



AGENDA
CHARLEVOIX DOWNTOWN DEVELOPMENT AUTHORITY AND MAIN STREET WORK SESSION
Wednesday, November 10, 2021- 8:00 AM
Council Chambers, City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. Inquiry Regarding Conflicts of Interest**
- 4. New Business**
 - A. Budget Work Session
Lindsey Dotson, Executive Director
- 5. Public Comment**
- 6. Request for Future Agenda Items**
- 7. Board Comments**
- 8. 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: Budget Work Session

DATE: November 10, 2021

PRESENTED BY: Lindsey Dotson, Executive Director

BACKGROUND:

Chair Owens will provide a simplified spreadsheet before the meeting for the sake of conversation. Attached is the city's version of our draft budget for 2022-23 fiscal year. No changes have been made aside from percent increases accounted for each year in certain categories.

RECOMMENDATION:

Board discussion and direction.

ATTACHMENTS:

- ▣ Draft Budget

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
CURRENT PROPERTY TAX	39,169	40,300	40,369	40,400
PROPERTY TAX - CAPTURE LOCAL	436,506	436,400	453,335	453,300
DELINQUENT PROPERTY TAX COLLECTED	1,087	-	-	-
PENALTY - PROPERTY TAX	148	100	100	100
FEDERAL / STATE / OTHER GRANTS	69,764	14,200	39,200	14,200
INTEREST EARNINGS	799	1,000	1,000	1,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - BIBCO LEASE	31,215	32,400	32,401	33,600
RENTS & ROYALTIES - ROUND LAKE GROUP	-	15,300	15,300	15,300
RENTS & ROYALTIES - LC BREWERS	-	-	-	-
MISCELLANEOUS - THE VAULT	24,410	18,000	18,000	18,000
MISCELLANEOUS & IWF REIMBURSEMENT	1,339	9,300	9,300	9,300
CONTRIBUTION - OTHER SOURCES	8,731	-	139	-
CONTRIBUTION - MAIN STREET	15,400	-	3,302	-
CONTRIBUTION - PERFORMANCE PAVILION	850	6,000	6,000	6,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 630,419	\$ 574,000	\$ 619,446	\$ 592,200

EXPENSES				
SALARIES & WAGES	47,583	48,500	48,529	50,000
WAGES - ICMA	4,961	5,100	5,096	5,200
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	37,115	37,800	37,853	39,000
OPERATING SUPPLIES	13,456	9,200	9,243	9,400
OPERATING SUPPLIES - THE VAULT	22,310	17,000	17,000	17,000
IWF MAINTENANCE	3,225	6,000	6,000	6,000
MARKETING & PROMOTIONAL SERVICES	18,492	35,000	34,960	35,000
PROMOTION COMMITTEE EXPENSES	7,240	15,300	15,300	15,300
ORGANIZATION COMMITTEE	495	500	603	500
BUSINESS RECRUITMENT/RETENTION	71,000	-	25,000	-
CONTRACTUAL SERVICES	32,240	28,700	28,700	28,700
DESIGN COMMITTEE	10,297	15,600	15,586	15,600
DESIGN CAPITAL IMPROVEMENTS	-	-	-	-
LEGAL SERVICES	3,758	500	1,500	500
TELEPHONE	2,644	2,100	2,100	2,100
CONFERENCE & TRAVEL	1,235	1,000	1,000	1,000
PRINTING & PUBLISHING	393	-	-	-
INSURANCE & BONDS	1,410	1,500	1,500	1,500
REFUNDS - PROPERTY TAX & TIFA	-	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	11,952	5,000	5,000	5,000
MISCELLANEOUS	3,695	100	7,040	100
MISCELLANEOUS - MAIN STREET	3,450	500	3,610	500
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	335,700	336,200	336,200	336,100
TOTAL EXPENSES	\$ 662,652	\$ 601,600	\$ 637,820	\$ 604,500

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (32,233)	\$ (27,600)	\$ (18,374)	\$ (12,300)
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YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	3,378,134	3,553,801	3,345,901	3,327,527
CHANGE IN FUND BALANCE / NET POSITION	(32,233)	(27,600)	(18,374)	(12,300)
FUND BALANCE / NET POSITION	\$ 3,345,901	\$ 3,526,201	\$ 3,327,527	\$ 3,315,227
CASH & INVESTMENTS	\$ 303,943	\$ 313,403	\$ 285,569	\$ 273,269

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

DDA Revenue		2020-21 Actual 3/31/2021	2021-22 Budget 3/31/2022	2021-22 Year-To-Date 3/31/2022	2021-22 Est. Actual 3/31/2022	2022-23 Budget 3/31/2023
Account #	Account Description					
255-000-403.000	CURRENT PROPERTY TAX LEVY	39,169	40,300	36,515	40,369	40,400
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	436,506	436,400	323,937	453,335	453,300
255-000-420.000	DELINQUENT TAXES - DDA	1,087	-	(100)	-	-
255-000-445.000	INTEREST & PENALTIES - DELINQ	148	100	22	100	100
255-000-523.001	FEDERAL GRANTS	-	-	-	-	-
255-000-566.001	STATE GRANTS	50,000	-	25,000	25,000	-
255-000-573.000	STATE REVENUE - OTHER	9,973	9,200	-	9,200	9,200
255-000-580.001	GRANTS - OTHER	9,790	5,000	4,000	5,000	5,000
255-000-665.000	INTEREST EARNINGS	799	1,000	(850)	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	31,215	32,400	18,901	32,401	33,600
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	-	15,300	-	15,300	15,300
255-000-668.004	PROPERTY RENT - LC BREWERS	-	-	-	-	-
255-000-673.000	SALE OF FIXED ASSETS	-	-	-	-	-
255-000-675.002	CONTRIBUTIONS - CONCERTS	850	6,000	1,755	6,000	6,000
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	8,731	-	139	139	-
255-000-675.004	CONTRIBUTIONS - MAIN STREET	15,400	-	3,302	3,302	-
255-000-692.000	MISCELLANEOUS	1,339	9,300	770	9,300	9,300
255-000-692.001	MISCELLANEOUS-THE VAULT	24,410	18,000	9,655	18,000	18,000
255-000-699.000	TRANSFER FROM OTHER FUNDS	-	-	-	-	-
		\$ 630,419	\$ 574,000	\$ 424,045	\$ 619,446	\$ 592,200

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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 39,169	\$ 40,300	\$ 36,515	\$ 40,369	\$ 40,400
Verify formulas						
2021-22 Est. Actual Detail	Mills	City Taxable Value	Total Levied	% Collected	Total	
	2021 DDA	1.3534	29,977,947	40,572	99.50%	40,369
					Total	\$ 40,369
2022-23 Budget Detail	Mills	City Taxable Value	Total Levied	% Collected	Total	
	2022 DDA	1.3534	29,977,947	40,572	99.50%	40,369
					Total (rounded)	\$ 40,400

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				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 436,506	\$ 436,400	\$ 323,937	\$ 453,335
					2022-23 Budget
					\$ 453,300
2021-22 Est. Actual Detail					Total
	2021 Tax Capture				\$453,334.71
				Total	\$ 453,335
2022-23 Budget Detail					Total
	2022 Tax Capture				\$453,334.71
				Total (rounded)	\$ 453,300
Account Number	255-000-420.000		Fund	255	
Account Name	DELINQUENT TAXES - DDA		Activity	DDA Revenue	
Account Description	Delinquent DDA taxes				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 1,087	\$ -	\$ (100)	\$ -
					2022-23 Budget
					\$ -
2021-22 Est. Actual Detail					Total
	Estimate				
				Total	\$ -
2022-23 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				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 148	\$ 100	\$ 22	\$ 100
					2022-23 Budget
					\$ 100
2021-22 Est. Actual Detail					Total
	Estimate				100
				Total	\$ 100
2022-23 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				

		2020-21 Actual		2021-22 Budget		2021-22 Year-To-Date		2021-22 Est. Actual		2022-23 Budget	
		\$ -		\$ -		\$ -		\$ -		\$ -	
2021-22 Est. Actual Detail										Total	
	Estimate										
								Total		\$ -	
2022-23 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										
		2020-21 Actual		2021-22 Budget		2021-22 Year-To-Date		2021-22 Est. Actual		2022-23 Budget	
		\$ 50,000		\$ -		\$ 25,000		\$ 25,000		\$ -	
2021-22 Est. Actual Detail										Total	
										25,000	
								Total		\$ 25,000	
2022-23 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										
		2020-21 Actual		2021-22 Budget		2021-22 Year-To-Date		2021-22 Est. Actual		2022-23 Budget	
		\$ 9,973		\$ 9,200		\$ -		\$ 9,200		\$ 9,200	
2021-22 Est. Actual Detail										Total	
	State Personal Property Tax Loss Reimbursement									9,200	
								Total		\$ 9,200	
2022-23 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				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 9,790	\$ 5,000	\$ 4,000	\$ 5,000
					2022-23 Budget
					\$ 5,000
2021-22 Est. Actual Detail					Total
	Community Foundation				5,000
				Total	\$ 5,000
2022-23 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				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 799	\$ 1,000	\$ (850)	\$ 1,000
					\$ 1,000
2021-22 Est. Actual Detail					Total
	Estimate				1,000
				Total	\$ 1,000
2022-23 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				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
					\$ 1,000
2021-22 Est. Actual Detail					Total
	Kiosk rental				1,000
				Total	\$ 1,000
2022-23 Budget Detail					Total
	Kiosk rental				1,000
				Total (rounded)	\$ 1,000

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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 31,215	\$ 32,400	\$ 18,901	\$ 32,401	\$ 33,600
2021-22 Est. Actual Detail						Total
	2021 Lease					32,401
					Total	\$ 32,401
2022-23 Budget Detail						Total
	2022 Lease					33,628
					Total (rounded)	\$ 33,600
Account Number	255-000-668.003		Fund	255		
Account Name	PROPERTY RENT - ROUND LAKE GR		Activity	DDA Revenue		
Account Description	Tap Room/Brewery lease					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
Need more infor Lindsey		\$ -	\$ 15,300	\$ -	\$ 15,300	\$ 15,300
2021-22 Est. Actual Detail						Total
	Rent - April and May, Nov - March	Per Lindsey	0	500	15300 per Id 1/27/21	15,300
	Rent - June and August	Per Lindsey	0	2000	0	-
	Rent - July	Per Lindsey	0	2500	0	-
	Rent - Sept - October	Per Lindsey	0	1000	0	-
					Total	\$ 15,300
2022-23 Budget Detail						Total
	Rent - April and May, Nov - March	Per Lindsey	0	500	15300 per Id 1/27/21	15,300
	Rent - June and August	Per Lindsey	0	2000	0	-
	Rent - July	Per Lindsey	0	2500	0	-
	Rent - Sept - October	Per Lindsey	0	1000	0	-
0					Total (rounded)	\$ 15,300
Account Number	255-000-668.004		Fund	255		
Account Name	PROPERTY RENT - LC BREWERS		Activity	DDA Revenue		
Account Description	LC Brewers Rent					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail						Total
			Per Month	Months		
	Rent for 2020-21	Jan - Dec 2020	429	April - December	0	-
		Jan - Dec 2021	438	Jan - March	0	-
		Renew Lease				
					Total	\$ -
2022-23 Budget Detail						Total
			Per Month	Months		
	Rent for 2021-22	Jan - Dec 2020	429	April - December	0	-
		Jan - Dec 2021	438	Jan - March	0	-
Renew Lease		Review with Patti			Total (rounded)	\$ -
Account Number	255-000-673.000		Fund	255		
Account Name	SALE OF FIXED ASSETS		Activity	DDA Revenue		
Account Description	Sales of DDA fixed assets					

		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail						Total
	Estimate					-
					Total	\$ -
2022-23 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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 850	\$ 6,000	\$ 1,755	\$ 6,000	\$ 6,000
2021-22 Est. Actual Detail						Total
						6,000
					Total	\$ 6,000
2022-23 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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 8,731	\$ -	\$ 139	\$ 139	\$ -
2021-22 Est. Actual Detail						Total
			current actual			139
					Total	\$ 139
2022-23 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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 15,400	\$ -	\$ 3,302	\$ 3,302	\$ -

2021-22 Est. Actual Detail						Total
	Estimate	Tree light pledge			0 per ld 1/27/21	-
	restaurant week sponsorship?					
	Patronicity					
					Current Actual	3,302
					Total	\$ 3,302
2022-23 Budget Detail						Total
	Estimate	Tree light pledge				-
	restaurant week sponsorship?					
	Patronicity					
					Total (rounded)	\$ -
Account Number	255-000-692.000		Fund	255		
Account Name	MISCELLANEOUS		Activity	DDA Revenue		
Account Description	Miscellaneous DDA revenue					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 1,339	\$ 9,300	\$ 770	\$ 9,300	\$ 9,300
2021-22 Est. Actual Detail						Total
	Ad Campaign					9,300
	Pavillion rentals should go to General Fund 101000646					
					Total	\$ 9,300
2022-23 Budget Detail						Total
						-
	Ad Campaign					9,300
	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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 24,410	\$ 18,000	\$ 9,655	\$ 18,000	\$ 18,000
2021-22 Est. Actual Detail						Total
						18,000
					Total	\$ 18,000
2022-23 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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ -	\$ -	\$ -	\$ -	\$ -
2021-22 Est. Actual						Total
	255 DDA 22-23 Budget.xlsx					DDA Revenue

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Detail		
		Total
		\$ -
2022-23 Budget Detail		Total
		Total (rounded)
		\$ -

DDA		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
Account #	Account Description	3/31/2021	3/31/2022	3/31/2022	3/31/2022	3/31/2023
255-255-706.000	SALARIES & WAGES	47,583	48,500	22,888	48,529	50,000
255-255-706.001	WAGES (ICMA)	4,961	5,100	2,651	5,096	5,200
255-255-707.000	SALARIES & WAGES - TEMPORARY	-	-	-	-	-
255-255-719.000	EMPLOYEE FRINGE BENEFITS	37,115	37,800	17,852	37,853	39,000
255-255-740.000	OPERATING SUPPLIES	13,456	9,200	5,836	9,243	9,400
255-255-740.001	OPERATING SUPPLIES-THE VAULT	22,310	17,000	9,721	17,000	17,000
255-255-776.000	IWF MAINTENANCE	3,225	6,000	-	6,000	6,000
255-255-801.000	MARKETING & PROMOTIONAL SVCS	18,492	35,000	20,028	34,960	35,000
255-255-801.003	PROMOTION COMMITTEE EXPENSES	7,240	15,300	13,109	15,300	15,300
255-255-801.004	ORGANIZATION COMMITTEE	495	500	603	603	500
255-255-801.005	BUSINESS RECRUITMENT/RETENTION	71,000	-	25,000	25,000	-
255-255-818.000	CONTRACTUAL SERVICES	32,240	28,700	24,608	28,700	28,700
255-255-818.002	DESIGN COMMITTEE	10,297	15,600	13,962	15,586	15,600
255-255-826.000	LEGAL FEES	3,758	500	1,480	1,500	500
255-255-853.000	TELEPHONE	2,644	2,100	616	2,100	2,100
255-255-860.000	CONFERENCE & TRAVEL	1,235	1,000	977	1,000	1,000
255-255-888.000	LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000	30,000
255-255-900.000	PRINTING & PUBLISHING	393	-	-	-	-
255-255-910.000	INSURANCE & BONDS	1,410	1,500	-	1,500	1,500
255-255-933.000	MAINTENANCE - BRIDGE PARK	11,952	5,000	1,533	5,000	5,000
255-255-962.000	MISCELLANEOUS	3,695	100	6,940	7,040	100
255-255-962.002	MISCELLANEOUS - MAIN STREET	3,450	500	3,110	3,610	500
255-255-964.000	REFUNDS & REBATES	-	6,000	4,173	6,000	6,000
255-255-999.594	TRANSFER TO MARINA FUND-BOND	335,700	336,200	-	336,200	336,100
		\$ 662,652	\$ 601,600	\$ 205,086	\$ 637,820	\$ 604,500

Account Number	255-255-706.001		Fund	255	
Account Name	WAGES (ICMA)		Activity	DDA	
Account Description	Deferred Comp 457 plan				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 4,961	\$ 5,100	\$ 2,651	\$ 5,096
					2022-23 Budget
					\$ 5,200
2021-22 Est. Actual Detail	Position	Wage/Salary	% Contributed	Total	
	CED / DDA Director	44,935	10.5%	4,718	
	Treasurer	3,595	10.5%	377	
				Total	\$ 5,096
2022-23 Budget Detail	Position	Wage/Salary	% Contributed	Total	
	CED / DDA Director	46,283	10.5%	4,860	
	Treasurer	3,703	10.5%	389	
				Total (rounded)	\$ 5,200
Account Number	255-255-707.000		Fund	255	
Account Name	SALARIES & WAGES - TEMPORARY		Activity	DDA	
Account Description	Seasonal help				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ -	\$ -	\$ -	\$ -
					2022-23 Budget
					\$ -
2021-22 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	\$ -
2022-23 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				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 37,115	\$ 37,800	\$ 17,852	\$ 37,853
					2022-23 Budget
					\$ 39,000
2021-22 Est. Actual Detail	Total	%	Total		
	Full-Time	48,529	78%	37,853	
	Part-Time	-	15%	-	
				Total	\$ 37,853
2021-22 Budget Detail	Total	%	Total		
	Full-Time	50,000	78%	39,000	
	Part-Time	-	15%	-	
				Total (rounded)	\$ 39,000

Account Number	255-255-740.000		Fund	255		
Account Name	OPERATING SUPPLIES		Activity	DDA		
Account Description	Supplies for DDA					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 13,456	\$ 9,200	\$ 5,836	\$ 9,243	\$ 9,400
2021-22 Est. Actual Detail	Increase					Total
	DTE and City Utilities					4,569
	Office supplies/computer/internet/postage/Misc Hdwr/misc					1,424
	Professional Memberships					850
	Charlevoix Dist Library					
	Misc					1,800
	Maestro - Move to Operations					600
					Total	\$ 9,243
2022-23 Budget Detail						Total
	DTE and City Utilities					4,706
	Office supplies/computer/internet/postage/Misc Hdwr					1,438
	Professional Memberships					850
	Charlevoix Dist Library					
	Misc					1,800
	Maestro - Move to Operations					600
					Total (rounded)	\$ 9,400

Account Number	255-255-740.001		Fund	255		
Account Name	OPERATING SUPPLIES-THE VAULT		Activity	DDA		
Account Description	Vault Expenses					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 22,310	\$ 17,000	\$ 9,721	\$ 17,000	\$ 17,000
2021-22 Est. Actual Detail						Total
	Americorps - Workers					
	Other Charges					17,000
					Total	\$ 17,000
2022-23 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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 3,225	\$ 6,000	\$ -	\$ 6,000	\$ 6,000
2021-22 Est. Actual Detail						Total
	IWF start-up and winterization					5,500
	IWF inspection					200
	IWF license					300
	Additional to actual + security ??					-
					Total	\$ 6,000
2022-23 Budget Detail						Total
	IWF start-up and winterization					5,500
	IWF inspection					200
	IWF license					300

	Additional to actual + security	??		-
			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				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 18,492	\$ 35,000	\$ 20,028	\$ 34,960
					2022-23 Budget
					\$ 35,000
2021-22 Est. Actual Detail					
	Sponsorships				
	Concert Series Music and Movies Move to 255-255-801.003 7,000				
	Brochures/Pamphlets/Flyers				
	Tech				
	Broadcast				
	Mobile App				
	Ad Campaigns per Id 1/27/21 to 14260				
	More than summer				
	venetian				
	Main Street Mondays				

		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 495	\$ 500	\$ 603	\$ 603	\$ 500
2021-22 Est. Actual Detail						Total
	Web Site/constant contact					500
						Addl Actuals 103
	Volunteer Management/Printing and Copying communications					
					Total	\$ 603
2022-23 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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 71,000	\$ -	\$ 25,000	\$ 25,000	\$ -
2021-22 Est. Actual Detail						Total
	match on main					
	patronicity					
						from Grant Revenue?? 25,000
					Total	\$ 25,000
2022-23 Budget Detail						Total
	Recruitment package					
					Total (rounded)	\$ -

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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 32,240	\$ 28,700	\$ 24,608	\$ 28,700	\$ 28,700
2021-22 Est. Actual Detail						Total
	Bandshell light installation and removal					1,200
	Window cleaning					500
	Conway System Specialists - Rest Room Cleaning					24,000
	Refinish Floors in PP Public Restrooms/HMB Public Rest Rooms - Share with Parks Department (General Fund) 15,100					
	Chamber of commerce per Id 1/27/21 to 3000					3,000
				Total	\$ 28,700	
2022-23 Budget Detail						Total
	Bandshell light installation and removal					1,200
	Window cleaning					500
	Conway System Specialists - Rest Room Cleaning					24,000
	Refinish Floors in PP Public Restrooms/HMB Public Rest Rooms - Share with Parks Department (General Fund) 15,100					
	Chamber of commerce per Id 1/27/21 to 3000					3,000
				Total (rounded)	\$ 28,700	
Account Number	255-255-818.002		Fund	255		
Account Name	DESIGN COMMITTEE		Activity	DDA		
Account Description	New Account - Annie 2016-17					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 10,297	\$ 15,600	\$ 13,962	\$ 15,586	\$ 15,600
2021-22 Est. Actual Detail						Total
	Holiday Decorations					2,586
	Tree lighting Maintenance					3,000
	Way Finding Sign was 3630 added per Lindsey 1/22/2019/removed 1/29/19					-
	Holiday Lighting None this year					10,000
	Façade Grant Incentive Program					
	Misc - hoop skirt alley per Id 1/27/21 to 0					-
				Total	\$ 15,586	
2022-23 Budget Detail						Total
	Holiday Decorations					2,586
	Tree lighting Maintenance					3,000
	Way Finding Sign was 3630 added per Lindsey 1/22/2019/removed 1/29/19					-
	Holiday Lighting None this year					10,000
	Façade Grant Incentive Program					
	Misc - hoop skirt alley per Id 1/27/21 to 0					-
				Total (rounded)	\$ 15,600	
Account Number	255-255-826.000		Fund	255		
Account Name	LEGAL FEES		Activity	DDA		
Account Description						
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 3,758	\$ 500	\$ 1,480	\$ 1,500	\$ 500
2021-22						Total

Est. Actual Detail	estimate		1,500
		Total	\$ 1,500
2022-23 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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 2,644	\$ 2,100	\$ 616	\$ 2,100	\$ 2,100
2021-22 Est. Actual Detail						Total
	Phones					1,500
	Cell phone stipend					600
					Total	\$ 2,100
2022-23 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					
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual	2022-23 Budget
		\$ 1,235	\$ 1,000	\$ 977	\$ 1,000	\$ 1,000
2021-22 Est. Actual Detail						Total
	Misc Conference					-
	National Main Street conference per Id 1/27/21 change to 1000					1,000
	Main Street training					
					Total	\$ 1,000
2022-23 Budget Detail						Total
	Misc Conference					-
	National Main Street conference per Id 1/27/21 change to 1000					1,000
	Main Street training					
					Total (rounded)	\$ 1,000

Account Number	255-255-888.000		Fund	255	
Account Name	LIBRARY CONTRIBUTION		Activity	DDA	
Account Description	Pledged contribution				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
2021-22 Est. Actual Detail					Total
	Library Contribution - Agreement \$30,000 for 20 years =				\$600,000.00
	As of 2021-22 - DDA has Contributed				\$361,500
	Amount owed				\$238,500
	Total				\$ 30,000
2022-23 Budget Detail					Total
	Library Contribution - Agreement \$30,000 for 20 years =				\$600,000.00
	As of 2022-23 - DDA has Contributed				\$391,500
	Amount owed				\$208,500
	Total (rounded)				\$ 30,000
Account Number	255-255-900.000		Fund	255	
Account Name	PRINTING & PUBLISHING		Activity	DDA	
Account Description	Printing & publishing				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 393	\$ -	\$ -	\$ -
2021-22 Est. Actual Detail					Total
	Estimate				per Id 1/27/21 to 0
	Total				\$ -
2022-23 Budget Detail					Total
	Estimate				-
	Total (rounded)				\$ -
Account Number	255-255-910.000		Fund	255	
Account Name	INSURANCE & BONDS		Activity	DDA	
Account Description	DDA property insurance				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 1,410	\$ 1,500	\$ -	\$ 1,500
2021-22 Est. Actual Detail					Total
	General property & liability policy				1,500
	Total				\$ 1,500
2022-23 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				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 11,952	\$ 5,000	\$ 1,533	\$ 5,000
					2022-23 Budget
					\$ 5,000
2021-22 Est. Actual Detail					Total
	Estimate	per Id 1/27/21 to 5000			5,000
				Total	\$ 5,000
2022-23 Budget Detail					Total
	Estimate	per Id 1/27/21 to 5000			5,000
				Total (rounded)	\$ 5,000
Account Number	255-255-962.000		Fund	255	
Account Name	MISCELLANEOUS		Activity	DDA	
Account Description	Miscellaneous				
		2020-21 Actual	2021-22 Budget	2021-22 Year-To-Date	2021-22 Est. Actual
		\$ 3,695	\$ 100	\$ 6,940	\$ 7,040
					2022-23 Budget
2021-22 Est. Actual Detail					100
					Total
					100
	Actuals???				6,940
				Total	\$ 7,040
2022-23 Budget Detail					Total
					100
				Total (rounded)	\$ 100

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		Total (rounded)	\$ 336,100