



AGENDA
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET WORK SESSION
Wednesday, December 23, 2020- 4:00 PM
Zoom Meeting

- 1. Call to Order**
 - A. Zoom Log-In Instructions
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. New Business**
 - A. Draft Budget 2021-2022
Lindsey Dotson, Executive Director
- 6. Public Comment**
- 7. Request for Future Agenda Items**
- 8. Board Comments**
- 9. 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

Call to Order

TITLE: Zoom Log-In Instructions

DATE: December 23, 2020

BACKGROUND:

Due to the ongoing Covid-19 gathering restrictions, this meeting will be held entirely virtually.

Click: Join Zoom Meeting

Meeting ID: 991 8953 3782

Passcode: 070287

One tap mobile

+16465588656,,99189533782#,,,,,0#,,070287# US (New York)

+13017158592,,99189533782#,,,,,0#,,070287# US (Washington D.C)

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 991 8953 3782

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Find your local number: <https://zoom.us/j/99189533782>

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 Budget 2021-2022

DATE: December 23, 2020

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

The attached budget is the most recent as of 12/21/2020 but does not include possible additions/subtractions for potential programming that the Board has been discussing. In general, when looking at the budget detail sections, note that the top lines of each section represent this budget year and the second set of lines represents our draft budget for next year.

The following notes are things to consider as you review:

Revenue section notes:

- We still have nothing budgeted for rental income for the vacant space at the Bridge Park Building. Hopefully this gets resolved and changes our income a bit once that situation is sorted out.
- Under contributions - Main Street - those figures were from our past pledge donations. Since those have expired this is where I anticipate accounting for Keep Charlevoix Bright donations. I have not updated the figure because it seems like a worthy goal to work toward for the tree lights.

Expense section notes:

- I need to figure out why we have spent \$71 for farmers market stuff - this will be sorted out and removed soon.

Possible additions to consider:

- \$50,000 for the new housing incentive program
- \$10,000 for the first phase of tree light replacements
- \$10,000 for the proposed new Alley Improvement Grant program
- Snowmelt feasibility study
- Pre-engineering for Alley Corridor Vision recommendations

RECOMMENDATION:

Board discussion and direction.

ATTACHMENTS:

- ▢ Updated Draft Budget as of 12/21/20

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
CURRENT PROPERTY TAX	38,469	40,000	40,328	40,300
PROPERTY TAX - CAPTURE LOCAL	431,796	431,800	436,401	436,400
DELINQUENT PROPERTY TAX COLLECTED	1,547	-	-	-
PENALTY - PROPERTY TAX	168	100	100	100
FEDERAL / STATE / OTHER GRANTS	43,296	12,200	69,764	14,200
INTEREST EARNINGS	2,731	1,000	1,000	1,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - BIBCO LEASE	30,070	31,200	31,215	32,400
RENTS & ROYALTIES - ROUND LAKE GROUP	14,580	12,000	-	-
RENTS & ROYALTIES - LC BREWERS	4,552	5,200	-	-
MISCELLANEOUS - THE VAULT	15,196	18,000	18,000	18,000
MISCELLANEOUS & IWF REIMBURSEMENT	139	-	9,260	9,300
CONTRIBUTION - OTHER SOURCES	-	-	8,545	-
CONTRIBUTION - MAIN STREET	15,468	15,000	35,900	15,000
CONTRIBUTION - PERFORMANCE PAVILION	6,200	6,000	2,500	6,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 605,213	\$ 573,500	\$ 654,012	\$ 573,700

EXPENSES				
SALARIES & WAGES	37,206	47,600	47,578	48,500
WAGES - ICMA	3,858	5,000	4,996	5,100
SALARIES & WAGES - TEMPORARY	77	-	-	-
EMPLOYEE FRINGE BENEFITS	29,032	37,100	37,111	37,800
OPERATING SUPPLIES	10,504	8,100	9,110	9,200
OPERATING SUPPLIES - THE VAULT	22,201	23,000	23,000	17,000
IWF MAINTENANCE	8,452	6,000	6,000	6,000
MARKETING & PROMOTIONAL SERVICES	66,359	25,700	15,700	25,700
PROMOTION COMMITTEE EXPENSES	10,992	10,000	10,000	10,300
ORGANIZATION COMMITTEE	606	500	500	500
BUSINESS RECRUITMENT/RETENTION	-	-	71,000	-
CONTRACTUAL SERVICES	36,875	35,700	35,700	30,700
DESIGN COMMITTEE	33,240	5,100	5,836	15,800
DESIGN CAPITAL IMPROVEMENTS	-	-	-	-
LEGAL SERVICES	3,553	500	5,000	500
TELEPHONE	3,623	2,000	3,000	2,100
CONFERENCE & TRAVEL	4,716	3,000	1,500	3,000
PRINTING & PUBLISHING	1,920	1,500	1,500	1,500
INSURANCE & BONDS	1,502	1,500	1,500	1,500
REFUNDS - PROPERTY TAX & TIFA	8,101	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	12,708	5,000	8,500	6,000
MISCELLANEOUS	20,898	-	100	100
MISCELLANEOUS - MAIN STREET	26,500	300	3,500	500
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	334,600	335,700	335,700	336,200
TOTAL EXPENSES	\$ 707,524	\$ 589,300	\$ 662,830	\$ 594,000

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (102,311)	\$ (15,800)	\$ (8,818)	\$ (20,300)
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YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	3,670,899	3,733,487	3,568,588	3,559,770
CHANGE IN FUND BALANCE / NET POSITION	(102,311)	(15,800)	(8,818)	(20,300)
FUND BALANCE / NET POSITION	\$ 3,568,588	\$ 3,717,687	\$ 3,559,770	\$ 3,539,470
CASH & INVESTMENTS	\$ 355,789	\$ 366,896	\$ 346,972	\$ 326,672

* Note: Includes \$305,789 cash & \$50,000 investment

DDA Revenue

Account #	Account Description	2019-20 Actual 3/31/2020	2020-21 Budget 3/31/2021	2020-21 Year-To-Date 3/31/2021	2020-21 Est. Actual 3/31/2021	2021-22 Budget 3/31/2022
255-000-403.000	CURRENT PROPERTY TAX LEVY	38,469	40,000	38,311	40,328	40,300
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	431,796	431,800	326,124	436,401	436,400
255-000-420.000	DELINQUENT TAXES - DDA	1,547	-	(116)	-	-
255-000-445.000	INTEREST & PENALTIES - DELINQ	168	100	47	100	100
255-000-523.001	FEDERAL GRANTS	-	-	-	-	-
255-000-566.001	STATE GRANTS	34,132	-	50,000	50,000	-
255-000-573.000	STATE REVENUE - OTHER	9,164	9,200	9,973	9,973	9,200
255-000-580.001	GRANTS - OTHER	-	3,000	9,790	9,790	5,000
255-000-665.000	INTEREST EARNINGS	2,731	1,000	(56)	1,000	1,000
255-000-668.000	RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000	1,000
255-000-668.002	PROPERTY RENT - BIBCO	30,070	31,200	23,412	31,215	32,400
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	14,580	12,000	-	-	-
255-000-668.004	PROPERTY RENT - LC BREWERS	4,552	5,200	-	-	-
255-000-673.000	SALE OF FIXED ASSETS	-	-	-	-	-
255-000-675.002	CONTRIBUTIONS - CONCERTS	6,200	6,000	850	2,500	6,000
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	-	-	8,545	8,545	-
255-000-675.004	CONTRIBUTIONS - MAIN STREET	15,468	15,000	13,300	35,900	15,000
255-000-692.000	MISCELLANEOUS	139	-	1,339	9,260	9,300
255-000-692.001	MISCELLANEOUS-THE VAULT	15,196	18,000	17,491	18,000	18,000
255-000-699.000	TRANSFER FROM OTHER FUNDS	-	-	-	-	-

\$	605,213	\$	573,500	\$	500,011	\$	654,012	\$	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					
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
		\$ 38,469	\$ 40,000	\$ 38,311	\$ 40,328	\$ 40,300
2020-21 Est. Actual Detail	Mills	City Taxable Value	Total Levied	% Collected	Total	
	2020 DDA	1.3556	29,898,447	40,530	99.50%	40,328
					Total	\$ 40,328
2021-22 Budget Detail	Mills	City Taxable Value	Total Levied	% Collected	Total	
	2021 DDA	1.3556	29,898,447	40,530	99.50%	40,328
					Total (rounded)	\$ 40,300

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				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 431,796	\$ 431,800	\$ 326,124	\$ 436,401
					2021-22 Budget
					\$ 436,400
2020-21 Est. Actual Detail					Total
	2020 Tax Capture				\$436,399.66
					1
				Total	\$ 436,401
2021-22 Budget Detail					Total
	2021 Tax Capture				\$436,399.66
				Total (rounded)	\$ 436,400
Account Number	255-000-420.000		Fund	255	
Account Name	DELINQUENT TAXES - DDA		Activity	DDA Revenue	
Account Description	Delinquent DDA taxes				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 1,547	\$ -	\$ (116)	\$ -
					2021-22 Budget
					\$ -
2020-21 Est. Actual Detail					Total
	Estimate				
				Total	\$ -
2021-22 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				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 168	\$ 100	\$ 47	\$ 100
					2021-22 Budget
					\$ 100
2020-21 Est. Actual Detail					Total
	Estimate				100
				Total	\$ 100
2021-22 Budget Detail					Total
	Estimate				100
				Total (rounded)	\$ 100
Account Number	255-000-523.001		Fund	255	
Account Name	FEDERAL GRANTS		Activity	DDA Revenue	
Account Description	New Account Created by Annie 2016-17				

		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2020-21 Est. Actual Detail						Total
	Estimate					
					Total	\$ -
2021-22 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					
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
		\$ 34,132	\$ -	\$ 50,000	\$ 50,000	\$ -
2020-21 Est. Actual Detail						Total
	Match on main					50,000
					Total	\$ 50,000
2021-22 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					
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
		\$ 9,164	\$ 9,200	\$ 9,973	\$ 9,973	\$ 9,200
2020-21 Est. Actual Detail						Total
	State Personal Property Tax Loss Reimbursement					9,973
					Total	\$ 9,973
2021-22 Budget Detail						Total
	State Personal Property Tax Loss Reimbursement					9,200
					Total (rounded)	\$ 9,200

Account Number	255-000-580.001		Fund	255	
Account Name	GRANTS - OTHER		Activity	DDA Revenue	
Account Description	Other grants received by the DDA				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ -	\$ 3,000	\$ 9,790	\$ 9,790
					2021-22 Budget
					\$ 5,000
2020-21 Est. Actual Detail					Total
	Another - ??				4,790
	Community Foundation				5,000
				Total	\$ 9,790
2021-22 Budget Detail					Total
	Community Foundation				5,000
				Total (rounded)	\$ 5,000

Account Number	255-000-665.000		Fund	255	
Account Name	INTEREST EARNINGS		Activity	DDA Revenue	
Account Description	Interest earnings on DDA cash and investments				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 2,731	\$ 1,000	\$ (56)	\$ 1,000
2020-21 Est. Actual Detail					Total
	Estimate				1,000
				Total	\$ 1,000
2021-22 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				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
2020-21 Est. Actual Detail					Total
	Kiosk rental				1,000
				Total	\$ 1,000
2021-22 Budget Detail					Total
	Kiosk rental				1,000
				Total (rounded)	\$ 1,000

2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
\$ -	\$ -	\$ -	\$ -	\$ -

2020-21 Est. Actual Detail		Total
	Estimate	-
	Total	\$ -

2021-22 Budget Detail		Total
	Estimate	-
	Total (rounded)	\$ -

Account Number	255-000-675.002	Fund	255
Account Name	CONTRIBUTIONS - CONCERTS	Activity	DDA Revenue
Account Description	Contributions for concerts		

2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
\$ 6,200	\$ 6,000	\$ 850	\$ 2,500	\$ 6,000

2020-21 Est. Actual Detail		Total
		2,500
	Total	\$ 2,500

2021-22 Budget Detail		Total
		6,000
	Total (rounded)	\$ 6,000

Account Number	255-000-675.003	Fund	255
Account Name	CONTRIBUTIONS - PRIVATE SOURCE	Activity	DDA Revenue
Account Description	Contributions to the DDA		

2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
\$ -	\$ -	\$ 8,545	\$ 8,545	\$ -

2020-21 Est. Actual Detail		Total
	Actuals	8,545
	Total	\$ 8,545

2021-22 Budget Detail		Total
		-
	Total (rounded)	\$ -

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		

2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
\$ 15,468	\$ 15,000	\$ 13,300	\$ 35,900	\$ 15,000

2020-21 Est. Actual Detail	Estimate Used last year budget amount				Total		
	restaurant week sponsorship?				15,000		
	Patronicity				20,900		
	Review - same as last year						
					Total	\$	35,900
2021-22 Budget Detail					Total		
	Estimate Tree light pledge				15,000		
	restaurant week sponsorship?						
	Patronicity						
					Total (rounded)	\$	15,000
Account Number	255-000-692.000		Fund	255			
Account Name	MISCELLANEOUS		Activity	DDA Revenue			
Account Description	Miscellaneous DDA revenue						
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget	
		\$ 139	\$ -	\$ 1,339	\$ 9,260	\$ 9,300	
2020-21 Est. Actual Detail					Total		
	Ad Campaign				9,260		
	Pavillion rentals should go to General Fund 101000646						
					Total	\$	9,260
2021-22 Budget Detail					Total		
					-		
	Ad Campaign				9,260		
	Pavillion rentals should go to General Fund 101000646						
					Total (rounded)	\$	9,300
Account Number	255-000-692.001		Fund	255			
Account Name	MISCELLANEOUS-THE VAULT		Activity	DDA Revenue			
Account Description	The Vault						
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget	
		\$ 15,196	\$ 18,000	\$ 17,491	\$ 18,000	\$ 18,000	
2020-21 Est. Actual Detail					Total		
					18,000		
					Total	\$	18,000
2021-22 Budget Detail					Total		
					18,000		
					Total (rounded)	\$	18,000
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						
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget	
		\$ -	\$ -	\$ -	\$ -	\$ -	
2020-21 Est. Actual Detail					Total		

		Total \$ -
2021-22 Budget Detail		Total
		Total (rounded) \$ -

DDA		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
Account #	Account Description	3/31/2020	3/31/2021	3/31/2021	3/31/2021	3/31/2022
255-255-706.000	SALARIES & WAGES	37,206	47,600	32,371	47,578	48,500
255-255-706.001	WAGES (ICMA)	3,858	5,000	3,611	4,996	5,100
255-255-707.000	SALARIES & WAGES - TEMPORARY	77	-	-	-	-
255-255-719.000	EMPLOYEE FRINGE BENEFITS	29,032	37,100	25,250	37,111	37,800
255-255-740.000	OPERATING SUPPLIES	10,504	8,100	8,723	9,110	9,200
255-255-740.001	OPERATING SUPPLIES-THE VAULT	22,201	23,000	17,904	23,000	17,000
255-255-776.000	IWF MAINTENANCE	8,452	6,000	3,225	6,000	6,000
255-255-801.000	MARKETING & PROMOTIONAL SVCS	66,359	25,700	14,651	15,700	25,700
255-255-801.003	PROMOTION COMMITTEE EXPENSES	10,992	10,000	7,115	10,000	10,300
255-255-801.004	ORGANIZATION COMMITTEE	606	500	315	500	500
255-255-801.005	BUSINESS RECRUITMENT/RETENTIO	-	-	71,000	71,000	-
255-255-818.000	CONTRACTUAL SERVICES	36,875	35,700	31,427	35,700	30,700
255-255-818.002	DESIGN COMMITTEE	33,240	5,100	5,836	5,836	15,800
255-255-826.000	LEGAL FEES	3,553	500	2,251	5,000	500
255-255-853.000	TELEPHONE	3,623	2,000	2,192	3,000	2,100
255-255-860.000	CONFERENCE & TRAVEL	4,716	3,000	435	1,500	3,000
255-255-888.000	LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000	30,000
255-255-900.000	PRINTING & PUBLISHING	1,920	1,500	393	1,500	1,500
255-255-910.000	INSURANCE & BONDS	1,502	1,500	1,410	1,500	1,500
255-255-933.000	MAINTENANCE - BRIDGE PARK	12,708	5,000	8,443	8,500	6,000
255-255-962.000	MISCELLANEOUS	20,898	-	40	100	100
255-255-962.002	MISCELLANEOUS - MAIN STREET	26,500	300	3,450	3,500	500
255-255-964.000	REFUNDS & REBATES	8,101	6,000	-	6,000	6,000
255-255-999.594	TRANSFER TO MARINA FUND-BOND	334,600	335,700	-	335,700	336,200

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						
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget	
		\$ 37,206	\$ 47,600	\$ 32,371	\$ 47,578	\$ 48,500	
2020-21 Est. Actual Detail	Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
	MAIN ST EXECUTIVE DIRECTOR	54,387	90%		48,948	(4,895)	44,053
	Treasurer	78,316	5%		3,916	(392)	3,524
Total						\$ 47,578	
2021-22 Budget Detail	Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
	MAIN ST EXECUTIVE DIRECTOR	55,475	90%		49,927	(4,993)	44,935
	Treasurer	79,882	5%		3,994	(399)	3,595
	Note - Per Mark 10% coming from General Fund starting 2020-21						
Total (rounded)						\$ 48,500	

Account Number	255-255-706.001		Fund	255	
Account Name	WAGES (ICMA)		Activity	DDA	
Account Description	Deferred Comp 457 plan				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 3,858	\$ 5,000	\$ 3,611	\$ 4,996
					2021-22 Budget
					\$ 5,100
2020-21 Est. Actual Detail	Position	Wage/Salary	% Contributed	Total	
	CED / DDA Director	44,053	10.5%	4,626	
	Treasurer	3,524	10.5%	370	
				Total	\$ 4,996
2021-22 Budget Detail	Position	Wage/Salary	% Contributed	Total	
	CED / DDA Director	44,935	10.5%	4,718	
	Treasurer	3,595	10.5%	377	
				Total (rounded)	\$ 5,100
Account Number	255-255-707.000		Fund	255	
Account Name	SALARIES & WAGES - TEMPORARY		Activity	DDA	
Account Description	Seasonal help				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 77	\$ -	\$ -	\$ -
					2021-22 Budget
					\$ -
2020-21 Est. Actual 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	\$ -
2021-22 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				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 29,032	\$ 37,100	\$ 25,250	\$ 37,111
					2021-22 Budget
					\$ 37,800
2020-21 Est. Actual Detail	Total	%	Total		
	Full-Time	47,578	78%	37,111	
	Part-Time	-	15%	-	
				Total	\$ 37,111
2021-22 Budget Detail	Total	%	Total		
	Full-Time	48,500	78%	37,830	
	Part-Time	-	15%	-	
				Total (rounded)	\$ 37,800

Account Number	255-255-740.000		Fund	255	
Account Name	OPERATING SUPPLIES		Activity	DDA	
Account Description	Supplies for DDA				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 10,504	\$ 8,100	\$ 8,723	\$ 9,110
					2021-22 Budget
					\$ 9,200
2020-21 Est. Actual Detail	Increase				Total
	DTE and City Utilities				4,436
	Office supplies/computer/internet/postage/Misc Hdwr/misc				2,224
	Professional Memberships				850
	Charlevoix Dist Library				
	Misc				1,000
	Maestro - Move to Operations				600
				Total	\$ 9,110
2021-22 Budget Detail					Total
	DTE and City Utilities				4,569
	Office supplies/computer/internet/postage/Misc Hdwr				2,224
	Professional Memberships				850
	Charlevoix Dist Library				
	Misc				1,000
	Maestro - Move to Operations				600
				Total (rounded)	\$ 9,200

Account Number	255-255-740.001		Fund	255	
Account Name	OPERATING SUPPLIES-THE VAULT		Activity	DDA	
Account Description	Vault Expenses				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 22,201	\$ 23,000	\$ 17,904	\$ 23,000
					2021-22 Budget
					\$ 17,000
2020-21 Est. Actual Detail					Total
	Americorps - Workers				6,000
	Other Charges				17,000
				Total	\$ 23,000
2021-22 Budget Detail					Total
	Americorps - Workers				-
	Other Charges				17,000
				Total (rounded)	\$ 17,000

Account Number	255-255-776.000		Fund	255	
Account Name	IWF MAINTENANCE		Activity	DDA	
Account Description	IWF costs - Fountain				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 8,452	\$ 6,000	\$ 3,225	\$ 6,000
					2021-22 Budget
					\$ 6,000
2020-21 Est. Actual Detail					Total
	IWF start-up and winterization				5,500
	IWF inspection				200
	IWF license				300
	Additional to actual + security ??				Change per Lindsey 12/12/2018
				Total	\$ 6,000
2021-22 Budget Detail					Total
	IWF start-up and winterization				5,500
	IWF inspection				200
	IWF license				300

	Additional to actual + security	??	Change per Lindsey 12/12/2018	-
			Total (rounded)	\$ 6,000

Account Number	255-255-801.000		Fund	255	
Account Name	MARKETING & PROMOTIONAL SVCS		Activity	DDA	
Account Description	Concerts, movies, kiosk updates, Pure Michigan				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 66,359	\$ 25,700	\$ 14,651	\$ 15,700
					2021-22 Budget
					\$ 25,700
2020-21 Est. Actual Detail	Total				
	Sponsorships				
	Concert Series Music and Movies Move to 255-255-801.003 7,000				
	Brochures/Pamphlets/Flyers				
	Tech				
	Broadcast				
	Mobile App				
	Ad Campaigns				
	More than summer				
	venetian				
	Main Street Mondays				
Total					
\$ 15,700					
2021-22 Budget Detail	Total				
	Sponsorships				
	Concert Series Music and Movies Move to 255-255-801.003 7,000				
	Brochures/Pamphlets/Flyers				
	Tech				
	Broadcast				
	Mobile App				
	Ad Campaigns				
	More than summer				
	venetian				
	Main Street Mondays				
Total (rounded)					
\$ 25,700					
Account Number	255-255-801.003		Fund	255	
Account Name	PROMOTION COMMITTEE EXPENSES		Activity	DDA	
Account Description	New Account - Per Annie 2016-17				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 10,992	\$ 10,000	\$ 7,115	\$ 10,000
					2021-22 Budget
2020-21 Est. Actual Detail	Total				
	Shop Local Campaign				
	Restaurant Week				
	Shop Directory and Kiosk				
	Concert Series Music and Movies Move from 255-255-801.000				
Total					
\$ 10,000					
2021-22 Budget Detail	Total				
	Shop Local Campaign				
	Restaurant Week				
	Shop Directory and Kiosk				
	Concert Series Music and Movies Move from 255-255-801.000				
Total (rounded)					
\$ 10,300					
Account Number	255-255-801.004		Fund	255	
Account Name	ORGANIZATION COMMITTEE		Activity	DDA	
Account Description	New Account - Per Annie 2016-17				

		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
		\$ 606	\$ 500	\$ 315	\$ 500	\$ 500
2020-21 Est. Actual Detail						Total
	Web Site/constant contact					500
	Volunteer Management/Printing and Copying communications					
					Total	\$ 500
2021-22 Budget Detail						Total
	Web Site/constant contact					500
	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					
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual	2021-22 Budget
		\$ -	\$ -	\$ 71,000	\$ 71,000	\$ -
2020-21 Est. Actual Detail						Total
	match on main					50,000
	patronicity					20,900
						100
					Total	\$ 71,000
2021-22 Budget Detail						Total
	Recruitment package					
					Total (rounded)	\$ -

Detail	added more		3,700
		Total	\$ 5,000
2021-22 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				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 3,623	\$ 2,000	\$ 2,192	\$ 3,000
					2021-22 Budget
					\$ 2,100
2020-21 Est. Actual Detail					Total
	Phones				1,500
	Cell phone stipend				600
	Abiliti Contract - New Phones \$30000 per Mark				900
				Total	\$ 3,000
2021-22 Budget Detail					Total
	Phones				1,500
	Cell phone stipend				600
				Total (rounded)	\$ 2,100
Account Number	255-255-860.000		Fund	255	
Account Name	CONFERENCE & TRAVEL		Activity	DDA	
Account Description	DDA Conference & travel				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 4,716	\$ 3,000	\$ 435	\$ 1,500
					2021-22 Budget
					\$ 3,000
2020-21 Est. Actual Detail					Total
	Misc Conference				-
	National Main Street conference				1,500
	Main Street training				
				Total	\$ 1,500
2021-22 Budget Detail					Total
	Misc Conference				-
	National Main Street conference				3,000
	Main Street training				
				Total (rounded)	\$ 3,000

Account Number	255-255-888.000		Fund	255	
Account Name	LIBRARY CONTRIBUTION		Activity	DDA	
Account Description	Pledged contribution				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
2020-21 Est. Actual Detail					Total
	Library Contribution - Agreement \$30,000 for 20 years =		\$600,000.00		30,000
	As of 2020-21 - DDA has Contributed		\$331,500		
Amount owed		\$268,500			
				Total	\$ 30,000
2021-22 Budget Detail					Total
	Library Contribution - Agreement \$30,000 for 20 years =		\$600,000.00		30,000
	As of 2021-22 - DDA has Contributed		\$361,500		
Amount owed		\$238,500			
				Total (rounded)	\$ 30,000
Account Number	255-255-900.000		Fund	255	
Account Name	PRINTING & PUBLISHING		Activity	DDA	
Account Description	Printing & publishing				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 1,920	\$ 1,500	\$ 393	\$ 1,500
2020-21 Est. Actual Detail					Total
	Estimate				1,500
				Total	\$ 1,500
2021-22 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				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 1,502	\$ 1,500	\$ 1,410	\$ 1,500
2020-21 Est. Actual Detail					Total
	General property & liability policy				1,500
				Total	\$ 1,500
2021-22 Budget Detail					Total
	General property & liability policy				1,530
				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				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 12,708	\$ 5,000	\$ 8,443	\$ 8,500
					2021-22 Budget
					\$ 6,000
2020-21 Est. Actual Detail					Total
	Estimate				
				Total	\$ 8,500
2021-22 Budget Detail					Total
	Estimate				
				Total (rounded)	\$ 6,000
Account Number	255-255-962.000		Fund	255	
Account Name	MISCELLANEOUS		Activity	DDA	
Account Description	Miscellaneous				
		2019-20 Actual	2020-21 Budget	2020-21 Year-To-Date	2020-21 Est. Actual
		\$ 20,898	\$ -	\$ 40	\$ 100
					2021-22 Budget
					\$ 100
2020-21 Est. Actual Detail					Total
				Total	\$ 100
2021-22 Budget Detail					Total
				Total (rounded)	\$ 100

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	Total (rounded)	\$ 336,200