

MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
December 16, 2020 AT 8:30 AM

PLEASE TAKE NOTICE that a Regular Meeting of the Monroe Downtown Development Authority scheduled for December 16, 2020 starting at 8:30 a.m. will be conducted remotely via technological means (online and/or by phone) due to the COVID-19 public health emergency.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls and by soliciting comments during the public comment period for those participating via telephone only. Public comments may also be submitted via email to comments@monroemi.gov

To comply with the **Americans With Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the ADA Coordinator at (734) 243-0700 as soon as possible.

The meeting will be conducted using Zoom's video/teleconferencing software.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone phone.

Before a videoconference:

1. You will need a computer, tablet or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers and link to videoconference or conference call are provided below. The details include a link to **"Join via computer"** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on **"Test Computer Audio."** Once you are satisfied that your audio works, click on **"Join audio by computer."**

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone phone.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop video")
- Invite other participants
- View Participant List- opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during the public comment portion of the meeting
- Change your screen name that is seen in the Participant List and video window
- Share your screen

Somewhere (usually the upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

When: December 16, 2020 08:30 AM Eastern Time (US and Canada)

Topic: DDA Regular Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82278479441>

Passcode: DECDDA

Or iPhone one-tap :

US: +13126266799,,8227847944#,,,,,0#,,662454# or +16468769923,,82278479441#,,,,,0#,,662454# Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968

Webinar ID: 822 7847 9441

Passcode: 662454

International numbers available: <https://zoom.us/u/acPwiAmNFZ>

If you have any further questions or concerns, please contact (734) 243-0700 or email comments@monroemi.gov A copy of this notice will be posted at City Hall, 120 East First Street, Monroe, MI 48161.

MONROE
DOWNTOWN
DEVELOPMENT AUTHORITY
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, December 16, 2020, 8:30-10:00 A.M.
ZOOM MEETING

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, October 28, 2020 Regular Meeting

ii. Wednesday, November 18, 2020 Regular Meeting

C. Financial Reports

i. October, DDA Revenue and Expenditure Report FY 2020-2021

ii. October, DDA Itemized Expenditure Report FY 2020-2021

iii. November, DDA Revenue and Expenditure Report FY 2020-2021

iv. November, DDA Itemized Expenditure Report FY2020-2021

6. New Business

A. DDA INFORMATION SESSION #2 (15 min)

Presentation

7. Other Business

A. Downtown Investment Grant Reimbursement for 104 West Front (5 min)

B. Work Plan Updates (10 minutes)

**Action Required
Info Only**

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, October 28, 2020
Electronic Meeting Held via ZOOM
Monroe City Hall

Chairperson Tony Trujillo called the meeting to order at 8:30 a.m.

1. Roll Call (Present Location)

Present: Mayor Robert Clark (Monroe), Tiffany Harper (8:32am, Monroe), Scott Kegerreis (Monroe Township), Deb Staelgraeve (Frenchtown Township), William Slicker (Monroe), Mackenzie Swanson (8:49a, Monroe) and Anthony Trujillo (Monroe)

Excused: Mary Hastings

Staff: Michelle LaVoy, Clerk-Treasurer;
Annette Knowles, Downtown/Economic Development Coordinator

Guests: William Waltz

2. Vision Statement – Read by Chairperson Trujillo

Harper entered the meeting.

3. Additions/Deletions to the Meeting Agenda – None

4. Public Comments – None

5. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes:
 - ❖ Wednesday, September 17, 2020 Regular Meeting
 - ❖ Wednesday, September 23, 2020 Special Meeting
- C. Financial Reports:
 - ❖ September, DDA Revenue and Expenditure Report FY 2020-2021
 - ❖ September, DDA Itemized Expenditure Report FY 2020-2021
- D. Microgrant Application – Lotus Financial – Submittal of Proposed Materials

Motion by Staelgraeve seconded by Harper to approve items on the Consent Agenda.
Motion carried, all Ayes.

6. New Business

A. Refunding Bond Issue

The board reviewed the results of the recent refinancing of municipal bonds. The sale closes on October 29. The savings to the DDA through the life of repayment in 2032 is nearly \$200,000, the savings being greater in later years.

Swanson entered the meeting.

B. Proposed DDA Boundary Changes

At the September board meeting, the subject of revising the DDA boundary was introduced as an information item. According to map included with the packet, areas C, E and F are targeted for removal, while adding area property including the post office and the former fire station. At this time, the board is asked if they would like to initiate more study into the idea as significant staff time will be required to facilitate the process.

Motion by Staelgraeve, supported by Clark to concur with taking further steps to initiate the process to amend the DDA district boundary. ***Motion carried, all Ayes.***

Slicker logged off meeting at 8:50am.

C. Web Site Redevelopment

Trujillo outlined the numerous reasons that he believes supports a new look at the operation of the DDA web site, including past work, the cost of maintenance and upgrades, easy of updating and the image site projects. He would like to form an ad hoc committee to evaluate the current site, establish requirements for a new site and solicit proposals. With no other volunteers, Trujillo will facilitate with an assist from Mayor Clark as needed. Knowles will inquire about current analytics for the site.

Slicker returned to the meeting at 8:54am.

D. Work Planning for FY2021-2022 – Part I Work Plan Review and Brainstorm

Knowles reviewed the FY2020-2021 work plan and progress toward its completion and discussed the projects recommended in the downtown master plan implementation matrix. The task for this meeting was to brainstorm ideas for inclusion in the forthcoming year. Slicker mentioned start-up grants. A discussion was held about meeting in person in November to complete this process; a hybrid attendance might be possible depending upon the status of pandemic restrictions.

7. Other Business

A. Downtown Reinvestment Program – Application for 34 West Front

DDA received an application for improvements from 34 West Front from John Castiglione. The work proposed is centered on the front façade, including windows, doors and trim, and repainting of brick. The maximum amount, based on proposals submitted, is

\$8,300.00. A discussion was held concerning the opportunity to add the repair and repainting of brick on both sides of the building. Knowles will follow up with applicant. Motion by Clark, supported by Staelgraeve, to concur with the recommendation of the Downtown Reinvestment Program grant committee to approve a grant for 34 West Front Street in an amount not to exceed \$8,300 and to recontact applicant to gauge interest in expanding the project to the sides of the building. ***Motion carried, all Ayes.***

Swanson departed the meeting at 10:05am.

B. Work Plan Update

In the interest of time, Knowles reminded board members that a written update was included in the board packet.

8. Communications - None

9. Board Member Comments/Administrative Comments -

Clark mentioned the opportunity to apply for a grant for additional holiday lights in the downtown; he would like to see downtown lit up for the holidays.

Kegerreis mentioned work will start on his building, beginning with weatherization; then painting in the spring. He intends to bump out the side of the building for additional retail space and provide access to the basement.

10. Adjournment

Motion to adjourn by Staelgraeve, seconded by Clark at 10:21 a.m.

Motion carried, all Ayes.

Minutes

Monroe Downtown Development Authority
Regular Meeting
Wednesday, November 18, 2020
Electronic Meeting Held via ZOOM
Monroe City Hall

Chairperson Tony Trujillo called the meeting to order at 8:36 a.m.

1. Roll Call

Present: Mayor Robert Clark (City of Monroe), Tiffany Harper (Monroe Twp), Scott Kegerreis (City of Monroe –arrived 8:37 am), Mackenzie Swanson (City of Monroe), Mary Hastings (Monroe Twp), William Slicker (City of Monroe) and Anthony Trujillo (City of Monroe)

Excused: Deb Staelgraeve

Staff: Michelle LaVoy, Clerk-Treasurer;
Annette Knowles, Downtown/Economic Development Coordinator

Guests: Azia Hawthorne

2. Vision Statement – Read by Mayor Clark

3. Additions/Deletions to the Meeting Agenda – None

4. Public Comments –

Azia Hawthorne stated she appreciates the DDA's effort and accessibility and wanted to let everyone know she is a local photographer and would love to share her photos.

5. Consent Agenda

A.Approval of Agenda

B.Financial Reports:

- ❖ October, DDA Revenue and Expenditure Report FY 2020-2021
- ❖ October, DDA Itemized Expenditure Report FY 2020-2021

Motion by Mayor Clark seconded by Slicker to pull the Financial Reports on the Consent Agenda and table their approval until the December DDA meeting. **Motion carried, all ayes.**

Motion by Mayor Clark seconded by Kegerreis to approve the remaining items on the Consent Agenda. **Motion carried, all ayes.**

6. New Business

A. Work Planning for FY2021-2022- Part 2 Progress Review and Prioritization

Annette Knowles presented the board with the proposed 2021 – 2022 Work Plan. Discussion followed on prioritization of projects such that the budget may be developed.

Kegerreis departed the meeting.

7. Other Business

A. Request to Allocate Funds for Holiday Decorations

A discussion was held concerning the interest to supplement holiday lighting in the downtown area given the cancelation of events. The approach would be to add lighted reindeer at locations to be determined.

Motion by Mayor Clark seconded Swanson to allocate \$2,500 for Holiday Decorations from the marketing budget. ***Motion carried, all ayes***

B. Work Plan Updates

Annette Knowles updated the board. Discussion followed.

8. Communications - None

9. Board Member Comments/Administrative Comments

William Slicker would like to visit businesses and introduce himself.

Mackenzie Swanson welcomed new board members.

Mayor Clark encourages everyone to get involved and stated the City is moving forward on 13 W. Front, 40 S. Monroe and 44 S. Monroe.

Azia Hawthorne is excited to share her photos. Discussion followed about how to share them.

10. Adjournment

Motion to adjourn by Swanson seconded by Mayor Clark at 9:52 a.m.

Motion carried, all ayes.

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
10/01/2020			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		459,645.09
10/02/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23742		1,000.00	458,645.09
10/09/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23779	222,600.00		681,245.09
10/16/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23801		1,000.00	680,245.09
10/30/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23882	8,900.00		689,145.09
10/31/2020	GJ	JE	MICHIGAN CLASS INTEREST - OCT 2020	23893	55.88		689,200.97
10/31/2020			751-00.000-005.000	END BALANCE	231,555.88	2,000.00	689,200.97
10/01/2020			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		222,624.56
10/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23734		111.42	222,513.14
10/01/2020	PR	CHK	SUMMARY PR 10/01/2020			883.12	221,630.02
10/02/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23742	1,000.00		222,630.02
10/09/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23779		222,600.00	30.02
10/13/2020	GJ	JE	5/3 SERVICE FEES - SEPT 2020	23791		21.75	8.27
10/15/2020	PR	CHK	SUMMARY PR 10/15/2020			949.37	(941.10)
10/16/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23801	1,000.00		58.90
10/27/2020	CD	CHK	SUMMARY CD 10/27/2020			700.00	(641.10)
10/27/2020	CD	CHK	SUMMARY CD 10/27/2020			68.49	(709.59)
10/28/2020	CR	RCPT			11,880.64		11,171.05
			SUMMARY CR POSTING: 10/28/2020 OTHER				
10/29/2020	CD	CHK	SUMMARY CD 10/29/2020			1,420.00	9,751.05
10/29/2020	PR	CHK	SUMMARY PR 10/29/2020			816.88	8,934.17
10/30/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23882		8,900.00	34.17
10/31/2020	GJ	JE	POSTAGE - OCT 2020	23904		7.50	26.67
10/31/2020			751-00.000-007.000	END BALANCE	13,880.64	236,478.53	26.67
10/01/2020			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
10/19/2020	AP	INV	NEW MOON VISIONS	134407		700.00	(700.00)
			RAISINCACTION POST CARD DESIGN				
10/19/2020	AP	INV	PLANTE & MORAN PLLC	1904522		1,420.00	(2,120.00)
			PROGRESS BILL JUNE 30, 2020 AUDIT				
10/19/2020	AP	INV	FIFTH THIRD BANK	09/18/2020		26.49	(2,146.49)
			ADOBE SUBSCRIPTION				
10/19/2020	AP	INV	FIFTH THIRD BANK	09/17/2020		30.00	(2,176.49)
			TRUJILLO AM SOC LANDSCP ARCHT WEBINAI				
10/19/2020	AP	INV	FIFTH THIRD BANK	09/02/2020		12.00	(2,188.49)
			EMAIL SUBSCRIPTION				
10/27/2020	CD	CHK	SUMMARY CD 10/27/2020		700.00		(1,488.49)
10/27/2020	CD	CHK	SUMMARY CD 10/27/2020		68.49		(1,420.00)
10/29/2020	CD	CHK	SUMMARY CD 10/29/2020		1,420.00		0.00
10/31/2020			751-00.000-202.000	END BALANCE	2,188.49	2,188.49	0.00
10/01/2020			751-65.691-703.000 PART TIME SALARIES & WAGES		BEG. BALANCE		4,337.50
10/01/2020	PR	CHK	SUMMARY PR 10/01/2020		819.60		5,157.10
10/15/2020	PR	CHK	SUMMARY PR 10/15/2020		881.07		6,038.17
10/29/2020	PR	CHK	SUMMARY PR 10/29/2020		758.13		6,796.30
10/31/2020			751-65.691-703.000	END BALANCE	2,458.80	0.00	6,796.30
10/01/2020			751-65.691-717.000 SOCIAL SECURITY		BEG. BALANCE		268.93
10/01/2020	PR	CHK	SUMMARY PR 10/01/2020		50.81		319.74
10/15/2020	PR	CHK	SUMMARY PR 10/15/2020		54.63		374.37
10/29/2020	PR	CHK	SUMMARY PR 10/29/2020		47.00		421.37
10/31/2020			751-65.691-717.000	END BALANCE	152.44	0.00	421.37
10/01/2020			751-65.691-717.005 MEDICARE		BEG. BALANCE		62.89
10/01/2020	PR	CHK	SUMMARY PR 10/01/2020		11.88		74.77
10/15/2020	PR	CHK	SUMMARY PR 10/15/2020		12.78		87.55
10/29/2020	PR	CHK	SUMMARY PR 10/29/2020		10.99		98.54
10/31/2020			751-65.691-717.005	END BALANCE	35.65	0.00	98.54
10/01/2020			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		4.95
10/01/2020	PR	CHK	SUMMARY PR 10/01/2020		0.83		5.78
10/15/2020	PR	CHK	SUMMARY PR 10/15/2020		0.89		6.67
10/29/2020	PR	CHK	SUMMARY PR 10/29/2020		0.76		7.43
10/31/2020			751-65.691-718.010	END BALANCE	2.48	0.00	7.43
10/01/2020			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		256.98
10/19/2020	AP	INV	FIFTH THIRD BANK	09/18/2020	26.49		283.47
			ADOBE SUBSCRIPTION				
10/19/2020	AP	INV	FIFTH THIRD BANK	09/02/2020	12.00		295.47
			EMAIL SUBSCRIPTION				
10/31/2020			751-65.691-727.000	END BALANCE	38.49	0.00	295.47
10/01/2020			751-65.691-730.000 POSTAGE		BEG. BALANCE		1,492.32
10/31/2020	GJ	JE	POSTAGE - OCT 2020	23904	7.50		1,499.82
10/31/2020			751-65.691-730.000	END BALANCE	7.50	0.00	1,499.82
10/01/2020			751-65.691-818.010 AUDIT SERVICES		BEG. BALANCE		0.00
10/19/2020	AP	INV	PLANTE & MORAN PLLC	1904522	1,420.00		1,420.00
			PROGRESS BILL JUNE 30, 2020 AUDIT				
10/31/2020			751-65.691-818.010	END BALANCE	1,420.00	0.00	1,420.00
10/01/2020			751-65.691-860.000 TRAINING & TRAVEL		BEG. BALANCE		224.00

11/13/2020 08:25 AM
User: pstanifer
DB: Monroe

GL ACTIVITY REPORT FOR CITY OF MONROE
TRANSACTIONS FROM 10/01/2020 TO 10/31/2020

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
751-65.691-860.000 TRAINING & TRAVEL					(Continued)		
10/19/2020	AP	INV	FIFTH THIRD BANK	09/17/2020	30.00		254.00
10/31/2020			TRUJILLO AM SOC LANDSCP ARCHT WEBINAI				
			751-65.691-860.000	END BALANCE	30.00	0.00	254.00
751-65.691-880.000 COMMUNITY PROMOTION					BEG. BALANCE		
10/01/2020							4,416.53
10/19/2020	AP	INV	NEW MOON VISIONS	134407	700.00		5,116.53
10/31/2020			RAISINCATION POST CARD DESIGN				
			751-65.691-880.000	END BALANCE	700.00	0.00	5,116.53
751-65.691-910.000 INSURANCE PREMIUM					BEG. BALANCE		
10/01/2020							334.26
10/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23734	111.42		445.68
10/31/2020			751-65.691-910.000	END BALANCE	111.42	0.00	445.68
751-80.100-665.005 INTEREST ON INVESTMENTS					BEG. BALANCE		
10/01/2020							(210.91)
10/13/2020	GJ	JE	5/3 SERVICE FEES - SEPT 2020	23791	21.75		(189.16)
10/31/2020	GJ	JE	MICHIGAN CLASS INTEREST - OCT 2020	23893		55.88	(245.04)
10/31/2020			751-80.100-665.005	END BALANCE	21.75	55.88	(245.04)
751-80.600-573.000 LCSA APPROPRIATION/PPT EXEMI					BEG. BALANCE		
10/01/2020							0.00
10/28/2020	CR	RCPT	SUMMARY CR POSTING: 10/28/2020 OTHER			11,880.64	(11,880.64)
10/31/2020			751-80.600-573.000	END BALANCE	0.00	11,880.64	(11,880.64)
GRAND TOTALS:					252,603.54	252,603.54	693,457.10

PERIOD ENDING 10/31/2020

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	10/31/2020 NTH (ABNORMAL) ASE	10/31/2020 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	5,000.00	245.04	34.13	4,754.96
Total Dept 80.100 - GENERAL REVENUE		5,000.00	245.04	34.13	4,754.96
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	273,563.00	246,327.48	0.00	27,235.52
751-80.600-410.000	PERSONAL PROPERTY TAXES	(35,524.00)	(23,727.90)	0.00	(11,796.10)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	17,972.00	11,880.64	11,880.64	6,091.36
Total Dept 80.600 - GENERAL REVENUE		256,011.00	234,480.22	11,880.64	21,530.78
TOTAL REVENUES		261,011.00	234,725.26	11,914.77	26,285.74
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	21,000.00	6,796.30	2,458.80	14,203.70
751-65.691-717.000	SOCIAL SECURITY	1,302.00	421.37	152.44	880.63
751-65.691-717.005	MEDICARE	305.00	98.54	35.65	206.46
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	7.43	2.48	13.57
751-65.691-727.000	OFFICE SUPPLIES	500.00	295.47	38.49	204.53
751-65.691-730.000	POSTAGE	500.00	1,499.82	7.50	(999.82)
751-65.691-750.015	UNIFORMS/CLOTHING	100.00	0.00	0.00	100.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,200.00	0.00	0.00	5,200.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,420.00	1,420.00	80.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	45,362.00	0.00	0.00	45,362.00
751-65.691-818.020-21R0100000	GENERAL CONTRACT SERVICES	30,000.00	0.00	0.00	30,000.00
751-65.691-818.020-21R0200000	GENERAL CONTRACT SERVICES	10,000.00	0.00	0.00	10,000.00
751-65.691-818.080	FACADE IMPROVEMENTS	50,000.00	0.00	0.00	50,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	254.00	30.00	1,146.00
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	5,116.53	700.00	19,883.47
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	1,337.00	445.68	111.42	891.32
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	5,000.00	0.00	0.00	5,000.00
751-65.691-943.000	RENTAL-EQUIPMENT	445.00	445.00	0.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	0.00	0.00	1,000.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	200.00	0.00	400.00
751-65.691-971.000	LAND	100,000.00	0.00	0.00	100,000.00
751-65.691-974.000	LAND IMPROVEMENTS	4,638.00	4,637.35	0.00	0.65
751-65.691-999.101	TRANSFER OUT-GENERAL	20,000.00	0.00	0.00	20,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	130,094.00	0.00	0.00	130,094.00
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	115,000.00	0.00	0.00	115,000.00
751-65.691-999.401-13C0900000	TRANSFER OUT-CAPITAL PROJECT	25,000.00	0.00	0.00	25,000.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		595,604.00	21,637.49	4,956.78	573,966.51
TOTAL EXPENDITURES		595,604.00	21,637.49	4,956.78	573,966.51
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		261,011.00	234,725.26	11,914.77	26,285.74
TOTAL EXPENDITURES		595,604.00	21,637.49	4,956.78	573,966.51
NET OF REVENUES & EXPENDITURES		(334,593.00)	213,087.77	6,957.99	(547,680.77)
BEG. FUND BALANCE		463,234.14	463,234.14		
NET OF REVENUES/EXPENDITURES - 2019-20			12,905.73		12,905.73
END FUND BALANCE		128,641.14	689,227.64		

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures	Balance
	\$21,000.00		
7/9/2020		\$239.50	
7/23/2020		\$819.60	
8/6/2020		\$819.60	
8/20/2020		\$819.60	
9/3/2020		\$819.60	
9/17/2020		\$819.60	
10/1/2020		\$819.60	
10/15/2020		\$881.07	
10/29/2020		\$758.13	
			\$14,203.70
Social Security	Budget	Expenditures	Balance
	\$1,302.00		
7/9/2020		\$14.85	
7/23/2020		\$50.82	
8/6/2020		\$50.81	
8/20/2020		\$50.82	
9/3/2020		\$50.81	
9/17/2020		\$50.82	
10/1/2020		\$50.81	
10/15/2020		\$54.63	
10/29/2020		\$47.00	
			\$880.63
Medicare	Budget	Expenditures	Balance
	\$305.00		
7/9/2020		\$3.47	
7/23/2020		\$11.88	
8/6/2020		\$11.89	
8/20/2020		\$11.88	
9/3/2020		\$11.89	
9/17/2020		\$11.88	
10/1/2020		\$11.88	
10/15/2020		\$12.78	
10/29/2020		\$10.99	
			\$206.46
Workers Comp Insurance	Budget	Expenditures	Balance
	\$21.00		

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

7/9/2020		\$0.80	
7/23/2020		\$0.83	
8/6/2020		\$0.83	
8/20/2020		\$0.83	
9/3/2020		\$0.83	
9/17/2020		\$0.83	
10/1/2020		\$0.83	
10/15/2020		\$0.89	
10/29/2020		\$0.76	
			\$13.57
Office Supplies - 727.000	Budget	Expenditures	Balance
	\$500.00		
Computer protection		\$63.59	
Adobe subscription		\$26.49	
Go To Meeting Subscription		\$192.00	
Adobe subscription		\$26.49	
Cancel computer protection		-\$63.59	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
			\$204.53
Postage	Budget	Expenditures	Balance
	\$500.00		
The Print House INC. - postage		\$1,490.32	
September 2020		\$2.00	
October 2020		\$7.50	
			-\$999.82
Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		
			\$100.00
Seasonal Decorations - 750.075	Budget	Expenditures	Balance
	\$5,200.00		
			\$5,200.00

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Audit Services	Budget	Expenditures	Balance
	\$1,500.00		
Plante & Moran - progress bill 6-20-2020 Audit		\$1,420.00	
			\$80.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$45,362.00		
			\$45,362.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$30,000.00		
			\$30,000.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$10,000.00		
			\$10,000.00
Façade Improvements - 818.080	Budget	Expenditures	Balance
	\$50,000.00		
			\$50,000.00
Training & Travel - 860.000	Budget	Expenditures	Balance
	\$1,400.00		
DDA Webinar		\$25.00	
2020 Vitruval vMeeting		\$100.00	
MCCC Excel training		\$99.00	

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Trujillo AM Soc Landscp Archt Webinar		\$30.00	
			\$1,146.00
Community & Promotion 880.000	Budget	Expenditures	Balance
	\$25,000.00		
The Print House Inc. - mailer		\$276.85	
Postcards, static cling decal		\$680.00	
Williams Ins beautification grant		\$84.68	
Website hosting		\$375.00	
Monroe News August web		\$500.00	
Issue Media Group - sponsorship		\$2,500.00	
New Moon Visions-Raisincation postcard design		\$700.00	
			\$19,883.47
Publishing/Advertising 905.000	Budget	Expenditures	Balance
	\$300.00		
			\$300.00
Insurance Premium	Budget	Expenditures	Balance
	\$1,337.00		
July		\$111.42	
August		\$111.42	
September		\$111.42	
October		\$111.42	
			\$891.32
Repair & Maintenance 934.751	Budget	Expenditures	Balance
	\$5,000.00		
			\$5,000.00
Rental - Equipment	Budget	Expenditures	Balance
	\$445.00		
Computer rental through 6-30-2021		\$445.00	
			\$0.00

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Miscellaneous Expense - 955.000	Budget	Expenditures	Balance
	\$1,000.00		
			\$1,000.00
Dues & Subscriptions - 958.000	Budget	Expenditures	Balance
	\$600.00		
MI Downtown Assoc Membership in MDA		\$200.00	
			\$400.00
Land	Budget	Expenditures	Balance
	\$100,000.00		
			\$100,000.00
Land Improvements 974.000	Budget	Expenditures	Balance
	\$4,638.00		
Smooth wood tiles - pedestals and braces		\$4,637.35	
			\$0.65
Transfer Out General 999.101	Budget	Expenditures	Balance
	\$20,000.00		
			\$20,000.00
Transfer Out Debt Services	Budget	Expenditures	Balance
	\$130,094.00		
			\$130,094.00
Transfer Out - Capital Project 999.401	Budget	Expenditures	Balance
	\$115,000.00		
			\$115,000.00

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Transfer Out - Capital Project 999.401	Budget	Expenditures	Balance
	\$25,000.00		
			\$25,000.00
Totals	\$595,604.00		\$573,966.51

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
11/01/2020			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			689,200.97
11/05/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23901		200.00	689,000.97
11/12/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23913		900.00	688,100.97
11/19/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23933		1,100.00	687,000.97
11/30/2020	GJ	JE	MICHIGAN CLASS INTEREST - NOV 2020	23956	48.85		687,049.82
11/30/2020			751-00.000-005.000	END BALANCE	48.85	2,200.00	687,049.82
11/01/2020			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			26.67
11/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23887		111.42	(84.75)
11/05/2020	CD	CHK	SUMMARY CD 11/05/2020			61.53	(146.28)
11/05/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23901	200.00		53.72
11/12/2020	PR	CHK	SUMMARY PR 11/12/2020			883.14	(829.42)
11/12/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23913	900.00		70.58
11/12/2020	GJ	JE	5/3 SERVICE FEES - OCT 2020	23921		19.31	51.27
11/17/2020	CD	CHK	SUMMARY CD 11/17/2020			75.00	(23.73)
11/17/2020	CD	CHK	SUMMARY CD 11/17/2020			38.49	(62.22)
11/19/2020	CD	CHK	SUMMARY CD 11/19/2020			1,000.00	(1,062.22)
11/19/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23933	1,100.00		37.78
11/30/2020			751-00.000-007.000	END BALANCE	2,200.00	2,188.89	37.78
11/01/2020			751-00.000-202.000 ACCOUNTS PAYABLE	BEG. BALANCE			0.00
11/02/2020	AP	INV	STANIFER, PAULA	STANIFER 10-30		61.53	(61.53)
			MILEAGE REIMBURSEMENT OCTOBER 2020				
11/05/2020	CD	CHK	SUMMARY CD 11/05/2020		61.53		0.00
11/16/2020	AP	INV	MICHIGAN DOWNTOWN ASSOCIATION	E2057		75.00	(75.00)
			ANNUAL CONFERENCE NOV 5-6 VIRTUALLY				
11/16/2020	AP	INV	MONROE NEWS	092077211		500.00	(575.00)
			SEPTEMBER WEB				
11/16/2020	AP	INV	MONROE NEWS	102077211		500.00	(1,075.00)
			OCTOBER WEB				
11/16/2020	AP	INV	FIFTH THIRD BANK	10/18/2020		26.49	(1,101.49)
			ADOBE SUBSCRIPTION				
11/16/2020	AP	INV	FIFTH THIRD BANK	10/01/2020		12.00	(1,113.49)
			EMAIL SUBSCRIPTION				
11/17/2020	CD	CHK	SUMMARY CD 11/17/2020		75.00		(1,038.49)
11/17/2020	CD	CHK	SUMMARY CD 11/17/2020		38.49		(1,000.00)
11/19/2020	CD	CHK	SUMMARY CD 11/19/2020		1,000.00		0.00
11/30/2020			751-00.000-202.000	END BALANCE	1,175.02	1,175.02	0.00
11/01/2020			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			6,796.30
11/12/2020	PR	CHK	SUMMARY PR 11/12/2020		819.60		7,615.90
11/30/2020			751-65.691-703.000	END BALANCE	819.60	0.00	7,615.90
11/01/2020			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			421.37
11/12/2020	PR	CHK	SUMMARY PR 11/12/2020		50.82		472.19
11/30/2020			751-65.691-717.000	END BALANCE	50.82	0.00	472.19
11/01/2020			751-65.691-717.005 MEDICARE	BEG. BALANCE			98.54
11/12/2020	PR	CHK	SUMMARY PR 11/12/2020		11.89		110.43
11/30/2020			751-65.691-717.005	END BALANCE	11.89	0.00	110.43
11/01/2020			751-65.691-718.010 WORKERS' COMP INSURANCE	BEG. BALANCE			7.43
11/12/2020	PR	CHK	SUMMARY PR 11/12/2020		0.83		8.26
11/30/2020			751-65.691-718.010	END BALANCE	0.83	0.00	8.26
11/01/2020			751-65.691-727.000 OFFICE SUPPLIES	BEG. BALANCE			295.47
11/16/2020	AP	INV	FIFTH THIRD BANK	10/18/2020	26.49		321.96
			ADOBE SUBSCRIPTION				
11/16/2020	AP	INV	FIFTH THIRD BANK	10/01/2020	12.00		333.96
			EMAIL SUBSCRIPTION				
11/30/2020			751-65.691-727.000	END BALANCE	38.49	0.00	333.96
11/01/2020			751-65.691-860.000 TRAINING & TRAVEL	BEG. BALANCE			254.00
11/02/2020	AP	INV	STANIFER, PAULA	STANIFER 10-30	61.53		315.53
			MILEAGE REIMBURSEMENT OCTOBER 2020				
11/16/2020	AP	INV	MICHIGAN DOWNTOWN ASSOCIATION	E2057	75.00		390.53
			ANNUAL CONFERENCE NOV 5-6 VIRTUALLY				
11/30/2020			751-65.691-860.000	END BALANCE	136.53	0.00	390.53
11/01/2020			751-65.691-880.000 COMMUNITY PROMOTION	BEG. BALANCE			5,116.53
11/16/2020	AP	INV	MONROE NEWS	092077211	500.00		5,616.53
			SEPTEMBER WEB				
11/16/2020	AP	INV	MONROE NEWS	102077211	500.00		6,116.53
			OCTOBER WEB				
11/30/2020			751-65.691-880.000	END BALANCE	1,000.00	0.00	6,116.53
11/01/2020			751-65.691-910.000 INSURANCE PREMIUM	BEG. BALANCE			445.68
11/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23887	111.42		557.10
11/30/2020			751-65.691-910.000	END BALANCE	111.42	0.00	557.10
11/01/2020			751-80.100-665.005 INTEREST ON INVESTMENTS	BEG. BALANCE			(245.04)
11/12/2020	GJ	JE	5/3 SERVICE FEES - OCT 2020	23921	19.31		(225.73)

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GL ACTIVITY REPORT FOR CITY OF MONROE
TRANSACTIONS FROM 11/01/2020 TO 11/30/2020

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Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
751-80.100-665.005 INTEREST ON INVESTMENTS (Continued)							
11/30/2020	GJ	JE	MICHIGAN CLASS INTEREST - NOV 2020	23956		48.85	(274.58)
11/30/2020			751-80.100-665.005	END BALANCE	19.31	48.85	(274.58)
GRAND TOTALS:					5,612.76	5,612.76	702,417.92

PERIOD ENDING 11/30/2020

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	11/30/2020 (ABNORMAL) ASE	11/30/2020 (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	5,000.00	274.58	29.54	4,725.42
Total Dept 80.100 - GENERAL REVENUE		5,000.00	274.58	29.54	4,725.42
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	273,563.00	246,327.48	0.00	27,235.52
751-80.600-410.000	PERSONAL PROPERTY TAXES	(35,524.00)	(23,727.90)	0.00	(11,796.10)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	17,972.00	11,880.64	0.00	6,091.36
Total Dept 80.600 - GENERAL REVENUE		256,011.00	234,480.22	0.00	21,530.78
TOTAL REVENUES		261,011.00	234,754.80	29.54	26,256.20
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	21,000.00	7,615.90	819.60	13,384.10
751-65.691-717.000	SOCIAL SECURITY	1,302.00	472.19	50.82	829.81
751-65.691-717.005	MEDICARE	305.00	110.43	11.89	194.57
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	8.26	0.83	12.74
751-65.691-727.000	OFFICE SUPPLIES	500.00	333.96	38.49	166.04
751-65.691-730.000	POSTAGE	500.00	1,499.82	0.00	(999.82)
751-65.691-750.015	UNIFORMS/CLOTHING	100.00	0.00	0.00	100.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,200.00	0.00	0.00	5,200.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,420.00	0.00	80.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	45,362.00	0.00	0.00	45,362.00
751-65.691-818.020-21R0100000	GENERAL CONTRACT SERVICES	30,000.00	0.00	0.00	30,000.00
751-65.691-818.020-21R0200000	GENERAL CONTRACT SERVICES	10,000.00	0.00	0.00	10,000.00
751-65.691-818.080	FACADE IMPROVEMENTS	50,000.00	0.00	0.00	50,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	390.53	136.53	1,009.47
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	6,116.53	1,000.00	18,883.47
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	1,337.00	557.10	111.42	779.90
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	5,000.00	0.00	0.00	5,000.00
751-65.691-943.000	RENTAL-EQUIPMENT	445.00	445.00	0.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	0.00	0.00	1,000.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	200.00	0.00	400.00
751-65.691-971.000	LAND	100,000.00	0.00	0.00	100,000.00
751-65.691-974.000	LAND IMPROVEMENTS	4,638.00	4,637.35	0.00	0.65
751-65.691-999.101	TRANSFER OUT-GENERAL	20,000.00	0.00	0.00	20,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	130,094.00	0.00	0.00	130,094.00
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	115,000.00	0.00	0.00	115,000.00
751-65.691-999.401-13C0900000	TRANSFER OUT-CAPITAL PROJECT	25,000.00	0.00	0.00	25,000.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		595,604.00	23,807.07	2,169.58	571,796.93
TOTAL EXPENDITURES		595,604.00	23,807.07	2,169.58	571,796.93
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		261,011.00	234,754.80	29.54	26,256.20
TOTAL EXPENDITURES		595,604.00	23,807.07	2,169.58	571,796.93
NET OF REVENUES & EXPENDITURES		(334,593.00)	210,947.73	(2,140.04)	(545,540.73)
BEG. FUND BALANCE		476,139.87	476,139.87		
END FUND BALANCE		141,546.87	687,087.60		

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Part Time Salaries	Budget	Expenditures	Balance
	\$21,000.00		
7/9/2020		\$239.50	
7/23/2020		\$819.60	
8/6/2020		\$819.60	
8/20/2020		\$819.60	
9/3/2020		\$819.60	
9/17/2020		\$819.60	
10/1/2020		\$819.60	
10/15/2020		\$881.07	
10/29/2020		\$758.13	
11/12/2020		\$819.60	
			\$13,384.10
Social Security	Budget	Expenditures	Balance
	\$1,302.00		
7/9/2020		\$14.85	
7/23/2020		\$50.82	
8/6/2020		\$50.81	
8/20/2020		\$50.82	
9/3/2020		\$50.81	
9/17/2020		\$50.82	
10/1/2020		\$50.81	
10/15/2020		\$54.63	
10/29/2020		\$47.00	
11/12/2020		\$50.82	
			\$829.81
Medicare	Budget	Expenditures	Balance
	\$305.00		
7/9/2020		\$3.47	
7/23/2020		\$11.88	
8/6/2020		\$11.89	
8/20/2020		\$11.88	
9/3/2020		\$11.89	
9/17/2020		\$11.88	
10/1/2020		\$11.88	
10/15/2020		\$12.78	
10/29/2020		\$10.99	
11/12/2020		\$11.89	
			\$194.57

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Workers Comp Insurance	Budget	Expenditures	Balance
	\$21.00		
7/9/2020		\$0.80	
7/23/2020		\$0.83	
8/6/2020		\$0.83	
8/20/2020		\$0.83	
9/3/2020		\$0.83	
9/17/2020		\$0.83	
10/1/2020		\$0.83	
10/15/2020		\$0.89	
10/29/2020		\$0.76	
11/12/2020		\$0.83	
			\$12.74
Office Supplies - 727.000	Budget	Expenditures	Balance
	\$500.00		
Computer protection		\$63.59	
Adobe subscription		\$26.49	
Go To Meeting Subscription		\$192.00	
Adobe subscription		\$26.49	
Cancel computer protection		-\$63.59	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
			\$166.04
Postage	Budget	Expenditures	Balance
	\$500.00		
The Print House INC. - postage		\$1,490.32	
September 2020		\$2.00	
October 2020		\$7.50	
			-\$999.82
Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

			\$100.00
Seasonal Decorations - 750.075	Budget	Expenditures	Balance
	\$5,200.00		
			\$5,200.00
Audit Services	Budget	Expenditures	Balance
	\$1,500.00		
Plante & Moran - progress bill 6-20-2020 Audit		\$1,420.00	
			\$80.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$45,362.00		
			\$45,362.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$30,000.00		
			\$30,000.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$10,000.00		
			\$10,000.00
Façade Improvements - 818.080	Budget	Expenditures	Balance
	\$50,000.00		

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

			\$50,000.00
Training & Travel - 860.000	Budget	Expenditures	Balance
	\$1,400.00		
DDA Webinar		\$25.00	
2020 Vitruual vMeeting		\$100.00	
MCCC Excel training		\$99.00	
Trujillo AM Soc Landscp Archt Webinar		\$30.00	
P. Stanifer mileage reimb brochure distribution		\$61.53	
MI Downtown Conference Nov 5-6 virtual		\$75.00	
			\$1,009.47
Community & Promotion 880.000	Budget	Expenditures	Balance
	\$25,000.00		
The Print House Inc. - mailer		\$276.85	
Postcards, static cling decal		\$680.00	
Williams Ins beautification grant		\$84.68	
Website hosting		\$375.00	
Monroe News August web		\$500.00	
Issue Media Group - sponsorship		\$2,500.00	
New Moon Visions-Raisincation postcard design		\$700.00	
Monroe News September web		\$500.00	
Monroe News October web		\$500.00	
			\$18,883.47
Publishing/Advertising 905.000	Budget	Expenditures	Balance
	\$300.00		
			\$300.00
Insurance Premium	Budget	Expenditures	Balance
	\$1,337.00		
July		\$111.42	
August		\$111.42	
September		\$111.42	
October		\$111.42	
November		\$111.42	
			\$779.90

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Repair & Maintenance 934.751	Budget	Expenditures	Balance
	\$5,000.00		
			\$5,000.00
Rental - Equipment	Budget	Expenditures	Balance
	\$445.00		
Computer rental through 6-30-2021		\$445.00	
			\$0.00
Miscellaneous Expense - 955.000	Budget	Expenditures	Balance
	\$1,000.00		
			\$1,000.00
Dues & Subscriptions - 958.000	Budget	Expenditures	Balance
	\$600.00		
MI Downtown Assoc Membership in MDA		\$200.00	
			\$400.00
Land	Budget	Expenditures	Balance
	\$100,000.00		
			\$100,000.00
Land Improvements 974.000	Budget	Expenditures	Balance
	\$4,638.00		
Smooth wood tiles - pedestals and braces		\$4,637.35	
			\$0.65
Transfer Out General 999.101	Budget	Expenditures	Balance
	\$20,000.00		
			\$20,000.00

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

Transfer Out Debt Services	Budget	Expenditures	Balance
	\$130,094.00		
			\$130,094.00
Transfer Out - Capital Project 999.401	Budget	Expenditures	Balance
	\$115,000.00		
			\$115,000.00
Transfer Out - Capital Project 999.401	Budget	Expenditures	Balance
	\$25,000.00		
			\$25,000.00
Totals	\$595,604.00		\$571,796.93

Memo

Date: Thursday, December 10, 2020

To: DDA Board of Directors

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

Re: **DOWNTOWN INVESTMENT GRANT
REIMBURSEMENT FOR 104 WEST FRONT**

BACKGROUND

An application from Peruski Holdings, LLC, was received for funding assistance through the Downtown Reinvestment Program (DRiP) Grant for 104 West Front Street. This project was approved for funding under program guidelines by the DDA board at its meeting in December, 2019, with a maximum reimbursement of \$20,000.00.

The eligible scope of work was inclusive of the following: exterior demolition, windows, electrical work (generator), gutters and downspouts, guard rails, sliding exterior door and masonry repair. Other work was completed as part of this project that was not program-eligible; the owners completed a major interior renovation in addition to the exterior work.

The project is now complete and the owner has submitted the appropriate paperwork for reimbursement. All work was appropriately permitted; a final inspection by the building department is pending.

At this time, the board is asked to authorize reimbursement to the owner. As part of this process, the owner will sign a Building Exterior Easement Agreement, which will remain effective for a period of five years after execution. I will photo-document the completed work as well.

ACTION

Authorize reimbursement in the amount of \$20,000 in accordance with program requirements to Peruski Holdings for improvements to 104 West Front Street, funds to be derived from Account #751-65.691-818.020, Façade Improvements and conditioned upon final inspection from the City of Monroe building department.

**MONROE DDA
2020-2021 WORK PLAN UPDATE**

12/10/2020

- Goal 1: Preserve and enhance downtown by facilitating development**
Goal 2: Establish an environment that promotes residential growth
Goal 3: Market the downtown to encourage people to frequent local businesses and events
Goal 4: Support downtown businesses and property owners through financial incentives, advocacy and
Goal 5: Inform and educate building owners and public of the actions and accomplishments of the DDA and
Goal 6: Serve as an intermediary between the organizations that connect to downtown and link to other
Goal 7: Implement strategies to improve parking management and infrastructure

PROJECT	CHAMPION	STATUS
Enhance the Riverwalk	Swanson	DRAFT concept received for connector; mtg held with LA and Scally Waggs, waiting on architect coordination
Riverfront parking lot redevelopment - market analysis/RFP/legal	/Staff	
Schedule quarterly stakeholder/partner meetings	Staelgraeve	No progress; no in-person gatherings due to pandemic
Implement recommendations in Downtown Master Plan that calm streets.	City	
a. One way conversion on Cass/Harrison		On council agenda during January
c. Traffic analysis for First/Front and Monroe Streets		
b. One way conversions on First/Front		
Annual Marketing Plan	Swanson/Staff	Article for Second Wave in progress
Annual Communications Plan, focus on master plan implementation	Clark	Annual Report completed/on agenda
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Clark	
a. Activate blank facades with arts-focused treatments and installations		Research best practices
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		
e. Enhance the Farmers Market experience	Harper/Staelgraeve	

MONROE DDA
2020-2021 WORK PLAN UPDATE

12/10/2020

Streetscape Projects – Washington/Macomb/Second	Trujillo/Staff	Carry over to 2021-2022
Help drive alleyway improvements	Staff	City did not include in project specs after all
Tree Maintenance – Year 3	Staff	Spring, 2021 project
Infill development – RFP/legal	Staff	201 W Front undergoing Phase I environmental courtesy of brownfield from DCC
Rewrite Downtown Reinvestment Grant Program, targeted approach when done		Draft to be reviewed in January
Informed Buyers Education		
Potential DDA Boundary Change	Staff	In progress
Parking	Swanson	
Create employee and residential permits as recommended in Downtown Master Plan		
Cover meters/make parking fee on street and in visitor lots until demand rises		Demonstration project underway
Establish first-time forgiveness program; escalating fines		
Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours		
Create visitor-priority parking lots that prohibit parking before 10am		City staff needs to review On-street recommendations east of Washington were approved; committee to meet in November to discuss next set of steps
Establish new, simplified regulations for on-street parking		

TOTAL

Mind Sets

Focus on development
Work with partners, not in isolation
Be proactive

MONROE DDA
2020-2021 WORK PLAN UPDATE

12/10/2020

- Be active
- Drive plan implementation
- Be more informative and informed
- Be transparent
- Raise the bar
- Seek funding solutions