

**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**  
**WORK SESSION**  
**Wednesday, February 5, 2020, 6:00-8:00PM**  
**CITY HALL, 3RD FLOOR CONFERENCE ROOM, 120 E. FIRST ST.**

1. **Roll Call**
2. **Vision Statement** (2 minutes)
3. **Additions/Deletions to the Meeting Agenda** (1 minute)
4. **Public Comment** (3 minutes per individual)
5. **Consent Agenda** (2 minutes) **Action Requested**
  - A. Approval of Agenda
6. **Discussion about Fiscal Year 2020-2021 Budget Assumptions**
7. **Board Member Comments**
8. **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.

## Memo

Date: Thursday, January 20, 2020

To: DDA Board of Directors

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

Re: **DISCUSSION ABOUT FISCAL YEAR 2020-21 BUDGET ASSUMPTIONS**

### BACKGROUND

City Manager Vince Pastue presented at the December regular meeting a presentation regarding the DDA budget and alternative approaches to budget development. The presentation featured the results of the work of the board's ad hoc budget committee that met on several occasions throughout the fall months. The presentation was forwarded to all board members for review after the meeting.

Board chair Trujillo has called for a **work session** as the next step in the process to set assumptions under which the 2020-21 budget will be prepared.

Included for the work session are the following documents for your familiarization:

- 2019-2020 Work Plan and Budget
- 2020-2021 Proposed Work Plan
- Statement of Net Financial Position, June 30, 2019
- Revenue and Expenditure Report, Period Ending 12/31/2019
- Q&A solicited from board members

Also, refer to the presentation materials from the December meeting provided by City Manager Vince Pastue.

Board chair Trujillo will lead the discussion at the work session.

### ACTION

Reach agreements on assumptions so that staff might produce the draft fiscal year 2020-21 budget in time for February 19, 2020 regular board meeting.





GL Number	Description	02/28/2019 Amended Budget	YTD As Of 02/28/2019	2018-19 PROJECTED	2019-20 REQUESTED	2020-21 REQUESTED	2021-22 REQUESTED
<b>--- Estimated Revenue ---</b>							
751-80.100-665.005	INTEREST ON INVESTMENTS	7,500.00	7,526.91	9,600.00	7,200.00	2,400.00	2,000.00
751-80.600-402.000	REAL PROPERTY TAXES	235,490.00	204,060.64	245,200.00	250,100.00	255,100.00	260,200.00
751-80.600-410.000	PERSONAL PROPERTY TAXES	(34,662.00)	(30,645.78)	(37,120.00)	(38,000.00)	(38,000.00)	(38,000.00)
751-80.600-441.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	0.00	20,604.84	20,605.00	19,500.00	19,500.00	19,500.00
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	19,500.00	0.00	0.00	0.00	0.00	0.00
751-80.600-692.090	MISCELLANEOUS REVENUE	3,000.00	85.00	3,000.00	0.00	0.00	0.00
751-82.600-675.000	CONTRIB FROM PRIVATE SOURCE	0.00	0.00	0.00	0.00	0.00	0.00
751-82.600-675.000-07X0500000	CONTRIB FROM PRIVATE SOURCE	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Estimated Revenue:</b>		<b>230,828.00</b>	<b>201,631.61</b>	<b>241,285.00</b>	<b>238,800.00</b>	<b>239,000.00</b>	<b>243,700.00</b>
<b>--- Appropriations ---</b>							
751-65.691-702.000	FULL TIME SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-703.000	PART TIME SALARIES & WAGES	22,000.00	11,036.77	20,500.00	20,500.00	21,000.00	21,500.00
751-65.691-704.000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-704.703	OVERTIME-PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-707.000	LONGEVITY	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-708.000	SICK PAY BONUS	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-709.000	RETIREMENT TERMINATION PAY	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-716.000	WAIVER-HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-717.000	SOCIAL SECURITY	1,320.00	684.28	1,280.00	1,280.00	1,300.00	1,320.00
751-65.691-717.005	MEDICARE	320.00	160.03	300.00	300.00	305.00	310.00
751-65.691-718.000	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-718.005	DISABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	10.85	20.00	20.00	25.00	30.00
751-65.691-718.015	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.000	MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.025	FLEXIBLE BENEFIT PLAN	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.050	PRESCRIPTION INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-719.075	DENTAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-720.000	POST RETIREMENT HEALTH CARE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-721.000	PENSION CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-727.000	OFFICE SUPPLIES	500.00	301.38	500.00	500.00	500.00	500.00
751-65.691-728.000	COPIES	100.00	0.04	20.00	0.00	0.00	0.00
751-65.691-730.000	POSTAGE	500.00	204.28	500.00	500.00	500.00	500.00
751-65.691-750.015	UNIFORMS/CLOTHING	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	2,400.00	5,000.00	5,000.00	5,000.00	5,000.00
751-65.691-775.231	PARKING SIGNAGE	0.00	0.00	0.00	50,000.00	0.00	0.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,360.00	1,500.00	1,500.00	1,500.00	1,500.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	115,000.00	9,052.64	115,000.00	15,000.00	0.00	0.00
751-65.691-818.020-08C1300000	GENERAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-818.020-18R0300000	GENERAL CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-818.020-19R0100000	GENERAL CONTRACT SERVICES	45,000.00	19,402.48	45,000.00	0.00	0.00	0.00

751-65.691-818.080	FACADE IMPROVEMENTS	20,000.00	1,240.00	21,300.00	40,000.00	40,000.00	40,000.00
751-65.691-818.110	SITE IMPROVEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-853.000	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	467.74	1,400.00	1,400.00	1,400.00	1,400.00
751-65.691-880.000	COMMUNITY PROMOTION	15,450.00	5,678.26	15,450.00	13,000.00	13,000.00	13,000.00
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	90.97	300.00	300.00	300.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	500.00	670.00	700.00	750.00	800.00	850.00
751-65.691-921.000	ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-922.000	GAS	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-923.000	WATER & WASTEWATER	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	15,000.00	0.00	15,000.00	15,000.00	15,000.00	15,000.00
751-65.691-942.000	RENTAL-BUILDING	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.000	MISCELLANEOUS EXPENSE	800.00	205.93	800.00	1,000.00	800.00	800.00
751-65.691-955.030	DEVELOPMENT COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.035	DESIGN COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.040	PROMOTION COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.040-07X0500000	PROMOTION COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-955.045	ECONOMIC RESTRUCTURING COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-957.000	REFERENCE MATERIAL	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	200.00	600.00	600.00	600.00	600.00
751-65.691-964.231	REIMBURSEMENTS-PARKING	0.00	0.00	0.00	40,000.00	0.00	0.00
751-65.691-971.000	LAND	0.00	0.00	0.00	50,000.00	0.00	0.00
751-65.691-999.101	TRANSFER OUT-GENERAL	20,000.00	0.00	20,000.00	30,000.00	30,000.00	30,000.00
751-65.691-999.202-14M0700000	TRANSFER OUT-MAJOR STREET	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.202-15M0300000	TRANSFER OUT-MAJOR STREET	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	113,994.00	26,996.87	113,994.00	122,200.00	130,094.00	132,694.00
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	60,000.00	0.00	0.00
751-65.691-999.401-09C0700000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-11C0600000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-12C0300000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-12C1100000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-14C0700000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-65.691-999.401-14C1100000	TRANSFER OUT-CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
751-95.260-961.005	REFUND - BOR SETTLEMENT	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Appropriations:</b>		<b>379,305.00</b>	<b>80,162.52</b>	<b>379,164.00</b>	<b>468,850.00</b>	<b>262,124.00</b>	<b>250,304.00</b>
<b>Net of Revenues &amp; Appropriations:</b>	<b>Net of Revenues &amp; Appropriations:</b>	<b>(148,477.00)</b>	<b>121,469.09</b>	<b>(137,879.00)</b>	<b>(230,050.00)</b>	<b>(23,124.00)</b>	<b>(6,604.00)</b>

**MONROE DDA  
2020-2021 WORK PLAN**

- 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 awareness**
- Goal 5: Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses**
- Goal 6: Serve as an intermediary between the organizations that connect to downtown and link to other community**
- Goal 7: Implement strategies to improve parking management and infrastructure**

PROJECT	CHAMPION	PRIORITY	GOALS MET	BUDGET
Enhance the Riverwalk	Swanson	High	1	\$ 25,000.00
Riverfront parking lot redevelopment - market analysis/RFP/legal	Staff	High	2	\$ 30,000.00
Downtown Lighting Enhancement - Year Two	Staff	High		\$ 10,000.00
Schedule quarterly stakeholder/partner meetings	Staelgraeve	Med/High	6	\$ 800.00
Implement recommendations in Downtown Master Plan that calm streets.	City	Med/High	1	\$ 50,000.00
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	Staff	Medium	3	\$ 10,000.00
Annual Communications Plan, focus on master plan implementation	Staff	Low/Med	3	\$ 3,000.00
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Williams	Low	4	\$ 10,000.00
a. Activate blank facades with arts-focused treatments and installations				
b. Promote sidewalk shopping and outdoor seating with streamlined approval process				
c. Animate empty spaces through pop up events, food trucks and temporary art installations				
e. Enhance the Farmers Market experience				
Streetscape Projects - Washington/Macomb/Second	Lukacs	Low	1	\$ 75,000.00
Help drive alleyway improvements	Staff	Low	1,4	\$ 20,000.00

**MONROE DDA  
2020-2021 WORK PLAN**

Tree Maintenance - Year 3	Staff	Low		\$ 5,000.00
Infill development - RFP/legal	Staff		1,2	\$ 10,000.00
Rewrite Downtown Reinvestment Grant Program, targeted approach when done	Lukacs		4	\$ -
Informed Buyers Education			2	
Create employee and residential permits as recommended in Downtown Master Plan	Peruski	High	7	\$ 50,000.00
Cover meters/make parking fee on street and in visitor lots until demand rises		High	7	
Establish first-time forgiveness program; escalating fines		High	7	
Establish loading zones in on-street spaces for commercial deliveries in key retail zones during off-peak hours		Low	7	
Create visitor-priority parking lots that prohibit parking before 10am			7	
Establish new, simplified regulations for on-street parking			7	
TOTAL				\$ 298,800.00

**Monroe Downtown Development Authority**

**Statement of Net Position**

**June 30, 2019**

	2019	2018 (for Comparative Purposes Only)
<b>Assets - Cash and investments</b>	\$ 501,124	\$ 489,989
<b>Liabilities</b>		
Accounts payable	37,468	3,832
Accrued liabilities and other	421	366
<b>Total liabilities</b>	<u>37,889</u>	<u>4,198</u>
<b>Net Position - Unrestricted</b>	<u>\$ 463,235</u>	<u>\$ 485,791</u>

PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		AMENDED BUDGET MAL	12/31/2019 MAL (ABNORMAL)	MONTH 12/31/2019 ASE (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	7,200.00	5,316.04	954.44	1,883.96
Total Dept 80.100 - GENERAL REVENUE		7,200.00	5,316.04	954.44	1,883.96
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	250,100.00	220,966.43	0.00	29,133.57
751-80.600-410.000	PERSONAL PROPERTY TAXES	(38,000.00)	(28,688.58)	0.00	(9,311.42)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	19,500.00	17,619.76	0.00	1,880.24
751-80.600-692.090	MISCELLANEOUS REVENUE	0.00	300.00	0.00	(300.00)
Total Dept 80.600 - GENERAL REVENUE		231,600.00	210,197.61	0.00	21,402.39
TOTAL REVENUES		238,800.00	215,513.65	954.44	23,286.35
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	20,500.00	9,890.31	1,773.00	10,609.69
751-65.691-717.000	SOCIAL SECURITY	1,271.00	617.47	109.93	653.53
751-65.691-717.005	MEDICARE	297.00	144.40	25.70	152.60
751-65.691-718.010	WORKERS' COMP INSURANCE	20.00	10.20	1.75	9.80
751-65.691-727.000	OFFICE SUPPLIES	500.00	192.45	38.49	307.55
751-65.691-730.000	POSTAGE	500.00	1.00	0.00	499.00
751-65.691-750.015	UNIFORMS/CLOTHING	0.00	68.90	0.00	(68.90)
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,000.00	2,400.00	2,400.00	2,600.00
751-65.691-775.231	PARKING SIGNAGE	50,000.00	0.00	0.00	50,000.00
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,390.00	0.00	110.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	15,000.00	6,626.40	0.00	8,373.60
751-65.691-818.080	FACADE IMPROVEMENTS	40,000.00	0.00	0.00	40,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	854.64	333.90	545.36
751-65.691-880.000	COMMUNITY PROMOTION	13,000.00	3,027.59	381.25	9,972.41
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	582.00	97.00	577.00
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	15,000.00	0.00	0.00	15,000.00
751-65.691-943.000	RENTAL-EQUIPMENT	0.00	445.00	0.00	(445.00)
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	500.00	0.00	500.00
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	495.00	295.00	105.00
751-65.691-964.231	REIMBURSEMENTS-PARKING	40,000.00	0.00	0.00	40,000.00
751-65.691-971.000	LAND	50,000.00	0.00	0.00	50,000.00
751-65.691-999.101	TRANSFER OUT-GENERAL	30,000.00	0.00	0.00	30,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	122,200.00	26,096.87	0.00	96,103.13
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT	60,000.00	0.00	0.00	60,000.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		469,247.00	53,342.23	5,456.02	415,904.77
TOTAL EXPENDITURES		469,247.00	53,342.23	5,456.02	415,904.77
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		238,800.00	215,513.65	954.44	23,286.35
TOTAL EXPENDITURES		469,247.00	53,342.23	5,456.02	415,904.77
NET OF REVENUES & EXPENDITURES		(230,447.00)	162,171.42	(4,501.58)	(392,618.42)
BEG. FUND BALANCE		463,234.14	463,234.14		
END FUND BALANCE		232,787.14	625,405.56		

DDA BUDGET QUESTIONS  
PREPARATION FOR BUDGET WORK SESSION

1-- Explain the potential impact if the board decides to eliminate the budget \$ for both the full time and part time positions. Outline the \$ savings/impact of eliminating each position. What happens to the individuals currently in those positions?

Based on actuals from 2018-2019, the annual cost for the Operations Coordinator is \$20,700, while the contribution to the City of Monroe for economic development services is \$30,000. Additionally, an allowance of \$1,400 exists for training and travel.

The current employees are "on loan" from the City of Monroe. Should the board decide to eliminate funding for the Operations Coordinator or for economic development services, the City of Monroe shall determine the employment status.

2--Does the board have any liability exposure if these two positions are defunded and eliminated?

Both the full-time and part-time positions are at-will and can be terminated by either party at any time, for any reason, with or without cause. Both employees are eligible for severance pay if the elimination is NOT for cause. - Peggy Howard, Human Resources Director

3--Can the current bond payment be restructured...reassigned...or is it a strict and defined repayment?

The bond can be refunded/refinanced this year. We will be looking at it a little later in the year. We had it analyzed in the fall and there was not that much savings because the interest rate is already relatively low. - Ed Sell, Finance Director/Assistant City Manager