

MONROE
DOWNTOWN
DEVELOPMENT AUTHORITY
375 RULES OF THE CHAMBER

Any person wishing to address the Board shall step up to the podium/front of room, state their name and address in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit their address to three (3) minutes. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Board.

Any person who does not wish to address Board from the podium/front of room, may print their name, address and comment/question which he/she would like brought before Board on a card provided by a staff member and return the card to a staff member before the meeting begins. The staff member will address the presiding officer at the start of Public Comments on the Agenda, notifying him of the card comment, and read the card into the record for response.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon one weeks' notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9140.

AGENDA
REGULAR MEETING
Wednesday, September 18, 2019, 8:00 A.M.
CITY HALL, 3RD FLOOR CONFERENCE ROOM, 120 E. FIRST ST.

1. Roll Call

2. Vision Statement (2 minutes)

3. Additions/Deletions to the Meeting Agenda (1 minute)

4. Public Comment (3 minutes per individual)

5. Consent Agenda (2 minutes)

Action Requested

A. Approval of Agenda

B. Approval of Minutes

i. Wednesday, August 21, 2019 Regular Meeting

C. Financial Reports

i. June, DDA Revenue and Expenditure Report FY 2018-2019 Updated/Final

ii. June, DDA Itemized Expenditure Report FY 2018-2019 Updated/Final

iii. August, DDA Revenue and Expenditure Report, FY2019-2020

iv. August, DDA Itemized Expenditure Report FY 2019-2020

6. New Business

A. Proposal for Web Site Updates for Act 57 Compliance (5 minutes)

Action Requested

B. Recommendation from Parking Committee to Implement Certain Components from Downtown Master Plan (10 minutes)

Action Requested

C. Fiscal Year 2020-21 Work Planning – Part I of III (30 minutes) – Review of Current Plan and Obligations, Review of Projects in Downtown Master Plan

7. Other Business

A. Riverwalk Enhancement & Expansion Plan – Discussion & Adoption (10 minutes)

Action Requested

B. Streetscape Design Guidelines – Discussion & Adoption (10 minutes)

Action Requested

C. Work Plan Updates (10 minutes)

8. Communications – None

9. Board Member and Administrative Comments

10. Adjournment

Action Requested

Vision Statement

In 2027, Downtown Monroe will be a state- and nationally-recognized vibrant and walkable downtown. The storefronts and upper floors are occupied and attract residents to shop and dine locally. It is the preferred downtown in the region for young and successful professionals and retired baby boomers to reside.

The Downtown Monroe retailers and restaurants combine into a lively shopping and entertainment district with an active nightlife. They leverage technology to augment their storefront sales online and to promote their businesses to the community and others in the region.

All historic downtown buildings have made improvements from facade renovations, new signage, and outdoor seating. Empty lots and underused properties are revitalized with productive real estate contributing to the tax base, creating jobs and places to live.

The downtown is connected by an attractive, functional streetscape that is welcoming to pedestrians and non-motorized modes of transportation. The downtown has created greater connection to major employers, education institute and other attractions in the area such as the River Raisin, National and State Parks, and the Centre for the Arts.

Minutes

**Monroe Downtown Development Authority
Regular Meeting
Wednesday, August 21, 2019
Third Floor Conference Room
Monroe City Hall**

Chairperson Tony Trujillo called the meeting to order at 8:00 a.m.

1. Roll Call

Present: Mayor Robert Clark, Scott Kegerreis, Les Lukacs, Joe Peruski (8:03 AM),
Tiffany Sacco (8:04 AM), Deb Staelgraeve, Anthony Trujillo and Chip Williams
Absent: Mackenzie Swanson
Staff: Michelle LaVoy, Clerk-Treasurer
Annette Knowles, Downtown/Economic Development Coordinator
Guest: Jack McDonough

2. Vision Statement – Read by Chip Williams

3. Additions/Deletions to the Meeting Agenda – None

4. Public Comments

Jack McDonough, a landscaping architect with Edge Landscaping in Toledo introduced himself.

Patt Slack, Chairman of the DDA in Wyandotte, introduced herself.

5. Consent Agenda

- A.** Approval of Agenda
- B.** Approval of Minutes of Wednesday, July 17, 2019 Regular Meeting
- C.** Financial Reports:
 - ❖ June, 2019, DDA Revenue and Expenditure Report FY2018-2019
 - ❖ June, 2019, DDA Itemized Expenditure Report FY 2018-2019
 - ❖ July 2019, DDA Revenue and Expenditure Report FY 2019-2020
 - ❖ July 2019, DDA Itemized Expenditure Report FY 2019-2020

Motion by Peruski seconded by Williams to approve items on the Consent Agenda as presented. ***Motion carried unanimously.***

6. New Business

A. Downtown Wyandotte's Story – Patt Slack, Wyandotte DDA Chairperson.

Patt Slack discussed the efforts of the Wyandotte DDA to facilitate progress in Downtown Wyandotte. The turning point in their effort was the identification of the four “white elephants” in town and the DDA’s approach to revitalizing them through purchase or incentives.

B. Establish Ad Hoc Budget Review Committee

Annette Knowles discussed the need to establish an Ad Hoc Budget Review Committee. Discussion followed.

Motion by Williams seconded by Lukacs to establish an Ad Hoc Budget Review Committee with membership consisting of the Executive Committee of Swanson, Williams and Trujillo, Board Member Lukacs and the City Manager, Vincent Pastue. ***Motion carried unanimously.***

C. Designate Lead for Stakeholder Meetings.

Deb Staelgraeve volunteered to be the lead for the stakeholder meetings.

Motion by Lukacs seconded by Williams to appoint Deb Staelgraeve as the lead for the stakeholder meetings project. ***Motion carried unanimously.***

7. Other Business

A. Approval of Addendum to 2017-2022 Strategic Plan.

Annette Knowles reviewed the addendum to the 2017-2022 Strategic Plan with the Board.

Motion by Clark and supported by Lukacs to approve the addendum to the 2017-2022 Strategic Plan. ***Motion carried unanimously.***

B. Work Plan Updates – a written update was included with the board packet.

Annette Knowles reviewed the 2018-2019 and the 2019-2020 work plans with the Board.

8. Communications – None

9. Board Member Comments/Administrative Comments

Mayor Clark thanked Annette for the presentation to Council and commented on the open house at 54 S. Monroe Street.

Peruski stated that his building is getting a new roof and elevator.

Kegerreis stated this his building is getting resurfaced.

Williams welcomed the newest Board members.

Trujillo thanked everyone for coming.

10. Adjournment

Motion to adjourn by Trujillo seconded by Lukacs at 9:15 a.m.

Motion carried unanimously.

DRAFT

PERIOD ENDING 06/30/2019

		2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	06/30/2019NTH 06/30/2019	(ABNORMAL) ASE (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	9,600.00	13,425.80	1,024.21	(3,825.80)
Total Dept 80.100 - GENERAL REVENUE		9,600.00	13,425.80	1,024.21	(3,825.80)
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	245,200.00	245,211.33	0.00	(11.33)
751-80.600-410.000	PERSONAL PROPERTY TAXES	(37,120.00)	(37,093.20)	0.00	(26.80)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	20,605.00	20,604.84	0.00	0.16
751-80.600-692.090	MISCELLANEOUS REVENUE	3,000.00	2,952.25	0.00	47.75
Total Dept 80.600 - GENERAL REVENUE		231,685.00	231,675.22	0.00	9.78
TOTAL REVENUES		241,285.00	245,101.02	1,024.21	(3,816.02)
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,500.00	19,196.21	1,945.04	1,303.79
751-65.691-717.000	SOCIAL SECURITY	1,280.00	1,190.17	120.60	89.83
751-65.691-717.005	MEDICARE	300.00	278.35	28.21	21.65
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	18.25	1.48	1.75
751-65.691-727.000	OFFICE SUPPLIES	500.00	525.63	76.91	(25.63)
751-65.691-728.000	COPIES	20.00	0.04	0.00	19.96
751-65.691-730.000	POSTAGE	500.00	543.51	0.00	(43.51)
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	4,800.00	2,400.00	200.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,360.00	0.00	140.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	115,000.00	38,062.87	24,167.43	76,937.13
751-65.691-818.020-19R0100000	GENERAL CONTRACT SERVICES	45,000.00	44,754.84	13,000.00	245.16
751-65.691-818.080	FACADE IMPROVEMENTS	21,300.00	1,240.00	0.00	20,060.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	1,280.43	183.11	119.57
751-65.691-880.000	COMMUNITY PROMOTION	15,450.00	11,881.51	1,752.25	3,568.49
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	90.97	0.00	209.03
751-65.691-910.000	INSURANCE PREMIUM	1,005.00	1,005.00	83.75	0.00
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	15,000.00	4,390.96	0.00	10,609.04
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	435.21	133.14	364.79
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	719.00	100.00	(119.00)
751-65.691-999.101	TRANSFER OUT-GENERAL	20,000.00	20,000.00	20,000.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	113,994.00	113,993.74	0.00	0.26
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		379,469.00	265,766.69	63,991.92	113,702.31
Dept 95.260 - CLERK/TREASURER					
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	1,890.90	1,890.90	(1,890.90)
Total Dept 95.260 - CLERK/TREASURER		0.00	1,890.90	1,890.90	(1,890.90)
TOTAL EXPENDITURES		379,469.00	267,657.59	65,882.82	111,811.41
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		241,285.00	245,101.02	1,024.21	(3,816.02)
TOTAL EXPENDITURES		379,469.00	267,657.59	65,882.82	111,811.41
NET OF REVENUES & EXPENDITURES		(138,184.00)	(22,556.57)	(64,858.61)	(115,627.43)
BEG. FUND BALANCE		485,790.71	485,790.71		
END FUND BALANCE		347,606.71	463,234.14		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
06/01/2019			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		528,062.33
06/07/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21695		1,200.00	526,862.33
06/14/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21745		20,900.00	505,962.33
06/21/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21763		4,900.00	501,062.33
06/27/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21799		1,000.00	500,062.33
06/30/2019	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2019	21809	1,041.17		501,103.50
06/30/2019			751-00.000-005.000	END BALANCE	1,041.17	28,000.00	501,103.50
06/01/2019			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		30.42
06/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	21659		83.75	(53.33)
06/04/2019	CD	CHK	RUSSELL DESIGN INC	57311		1,228.23	(1,281.56)
06/04/2019	CD	CHK	STANIFER, PAULA	57313		34.22	(1,315.78)
06/07/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21695	1,200.00		(115.78)
06/13/2019	GJ	JE	APPROPRIATE DDA FUNDING TO CITY	21693		20,000.00	(20,115.78)
06/13/2019	PR	CHK	SUMMARY PR 06/13/2019			836.98	(20,952.76)
06/14/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21745	20,900.00		(52.76)
06/18/2019	CD	CHK	SUMMARY CD 06/18/2019			4,796.40	(4,849.16)
06/18/2019	CD	CHK	SUMMARY CD 06/18/2019			183.57	(5,032.73)
06/21/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21763	4,900.00		(132.73)
06/21/2019	GJ	JE	5/3 SERVICE FEES - MAY 2019	21767		10.05	(142.78)
06/27/2019	PR	CHK	SUMMARY PR 06/27/2019			836.96	(979.74)
06/27/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	21799	1,000.00		20.26
06/30/2019			751-00.000-007.000	END BALANCE	28,000.00	28,010.16	20.26
06/01/2019			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
06/03/2019	AP	INV	RUSSELL DESIGN INC	2454		1,228.23	(1,228.23)
06/03/2019	AP	INV	COLOR PLOTTING & MOUNTING DISPLAY BOI STANIFER, PAULA STANIFER 5-29-2019			34.22	(1,262.45)
06/04/2019	CD	CHK	RUSSELL DESIGN INC	57311	1,228.23		(34.22)
06/04/2019	CD	CHK	STANIFER, PAULA	57313	34.22		0.00
06/17/2019	AP	INV	FIFTH THIRD BANK	05/18/2019		26.49	(26.49)
06/17/2019	AP	INV	ADOBE SUBSCRIPTION				
06/17/2019	AP	INV	FIFTH THIRD BANK	05/16/2019		100.00	(126.49)
06/17/2019	AP	INV	MEMBERSHIP DUES - A. KNOWLES				
06/17/2019	AP	INV	FIFTH THIRD BANK	05/08/2019		30.15	(156.64)
06/17/2019	AP	INV	COFFEE & DONUTS FACADE ANNOUNCEMENT				
06/17/2019	AP	INV	FIFTH THIRD BANK	05/01/2019		11.93	(168.57)
06/17/2019	AP	INV	EMAIL SUBSCRIPTION				
06/17/2019	AP	INV	FIFTH THIRD BANK	04/30/2019		15.00	(183.57)
06/17/2019	AP	INV	ULI SUMMIT PARKING				
06/17/2019	AP	INV	MITCHELL & MOUAT ARCHITECTS INC	2077		4,796.40	(4,979.97)
06/18/2019	CD	CHK	SUMMARY CD 06/18/2019		4,796.40		(183.57)
06/18/2019	CD	CHK	SUMMARY CD 06/18/2019		183.57		0.00
06/30/2019	AP	INV	RUHLIG FARMS LLC	399		2,400.00	(2,400.00)
06/30/2019	AP	INV	PLANTING OF CONCRETE PLANTERS DOWNTOW				
06/30/2019	AP	INV	FIFTH THIRD BANK	06/21/2019		52.99	(2,452.99)
06/30/2019	AP	INV	COMPUTER PROTECTION				
06/30/2019	AP	INV	FIFTH THIRD BANK	06/18/2019		26.49	(2,479.48)
06/30/2019	AP	INV	ADOBE SUBSCRIPTION				
06/30/2019	AP	INV	FIFTH THIRD BANK	06/17/2019		58.00	(2,537.48)
06/30/2019	AP	INV	DDA BROCHURES				
06/30/2019	AP	INV	FIFTH THIRD BANK	06/07/2019		24.00	(2,561.48)
06/30/2019	AP	INV	DDA WORKSHOP PARKING				
06/30/2019	AP	INV	FIFTH THIRD BANK	06/01/2019		12.00	(2,573.48)
06/30/2019	AP	INV	EMAIL SUBSCRIPTION				
06/30/2019	AP	INV	FIFTH THIRD BANK	05/31/2019		109.89	(2,683.37)
06/30/2019	AP	INV	MDA WORKSHOP				
06/30/2019	AP	INV	FIFTH THIRD BANK	05/31/2019		50.00	(2,733.37)
06/30/2019	AP	INV	FACEBOOK ADS				
06/30/2019	AP	INV	MONROE COUNTY TREASURER	CCIA 201907		1,890.90	(4,624.27)
06/30/2019	AP	INV	DUE TO/FROM UNITS				
06/30/2019	AP	INV	RUSSELL DESIGN INC	2484		13,000.00	(17,624.27)
06/30/2019	AP	INV	PROFESSIONAL SERVICES M25-183 RIVERW				
06/30/2019	AP	INV	RUSSELL DESIGN INC	2485		18,142.80	(35,767.07)
06/30/2019	AP	INV	PROFESSIONAL SERV M25-184 STREET SCAI				
06/30/2019	AP	INV	NEW MOON VISIONS	134347		906.25	(36,673.32)
06/30/2019	AP	INV	BUSINESS RECRUITMENT BROCHURE				
06/30/2019	AP	INV	FIFTH THIRD BANK	07/01/2019		788.00	(37,461.32)
06/30/2019			RADIO CAMPAIGN 2018-2019 BUDGET				
06/30/2019			751-00.000-202.000	END BALANCE	6,242.42	43,703.74	(37,461.32)
06/01/2019			751-00.000-202.010 ACCOUNTS PAYABLE - VIA GJ		BEG. BALANCE		0.00
06/30/2019	GJ	JE	5/3 SERVICE FEES - JUNE 2019	21906		6.91	(6.91)
06/30/2019			751-00.000-202.010	END BALANCE	0.00	6.91	(6.91)
06/01/2019			751-00.000-257.000 ACCRUED WAGES PAYABLE		BEG. BALANCE		0.00
06/30/2019	PRAW	CHK	SUMMARY PRAW 06/30/2019			421.39	(421.39)
06/30/2019			751-00.000-257.000	END BALANCE	0.00	421.39	(421.39)
06/01/2019			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		17,251.17
06/13/2019	PR	CHK	SUMMARY PR 06/13/2019		776.80		18,027.97
06/27/2019	PR	CHK	SUMMARY PR 06/27/2019		776.80		18,804.77
06/30/2019	PRAW	CHK	SUMMARY PRAW 06/30/2019		391.44		19,196.21

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
751-65.691-703.000 PART TIME SALARIES & WAGES (Continued)							
06/30/2019			751-65.691-703.000	END BALANCE	1,945.04	0.00	19,196.21
751-65.691-717.000 SOCIAL SECURITY							
06/01/2019				BEG. BALANCE			1,069.57
06/13/2019	PR	CHK	SUMMARY PR 06/13/2019		48.17		1,117.74
06/27/2019	PR	CHK	SUMMARY PR 06/27/2019		48.16		1,165.90
06/30/2019	PRAW	CHK	SUMMARY PRAW 06/30/2019		24.27		1,190.17
06/30/2019			751-65.691-717.000	END BALANCE	120.60	0.00	1,190.17
751-65.691-717.005 MEDICARE							
06/01/2019				BEG. BALANCE			250.14
06/13/2019	PR	CHK	SUMMARY PR 06/13/2019		11.27		261.41
06/27/2019	PR	CHK	SUMMARY PR 06/27/2019		11.26		272.67
06/30/2019	PRAW	CHK	SUMMARY PRAW 06/30/2019		5.68		278.35
06/30/2019			751-65.691-717.005	END BALANCE	28.21	0.00	278.35
751-65.691-718.010 WORKERS' COMP INSURANCE							
06/01/2019				BEG. BALANCE			16.77
06/13/2019	PR	CHK	SUMMARY PR 06/13/2019		0.74		17.51
06/27/2019	PR	CHK	SUMMARY PR 06/27/2019		0.74		18.25
06/30/2019			751-65.691-718.010	END BALANCE	1.48	0.00	18.25
751-65.691-727.000 OFFICE SUPPLIES							
06/01/2019				BEG. BALANCE			448.72
06/17/2019	AP	INV	FIFTH THIRD BANK	05/18/2019	26.49		475.21
			ADOBE SUBSCRIPTION				
06/17/2019	AP	INV	FIFTH THIRD BANK	05/01/2019	11.93		487.14
			EMAIL SUBSCRIPTION				
06/30/2019	AP	INV	FIFTH THIRD BANK	06/18/2019	26.49		513.63
			ADOBE SUBSCRIPTION				
06/30/2019	AP	INV	FIFTH THIRD BANK	06/01/2019	12.00		525.63
			EMAIL SUBSCRIPTION				
06/30/2019			751-65.691-727.000	END BALANCE	76.91	0.00	525.63
751-65.691-750.075 SEASONAL DECORATIONS-DDA							
06/01/2019				BEG. BALANCE			2,400.00
06/30/2019	AP	INV	RUHLIG FARMS LLC	399	2,400.00		4,800.00
			PLANTING OF CONCRETE PLANTERS DOWNTOWN				
06/30/2019			751-65.691-750.075	END BALANCE	2,400.00	0.00	4,800.00
751-65.691-818.020 GENERAL CONTRACT SERVICES							
06/01/2019				BEG. BALANCE			13,895.44
06/03/2019	AP	INV	RUSSELL DESIGN INC	2454	1,228.23		15,123.67
			COLOR PLOTTING & MOUNTING DISPLAY BOARD				
06/17/2019	AP	INV	MITCHELL & MOUAT ARCHITECTS INC	2077	4,796.40		19,920.07
			UPPER FLOOR CONVERSION CASE STUDY PII				
06/30/2019	AP	INV	RUSSELL DESIGN INC	2485	18,142.80		38,062.87
			PROFESSIONAL SERV M25-184 STREET SCALING				
06/30/2019			751-65.691-818.020	END BALANCE	24,167.43	0.00	38,062.87
751-65.691-818.020-19R0100000 GENERAL CONTRACT							
06/01/2019				BEG. BALANCE			31,754.84
06/30/2019	AP	INV	RUSSELL DESIGN INC	2484	13,000.00		44,754.84
			PROFESSIONAL SERVICES M25-183 RIVERVIEW				
06/30/2019			751-65.691-818.020-19R0100000	END BALANCE	13,000.00	0.00	44,754.84
751-65.691-860.000 TRAINING & TRAVEL							
06/01/2019				BEG. BALANCE			1,097.32
06/03/2019	AP	INV	STANIFER, PAULA	STANIFER 5-29-2019	34.22		1,131.54
			MILEAGE WELCOME CENTER-HOTELS DIXIE-INDIAN				
06/17/2019	AP	INV	FIFTH THIRD BANK	04/30/2019	15.00		1,146.54
			ULI SUMMIT PARKING				
06/30/2019	AP	INV	FIFTH THIRD BANK	06/07/2019	24.00		1,170.54
			DDA WORKSHOP PARKING				
06/30/2019	AP	INV	FIFTH THIRD BANK	05/31/2019	109.89		1,280.43
			MDA WORKSHOP				
06/30/2019			751-65.691-860.000	END BALANCE	183.11	0.00	1,280.43
751-65.691-880.000 COMMUNITY PROMOTION							
06/01/2019				BEG. BALANCE			10,129.26
06/30/2019	AP	INV	FIFTH THIRD BANK	06/17/2019	58.00		10,187.26
			DDA BROCHURES				
06/30/2019	AP	INV	NEW MOON VISIONS	134347	906.25		11,093.51
			BUSINESS RECRUITMENT BROCHURE				
06/30/2019	AP	INV	FIFTH THIRD BANK	07/01/2019	788.00		11,881.51
			RADIO CAMPAIGN 2018-2019 BUDGET				
06/30/2019			751-65.691-880.000	END BALANCE	1,752.25	0.00	11,881.51
751-65.691-910.000 INSURANCE PREMIUM							
06/01/2019				BEG. BALANCE			921.25
06/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	21659	83.75		1,005.00
06/30/2019			751-65.691-910.000	END BALANCE	83.75	0.00	1,005.00
751-65.691-955.000 MISCELLANEOUS EXPENSE							
06/01/2019				BEG. BALANCE			302.07
06/17/2019	AP	INV	FIFTH THIRD BANK	05/08/2019	30.15		332.22
			COFFEE & DONUTS FACADE ANNOUNCEMENT				
06/30/2019	AP	INV	FIFTH THIRD BANK	06/21/2019	52.99		385.21
			COMPUTER PROTECTION				
06/30/2019	AP	INV	FIFTH THIRD BANK	05/31/2019	50.00		435.21
			FACEBOOK ADS				
06/30/2019			751-65.691-955.000	END BALANCE	133.14	0.00	435.21

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GL ACTIVITY REPORT FOR CITY OF MONROE
TRANSACTIONS FROM 06/01/2019 TO 06/30/2019

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
06/01/2019			751-65.691-958.000 MEMBERSHIPS & DUES		BEG. BALANCE		619.00
06/17/2019	AP	INV	FIFTH THIRD BANK	05/16/2019	100.00		719.00
			MEMBERSHIP DUES - A. KNOWLES				
06/30/2019			751-65.691-958.000	END BALANCE	100.00	0.00	719.00
06/01/2019			751-65.691-999.101 TRANSFER OUT-GENERAL		BEG. BALANCE		0.00
06/13/2019	GJ	JE	APPROPRIATE DDA FUNDING TO CITY	21693	20,000.00		20,000.00
06/30/2019			751-65.691-999.101	END BALANCE	20,000.00	0.00	20,000.00
06/01/2019			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(12,401.59)
06/21/2019	GJ	JE	5/3 SERVICE FEES - MAY 2019	21767	10.05		(12,391.54)
06/30/2019	GJ	JE	MICHIGAN CLASS INTEREST - JUNE 2019	21809		1,041.17	(13,432.71)
06/30/2019	GJ	JE	5/3 SERVICE FEES - JUNE 2019	21906	6.91		(13,425.80)
06/30/2019			751-80.100-665.005	END BALANCE	16.96	1,041.17	(13,425.80)
06/01/2019			751-95.260-961.005 REFUND - BOR SETTLEMENT		BEG. BALANCE		0.00
06/30/2019	AP	INV	MONROE COUNTY TREASURER	CCIA 201907	1,890.90		1,890.90
			DUE TO/FROM UNITS				
06/30/2019			751-95.260-961.005	END BALANCE	1,890.90	0.00	1,890.90
GRAND TOTALS:					101,183.37	101,183.37	595,846.71

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$20,500.00			
7/12/2018		\$340.00		
7/26/2018		\$680.00		
8/9/2018		\$680.00		
8/23/2018		\$680.00		
9/6/2018		\$680.00		
9/20/2018		\$776.80		
10/4/2018		\$776.80		
10/18/2018		\$660.28		
11/1/2018		\$776.80		
11/15/2018		\$776.80		
11/29/2018		\$776.80		
12/13/2018		\$776.80		
12/28/2018		\$776.80		
1/10/2019		\$325.29		
1/24/2019		\$776.80		
2/7/2019		\$776.80		
2/21/2019		\$776.80		
3/7/2019		\$776.80		
3/21/2019		\$776.80		
4/4/2019		\$776.80		
4/18/2019		\$776.80		
5/2/2019		\$776.80		
5/16/2019		\$776.80		
5/30/2019		\$776.80		
6/13/2019		\$776.80		
6/27/2019		\$776.80		
6/30/2019		\$391.44		
				\$1,303.79
Social Security	Budget	Expenditures		Balance
	\$1,280.00			
7/12/2018		\$21.08		
7/26/2018		\$42.16		
8/9/2018		\$42.16		
8/23/2018		\$42.16		
9/6/2018		\$42.16		
9/20/2018		\$48.16		
10/4/201/		\$48.16		
10/18/2018		\$40.94		
11/1/2018		\$48.16		
11/15/2018		\$48.16		
11/29/2018		\$48.16		
12/13/2018		\$48.17		
12/28/2018		\$48.16		
1/10/2019		\$20.17		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

1/24/2019		\$48.16		
2/7/2019		\$48.16		
2/21/2019		\$48.16		
3/7/2019		\$48.16		
3/21/2019		\$48.17		
4/4/2019		\$48.16		
4/18/2019		\$48.16		
5/2/2019		\$48.16		
5/16/2019		\$48.16		
5/30/2019		\$48.16		
6/13/2019		\$48.17		
6/27/2019		\$48.16		
6/30/2019		\$24.27		
				\$89.83
Medicare	Budget	Expenditures		Balance
	\$300.00			
7/12/2018		\$4.93		
7/26/2018		\$9.86		
8/9/2018		\$9.86		
8/23/2018		\$9.86		
9/6/2018		\$9.86		
9/20/2018		\$11.27		
10/4/2018		\$11.26		
10/18/2018		\$9.57		
11/1/2018		\$11.27		
11/15/2018		\$11.26		
11/29/2018		\$11.26		
12/13/2018		\$11.27		
12/28/2018		\$11.26		
1/10/2019		\$4.72		
1/24/2019		\$11.26		
2/7/2019		\$11.26		
2/21/2019		\$11.27		
3/7/2019		\$11.26		
3/21/2019		\$11.26		
4/4/2019		\$11.27		
4/18/2019		\$11.26		
5/2/2019		\$11.27		
5/16/2019		\$11.26		
5/30/2019		\$11.26		
6/13/2019		\$11.27		
6/27/2019		\$11.26		
6/30/2019		\$5.68		
				\$21.65

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

Workers Comp Insurance	Budget	Expenditures		Balance
	\$20.00			
7/12/2018		\$0.65		
7/26/2018		\$0.65		
8/9/2018		\$0.65		
8/23/2018		\$0.65		
9/6/2018		\$0.65		
9/20/2018		\$0.74		
10/4/2018		\$0.74		
10/18/2018		\$0.63		
11/1/2018		\$0.74		
11/15/2018		\$0.74		
11/29/2018		\$0.74		
12/13/2018		\$0.74		
12/28/2018		\$0.74		
1/10/2019		\$0.31		
1/24/2019		\$0.74		
2/7/2019		\$0.74		
2/21/2019		\$0.74		
3/7/2019		\$0.74		
3/21/2019		\$0.74		
4/4/2019		\$0.74		
4/18/2019		\$0.74		
5/2/2019		\$0.74		
5/16/2019		\$0.74		
5/30/2019		\$0.74		
6/13/2019		\$0.74		
6/27/2019		\$0.74		
				\$1.75
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
Postcards/envelopes for gathering		\$25.84		
Envelopes for gathering		\$10.60		
DDA binder/file folders		\$44.80		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Supplies - December		\$1.20		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

Adobe		\$26.49		
Email subscription		\$10.00		
Supplies - January		\$1.20		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
Email subscription		\$10.00		
Adobe		\$26.49		
May supplies		\$0.18		
Email subscription		\$11.93		
Adobe		\$26.49		
Email subscription		\$12.00		
Adobe		\$26.49		
				-\$25.63
Copies	Budget	Expenditures		Balance
	\$20.00			
October		\$0.04		
				\$19.96
Postage	Budget	Expenditures		Balance
	\$500.00			
Postage - August 2018		\$147.57		
Façade mailing		\$46.20		
Postage - September 2018		\$0.47		
Mailing - October 2018		\$89.77		
November 2018 postage		\$0.47		
December 2018 postage		\$67.37		
January 2019 postage		\$0.47		
February 2019 postage		\$2.00		
March 2019 postage		\$0.50		
Postage to Welcome Center		\$19.50		
Mailing Reinvestment Grant postcards		\$165.39		
Postage - May 2019		\$3.80		
				-\$43.51
Seasonal Decorations - 750.075	Budget	Expenditures		Balance

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

	\$5,000.00			
Ruhlig 16 pots planted for winter		\$2,400.00		
Ruhlig Farms - planted for spring		\$2,400.00		
				\$200.00
Audit Services	Budget	Expenditures		Balance
	\$1,500.00			
Plante & Moran progress billing June 30		\$1,360.00		
				\$140.00
General Contract Services - 818.020	Budget	Expenditures		Balance
	\$160,000.00			
Russell Design - Riverwalk		\$2,046.48		
Russell Design Data collection/programming		\$17,356.00		
Russell Design Data collection/programming		\$9,052.64		
Russell Design Riverwalk Enhancements		\$6,305.88		
Mitchell & Mouat Architects (113 E Front & 12 W Front)		\$4,842.80		
Russell Design Riverwalk Conceptual Design		\$6,046.48		
Russell Design color plotting/mount display		\$1,228.23		
Mitchell & Mouat Architects - Upper Floor Study		\$4,796.40		
Russell Design - street scape		\$18,142.80		
Russell Design - Riverwalk		\$13,000.00		
				\$77,182.29
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$21,300.00			
Beneteau Properties (2017-2018 grant)		\$1,240.00		
				\$20,060.00
Training & Travel - 860.000	Budget	Expenditures		Balance
	\$1,400.00			
Parking Fee		\$15.00		
MI Downtown Assoc Statewide Conference		\$160.00		
Downtown Conference Hotel		\$223.74		
MI Downtown Conf Hotel		\$20.22		
P. Stanifer - mileage/brochures		\$48.78		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

MI Downtown registration Lansing		\$135.00		
Planners gathering - Knowles/Swanson		\$40.00		
MI Downtown Summer Workshop		\$85.00		
MI Downtown Spring Workshop hotel		\$200.58		
MI Downtown Spring Workshop pa		\$15.00		
Tour of Bridge Street Market		\$25.00		
ULI Conference Registration		\$125.00		
ULI Tour Parking		\$4.00		
P. Stanifer - mileage/brochures		\$34.22		
ULI Summit Parking		\$15.00		
DDA workshop parking		\$24.00		
MDA Workshop		\$109.89		
				\$119.57
Community & Promotion 880.000	Budget	Expenditures		Balance
	\$15,450.00			
RR Nat'l Guidebook		\$300.00		
MPACT		\$162.50		
Monroe News design for brochure		\$75.00		
Monroe News - Master Plan cards		\$508.19		
Web Hosting		\$275.00		
Marking Chalk		\$85.24		
DMP Gathering Coffee		\$22.37		
Master Plan Brochures		\$395.00		
Mailing supplies, labels, envelopes		\$67.34		
Monroe News DDA Publishing		\$75.00		
Downtown Travel cards		\$395.00		
Tree Lighting posters		\$17.12		
Porta john for Tree Lighting		\$95.00		
Candy Canes for Santa		\$48.00		
New Moon - Up Close/Holiday		\$187.50		
Monroe News Event Guide		\$975.00		
Cobb Communication State Park ad		\$310.00		
MPACT		\$325.00		
Hadroun calendar page		\$1,360.00		
Hadroun balance calendar page		\$195.00		
Radio Campaign		\$903.00		
Radio Campaign		\$903.00		
Radio Campaign		\$903.00		
Rack cards		\$245.00		
Radio Campaign		\$903.00		
RV Park Ad		\$399.00		
DDA brochures		\$58.00		
New Moon - Business Recruitment Broch		\$906.25		
Radio Campaign		\$788.00		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

				\$3,568.49
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$300.00			
Monroe News DDA Publishing		\$90.97		
				\$209.03
Insurance Premium	Budget	Expenditures		Balance
	\$1,005.00			
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
Monthly P&L		\$83.75		
				\$0.00
Repair & Maintenance 934.751	Budget	Expenditures		Balance
	\$15,000.00			
Forestry work per agreement		\$4,390.96		
				\$10,609.04
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$800.00			
Façade postcards		\$93.72		
Funeral flowers		\$85.75		
Coffee workshop		\$26.46		
Muffins for meet & greet meeting		\$7.99		

Monroe Downtown Development Authority
2018-2019 Fiscal Year Expenditure Report

Office door sign		\$58.00		
Stakeholder meeting refreshments		\$30.15		
Coffee & Donut - façade announcement		\$30.15		
Computer protection		\$52.99		
Facebook Ads		\$50.00		
				\$364.79
Dues & Subscriptions - 958.000	Budget	Expenditures		Balance
	\$600.00			
Michigan Downtown Knowles Annual		\$200.00		
Membership renewal		\$199.00		
Membership dues		\$220.00		
Membership dues - A. Knowles		\$100.00		
				-\$119.00
Transfer Out Debt Service	Budget	Expenditures		Balance
	\$113,994.00			
Bond Payment		\$26,996.87		
Bond Payment		\$86,996.87		
				\$0.26
Transfer Out General	Budget	Expenditures		Balance
	\$20,000.00			
Appropriate DDA Funding to City		\$20,000.00		
				\$0.00
Total	\$379,469.00	\$265,766.69		

PERIOD ENDING 08/31/2019

		YTD BALANCE	ACTIVITY FOR	AVAILABLE
		2019-20	08/31/2019	08/31/2019
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	(ABNORMAL) ASE	(DECREASE) MAL
BALANCE (ABNORMAL)				
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 80.100 - GENERAL REVENUE				
751-80.100-665.005	INTEREST ON INVESTMENTS	7,200.00	1,913.18	898.77
				5,286.82
Total Dept 80.100 - GENERAL REVENUE		7,200.00	1,913.18	898.77
				5,286.82
Dept 80.600 - GENERAL REVENUE				
751-80.600-402.000	REAL PROPERTY TAXES	250,100.00	0.00	0.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(38,000.00)	0.00	0.00
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	19,500.00	0.00	0.00
751-80.600-692.090	MISCELLANEOUS REVENUE	0.00	200.00	0.00
				(200.00)
Total Dept 80.600 - GENERAL REVENUE		231,600.00	200.00	0.00
				231,400.00
TOTAL REVENUES		238,800.00	2,113.18	898.77
				236,686.82
Expenditures				
Dept 65.691 - DOWNTOWN DEVELOPMENT				
751-65.691-703.000	PART TIME SALARIES & WAGES	20,500.00	2,768.61	1,584.80
751-65.691-717.000	SOCIAL SECURITY	1,271.00	175.92	102.53
751-65.691-717.005	MEDICARE	297.00	41.14	23.98
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	3.18	1.63
751-65.691-727.000	OFFICE SUPPLIES	500.00	38.49	0.00
751-65.691-730.000	POSTAGE	500.00	0.00	0.00
751-65.691-750.015	UNIFORMS/CLOTHING	0.00	68.90	0.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	0.00	0.00
751-65.691-775.231	PARKING SIGNAGE	50,000.00	0.00	0.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	0.00	0.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	15,000.00	0.00	0.00
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	0.00	0.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	0.00	0.00
751-65.691-880.000	COMMUNITY PROMOTION	13,000.00	300.00	0.00
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00
751-65.691-910.000	INSURANCE PREMIUM	1,159.00	194.00	97.00
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	15,000.00	0.00	0.00
751-65.691-943.000	RENTAL-EQUIPMENT	0.00	445.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	0.00	0.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	0.00	0.00
751-65.691-964.231	REIMBURSEMENTS-PARKING	40,000.00	0.00	0.00
751-65.691-971.000	LAND	50,000.00	0.00	0.00
751-65.691-999.101	TRANSFER OUT-GENERAL	30,000.00	0.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	122,200.00	0.00	0.00
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	60,000.00	0.00	0.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		469,247.00	4,035.24	1,809.94
				465,211.76
TOTAL EXPENDITURES		469,247.00	4,035.24	1,809.94
				465,211.76
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		238,800.00	2,113.18	898.77
TOTAL EXPENDITURES		469,247.00	4,035.24	1,809.94
NET OF REVENUES & EXPENDITURES		(230,447.00)	(1,922.06)	(911.17)
BEG. FUND BALANCE		485,790.71	485,790.71	
NET OF REVENUES/EXPENDITURES - 2018-19			(22,556.57)	
END FUND BALANCE		255,343.71	461,312.08	
				(22,556.57)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
08/01/2019			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		497,217.91
08/16/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22055		900.00	496,317.91
08/22/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22074		35,100.00	461,217.91
08/30/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22130		900.00	460,317.91
08/31/2019	GJ	JE	MICHIGAN CLASS INTEREST - AUG 2019	22173	914.27		461,232.18
08/31/2019			751-00.000-005.000	END BALANCE	914.27	36,900.00	461,232.18
08/01/2019			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		91.78
08/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	21959		97.00	(5.22)
08/08/2019	PR	CHK	SUMMARY PR 08/08/2019			859.14	(864.36)
08/14/2019	GJ	JE	5/3 SERVICE FEES - JULY 2019	22057		15.50	(879.86)
08/16/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22055	900.00		20.14
08/20/2019	CD	CHK	SUMMARY CD 08/20/2019			33,939.95	(33,919.81)
08/20/2019	CD	CHK	SUMMARY CD 08/20/2019			1,146.49	(35,066.30)
08/22/2019	PR	CHK	SUMMARY PR 08/22/2019			853.80	(35,920.10)
08/22/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22074	35,100.00		(820.10)
08/30/2019	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	22130	900.00		79.90
08/31/2019			751-00.000-007.000	END BALANCE	36,900.00	36,911.88	79.90
08/01/2019			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		(35,086.44)
08/20/2019	CD	CHK	SUMMARY CD 08/20/2019		33,939.95		(1,146.49)
08/20/2019	CD	CHK	SUMMARY CD 08/20/2019		1,146.49		0.00
08/31/2019			751-00.000-202.000	END BALANCE	35,086.44	0.00	0.00
08/01/2019			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		1,183.81
08/08/2019	PR	CHK	SUMMARY PR 08/08/2019		792.40		1,976.21
08/22/2019	PR	CHK	SUMMARY PR 08/22/2019		792.40		2,768.61
08/31/2019			751-65.691-703.000	END BALANCE	1,584.80	0.00	2,768.61
08/01/2019			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		73.39
08/08/2019	PR	CHK	SUMMARY PR 08/08/2019		53.40		126.79
08/22/2019	PR	CHK	SUMMARY PR 08/22/2019		49.13		175.92
08/31/2019			751-65.691-717.000	END BALANCE	102.53	0.00	175.92
08/01/2019			751-65.691-717.005 MEDICARE		BEG. BALANCE		17.16
08/08/2019	PR	CHK	SUMMARY PR 08/08/2019		12.49		29.65
08/22/2019	PR	CHK	SUMMARY PR 08/22/2019		11.49		41.14
08/31/2019			751-65.691-717.005	END BALANCE	23.98	0.00	41.14
08/01/2019			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		1.55
08/08/2019	PR	CHK	SUMMARY PR 08/08/2019		0.85		2.40
08/22/2019	PR	CHK	SUMMARY PR 08/22/2019		0.78		3.18
08/31/2019			751-65.691-718.010	END BALANCE	1.63	0.00	3.18
08/01/2019			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		97.00
08/01/2019	GJ		MONTHLY P&L INSURANCE PREMIUM	21959	97.00		194.00
08/31/2019			751-65.691-910.000	END BALANCE	97.00	0.00	194.00
08/01/2019			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(1,014.41)
08/14/2019	GJ	JE	5/3 SERVICE FEES - JULY 2019	22057	15.50		(998.91)
08/31/2019	GJ	JE	MICHIGAN CLASS INTEREST - AUG 2019	22173		914.27	(1,913.18)
08/31/2019			751-80.100-665.005	END BALANCE	15.50	914.27	(1,913.18)
GRAND TOTALS:					74,726.15	74,726.15	462,581.75

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures		Balance
	\$20,500.00			
7/11/2019		\$391.41		
7/25/2019		\$792.40		
8/8/2019		\$792.40		
8/22/2019		\$792.40		
				\$17,731.39
Social Security	Budget	Expenditures		Balance
	\$1,271.00			
7/11/2019		\$24.26		
7/25/2019		\$49.13		
8/8/2019		\$53.40		
8/22/2019		\$49.13		
				\$1,095.08
Medicare	Budget	Expenditures		Balance
	\$297.00			
7/11/2019		\$5.67		
7/25/2019		\$11.49		
8/8/2019		\$12.49		
8/22/2019		\$11.49		
				\$255.86
Workers Comp Insurance	Budget	Expenditures		Balance
	\$20.00			
7/11/2019		\$0.77		
7/25/2019		\$0.78		
8/8/2019		\$0.85		
8/22/2019		\$0.78		

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

				\$16.82
Office Supplies - 727.000	Budget	Expenditures		Balance
	\$500.00			
Email Subscription		\$12.00		
Abobe Subscription		\$26.49		
				\$461.51
Postage	Budget	Expenditures		Balance
	\$500.00			
				\$500.00
Uniforms/Clothing	Budget	Expenditures		Balance
	\$0.00			
City of Monroe Apparel		\$68.90		
				-\$68.90
Seasonal Decorations - 750.075	Budget	Expenditures		Balance

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

	\$5,000.00			
				\$5,000.00
Parking/Signage	Budget	Expenditures		Balance
	\$50,000.00			
				\$50,000.00
Audit Services	Budget	Expenditures		Balance
	\$1,500.00			
				\$1,500.00
General Contract Services - 818.020	Budget	Expenditures		Balance
	\$15,000.00			
				\$15,000.00
Façade Improvements - 818.080	Budget	Expenditures		Balance
	\$40,000.00			
				\$40,000.00
Training & Travel - 860.000	Budget	Expenditures		Balance
	\$1,400.00			

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

				\$1,400.00
Community & Promotion 880.000	Budget	Expenditures		Balance
	\$13,000.00			
Hadrou - add analytics		\$300.00		
				\$12,700.00
Publishing/Advertising 905.000	Budget	Expenditures		Balance
	\$300.00			
				\$300.00
Insurance Premium	Budget	Expenditures		Balance
	\$1,159.00			
July		\$97.00		
August		\$97.00		
				\$965.00
Repair & Maintenance 934.751	Budget	Expenditures		Balance
	\$15,000.00			
				\$15,000.00
Rental - Equipment	Budget	Expenditures		Balance
	\$0.00			
Computer rental through 6-30-2020		\$445.00		

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

				- \$445.00
Miscellaneous Expense - 955.000	Budget	Expenditures		Balance
	\$1,000.00			
Credit		-\$20.00		
Personal Expense City Reimbursed		\$20.00		
				\$1,000.00
Dues & Subscriptions - 958.000	Budget	Expenditures		Balance
	\$600.00			
				\$600.00
Reimbursements - Parking	Budget	Expenditures		Balance
	\$40,000.00			
				\$40,000.00
Land	Budget	Expenditures		Balance
	\$50,000.00			
				\$50,000.00
Transfer Out General	Budget	Expenditures		Balance
	\$30,000.00			

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

				\$30,000.00
Transfer Out Debt Services	Budget	Expenditures		Balance
	\$122,200.00			
				\$122,200.00
Transfer Out - Capital Project	Budget	Expenditures		Balance
	\$60,000.00			
				\$60,000.00
Total	\$469,247.00	\$4,035.24		

Memo

Date: Thursday, September 12, 2019

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: **PROPOSAL FOR WEB SITE UPDATES FOR ACT 57 COMPLIANCE**

BACKGROUND

Act 57, effective January 1, 2019, placed reporting requirements on DDAs and other authorities, including the placement of certain documents on the organization's web site. Funds in the amount of \$1,000 were included in the annual communications plan for this project; however, the proposal received from Hadrout Design Services, the web site provider, exceeds that amount. The funding was a ballpark, based on other work completed by Hadrout over the previous year; this project is more intricate than others have been and requires more programming.

Additional funds of \$1,000 were included in the annual marketing plan for page realignments, which may be used for this purpose. I would proposed using this amount for the mandatory Act 57 compliance activities. Page realignments may be deferred until a later date; in fact, staff has been completing web site updates, which may eliminate the majority of other conceived work.

Attached is a copy of the proposal from Hadrout Design Services, along with mock-ups of the four affected pages. Should the board move forward, I recommend setting an amount not-to-exceed for the work in the event that savings as discussed in the proposal do not materialize.

ACTION

Accept proposal from Hadrout Design Services for web site updates, for the purposes of Act 57 compliance, in an amount not to exceed \$2,125.00, funds to be derived from Account #751-65-691-880.000.



Paula Stanifer <paula.stanifer@monroemi.gov>

quote / breakdown for new pages/functions (new About page banner + each sub page) 8/28/19

1 message

Nicole Lupiloff <nicole@hadrout.com>

Wed, Aug 28, 2019 at 3:03 PM

To: Paula Stanifer <paula.stanifer@monroemi.gov>

Hey friend-

Ok, for new About banner/icons and new subpages/functions + programming, plus Hunter's graphic design hours:

Graphic Design = 5 hours (mock ups, revisions, prepping for Programmers)**Programming** = Approx. 18-20 hours total (12 for layout and 6-8 for backend/all connection work)

Your/team's preferred discounted customer rates: graphic design: \$65/hr; programming: \$90/hour. So:

Project Total = \$1945-\$2125

(Graphic Design = \$325; Programming = \$1620-1800)

I can knock off a couple Programming hours most likely (especially/more so if it nears that 20-hr mark), as an appreciation/bigger project discount but wanted to give full up front prices first.

Call me this week if any questions, etc. on this.

Cheers,

NL

4 attachments**New Monroe ABOUT banner and icons.jpg**

3211K

**Budgets contrast.jpg**

1416K

**Audits contrast.jpg**

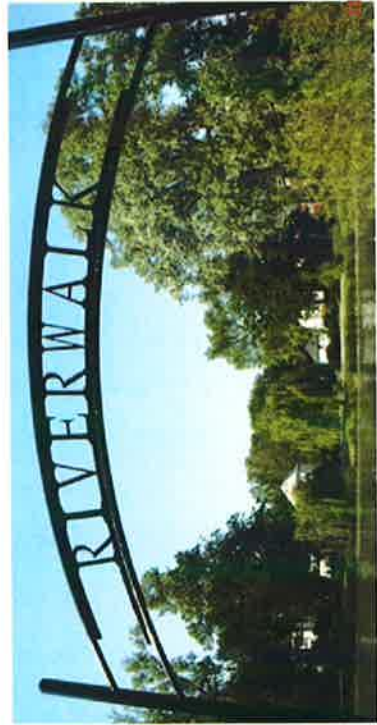
1396K

9/16/2019

City of Monroe Mail - quote / breakdown for new pages/functions (new About page banner + each sub page) 8/28/19



Annual Reports contrast.jpg
1422K



ABOUT MONROE

HISTORY OF MONROE

Nestled on the banks of the River Raisin in the southeast corner of Michigan is the city of Monroe. Monroe, one of Michigan's gateway cities, is about 17 miles north of Toledo, Ohio and about 35 miles south of Detroit, Michigan right down I-75.

Monroe is Michigan's third oldest community. Its location on the west shore of Lake Erie and the River Raisin made it a natural crossroads for the Native Americans and later the



LEARN MORE



MAP
OF DDA BOUNDARY



BUDGETS



AUDITS



ANNUAL
REPORTS

JANET BERNS

Chairperson



SHAUN MCCOWAN

Chairperson

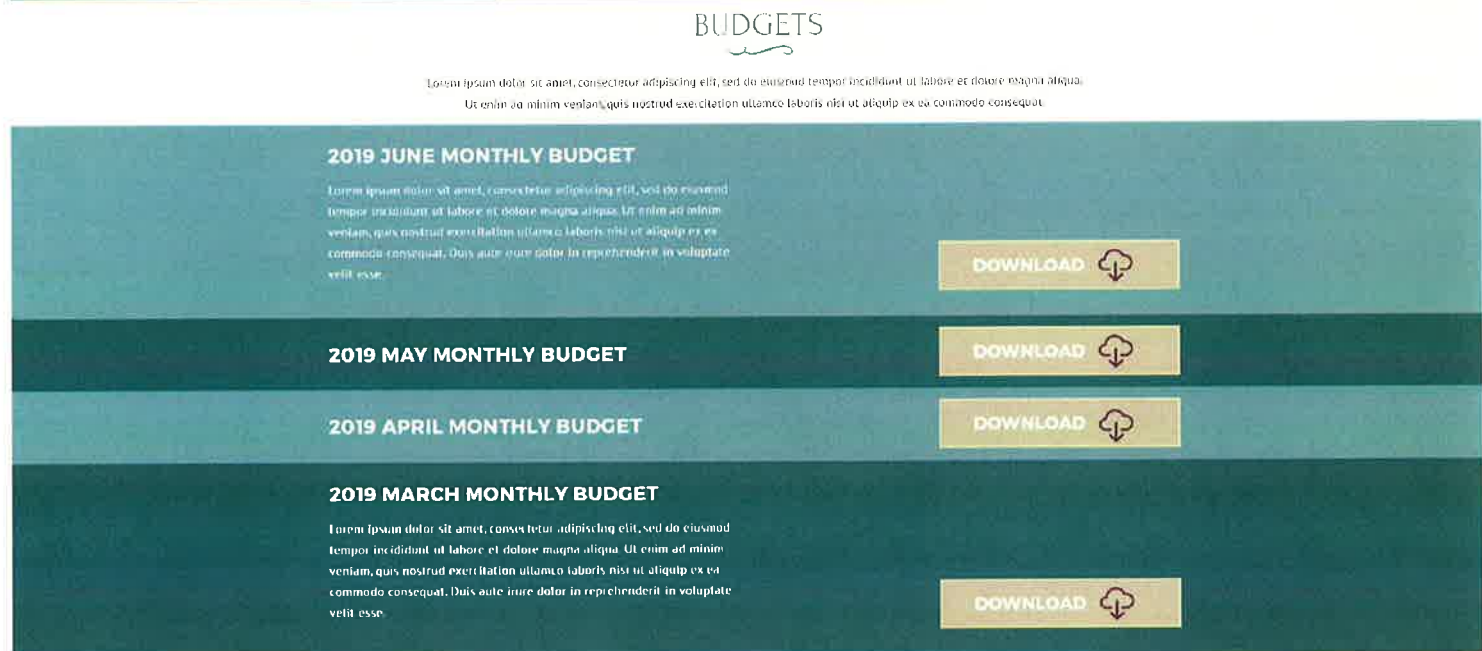


MARY GAIL BENETEAU

Treasurer



DDA BOARD & STAFF



[BACK TO TOP](#) ^



DOWNTOWN MONROE

CITY ANALYSIS

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BUDGETS



AUDITS



ANNUAL REPORTS

AUDITS

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2019 Q3 AUDIT

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse.

[DOWNLOAD](#)


2019 Q2 AUDIT

[DOWNLOAD](#)


2019 Q1 AUDIT

[DOWNLOAD](#)


2018 Q4 AUDIT

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[DOWNLOAD](#)

[BACK TO TOP ^](#)

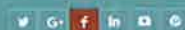
MONROE

DOWNTOWN
DEVELOPMENT AUTHORITY

Quisque pellentesque ante ipsum nunc varius enim sit volutpat molestie. Quisque pellentesque ante ipsum nunc varius enim sit volutpat molestie.

Nam quis ipsum volutpat ante ipsum nunc varius enim sit volutpat molestie.

1-800-000-1203



QUICK LINKS

[About Us](#)
[Sign Up For Bulletin](#)
[Available Properties](#)
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[City Services](#)
[Parking](#)
[Events](#)
[Send a Question](#)
[Our Policies](#)
[Support Center](#)
[Join Team](#)

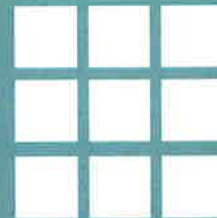
FROM THE BLOG

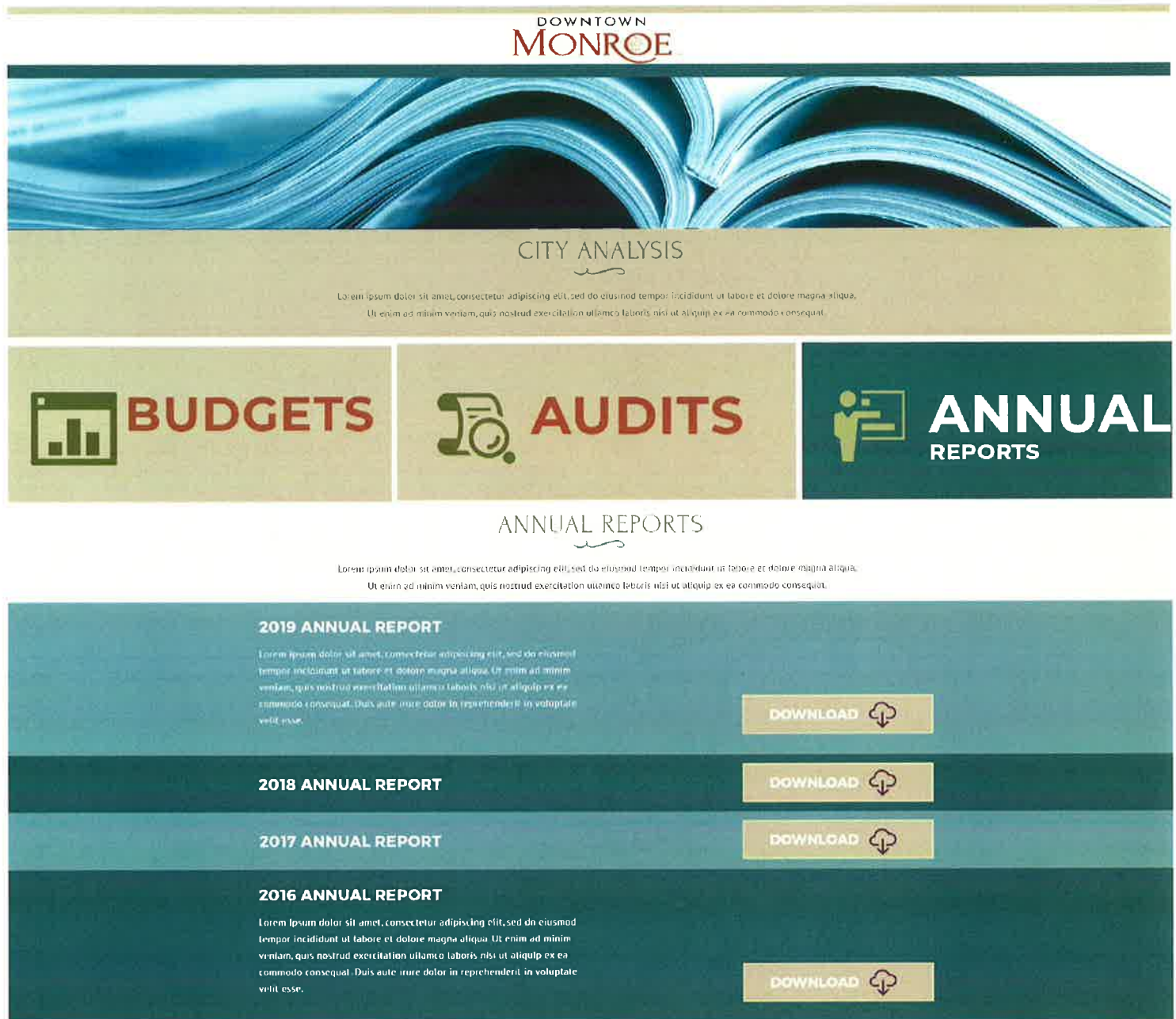
An Open Letter to Real Estate Tech Founders
October 14, 2018

What's New with Vantage Capital
October 03, 2018

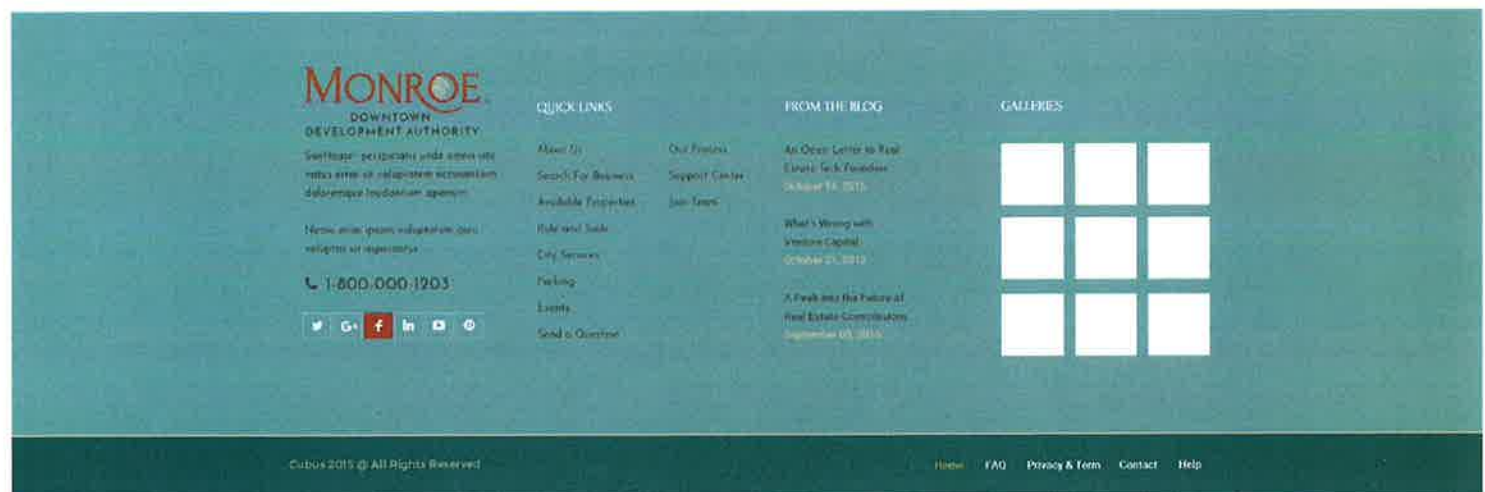
A Peek into the Future of Real Estate Commerce
September 05, 2018

GALLERIES





BACK TO TOP ^



Memo

Date: Thursday, September 12, 2019

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: **RECOMMENDATION FROM PARKING COMMITTEE TO IMPLEMENT
CERTAIN COMPONENTS FROM DOWNTOWN MASTER PLAN**

BACKGROUND

The Downtown Master Plan includes several recommendations for more efficient parking management and ideas for parking improvement. The recently-formed Parking Committee has reviewed the overall strategies for parking and is now reviewing them one-by-one for phased implementation.

At its most recent meeting, the Committee discussed the opportunity to trial the removal of parking meters and the institution of time limitations that correspond to the time limits recommended in the plan, which are one or two hours. The four areas selected - Macomb, north of First Street; West Second Street; Cass Street, north of Second; East Second, west of Washington - all have been identified as the lowest in revenue generation. The Committee recommends that the meters in these four areas be covered and the spaces become time-limited, beginning March 1, 2020 for a period of several months, with appropriate evaluation.

The board included in its budget for this year funds to cover the cost of new signage and communication of the changes, as well as funds to compensate the parking system for lost revenue. However, given the low volume of revenue, it may be anticipated that enforcement citations may generate a like amount, none of which is predictable. We may also anticipate leakage from other paid lots to time-limited locations.

If the board concurs and the City Council authorizes implementation, we will provide the board with an implementation plan with a cost estimate, as well as a plan to communicate to the users and nearby businesses the rationale for the changes.

Below are photographs take on 9/12/19 that show the areas under consideration:



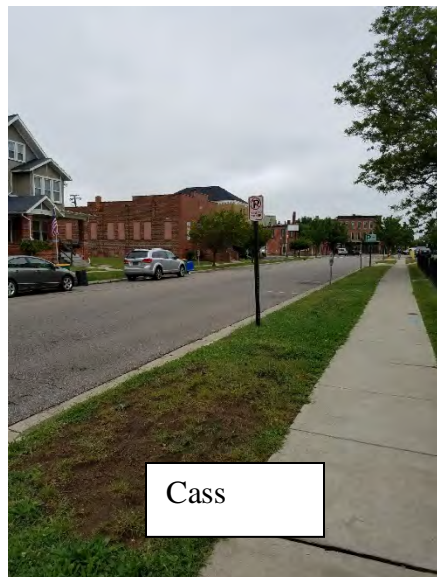
Macomb



E Second



W Second



Cass

ACTION

Concur with recommendation and request authorization to implement by City Council.

Frequency	Location	Last collected	Crosses	\$ per meter per month	# of meters	Total \$ per month
2x/week	City hall lot (Second & Macomb)	8/16		\$40	23	\$920.00
2x/week	Macomb/S. of 1st	8/16		\$20	12	\$240.00
1x/month	Macomb/ N. of 1st	7/26		\$1.50	15	\$22.50
2x/week	E. Second st/ E. of Washinton	8/16		\$20	15	\$300.00
1x/ month	E. Second st/ W. of Washinton	8/12		\$1.50	16	\$24.00
1x/week	E. First/W. of Macomb	8/16		\$20	11	\$220.00
1x/month	E. First/ E. of Macomb	7/26		\$20	10	\$200.00
2x/month	Eagles lot (Macomb)	8/16	Front & First	\$12	26	\$312.00
2x/month	Washington st.	8/16		\$12	21	\$252.00
1x/month	Vets lot (Front & Macomb)	7/26	Macomb & Scott	\$4	31	\$124.00
1x/month	W. Second st	8/12		\$1.50	18	\$27.00
1x/month	Cass st.	8/12		\$1.50	12	\$18.00
1x/ month	Cass lot (Cass St)	8/12	First & Second	\$8	25	\$200.00
						\$2,859.50

These are estimated amounts.

**MONROE DDA
2019-2020 WORK PLAN**

3/21/2019

	PROJECT	CHAMPION(S)	PRIORITY	BUDGET REQUEST	NOTES
Goal:	Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses				
	1. Annual Communications Plan	Staff	Medium	\$ 3,000	Per Communications Plan
	2. Address negative social media posts through issue-oriented public education				
Goal:	Support downtown businesses and property owners				
	1. Implement recommendations in Downtown Master Plan that calm streets.	City Staff	Med/High		
	a. One way conversion on Cass/Harrison				*City is funding
	b. One way conversions on First/Front				
	c. Traffic analysis on Monroe Street (following one way conversions)				Monroe St Traffic Analysis (defer to 20/21)
	2. Implement recommendations in Downtown Master Plan to activate storefronts.		Low	\$ 10,000	Change sign ordinance to permit "murals"
	a. Activate blank facades with arts-focused treatments and installations				
	b. Promote sidewalk shopping and outdoor seating with streamlined approval process				
	c. Animate empty spaces thorough pop up events, food trucks and temporary art installations				
	d. Establish building design standards/form-based code				*In City zoning code update Possible property acq \$50K and economic feasibility study \$10K;
	e. Enhance the Farmers Market experience			\$ 60,000	potential grant funding
Goal:	Preserve and enhance downtown by facilitating development; establish an environment that promotes residential growth				
	1. Enhance the Riverwalk (in accordance with Riverwalk plan)		Med/High	\$ 25,000	Set aside for potential grant match
	2. Release RFP for Macomb St riverfront site		Low		Defer to 20/21
	3. Help drive alleyway improvements		Low	\$ 25,000	Contribution for enhancement of city alley paving
Goal:	Market the downtown to encourage people to frequent local businesses and events				
	1. Annual Marketing Plan	Swanson/Staff	Medium	\$ 10,000	Per Marketing Plan

MONROE DDA 2019-2020 WORK PLAN

6/21/2019

2. Develop greater partnership with the MC Convention & Tourism Bureau

Goal: Serve as an intermediary between the organizations that connect to downtown and link to other community resources

1. Schedule quarterly stakeholder/partner meetings	Staff	Low	\$	500
--	-------	-----	----	-----

Goal: Implement strategies to improve parking management and infrastructure

Peruski/Team

High

\$ 50,000 Signage Allowance

0. Establish steering team: DDA/Police/DPW/Clerk/DMBN reps

\$	35,000	Loss of Revenue Offset
----	--------	------------------------

1. Create employee and residential permits as recommended in Downtown Master Plan

\$ 5,000 Communications/Printed Materials

2. Create visitor-priority parking lots that prohibit parking before 10am

3. Cover meters/make parking free on street and in visitor lots until demand rises

4. Establish first-time forgiveness program; escalating fines

5. Establish new, simplified regulations for on-street parking

6. Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours

Carry Over from 2018-2019

Tree and Lamp Post Maintenance (Year 2 of 3)	\$	15,000
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Upper Floor Conversion Case Study (1 per year)	\$ 5,000
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TOTAL	\$	243,500
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Action Matrix

ID	RECOMMENDATIONS	POTENTIAL ACTORS	TIMEFRAME (YEARS)	0 - 1	1 - 3	3 - 5	5 +
STREETS AND CIRCULATION							
S1	Study feasibility of one-way conversions and Monroe road diet	DDA, MDOT, City of Monroe	Immediate				
S2	Highlight and improve key intersections as gateways into Downtown	DDA, MDOT, City of Monroe, adjacent property owners	Immediate to Medium				
S3	Convert identified one-ways to two-way	DDA, MDOT, City of Monroe	Medium				
S4	Implement Monroe road diet or feasible alternative	DDA, MDOT, City of Monroe, Monroe County	Medium				
PARKING STRATEGIES							
P1	Create employee permits for downtown employees to use underutilized blocks of on-street parking; create residential permits that allow downtown residents to use underutilized off-street parking overnight	DDA, City of Monroe, Monroe Police Department	Immediate				
P2	Create visitor-priority parking lots that prohibit parking before 10am	DDA, City of Monroe, Monroe Police Department	Immediate				
P3	Cover/remove parking meters on-street and in visitor lots, and make all parking free until demand rises	DDA, City of Monroe, Monroe Police Department	Immediate				
P4	Establish first-time forgiveness program to issue informational warning tickets, and establish an escalating fine beginning with 2nd violation	DDA, City of Monroe, Monroe Police Department	Immediate				
P5	Establish new, simplified regulations for on-street parking downtown	DDA, City of Monroe, Monroe Police Department	Immediate				
P6	Establish loading zones in on-street parking spaces for commercial deliveries in key retail zones during off-peak hours	DDA, City of Monroe, Monroe Police Department	Immediate				
P7	Reconfigure, or phase out parking validation program over time	DDA, City of Monroe, Downtown Monroe Business Network	Medium				
P8	Implement wayfinding downtown that includes parking information	DDA, City of Monroe	Medium				
P9	Conduct regular parking occupancy counts to track any changes in parking demand over time	DDA, City of Monroe	Medium				
P10	Install modern parking meters as demand necessitates use (include pay by phone option)	DDA, City of Monroe	Long				

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Downtown Master Plan

Action Matrix

ID	RECOMMENDATIONS	POTENTIAL ACTORS	TIMEFRAME (YEARS)	0 - 1	1 - 3	3 - 5	5 +
DOWNTOWN CHARACTER & PLACEMAKING							
C1	Activate blank facades with arts-focused treatments and installations	DDA, property owners, local artists	Immediate				
C2	Work with existing businesses to activate storefronts; promote sidewalk shopping and outdoor seating with streamlined approval process	DDA, City of Monroe, business owners	Immediate				
C3	Coordinate with Farmer's Market to enhance market experience	DDA, Farmer's Market	Immediate				
C4	Install attractive and effective lighting along the Riverwalk	DDA, City of Monroe	Immediate				
C5	Activate the Riverwalk with artistic bridge lighting and other art installations; enhance access points (like Altrusa Park)	DDA, City of Monroe, local artists	Immediate				
C6	Animate empty spaces through pop-up events, food trucks, and temporary art installations in the short term	DDA, City of Monroe, local artists	Immediate				
C7	Establish streetscape design standards to improve pedestrian realm	DDA, City of Monroe	Immediate to Medium				
C8	Establish storefront design standards to enhance street environment; work with property owners to implement	DDA, City of Monroe, property owners	Immediate to Medium				
C9	Coordinate with adjacent properties to expand Farmer's Market	DDA, City of Monroe, Farmer's Market, property owners	Medium				
C10	Implement alley improvements recommended in Heart of Monroe Plan	DDA, City of Monroe	Medium				
C11	Extend the Riverwalk through Soldier & Sailor's Park	DDA, City of Monroe	Medium				
C12	Implement wayfinding downtown that highlights walk times to popular destinations (and parking)	DDA, City of Monroe	Medium				
C13	Develop a tenanting (incubator) strategy for vacant storefronts	DDA, property owners	Medium to Long				
C14	Experiment with downtown Market location/pop-ups	DDA, City of Monroe, Farmer's Market	Medium to Long				
C15	Animate empty spaces as pocket parks or plazas in the medium-term, or infill development in the long term	DDA, City of Monroe, developers, local artists	Long				
C16	Explore reconstruction of Riverwalk with redevelopment to improve access and appeal of the riverfront	DDA, City of Monroe	Long				

Action Matrix

ID	RECOMMENDATIONS	POTENTIAL ACTORS	TIMEFRAME (YEARS)	0 - 1	1 - 3	3 - 5	5 +
DOWNTOWN CHARACTER & PLACEMAKING							
C1	Activate blank facades with arts-focused treatments and installations	DDA, property owners, local artists	Immediate				
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C6	Animate empty spaces through pop-up events, food trucks, and temporary art installations in the short term	DDA, City of Monroe, local artists	Immediate				
C7	Establish streetscape design standards to improve pedestrian realm	DDA, City of Monroe	Immediate to Medium				
C8	Establish storefront design standards to enhance street environment; work with property owners to implement	DDA, City of Monroe, property owners	Immediate to Medium				
C9	Coordinate with adjacent properties to expand Farmer's Market	DDA, City of Monroe, Farmer's Market, property owners	Medium				
C10	Implement alley improvements recommended in Heart of Monroe Plan	DDA, City of Monroe	Medium				
C11	Extend the Riverwalk through Soldier & Sailor's Park	DDA, City of Monroe	Medium				
C12	Implement wayfinding downtown that highlights walk times to popular destinations (and parking)	DDA, City of Monroe	Medium				
C13	Develop a tenancing (incubator) strategy for vacant storefronts	DDA, property owners	Medium to Long				
C14	Experiment with downtown Market location/pop-ups	DDA, City of Monroe, Farmer's Market	Medium to Long				
C15	Animate empty spaces as pocket parks or plazas in the medium-term, or infill development in the long term	DDA, City of Monroe, developers, local artists	Long				
C16	Explore reconstruction of Riverwalk with redevelopment to improve access and appeal of the riverfront	DDA, City of Monroe	Long				

Action Matrix

ID	RECOMMENDATIONS	POTENTIAL ACTORS	TIMEFRAME (YEARS)	0 - 1	1 - 3	3 - 5	5 +
DOWNTOWN REDEVELOPMENT							
D1	Establish a Form-Based Code / Design Standards for Downtown Monroe	DDA, City of Monroe	Immediate				
D2	Conduct Economic Feasibility Assessment	DDA, City of Monroe	Immediate				
D3	Release RFP for development on Fire Department site	DDA, City of Monroe	Immediate				
D4	Release RFP for development on Macomb Street Riverfront site	DDA, City of Monroe	Medium				
D5	Release RFP for development on Monroe Street Riverfront site	DDA, City of Monroe	Medium				
D6	Release RFP for development on Monroe and First Street site	DDA, City of Monroe	Medium				

Memo

Date: Thursday, September 12, 2019

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: **RIVERWALK ENHANCEMENT AND EXPANSION PLAN - DISCUSSION AND ADOPTION**

BACKGROUND

The results of the combined City-DDA effort to formulate an enhancement and expansion plan for the river walk were presented to attendees from both bodies on Wednesday, August 28, 2019.


At this time, board members are able to discuss the proposed plan and to voice opinions about priority projects; a committee led by Member Swanson is forming to plan the implementation of a project from the enhancement portion of the plan; the expansion portion falls under the City's responsibility. Potential projects from the plan may be completed with DDA funds, with or without financial support from other institutions (i.e. grants). Having an adopted plan will help bolster the odds of a successful grant application, if deemed necessary to move along a project.

The DDA board has the option to adopt the Riverwalk Enhancement and Expansion Plan; city management concurs that additional action by the Citizens Planning Commission and/or City Council to adopt the plans would be worthwhile.

The Riverwalk Enhancement and Expansion plan is attached for your review.

ACTION

Adopt Riverwalk Enhancement and Expansion Plan and refer to Citizens Planning Commission and/or City Council for further action.



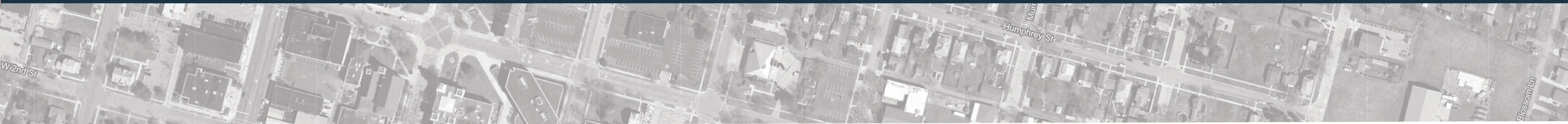
RIVERWALK CONCEPTUAL MASTER PLAN

CITY OF MONROE, MI



RUSSELL DESIGN | ACCESS RECREATION GROUP | AEW | LIQUID ASSETS | MCKENNA

JULY 2019





ZONE ONE

Visual and physical access to Riverwalk. Create and enhance connection to Riverwalk

ZONE TWO

Topography and walls restrict access to Riverwalk. Partner with business owners to provide physical and visual access where feasible.

ZONE THREE

Extend Riverwalk through Soldiers and Sailors Park. Maintain and Enhance visual and physical access and provide deterrent to negative wildlife.

SCALE: 1" = 100'-0"

EXISTING CONDITIONS

ZONE ONE



ZONE TWO



ZONE THREE



GENERAL IMPROVEMENTS



SAFETY & MAINTENANCE

- Undulating pavement and trip hazards
- Cracked pavement
- Address guardrail safety
- Address ponding water and exposed building downspouts
- Repair / Replace failing walls
- Repair / Remove unused wires and utilities
- Pet Waste disposal
- Landscape
- Lighting
- Cameras - Kiosks

ENHANCE CONNECTIONS

- Address accessibility
- Add additional access points
- Easements through private property
- Location and Visibility
- Future Riverwalk extension to Hellenberg Park and Battlefield
- Continuity / Branding
- Year-Round Access

PEDESTRIAN AMENITIES

- Add benches and trash receptacles
- Provide shade (Natural / Architecture)
- Wi-Fi
- Mile Markers
- Signage
- Art (DIA lending program)
- Drinking Fountains
- Music

GENERAL IMPROVEMENTS

PEDESTRIAN AMENITIES (CONT.)

- Fishing Docks
- Access to River
- Exercise Stations
- Restrooms
- Soften Appearance

ENHANCE ADJACENT BUILDINGS AND PROPERTIES

- Activate “store front” along River
- Enhance undeveloped open space
- Address accessibility
- Provide destinations
- Address ponding water and exposed building downspouts
- Repair broken windows and unsightly appearance
- Murals (Historic and Artistic)
- Expand and Enhance Altrusa Park

WAYFINDING AND SIGNAGE

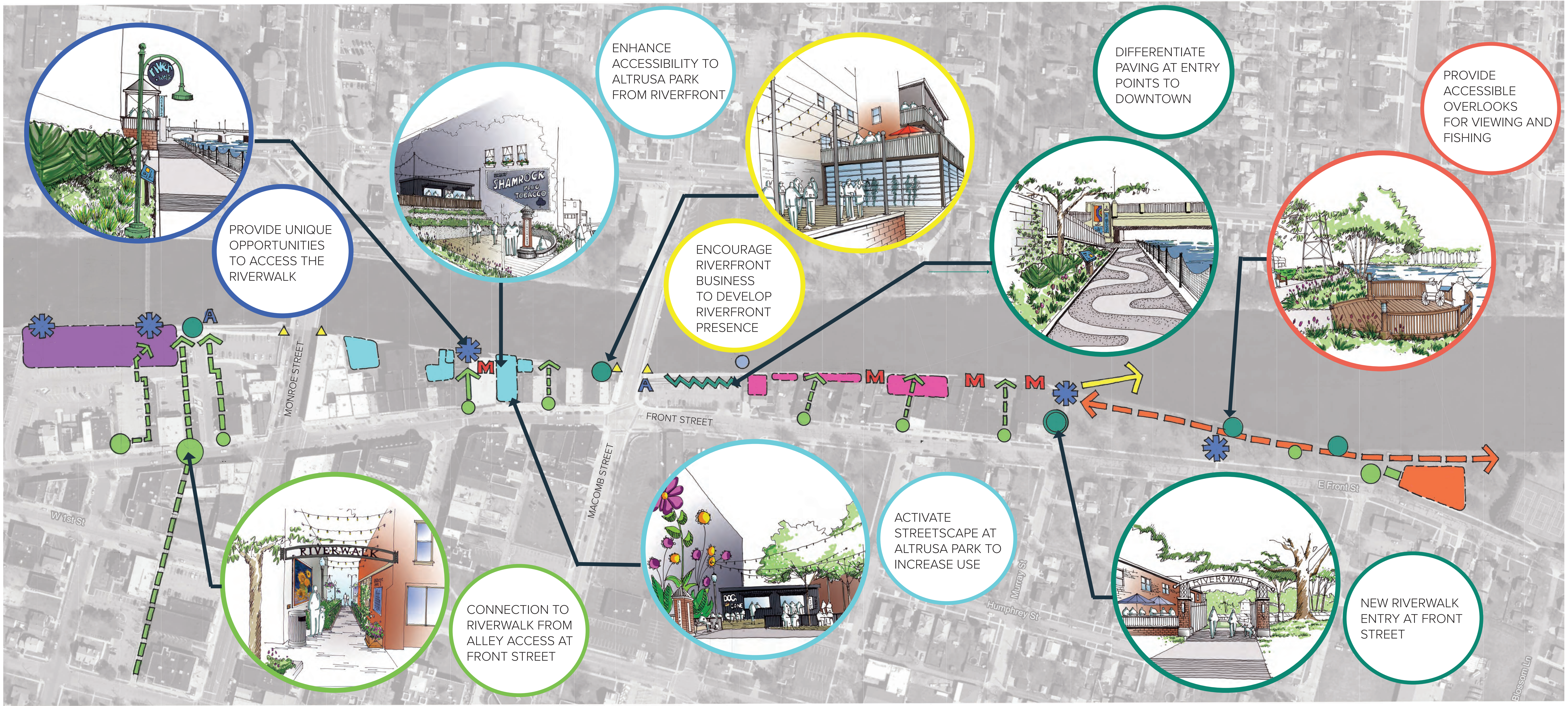
- Trail Maps
- Cross Marketing opportunities
- Attractions and Connectivity to City and Businesses Interpretive

ORDINANCE AND POLICY REVIEW

- New Development Guidelines and Form Based Code
- Evaluate / Incorporate Downtown Master Plan goals
- Address Prohibited means of travel
- Hours and Seasonal Use
- Programming / Events
- Public / Private Partnerships (enhancement grants)



CONCEPTUAL MASTER PLAN



ZONE ONE

GAZEBO TO MACOMB STREET BRIDGE

ZONE TWO

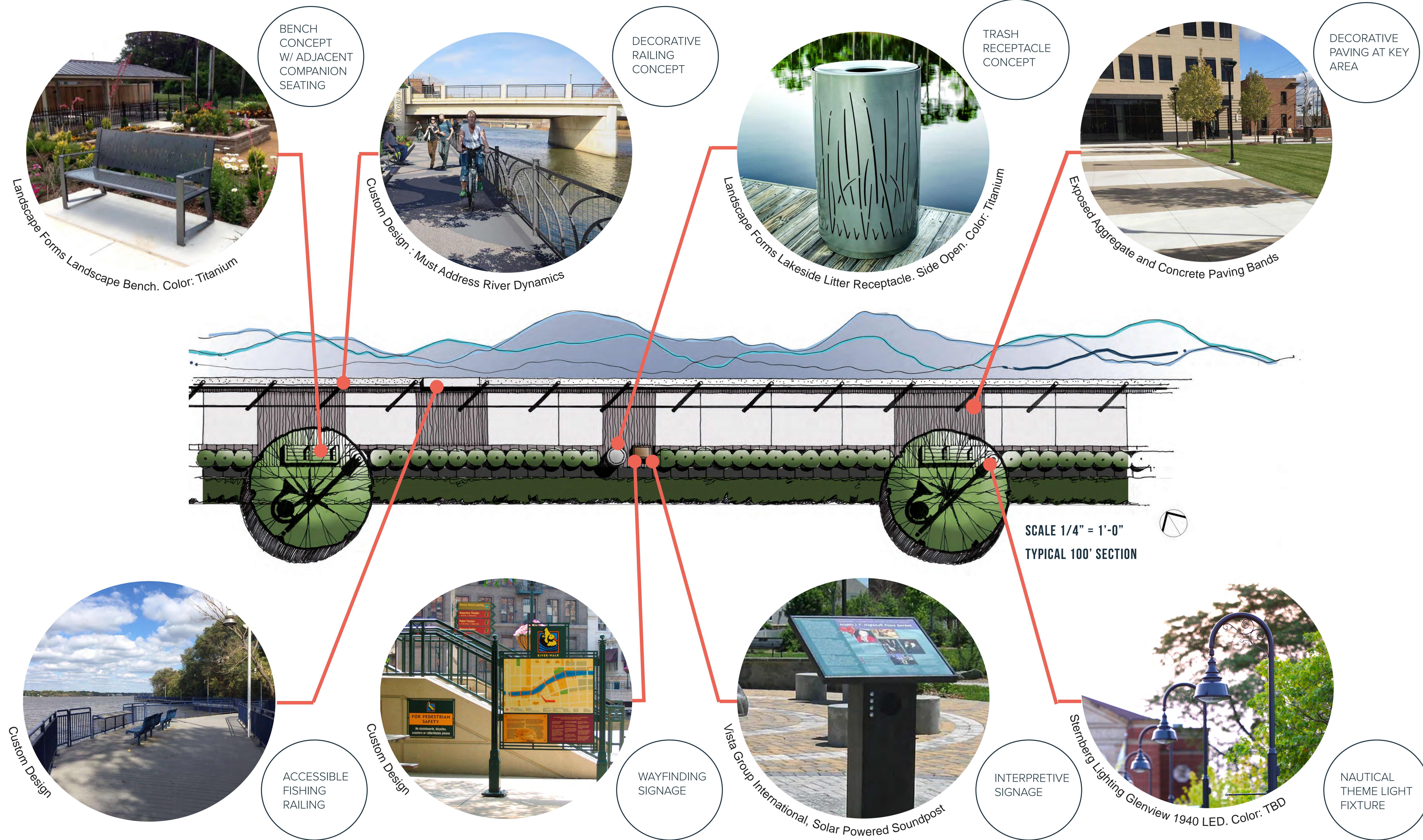
MACOMB STREET BRIDGE TO SOLDIERS AND SAILORS

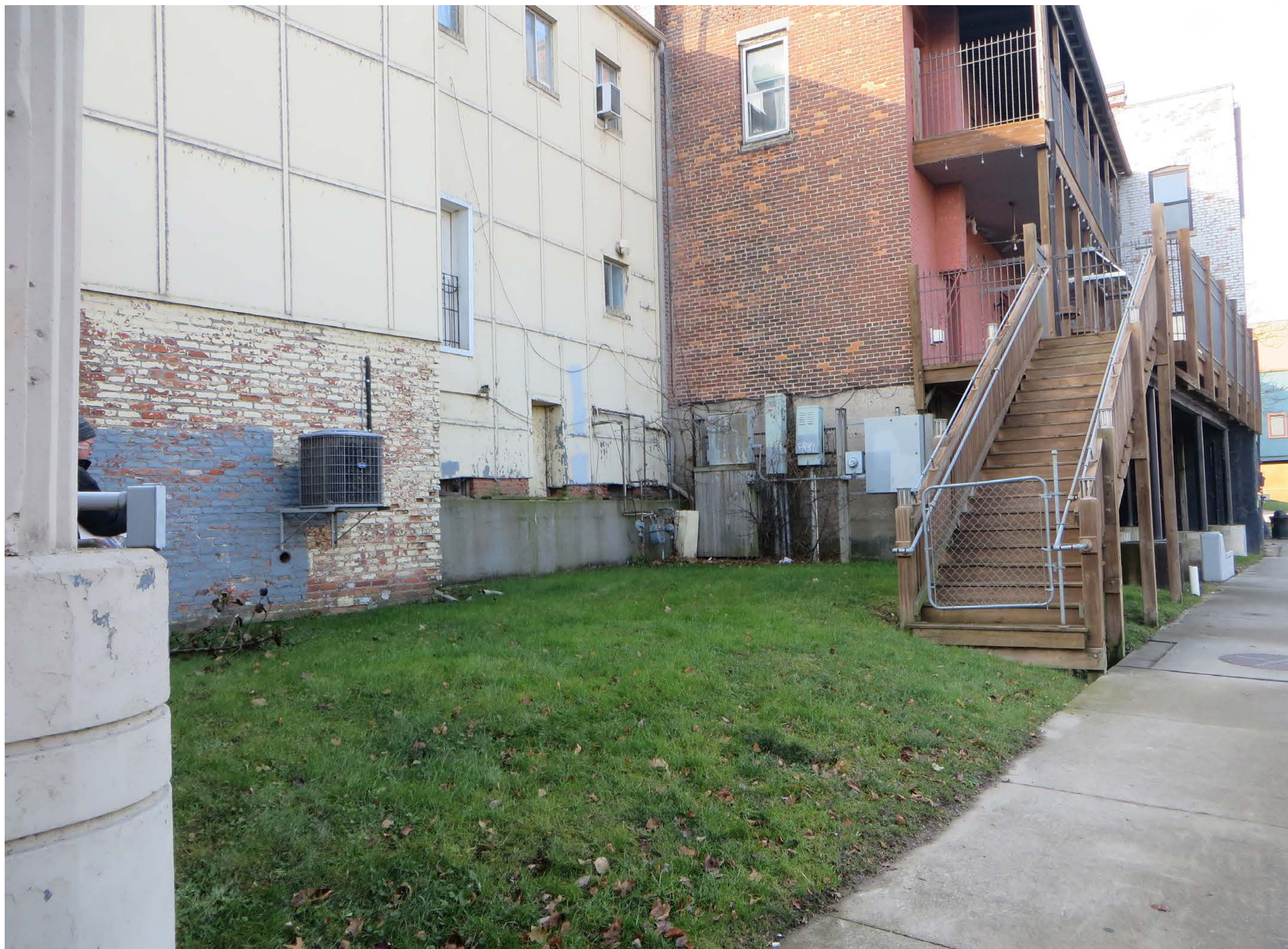
ZONE THREE

SOLDIERS AND SAILORS PARK

SCALE: 1" = 100'-0"

TYPICAL RIVERWALK AMENITY PLAN





A photograph of a narrow sidewalk between two brick buildings. On the left is a grey brick building with a tree and a green trash can. On the right is a red brick building with a window displaying "U AND I BAR". A black metal railing runs along the sidewalk, and a street lamp is visible in the distance.

BEFORE



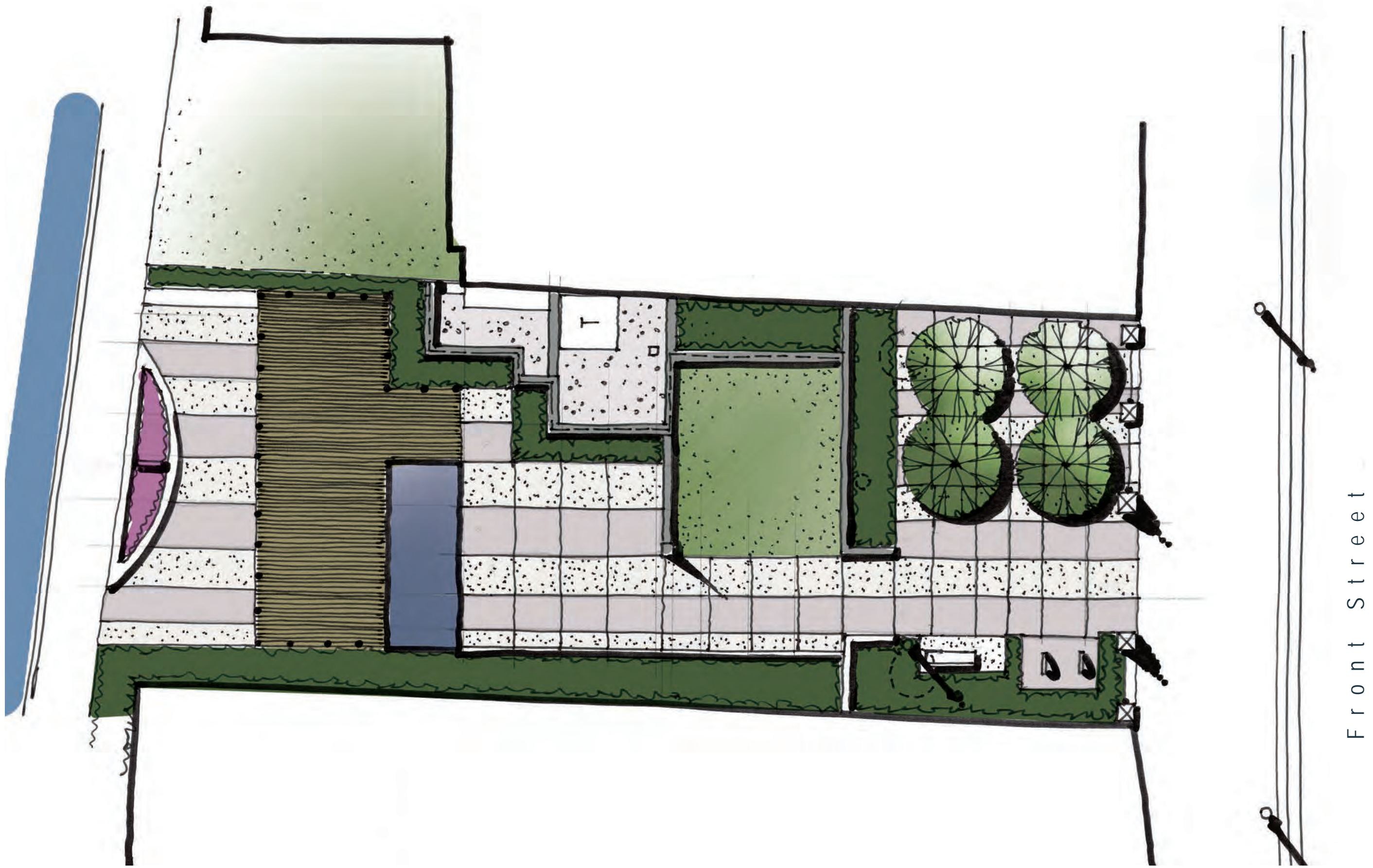
AFTER

MONROE RIVERWALK

JULY 2019 7

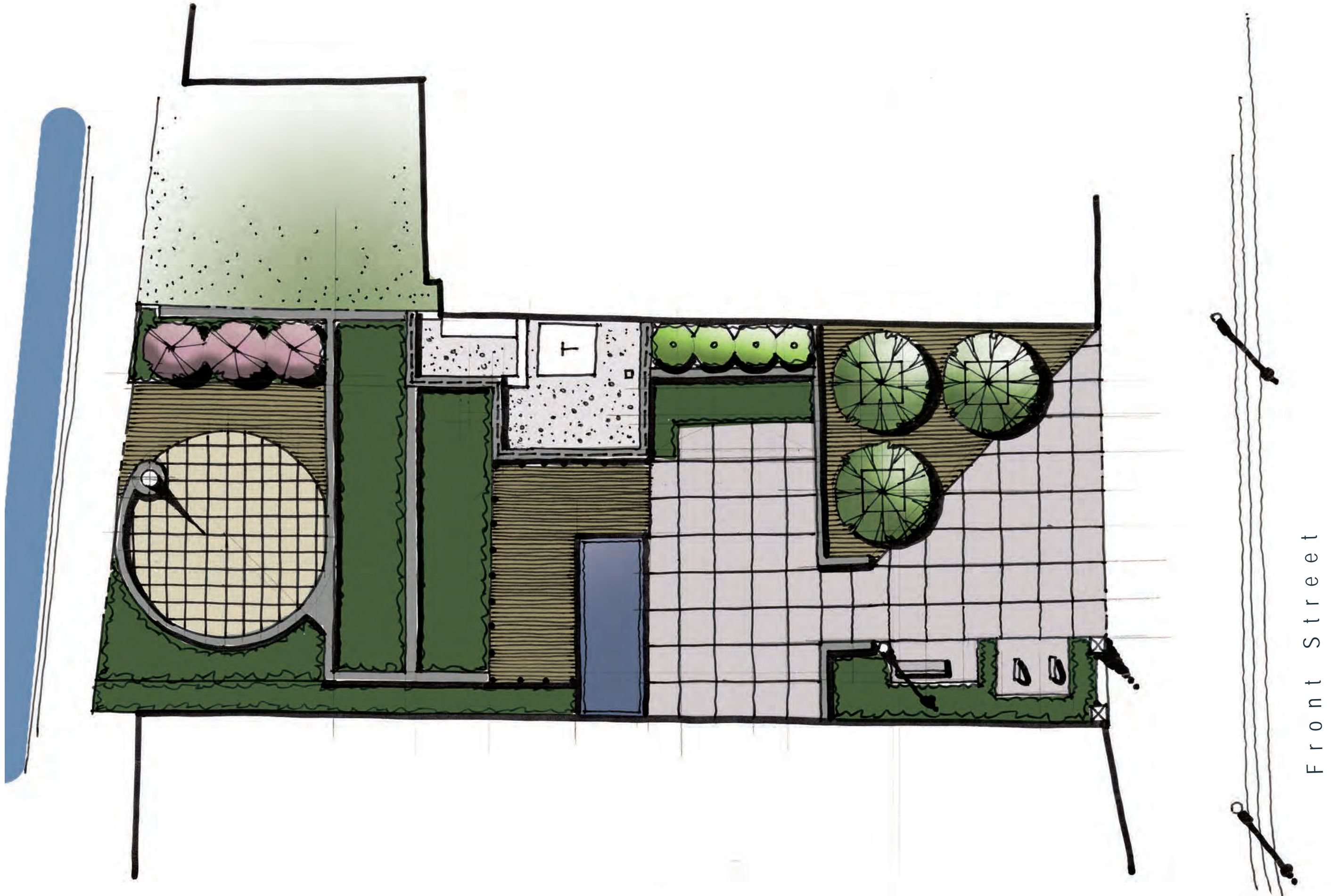
ZONE ONE

ALTRUSA PARK



CONCEPT ONE

SCALE: 1" = 10'-0'



CONCEPT TWO

SCALE: 1" = 10'-0'



DESIGN ALTRUSA PARK TO PROVIDE A WELCOMING ENVIRONMENT



PROVIDE ACCESS TO ALTRUSA PARK FROM RIVERWALK

Memo

Date: Thursday, September 12, 2019

To: DDA Board of Directors

From: Annette M. Knowles, Downtown/Economic Development Coordinator *AMK*

Re: **STREETSCAPE DESIGN GUIDELINES – DISCUSSION AND ADOPTION**

BACKGROUND

The results of the DDA effort to formulate streetscape design guidelines were presented to attendees on Wednesday, August 28, 2019.

At this time, board members are able to discuss the proposed plan and to voice opinions about priority projects. The guidelines will serve as the basis for design decisions as future infrastructure projects are planned and implemented by the DDA and, with council concurrence, other city departments. Potential projects from the plan may be completed with DDA funds, with or without financial support from other institutions (i.e. grants, city, etc.). Having adopted guidelines will help bolster the odds of a successful grant application, if deemed necessary to move along any project.

The DDA board has the option to adopt the Streetscape Design Guidelines; city management concurs that additional action by the Citizens Planning Commission and/or City Council to adopt the guidelines would be worthwhile.

The Streetscape Design Guidelines may be viewed [here](#) (the file size is too large to attach to the board packet).

ACTION

Adopt Streetscape Design Guidelines and refer to Citizens Planning Commission and/or City Council for further action.

**MONROE DDA
2019-2020 WORK PLAN UPDATE**

September, 2019

PROJECT	CHAMPION(S)	NOTES
Goal: Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses		
1. Annual Communications Plan	Staff	
2. Address negative social media posts through issue-oriented public education		
Goal: Support downtown businesses and property owners with financial incentives, advocacy and awareness		
1. Implement recommendations in Downtown Master Plan that calm streets. a. One way conversion on Cass/Harrison b. One way conversions on First/Front	City Staff	City is pursuing 7th, 8th streets first
2. Implement recommendations in Downtown Master Plan to activate storefronts. { a. Activate blank facades with arts-focused treatments and installations b. Promote sidewalk shopping and outdoor seating with streamlined approval process c. Animate empty spaces through pop up events, food trucks and temporary art installations d. Establish building design standards/form-based code e. Enhance the Farmers Market experience	Sacco/Williams City Staff Sacco	Committee forming; first step is reversing mural prohibition City is updating city-wide Master Plan to include Nothing to report to date
Goal: Preserve and enhance downtown by facilitating development; establish an environment that promotes residential growth		
1. Enhance the Riverwalk (in accordance with Riverwalk plan)	Swanson	Committee forming; to select a project; first meeting October?
3. Help drive alleyway improvements	City Staff	Delayed until 2020
Goal: Market the downtown to encourage people to frequent local businesses and events		
1. Annual Marketing Plan	Swanson	Implementing 19-20 plan; 20-21 plan in development
2. Develop greater partnership with the MC Convention & Tourism Bureau	Staff	Matt Zook is new director; ongoing
Goal: Serve as an intermediary between the organizations that connect to downtown and link to other community resources		
1. Schedule quarterly stakeholder/partner meetings	Staelgraeve	No action taken yet
Goal: Implement strategies to improve parking management and infrastructure	Peruski/Team	Discussions underway, expect a recommendation in January

MONROE DDA
2019-2020 WORK PLAN UPDATE

September, 2019

1. Create employee and residential permits as recommended in Downtown Master Plan
2. Create visitor-priority parking lots that prohibit parking before 10am
3. Cover meters/make parking free on street and in visitor lots until demand rises
4. Establish first-time forgiveness program; escalating fines
5. Establish new, simplified regulations for on-street parking
6. Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours

Phased-in approach recommended
Researching

Carry Over from 2018-2019

Tree and Lamp Post Maintenance (Year 2 of 3)
Upper Floor Conversion Technical Services
Streetscape Design Guidelines
Downtown Reinvestment Program

Staff
Lukacs
Lukacs
Lukacs

No action taken yet
Expect sample floor plans in early Oct
Project complete
1 applicant for 2019-2020

TOTAL