



DOWNTOWN **Sault Ste. Marie** TM

AGENDA

Wednesday, January 10, 2024 – 8:30 AM

City Commission Chambers - 225 E. Portage Avenue - Sault Ste. Marie, MI 49783

I. Routine Agenda Items (5 Minutes)

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**

December 13, 2023, Regular DDA Board Meeting Minutes

Recommended action: Motion to approve December 13, 2023, regular DDA Board meeting minutes.

- 4. Approval of Agenda**
Recommended action: Motion to approve agenda for today's meeting.
- 5. Declaration of Conflicts of Interest**

II. Closed Session (25 Minutes)

III. Business/Discussion Items (25 Minutes)

- 1. Match on Main Street Grant – Screening Committee Decision**
- 2. Main Street Accreditation – Recommendations/Report**
- 3. 2024 Technical Assistance Application Update**
- 4. Board Member Violation of Purchasing Policy – Craig Cooper, Board Chair**

IV. DDA Director Departure - Discussion/Next Steps (15 Minutes)

V. Board Comments and Announcements (10 Minutes)

VI. Public Comment and Announcements (5 Minutes)

VII. Adjournment

MAIN STREET/DOWNTOWN DEVELOPMENT AUTHORITY
WEDNESDAY, DECEMBER 13, 2023 – 8:30 A.M.
MEETING HELD AT CITY HALL – CITY COMMISSION CHAMBERS
City of Sault Ste. Marie, Michigan

MEETING MINUTES

Present: Ray Bell
Brian Chapman
Jessica Johnston
Sue Anne Wilks
Mark Savoie
Amy Goetz
Jordan Chisholm
Wilda Hopper

Absent: Ray Bauer – City Commission Liaison
Craig Cooper

I. Routine Agenda Items

1. Call to Order

Meeting was called to order at 8:33 am.

2. Roll Call

Attendance was taken as noted.

Moved by Jessica Johnston, supported by Wilda Hopper, to excuse Craig Cooper from today's meeting. The motion passed unanimously.

3. Approval of Minutes

November 8, 2023, Regular DDA Board Meeting Minutes

Recommended action: Motion to approve November 8, 2023, regular DDA Board meeting minutes.

Moved by Wilda Hopper, supported by Jessica Johnston, to approve the November 8, 2023, regular DDA Board meeting minutes. The motion passed unanimously.

4. Approval of Agenda

Recommended action: Motion to approve agenda for today's meeting.

Moved by Mark Savoie, supported by Sue Anne Wilks, to approve the December 13, 2023, DDA Board meeting agenda. The motion passed unanimously.

5. Declaration of Conflicts of Interest.

There were no conflicts of interest.

II. Financial Audit Presentation
Christina Schaub – Roslund Prestage & Company

Christina Schaub with Roslund Prestage & Company presented the financial audit.

***Moved by Jessica Johnston, supported by Ray Bell, to accept the audit as presented.
The motion passed unanimously.***

III. Budget Review (Ending 10/31/23)
Kristin Collins, Finance Director

Kristin Collins, Finance Director, reviewed the budget ending 10/31/23.

IV. Chippewa County Community Foundation Education
Steve Habusta, Executive Director CCCF
Requested by Sue Anne Wilks, Board Member

Steve Habusta, Executive Director of CCCF, provided an educational presentation regarding the Chippewa County Community Foundation.

V. Director's Report & Updates – Stephanie Sprecker

1. 2024 IMPACT Report

Sprecker distributed the 2024 IMPACT Report to the Board. The 2024 IMPACT Report will be published to the public in the next couple of weeks.

2. 2024 Board Meeting Schedule

Sprecker will add the 2024 Board meeting schedule to the Board's calendars. The meeting schedule will also be posted on the City website and the DDA website.

3. Snow Removal Update

Sprecker met with Tyler Perron, DPW Director, and Travis Cardinal of Cardinal Construction to discuss downtown snow removal. The opt-in and opt-outs will be enforced this year. Snow removal will only be completed for businesses that chose to opt-in.

4. Match on Main Street Grants

a. Closeouts

Bird's Eye and Co-Ed Flowers Match on Main Street Grants are currently in the process of being closed out.

b. New Funding Round – Screening Committee (Date)

Business owners have until January 3 to submit their Match on Main Street Grants to the DDA. Chapman, Hopper, and Chisholm volunteered to be members of the Screening Committee. The Screening Committee will meet and select two businesses prior to the January 10th Board meeting.

VI. Action & Consensus Items

Consensus

1. Main Street Technical Assistance Service – Due 12/15

The Board came to the consensus to have DDA Director Sprecker submit our Main Street organization for the Fund Development Plan Service and the Strategic Planning Service – MI Main Street will award us one of these services for 2024.

VII. Committee Updates

1. General Update – Stephanie Sprecker

At the November meeting, the Board came to the consensus to combine the Promotions Committee and the Organizations Committee and combine the Design Committee and the Economic Vitality Committee. Joint committee meetings have not yet taken place but will in the near future.

2. Promotions/Organizations Committee – Jordan Chisholm/Stephanie Sprecker

Chisholm and Sprecker provided an update on the Promotions/Organizations Committee work.

Moved by Sue Anne Wilks, supported by Jessica Johnston, to set the February Board meeting as the date for the website to be updated with required compliance documents. The motion passed unanimously.

Sprecker noted per MI Main Street, an Executive Committee will need to be created to work with the director on compliance and reporting work. This work will not be completed within the Organizations Committee.

3. Design/Economic Vitality Committee – Craig Cooper/Stephanie Sprecker

VIII. Business/Discussion Items

1. Discussion – Rules of Procedure/Bylaws – Election of Officers – Tabled Item

Moved by Brian Chapman, supported by Mark Savoie, to reconfirm the officers until July 2024. The motion passed unanimously.

Moved by Sue Anne Wilks to get professional and legal assistance to include necessary policies in the bylaws and rules of procedure – motion failed.

2. Discussion – Board Member Violation of Purchasing Policy – Craig Cooper, Board Chair

Moved by Ray Bell, supported by Brian Chapman, to table discussion on Board member violation of purchasing policy until the next meeting so Craig Cooper can be present. The motion passed unanimously.

IX. Board Comments and Announcements

Moved by Brian Chapman, supported by Jessica Johnston, to go into closed session at the next meeting to discuss raised personnel matters. The motion passed unanimously.

X. Public Comments and Announcements

Matt Wilks shared his opinions.

XI. Adjournment

Moved by Jessica Johnston, supported by Jordan Chisholm, to adjourn the meeting at approximately 10:16 a.m. The motion passed unanimously.

Respectfully submitted,

Craig Cooper, DDA Chair

blm



2023 MAIN STREET PROGRAM ASSESSMENT VISIT Summary of Findings & Recommendations

Visit conducted by:

Lisa Mullins Thompson
Senior Program Officer
Main Street America

Laura Krizov
Manager
Michigan Main Street



MAIN STREET: A COLLABORATIVE MODEL FOR SUCCESSFUL REVITALIZATION

The Main Street Approach™ has guided communities in building, growing, and sustaining local revitalization programs for over 40 years. This proven methodology is implemented through a collaborative model led by the local Main Street program and supported by their respective Coordinating Program and Main Street America. Decades of experience implementing the Main Street Approach in communities across the country has demonstrated that successful revitalization is not a project, but a journey that requires long-term commitment, strategic action, and a community with a strong sense of ownership in its downtown or neighborhood commercial district.

Main Street America and the Leadership Council of MSA Coordinators worked together for the past few years, gathering feedback across the network to update and develop a new set of national Community Accreditation Standards—that better measures the

complex nature of our work. This work has resulted in a more holistic MSA Community Accreditation framework that empowers communities to review their progress, recognize achievements, acknowledge challenges, and identify opportunities to continually move their efforts forward. Furthermore, the new MSA Community Accreditation framework confirms the significant role that Main Street America and coordinating programs serve as supporting partners in their revitalization journey.

The key elements of the new accreditation framework include [six new Standards](#) (see side image) and [a refreshed process](#) consisting of 1) an *Annual Community Self-Assessment*; 2) *Standardized Reporting Practices*; and 3) an *Onsite Community Assessment Visit* (at least once every two years). These integrated components provide important tools to celebrate wins and promote the value and impact of Main Street and to help us understand local programs needs and the necessary resources for successful revitalization.

PURPOSE OF THE PROGRAM ASSESSMENT (check-in) VISITS

The Community Assessment Visit is an important service provided at least every other year (biennially) for master level communities by your coordinating partner, Michigan Main Street in collaboration with Main Street America. The purpose of the Visit is to offer local Main Street program leaders with direct opportunities to recognize and celebrate the progress and accomplishments of the past year and identify areas for growth and development in the year (s) ahead. The agenda includes meetings with Main Street staff, board, committees, partners, and stakeholders to build consensus on the program's strengths and needs as well as a visual assessment of the district's conditions and opportunities. The 2023 Program Assessment Visits in particular, are also looking to evaluate readiness for Accreditation using the six new holistic standards. We also invite you to be in close communication with Michigan Main Street and with Main Street America for questions

and continued assistance to grow in alignment with the new Standards and ensure that the program maintains National Accreditation by the next Program Assessment Visit.

SUMMARY OF FINDINGS & RECOMMENDATIONS

Sault Ste. Marie Main Street is building a foundation to implement successful revitalization efforts. We appreciated the opportunity to meet with the program local leaders and representatives from the city and other partner organizations to learn more about the program's efforts and accomplishments. Using the six new standards, the visit also helped recognize following areas of strengths as well as opportunities and steps that can be taken to continue to move the program forward and to maintain National Main Street Accreditation once these new Standards are implemented by the beginning of 2024.



Standard 1: “Broad-based Community Commitment to Revitalization”

confirms that at its core, Main Street is community-driven, and that successful and sustainable revitalization is only possible with active commitment from all sectors of a community. The following observations and recommendations are offered considering this standard’s key areas of focus:

- The Main Street Approach is community-driven, and successful and sustainable revitalization is only possible with active commitment from all sectors of the community. Demonstrate a shared responsibility for your revitalization efforts and develop new partnerships. The Organization Committee’s role is to leverage an engaged public and build capacity with people, funds, and partners to provide human asset support to raise money for projects and build pride in your community. Review roles and responsibilities and reaffirm workplans to support strategic goals.
- Sault Ste. Marie Main Street’s Facebook page is building a strong presence and increased followers by 6% to 10,000 followers, about 75% the population of Sault Ste. Marie. Incorporate new tools and public relations activities to connect with the community highlighting events, businesses, and special features on a regular basis. Be sure to also advocate for the program and gather stakeholders to share information about programming.
- Continue to build a more inclusive outreach plan to your youth (19% of your population) and diverse population (2 + races (14%), American Indian (12%), Hispanic (3%)).
- Consider developing a more proactive volunteer leadership development program with the partnerships you have developed.
- Review communications plan to develop methods that will reach target audiences to promote Main Street as a community-driven organization and inform and educate the private and public sectors about the district and Main Street program goals and objectives.
- Presentations to City, County and community groups are particularly important effort to inform, educate, and promote strong partnerships.

STANDARD 1:

Broad-based Community Commitment to Revitalization

Key Areas of Focus:

- I. Partnerships and collaborations**
- II. District & community outreach**
- III. Communication & public relations**

Standard 2: “Inclusive Leadership and Organizational Capacity” places a strong value on PEOPLE as Main Street’s greatest resource and places an important priority on ensuring that Main Street organizational structure offers an inclusive environment for community engagement and effective leadership development. Considering this standard’s key areas of focus:

- This standard promotes a review of your community’s demographics to confirm how the program represents the community it serves within its leadership base and programming.
 - With 19% of population under 18 years old (nearly 1 out of 5 people), SSMMS has an important opportunity to review how the program is connecting Sault Ste. Marie’s youth and to determine opportunities to expand its reach to the program. Consider current or potential collaborations with local schools (at all levels) and specific initiatives, such as adding a student to your Board who is passionate about downtown to empower youth’s engagement and leadership development through SSMMS.
 - Understanding that 16% of your population is older than sixty-five and 30% racially diverse, this offers key opportunities for inclusive community engagement.
- Build an active volunteer program that demonstrates the capacity to implement annual work plans, providing orientation, training, and leadership development throughout the year. Highlight Committee volunteer opportunities on the website and explain their focus. Consider expanding your “marketing” approach to community engagement leveraging your social media reach to attract volunteers.
- SSMMS has professional staff and a passionate board. Consider bringing the stories of your volunteers and staff to life, highlighting their involvement, sense of ownership and impact for downtown more proactively.

STANDARD 2:

Inclusive Leadership and Organizational Capacity

Key Areas of Focus:

- I. Inclusive District and Community Engagement**
- II. Diverse Board Leadership and Supporting Volunteer Base**
- III. Professional Staff management**
- IV. Organizational Cultural Values & Best Practices**

Standard 3: “Diversified Funding and Sustainable Program Operations”

highlights that successful revitalization program must have the financial resources necessary to conduct its work and prepare for the future and that long-term sustainability of the program’s operations depends on diversity of funding sources.

- Think about establishing a “Friends of Main Street” to foster sense of ownership and pride in community members downtown and support for SSMMS. Consider expanding its potential outreach for volunteer engagement as well.
- Demonstrate commitment to strategic revenue development process and oversight. Participate in Board training on engagement and fundraising. Review fund development plans, goals, and progress at least quarterly, making changes as necessary.
- Use the Transformation Strategy(s) to guide the work of the committees and volunteers to develop work plans around your economic development strategies making sure they are aligned with the annual budget and detailed.
- Downtown Sault Ste. Marie is developing sound financial management. Appoint a Treasurer and review financials at each Board meeting.

STANDARD 3:

Diversified Funding and Sustainable Program Operations

Key Areas of Focus:

- I. Public and Private Sector Funding Sources***
- II. Fund-development and Fund-raising***
- III. Budget and Work Plan Alignment***
- IV. Financial Management Practices***

Standard 4: “Strategy-Driven Programming” *promotes the value of Main Street as a comprehensive framework for addressing all aspects of revitalization through a strategy-driven balanced level of activities.*

- Align current programming and planning activities balanced across all four committees assuring programming and projects also align with the annual budget.
- Use the Transformation Strategy to define and align revitalization work across all Four Points. Regularly review progress with Board and stakeholders. Formally adopt the transformation strategy, and confirm with volunteers, partner organizations, and other stakeholders their endorsement.
- Through an annual strategy-driven work planning process with volunteer committees, identify strategic initiatives, projects, and activities that are aligned with the Transformation Strategy for the short and long term.

Standard 5: “Preservation-based Economic Development” *places value on local historic and cultural assets to reflect the richness and strength of identity and distinctive economic market advantage.*

- Main Street programs demonstrate the community’s commitment to its historic and cultural assets. Promote the benefits of the community becoming a Certified Local Government (CLG). With downtown recently listed on the National Register of Historic Places, develop and support design standards, guidelines, and educational tools to preserve and maintain historic downtown buildings and character.
- Preservation of downtown’s historic built environment will continue to be important for Main Street’s efforts. Standard 5 also recognizes the role Main Street programs serve as stewards of local heritage and intangible cultural assets. Actively promote the districts historic and cultural assets through activities and programming that interpret, celebrate, and recognize the local heritage and cultural resources.
- Work with Michigan Main Street and the Michigan State Historic Preservation Office to plan and provide training and educational opportunities to property owners and investors of historic buildings.
- Advocate for incentives to fund grants to increase upper floor housing, i.e. fire suppression and incentives for new upper floor housing.

STANDARD 4:

Strategy-Driven Programming

Key Areas of Focus:

- I. Community-informed Vision for the District***
- II. Market understanding of the existing conditions and economic opportunities***
- III. Transformation Strategy Identification***
- IV. Strategy-based work planning & implementation across all four-points***

STANDARD 5:

Preservation-Based Economic Development

Key Areas of Focus:

- I. Preservation Ethics***
- II. Education on historic and cultural assets***
- III. Practices and Standards for People-focused Design***
- IV. Promotion of local historic, heritage, and cultural assets***

Standard 6: “Demonstrated Impact and Results” *highlights the importance of tracking, packaging, and demonstrating the qualitative and quantitative impact of the program’s efforts and the district’s incremental revitalization.*

- With a focus on the Transformation Strategy, identify district statistics and measures of success that demonstrate the impact of strategic programming and projects.
- Identify opportunities to elaborate on the people and places behind key statistics, sharing the stories with district stakeholders, local government, anchor organizations, funders, and the community at large on all digital platforms.
- Share the annual impact report with the public, private sector, partners and community at large to promote reinvestment statistics and build awareness about the tangible economic, physical, and promotional impact SSMMS has made for downtown and to increase human and financial investment in the program.

STANDARD 6:

Demonstrated Impact and Results

Key Areas of Focus:

- I. Building the case for Main Street**
- II. Quantifying and Qualifying Outcomes**
- III. Packaging the impact of our programming and the value of Main Street**
- IV. Promoting progress and demonstrating results**

BASELINE REQUIREMENTS

Some indicators are required as important baseline (starting point) for a local program to qualify for National Accreditation.

- ☒ A Board of Directors formed by a representative base of the district stakeholders and community members, dedicated to leading the district’s Main Street program.
- ☒ Communities over 5,000 in population must employ a FTE program director. Communities under 5,000 in population must employ a 20-hour minimum per week program director.
- ☒ Identified Transformation Strategy to direct the work of the program, based on community input and market understanding.

NEEDS ATTENTION

Detailed work plans aligned with the selected Transformation Strategy that outlines programming across the Main Street Four Points. Work plans include: the project, expected (measurable) outcomes, specific tasks needed to accomplish the project, assignments of those tasks showing volunteer and staff responsibilities, timelines, and budgets.

- ☒ A dedicated budget for the district’s revitalization programming and the Main Street program’s operations.
- ☒ Demonstrated support from the municipality for the Main Street program. This can include

leadership participation, funding, in-kind donations, and philosophical support.

- ☒ Reinvestment statistics are reported as required by Coordinating Program (monthly, quarterly, or annually).
- ☒ Be a member in good standing with Main Street America and use the Main Street America logo on its webpage and/or social media as well as the Coordinating Program logo.

HOW GRADING WORKS

Within each Standard, each indicator is scored on a scale of 1-5. Within each Standard, each indicator is scored on a scale of 1-5. Each number represents the following. Communities need to average at least three (3) points per Standard to achieve Accreditation.

1	2	3	4	5
Not being addressed at this time	Minimal work but needs more attention	Meets the Standard	Has achieved success above and beyond the Standard	Achieved exceptional results

Broad-Based Community Commitment to Revitalization

No

Inclusive Leadership and Organizational Capacity

No

Diversified Funding and Sustainable Program Operations

No

Strategy-Driven Programming

No

Preservation-Based Economic Development

No

Demonstrated Impact and Results

No

1. Communities must meet the Baseline Requirements.

Not all baseline requirements being met.

2. Average at least three (3) points per Standard to achieve Accreditation.

All Standards need attention.

As we move forward towards full integration of these new standards by 2024, we recommend that you discuss these observations and recommendations in your board and committees' meetings and your planning process. We confirm our partnership and invite you to reach out for continued support.

Lisa Mullins Thompson, Senior Program Officer
Main Street America
 Email: LThompson@mainstreet.org

Laura Krizov, Manager
Michigan Main Street
 Email: krizovl1@michigan.org

PERIOD ENDING 11/30/2023

% Fiscal Year Completed: 41.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023 NORMAL (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 245 - TIFA 1 FUND						
Revenues						
Dept 000						
245-000-402.000	TIFA 1 TAX PROCEEDS	31,900.00	23,626.97	0.00	8,273.03	74.07
245-000-412.001	TIFA 1 DELINQUENT PERSONAL PRO	0.00	5.86	0.00	(5.86)	100.00
245-000-412.002	PERSONAL PROP TAX LOSS REIMB	25,000.00	34,982.22	0.00	(9,982.22)	139.93
245-000-432.001	HOSPITAL TAX SHORTFALL	89,600.00	0.00	0.00	89,600.00	0.00
245-000-432.003	TRIBAL OFFICES TAX SHORTFALL	51,400.00	0.00	0.00	51,400.00	0.00
245-000-445.000	INTEREST & PENALTIES ON TAXES	200.00	1.73	0.00	198.27	0.87
245-000-664.000	INTEREST EARNINGS	300.00	378.19	143.71	(78.19)	126.06
Total Dept 000		198,400.00	58,994.97	143.71	139,405.03	29.74
TOTAL REVENUES		198,400.00	58,994.97	143.71	139,405.03	29.74
Expenditures						
Dept 965 - TRANSFERS OUT						
245-965-965.577	TRANSFER OUT - ADDL DEBT SVC	195,000.00	81,250.00	16,250.00	113,750.00	41.67
Total Dept 965 - TRANSFERS OUT		195,000.00	81,250.00	16,250.00	113,750.00	41.67
TOTAL EXPENDITURES		195,000.00	81,250.00	16,250.00	113,750.00	41.67
Fund 245 - TIFA 1 FUND :						
TOTAL REVENUES		198,400.00	58,994.97	143.71	139,405.03	29.74
TOTAL EXPENDITURES		195,000.00	81,250.00	16,250.00	113,750.00	41.67
NET OF REVENUES & EXPENDITURES		3,400.00	(22,255.03)	(16,106.29)	25,655.03	654.56
BEG. FUND BALANCE		4,379.57	4,379.57			
END FUND BALANCE		7,779.57	(17,875.46)			

12/29/2023 01:46 PM
User: KCOLLINS
DB: Sault Ste Marie

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAULT STE MARIE
PERIOD ENDING 11/30/2023
% Fiscal Year Completed: 41.80

Page: 2/5

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 246 - TIFA 2 FUND						
Revenues						
Dept 000						
246-000-402.000	TAX PROCEEDS	122,200.00	96,554.84	0.00	25,645.16	79.01
246-000-413.000	PERSONAL PROP TAX LOSS REIMB	15,000.00	15,196.27	0.00	(196.27)	101.31
246-000-445.000	INTEREST & PENALTIES ON TAXES	100.00	0.00	0.00	100.00	0.00
246-000-664.000	INTEREST EARNINGS	100.00	193.57	68.81	(93.57)	193.57
Total Dept 000		137,400.00	111,944.68	68.81	25,455.32	81.47
TOTAL REVENUES		137,400.00	111,944.68	68.81	25,455.32	81.47
Expenditures						
Dept 806 - TAX CAPTURE OPERATIONAL EXPENDITURES						
246-806-922.000	WATER	400.00	865.15	0.00	(465.15)	216.29
Total Dept 806 - TAX CAPTURE OPERATIONAL EXPENDITURES		400.00	865.15	0.00	(465.15)	216.29
Dept 965 - TRANSFERS OUT						
246-965-965.351	TRANSFER OUT - DEBT SVC	55,000.00	22,916.65	4,583.33	32,083.35	41.67
246-965-965.577	TRSF OUT PARK DECK ADDL DEBT	102,000.00	42,500.00	8,500.00	59,500.00	41.67
Total Dept 965 - TRANSFERS OUT		157,000.00	65,416.65	13,083.33	91,583.35	41.67
TOTAL EXPENDITURES		157,400.00	66,281.80	13,083.33	91,118.20	42.11
Fund 246 - TIFA 2 FUND :						
TOTAL REVENUES		137,400.00	111,944.68	68.81	25,455.32	81.47
TOTAL EXPENDITURES		157,400.00	66,281.80	13,083.33	91,118.20	42.11
NET OF REVENUES & EXPENDITURES		(20,000.00)	45,662.88	(13,014.52)	(65,662.88)	228.31
BEG. FUND BALANCE		8,914.07	8,914.07			
END FUND BALANCE		(11,085.93)	54,576.95			

PERIOD ENDING 11/30/2023

% Fiscal Year Completed: 41.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023 NORMAL (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA FUND						
Revenues						
Dept 000						
248-000-452.000	PSD SPECIAL ASSESSMENT REV	30,200.00	2,305.56	0.00	27,894.44	7.63
248-000-555.001	MEDC MATCH ON MAIN GRANT	50,000.00	0.00	0.00	50,000.00	0.00
248-000-580.101	APPROPRIATION FR CITY GF	75,000.00	31,250.00	6,250.00	43,750.00	41.67
248-000-628.000	SIDEWALK PLOW-BUSINESS CONTRIB	38,700.00	16,643.65	4,226.70	22,056.35	43.01
248-000-664.000	INTEREST EARNINGS	200.00	507.33	22.71	(307.33)	253.67
248-000-667.001	EQUIPMENT RENTAL	0.00	200.00	0.00	(200.00)	100.00
248-000-674.007	DONATIONS SPONSORS - SMALL BUS SATURDAY	1,500.00	0.00	0.00	1,500.00	0.00
248-000-674.008	DONATIONS SPONSORS - HOLIDAY OPEN HOUSE	4,000.00	3,850.00	3,850.00	150.00	96.25
248-000-674.009	DONATIONS SPONSORS - NEW YEARS EVE CELEB	12,000.00	5,500.00	5,500.00	6,500.00	45.83
248-000-674.010	DONATIONS SPONSORS - I-500 PUB CRAWL	12,000.00	0.00	0.00	12,000.00	0.00
248-000-674.011	DONATIONS SPONSORS - WINTER FESTIVAL	6,000.00	0.00	0.00	6,000.00	0.00
248-000-674.012	DONATIONS SPONSORS - BURGER WEEK	2,500.00	0.00	0.00	2,500.00	0.00
248-000-674.013	DONATIONS SPONSORS - LADIES NIGHT OUT	3,600.00	0.00	0.00	3,600.00	0.00
248-000-674.014	DONATIONS SPONSORS - MUSIC IN THE PARK	30,000.00	5,200.47	0.00	24,799.53	17.33
248-000-674.015	DONATIONS SPONSORS - SIDEWALK SALES	4,000.00	0.00	0.00	4,000.00	0.00
248-000-674.016	DONATIONS SPONSORS - FALL FESTIVAL	6,500.00	0.00	0.00	6,500.00	0.00
248-000-674.017	DONATIONS SPONSORS - HALLOWEEN SPOOKTAC	2,000.00	3,600.00	0.00	(1,600.00)	180.00
248-000-674.018	DONATIONS SPONSORS - RESTAURANT WEEK	3,200.00	0.00	0.00	3,200.00	0.00
248-000-674.019	DONATIONS SPONSORS - PARADE OF LIGHTS	2,000.00	2,000.00	0.00	0.00	100.00
248-000-674.020	DONATIONS SPONSORS - MOVIE SERIES	3,600.00	3,575.00	0.00	25.00	99.31
248-000-674.885	FUNDRAISING - NON-EVENT	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 000		297,000.00	74,632.01	19,849.41	222,367.99	25.13
TOTAL REVENUES		297,000.00	74,632.01	19,849.41	222,367.99	25.13
Expenditures						
Dept 729 - DDA OPERATING EXPENDITURES						
248-729-702.000	SALARIES - WAGES - DDA	61,200.00	22,084.60	4,615.38	39,115.40	36.09
248-729-704.000	PART TIME SEASONAL WAGES	18,200.00	3,850.00	1,400.00	14,350.00	21.15
248-729-706.000	PAYROLL OTHER	1,500.00	0.00	0.00	1,500.00	0.00
248-729-708.000	FRINGE BENEFITS - SUTA	100.00	0.00	0.00	100.00	0.00
248-729-709.000	FRINGE BENEFITS - FICA	5,000.00	1,617.26	374.82	3,382.74	32.35
248-729-711.000	FRINGE BENEFITS - MEDICARE	1,200.00	378.23	87.66	821.77	31.52
248-729-714.000	FRINGE BENEFITS - UNCLASSIFIED	300.00	150.00	30.00	150.00	50.00
248-729-715.000	FRINGE BENEFITS - MERS DB PENSION	2,700.00	898.41	224.20	1,801.59	33.27
248-729-716.000	FRINGE BENEFITS - MERS DC PENSION	1,300.00	0.00	0.00	1,300.00	0.00
248-729-718.000	FRINGE BENEFITS - HEALTH INSURANCE	20,200.00	8,077.70	1,615.54	12,122.30	39.99
248-729-722.000	FRINGE BENEFITS - WORKERS COMP	300.00	140.75	36.45	159.25	46.92
248-729-724.000	FRINGE BENEFITS - LIFE INS	300.00	108.18	22.85	191.82	36.06
248-729-725.000	FRINGE BENEFITS - DISABILITY INS	300.00	108.04	0.00	191.96	36.01
248-729-726.000	SUPPLIES	3,000.00	481.50	187.98	2,518.50	16.05
248-729-791.000	DUES/SUBSCRIPTIONS	1,100.00	797.97	12.00	302.03	72.54
248-729-801.000	CONTRACTED SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
248-729-802.000	ACCOUNTING & MANAGEMENT	16,400.00	7,000.00	1,400.00	9,400.00	42.68
248-729-805.000	STREET DEPT INTERNAL SVCS	4,000.00	472.33	0.00	3,527.67	11.81
248-729-808.000	SIDEWALK PLOWING	38,700.00	0.00	0.00	38,700.00	0.00
248-729-809.000	COMPUTER SERVICES	15,300.00	6,375.00	1,275.00	8,925.00	41.67
248-729-851.000	POSTAGE	400.00	66.00	0.00	334.00	16.50
248-729-884.007	DDA EVENTS - SMALL BUSINESS SATURDAY	900.00	0.00	0.00	900.00	0.00
248-729-884.008	DDA EVENTS - HOLIDAY OPEN HOUSE WEEKEND	3,400.00	0.00	0.00	3,400.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF SAULT STE MARIE

PERIOD ENDING 11/30/2023

% Fiscal Year Completed: 41.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023 NORMAL (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA FUND						
Expenditures						
248-729-884.009	DDA EVENTS - NEW YEARS EVE CELEBRATION	8,500.00	0.00	0.00	8,500.00	0.00
248-729-884.010	DDA EVENTS - I-500 PUB CRAWL	3,600.00	0.00	0.00	3,600.00	0.00
248-729-884.011	DDA EVENTS - WINTER FESTIVAL	4,100.00	0.00	0.00	4,100.00	0.00
248-729-884.012	DDA EVENTS - BURGER WEEK	1,700.00	0.00	0.00	1,700.00	0.00
248-729-884.013	DDA EVENTS - LADIES NIGHT OUT	3,100.00	0.00	0.00	3,100.00	0.00
248-729-884.014	DDA EVENTS - MUSIC IN THE PARK	14,500.00	9,860.94	0.00	4,639.06	68.01
248-729-884.015	DDA EVENTS - SIDEWALK SALES	2,400.00	0.00	0.00	2,400.00	0.00
248-729-884.016	DDA EVENTS - FALL FESTIVAL	5,900.00	0.00	0.00	5,900.00	0.00
248-729-884.017	DDA EVENTS - HALLOWEEN SPOOKTACULAR	1,300.00	2,187.58	2,187.58	(887.58)	168.28
248-729-884.018	DDA EVENTS - RESTAURANT WEEK	2,000.00	0.00	0.00	2,000.00	0.00
248-729-884.019	DDA EVENTS - PARADE OF LIGHTS	900.00	0.00	0.00	900.00	0.00
248-729-884.020	DDA EVENTS - MOVIE SERIES	3,600.00	3,075.00	0.00	525.00	85.42
248-729-885.051	DDA DOWNTOWN FLOWERS	1,500.00	0.00	0.00	1,500.00	0.00
248-729-885.052	DDA CROSSWALK ART	500.00	0.00	0.00	500.00	0.00
248-729-902.000	DIRECTORIES/BROCHURES	1,700.00	0.00	0.00	1,700.00	0.00
248-729-903.000	ORGANIZATIONAL EXPENDITURES	500.00	0.00	0.00	500.00	0.00
248-729-905.000	MUSIC IN THE PARK ENTERTAINMNT	0.00	(50.00)	0.00	50.00	100.00
248-729-907.000	DESIGN EXPENSES	3,000.00	0.00	0.00	3,000.00	0.00
248-729-908.050	DDA MIXED USE MATCH PASS THRU	5,000.00	0.00	0.00	5,000.00	0.00
248-729-913.000	TRAVEL & TRAINING	4,000.00	982.87	621.37	3,017.13	24.57
248-729-920.000	ELECTRICITY	500.00	193.58	40.58	306.42	38.72
248-729-931.000	REPAIR & REPLACEMENT	400.00	0.00	0.00	400.00	0.00
248-729-942.000	BUILDING RENTAL	5,400.00	5,361.96	0.00	38.04	99.30
248-729-964.001	REFUNDS AND REBATES-MATCH ON MAIN	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 729 - DDA OPERATING EXPENDITURES		322,900.00	74,217.90	14,131.41	248,682.10	22.98
TOTAL EXPENDITURES		322,900.00	74,217.90	14,131.41	248,682.10	22.98
Fund 248 - DDA FUND :						
TOTAL REVENUES		297,000.00	74,632.01	19,849.41	222,367.99	25.13
TOTAL EXPENDITURES		322,900.00	74,217.90	14,131.41	248,682.10	22.98
NET OF REVENUES & EXPENDITURES		(25,900.00)	414.11	5,718.00	(26,314.11)	1.60
BEG. FUND BALANCE		64,551.13	64,551.13			
END FUND BALANCE		38,651.13	64,965.24			

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REVENUE AND EXPENDITURE REPORT FOR CITY OF SAULT STE MARIE

Page: 5/5

PERIOD ENDING 11/30/2023

% Fiscal Year Completed: 41.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 402 - CAPITAL PROJECTS DDA						
Revenues						
Dept 000						
402-000-451.000	SPECIAL ASSESSMENT REVENUE	1,100.00	0.00	0.00	1,100.00	0.00
402-000-664.000	INTEREST EARNINGS	4,000.00	900.25	41.55	3,099.75	22.51
Total Dept 000		5,100.00	900.25	41.55	4,199.75	17.65
TOTAL REVENUES		5,100.00	900.25	41.55	4,199.75	17.65
Expenditures						
Dept 901 - CAPITAL PROJECTS						
402-901-986.000-0694	CAPITAL CONTRACTED SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
402-901-986.000-0769	CAPITAL CONTRACTED SERVICES	3,463.40	0.00	0.00	3,463.40	0.00
Total Dept 901 - CAPITAL PROJECTS		8,463.40	0.00	0.00	8,463.40	0.00
TOTAL EXPENDITURES		8,463.40	0.00	0.00	8,463.40	0.00
Fund 402 - CAPITAL PROJECTS DDA :						
TOTAL REVENUES		5,100.00	900.25	41.55	4,199.75	17.65
TOTAL EXPENDITURES		8,463.40	0.00	0.00	8,463.40	0.00
NET OF REVENUES & EXPENDITURES		(3,363.40)	900.25	41.55	(4,263.65)	26.77
BEG. FUND BALANCE		78,447.24	78,447.24			
END FUND BALANCE		75,083.84	79,347.49			
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		637,900.00	246,471.91	20,103.48	391,428.09	38.64
TOTAL EXPENDITURES - ALL FUNDS		683,763.40	221,749.70	43,464.74	462,013.70	32.43
NET OF REVENUES & EXPENDITURES		(45,863.40)	24,722.21	(23,361.26)	(70,585.61)	53.90
BEG. FUND BALANCE - ALL FUNDS		156,292.01	156,292.01			
END FUND BALANCE - ALL FUNDS		110,428.61	181,014.22			