 increased by % 1.00% 14,368					14,512
	Originally from 255-255-750 - Reclassed for 2016-17 and let Pat Elliot know 8/24/2016 verify					
	Misc actuals to estimate					500
	Holiday Lighting - Should be 255-255-818.002					10,020
	move to 255-255-818.002					(10,200)
	Trans to 255-255-818.000 Credit Card Charge - App (2 accounts referenced)					3,200
Total					\$ 39,732	
2018-19 Budget Detail						Total
	Bandshell light installation and removal					1,200
	Window cleaning					500
	Up North Property Services - Rest Room Cleaning 1.00%					14,557
	Originally from 255-255-750 - Reclassed for 2016-17 and let Pat Elliot know 8/24/2016					
	Chamber of commerce					10,000
Total (rounded)					\$ 26,400	
Account Number	255-255-818.001		Fund	255		
Account Name	SERVICE/MAINTENANCE FEES		Activity	DDA		
Account Description	New Account - Annie 2016-17					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2017-18 Est. Actual Detail						Total
Total					\$ -	
2018-19 Budget Detail						Total
Total (rounded)					\$ -	
Account Number	255-255-818.002		Fund	255		
Account Name	DESIGN COMMITTEE		Activity	DDA		
Account Description	New Account - Annie 2016-17					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 55,031	\$ 114,600	\$ 40,758	\$ 132,063	\$ 48,600
2017-18						Total

Est. Actual Detail	Way Finding Signage	Changed per Linsey 1/19/2017	60,000			
	Holiday Decorations	Changed per Linsey 1/19/2017	2,083			
	Tree lighting	Changed per Linsey 1/19/2017	15,000			
	Road Closure Signage	Changed per Linsey 1/19/2017	7,500			
	Holiday Lighting trans from .000	Per Lindsey	10,020			
	Facade Grant Incentive Program - added 1/19/2017		30,000			
	Trans to 255-255-818.002	Dombos Sign	Per Lindsey	7,461		
	Total			\$ 132,063		
2018-19 Budget Detail	Total					
	Holiday Decorations		2,083			
	Tree lighting	2017-18 info	2,500			
	JBE1 Site Design		4,000			
	Holiday Lighting	None this year				
	Facade Grant Incentive Program		30,000			
	Design Guidelines		10,000			
Total (rounded)			\$ 38,600			
Account Number	255-255-818.003	Fund	255			
Account Name	DESIGN CAPITAL IMPROVEMENTS	Activity	DDA			
Account Description	New Account - Annie 2016-17					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ -	\$ 21,000	\$ 16,189	\$ 21,000	\$ 11,000
2017-18 Est. Actual Detail	Total					
	Pavillion Equip		5,500			
	Shop Directory and Kiosk		5,500			
	Sound Board		10,000			
Total			\$ 21,000			
2018-19 Budget Detail	Total					
	Pavillion Equip		5,500			
	Shop Directory and Kiosk		5,500			
Total (rounded)			\$ 11,000			
Account Number	255-255-826.000	Fund	255			
Account Name	LEGAL FEES	Activity	DDA			
Account Description						
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ -	\$ 500	\$ 186	\$ 500	\$ 500
2017-18 Est. Actual Detail	Total					
	estimate		500			
Total			\$ 500			
2018-19 Budget Detail	Total					
	estimate		500			

		Total (rounded)	\$	500
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Account Number	255-255-853.000		Fund	255		
Account Name	TELEPHONE		Activity	DDA		
Account Description	Telephone expenses					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 419	\$ 1,000	\$ 965	\$ 1,100	\$ 1,100
2017-18 Est. Actual Detail						Total
	Phones					500
	Cell phone stipend modified - should be \$50 each					600
					Total	\$ 1,100
2018-19 Budget Detail						Total
	Phones					500
	Cell phone stipend					600
					Total (rounded)	\$ 1,100

Account Number	255-255-860.000		Fund	255		
Account Name	CONFERENCE & TRAVEL		Activity	DDA		
Account Description	DDA Conference & travel					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 4,357	\$ 4,000	\$ 3,884	\$ 4,000	\$ 5,000
2017-18 Est. Actual Detail						Total
	MDA conference					-
	National Main Street conference					3,000
	Main Street training					1,000
	Miscellaneous					-
					Total	\$ 4,000
2018-19 Budget Detail						Total
	Misc Conference					-
	National Main Street conference					3,000
	Main Street training					1,000
	Miscellaneous volunteer reimbursement					1,000
					Total (rounded)	\$ 5,000

Account Number	255-255-888.000		Fund	255		
Account Name	LIBRARY CONTRIBUTION		Activity	DDA		
Account Description	Pledged contribution					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
2017-18 Est. Actual Detail						Total
	Library Contribution					30,000
					Total	\$ 30,000
2018-19 Budget Detail						Total
	Library Contribution					30,000
					Total (rounded)	\$ 30,000
Account Number	255-255-900.000		Fund	255		
Account Name	PRINTING & PUBLISHING		Activity	DDA		
Account Description	Printing & publishing					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 3,403	\$ 1,500	\$ 1,211	\$ 1,500	\$ 1,500
2017-18 Est. Actual Detail						Total
	Estimate					1,500
					Total	\$ 1,500
2018-19 Budget Detail						Total
	Estimate					1,500
					Total (rounded)	\$ 1,500
Account Number	255-255-910.000		Fund	255		
Account Name	INSURANCE & BONDS		Activity	DDA		
Account Description	DDA property insurance					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 1,401	\$ 1,800	\$ 1,415	\$ 1,800	\$ 1,800
2017-18 Est. Actual Detail						Total
	General property & liability policy					1,800
					Total	\$ 1,800
2018-19 Budget Detail						Total
	General property & liability policy					1,800
					Total (rounded)	\$ 1,800

Account Number	255-255-933.000		Fund	255		
Account Name	MAINTENANCE - BRIDGE PARK		Activity	DDA		
Account Description	Building maintenance Bridge Park Building					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 44,371	\$ 27,500	\$ 4,982	\$ 31,771	\$ 29,300
2017-18 Est. Actual Detail						Total
	Hot Water heater/Furnace					27,500
	Beaver Island Boat Company Floor Repairs - 50%					4,271
					Total	\$ 31,771
2018-19 Budget Detail						Total
	Estimate???					25,000
	Beaver Island Boat Company Floor Repairs - Final 50%					4,271
					Total (rounded)	\$ 29,300
Account Number	255-255-962.000		Fund	255		
Account Name	MISCELLANEOUS		Activity	DDA		
Account Description	Miscellaneous					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ (3)	\$ 800	\$ 475	\$ 800	\$ 1,000
2017-18 Est. Actual Detail						Total
	Subscriptions (Courier, County News, Traverse)					100
	National MainStreet Membership					200
	MML					500
					Total	\$ 800
2018-19 Budget Detail						Total
	National MainStreet Membership					350
	Maestro					600
					Total (rounded)	\$ 1,000
Account Number	255-255-962.001		Fund	255		
Account Name	MISCELLANEOUS - FARMERS MARKET		Activity	DDA		
Account Description	New per Annie 2016-17					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 437	\$ 500	\$ 1,750	\$ 1,750	\$ 500
2017-18 Est. Actual Detail						Total
						1,750
					Total	\$ 1,750
2018-19 Budget Detail						Total
						500

Total (rounded)		\$ 500

Account Number	255-255-962.002		Fund	255		
Account Name	MISCELLANEOUS - MAIN STREET		Activity	DDA		
Account Description	Main Street Program Expenses					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 7,204	\$ 300	\$ 382	\$ 382	\$ 300
2017-18 Est. Actual Detail	Actuals					Total
	Must be approved by Lindsey		Reviewing			11,043
	Trans to 255-255-818.000		Credit Card Charge - App (2 accounts referenced)			(3,200)
	Trans to 255-255-818.002		Dombos Sign			(7,461)
Total					\$ 382	
2018-19 Budget Detail	Must be approved by Lindsey					Total
						300
Total (rounded)					\$ 300	
Account Number	255-255-962.003		Fund	255		
Account Name	PROFESSIONAL LIBRARY/SUBSCRIPT		Activity	DDA		
Account Description	new account annie 2016-17					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2017-18 Est. Actual Detail						Total
Total					\$ -	
2018-19 Budget Detail						Total
Total (rounded)					\$ -	
Account Number	255-255-964.000		Fund	255		
Account Name	REFUNDS & REBATES		Activity	DDA		
Account Description	BIBCO - Storage building built by BIBCo					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 4,985	\$ 6,000	\$ 5,052	\$ 6,000	\$ 6,000
2017-18 Est. Actual Detail	BIBCo DDA Tax Capture Refund					Total
						6,000
Total					\$ 6,000	
2018-19 Budget Detail	BIBCo DDA Tax Capture Refund					Total
						6,000

						Total (rounded)		\$	6,000
Account Number	255-255-977.000			Fund	255				
Account Name	PARK EQUIPMENT			Activity	DDA				
Account Description	Park equipment purchased by the DDA								
				2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget	
				\$ 9,270	\$ -	\$ 2,405	\$ 2,405	\$ -	
2017-18 Est. Actual Detail							Total		
	Landscape forms						2,405		
						Total	\$	2,405	
2018-19 Budget Detail							Total		
						Total (rounded)	\$	-	

Account Number	255-255-999.000		Fund	255		
Account Name	TRANSFER TO OTHER FUNDS		Activity	DDA		
Account Description	Transfer to other funds					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2017-18 Est. Actual Detail						Total
	None					-
					Total	\$ -
2018-19 Budget Detail						Total
	None					-
					Total (rounded)	\$ -
Account Number	255-255-999.101		Fund	255		
Account Name	TRANSFER TO GENERAL		Activity	DDA		
Account Description	Transfer to General Fund					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2017-18 Est. Actual Detail						Total
	None					-
					Total	\$ -
2018-19 Budget Detail						Total
	None					-
					Total (rounded)	\$ -
Account Number	255-255-999.594		Fund	255		
Account Name	TRANSFER TO MARINA FUND-BOND		Activity	DDA		
Account Description	Transfer to Marina for debt service					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 336,063	\$ 335,700	\$ 335,700	\$ 335,700	\$ 338,000
2017-18 Est. Actual Detail						Total
	Marina / East Park Debt Service Debt less 125,000					335,700
	Per Mark - Marina to pay \$125,000					
					Total	\$ 335,700
2018-19 Budget Detail						Total
	Marina / East Park Debt Service Debt less 125,000					338,000
	Per Mark - Marina to pay \$125,000					
					Total (rounded)	\$ 338,000

DDA Revenue

Account #	Account Description	2016-17 Actual 3/31/2017	2017-18 Budget 3/31/2018	2017-18 Year-To-Date 3/31/2018	2017-18 Est. Actual 3/31/2018	2018-19 Budget 3/31/2019
255-000-403.000	CURRENT PROPERTY TAX LEVY	36,888	37,700	36,265	38,162	38,200
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	392,138	392,100	303,034	395,820	395,800
255-000-420.000	DELINQUENT TAXES - DDA	598	-	(20)	-	-
255-000-445.000	INTEREST & PENALTIES - DELINQ	143	-	26	26	-
255-000-523.000	FEDERAL GRANTS RECREATION	-	-	-	-	-
255-000-523.001	FEDERAL GRANTS	-	-	-	-	-
255-000-566.000	STATE GRANTS RECREATION	-	-	-	-	-
255-000-566.001	STATE GRANTS	-	-	-	-	-
255-000-573.000	STATE REVENUE - OTHER	8,949	-	6,178	6,178	5,000
255-000-580.001	GRANTS - OTHER	-	3,000	2,000	3,000	3,000
255-000-580.002	GRANTS - FARMER'S MARKET	-	1,600	-	1,600	1,600
255-000-650.000	FARMERS MARKET SALES	19,191	19,200	18,498	19,191	19,200
255-000-651.000	FARMERS MARKET BOOTH FEES	11,325	14,700	11,995	14,700	14,700
255-000-665.000	INTEREST EARNINGS	1,221	500	309	500	500
255-000-668.000	RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000	1,000
255-000-668.001	RENTS & ROYALTIES - KEWEENAW	-	-	-	-	-
255-000-668.002	PROPERTY RENT - BIBCO	24,622	27,900	16,099	27,894	29,000
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	17,836	20,300	8,918	20,250	20,300
255-000-668.004	PROPERTY RENT - LC BREWERS	4,860	4,900	2,835	4,884	4,900
255-000-673.000	SALE OF FIXED ASSETS	-	-	-	-	-
255-000-675.000	CONTRIB PRIV SOURCE-PARK BENCH	9,420	-	2,055	-	-
255-000-675.001	CONTRIBUTIONS - TREE LIGHTS	-	500	-	500	-
255-000-675.002	CONTRIBUTIONS - CONCERTS	1,000	8,000	7,048	8,000	7,000
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	-	-	18,718	18,718	18,000
255-000-675.004	CONTRIBUTIONS - MAIN STREET	28,537	25,500	9,250	25,500	9,000
255-000-675.005	CONTRI PRIV-Brandi/Elowsky/Way	-	-	-	-	-
255-000-675.006	CONTRIBUTIONS-CRAFT BEER FEST	-	2,500	6,289	6,500	6,500
255-000-692.000	MISCELLANEOUS	1,358	3,500	200	3,500	-
255-000-699.000	TRANSFER FROM OTHER FUNDS	-	-	-	-	-

\$	559,087	\$	562,900	\$	450,698	\$	595,923	\$	573,700
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Account Number	255-000-403.000		Fund	255		
Account Name	CURRENT PROPERTY TAX LEVY		Activity	DDA Revenue		
Account Description	DDA tax levy of 1.3631 mills					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 36,888	\$ 37,700	\$ 36,265	\$ 38,162	\$ 38,200
2017-18 Est. Actual Detail	Mills	City Taxable Value	Total Levied	% Collected	Total	
	2017 DDA	1.3580	28,242,792	38,354	99.50%	38,162
					Total	\$ 38,162
2018-19 Budget Detail	Mills	City Taxable Value	Total Levied	% Collected	Total	
	2018 DDA	1.3580	28,242,792	38,354	99.50%	38,162
					Total (rounded)	\$ 38,200

Account Number	255-000-403.001		Fund	255		
Account Name	CURRENT PROPERTY TAX LEVY T/F		Activity	DDA Revenue		
Account Description	DDA TIF tax capture					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 392,138	\$ 392,100	\$ 303,034	\$ 395,820	\$ 395,800
2017-18 Est. Actual Detail						Total
	2017 Tax Capture					\$395,820.49
					Total	\$ 395,820
2018-19 Budget Detail						Total
	2018 Tax Capture					\$395,820.49
					Total (rounded)	\$ 395,800

Account Number	255-000-420.000		Fund	255		
Account Name	DELINQUENT TAXES - DDA		Activity	DDA Revenue		
Account Description	Delinquent DDA taxes					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 598	\$ -	\$ (20)	\$ -	\$ -
2017-18 Est. Actual Detail						Total
	Estimate					
					Total	\$ -
2018-19 Budget Detail						Total
	Estimate					-
					Total (rounded)	\$ -

Account Number	255-000-445.000		Fund	255		
Account Name	INTEREST & PENALTIES - DELINQ		Activity	DDA Revenue		
Account Description	Interest & penalties on delinquent DDA taxes					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 143	\$ -	\$ 26	\$ 26	\$ -
2017-18 Est. Actual Detail						Total
	Estimate					26
					Total	\$ 26
2018-19 Budget Detail						Total
	Estimate					-
					Total (rounded)	\$ -

Account Number	255-000-523.000		Fund	255	
Account Name	FEDERAL GRANTS RECREATION		Activity	DDA Revenue	
Account Description	Federal grants received by the DDA				

	2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
	\$ -	\$ -	\$ -	\$ -	\$ -

2017-18 Est. Actual Detail	Estimate	Total
		Total
		\$ -

2018-19 Budget Detail	Estimate	Total
		Total (rounded)
		\$ -

Account Number	255-000-523.001		Fund	255	
Account Name	FEDERAL GRANTS		Activity	DDA Revenue	
Account Description	New Account Created by Annie 2016-17				

	2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
	\$ -	\$ -	\$ -	\$ -	\$ -

2017-18 Est. Actual Detail	Estimate	Total
		Total
		\$ -

2018-19 Budget Detail	Estimate	Total
		Total (rounded)
		\$ -

Account Number	255-000-566.000		Fund	255	
Account Name	STATE GRANTS RECREATION		Activity	DDA Revenue	
Account Description	State grants received by the DDA				

	2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
	\$ -	\$ -	\$ -	\$ -	\$ -

2017-18 Est. Actual Detail	Estimate	Total
		Total
		\$ -

2018-19 Budget Detail	Estimate	Total
		Total (rounded)
		\$ -

Account Number	255-000-566.001		Fund	255	
Account Name	STATE GRANTS		Activity	DDA Revenue	
Account Description	New Account Created by Annie 2016-17				

		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2017-18 Est. Actual Detail						Total
					Total	\$ -
2018-19 Budget Detail						Total
					Total (rounded)	\$ -
Account Number	255-000-573.000		Fund	255		
Account Name	STATE REVENUE - OTHER		Activity	DDA Revenue		
Account Description	Revenue from the State that is not a grant or shared revenue					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 8,949	\$ -	\$ 6,178	\$ 6,178	\$ 5,000
2017-18 Est. Actual Detail						Total
	State Personal Property Tax Loss Reimbursement					6,178
					Total	\$ 6,178
2018-19 Budget Detail						Total
	State Personal Property Tax Loss Reimbursement					5,000
					Total (rounded)	\$ 5,000

Account Number	255-000-580.001		Fund	255	
Account Name	GRANTS - OTHER		Activity	DDA Revenue	
Account Description	Other grants received by the DDA				
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual
		\$ -	\$ 3,000	\$ 700	\$ 3,000
					2018-19 Budget
					\$ 3,000
2017-18 Est. Actual Detail					Total
	Double Up Food Bucks Grant				1,600
	Moved to 255-000-580.002				(1,600)
	Community Foundation Added 1/19/17				3,000
				Total	\$ 3,000
2018-19 Budget Detail					Total
	Double Up Food Bucks Grant				1,600
	Moved to 255-000-580.002	Review			(1,600)
	Community Foundation	same as previous year	Added 1/19/17	3,000	
				Total (rounded)	\$ 3,000

Account Number	255-000-580.002		Fund	255	
Account Name	GRANTS - FARMER'S MARKET		Activity	DDA Revenue	
Account Description	Grant - Farmers Market (New per Annie 2016-17)				
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual
		\$ -	\$ 1,600	\$ -	\$ 1,600
					2018-19 Budget
					\$ 1,600
2017-18 Est. Actual Detail					Total
	Double Up Food Bucks Grant				1,600
				Total	\$ 1,600
2018-19 Budget Detail					Total
	Double Up Food Bucks Grant				1,600
				Total (rounded)	\$ 1,600

Account Number	255-000-650.000		Fund	255	
Account Name	FARMERS MARKET SALES		Activity	DDA Revenue	
Account Description	Farmers market sales that are passed back to vendors				
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual
		\$ 19,191	\$ 19,200	\$ 18,498	\$ 19,191
					2018-19 Budget
					\$ 19,200
2017-18 Est. Actual Detail					Total
	Token sales				12,000
	State reimbursements				2,500
	Addl				4,691
				Total	\$ 19,191
2018-19 Budget Detail					Total
	Token sales				12,000
	State reimbursements				2,500
	Addl				4,691
				Total (rounded)	\$ 19,200

Account Number	255-000-651.000		Fund	255	
Account Name	FARMERS MARKET BOOTH FEES		Activity	DDA Revenue	
Account Description	Revenue from farmers market booth fees				

		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 11,325	\$ 14,700	\$ 11,995	\$ 14,700	\$ 14,700
2017-18 Est. Actual Detail						Total
	Booth fees					13,200
	Sponsorships modified 1/19/2017					1,500
					Total	\$ 14,700
2018-19 Budget Detail						Total
	Booth fees					13,200
	Sponsorships modified 1/19/2017					1,500
	Same as previous year - review					
					Total (rounded)	\$ 14,700

Account Number	255-000-665.000		Fund	255		
Account Name	INTEREST EARNINGS		Activity	DDA Revenue		
Account Description	Interest earnings on DDA cash and investments					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 1,221	\$ 500	\$ 309	\$ 500	\$ 500
2017-18 Est. Actual Detail						Total
	Estimate					500
					Total	\$ 500
2018-19 Budget Detail						Total
	Estimate					500
					Total (rounded)	\$ 500
Account Number	255-000-668.000		Fund	255		
Account Name	RENTS & ROYALTIES - SUNSHINE		Activity	DDA Revenue		
Account Description	Sunshine Charter kiosk rental fees					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
2017-18 Est. Actual Detail						Total
	Kiosk rental					1,000
					Total	\$ 1,000
2018-19 Budget Detail						Total
	Kiosk rental					1,000
					Total (rounded)	\$ 1,000
Account Number	255-000-668.001		Fund	255		
Account Name	RENTS & ROYALTIES - KEWEENAW		Activity	DDA Revenue		
Account Description	Keweenaw Star office space rental fees					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2017-18 Est. Actual Detail						Total
					Total	\$ -
2018-19 Budget Detail						Total
					Total (rounded)	\$ -

8 of 12

		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2017-18 Est. Actual Detail						Total
	Estimate					-
					Total	\$ -
2018-19 Budget Detail						Total
	Estimate					-
					Total (rounded)	\$ -
Account Number	255-000-675.000		Fund	255		
Account Name	CONTRIB PRIV SOURCE-PARK BENCH		Activity	DDA Revenue		
Account Description	Contributions for park benches					
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
		\$ 9,420	\$ -	\$ 2,055	\$ -	\$ -
2017-18 Est. Actual Detail						Total
	Unknown					
					Total	\$ -
2018-19 Budget Detail						Total
	Unknown					
					Total (rounded)	\$ -

Account Number	255-000-675.001		Fund	255	
Account Name	CONTRIBUTIONS - TREE LIGHTS		Activity	DDA Revenue	
Account Description	Contributions for tree lights downtown				
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual
		\$ -	\$ 500	\$ -	\$ 500
					2018-19 Budget
					\$ -
2017-18 Est. Actual Detail					Total
	Holiday decorations				500
				Total	\$ 500
2018-19 Budget Detail					Total
	Holiday decorations				-
				Total (rounded)	\$ -
Account Number	255-000-675.002		Fund	255	
Account Name	CONTRIBUTIONS - CONCERTS		Activity	DDA Revenue	
Account Description	Contributions for concerts				
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual
		\$ 1,000	\$ 8,000	\$ 7,048	\$ 8,000
					2018-19 Budget
					\$ 7,000
2017-18 Est. Actual Detail					Total
	added 1/19/2017				8,000
				Total	\$ 8,000
2018-19 Budget Detail					Total
	added 1/19/2017				7,000
	Review - same as last year				
				Total (rounded)	\$ 7,000
Account Number	255-000-675.003		Fund	255	
Account Name	CONTRIBUTIONS - PRIVATE SOURCE		Activity	DDA Revenue	
Account Description	Contributions to the DDA				
		2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual
		\$ -	\$ -	\$ 18,718	\$ 18,718
					2018-19 Budget
					\$ 18,000
2017-18 Est. Actual Detail					Total
	Actuals	8/16/2017	Contributions farmers market		18,718
				Total	\$ 18,718
2018-19 Budget Detail					Total
					18,000
				Total (rounded)	\$ 18,000
Account Number	255-000-675.004		Fund	255	
Account Name	CONTRIBUTIONS - MAIN STREET		Activity	DDA Revenue	
Account Description	Contributions to the DDA from private sources for Main Street Program				

2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
\$ 28,537	\$ 25,500	\$ 9,250	\$ 25,500	\$ 9,000

2017-18 Est. Actual Detail	Estimate	Used last year budget amount	Total
	restaurant week sponsorship?	added 1/19/2017	25,000
			500
Total			\$ 25,500

2018-19 Budget Detail	Estimate	Used last year budget amount	Total
	restaurant week sponsorship?	added 1/19/2017	9,000
	Review - same as last year		
Total (rounded)			\$ 9,000

Account Number	255-000-675.005	Fund	255
Account Name	CONTRI PRIV-Brandi/Elowsky/Way	Activity	DDA Revenue
Account Description	Contributions to the DDA from private sources		

2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
\$ -	\$ -	\$ -	\$ -	\$ -

2017-18 Est. Actual Detail	Estimate	Total
Total		\$ -

2018-19 Budget Detail	Estimate	Total
		-
Total (rounded)		\$ -

Account Number	255-000-675.006	Fund	255
Account Name	CONTRIBUTIONS-CRAFT BEER FEST	Activity	DDA Revenue
Account Description	Contributions to the DDA from private sources		

2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
\$ -	\$ 2,500	\$ 6,289	\$ 6,500	\$ 6,500

2017-18 Est. Actual Detail	Estimate	Total
		6,500
Total		\$ 6,500

2018-19 Budget Detail	Estimate	Total
		6,500
Total (rounded)		\$ 6,500

Account Number	255-000-692.000	Fund	255
Account Name	MISCELLANEOUS	Activity	DDA Revenue
Account Description	Miscellaneous DDA revenue		

2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date	2017-18 Est. Actual	2018-19 Budget
\$ 1,358	\$ 3,500	\$ 200	\$ 3,500	\$ -

2017-18 Est. Actual Detail					Total
	IWF reimbursement				3,500
Total					\$ 3,500
2018-19 Budget Detail					Total
	IWF Reimbursement				-
Total (rounded)					\$ -
Account Number	255-000-699.000		Fund	255	
Account Name	TRANSFER FROM OTHER FUNDS		Activity	DDA Revenue	
Account Description	Transfer from other funds to the DDA				
			2016-17 Actual	2017-18 Budget	2017-18 Year-To-Date
			\$ -	\$ -	\$ -
				2017-18 Est. Actual	2018-19 Budget
				\$ -	\$ -
2017-18 Est. Actual Detail					Total
Total					\$ -
2018-19 Budget Detail					Total
Total (rounded)					\$ -

CITY OF CHARLEVOIX
210 STATE STREET CHARLEVOIX , MICHIGAN 1 49720
Charlevoix Main Street DDA
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Old Business

TITLE: Tree Lighting Budget

DATE: January 15, 2018

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

In response to the DDA Board's request at our meeting on December 19, 2017 I met with Treasurer Kelly McGinn who also called the city's auditors for advice on the topic of "saving" money for tree light replacement whenever it needs to happen. The following points were discussed:

- The state Treasury is not in favor of savings accounts
- The state would advise that we budget for the expense in one of the following ways:
 - Restrict cash to be used for lights. This would require a vote/resolution and also an update to our DDA Plan.
 - Use a portion of equity to pay for light repair
 - Assign a portion of budget to lights but reassign if it won't be used that year
 - Put in a line item under capital improvements and project out each year. So this year we would budget \$10,000, 2019 \$20,000, 2020 \$30,000 and so-on.

RECOMMENDATION:

Motion to add a line for tree light replacement in capital improvements budget and increase each year until the funds are needed.