



Agenda

City of Charlevoix Downtown Development Authority Meeting

Monday, January 23, 2023 - 4:00 PM

Council Chambers, City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. Inquiry Regarding Conflicts of Interest**
- 4. New Business**
 - A. 2023-2024 DDA Budget
Lindsey Dotson, DDA Director
- 5. Public Comment**
- 6. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix Downtown Development Authority

New Business

Title: 2023-2024 DDA Budget

Date: January 23, 2023

Presented By: Lindsey Dotson, DDA Director

Background:

Members of the Board will discuss the 2023-2024 DDA Budget in preparation for the DDA Regular Meeting on January 23rd.

Recommendation:

Board discussion.

Attachments:

1. 255 DDA 23-24 Budget

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2023-24 BUDGET**

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
CURRENT PROPERTY TAX	39,330	40,400	43,949	43,900
PROPERTY TAX - CAPTURE LOCAL	453,335	453,300	508,023	508,000
DELINQUENT PROPERTY TAX COLLECTED	501	-	-	-
IFT/CFT TAXES	771	-	820	800
PENALTY - PROPERTY TAX	155	100	100	100
FEDERAL / STATE / OTHER GRANTS	112,323	15,000	18,959	18,000
INTEREST EARNINGS	929	1,000	1,000	1,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - BIBCO LEASE	32,401	33,600	33,628	41,200
RENTS & ROYALTIES - ROUND LAKE GROUP	-	15,300	-	-
RENTS & ROYALTIES - LC BREWERS	-	15,300	-	-
RENTS & ROYALTIES - LONG RD DISTILL	14,960	-	1,300	-
RENTS & ROYALTIES - BRIDGE PARK	-	-	-	16,800
MISCELLANEOUS - THE VAULT	13,787	17,000	-	-
MISCELLANEOUS & IWF REIMBURSEMENT	1,810	14,300	14,300	14,300
CONTRIBUTION - OTHER SOURCES	14,083	-	-	-
CONTRIBUTION - TREE LIGHTS	399	-	400	-
CONTRIBUTION - MAIN STREET	4,302	-	1,980	-
CONTRIBUTION - PERFORMANCE PAVILION	1,960	6,000	6,000	6,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 692,044	\$ 612,300	\$ 631,459	\$ 651,100

EXPENSES				
SALARIES & WAGES	45,565	50,000	50,078	51,800
WAGES - ICMA	4,771	5,200	5,258	5,400
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	35,541	39,000	39,061	40,400
OPERATING SUPPLIES	11,297	9,400	9,394	9,500
OPERATING SUPPLIES - THE VAULT	12,793	17,000	-	-
IWF MAINTENANCE	-	6,000	6,000	6,000
MARKETING & PROMOTIONAL SERVICES	35,618	28,300	26,000	26,000
PROMOTION COMMITTEE EXPENSES	15,238	7,300	8,790	9,000
ORGANIZATION COMMITTEE	648	500	500	700
BUSINESS RECRUITMENT/RETENTION	75,596	-	-	-
CONTRACTUAL SERVICES	29,974	30,700	36,650	36,000
DESIGN COMMITTEE	17,870	15,600	19,694	16,000
DESIGN CAPTIAL IMPROVEMENTS	-	-	-	-
LEGAL SERVICES	2,187	500	500	500
TELEPHONE	1,084	1,900	1,900	2,000
CONFERENCE & TRAVEL	2,055	1,000	2,800	2,000
PRINTING & PUBLISHING	-	-	-	-
INSURANCE & BONDS	1,749	1,800	2,430	2,500
REFUNDS - PROPERTY TAX & TIFA	4,173	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	3,078	5,000	18,250	30,000
MISCELLANEOUS	6,973	100	100	100
MISCELLANEOUS - MAIN STREET	13,460	500	500	500
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS	2,176	-	-	100,000
TRANSFER TO OTHER FUNDS (MARINA)	336,200	336,100	336,100	335,400
TOTAL EXPENSES	\$ 688,045	\$ 591,900	\$ 600,004	\$ 709,800

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 3,999	\$ 20,400	\$ 31,454	\$ (58,700)
--	-----------------	------------------	------------------	--------------------

YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAF	3,160,248	3,339,430	3,164,247	3,195,701
CHANGE IN FUND BALANCE / NET POSITION	3,999	20,400	31,454	(58,700)
FUND BALANCE / NET POSITION	\$ 3,164,247	\$ 3,359,830	\$ 3,195,701	\$ 3,137,001

CASH & INVESTMENTS	\$ 260,201	\$ 317,871	\$ 291,655	\$ 232,955
-------------------------------	-------------------	-------------------	-------------------	-------------------

* Note: Cash includes \$50,000 investment

DDA Revenue		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
Account #	Account Description	3/31/2022	3/31/2023	3/31/2023	3/31/2023	3/31/2024
255-000-403.000	CURRENT PROPERTY TAX LEVY	39,330	40,400	42,373	43,949	43,900
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	453,335	453,300	508,023	508,023	508,000
255-000-420.000	DELINQUENT TAXES - DDA	501	-	(243)	-	-
255-000-437.000	IFT/CFT TAXES	771	-	820	820	800
255-000-445.000	INTEREST & PENALTIES - DELINQ	155	100	61	100	100
255-000-523.001	FEDERAL GRANTS	10,201	-	(7,606)	-	-
255-000-566.001	STATE GRANTS	75,000	-	-	-	-
255-000-573.000	STATE REVENUE - OTHER	13,121	10,000	13,959	13,959	13,000
255-000-580.001	GRANTS - OTHER	14,000	5,000	-	5,000	5,000
255-000-665.000	INTEREST EARNINGS	929	1,000	55	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	32,401	33,600	28,024	33,628	41,200
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	-	15,300	-	-	-
255-000-668.004	PROPERTY RENT - LC BREWERS	-	15,300	-	-	-
255-000-668.005	PROPERTY RENT-LONG RD DISTILL	14,960	-	1,300	1,300	-
255-000-668.006	PROPERTY RENT - BRIDGE PARK	-	-	15,177	-	16,800
255-000-673.000	SALE OF FIXED ASSETS	-	-	-	-	-
255-000-675.001	CONTRIBUTIONS - TREE LIGHTS	399	-	186	400	-
255-000-675.002	CONTRIBUTIONS - CONCERTS	1,960	6,000	1,992	6,000	6,000
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	14,083	-	-	-	-
255-000-675.004	CONTRIBUTIONS - MAIN STREET	4,302	-	1,980	1,980	-
255-000-692.000	MISCELLANEOUS	1,810	14,300	(800)	14,300	14,300
255-000-692.001	MISCELLANEOUS-THE VAULT	13,787	17,000	-	-	-
255-000-699.000	TRANSFER FROM OTHER FUNDS	-	-	-	-	-
		\$ 692,044	\$ 612,300	\$ 606,301	\$ 631,459	\$ 651,100

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						
			2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
			\$ 39,330	\$ 40,400	\$ 42,373	\$ 43,949	\$ 43,900
Verify formulas							
2022-23 Est. Actual Detail	Mills	City Taxable Value	Total Levied	% Collected		Total	
	2022 DDA 1.3252	33,330,379	44,169	99.50%		43,949	
						Total	\$ 43,949
2023-24 Budget Detail	Mills	City Taxable Value	Total Levied	% Collected		Total	
	2023 DDA 1.3252	33,330,379	44,169	99.50%		43,949	
	Estimated						
						Total (rounded)	\$ 43,900

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				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 453,335	\$ 453,300	\$ 508,023	\$ 508,023
					2023-24 Budget
					\$ 508,000
2022-23 Est. Actual Detail					Total
	2022 Tax Capture				\$508,023.00
	Total				\$ 508,023
2023-24 Budget Detail					Total
	2023 Tax Capture				\$508,023.00
	Total (rounded)				\$ 508,000
Account Number	255-000-420.000		Fund	255	
Account Name	DELINQUENT TAXES - DDA		Activity	DDA Revenue	
Account Description	Delinquent DDA taxes				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 501	\$ -	\$ (243)	\$ -
					2023-24 Budget
					\$ -
2022-23 Est. Actual Detail					Total
	Estimate				
	Total				\$ -
2023-24 Budget Detail					Total
	Estimate				-
	Total (rounded)				\$ -
Account Number	255-000-437.000		Fund	255	
Account Name	IFT/CFT TAXES		Activity	DDA Revenue	
Account Description	IFT/CFT Taxes				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 771	\$ -	\$ 820	\$ 820
					2023-24 Budget
					\$ 800
2022-23 Est. Actual Detail					Total
	New - CFT				
	Used Actuals				820
	Total				\$ 820
2023-24 Budget Detail					Total
	New - CFT				2%
					836
	Total (rounded)				\$ 800
Account Number	255-000-445.000		Fund	255	
Account Name	INTEREST & PENALTIES - DELINQ		Activity	DDA Revenue	
Account Description	Interest & penalties on delinquent DDA taxes				

		2021-22 Actual		2022-23 Budget		2022-23 Year-To-Date		2022-23 Est. Actual		2023-24 Budget	
		\$ 155		\$ 100		\$ 61		\$ 100		\$ 100	
2022-23 Est. Actual Detail										Total	
	Estimate									100	
								Total		\$ 100	
2023-24 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									
		2021-22 Actual		2022-23 Budget		2022-23 Year-To-Date		2022-23 Est. Actual		2023-24 Budget	
		\$ 10,201		\$ -		\$ (7,606)		\$ -		\$ -	
2022-23 Est. Actual Detail										Total	
	Estimate										
								Total		\$ -	
2023-24 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									
		2021-22 Actual		2022-23 Budget		2022-23 Year-To-Date		2022-23 Est. Actual		2023-24 Budget	
		\$ 75,000		\$ -		\$ -		\$ -		\$ -	
2022-23 Est. Actual Detail										Total	
								Total		\$ -	
2023-24 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									
		2021-22 Actual		2022-23 Budget		2022-23 Year-To-Date		2022-23 Est. Actual		2023-24 Budget	
		\$ 13,121		\$ 10,000		\$ 13,959		\$ 13,959		\$ 13,000	

255 DDA 23-24 Budget.xlsx

2022-23 Est. Actual Detail		Total
	State Personal Property Tax Loss Reimbursement	13,959
		Total \$ 13,959
2023-24 Budget Detail		Total
	State Personal Property Tax Loss Reimbursement	13,000
		Total (rounded) \$ 13,000

Account Number	255-000-580.001		Fund	255	
Account Name	GRANTS - OTHER		Activity	DDA Revenue	
Account Description	Other grants received by the DDA				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 14,000	\$ 5,000	\$ -	\$ 5,000
					2023-24 Budget
					\$ 5,000
2022-23 Est. Actual Detail					Total
	Other Grants				
	Community Foundation				5,000
				Total	\$ 5,000
2023-24 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				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 929	\$ 1,000	\$ 55	\$ 1,000
					2023-24 Budget
2022-23 Est. Actual Detail					Total
	Estimate				1,000
				Total	\$ 1,000
2023-24 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				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
					2023-24 Budget
2022-23 Est. Actual Detail					Total
	Kiosk rental				1,000
				Total	\$ 1,000
2023-24 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				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 32,401	\$ 33,600	\$ 28,024	\$ 33,628
					2023-24 Budget
					\$ 41,200
2022-23 Est. Actual Detail	2022 Lease				Total 33,628
				Total	\$ 33,628
2023-24 Budget Detail	2023 Lease				Total 41,156
				Total (rounded)	\$ 41,200
Account Number	255-000-668.003		Fund	255	
Account Name	PROPERTY RENT - ROUND LAKE GR		Activity	DDA Revenue	
Account Description	Tap Room/Brewery lease				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ -	\$ 15,300	\$ -	\$ -
					2023-24 Budget
					\$ -
2022-23 Est. Actual Detail					Total
				Total	\$ -
2023-24 Budget Detail					Total
				0	Total (rounded)
					\$ -
Account Number	255-000-668.004		Fund	255	
Account Name	PROPERTY RENT - LC BREWERS		Activity	DDA Revenue	
Account Description	LC Brewers Rent				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ -	\$ 15,300	\$ -	\$ -
					2023-24 Budget
					\$ -
2022-23 Est. Actual Detail	Per Month		Months		Total
				Total	\$ -
2023-24 Budget Detail	Per Month		Months		Total
				Total (rounded)	\$ -
Account Number	255-000-668.005		Fund	255	
Account Name	PROPERTY RENT-LONG RD DISTILL		Activity	DDA Revenue	
Account Description	LC Brewers Rent				

				2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
				\$ 14,960	\$ -	\$ 1,300	\$ 1,300	\$ -
2022-23 Est. Actual Detail	Per Month						Months	Total
	J. Bird Provisions charge from 4/10/2022 - Added to Budget from Actuals KM 1-13-2023							1,300
	Should this be moved to 255-000-668.006?							
							Total	\$ 1,300
2023-24 Budget Detail	Per Month						Months	Total
							Total (rounded)	\$ -
Account Number	255-000-668.006		Fund	255				
Account Name	PROPERTY RENT - BRIDGE PARK		Activity	DDA Revenue				
Account Description								
				2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
				\$ -	\$ -	\$ 15,177	\$ -	\$ 16,800
2022-23 Est. Actual Detail	Per Month						Months	Total
							Total	\$ -
2023-24 Budget Detail	Per Month						Months	Total
	J Bird Provisions				750	12	9,000	
	Idea Farm				650	12	7,800	
							Total (rounded)	\$ 16,800
Account Number	255-000-673.000		Fund	255				
Account Name	SALE OF FIXED ASSETS		Activity	DDA Revenue				
Account Description	Sales of DDA fixed assets							
				2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
				\$ -	\$ -	\$ -	\$ -	\$ -
2022-23 Est. Actual Detail	Estimate						Total	-
							Total	\$ -
2023-24 Budget Detail	Estimate						Total	-
							Total (rounded)	\$ -
Account Number	255-000-675.001		Fund	255				
Account Name	CONTRIBUTIONS - TREE LIGHTS		Activity	DDA Revenue				
Account Description	Contributions Tree Lights							
				2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
				\$ 399	\$ -	\$ 186	\$ 400	\$ -
2022-23 Est. Actual Detail	DDA Revenue						Total	9 of 25

Est. Actual Detail	Estimate	New this year - Used Actuals from previous year				400
					Total	\$ 400
2023-24 Budget Detail	Estimate					Total
						-
					Total (rounded)	\$ -
Account Number	255-000-675.002		Fund	255		
Account Name	CONTRIBUTIONS - CONCERTS		Activity	DDA Revenue		
Account Description	Contributions for concerts					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 1,960	\$ 6,000	\$ 1,992	\$ 6,000	\$ 6,000
2022-23 Est. Actual Detail						Total
						6,000
					Total	\$ 6,000
2023-24 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					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 14,083	\$ -	\$ -	\$ -	\$ -
2022-23 Est. Actual Detail						Total
					Total	\$ -
2023-24 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					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 4,302	\$ -	\$ 1,980	\$ 1,980	\$ -
2022-23 Est. Actual Detail						Total
	Listed actuals for Budget					1,980

						Total	\$	1,980
2023-24 Budget Detail							Total	
Total (rounded)						\$	-	
Account Number	255-000-692.000		Fund	255				
Account Name	MISCELLANEOUS		Activity	DDA Revenue				
Account Description	Miscellaneous DDA revenue							
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget		
		\$ 1,810	\$ 14,300	\$ (800)	\$ 14,300	\$ 14,300		
2022-23 Est. Actual Detail							Total	
	Ad Campaign						14,300	
	Pavillion rentals should go to General Fund 101000646							
Total						\$	14,300	
2023-24 Budget Detail							Total	
							-	
	Ad Campaign						14,300	
	Pavillion rentals should go to General Fund 101000646							
Total (rounded)						\$	14,300	
Account Number	255-000-692.001		Fund	255				
Account Name	MISCELLANEOUS-THE VAULT		Activity	DDA Revenue				
Account Description	The Vault							
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget		
		\$ 13,787	\$ 17,000	\$ -	\$ -	\$ -		
2022-23 Est. Actual Detail							Total	
Total						\$	-	
2023-24 Budget Detail							Total	
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							
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget		
		\$ -	\$ -	\$ -	\$ -	\$ -		
2022-23 Est. Actual Detail							Total	
Total						\$	-	

2023-24 Budget Detail			Total
		Total (rounded)	\$ -

DDA		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
Account #	Account Description	3/31/2022	3/31/2023	3/31/2023	3/31/2023	3/31/2024
255-255-706.000	SALARIES & WAGES	45,565	50,000	32,710	50,078	51,800
255-255-706.001	WAGES (ICMA)	4,771	5,200	3,695	5,258	5,400
255-255-707.000	SALARIES & WAGES - TEMPORARY	-	-	-	-	-
255-255-719.000	EMPLOYEE FRINGE BENEFITS	35,541	39,000	25,128	39,061	40,400
255-255-740.000	OPERATING SUPPLIES	11,297	9,400	8,611	9,394	9,500
255-255-740.001	OPERATING SUPPLIES-THE VAULT	12,793	17,000	-	-	-
255-255-776.000	IWF MAINTENANCE	-	6,000	-	6,000	6,000
255-255-801.000	MARKETING & PROMOTIONAL SVCS	35,618	28,300	25,614	26,000	26,000
255-255-801.003	PROMOTION COMMITTEE EXPENSES	15,238	7,300	8,694	8,790	9,000
255-255-801.004	ORGANIZATION COMMITTEE	648	500	-	500	700
255-255-801.005	BUSINESS RECRUITMENT/RETENTION	75,596	-	-	-	-
255-255-818.000	CONTRACTUAL SERVICES	29,974	30,700	33,527	36,650	36,000
255-255-818.002	DESIGN COMMITTEE	17,870	15,600	19,694	19,694	16,000
255-255-826.000	LEGAL FEES	2,187	500	341	500	500
255-255-853.000	TELEPHONE	1,084	1,900	929	1,900	2,000
255-255-860.000	CONFERENCE & TRAVEL	2,055	1,000	2,774	2,800	2,000
255-255-888.000	LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000	30,000
255-255-900.000	PRINTING & PUBLISHING	-	-	-	-	-
255-255-910.000	INSURANCE & BONDS	1,749	1,800	2,380	2,430	2,500
255-255-933.000	MAINTENANCE - BRIDGE PARK	3,078	5,000	16,883	18,250	30,000
255-255-962.000	MISCELLANEOUS	6,973	100	-	100	100
255-255-962.002	MISCELLANEOUS - MAIN STREET	13,460	500	209	500	500
255-255-964.000	REFUNDS & REBATES	4,173	6,000	4,394	6,000	6,000
255-255-999.000	TRANSFER TO OTHER FUNDS	2,176	-	-	-	100,000
255-255-999.594	TRANSFER TO MARINA FUND-BOND	336,200	336,100	336,100	336,100	335,400

Account Number	255-255-706.000		Fund	255			
Account Name	SALARIES & WAGES		Activity	DDA			
Account Description							
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget	
		\$ 45,565	\$ 50,000	\$ 32,710	\$ 50,078	\$ 51,800	
2022-23 Est. Actual Detail	Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
	MAIN ST EXECUTIVE DIRECTOR	57,139	90%		51,425	(5,143)	46,283
	Treasurer	84,335	5%		4,217	(422)	3,795
Total						\$ 50,078	
2023-24 Budget Detail	Position	Wage/Salary	% Allocated / Hours	OT / Other	Total	Less 10% for EFB	Total
	MAIN ST EXECUTIVE DIRECTOR	59,139	90%		53,225	(5,322)	47,902
	Treasurer	87,287	5%		4,364	(436)	3,928
Total (rounded)						\$ 51,800	

Account Number	255-255-706.001			Fund	255			
Account Name	WAGES (ICMA)			Activity	DDA			
Account Description	Defered Comp 457 plan							
			2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget	
			\$ 4,771	\$ 5,200	\$ 3,695	\$ 5,258	\$ 5,400	
2022-23 Est. Actual Detail	Position	Wage/Salary	% Contributed				Total	
	CED / DDA Director	46,283	10.5%				4,860	
	Treasurer	3,795	10.5%				398	
						Total	\$ 5,258	
2023-24 Budget Detail	Position	Wage/Salary	% Contributed				Total	
	CED / DDA Director	47,902	10.5%				5,030	
	Treasurer	3,928	10.5%				412	
						Total (rounded)	\$ 5,400	
Account Number	255-255-707.000			Fund	255			
Account Name	SALARIES & WAGES - TEMPORARY			Activity	DDA			
Account Description	Seasonal help							
			2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget	
			\$ -	\$ -	\$ -	\$ -	\$ -	
2022-23 Est. Actual Detail	Position	Wage/Hour	Weeks	Hours/Week			Total	
						Total	\$ -	
2023-24 Budget Detail	Position	Wage/Hour	Weeks	Hours/Week			Total	
						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							
			2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget	
			\$ 35,541	\$ 39,000	\$ 25,128	\$ 39,061	\$ 40,400	
2022-23 Est. Actual Detail	Total	%					Total	
	Full-Time	50,078	78%					39,061
	Part-Time	-	15%					-
						Total	\$ 39,061	
2023-24 Budget Detail	Total	%					Total	
	Full-Time	51,800	78%					40,404
	Part-Time	-	15%					-
						Total (rounded)	\$ 40,400	

Account Number	255-255-740.000		Fund	255		
Account Name	OPERATING SUPPLIES		Activity	DDA		
Account Description	Supplies for DDA					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 11,297	\$ 9,400	\$ 8,611	\$ 9,394	\$ 9,500
2022-23 Est. Actual Detail	Increase					Total
	DTE and City Utilities					4,706
	Office supplies/computer/internet/postage/Misc Hdwr/misc					1,438
	Professional Memberships					850
	Charlevoix Dist Library					
	Misc					1,800
	Maestro - Move to Operations					600
					Total	\$ 9,394
2023-24 Budget Detail						Total
	DTE and City Utilities					4,847
	Office supplies/computer/internet/postage/Misc Hdwr					1,452
	Professional Memberships					850
	Charlevoix Dist Library					
	Misc					1,800
	Maestro					600
					Total (rounded)	\$ 9,500

Account Number	255-255-740.001		Fund	255		
Account Name	OPERATING SUPPLIES-THE VAULT		Activity	DDA		
Account Description	Vault Expenses					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 12,793	\$ 17,000	\$ -	\$ -	\$ -
2022-23 Est. Actual Detail						Total
					Total	\$ -
2023-24 Budget Detail						Total
					Total (rounded)	\$ -

Account Number	255-255-776.000		Fund	255		
Account Name	IWF MAINTENANCE		Activity	DDA		
Account Description	IWF costs - Fountain					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ -	\$ 6,000	\$ -	\$ 6,000	\$ 6,000
2022-23 Est. Actual Detail						Total
	IWF start-up and winterization					5,500
	IWF inspection					200
	IWF license					300
						-
					Total	\$ 6,000
2023-24 Budget Detail						Total
	IWF start-up and winterization					5,500
	IWF inspection					200
	IWF license					300

			-
		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						
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget	
		\$ 35,618	\$ 28,300	\$ 25,614	\$ 26,000	\$ 26,000	
2022-23 Est. Actual Detail						Total	
	Sponsorships					5000	
	Concert Series Music and Movies Move to 255-255-801.003 7,000						
	Tech					4,200	
	Broadcast						
	Ad Campaigns per Id 1/27/21 to 14260					14,300	
	venetian						
	Journal - Venetian? 2500.00					2,500	
	Workshops 500.00					500	
	Ads 15694.30					16,000	
	Meta? 919.50					1,000	
	Concert 3000.00					3,000	
Media Creation Systems 3000.00					3,000		
Total		25613.80				Total	\$ 26,000
2023-24 Budget Detail						Total	
	Venetian					2,500	
	Workshops					500	
	Ads					16,000	
	Meta?					1,000	
	Concert					3,000	
	Media Creation Systems					3,000	
				Total (rounded)	\$ 26,000		
Account Number	255-255-801.003		Fund	255			
Account Name	PROMOTION COMMITTEE EXPENSES		Activity	DDA			
Account Description	New Account - Per Annie 2016-17						
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget	
		\$ 15,238	\$ 7,300	\$ 8,694	\$ 8,790	\$ 9,000	
2022-23 Est. Actual Detail						Total	
	Shop Local Campaign					1,230	
	Restaurant Week/cocktail					-	
	Shop Directory and Kiosk					800	
	Concert Series Music and Movies Move from 255-255-801.000					5,700	
	Sidewalk sales					400	
	Actuals: Concert 5650, Posters 89, Meta 527.86, Maps 1230, Rack Cards 384, Raffle 663.10 km 1-13-23 raffle					660	
				Total	\$ 8,790		
2023-24 Budget Detail						Total	
	Gift Local Campaign					1,230	
	First Fridays/Cocktail Trail Budget Amount??					-	
	Shop Directory and Kiosk					850	
	Concert Series Music and Movies Move from 255-255-801.000					5,700	
	Sidewalk sales					550	
	Raffle - Misc					660	
				Total (rounded)	\$ 9,000		
Account Number	255-255-801.004		Fund	255			
Account Name	ORGANIZATION COMMITTEE		Activity	DDA			
Account Description	New Account - Per Annie 2016-17						

		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 648	\$ 500	\$ -	\$ 500	\$ 700
2022-23 Est. Actual Detail						Total
	Web Site/constant contact					500
					Total	\$ 500
2023-24 Budget Detail						Total
	Web Site/constant contact					700
					Total (rounded)	\$ 700
Account Number	255-255-801.005		Fund	255		
Account Name	BUSINESS RECRUITMENT/RETENTION		Activity	DDA		
Account Description	New Account - Per Annie 2016-17					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 75,596	\$ -	\$ -	\$ -	\$ -
2022-23 Est. Actual Detail						Total
					Total	\$ -
2023-24 Budget Detail						Total
					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					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 29,974	\$ 30,700	\$ 33,527	\$ 36,650	\$ 36,000
2022-23 Est. Actual Detail						Total
	Bandshell light installation and removal					1,400
	Inspections: Boiler, Alarm					1,300
	Email and Licensing					250
	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					7,500
	Tech Support					1,100
	Management and Annual Reporting					500
Misc					600	
				Total	\$ 36,650	
2023-24 Budget Detail						Total
	Bandshell light installation and removal					1,400
	Inspections: Boiler, Alarm					1,300
	Tech Support					750
	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					7,500
	Misc: Email/Lcensing/Management/Annual Reporting/Consult/Phone					1,000
				Total (rounded)	\$ 36,000	
Account Number	255-255-818.002		Fund	255		
Account Name	DESIGN COMMITTEE		Activity	DDA		
Account Description	New Account - Annie 2016-17					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 17,870	\$ 15,600	\$ 19,694	\$ 19,694	\$ 16,000
2022-23 Est. Actual Detail						Total
	Holiday Lighting					
	Holiday Decorations					
	Tree Lighting Repairs					19,694
				Total	\$ 19,694	
2023-24 Budget Detail						Total
	Holiday Lighting					
	Holiday Decorations					
	Tree Lighting Repairs					16,000
				Total (rounded)	\$ 16,000	
Account Number	255-255-826.000		Fund	255		
Account Name	LEGAL FEES		Activity	DDA		
Account Description						
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 2,187	\$ 500	\$ 341	\$ 500	\$ 500
2022-23						Total

Est. Actual Detail	estimate		500
		Total	\$ 500
2023-24 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				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 1,084	\$ 1,900	\$ 929	\$ 1,900
					2023-24 Budget
					\$ 2,000
2022-23 Est. Actual Detail	thru 12/21	avg per mo.	avg per year	Total	
	Phones	Current costs thru 12/21	837.93	93.10333333	1117.24
	Cell phone stipend				1,300
					600
				Total	\$ 1,900
2023-24 Budget Detail	Total				
	Phones	5% increase			1,365
	Cell phone stipend				600
				Total (rounded)	\$ 2,000
Account Number	255-255-860.000		Fund	255	
Account Name	CONFERENCE & TRAVEL		Activity	DDA	
Account Description	DDA Conference & travel				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 2,055	\$ 1,000	\$ 2,774	\$ 2,800
					2023-24 Budget
					\$ 2,000
2022-23 Est. Actual Detail	Total				
	Misc Conference				2,800
				Total	\$ 2,800
2023-24 Budget Detail	Total				
	Misc Conference				2,000
				Total (rounded)	\$ 2,000

Account Number	255-255-888.000		Fund	255	
Account Name	LIBRARY CONTRIBUTION		Activity	DDA	
Account Description	Pledged contribution				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
2022-23 Est. Actual 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				\$ 30,000
2023-24 Budget Detail					Total
	Library Contribution - Agreement \$30,000 for 20 years =				\$600,000.00
	As of 2023-24 - DDA has Contributed				\$421,500
	Amount owed				\$178,500
	Total (rounded)				\$ 30,000
Account Number	255-255-900.000		Fund	255	
Account Name	PRINTING & PUBLISHING		Activity	DDA	
Account Description	Printing & publishing				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ -	\$ -	\$ -	\$ -
2022-23 Est. Actual Detail					Total
	Estimate				per Id 1/27/21 to 0
	Total				\$ -
2023-24 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				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 1,749	\$ 1,800	\$ 2,380	\$ 2,430
2022-23 Est. Actual Detail					Total
	General property & liability policy				2,430
	Total				\$ 2,430
2023-24 Budget Detail					Total
	General property & liability policy				2,479
	Total (rounded)				\$ 2,500

Account Number	255-255-933.000		Fund	255	
Account Name	MAINTENANCE - BRIDGE PARK		Activity	DDA	
Account Description	Building maintenance Bridge Park Building				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 3,078	\$ 5,000	\$ 16,883	\$ 18,250
					2023-24 Budget
					\$ 30,000
2022-23 Est. Actual Detail					Total
	Maintenance				5,000
	Utility Costs				3,500
	Special Charges: Painting Jbird 1K, Awning Replacement 4K, AC Replace 3K, New Lease Commission 650				8,650
	Management Services				1,100
				Total	\$ 18,250
2023-24 Budget Detail					Total
	Maintenance				5,000
	Utility Costs				3,500
	Special/additional Charges				20,400
	Management Services				1,100
				Total (rounded)	\$ 30,000
Account Number	255-255-962.000		Fund	255	
Account Name	MISCELLANEOUS		Activity	DDA	
Account Description	Miscellaneous				
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual
		\$ 6,973	\$ 100	\$ -	\$ 100
					2023-24 Budget
					\$ 100
2022-23 Est. Actual Detail					Total
					100
				Total	\$ 100
2023-24 Budget Detail					Total
					100
				Total (rounded)	\$ 100

Account Number	255-255-962.002		Fund	255		
Account Name	MISCELLANEOUS - MAIN STREET		Activity	DDA		
Account Description	Main Street Program Expenses					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 13,460	\$ 500	\$ 209	\$ 500	\$ 500
2022-23 Est. Actual Detail						Total
	Must be approved by Lindsey					500
					Total	\$ 500
2023-24 Budget Detail						Total
	Must be approved by Lindsey					500
					Total (rounded)	\$ 500

Account Number	255-255-964.000		Fund	255		
Account Name	REFUNDS & REBATES		Activity	DDA		
Account Description	BIBCO - Storage building built by BIBCO					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 4,173	\$ 6,000	\$ 4,394	\$ 6,000	\$ 6,000
2022-23 Est. Actual Detail						Total
	BIBCo DDA Tax Capture Refund					6,000
					Total	\$ 6,000
2023-24 Budget Detail						Total
	BIBCo DDA Tax Capture Refund					6,000
					Total (rounded)	\$ 6,000

Account Number	255-255-999.000		Fund	255		
Account Name	TRANSFER TO OTHER FUNDS		Activity	DDA		
Account Description						
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 2,176	\$ -	\$ -	\$ -	\$ 100,000
2022-23 Est. Actual Detail						Total
	Fringe Shortage Not sure if needed this year					-
					Total	\$ -
2023-24 Budget Detail						Total
	Fringe Shortage Not sure if needed this year					-

	Mason Street Parking Construction Contribution to PI6					100,000
					Total (rounded)	\$ 100,000
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					
		2021-22 Actual	2022-23 Budget	2022-23 Year-To-Date	2022-23 Est. Actual	2023-24 Budget
		\$ 336,200	\$ 336,100	\$ 336,100	\$ 336,100	\$ 335,400
2022-23 Est. Actual Detail						Total
	Marina / East Park Debt Service	Debt less 125,000				336,100
	Per Mark - Marina to pay \$125,000					
					Total	\$ 336,100
2023-24 Budget Detail						Total
	Marina / East Park Debt Service	Debt less 125,000				335,400
	Per Mark - Marina to pay \$125,000					
					Total (rounded)	\$ 335,400