CHARLEVOIX
MAIN STREET DDA

AGENDA
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET WORK SESSION
Monday, November 26, 2018- 4:30 PM
210 State Street - Council Chambers

---

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 itemis required,it will be removed from the Consent Agenda and considered separately.

6. **Reports**
7. **Old Business**
8. **New Business**

   A. Draft 2019-2020 DDA Budget
   Lindsey Dotson, Executive Director

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 weeks' 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.

DDA/Main Street Board

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

New Business

TITLE: Draft 2019-2020 DDA Budget

DATE: November 26, 2018

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

The intention of this work session is to have a broad discussion on our budget and alignment with Main Street DDA goals. Attached is the most up-to-date version of our current year budget (first sheet) with estimated actuals based on spending thus far plus projected expenses. This is followed by detailed info for each line item. New/proposed projects have not been built into this yet.

ATTACHMENTS:

- Draft DDA Budget 2019-2020
- Existing Recommendations

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2019-20 BUDGET

	2017-18 Actual	2018-19 Budget	2018-19 Est. Actual	2019-20 Budget
REVENUES				
CURRENT PROPERTY TAX	37,573	38,200	38,881	38,900
PROPERTY TAX - CAPTURE LOCAL	395,821	395,800	417,461	417,500
DELINQUENT PROPERTY TAX COLLECTED	430	-	-	-
PENALTY - PROPERTY TAX	101	-	56	-
FEDERAL / STATE / OTHER GRANTS	8,178	9,600	13,747	8,000
FARMERS MARKET INCOME	30,493	33,900	33,900	-
INTEREST EARNINGS	1,360	500	1,000	1,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - KEWEENAW	-	-	-	-
RENTS & ROYALTIES - BIBCO LEASE	27,722	29,000	28,963	30,100
RENTS & ROYALTIES - ROUND LAKE GROUP	15,364	20,700	20,560	21,000
RENTS & ROYALTIES - LC BREWERS	4,884	4,900	4,980	5,100
MISCELLANEOUS & IWF REIMBURSEMENT	243	-	200	-
CONTRIBUTION - OTHER SOURCES	25,007	24,500	28,710	24,500
CONTRIBUTION - MAIN STREET	11,530	9,000	15,595	9,000
CONTRIBUTION - LIGHTING & HOLIDAY DECOR	-	-	-	-
CONTRIBUTION - PERFORMANCE PAVILION	7,548	7,000	7,000	7,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	**$ 567,255**	**$ 574,100**	**$ 612,054**	**$ 563,100**
EXPENSES				
SALARIES & WAGES	30,160	38,300	38,404	39,400
WAGES - ICMA	2,594	3,300	3,728	4,100
SALARIES & WAGES - TEMPORARY	10,778	12,600	4,640	-
EMPLOYEE FRINGE BENEFITS	25,141	31,800	30,651	31,100
OPERATING SUPPLIES	6,126	8,600	8,589	8,800
IWF MAINTENANCE	6,806	7,200	16,600	16,600
MARKETING & PROMOTIONAL SERVICES	40,517	34,500	34,500	34,500
MARKETING & PROMOTIONAL SVCS - FARMERS MKT	24,704	16,800	19,300	-
MARKETING & PROMOTIONAL SVCS - CRAFT BEER	6,251	-	-	-
PROMOTION COMMITTEE EXPENSES	3,671	7,800	7,750	7,800
ORGANIZATION COMMITTEE	431	-	500	500
BUSINESS RECRUITMENT/RETENTION	212	1,000	1,000	1,000
CONTRACTUAL SERVICES	40,928	26,400	26,400	26,500
SERVICE/MAINTENANCE FEES	-	-	-	-
DESIGN COMMITTEE	96,614	18,600	18,583	18,600
DESIGN CAPTIAL IMPROVEMENTS	16,189	-	5,710	-
LEGAL SERVICES	186	500	5,640	500
TELEPHONE	1,444	1,100	1,600	1,600
CONFERENCE & TRAVEL	6,234	5,000	5,000	5,000
PRINTING & PUBLISHING	1,345	1,500	1,525	1,500
INSURANCE & BONDS	1,415	1,800	1,450	1,500
PARK EQUIPMENT	-	-	-	-
REFUNDS - PROPERTY TAX & TIFA	5,052	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	20,307	15,000	15,000	15,000
MISCELLANEOUS	863	1,000	950	1,000
MISCELLANEOUS - FARMERS MARKET	1,750	500	500	500
MISCELLANEOUS - MAIN STREET	382	300	300	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)	335,700	338,000	338,000	334,600
TOTAL EXPENSES	**$ 715,800**	**$ 607,600**	**$ 622,320**	**$ 586,400**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (148,546)**	**$ (33,500)**	**$ (10,267)**	**$ (23,300)**
YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	4,135,325	4,051,123	3,986,779	3,976,513
CHANGE IN FUND BALANCE / NET POSITION	(148,546)	(33,500)	(10,267)	(23,300)
FUND BALANCE / NET POSITION	**$ 3,986,779**	**$ 4,017,623**	**$ 3,976,513**	**$ 3,953,213**
CASH & INVESTMENTS	**$ 535,292**	**$ 495,428**	**$ 525,026**	**$ 501,726**

Downtown Development Authority
Debt/Contribution Service Schedule

Project	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Debt Retirement - Marina Project LTGO 2006 [1]	461,063	460,700	463,000	459,600	460,700	461,200
Library contribution	30,000	30,000	30,000	30,000	30,000	30,000
TOTALS:	**491,063**	**490,700**	**493,000**	**489,600**	**490,700**	**491,200**

[1] All bond payments for LTGO 2006 will be made from the Marina Fund, so the DDA will transfer the debt service less $125,000 each year to the Mari

125,000

DDA Revenue

Account #	Account Description	2017-18 Actual 3/31/2018	2018-19 Budget 3/31/2019	2018-19 Year-To-Date 3/31/2019	2018-19 Est. Actual 3/31/2019	2019-20 Budget 3/31/2020
255-000-403.000	CURRENT PROPERTY TAX LEVY	37,573	38,200	36,925	38,881	38,900
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	395,821	395,800	310,689	417,461	417,500
255-000-420.000	DELINQUENT TAXES - DDA	430	-	(450)	-	-
255-000-445.000	INTEREST & PENALTIES - DELINQ	101	-	55	56	-
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	6,178	5,000	9,147	9,147	5,000
255-000-580.001	GRANTS - OTHER	2,000	3,000	-	3,000	3,000
255-000-580.002	GRANTS - FARMER'S MARKET	-	1,600	-	1,600	-
255-000-650.000	FARMERS MARKET SALES	18,498	19,200	15,484	19,200	-
255-000-651.000	FARMERS MARKET BOOTH FEES	11,995	14,700	10,580	14,700	-
255-000-665.000	INTEREST EARNINGS	1,360	500	119	1,000	1,000
255-000-668.000	RENTS & ROYALTIES - SUNSHINE	1,000	1,000	-	1,000	1,000
255-000-668.001	RENTS & ROYALITIES - KEWEENAW	-	-	-	-	-
255-000-668.002	PROPERTY RENT - BIBCO	27,722	29,000	9,654	28,963	30,100
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	15,364	20,700	5,198	20,560	21,000
255-000-668.004	PROPERTY RENT - LC BREWERS	4,884	4,900	1,652	4,980	5,100
255-000-673.000	SALE OF FIXED ASSETS	-	-	-	-	-
255-000-675.000	CONTRIB PRIV SOURCE-PARK BENCH	-	-	-	4,210	-
255-000-675.001	CONTRIBUTIONS - TREE LIGHTS	-	-	-	-	-
255-000-675.002	CONTRIBUTIONS - CONCERTS	7,548	7,000	6,813	7,000	7,000
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	18,718	18,000	-	18,000	18,000
255-000-675.004	CONTRIBUTIONS - MAIN STREET	11,530	9,000	15,594	15,595	9,000
255-000-675.005	CONTRI PRIV-Brandi/Elowsky/Way	-	-	-	-	-
255-000-675.006	CONTRIBUTIONS-CRAFT BEER FEST	6,289	6,500	-	6,500	6,500
255-000-692.000	MISCELLANEOUS	243	-	200	200	-
255-000-699.000	TRANSFER FROM OTHER FUNDS	-	-	-	-	-
		$ 567,255	**$ 574,100**	**$ 421,662**	**$ 612,054**	**$ 563,100**

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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 37,573	**$ 38,200**	**$ 36,925**	**$ 38,881**	**$ 38,900**

2018-19 Est. Actual Detail		Mills	City Taxable Value	Total Levied	% Collected	Total
	2018 DDA	1.3556	28,825,864	39,076	99.50%	38,881
					Total	**$ 38,881**

2019-20 Budget Detail		Mills	City Taxable Value	Total Levied	% Collected	Total
	2019 DDA	1.3556	28,825,864	39,076	99.50%	38,881
					Total (rounded)	**$ 38,900**

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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 395,821	$ 395,800	$ 310,689	$ 417,461	$ 417,500

2018-19 Est. Actual Detail		Total
	2018 Tax Capture	$417,460.86
	Total	$ 417,461

2019-20 Budget Detail		Total
	2019 Tax Capture	$417,460.86
	Total (rounded)	$ 417,500

Account Number	255-000-420.000		Fund	255
Account Name	DELINQUENT TAXES - DDA		Activity	DDA Revenue
Account Description	Delinquent DDA taxes			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 430	$ -	$ (450)	$ -	$ -

2018-19 Est. Actual Detail		Total
	Estimate	
	Total	$ -

2019-20 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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 101	$ -	$ 55	$ 56	$ -

2018-19 Est. Actual Detail		Total
	Estimate	56
	Total	$ 56

2019-20 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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Estimate	
	Total	$ -

2019-20 Budget Detail		Total
	Estimate	
	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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Estimate	
	Total	$ -

2019-20 Budget Detail		Total
	Estimate	
	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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Estimate	
	Total	$ -

2019-20 Budget Detail		Total
	Estimate	
	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			

	2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
	$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Total	$ -

2019-20 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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 6,178	$ 5,000	$ 9,147	$ 9,147	$ 5,000

2018-19 Est. Actual Detail		Total
	State Personal Property Tax Loss Reimbursement	9,147
	Total	$ 9,147

2019-20 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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 2,000	$ 3,000	$ (1,300)	$ 3,000	$ 3,000

2018-19 Est. Actual 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	$ 3,000

2019-20 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)			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ 1,600	$ -	$ 1,600	$ -

2018-19 Est. Actual Detail				Total
	Double Up Food Bucks Grant			1,600
			Total	$ 1,600

2019-20 Budget Detail				Total
	Double Up Food Bucks Grant		1600	-
			Farm Market Gone	
			Total (rounded)	$ -

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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 18,498	$ 19,200	$ 15,484	$ 19,200	$ -

2018-19 Est. Actual Detail				Total
	Token sales			12,000
	State reimbursements			2,500
	Addl			4,700
			Total	$ 19,200

2019-20 Budget Detail				Total
	Token sales		12000	-
	State reimbursements	MOVED to RECREATION	2,500	-
	Addl		4,700	-
			Total (rounded)	$ -

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			

	2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
	$ 11,995	$ 14,700	$ 10,580	$ 14,700	$ -

2018-19 Est. Actual Detail			Total
	Booth fees		13,200
	Sponsorships	modified 1/19/2017	1,500
		Total	$ 14,700

2019-20 Budget Detail				Total
	Booth fees		13200	-
	Sponsorships	modified 1/19/2017	1,500	-
	Same as previous year - review			
	MOVED TO RECREATION			
		Total (rounded)		$ -

Account Number	255-000-665.000		Fund	255	
Account Name	INTEREST EARNINGS		Activity	DDA Revenue	
Account Description	Interest earnings on DDA cash and investments				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 1,360	$ 500	$ 119	$ 1,000	$ 1,000

2018-19 Est. Actual Detail		Total
	Estimate	1,000
	Total	$ 1,000

2019-20 Budget Detail		Total
	Estimate	1,000
	Total (rounded)	$ 1,000

Account Number	255-000-668.000		Fund	255	
Account Name	RENTS & ROYALTIES - SUNSHINE		Activity	DDA Revenue	
Account Description	Sunshine Charter kiosk rental fees				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 1,000	$ 1,000	$ -	$ 1,000	$ 1,000

2018-19 Est. Actual Detail		Total
	Kiosk rental	1,000
	Total	$ 1,000

2019-20 Budget Detail		Total
	Kiosk rental	1,000
	Total (rounded)	$ 1,000

Account Number	255-000-668.001		Fund	255	
Account Name	RENTS & ROYALITIES - KEWEENAW		Activity	DDA Revenue	
Account Description	Keweenaw Star office space rental fees				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Total	$ -

2019-20 Budget Detail		Total
	Total (rounded)	$ -

Account Number	255-000-668.002		Fund	255
Account Name	PROPERTY RENT - BIBCO		Activity	DDA Revenue
Account Description	BIBCo lease rental fees for office space and dock			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 27,722	$ 29,000	$ 9,654	$ 28,963	$ 30,100

2018-19 Est. Actual Detail		Total
	2018 Lease	28,963
	Total	$ 28,963

2019-20 Budget Detail		Total
	2019 Lease	30,070
	Total (rounded)	$ 30,100

Account Number	255-000-668.003		Fund	255
Account Name	PROPERTY RENT - ROUND LAKE GR		Activity	DDA Revenue
Account Description	Tap Room/Brewery lease			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 15,364	$ 20,700	$ 5,198	$ 20,560	$ 21,000

2018-19 Est. Actual Detail						Total
	Rent - April thru December	Per Patti	9	1300	405	15,345
	Rent - Jan thru march	Per Patti	3	1,325	413	5,215
					Total	$ 20,560

2019-20 Budget Detail						Total
	Rent - April thru December	Per Patti	9	1325	413	15,642
	Rent - Jan thru march	Per Patti	3	1,352	421	5,318
	Review with Patti					
					Total (rounded)	$ 21,000

Account Number	255-000-668.004		Fund	255
Account Name	PROPERTY RENT - LC BREWERS		Activity	DDA Revenue
Account Description	LC Brewers Rent			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 4,884	$ 4,900	$ 1,652	$ 4,980	$ 5,100

2018-19 Est. Actual Detail		Per Month		Months	Total
Rent for 2018-19	Jan - Dec 2018	413	April - December	9	3,717
	Jan - Dec 2019	421	Jan - March	3	1,263
			Total		$ 4,980

2019-20 Budget Detail		Per Month		Months	Total
Rent for 2019-20	Jan - Dec 2019	421	April - December	9	3,789
	Jan - Dec 2020	429	Jan - March	3	1,288
Review with Patti				Total (rounded)	$ 5,100

Account Number	255-000-673.000		Fund	255
Account Name	SALE OF FIXED ASSETS		Activity	DDA Revenue
Account Description	Sales of DDA fixed assets			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Estimate	-
	Total	$ -

2019-20 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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ 4,210	$ -

2018-19 Est. Actual Detail		Total
	Unknown	4,210
	Total	$ 4,210

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Holiday decorations	
	Total	$ -

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 7,548	$ 7,000	$ 6,813	$ 7,000	$ 7,000

2018-19 Est. Actual Detail		Total
		7,000
	Total	$ 7,000

2019-20 Budget Detail		Total
		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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 18,718	$ 18,000	$ -	$ 18,000	$ 18,000

2018-19 Est. Actual Detail				Total
	Actuals	TBD	Contributions farmers market	18,000
			Total	$ 18,000

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 11,530	$ 9,000	$ 15,594	$ 15,595	$ 9,000

2018-19 Est. Actual Detail		Total
	Estimate Used last year budget amount	9,000
	restaurant week sponsorship?	
	increased to actuals 11/16/2018	6,595
	Total	**$ 15,595**

2019-20 Budget Detail		Total
	Estimate Used last year budget amount	9,000
	restaurant week sponsorship? added 1/19/2017	
	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		

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Estimate	
	Total	**$ -**

2019-20 Budget Detail		Total
	Estimate	-
	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		

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 6,289	$ 6,500	$ -	$ 6,500	$ 6,500

2018-19 Est. Actual Detail		Total
	Estimate	6,500
	Total	**$ 6,500**

2019-20 Budget Detail		Total
	Estimate	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		

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 243	$ -	$ 200	$ 200	$ -

2018-19 Est. Actual Detail		Total
	IWF reimbursement	200
	Total	**$ 200**

2019-20 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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Total	**$ -**

2019-20 Budget Detail		Total
	Total (rounded)	**$ -**

DDA		2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
Account #	Account Description	3/31/2018	3/31/2019	3/31/2019	3/31/2019	3/31/2020
255-255-706.000	SALARIES & WAGES	30,160	38,300	24,041	38,404	39,400
255-255-706.001	WAGES (ICMA)	2,594	3,300	2,342	3,728	4,100
255-255-707.000	SALARIES & WAGES - TEMPORARY	10,778	12,600	4,155	4,640	-
255-255-719.000	EMPLOYEE FRINGE BENEFITS	25,141	31,800	16,889	30,651	31,100
255-255-740.000	OPERATING SUPPLIES	6,126	8,600	5,224	8,589	8,800
255-255-776.000	IWF MAINTENANCE	6,806	7,200	16,546	16,600	16,600
255-255-801.000	MARKETING & PROMOTIONAL SVCS	40,517	34,500	28,868	34,500	34,500
255-255-801.001	PROFESSIONAL SERVICES-FARM MKT	24,704	16,800	19,107	19,300	-
255-255-801.002	PROFESSIONAL SERV-CRAFT BEER F	6,251	-	-	-	-
255-255-801.003	PROMOTION COMMITTEE EXPENSES	3,671	7,800	4,850	7,750	7,800
255-255-801.004	ORGANIZATION COMMITTEE	431	-	225	500	500
255-255-801.005	BUSINESS RECRUITMENT/RETENTION	212	1,000	500	1,000	1,000
255-255-818.000	CONTRACTUAL SERVICES	40,928	26,400	24,926	26,400	26,500
255-255-818.001	SERVICE/MAINTENANCE FEES	-	-	-	-	-
255-255-818.002	DESIGN COMMITTEE	96,614	18,600	2,604	18,583	18,600
255-255-818.003	DESIGN CAPITAL IMPROVEMENTS	16,189	-	5,710	5,710	-
255-255-826.000	LEGAL FEES	186	500	5,357	5,640	500
255-255-853.000	TELEPHONE	1,444	1,100	1,089	1,600	1,600
255-255-860.000	CONFERENCE & TRAVEL	6,234	5,000	2,723	5,000	5,000
255-255-888.000	LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000	30,000
255-255-900.000	PRINTING & PUBLISHING	1,345	1,500	1,520	1,525	1,500
255-255-910.000	INSURANCE & BONDS	1,415	1,800	1,444	1,450	1,500
255-255-933.000	MAINTENANCE - BRIDGE PARK	20,307	15,000	6,960	15,000	15,000
255-255-962.000	MISCELLANEOUS	863	1,000	188	950	1,000
255-255-962.001	MISCELLANEOUS - FARMERS MARKET	1,750	500	6	500	500
255-255-962.002	MISCELLANEOUS - MAIN STREET	382	300	250	300	300
255-255-962.003	PROFESSIONAL LIBRARY/SUBSCRIPT	-	-	-	-	-
255-255-964.000	REFUNDS & REBATES	5,052	6,000	4,927	6,000	6,000
255-255-977.000	PARK EQUIPMENT	-	-	-	-	-
255-255-999.000	TRANSFER TO OTHER FUNDS	-	-	-	-	-
255-255-999.101	TRANSFER TO GENERAL	-	-	-	-	-
255-255-999.594	TRANSFER TO MARINA FUND-BOND	335,700	338,000	338,000	338,000	334,600
		$ 715,800	$ 607,600	$ 548,452	$ 622,320	$ 586,400

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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 30,160	$ 38,300	$ 24,041	$ 38,404	$ 39,400

2018-19 Est. Actual 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	73,124	5%		3,656	(366)	3,291
						Total	$ 38,404

2019-20 Budget Detail	Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
	MAIN ST EXECUTIVE DIRECTOR	53,321	75%		39,990	(3,999)	35,991
	Treasurer	74,952	5%		3,748	(375)	3,373
						Total (rounded)	$ 39,400

Account Number	255-255-706.001		Fund	255
Account Name	WAGES (ICMA)		Activity	DDA
Account Description	Defered Comp 457 plan			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 2,594	$ 3,300	$ 2,342	$ 3,728	$ 4,100

2018-19 Est. Actual Detail	Position	Wage/Salary	% Contributed			Total
	CED / DDA Director	35,114	8.6%	1,258	10.50%	2,151	3,409
	Treasurer	3,291	8.6%	118	10.50%	202	319
					Total		$ 3,728

2019-20 Budget Detail	Position	Wage/Salary	% Contributed	Total
	CED / DDA Director	35,991	10.5%	3,779
	Treasurer	3,373	10.5%	354
			Total (rounded)	$ 4,100

Account Number	255-255-707.000		Fund	255
Account Name	SALARIES & WAGES - TEMPORARY		Activity	DDA
Account Description	Seasonal help			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 10,778	$ 12,600	$ 4,155	$ 4,640	$ -

2018-19 Est. Actual Detail	Position	Wage/Hour	Weeks	Hours/Week		Total
	Farmers Market	18.00	34	20		12,240
	Farmers Market Asst	400.00	1	1		400
				REDUCED TO ACTUALS - CLOSE		(8,000)
					Total	$ 4,640

2019-20 Budget Detail	Position	Wage/Hour	Weeks	Hours/Week		Total
	Farmers Market	18.00	34	0	MOVED to Recreation?General Fund	-
	Farmers Market Asst	400.00	1	0	MOVED to Recreation?General Fund	-
					Total (rounded)	$ -

Account Number	255-255-719.000		Fund	255
Account Name	EMPLOYEE FRINGE BENEFITS		Activity	DDA
Account Description	Employee Fringe Benefits @ 15% for part time, 77% for full time employees			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 25,141	$ 31,800	$ 16,889	$ 30,651	$ 31,100

2018-19 Est. Actual Detail		Total	%			Total
	Full-Time	38,404	78%			29,955
	Part-Time	4,640	15%			696
					Total	$ 30,651

2019-20 Budget Detail		Total	%			Total
	Full-Time	39,400	79%			31,126
	Part-Time	-	15%			-
					Total (rounded)	$ 31,100

Account Number	255-255-740.000		Fund	255	
Account Name	OPERATING SUPPLIES		Activity	DDA	
Account Description	Supplies for DDA				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 6,126	$ 8,600	$ 5,224	$ 8,589	$ 8,800

2018-19 Est. Actual Detail			Increase	2015-16	Total
	DTE and City Utilities	Used 2015-16 increased by %	3.00%	5,251	5,738
	Office supplies/computer/internet/postage/Misc Hdwr	Used 2015-16 increased by %	1.00%	2,254	2,323
	Up North Property Services - Rest Room Cleaning	Used 2015-16 increased by %	1.00%	14,085	14,512
	Charlevoix Dist Library	Used 2015-16 increased by %	0.00%	278	278
	Meeting Refreshments				250
				restroom move to 818	(14,512)
	Note: Annie moved to 255-255-818…but was still being chged here. Reclassed and let Pat Elliot know 8/24/21			Total	$ 8,589

2019-20 Budget Detail			Total
	DTE and City Utilities	3.00%	5,910
	Office supplies/computer/internet/postage/Misc Hdwr	1.00%	2,346
	Up North Property Services - Rest Room Cleaning	1.00%	14,657
	Charlevoix Dist Library	0.00%	278
	Meeting Refreshments		250
		restroom move to 818	(14,657)
		Total (rounded)	$ 8,800

Account Number	255-255-776.000		Fund	255	
Account Name	IWF MAINTENANCE		Activity	DDA	
Account Description	IWF costs - Fountain				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 6,806	$ 7,200	$ 16,546	$ 16,600	$ 16,600

2018-19 Est. Actual Detail		Total
	IWF start-up and winterization	5,500
	IWF inspection	200
	IWF license	300
	Additional to actual + security	10,600
	Total	$ 16,600

2019-20 Budget Detail			Total
	IWF start-up and winterization		5,500
	IWF inspection		200
	IWF license		300
	Additional to actual + security	??	10,600
		Total (rounded)	$ 16,600

Account Number	255-255-801.000		Fund	255
Account Name	MARKETING & PROMOTIONAL SVCS		Activity	DDA
Account Description	Concerts, movies, kiosk updates, Pure Michigan			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 40,517	$ 34,500	$ 28,868	$ 34,500	$ 34,500

2018-19 Est. Actual Detail		Total
	Event Support	20,000
	Music and Movies	7,000
	Brochures/Pamphlets/Flyers	1,500
	Movie and Sound	3,500
	Broadcast	1,750
	Mobile App	750
	Total	$ 34,500

2019-20 Budget Detail		Total
	Event Support	20,000
	Music and Movies	7,000
	Brochures/Pamphlets/Flyers	1,500
	Movie and Sound	3,500
	Broadcast	1,749
	Mobile App	750
	Total (rounded)	$ 34,500

Account Number	255-255-801.001		Fund	255
Account Name	PROFESSIONAL SERVICES-FARM MKT		Activity	DDA
Account Description	Expenses for the Farmers Market			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 24,704	$ 16,800	$ 19,107	$ 19,300	$ -

2018-19 Est. Actual Detail			Total
	Farmer reimbursement		15,000
	Processing fees		300
	Advertising		1,000
	Library rental		200
	Miscellaneous		300
		Estimate to actuals	2,500
		Total	$ 19,300

2019-20 Budget Detail			Total
	Farmer reimbursement	15000	-
	Processing fees	300	-
	Advertising	1,000	-
	Library rental	200	-
	Miscellaneous	300	-
		Total (rounded)	$ -

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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 6,251	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Total	$ -

2019-20 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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 3,671	$ 7,800	$ 4,850	$ 7,750	$ 7,800

2018-19 Est. Actual Detail		Total
	Shop Local Campaign	1,200
	Restaurant Week	1,050
	Shop Directory and Kiosk	5,500
	est to actuals	-
	Total	$ 7,750

2019-20 Budget Detail		Total
	Shop Local Campaign	1,200
	Restaurant Week	1,050
	Shop Directory and Kiosk	5,500
	Total (rounded)	$ 7,800

Account Number	255-255-801.004		Fund	255
Account Name	ORGANIZATION COMMITTEE		Activity	DDA
Account Description	New Account - Per Annie 2016-17			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 431	$ -	$ 225	$ 500	$ 500

2018-19 Est. Actual Detail			Total
	Web Site/constant contact	Was Missing…per Lindsey 7/27/2018	500
		NONE	
	Volunteer Management/Printing and Copying		
	communications		
		Total	$ 500

2019-20 Budget Detail		Total
	Web Site/constant contact	500
	NONE	

	Volunteer Management/Printing and Copying	
	communications	
	Total (rounded)	**$ 500**

Account Number	**255-255-801.005**		**Fund**	**255**
Account Name	**BUSINESS RECRUITMENT/RETENTION**		**Activity**	**DDA**
Account Description	New Account - Per Annie 2016-17			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 212	**$ 1,000**	**$ 500**	**$ 1,000**	**$ 1,000**

2018-19 Est. Actual Detail		**Total**
	Recruitment package	1,000
	Total	**$ 1,000**

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 40,928	$ 26,400	$ 24,926	$ 26,400	$ 26,500

2018-19 Est. Actual		Total
Detail	Bandshell light installation and removal	1,200
	Window cleaning	500
	Up North Property Services - Rest Room Cleaning	14,700
	Chamber of commerce	10,000
	Total	$ 26,400

2019-20 Budget Detail			Total
	Bandshell light installation and removal		1,200
	Window cleaning		500
	Up North Property Services - Rest Room Cleaning	1.00%	14,847
	Chamber of commerce		10,000
		Total (rounded)	$ 26,500

Account Number	255-255-818.001		Fund	255	
Account Name	SERVICE/MAINTENANCE FEES		Activity	DDA	
Account Description	New Account - Annie 2016-17				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Total	$ -

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 96,614	$ 18,600	$ 2,604	$ 18,583	$ 18,600

2018-19		Total

Est. Actual Detail		
	Holiday Decorations	2,083
	Tree lighting 2017-18 info	2,500
	SBEI Site Design	4,000
	Holiday Lighting None this year	
	Façade Grant Incentive Program	10,000
	Total	**$ 18,583**

2019-20 Budget Detail			
			Total
	Holiday Decorations		2,083
	Tree lighting 2017-18 info	same as previous year???	2,500
	SBEI Site Design		4,000
	Holiday Lighting None this year		
	Façade Grant Incentive Program		10,000
		Total (rounded)	**$ 18,600**

Account Number	**255-255-818.003**		**Fund**	**255**
Account Name	**DESIGN CAPITAL IMPROVEMENTS**		**Activity**	**DDA**
Account Description	New Account - Annie 2016-17			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 16,189	$ -	$ 5,710	$ 5,710	$ -

2018-19 Est. Actual Detail		
		Total
	Wood Shop??	5,710
	Total	**$ 5,710**

2019-20 Budget Detail		
		Total
		Total (rounded)	**$ -**

Account Number	**255-255-826.000**		**Fund**	**255**
Account Name	**LEGAL FEES**		**Activity**	**DDA**
Account Description				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 186	$ 500	$ 5,357	$ 5,640	$ 500

2018-19 Est. Actual Detail		
		Total
	estimate	500
	ITP Service DOO	1,340
	Traverse Legal PLC	3,800
	Total	**$ 5,640**

2019-20 Budget Detail		
		Total
	estimate	500
	??	

	Total (rounded)	**$ 500**

Account Number	255-255-853.000		Fund	255	
Account Name	TELEPHONE		Activity	DDA	
Account Description	Telephone expenses				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 1,444	$ 1,100	$ 1,089	$ 1,600	$ 1,600

2018-19 Est. Actual Detail		Total
	Phones	500
	Cell phone stipend	600
		500
	Total	**$ 1,600**

2019-20 Budget Detail		Total
	Phones	500
	Cell phone stipend	600
		500
	Total (rounded)	**$ 1,600**

Account Number	255-255-860.000		Fund	255	
Account Name	CONFERENCE & TRAVEL		Activity	DDA	
Account Description	DDA Conference & travel				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 6,234	$ 5,000	$ 2,723	$ 5,000	$ 5,000

2018-19 Est. Actual Detail		Total
	Misc Conference	-
	National Main Street conference	3,000
	Main Street training	1,000
	Miscellaneous volunteer reimbursement	1,000
	Total	**$ 5,000**

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000

2018-19 Est. Actual Detail		Total
	Library Contribution	30,000
	Total	$ 30,000

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 1,345	$ 1,500	$ 1,520	$ 1,525	$ 1,500

2018-19 Est. Actual Detail		Total
	Estimate	1,525
	Total	$ 1,525

2019-20 Budget Detail		Total
	Estimate	1,525
	Total (rounded)	$ 1,500

Account Number	255-255-910.000		Fund	255	
Account Name	INSURANCE & BONDS		Activity	DDA	
Account Description	DDA property insurance				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 1,415	$ 1,800	$ 1,444	$ 1,450	$ 1,500

2018-19 Est. Actual Detail		Total
	General property & liability policy	1,450
	Total	$ 1,450

2019-20 Budget Detail		Total
	General property & liability policy	1,479
	Total (rounded)	$ 1,500

Account Number	255-255-933.000		Fund	255	
Account Name	MAINTENANCE - BRIDGE PARK		Activity	DDA	
Account Description	Building maintenance Bridge Park Building				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 20,307	$ 15,000	$ 6,960	$ 15,000	$ 15,000

2018-19 Est. Actual Detail		Total
	Estimate	15,000
	Total	$ 15,000

2019-20 Budget Detail		Total
	Estimate	15,000
	Total (rounded)	$ 15,000

Account Number	255-255-962.000		Fund	255	
Account Name	MISCELLANEOUS		Activity	DDA	
Account Description	Miscellaneous				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 863	$ 1,000	$ 188	$ 950	$ 1,000

2018-19 Est. Actual Detail		Total
	National MainStreet Membership	350
	Maestro	600
	Total	$ 950

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 1,750	$ 500	$ 6	$ 500	$ 500

2018-19 Est. Actual Detail		Total
		500
	Total	$ 500

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 382	$ 300	$ 250	$ 300	$ 300

2018-19 Est. Actual Detail	Actuals	Total
	Must be approved by Lindsey	300
	Total	$ 300

2019-20 Budget Detail		Total
	Must be approved by Lindsey	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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	Total	$ -

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 5,052	$ 6,000	$ 4,927	$ 6,000	$ 6,000

2018-19 Est. Actual Detail		Total
	BIBCo DDA Tax Capture Refund	6,000
	Total	$ 6,000

2019-20 Budget Detail		Total
	BIBCo DDA Tax Capture Refund	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			

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		**Total**
	Total	**$ -**

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	$ -

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	$ -

2019-20 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				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ 335,700	$ 338,000	$ 338,000	$ 338,000	$ 334,600

2018-19 Est. Actual Detail			Total
	Marina / East Park Debt Service	Debt less 125,000	338,000
	Per Mark - Marina to pay $125,000		
		Total	$ 338,000

2019-20 Budget Detail			Total
	Marina / East Park Debt Service	Debt less 125,000	334,600
	Per Mark - Marina to pay $125,000		
		Total (rounded)	$ 334,600

DDA Capital Improvements

Account #	Account Description	2017-18 Actual 3/31/2018	2018-19 Budget 3/31/2019	2018-19 Year-To-Date 3/31/2019	2018-19 Est. Actual 3/31/2019	2019-20 Budget 3/31/2020
255-901-801.000	PROFESSIONAL SERVICES	-	-	-	-	-
255-901-818.000	CONTRACTUAL SERVICES	-	-	-	-	-
255-901-826.000	LEGAL FEES	-	-	-	-	-
255-901-971.000	LAND PURCHASE	-	-	-	-	-
		$ -	$ -	$ -	$ -	$ -

Account Number	255-901-801.000	Fund	255	
Account Name	PROFESSIONAL SERVICES	Activity	DDA Capital Improvements	
Account Description				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	$ -

2019-20 Budget Detail		Total
	None	-
	Total (rounded)	$ -

Account Number	255-901-818.000	Fund	255	
Account Name	CONTRACTUAL SERVICES	Activity	DDA Capital Improvements	
Account Description				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	$ -

2019-20 Budget Detail		Total
	None	-
	Total (rounded)	$ -

Account Number	255-901-826.000		Fund	255	
Account Name	LEGAL FEES		Activity	DDA Capital Improvements	
Account Description					

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	$ -

2019-20 Budget Detail		Total
	None	-
	Total (rounded)	$ -

Account Number	255-901-971.000		Fund	255	
Account Name	LAND PURCHASE		Activity	DDA Capital Improvements	
Account Description					

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	$ -

2019-20 Budget Detail		Total
	None	-
	Total (rounded)	$ -

DDA Debt Service

Account #	Account Description	2017-18 Actual 3/31/2018	2018-19 Budget 3/31/2019	2018-19 Year-To-Date 3/31/2019	2018-19 Est. Actual 3/31/2019	2019-20 Budget 3/31/2020
255-965-990.000	DEBT REFUND PAYMENT	-	-	-	-	-
255-965-991.000	BOND PRINCIPAL	-	-	-	-	-
255-965-992.000	ISSUE COSTS/DISCOUNT	-	-	-	-	-
255-965-995.000	BOND INTEREST	-	-	-	-	-
255-965-996.000	PAYING AGENT FEES	-	-	-	-	-
		$ -	$ -	$ -	$ -	$ -

Account Number	**255-965-990.000**	**Fund**	**255**	
Account Name	**DEBT REFUND PAYMENT**	**Activity**	**DDA Debt Service**	
Account Description				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	**$ -**

2019-20 Budget Detail		Total
	None	-
	Total (rounded)	**$ -**

Account Number	**255-965-991.000**	**Fund**	**255**
Account Name	**BOND PRINCIPAL**	**Activity**	**DDA Debt Service**
Account Description	Bond principal on DDA Bonds (MM Bond Authority), Act 99 Citizens Bank		

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	**$ -**

2019-20 Budget Detail		Total
	None	-
	Total (rounded)	**$ -**

Account Number	255-965-992.000		Fund	255	
Account Name	ISSUE COSTS/DISCOUNT		Activity	DDA Debt Service	
Account Description					

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	$ -

2019-20 Budget Detail		Total
	None	-
	Total (rounded)	$ -

Account Number	255-965-995.000		Fund	255	
Account Name	BOND INTEREST		Activity	DDA Debt Service	
Account Description	Interest on DDA Bonds & Act 99 borrowing				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	$ -

2019-20 Budget Detail		Total
	None	-
	Total (rounded)	$ -

Account Number	255-965-996.000		Fund	255	
Account Name	PAYING AGENT FEES		Activity	DDA Debt Service	
Account Description	Equipment rental from Motor Pool for winter maintenance				

2017-18 Actual	2018-19 Budget	2018-19 Year-To-Date	2018-19 Est. Actual	2019-20 Budget
$ -	$ -	$ -	$ -	$ -

2018-19 Est. Actual Detail		Total
	None	-
	Total	$ -

2019-20 Budget Detail		Total
	None	-
	Total (rounded)	$ -

Economic Development - Existing Recommendations

ENTREPRENEURISM

1	Take advantage of the Crowdfunding Law to attract and support entrepreneurs to locate businesses in the Alley and downtown as a whole. CROWDFUNDING LAW	Charlevoix Downtown Alley Corridor Vision (2018), Revitalization Action Step #4	pg. 31
2	Coordinate and expand on existing entrepreneurial assets.	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #2 2017 Charlevoix Downtown Marketing Assessment and Development Strategy Executive Summary, Strategic Goal #4	 pg. 3

BUSINESS ATTRACTION

1	Bring businesses together to cooperate and coordinate resources to market downtown.	Charlevoix Main Street Board Strategy Development Service Report Summary and Recommendations (2017)	pg. 3
2	Explore a program to waive or reduce utility extension, or hookup fees for businesses seeking to expand.	2017-18 Capital Improvements Plan, Development Strategy	pg. 2
3	Amend the tax abatement program and pursue policies that offer incentives to new businesses. EXISTING TAX ABATEMENT PROGRAM	2016 Master Plan, Action #2	pg. 61
4	Support and promote technological advances, such as high speed internet and fiber optic networks in Charlevoix to encourage economic development.	2017-18 Capital Improvements Plan, Development Strategy 2016 Master Plan, Action #2	pg. 2 pg. 61
5	Encourage new and unique businesses by providing alternatives behind Bridge Street.	Charlevoix Downtown Alley Corridor Vision (2018), Revitalization Design Consideration #4	pg. 31
6	Aggressively market and provide incentives to businesses in emerging industries.	2017-18 Capital Improvements Plan, Development Strategy 2016 Master Plan, Action #2	pg. 2 pg. 61
7	Support efforts to implement the Regional Comprehensive Development Strategy (CEDS) put out by Networks Northwest, designed to retain, grow, and attract new business. LINK TO CEDS	2017-18 Capital Improvements Plan, Development Strategy 2016 Master Plan, Action #2	pg. 2 pg. 61

Economic Development - Existing Recommendations con't

8	Pursue goals outlined in the Economic Development Strategy prepared by the Chesapeake Group. ? LIST GOALS / ? LINK TO ECONOMIC DEV. STRATEGY	2017-18 Capital Improvements Plan, Development Strategy 2016 Master Plan, Action #5	pg. 2 pg. 62

COLLABORATION

1	Continue collaboration with the Charlevoix Area Chamber of Commerce, Convention and Visitors Bureau. local governments and the business community regarding regional economic development.	2017-18 Capital Improvements Plan, Development Strategy 2016 Master Plan, Action #2	pg. 2 pg. 61
2	Coordinate activities with MSU's Sustainable Built Environment Initiative (SBEI).	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #1	
3	~~Support the Michigan Main Street Program.~~	2016 Master Plan, Action #5	pg. 62
4	Coordinate with Charlevoix Township, community leaders and property owners to plan for and promote future development.	2017-18 Capital Improvements Plan, Development Strategy	pg. 2
5	Work with the surrounding townships to identify other suitable areas for economic development; explore 425 agreements where appropriate. 425 agreements?	2017-18 Capital Improvements Plan, Development Strategy	pg. 2

Seasonal Economy - Existing Recommendations

1	Be prepared to respond, and assist to the extent practicable and appropriate, to concerns regarding the workforce and labor force challenges posed to businesses during peak visitor months.	Downtown Charlevoix Business Recruitment Targets and Draft Action Agenda Proposal, Recommendation #2	pg. 10
2	Promote Charlevoix and the region as a viable place to live and work year-round. See page ____ for list of downtown assets	2016 Master Plan, Action #3 Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #1	pg. 61
3	Establish the foundation for a year-round economy by expanding shoulder season activity and attracting patrons from surrounding communities.	Charlevoix Main Street Board Strategy Development Service Report Summary and Recommendations (2017) 2017 Charlevoix Downtown Marketing Assessment and Development Strategy Executive Summary, Strategic Goal #6	pg. 3 pg. 3
4	Expand safe and affordable housing options by working with the real estate community to target specific groups interested in locating to the area. (incl. current progress of planning commission?)	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #1 2016 Master Plan, Action #3	 pg. 61
5	Expand employment opportunities and the range of types of employment in the local economy.	2017 Charlevoix Downtown Marketing Assessment and Development Strategy Executive Summary, Strategic Goal #3	Pg. 3
6	Expand full year economic activity in Downtown.	2017 Charlevoix Downtown Marketing Assessment and Development Strategy Executive Summary, Strategic Goal #5	Pg. 3
	~~Investigate options for regulating rental property within the City through a rental inspection program, licensing fees, lodging taxes or other means.~~	2016 Master Plan, Action #3	pg. 61

Development Policy - Existing Recommendations

1	Evaluate, and if necessary, amend the Industrial Tax Abatement Program so that Charlevoix remains competitive. (move to Business Attraction?) INDUSTRIAL TAX ABATEMENT PROGRAM	2017-18 Capital Improvements Plan, Development Strategy	pg. 2
2	Update Zoning Ordinance dumpster and utility box screening sections to include more prescriptive requirements. Zoning Code: existing dumpster/utility box screening language	Charlevoix Downtown Alley Corridor Vision (2018), Functionality Action Step #3	pg. 35
3	Develop ordinance specific to alley spaces concerning safety and aesthetic features.	Charlevoix Downtown Alley Corridor Vision (2018), Beautification Action Step #3	pg. 38
4	Explore and encourage development/ redevelopment of mixed use spaces (commercial / residential). Zoning Code: existing Mixed Use language	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #2 2016 Master Plan, Action #5	 pg. 62
5	Develop and implement plans to beautify “backside” of downtown. Add rear shop entrances to provide alternative access to buildings.	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #1 Charlevoix Downtown Alley Corridor Vision (2018), Revitalization Design Consideration #1, #2	 pg. 31
6	Develop and maintain long-term infrastructure plans.	2017-18 Capital Improvements Plan, City Council Goals	pg. 1
7	Develop community design guidelines as a step toward a larger policy implementation such as Form-Based Code, to protect and promote the charming historic vernacular architectural style of Charlevoix. existing community design guidelines by Design Committee?	Charlevoix Downtown Alley Corridor Vision (2018), Revitalization Action Step #3	pg. 31
8	Encourage higher density. Zoning Code: existing downtown density	2016 Master Plan, Action #5	pg. 62
9	Expand affordable live/work opportunities. Zoning Code: existing live/work language	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #2	
10	Promote diverse and viable housing options through incentives and flexible zoning requirements. (incl. current progress of planning commission?)	2016 Master Plan, Action #3	pg. 61
11	Cluster and promote existing Healthy Living opportunities.	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #1	

	Natural Resources / Green Building - Existing Recommendations		
1	Support Keep Charlevoix Beautiful's petunia planting program.	2016 Master Plan, Action #4	pg. 62
2	Coordinate with the City to expand recycling program.	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #1 2017-18 Capital Improvements Plan, City Council Goals	 pg. 1
3	Encourage energy optimization and water conservation.	2017-18 Capital Improvements Plan, City Council Goals	pg. 1
4	Add more colorful plantings, green rooftop spaces, and trees to help green/soften public space. "Street trees and vegetation are a simple way to improve aesthetic, slow vehicle traffic, reduce the urban heat index, and support urban wildlife." (Charlevoix Downtown Alley Corridor Vision, p. 38) SHADE TREE COMMISSION?	Charlevoix Downtown Alley Corridor Vision (2018), Beautification Design Consideration #1	pg. 38
5	Enforce landscaping standards for commercial development, City parking lots and parks. Zoning Code: location of landscape standards	2016 Master Plan, Action #4	pg. 62
6	Update Zoning Ordinance to include intent of trees and vegetation in the Central Business District. ? Zoning code	Charlevoix Downtown Alley Corridor Vision (2018), Beautification Action Step #1	pg. 38
7	Incorporate infrastructure design standards to protect waterways, preserve trees, and encourage healthy living.	2017-18 Capital Improvements Plan, City Council Goals	pg. 1

	Transportation / Parking - Existing Recommendations		
1	Coordinate Transportation efforts: Meet annually with MDOT to discuss transportation issues and projects; ~~Work with MDOT to study summertime traffic counts~~, review options, and evaluate development proposals.	2016 Master Plan, Action #7	pg. 63
2	Provide informational signage for ~~pedestrians~~ and bikers.	2016 Master Plan, Action #8	pg. 63
3	Maintain parking numbers and add possible parking garage. SBEI parking garage graphics	Charlevoix Downtown Alley Corridor Vision (2018), Functionality Design Consideration #1	pg. 22
4	Explore funding for bike amenities available through Transportation Alternatives Program (TAP) grants TAP GRANT INFORMATION	Charlevoix Downtown Alley Corridor Vision (2018), Functionality Action Step #1	pg. 35
5	Explore the option to update parking requirement for waived downtown parking (section 5.93) to include businesses along alleys originating on Bridge Street Section 5.93 language	Charlevoix Downtown Alley Corridor Vision (2018), Revitalization Action Step #2	pg. 38
6	Continue to support the Lake to Lake Trail initiative during its expansion phase.	2016 Master Plan, Action #8	pg. 63
7	Prioritize the space for pedestrians and bicycles as well as deliveries and emergency vehicle access	Charlevoix Downtown Alley Corridor Vision (2018), Functionality Design Consideration #1	pg. 35
8	Inventory existing sidewalks and identify and prioritize new sidewalk connections.	2016 Master Plan, Action #8	pg. 63
9	Conduct cyclist-friendly survey/study.	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #1	
10	Incorporate bike lanes into the design and future construction of streets and roads.	2016 Master Plan, Action #8	pg. 63
11	Establish a City wide and regional bike route by tying the existing downtown bike networking into waterfront/marina area, and The Boyne City to Charlevoix Non-motorized Trail.	Charlevoix Downtown Alley Corridor Vision (2018), Connectivity Action Step #1 2016 Master Plan, Action #8	pg. 28 pg. 63
12	Adopt a Complete Streets ordinance, as included in the Master Plan, to allow for safe travel for those walking, bicycling, driving cars, or conducting business. Complete Streets Info	Charlevoix Downtown Alley Corridor Vision (2018), Connectivity Action Step #3	pg. 28

Placemaking - Existing Recommendations

IDENTITY

1	Activate a shared project between the Design and Economic Vitality committees of the DDA to brainstorm identity/theme of Charlevoix alleys. Use this theme to design charming signage for alley corridors. SBEI graphics (appendix or include here?)	Charlevoix Downtown Alley Corridor Vision (2018), Beautification Recommendation #2	pg. 22, 38
2	Work with the Promotions Committee to use alleys as temporary art galleries or museum-like exhibition spaces to learn about the cultural history of Charlevoix. SBEI graphics (appendix or include here?)	Charlevoix Downtown Alley Corridor Vision (2018), Beautification Recommendation #4	pg. 38
3	~~Establish and implement a downtown marketing plan.~~	2016 Master Plan, Action #5	pg. 62
4	Incorporate Health & Wellness into branding.	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #1	

EVENTS / CULTURE

1	Increase and expand the use of City properties for festivals and events.	2016 Master Plan, Action #3	pg. 62
2	Apply for MEDC's Michigan Council for Art and Affairs Grant to help fund the continued promotion of the arts and culture in Charlevoix.	Charlevoix Downtown Alley Corridor Vision (2018), Beautification Action Step #4	pg. 38
3	Expand downtown activities, events and festivals year round. ? LIST EXISTING EVENTS	2016 Master Plan, Action #5	pg. 62

PEDESTRIAN MOBILITY

1	Incorporate maps of downtown walking routes as part of wayfinding signage, in addition to added public furniture.	Charlevoix Downtown Alley Corridor Vision (2018), Connectivity Action Step #2	pg. 28
2	Register key points of interest as features on Google Maps.	Charlevoix Downtown Alley Corridor Vision (2018), Revitalization Action Step #2	pg. 31
3	Conduct pedestrian-friendly survey/study.	Charlevoix Main Street Health & Wellness/ Healthy Living Transformation Strategy Development Plan (2018), goal #1	
4	Provide safe and inviting spaces for a wide range of pedestrian needs.	Charlevoix Downtown Alley Corridor Vision (2018), Connectivity Recommendation #3	pg. 28
5	Encourage foot traffic and connectivity through alleys by increasing visibility of pedestrian routes between anchor locations.	Charlevoix Downtown Alley Corridor Vision (2018), Connectivity Recommendation #2	pg. 28

Placemaking - Existing Recommendations con't

PHYSICAL DESIGN ELEMENTS

1	Continue funding through the DDA's Façade Incentive Grant Program. Link to DDA Façade grant program	Charlevoix Downtown Alley Corridor Vision (2018), Revitalization Action Step #1	pg. 31
2	Provide outdoor spaces to encourage family and kid friendly activity areas. SBEI graphics (appendix or include here?)	Charlevoix Downtown Alley Corridor Vision (2018), Functionality Design Consideration #2	pg. 35
3	Add cultural or artistic elements to provide points of interest along the alley corridor SBEI graphics (appendix or include here?)	Charlevoix Downtown Alley Corridor Vision (2018), Beautification Design Consideration #4	pg. 38
4	Provide visual links to tie the alley corridor to the waterfront marina—Prioritize this connectivity in the Design Committee's "Wayfinding Signage" Project. Info on Wayfinding Signage project	Charlevoix Downtown Alley Corridor Vision (2018), Connectivity Design Consideration #1	pg. 28
5	Connect Library and Art Gallery to the alleys by adding access and seating areas	Charlevoix Downtown Alley Corridor Vision (2018), Connectivity Design Consideration #2	pg. 28
6	Provide spaces for dining, gathering and outdoor seating; Outdoor dining is permitted in the Central Business District; amend the Zoning Ordinance to allow for special licensing (temporary or permanent) for outdoor dining on sidewalks. Outdoor dining zoning ordinance	Charlevoix Downtown Alley Corridor Vision (2018), Functionality Design Consideration #3	pg. 35
7	Consider addition of public furniture such as picnic tables and chess tables that encourage organic interaction among public.	Charlevoix Downtown Alley Corridor Vision (2018), Functionality Action Step #2	pg. 35
8	Utilize lighting and public furniture in alleys to attract and anchor a variety of ages and sizes of groups.	Charlevoix Downtown Alley Corridor Vision (2018), Functionality Recommendation #2, Beautification Design Consideration #3	pg. 22, 35
9	Enhance the paving in alleys to help wayfinding and encourage use for walking and biking.	Charlevoix Downtown Alley Corridor Vision (2018), Connectivity Design Consideration #2	pg. 21
10	Utilize a paving design, outdoor furnishings, and lighting to make a cohesive streetscape. SBEI graphics (appendix or include here?)	Charlevoix Downtown Alley Corridor Vision (2018), Beautification Recommendation #3	pg. 38

Historic Preservation- Existing Recommendations

PHYSICAL DESIGN ELEMENTS

1	Work jointly with the Charlevoix Historical Society to create community preservation goals.	2014 Historic Preservation Recommendations	pg. 6
2	Conduct outreach to help build historic committee (different from Historic District Commission?) membership.	2014 Historic Preservation Recommendations	pg. 5
3	Encourage board members and staff of the Economic Development Corporation, Downtown Development Authority and other relevant city staff to learn more about existing economic incentives by researching other communities' programs and attending economic incentive conferences/workshops.	2014 Historic Preservation Recommendations	pg. 11
4	Collaborate with Michigan Historic Preservation Network to provide technical assistance, funding, staff time and/or grant seeking efforts for historical groups.	2014 Historic Preservation Recommendations	pg. 6
5	Work jointly with nonprofits, government staff, and private sector firms to find creative and coordinated ways to promote a local cultural event identifying and incorporating historic resources. Tie existing events to historic resources.	2014 Historic Preservation Recommendations	pg. 13
6	Determine whether Charlevoix Main Street plans to graduate to be a Master Level community with Michigan Main Street. If so, meet all necessary requirements.	2014 Historic Preservation Recommendations	pg. 7
7	Establish a local plaque (or sign) program for individual downtown businesses or neighborhoods. (Mushroom house signs qualify?)	2014 Historic Preservation Recommendations	pg. 9, 12
8	Update survey data of historic places including eligibility for the National Register or local historic districts.	2014 Historic Preservation Recommendations	pg. 4
9	Design and implement an ongoing process to continually identify unrecognized historic assets and update surveys.	2014 Historic Preservation Recommendations	pg. 4

Historic Preservation- Existing Recommendations con't

PHYSICAL DESIGN ELEMENTS

10	Encourage enthusiastic property owners to join together to create a local preservation group that facilitates educational workshops, complies local preservation resources, and serve as advocates for preserving/rehabbing local historic buildings.	2014 Historic Preservation Recommendations	pg. 10
11	Determine whether Charlevoix Main Street plans to graduate to be a Master Level community with Michigan Main Street. If so, meet all necessary requirements.	2014 Historic Preservation Recommendations	pg. 7
12	Incorporate historic preservation into community planning documents.	2014 Historic Preservation Recommendations	pg. 8
?	~~Encourage municipality to partner with local historic preservation groups to create joint public preservation educational programs.~~	2014 Historic Preservation Recommendations	pg. 14