

MONROE DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
March 17, 2021 AT 8:30 AM

PLEASE TAKE NOTICE that a Regular Meeting of the Monroe Downtown Development Authority scheduled for March 17, 2021 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: March 17, 2021 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/88355551183>

Passcode: 696227

Or iPhone one-tap :

US: +16468769923,,88355551183#,,,,*696227# or +13017158592,,88355551183#,,,,*696227#

Or Telephone:

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

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

Webinar ID: 883 5555 1183

Passcode: 696227

International numbers available: <https://us02web.zoom.us/u/>

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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, March 17, 2021, 8:30-10:00A.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, February 17, 2021 Regular Meeting
- C. Financial Reports
 - i. February, DDA Revenue and Expenditure Report FY 2020-2021
 - ii. February, DDA Itemized Expenditure Report FY 2020-2021

6. New Business

- A. Proposed Fiscal Year 2021-2022 Budget (15 min)
- B. Discussion Regarding Marihuana Facility in downtown (10 min)
- C. Exercise to Identify Top 10 Underutilized Downtown Properties (10 min)

Action Requested
Discussion Only
Homework

7. Other Business

- A. Work Plan Updates (5 min)
- B. Closed Session: Property Acquisition

Info Only

8. Board Member and Administrative Comments

9. 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, February 17, 2021
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), Scott Kegerreis (Monroe Township), Mary Hastings (Frenchtown Township), Deb Staelgraeve (Frenchtown Township), Mackenzie Swanson (City of Monroe), William Slicker (City of Monroe), Anthony Trujillo (City of Monroe), Tiffany Harper (City of Monroe)

Excused: None

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

2. Vision Statement - Read by Mayor Clark

3. Additions/Deletions to the Meeting Agenda - None

4. Public Comments - None

5. Consent Agenda

A. Approval of Agenda

B. Approval of Minutes

❖ Wednesday, January 20, 2021 Regular Meeting

C. Financial Reports:

❖ January, DDA Revenue and Expenditure Report FY 2020-2021

❖ January, DDA Itemized Expenditure Report FY 2020-2021

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

6. New Business

A. Request for Extension to Start Date for 34 West Front

Discussion about extending the start date for 34 West Front through the reinvestment grant program.

Motion by Kegerreis, seconded by Slicker to concur with recommendation of the Downtown Reinvestment Program Grant Committee to extend the start date for improvements to 34 West Front to June 1, 2021. *Motion carried, all ayes.*

B. Proposed Fiscal Year 2021-2022 Budget

Annette Knowles reviewed the proposed Fiscal Year 2021-2022 Budget. Discussion followed. The board will be asked to approve submittal to the city council at its March meeting.

7. Other Business

A. Approval of Building Improvement Grant Program, Renaming of Committee, Appointment of Chair

Motion by Mayor Clark, seconded by Staelgraeve to approve the Building Improvement Grant program as presented and to rename the former committee. *Motion carried, all ayes.*

Motion by Staelgraeve, seconded by Kegerreis to appoint William Slicker as chairman of the Building Improvement Grant Committee. *Motion carried, all ayes.*

B. Work Plan Updates

Annette Knowles updated the board.

C. Closed Session: Property Acquisition

Motion to adjourn to closed session to discuss property acquisition at 9:21 am by Swanson, seconded by Mayor Clark. *Motion carried, all ayes.*

Motion to reconvene into open session by Mayor Clark, seconded by Swanson at 10:27 am. *Motion carried, all ayes.*

Motion to authorize actions regarding property acquisition as discussed in closed session by Staelgraeve, seconded by Mayor Clark. *Motion carried, all ayes.*

9. Board Member Comments/Administrative Comments -

10. Adjournment

Motion to adjourn by Mayor Clark, seconded by Swanson at 10:31 a.m. *Motion carried, all ayes.*

PERIOD ENDING 02/28/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		AMENDED BUDGET MAL	02/28/2021 (ABNORMAL) ASE	MONTH 02/28/2021 (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	331.24	10.39	4,668.76
Total Dept 80.100 - GENERAL REVENUE		5,000.00	331.24	10.39	4,668.76
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	234,811.46	10.39	26,199.54
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-703.000	PART TIME SALARIES & WAGES	21,000.00	7,615.90	0.00	13,384.10
751-65.691-717.000	SOCIAL SECURITY	1,302.00	472.19	0.00	829.81
751-65.691-717.005	MEDICARE	305.00	110.43	0.00	194.57
751-65.691-718.010	WORKERS' COMP INSURANCE	21.00	8.26	0.00	12.74
751-65.691-727.000	OFFICE SUPPLIES	500.00	450.06	38.49	49.94
751-65.691-730.000	POSTAGE	500.00	1,600.20	85.68	(1,100.20)
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	4,317.10	0.00	882.90
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	20,000.00	0.00	30,000.00
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	440.53	50.00	959.47
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	6,681.53	0.00	18,318.47
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	891.36	111.42	445.64
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	790.00	0.00	(190.00)
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	49,879.91	285.59	545,724.09
TOTAL EXPENDITURES		595,604.00	49,879.91	285.59	545,724.09
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		261,011.00	234,811.46	10.39	26,199.54
TOTAL EXPENDITURES		595,604.00	49,879.91	285.59	545,724.09
NET OF REVENUES & EXPENDITURES		(334,593.00)	184,931.55	(275.20)	(519,524.55)
BEG. FUND BALANCE		476,139.87	476,139.87		
END FUND BALANCE		141,546.87	661,071.42		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
02/01/2021			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		661,337.70
02/05/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24164		200.00	661,137.70
02/28/2021	GJ	JE	MICHIGAN CLASS INTEREST - FEB 2021	24256	30.41		661,168.11
02/28/2021			751-00.000-005.000	END BALANCE	30.41	200.00	661,168.11
02/01/2021			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		8.92
02/01/2021	GJ		MONTHLY P&L INSURANCE PREMIUM	24141		111.42	(102.50)
02/05/2021	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	24164	200.00		97.50
02/10/2021	GJ	JE	5/3 SERVICE FEES - JAN 2021	24188		20.02	77.48
02/17/2021	CD	CHK	SUMMARY CD 02/17/2021			88.49	(11.01)
02/28/2021	GJ	JE	POSTAGE - FEB 2020	24269		85.68	(96.69)
02/28/2021			751-00.000-007.000	END BALANCE	200.00	305.61	(96.69)
02/01/2021			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
02/16/2021	AP	INV	FIFTH THIRD BANK	01/18/2021		26.49	(26.49)
			ADOBE SUBSCRIPTION				
02/16/2021	AP	INV	FIFTH THIRD BANK	01/14/2021		50.00	(76.49)
			MDA SPRING WORKSHOP REGISTRATION				
02/16/2021	AP	INV	FIFTH THIRD BANK	01/02/2021		12.00	(88.49)
			GMAIL SUBSCRIPTION				
02/17/2021	CD	CHK	SUMMARY CD 02/17/2021		88.49		0.00
02/28/2021			751-00.000-202.000	END BALANCE	88.49	88.49	0.00
02/01/2021			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		411.57
02/16/2021	AP	INV	FIFTH THIRD BANK	01/18/2021	26.49		438.06
			ADOBE SUBSCRIPTION				
02/16/2021	AP	INV	FIFTH THIRD BANK	01/02/2021	12.00		450.06
			GMAIL SUBSCRIPTION				
02/28/2021			751-65.691-727.000	END BALANCE	38.49	0.00	450.06
02/01/2021			751-65.691-730.000 POSTAGE		BEG. BALANCE		1,514.52
02/28/2021	GJ	JE	POSTAGE - FEB 2020	24269	85.68		1,600.20
02/28/2021			751-65.691-730.000	END BALANCE	85.68	0.00	1,600.20
02/01/2021			751-65.691-860.000 TRAINING & TRAVEL		BEG. BALANCE		390.53
02/16/2021	AP	INV	FIFTH THIRD BANK	01/14/2021	50.00		440.53
			MDA SPRING WORKSHOP REGISTRATION				
02/28/2021			751-65.691-860.000	END BALANCE	50.00	0.00	440.53
02/01/2021			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		779.94
02/01/2021	GJ		MONTHLY P&L INSURANCE PREMIUM	24141	111.42		891.36
02/28/2021			751-65.691-910.000	END BALANCE	111.42	0.00	891.36
02/01/2021			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		(320.85)
02/10/2021	GJ	JE	5/3 SERVICE FEES - JAN 2021	24188	20.02		(300.83)
02/28/2021	GJ	JE	MICHIGAN CLASS INTEREST - FEB 2021	24256		30.41	(331.24)
02/28/2021			751-80.100-665.005	END BALANCE	20.02	30.41	(331.24)
GRAND TOTALS:					624.51	624.51	664,122.33

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	
November office supplies		\$0.63	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
Adobe subscription		\$26.49	
Email subscription		\$12.00	
			\$49.94
Postage	Budget	Expenditures	Balance
	\$500.00		
The Print House INC. - postage		\$1,490.32	
September 2020		\$2.00	
October 2020		\$7.50	

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

December 2020		\$14.70	
February 2021		\$85.68	
			-\$1,100.20
Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		
			\$100.00
Seasonal Decorations - 750.075	Budget	Expenditures	Balance
	\$5,200.00		
Ruhlig Farms - 16 porch pots		\$2,600.00	
Decoration - Deer		\$1,717.10	
			\$882.90
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		

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

			\$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	
December		\$111.42	
January		\$111.42	
February		\$111.42	
			\$445.64
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	
Main Street Membership renewal		\$295.00	
Main Street Membership renewal		\$295.00	
			-\$190.00

Monroe Downtown Development Authority
2020-2021 Fiscal Year Expenditure Report

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
Transfer Out - Capital Project 999.401	Budget	Expenditures	Balance
	\$25,000.00		
			\$25,000.00
Totals	\$595,604.00		\$545,724.09

Item 6A



Memo

Date: Thursday, March 11, 2021

To: DDA Board of Directors

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

Re: **PROPOSED FISCAL YEAR 2021-2022 BUDGET**

BACKGROUND

Attached is the final draft budget for the forthcoming fiscal year which begins on July 1, 2021.

The proposed budget is based on the work plan that the board developed over the fall months; additionally, it reflects projects in process that may not be completed before the end of the current year. Thus, some funds are projected to be reallocated in the forthcoming year.

As mentioned in the February board meeting, the current year expenditures have been updated to reflect what is known to date or expected to occur.

If approved, the budget will be presented to the city council at an upcoming meeting, date to be confirmed.

Note, that action to submit a budget is not an adoption of the budget; the council must consider approval, in accordance with state statute.

ACTION

Approve for submission to city council the proposed budget for FY2021-2022.

02/02/2021

BUDGET REPORT FOR CITY OF MONROE
Calculations as of 06/30/2021

PROPOSED DDA FY2021-2022

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 06/30/21	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET	2022-23 REQUESTED BUDGET	2023-24 REQUESTED BUDGET			
ESTIMATED REVENUES											
Dept 80.100 - GENERAL REVENUE											
751-80.100-665.005	INTEREST ON INVESTMENTS	8,791.89	5,000.00	320.85	600.00	2,000.00	1,500.00	1,000.00			
Totals for dept 80.100 - GENERAL REVENUE		8,791.89	5,000.00	320.85	600.00	2,000.00	1,500.00	1,000.00			
Dept 80.600 - GENERAL REVENUE											
751-80.600-402.000	REAL PROPERTY TAXES	268,199.00	273,563.00	246,327.48	296,745.00	302,600.00	308,600.00	315,800.00	50,408.17	246,337.40	296,745.57
751-80.600-410.000	PERSONAL PROPERTY TAXES	(34,827.29)	(35,524.00)	(23,727.90)	(28,582.00)	(32,700.00)	(34,800.00)	(36,400.00)	(4,853.50)	(23,727.90)	(28,581.40)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	17,619.76	17,972.00	11,880.64	11,881.00	16,300.00	17,400.00	18,200.00			
751-80.600-692.090	MISCELLANEOUS REVENUE	2,100.00									
Totals for dept 80.600 - GENERAL REVENUE		253,091.47	256,011.00	234,480.22	280,044.00	286,200.00	291,200.00	297,600.00			
TOTAL ESTIMATED REVENUES		261,883.36	261,011.00	234,801.07	280,644.00	288,200.00	292,700.00	298,600.00			

APPROPRIATIONS

Dept 65.691 - DOWNTOWN DEVELOPMENT

751-65.691-703.000	PART TIME SALARIES & WAGES	20,517.60	21,000.00	7,615.90	7,616.00	0.00	0.00	0.00	
751-65.691-717.000	SOCIAL SECURITY	1,227.23	1,302.00	472.19	472.00	0.00	0.00	0.00	
751-65.691-717.005	MEDICARE	298.50	305.00	110.43	110.00	0.00	0.00	0.00	
751-65.691-718.010	WORKERS' COMP INSURANCE	20.13	21.00	8.26	8.00	0.00	0.00	0.00	
751-65.691-727.000	OFFICE SUPPLIES	494.33	500.00	411.57	500.00	500.00	500.00	500.00	
751-65.691-730.000	POSTAGE	22.43	500.00	1,514.52	2,500.00	500.00	500.00	500.00	
751-65.691-750.015	UNIFORMS/CLOTHING	68.90	100.00		100.00	100.00	100.00	100.00	
751-65.691-750.075	SEASONAL DECORATIONS-DDA	5,561.63	5,200.00	4,317.10	7,000.00	10,000.00	10,000.00	10,000.00	
751-65.691-775.231	PARKING SIGNAGE	927.00							
751-65.691-818.010	AUDIT SERVICES	1,390.00	1,500.00	1,420.00	1,500.00	1,500.00	1,500.00	1,500.00	
751-65.691-818.020	GENERAL CONTRACT SERVICES	9,446.40	85,362.00		5,000.00	30,000.00			Prof services for redevelopment project
751-65.691-818.020-22R01	GEN CONT SERVICES - 1ST AND FRONT				0.00	25,000.00	50,000.00		Traffic analysis - 1/2
751-65.691-818.020-22R02	GEN CONT SERVICES - MONROE ST				0.00	25,000.00	50,000.00		Traffic analysis - 1/2
751-65.691-818.020-22R03	GEN CONT SERVICES - RIVERWALK ENHANCE				0.00	50,000.00			
751-65.691-818.080	BUILDING INVESTMENT GRANT		50,000.00	20,000.00	40,000.00	50,000.00	40,000.00	40,000.00	New Name, carry over 1 project
751-65.691-860.000	TRAINING & TRAVEL	1,263.74	1,400.00	390.53	1,400.00	1,400.00	1,400.00	1,400.00	
751-65.691-880.000	COMMUNITY PROMOTION	9,111.83	25,000.00	6,681.53	10,000.00	25,000.00	25,000.00	25,000.00	
751-65.691-905.000	PUBLISHING/ADVERTISING		300.00		300.00	300.00	300.00	300.00	
751-65.691-910.000	INSURANCE PREMIUM	1,164.00	1,337.00	891.36	1,337.00	1,364.00	1,391.00	1,400.00	
751-65.691-934.751	REPAIR AND MAINTENANCE-DDA	43,771.45	5,000.00		5,000.00				
751-65.691-943.000	RENTAL-EQUIPMENT	445.00	445.00	445.00	445.00	445.00	445.00	445.00	
751-65.691-955.000	MISCELLANEOUS EXPENSE	558.71	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00	
751-65.691-958.000	MEMBERSHIPS & DUES	495.00	600.00	790.00	600.00	600.00	600.00	600.00	
751-65.691-971.000	LAND		100,000.00		0.00	300,000.00			
751-65.691-974.000	LAND IMPROVEMENTS		4,638.00	4,637.35	4,638.00	0.00			Pedlet
751-65.691-999.101	TRANSFER OUT-GENERAL	30,000.00	20,000.00		10,000.00	10,000.00	10,000.00	10,000.00	
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	122,193.75	130,094.00		121,500.00	120,500.00	125,060.00	130,940.00	
751-65.691-999.401	TRANSFER OUT-CAPITAL PROJECT		140,000.00		0.00	110,000.00	0.00	0.00	Streetscape improvements, public art
Totals for dept 65.691 - DOWNTOWN DEVELOPMENT		248,977.63	595,604.00	49,705.74	221,026.00	763,209.00	317,796.00	223,685.00	
TOTAL APPROPRIATIONS		248,977.63	595,604.00	49,705.74	221,026.00	763,209.00	317,796.00	223,685.00	

NET OF REVENUES/APPROPRIATIONS - FUND 751
 BEGINNING FUND BALANCE
 ENDING FUND BALANCE

	12,905.73	(334,593.00)	185,095.33	59,618.00	(475,009.00)	(25,096.00)	74,915.00
BEGINNING FUND BALANCE	463,234.14	476,139.87	476,139.87	476,139.87	535,757.87	60,748.87	35,652.87
ENDING FUND BALANCE	476,139.87	141,546.87	661,235.20	535,757.87	60,748.87	35,652.87	110,567.87

Item 6B



Memo

Date: Thursday, March 11, 2021

To: DDA Board of Directors

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

Re: **DISCUSSION REGARDING MARIHUANA FACILITY IN DOWNTOWN**

BACKGROUND

The City Council has discussed and is considering where within the city limits it might permit the opening of marihuana facilities. Downtown Monroe has been suggested as a potential location for a dispensary. Board Chair Trujillo has asked that the topic be placed on the agenda for discussion purposes to gather the DDA members' thoughts and opinions.

ACTION

None suggested; the DDA board may choose to share its opinions individually or collectively with the city council.

Item 6C



Memo

Date: Thursday, March 11, 2021

To: DDA Board of Directors

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

Re: **EXERCISE TO IDENTIFY TOP 10 UNDERUTILIZED DOWNTOWN PROPERTIES**

BACKGROUND

Board Chair Trujillo is interested in capturing the opinions of the board about what it sees as the most underutilized properties in the downtown district.

He is asking that board members reply individually by email with a list of properties that you feel do not reflect the vision of the downtown or add value to the community.

Board Chair Trujillo can answer your questions about this exercise at the upcoming regular meeting.

ACTION

Submit your list of the top 10 to Annette Knowles via email by the end of March, 2021 for compilation. I will report back at the April regular meeting what are the results.

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

3/11/2021

- 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 still 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	
<ul style="list-style-type: none"> a. One way conversion on Cass/Harrison c. Traffic analysis for First/Front and Monroe Streets b. One way conversions on First/Front 		Council approved partial conversion to 4th St. Plan to Carry over to 2021-2022
Annual Marketing Plan	Swanson/Staff	
Annual Communications Plan, focus on master plan implementation	Clark	
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Clark	
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Harper/Staelgraeve 	Research best practices

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

3/11/2021

Streetscape Projects - Washington/Macomb/Second	Trujillo/Staff	Carry over to 2021-2022; Knowles and Lewis did a walk through, could concentrate on replacing site amenities?
Help drive alleyway improvements	Staff	
Tree Maintenance - Year 3	Staff	To be completed est March 15
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		Direct mail to prop owners result in 4 potentials
Informed Buyers Education		
Potential DDA Boundary Change	Staff	Pending council action; public hearing 3/15
Parking	Swanson	COMMITTEE WORK ON HOLD
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
Establish new, simplified regulations for on-street parking		On-street recommendations east of Washington implemented
Mind Sets		
Focus on development		Be more informative and informed
Work with partners, not in isolation		Be transparent
Be proactive		Raise the bar
Be active		Seek funding solutions
Drive plan implementation		