

MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
AUGUST 19, 2020 AT 8:30 AM

PLEASE TAKE NOTICE that a Regular Meeting of the Monroe Downtown Development Authority scheduled for August 19, 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: Aug 19, 2020 08:30 AM Eastern Time (US and Canada)

Topic: DDA Regular Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/99062294963>

Passcode: 531455

Or iPhone one-tap :

US: +13126266799,,99062294963#,,,,,0#,,531455# or +16468769923,,99062294963#,,,,,0#,,531455#

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 +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 990 6229 4963

Passcode: 531455

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

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, August 19, 2020, 8:30-9:30 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, June 17, 2020 Regular Meeting
 - ii. Wednesday, July 15, 2020 Annual Meeting
 - iii. Wednesday, July 22, 2020 Special Meeting
- C. Financial Reports
 - i. 2019-2020 Itemized Expenditure Report Final
 - ii. June, DDA Revenue and Expenditure Report Final 2019-2020
 - iii. July, DDA Revenue and Expenditure Report FY 2020-2021
 - iv. July, DDA Itemized Expenditure Report FY 2020-2021

6. New Business

- A.** One-Year Subscription for Online Meeting Software (10 min)
- B.** Administrative Expenses (15 min)

Action Requested
Action Requested

7. Other Business

- A. Work Plan Updates (10 minutes)
- B. Closed Session: Property Acquisition

Action Requested

8. Communications - None

9. Board Member and Administrative Comments

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, June 17, 2020
Electronic Meeting Held via ZOOM
Monroe City Hall

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

1. Roll Call

Present: Mayor Robert Clark, Tiffany Harper, Scott Kegerreis, Les Lukacs, Deb Staelgraeve, Mackenzie Swanson, Anthony Trujillo and Chip Williams

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

Guests: Vince Pastue, City Manager, and John Mouat, Architect

2. Vision Statement – Read by Swanson

3. Additions/Deletions to the Meeting Agenda –

Add item 6D: Proposal from Image Media for Promotional Campaign

Motion by Williams to add agenda item 6D, seconded by Mayor Clark. ***Motion carried unanimously.***

4. Public Comments – None

5. Consent Agenda

A. Approval of Agenda

B. Approval of Minutes:

❖ Wednesday, May 20, 2020 Regular Meeting

C. Financial Reports:

❖ May, DDA Revenue and Expenditure Report FY 2019-2020

❖ May, DDA Itemized Expenditure Report FY 2019-2020

Motion by Mayor Clark seconded by Staelgraeve to approve items on the Consent Agenda.
Motion carried unanimously.

6. New Business

A. Presentation about Upper Floor Conversion Technical Services Project – John Mouat, Mitchell + Mouat Architects

Introduction by Knowles and presentation given by John Mouat. He reviewed code considerations and possible floor plans for redevelopment of 113 East Front Street and 12-14 West Front Street, which were subject properties for the technical services case study. Cost estimates for the project were approximately \$214,000 for 113 East Front and \$1.2M for 12-14 West Front. Copies of materials were distributed to subject property owners.

B. Beautification Grant Program Approval.

Motion by Mayor Clark seconded by Swanson to approve the Beautification Grant Program and fund through December 31, 2020 or while funds remain. ***Motion carried.***

C. Beautification Grant Application – Williams Insurance.

Motion by Staelgraeve and seconded by Mayor Clark to Approve the Beautification Grant Application for Williams Insurance in the amount of \$100.00. ***Motion Carried.***

D. Proposal from Image Media for Promotional Campaign

As part of the COVID-19 recovery plan discussed during the May meeting, the DDA considered inclusion of an opportunity to partner with the Michigan Downtown Association and Image Media Group for a presence on Second Wave Media. Image Media Group forwarded a contract for DDA approval. The funds for the online article will be from Community Promotions.

Motion by Swanson seconded by Harper to accept contract from Image Media. ***Motion carried.***

7. Other Business

A. Work Plan Update.

Annette provided a written update in the board packet.

8. Communications –

Tony asked Vince to give an update where the City is. Vince discussed City Hall getting back to a normal process.

Mayor Clark discussed DDA moving forward.

Tony said the community really came together and we need to keep the Downtown moving forward.

9. Board Member Comments/Administrative Comments –

Swanson said we are moving in the right direction. She will be going to businesses and doing Facebook live videos.

Les encouraged everyone to continue to rebuild.

Mayor Clark discussed the shopping cart problem and the City needs to discuss this with Kroger. Also, the DDA should look for 2 to 3 new members for the board.

10. Adjournment

Motion to adjourn by Mayor Clark seconded by Staelgraeve at 10:00 a.m.

Motion carried.

Minutes

**Monroe Downtown Development Authority
Annual Meeting
Wednesday, July 15, 2020
Via Zoom**

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

1. Roll Call

Present: Mayor Robert Clark, Scott Kegerreis, Les Lukacs, Deb Staelgraeve, Tiffany Harper, Mackenzie Swanson and Anthony Trujillo

Excused:

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

2. Vision Statement – Read by Tony Trujillo

3. Additions/Deletions to the Meeting Agenda – None

4. Public Comments

Guests: Vince Pastue

5. Consent Agenda

A. Approval of Agenda

B. Financial Reports:

- ❖ June, DDA Revenue and Expenditure Report FY2019-2020
- ❖ June, DDA Itemized Expenditure Report FY 2019-2020

Motion by Mayor Clark seconded by Staelgraeve to approve items on the Consent Agenda as presented. ***Motion carried unanimously.***

6. New Business

A. Beautification Micro-grant Application – Lotus Financial Services.

Motion by Mayor Clark seconded by Staelgraeve to approve the Beautification Grant application from Lotus Financial Services in an amount not to exceed \$100, contingent on receiving samples of items that will be used in the improvements. ***Motion carried unanimously.***

B. Beautification Micro-grant Application – Lotus Property Management.

Motion by Staelgraeve seconded by Lukacs to approve the Beautification Grant application from Lotus Property Management in an amount not to exceed \$100. ***Motion carried unanimously.***

C. COVID-19 Relief – Outdoor Dining Platforms

Authorize the expenditure of an amount not to exceed \$10,000, for an outdoor dining platform at 39 South Monroe Street, the final design of which shall be agreed to by the property owner and city management.

Motion by Mayor Clark seconded by Swanson to approve COVID 19 Relief Outdoor Planning Platform in front of 39 South Monroe Street, the final design of which shall be agreed to by the city management with input and review from a DDA committee within the next 5 days. ***Motion carried unanimously.***

D. Election of Officers

The July meeting of the board is considered its annual meeting at which board leadership is selected for the forthcoming year. Trujillo relinquished chair to Knowles.

Chair nominations – Staelgraeve nominates Trujillo, Swanson supported

Vice Chair nominations – Trujillo nominates Staelgraeve, Harper supported

Secretary nominations – Trujillo nominates Swanson, Mayor Clark supported

Motion by Mayor Clark seconded by Staelgraeve to close the nominations and accept those nominated by acclamation. ***Motion carried unanimously.***

E. Appointment of Committee Chairs

With changeover in board membership and new projects on the work plan for 2020–2021, key lead positions for board committees and project teams are needed. Board members are encouraged to lead a minimum of one project or team.

Riverwalk	Lead- Swanson	
Stakeholder Meetings	Lead- Staelgraeve	Support- Mayor Clark
Marketing	Lead- Swanson	Support- Trujillo
Activate Storefronts	Lead- Harper	Support- Mayor Clark
Streetscape Design	Lead- Trujillo	
Parking	Lead- Swanson	
Communications	Lead- Clark	
Farmers Market Coord	Lead- Harper	Support- Staelgraeve

Motion by Mayor Clark seconded by Staelgraeve to accept the committee chairs as presented. ***Motion carried unanimously.***

Leads still are needed for the Downtown Reinvestment Grant Committee and the Development Committee.

7. Other Business

A. **Closed Session – Property Acquisition.** – Will move to the August meeting.

B. **Work Plan Updates** – Knowles provided a written update in the board packet.

8. Communications – None

9. Board Member Comments/Administrative Comments –

Swanson will be doing Facebook live videos in different businesses.
Mayor Clark has received a couple people interested in the board.

10. Adjournment

Motion to adjourn by Mayor Clark at 9:55 a.m.

Motion carried unanimously.

Minutes

**Monroe Downtown Development Authority
Special Meeting
Wednesday, July 22, 2020
Via Zoom**

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

1. Roll Call

Present: Mayor Robert Clark, Scott Kegerreis, Deb Staelgraeve, Tiffany Harper and Anthony Trujillo
Excused: Mackenzie Swanson and Les Lukacs
Staff: Michelle LaVoy, Clerk-Treasurer
Annette Knowles, Downtown/Economic Development Coordinator

2. Public Comment

Azia Hawthorne commented that she appreciated the DDA posting zoom link on the website and hosting this as a zoom meeting.

Chris Bica thanked DDA for approval.

Azia Hawthorne thanked DDA for extending patio. Would like DDA to do something with the façade of Monroe Optical.

Cole Beehn thanked the board for all the work they have done and inquired if the DDA has any incentives to fill storefronts as well as promote women businesses, minority businesses, LGBTQ to promote diversity in Monroe.

Annette discussed incentives to improve buildings and refer business owners to resources that our partners may offer and willing to discuss this with Cole outside the meeting.

3. Consideration of Outdoor Pedestrian Walkway (Pedlet)

Presentation made by Marc Russell for pedlet walkway in front of 39 South Monroe Street.

Motion by Staelgraeve seconded by Kegerreis to Approve the conceptual plan for a pedestrian walkway, or pedlet, in front of 39 South Monroe Street in accordance with discussion from the July 17 work session conducted as a response to the resolution authorizing expenditure approved at the July 15 regular meeting. ***Motion carried unanimously.***

4. Adjournment

Motion by Mayor Clark seconded by Deb Staelgraeve to adjourn at 8:59 a.m. ***Motion carried unanimously.***

DRAFT

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	
9/5/2019		\$792.40	
9/19/2019		\$792.40	
10/3/2019		\$594.30	
10/17/2019		\$792.40	
10/31/2019		\$792.40	
11/14/2019		\$792.40	
11/28/2019		\$792.40	
12/12/2019		\$792.40	
12/27/2019		\$980.60	
1/9/2020		\$604.21	
1/23/2020		\$792.40	
2/6/2020		\$792.40	
2/20/2020		\$980.60	
3/5/2020		\$515.06	
3/19/2020		\$836.97	
4/2/2020		\$792.40	
4/16/2020		\$792.40	
4/30/2020		\$792.40	
5/14/2020		\$792.40	
5/28/2020		\$792.40	
6/11/2020		\$792.40	
6/25/2020		\$792.40	
6/30/2020		\$558.85	
			-\$17.60
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	
9/5/2019		\$49.13	
9/19/2019		\$49.13	
10/3/2019		\$36.85	
10/17/2019		\$49.13	
10/31/2019		\$49.12	
11/14/2019		\$49.13	
11/28/2019		\$49.13	
12/12/2019		\$49.13	

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

12/27/2019		\$60.80	
1/9/2020		\$37.46	
1/23/2020		\$49.13	
2/6/2020		\$49.13	
2/20/2020		\$60.80	
3/5/2020		\$31.93	
3/19/2020		\$51.89	
4/2/2020		\$49.13	
4/16/2020		\$49.13	
4/30/2020		\$49.13	
5/28/2020		\$49.13	
6/11/2020		\$49.13	
6/25/2020		\$49.12	
6/30/2020		\$34.65	
		\$1,227.23	\$43.77
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	
9/5/2019		\$11.49	
9/19/2019		\$11.49	
10/3/2019		\$8.62	
10/17/2019		\$11.49	
10/31/2019		\$11.49	
11/14/2019		\$11.49	
11/28/2019		\$11.49	
12/12/2019		\$11.49	
12/26/2019		\$14.21	
1/9/2020		\$8.76	
1/23/2020		\$11.49	
2/6/2020		\$11.49	
2/20/2020		\$14.22	
3/5/2020		\$7.47	
3/19/2020		\$12.13	
4/2/2020		\$11.49	
4/16/2020		\$11.49	
4/30/2020		\$11.49	
5/14/2020		\$11.49	
5/28/2020		\$11.49	
6/11/2020		\$11.49	
6/25/2020		\$11.49	
6/30/2020		\$8.11	

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

			-\$1.50
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	
9/5/2019		\$0.78	
9/19/2019		\$0.78	
10/3/2019		\$0.59	
10/17/2019		\$0.78	
10/31/2019		\$0.78	
11/14/2019		\$0.78	
11/28/2019		\$0.78	
12/12/2019		\$0.78	
12/26/2019		\$0.97	
1/9/2020		\$0.60	
1/23/2020		\$0.78	
2/6/2020		\$0.78	
2/20/2020		\$0.97	
3/5/2020		\$0.51	
3/19/2020		\$0.83	
4/2/2020		\$0.78	
4/16/2020		\$0.78	
4/30/2020		\$0.78	
5/14/2020		\$0.78	
5/28/2020		\$0.78	
6/11/2020		\$0.78	
6/25/2020		\$0.78	
			-\$0.13
Office Supplies - 727.000	Budget	Expenditures	Balance
	\$500.00		
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Staples - card stock		\$20.45	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
			\$17.67
Postage	Budget	Expenditures	Balance
	\$500.00		
August		\$1.00	
November		\$0.50	
March		\$20.50	
June		\$0.43	
			\$477.57
Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		
City of Monroe Apparel		\$68.90	
			\$31.10
Seasonal Decorations - 750.075	Budget	Expenditures	Balance
	\$5,000.00		
Ruhlig Farms - Christmas pots		\$2,400.00	
Bronner's - replacement soldier		\$761.63	
Ruhlig Farms - summer plants		\$2,400.00	
			-\$561.63

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

Parking/Signage	Budget	Expenditures	Balance
	\$30,000.00		
		\$927.00	
			\$29,073.00
Audit Services	Budget	Expenditures	Balance
	\$1,400.00		
Plante & Moran thru 9/30/2019		\$1,390.00	
			\$10.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$15,000.00		
Mitchel & Mouat Arch - 113 E Front/12 W Front		\$6,626.40	
mitchel & Mouat Arch - Upper floor conversion study		\$2,820.00	
			\$5,553.60
Façade Improvements - 818.080	Budget	Expenditures	Balance
	\$0.00		
			\$0.00
Training & Travel - 860.000	Budget	Expenditures	Balance
	\$1,400.00		
MI Small Development Workshop		\$165.99	
MI Downtown Registration - Knowles		\$175.00	
Ind Dev Alliance Workshop		\$149.75	
Women's Leadership Workshop		\$30.00	
MI Downtown Conference lodging		\$333.90	
Knowles member registration		\$25.00	
MI Downtown Lansing Day		\$145.00	
MI Downtown Parking Fee		\$10.00	
MI Downtown Conference lodging		\$139.10	
MI Downtown Parking Fee		\$15.00	
WLI Build Up Meeting		\$25.00	
DDA Training Webinar		\$25.00	
Webinar Covid 19		\$25.00	
			\$136.26

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

Community & Promotion 880.000	Budget	Expenditures	Balance
	\$13,000.00		
Hadrout - add analytics		\$300.00	
Website Hosting		\$275.00	
Website updates		\$2,035.00	
Domain renewal		\$36.34	
New Moon - design Annual Report		\$381.25	
SSL Certificate install		\$125.00	
SSL Certificate purchase		\$127.98	
MPACT		\$365.00	
Monroe News Christmas Magic Program		\$975.00	
Rack Brochures		\$170.43	
Community Promotions		\$1,000.00	
Bags		\$16.98	
Radio Advertising		\$1,800.00	
Foot Decals		\$189.90	
Face masks		\$1,102.50	
Hand Sanitizer		\$211.45	
			\$3,888.17
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	
September		\$97.00	
October		\$97.00	
November		\$97.00	
December		\$97.00	
January		\$97.00	
February		\$97.00	
March		\$97.00	
April		\$97.00	
May		\$97.00	
June		\$97.00	
			-\$5.00

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

Repair & Maintenance 934.751	Budget	Expenditures	Balance
	\$50,000.00		
Green Electrical Supply LED lumens		\$9,096.45	
Graybar Electric		\$34,675.00	
			\$6,228.55
Rental - Equipment	Budget	Expenditures	Balance
	\$500.00		
Computer rental through 6-30-2020		\$445.00	
			\$55.00
Miscellaneous Expense - 955.000	Budget	Expenditures	Balance
	\$1,000.00		
Credit		-\$20.00	
Personal Expense City Reimbursed		\$20.00	
Place and Main Strategic Plan check in		\$500.00	
Knowles reimbursement refreshments DDA		\$58.71	
			\$441.29
Dues & Subscriptions - 958.000	Budget	Expenditures	Balance
	\$600.00		
MI Downtown Membership - Knowles		\$200.00	
Membership Renewal		\$295.00	
			\$105.00
Reimbursements - Parking	Budget	Expenditures	Balance
	\$5,000.00		
			\$5,000.00
Land	Budget	Expenditures	Balance
	\$0.00		
			\$0.00

Monroe Downtown Development Authority
2019-2020 Fiscal Year Expenditure Report

Transfer Out General	Budget	Expenditures	Balance
	\$30,000.00		
Appropriate DDA funding to City		\$30,000.00	
			\$0.00
Transfer Out Debt Services	Budget	Expenditures	Balance
	\$122,200.00		
Bond Payment		\$26,096.87	
Bond Payment		\$96,096.88	
			\$6.25
Transfer Out - Capital Project	Budget	Expenditures	Balance
	\$20,000.00		
			\$20,000.00
Totals	\$319,747.00	\$248,965.63	\$70,781.37

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
06/01/2020			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			516,102.13
06/05/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23116		1,000.00	515,102.13
06/12/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23146		800.00	514,302.13
06/19/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23178		700.00	513,602.13
06/26/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23210		1,000.00	512,602.13
06/30/2020	GJ	JE	MICHIGAN CLASS INTEREST - JUN 2020	23238	189.07		512,791.20
06/30/2020			751-00.000-005.000	END BALANCE	189.07	3,500.00	512,791.20
06/01/2020			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			(831.04)
06/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23094		97.00	(928.04)
06/05/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23116	1,000.00		71.96
06/10/2020	GJ	JE	5/3 SERVICE FEES - MAY 2020	23144		16.54	55.42
06/11/2020	PR	CHK	SUMMARY PR 06/11/2020			853.80	(798.38)
06/12/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23146	800.00		1.62
06/16/2020	CD	CHK	SUMMARY CD 06/16/2020			2,400.00	(2,398.38)
06/16/2020	CD	CHK	FIFTH THIRD BANK	518286(E)		38.49	(2,436.87)
06/16/2020	CD	CHK	FIFTH THIRD BANK	518287(E)		25.00	(2,461.87)
06/16/2020	CR	RCPT			1,800.00		(661.87)
			SUMMARY CR POSTING: 06/16/2020 OTHER				
06/19/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23178	700.00		38.13
06/25/2020	PR	CHK	SUMMARY PR 06/25/2020			853.79	(815.66)
06/26/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23210	1,000.00		184.34
06/30/2020	GJ	JE	APPROPRIATE DDA FUNDING TO CITY	23379		30,000.00	(29,815.66)
06/30/2020	GJ	JE	ALLOCATE POSTAGE METER SUPPLIES	23385		0.43	(29,816.09)
06/30/2020			751-00.000-007.000	END BALANCE	5,300.00	34,285.05	(29,816.09)
06/01/2020			751-00.000-202.000 ACCOUNTS PAYABLE	BEG. BALANCE			0.00
06/01/2020	AP	INV	FIFTH THIRD BANK	06/01/2020		12.00	(12.00)
			EMAIL SUBSCRIPTION				
06/02/2020	AP	INV	FIFTH THIRD BANK	06/02/2020		25.00	(37.00)
			DDA TRAINING WEBINAR				
06/02/2020	AP	INV	FIFTH THIRD BANK	06/02/2020		189.90	(226.90)
			FOOT DECALS				
06/02/2020	AP	INV	FIFTH THIRD BANK	06/02/2020		1,102.50	(1,329.40)
			FACE MASKS				
06/03/2020	AP	INV	FIFTH THIRD BANK	06/03/2020		211.45	(1,540.85)
			HAND SANITIZER				
06/09/2020	AP	INV	FIFTH THIRD BANK	06/09/2020		16.98	(1,557.83)
			BAGS				
06/15/2020	AP	INV	RUHLIG FARMS LLC	451		2,400.00	(3,957.83)
			PLANTED CONCRETE PLANTERS DOWNTOWN AI				
06/15/2020	AP	INV	FIFTH THIRD BANK	05/18/2020		26.49	(3,984.32)
			ADOBE SUBSCRIPTION				
06/15/2020	AP	INV	FIFTH THIRD BANK	05/05/2020		25.00	(4,009.32)
			WEBINAR COVID 19				
06/15/2020	AP	INV	FIFTH THIRD BANK	05/01/2020		12.00	(4,021.32)
			EMAIL SUBSCRIPTION				
06/16/2020	CD	CHK	SUMMARY CD 06/16/2020		2,400.00		(1,621.32)
06/16/2020	CD	CHK	FIFTH THIRD BANK	518286(E)	38.49		(1,582.83)
06/16/2020	CD	CHK	FIFTH THIRD BANK	518287(E)	25.00		(1,557.83)
06/16/2020	AP	INV	FIFTH THIRD BANK	06/16/2020		1,800.00	(3,357.83)
			RADIO ADVERTISING				
06/18/2020	AP	INV	FIFTH THIRD BANK	06/18/2020		26.49	(3,384.32)
			ADOBE SUBSCRIPTION				
06/30/2020	AP	INV	MITCHELL & MOUAT ARCHITECTS INC	4006		2,820.00	(6,204.32)
			UPPER FLOOR CONVERSION CASE STUDY				
06/30/2020			751-00.000-202.000	END BALANCE	2,463.49	8,667.81	(6,204.32)
06/01/2020			751-00.000-202.010 ACCOUNTS PAYABLE - VIA GJ	BEG. BALANCE			0.00
06/30/2020	GJ	JE	5/3 SERVICE FEES - JUNE 2020	23302		17.31	(17.31)
06/30/2020			751-00.000-202.010	END BALANCE	0.00	17.31	(17.31)
06/01/2020			751-00.000-257.000 ACCRUED WAGES PAYABLE	BEG. BALANCE			0.00
06/30/2020	PRAW	CHK	SUMMARY PRAW 06/30/2020			601.61	(601.61)
06/30/2020			751-00.000-257.000	END BALANCE	0.00	601.61	(601.61)
06/01/2020			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			18,373.95
06/11/2020	PR	CHK	SUMMARY PR 06/11/2020		792.40		19,166.35
06/25/2020	PR	CHK	SUMMARY PR 06/25/2020		792.40		19,958.75
06/30/2020	PRAW	CHK	SUMMARY PRAW 06/30/2020		558.85		20,517.60
06/30/2020			751-65.691-703.000	END BALANCE	2,143.65	0.00	20,517.60
06/01/2020			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			1,094.33
06/11/2020	PR	CHK	SUMMARY PR 06/11/2020		49.13		1,143.46
06/25/2020	PR	CHK	SUMMARY PR 06/25/2020		49.12		1,192.58
06/30/2020	PRAW	CHK	SUMMARY PRAW 06/30/2020		34.65		1,227.23
06/30/2020			751-65.691-717.000	END BALANCE	132.90	0.00	1,227.23
06/01/2020			751-65.691-717.005 MEDICARE	BEG. BALANCE			267.41
06/11/2020	PR	CHK	SUMMARY PR 06/11/2020		11.49		278.90
06/25/2020	PR	CHK	SUMMARY PR 06/25/2020		11.49		290.39
06/30/2020	PRAW	CHK	SUMMARY PRAW 06/30/2020		8.11		298.50
06/30/2020			751-65.691-717.005	END BALANCE	31.09	0.00	298.50

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
06/01/2020			751-65.691-718.010 WORKERS' COMP INSURANCE		BEG. BALANCE		18.57
06/11/2020	PR	CHK	SUMMARY PR 06/11/2020		0.78		19.35
06/25/2020	PR	CHK	SUMMARY PR 06/25/2020		0.78		20.13
06/30/2020			751-65.691-718.010	END BALANCE	1.56	0.00	20.13
06/01/2020			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		405.35
06/01/2020	AP	INV	FIFTH THIRD BANK	06/01/2020	12.00		417.35
			EMAIL SUBSCRIPTION				
06/15/2020	AP	INV	FIFTH THIRD BANK	05/18/2020	26.49		443.84
			ADOBE SUBSCRIPTION				
06/15/2020	AP	INV	FIFTH THIRD BANK	05/01/2020	12.00		455.84
			EMAIL SUBSCRIPTION				
06/18/2020	AP	INV	FIFTH THIRD BANK	06/18/2020	26.49		482.33
			ADOBE SUBSCRIPTION				
06/30/2020			751-65.691-727.000	END BALANCE	76.98	0.00	482.33
06/01/2020			751-65.691-730.000 POSTAGE		BEG. BALANCE		22.00
06/30/2020	GJ	JE	ALLOCATE POSTAGE METER SUPPLIES	23385	0.43		22.43
06/30/2020			751-65.691-730.000	END BALANCE	0.43	0.00	22.43
06/01/2020			751-65.691-750.075 SEASONAL DECORATIONS-DDA		BEG. BALANCE		3,161.63
06/15/2020	AP	INV	RUHLIG FARMS LLC	451	2,400.00		5,561.63
			PLANTED CONCRETE PLANTERS DOWNTOWN AI				
06/30/2020			751-65.691-750.075	END BALANCE	2,400.00	0.00	5,561.63
06/01/2020			751-65.691-818.020 GENERAL CONTRACT SERVICES		BEG. BALANCE		6,626.40
06/30/2020	AP	INV	MITCHELL & MOUAT ARCHITECTS INC	4006	2,820.00		9,446.40
			UPPER FLOOR CONVERSION CASE STUDY				
06/30/2020			751-65.691-818.020	END BALANCE	2,820.00	0.00	9,446.40
06/01/2020			751-65.691-860.000 TRAINING & TRAVEL		BEG. BALANCE		1,213.74
06/02/2020	AP	INV	FIFTH THIRD BANK	06/02/2020	25.00		1,238.74
			DDA TRAINING WEBINAR				
06/15/2020	AP	INV	FIFTH THIRD BANK	05/05/2020	25.00		1,263.74
			WEBINAR COVID 19				
06/30/2020			751-65.691-860.000	END BALANCE	50.00	0.00	1,263.74
06/01/2020			751-65.691-880.000 COMMUNITY PROMOTION		BEG. BALANCE		5,791.00
06/09/2020	AP	INV	FIFTH THIRD BANK	06/09/2020	16.98		5,807.98
			BAGS				
06/16/2020	AP	INV	FIFTH THIRD BANK	06/16/2020	1,800.00		7,607.98
			RADIO ADVERTISING				
06/30/2020			751-65.691-880.000	END BALANCE	1,816.98	0.00	7,607.98
06/01/2020			751-65.691-880.000-COVID19000 COMMUNITY PROMOTI		BEG. BALANCE		0.00
06/02/2020	AP	INV	FIFTH THIRD BANK	06/02/2020	189.90		189.90
			FOOT DECALS				
06/02/2020	AP	INV	FIFTH THIRD BANK	06/02/2020	1,102.50		1,292.40
			FACE MASKS				
06/03/2020	AP	INV	FIFTH THIRD BANK	06/03/2020	211.45		1,503.85
			HAND SANITIZER				
06/30/2020			751-65.691-880.000-COVID19000	END BALANCE	1,503.85	0.00	1,503.85
06/01/2020			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		1,067.00
06/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23094	97.00		1,164.00
06/30/2020			751-65.691-910.000	END BALANCE	97.00	0.00	1,164.00
06/01/2020			751-65.691-999.101 TRANSFER OUT-GENERAL		BEG. BALANCE		0.00
06/30/2020	GJ	JE	APPROPRIATE DDA FUNDING TO CITY	23379	30,000.00		30,000.00
06/30/2020			751-65.691-999.101	END BALANCE	30,000.00	0.00	30,000.00
06/01/2020			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(8,636.67)
06/10/2020	GJ	JE	5/3 SERVICE FEES - MAY 2020	23144	16.54		(8,620.13)
06/30/2020	GJ	JE	MICHIGAN CLASS INTEREST - JUN 2020	23238		189.07	(8,809.20)
06/30/2020	GJ	JE	5/3 SERVICE FEES - JUNE 2020	23302	17.31		(8,791.89)
06/30/2020			751-80.100-665.005	END BALANCE	33.85	189.07	(8,791.89)
06/01/2020			751-80.600-692.090 MISCELLANEOUS REVENUE		BEG. BALANCE		(300.00)
06/16/2020	CR	RCPT	SUMMARY CR POSTING: 06/16/2020 OTHER			1,800.00	(2,100.00)
06/30/2020			751-80.600-692.090	END BALANCE	0.00	1,800.00	(2,100.00)
GRAND TOTALS:					49,060.85	49,060.85	544,375.80

PERIOD ENDING 06/30/2020

		YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		2019-20	06/30/2020	06/30/2020	BALANCE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	(ABNORMAL) ASE	(DECREASE) MAL	(ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	9,000.00	8,791.89	155.22	208.11
Total Dept 80.100 - GENERAL REVENUE		9,000.00	8,791.89	155.22	208.11
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	268,199.00	268,199.00	0.00	0.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(34,827.00)	(34,827.29)	0.00	0.29
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	17,620.00	17,619.76	0.00	0.24
751-80.600-692.090	MISCELLANEOUS REVENUE	1,500.00	2,100.00	1,800.00	(600.00)
Total Dept 80.600 - GENERAL REVENUE		252,492.00	253,091.47	1,800.00	(599.47)
TOTAL REVENUES		261,492.00	261,883.36	1,955.22	(391.36)
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,500.00	20,517.60	2,143.65	(17.60)
751-65.691-717.000	SOCIAL SECURITY	1,271.00	1,227.23	132.90	43.77
751-65.691-717.005	MEDICARE	297.00	298.50	31.09	(1.50)
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	20.13	1.56	(0.13)
751-65.691-727.000	OFFICE SUPPLIES	500.00	482.33	76.98	17.67
751-65.691-730.000	POSTAGE	500.00	22.43	0.43	477.57
751-65.691-750.015	UNIFORMS/CLOTHING	100.00	68.90	0.00	31.10
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	5,561.63	2,400.00	(561.63)
751-65.691-775.231	PARKING SIGNAGE	30,000.00	927.00	0.00	29,073.00
751-65.691-818.010	AUDIT SERVICES	1,400.00	1,390.00	0.00	10.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	15,000.00	9,446.40	2,820.00	5,553.60
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	1,263.74	50.00	136.26
751-65.691-880.000	COMMUNITY PROMOTION	13,000.00	7,607.98	1,816.98	5,392.02
751-65.691-880.000-COVID19000	COMMUNITY PROMOTION	0.00	1,503.85	1,503.85	(1,503.85)
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	1,159.00	1,164.00	97.00	(5.00)
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	50,000.00	43,771.45	0.00	6,228.55
751-65.691-943.000	RENTAL-EQUIPMENT	500.00	445.00	0.00	55.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	558.71	0.00	441.29
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	495.00	0.00	105.00
751-65.691-964.231	REIMBURSEMENTS-PARKING	5,000.00	0.00	0.00	5,000.00
751-65.691-999.101	TRANSFER OUT-GENERAL	30,000.00	30,000.00	30,000.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	122,200.00	122,193.75	0.00	6.25
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	20,000.00	0.00	0.00	20,000.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		319,747.00	248,965.63	41,074.44	70,781.37
TOTAL EXPENDITURES		319,747.00	248,965.63	41,074.44	70,781.37
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		261,492.00	261,883.36	1,955.22	(391.36)
TOTAL EXPENDITURES		319,747.00	248,965.63	41,074.44	70,781.37
NET OF REVENUES & EXPENDITURES		(58,255.00)	12,917.73	(39,119.22)	(71,172.73)
BEG. FUND BALANCE		463,234.14	463,234.14		
END FUND BALANCE		404,979.14	476,151.87		

Monroe Downtown Development Authority
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Part Time Salaries	Budget	Expenditures	Balance
	\$21,000.00		
7/9/2020		\$239.50	
7/23/2020		\$819.60	
			\$19,940.90
Social Security	Budget	Expenditures	Balance
	\$1,302.00		
7/9/2020		\$14.85	
7/23/2020		\$50.82	
			\$1,236.33
Medicare	Budget	Expenditures	Balance
	\$305.00		
7/9/2020		\$3.47	
7/23/2020		\$11.88	
			\$289.65
Workers Comp Insurance	Budget	Expenditures	Balance
	\$21.00		
7/9/2020		\$0.80	
7/23/2020		\$0.83	
			\$19.37
Office Supplies - 727.000	Budget	Expenditures	Balance
	\$500.00		

Monroe Downtown Development Authority
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			\$500.00
Postage	Budget	Expenditures	Balance
	\$500.00		
The Print House INC. - postage		\$1,489.32	
			- \$989.32
Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		
			\$100.00
Seasonal Decorations - 750.075	Budget	Expenditures	Balance
	\$5,200.00		
			\$5,200.00
Audit Services	Budget	Expenditures	Balance
	\$1,500.00		
			\$1,500.00
General Contract Services - 818.020	Budget	Expenditures	Balance
	\$50,000.00		
			\$50,000.00
General Contract Services - 818.020	Budget	Expenditures	Balance

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

	\$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		
			\$1,400.00
Community & Promotion 880.000	Budget	Expenditures	Balance
	\$25,000.00		
The Print House Inc. - mailer		\$276.85	
			\$24,723.15

Monroe Downtown Development Authority
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Publishing/Advertising 905.000	Budget	Expenditures	Balance
	\$300.00		
			\$300.00
Insurance Premium	Budget	Expenditures	Balance
	\$1,337.00		
July		\$111.42	
			\$1,225.58
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

Monroe Downtown Development Authority
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Dues & Subscriptions - 958.000	Budget	Expenditures	Balance
	\$600.00		
			\$600.00
Land	Budget	Expenditures	Balance
	\$100,000.00		
			\$100,000.00
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
Transfer Out - Capital Project 999.401	Budget	Expenditures	Balance
	\$25,000.00		
			\$25,000.00
Totals	\$595,604.00		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2020			751-00.000-005.000 COOP LIQUID ASSET SEC SYS	BEG. BALANCE			512,791.20
07/02/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23253		400.00	512,391.20
07/09/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23286		3,700.00	508,691.20
07/24/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23334		6,100.00	502,591.20
07/31/2020	GJ	JE	MICHIGAN CLASS INTEREST - JULY 2020	23403	134.72		502,725.92
07/31/2020			751-00.000-005.000	END BALANCE	134.72	10,200.00	502,725.92
07/01/2020			751-00.000-007.000 AUTOMATED PUBLIC FUNDS	BEG. BALANCE			(29,816.09)
07/01/2020	GJ		COMPUTER RENT THROUGH 6/30/21	23226		445.00	(30,261.09)
07/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23228		111.42	(30,372.51)
07/02/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23253	400.00		(29,972.51)
07/07/2020	CD	CHK	MITCHELL & MOUAT ARCHITECTS INC	59225		2,820.00	(32,792.51)
07/09/2020	PR	CHK	SUMMARY PR 07/09/2020			860.23	(33,652.74)
07/09/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23286	3,700.00		(29,952.74)
07/13/2020	GJ	JE	5/3 SERVICE FEES - JUNE 2020	23303		17.31	(29,970.05)
07/21/2020	CD	CHK	THE PRINT HOUSE INC	59263		1,766.17	(31,736.22)
07/21/2020	CD	CHK	SUMMARY CD 07/21/2020			3,384.32	(35,120.54)
07/23/2020	PR	CHK	SUMMARY PR 07/23/2020			883.13	(36,003.67)
07/24/2020	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	23334	6,100.00		(29,903.67)
07/31/2020			751-00.000-007.000	END BALANCE	10,200.00	10,287.58	(29,903.67)
07/01/2020			751-00.000-202.000 ACCOUNTS PAYABLE	BEG. BALANCE			(6,204.32)
07/07/2020	CD	CHK	MITCHELL & MOUAT ARCHITECTS INC	59225	2,820.00		(3,384.32)
07/14/2020	AP	INV	THE PRINT HOUSE INC	7-14-2020		1,766.17	(5,150.49)
			EDDM MAILER 6 1/4 X 9 WITH POSTAGE				
07/21/2020	CD	CHK	THE PRINT HOUSE INC	59263	1,766.17		(3,384.32)
07/21/2020	CD	CHK	SUMMARY CD 07/21/2020		3,384.32		0.00
07/31/2020			751-00.000-202.000	END BALANCE	7,970.49	1,766.17	0.00
07/01/2020			751-00.000-202.010 ACCOUNTS PAYABLE - VIA GJ	BEG. BALANCE			(17.31)
07/13/2020	GJ	JE	5/3 SERVICE FEES - JUNE 2020	23303	17.31		0.00
07/31/2020			751-00.000-202.010	END BALANCE	17.31	0.00	0.00
07/01/2020			751-00.000-257.000 ACCRUED WAGES PAYABLE	BEG. BALANCE			(601.61)
07/09/2020	PRAW	CHK	SUMMARY PRAW 07/09/2020		601.61		0.00
07/31/2020			751-00.000-257.000	END BALANCE	601.61	0.00	0.00
07/01/2020			751-65.691-703.000 PART TIME SALARIES & WAGES	BEG. BALANCE			0.00
07/09/2020	PR	CHK	SUMMARY PR 07/09/2020		798.35		798.35
07/09/2020	PRAW	CHK	SUMMARY PRAW 07/09/2020			558.85	239.50
07/23/2020	PR	CHK	SUMMARY PR 07/23/2020		819.60		1,059.10
07/31/2020			751-65.691-703.000	END BALANCE	1,617.95	558.85	1,059.10
07/01/2020			751-65.691-717.000 SOCIAL SECURITY	BEG. BALANCE			0.00
07/09/2020	PR	CHK	SUMMARY PR 07/09/2020		49.50		49.50
07/09/2020	PRAW	CHK	SUMMARY PRAW 07/09/2020			34.65	14.85
07/23/2020	PR	CHK	SUMMARY PR 07/23/2020		50.82		65.67
07/31/2020			751-65.691-717.000	END BALANCE	100.32	34.65	65.67
07/01/2020			751-65.691-717.005 MEDICARE	BEG. BALANCE			0.00
07/09/2020	PR	CHK	SUMMARY PR 07/09/2020		11.58		11.58
07/09/2020	PRAW	CHK	SUMMARY PRAW 07/09/2020			8.11	3.47
07/23/2020	PR	CHK	SUMMARY PR 07/23/2020		11.88		15.35
07/31/2020			751-65.691-717.005	END BALANCE	23.46	8.11	15.35
07/01/2020			751-65.691-718.010 WORKERS' COMP INSURANCE	BEG. BALANCE			0.00
07/09/2020	PR	CHK	SUMMARY PR 07/09/2020		0.80		0.80
07/23/2020	PR	CHK	SUMMARY PR 07/23/2020		0.83		1.63
07/31/2020			751-65.691-718.010	END BALANCE	1.63	0.00	1.63
07/01/2020			751-65.691-730.000 POSTAGE	BEG. BALANCE			0.00
07/14/2020	AP	INV	THE PRINT HOUSE INC	7-14-2020	1,489.32		1,489.32
			EDDM MAILER 6 1/4 X 9 WITH POSTAGE				
07/31/2020			751-65.691-730.000	END BALANCE	1,489.32	0.00	1,489.32
07/01/2020			751-65.691-880.000 COMMUNITY PROMOTION	BEG. BALANCE			0.00
07/14/2020	AP	INV	THE PRINT HOUSE INC	7-14-2020	276.85		276.85
			EDDM MAILER 6 1/4 X 9 WITH POSTAGE				
07/31/2020			751-65.691-880.000	END BALANCE	276.85	0.00	276.85
07/01/2020			751-65.691-910.000 INSURANCE PREMIUM	BEG. BALANCE			0.00
07/01/2020	GJ		MONTHLY P&L INSURANCE PREMIUM	23228	111.42		111.42
07/31/2020			751-65.691-910.000	END BALANCE	111.42	0.00	111.42
07/01/2020			751-65.691-943.000 RENTAL-EQUIPMENT	BEG. BALANCE			0.00
07/01/2020	GJ		COMPUTER RENT THROUGH 6/30/21	23226	445.00		445.00
07/31/2020			751-65.691-943.000	END BALANCE	445.00	0.00	445.00
07/01/2020			751-80.100-665.005 INTEREST ON INVESTMENTS	BEG. BALANCE			0.00
07/31/2020	GJ	JE	MICHIGAN CLASS INTEREST - JULY 2020	23403		134.72	(134.72)
07/31/2020			751-80.100-665.005	END BALANCE	0.00	134.72	(134.72)

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User: pstanifer

DB: Monroe

GL ACTIVITY REPORT FOR CITY OF MONROE

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TRANSACTIONS FROM 07/01/2020 TO 07/31/2020

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
GRAND TOTALS:					22,990.08	22,990.08	476,151.87

PERIOD ENDING 07/31/2020

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE
GL NUMBER	DESCRIPTION	AMENDED BUDGET MAL	07/31/2020 (ABNORMAL) ASE	07/31/2020 (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	134.72	134.72	4,865.28
Total Dept 80.100 - GENERAL REVENUE		5,000.00	134.72	134.72	4,865.28
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	273,563.00	0.00	0.00	273,563.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(35,524.00)	0.00	0.00	(35,524.00)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	17,972.00	0.00	0.00	17,972.00
Total Dept 80.600 - GENERAL REVENUE		256,011.00	0.00	0.00	256,011.00
TOTAL REVENUES		261,011.00	134.72	134.72	260,876.28
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	21,000.00	1,059.10	1,059.10	19,940.90
751-65.691-717.000	SOCIAL SECURITY	1,302.00	65.67	65.67	1,236.33
751-65.691-717.005	MEDICARE	305.00	15.35	15.35	289.65
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	1.63	1.63	19.37
751-65.691-727.000	OFFICE SUPPLIES	500.00	0.00	0.00	500.00
751-65.691-730.000	POSTAGE	500.00	1,489.32	1,489.32	(989.32)
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	0.00	0.00	1,500.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	50,000.00	0.00	0.00	50,000.00
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	0.00	0.00	1,400.00
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	276.85	276.85	24,723.15
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	111.42	111.42	1,225.58
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	445.00	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	0.00	0.00	600.00
751-65.691-971.000	LAND	100,000.00	0.00	0.00	100,000.00
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	3,464.34	3,464.34	592,139.66
TOTAL EXPENDITURES		595,604.00	3,464.34	3,464.34	592,139.66
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		261,011.00	134.72	134.72	260,876.28
TOTAL EXPENDITURES		595,604.00	3,464.34	3,464.34	592,139.66
NET OF REVENUES & EXPENDITURES		(334,593.00)	(3,329.62)	(3,329.62)	(331,263.38)
BEG. FUND BALANCE		463,234.14	463,234.14		
NET OF REVENUES/EXPENDITURES - 2019-20			12,917.73		12,917.73
END FUND BALANCE		128,641.14	472,822.25		

Memo

Date: Thursday, August 13, 2020

To: DDA Board of Directors

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

Re: **ONE-YEAR SUBSCRIPTION FOR ONLINE MEETING SOFTWARE**

BACKGROUND

In order to increase participation in project team meetings over the forthcoming months, we would like to subscribe to online meeting software for a period of one-year. This would enable project team and other meetings to progress safely and may invite more participation than if meetings were to be held in person. After researching opportunities, we recommend subscribing to the **Business** category of **GoToMeeting**, at an annual cost of \$192.

Information about capabilities of GoToMeeting can be found here: [\(link\)](#)

Because of public requirement for board meetings, we will continue to host them through the City of Monroe/Zoom.

ACTION

Authorize the expenditure of an amount not to exceed \$200, for an annual subscription to GoToMeeting, the cost to be derived from account #751-65.691-727.000, Office Supplies.

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

8/13/2020

- 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	Connector Project Underway
Riverfront parking lot redevelopment – market analysis/RFP/legal	/Staff	
Schedule quarterly stakeholder/partner meetings	Staelgraeve	
Implement recommendations in Downtown Master Plan that calm streets.	City	City planning for fall 2020 implementation
a. One way conversion on Cass/Harrison		
c. Traffic analysis for First/Front and Monroe Streets		
b. One way conversions on First/Front		
Annual Marketing Plan	Swanson/Staff	Focus on COVID-19 Recovery Plan
Annual Communications Plan, focus on master plan implementation	Clark	
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Clark	
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		
e. Enhance the Farmers Market experience	Harper/Staelgraeve	
Streetscape Projects – Washington/Macomb/Second	Trujillo/Staff	
Help drive alleyway improvements	Staff	

MONROE DDA
2020-2021 WORK PLAN UPDATE

8/13/2020

Tree Maintenance – Year 3	Staff
Infill development – RFP/legal	Staff
Rewrite Downtown Reinvestment Grant Program, targeted approach when done	
Informed Buyers Education	

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		
Establish new, simplified regulations for on-street parking		

TOTAL

- Mind Sets**
- Focus on development
 - Work with partners, not in isolation
 - Be proactive
 - Be active
 - Drive plan implementation
 - Be more informative and informed
 - Be transparent
 - Raise the bar
 - Seek funding solutions