

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) 384-9136.

REVISED AGENDA
REGULAR MEETING
Wednesday, February 16, 2022, 8:30 A.M.
CITY HALL, COUNCIL CHAMBER, 120 E. FIRST ST.

1. Roll Call

2. Vision Statement (2 minutes)

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

4. Public Comment (3 minutes per individual)

5. Consent Agenda (2 minutes)

Action Requested

A. Approval of Agenda

B. Approval of Minutes

i. Wednesday, January 19, 2022 Regular Meeting

ii. Thursday, January 20, 2022 Work Session

C. Financial Reports

i. January, DDA Preliminary Itemized Expenditure Report FY 2021-2022

ii. January, DDA Revenue and Expenditure Report FY 2021-2022

6. New Business

A. Fiscal Year 2022-2023 Draft Budget and Work Plan

Action Requested

B. Proposal to Lease Office Space and Purchase Computer Equipment

Action Requested

C. Veteran's Banners - Mary Hastings

7. Other Business

A. Election of Vice-Chair

Action Requested

B. Closed Session: Property Acquisition

C. Work Plan Updates (5 min)

8. Board Member and Administrative Comments

9. Adjournment

Action Requested

Vision Statement

In 2027, downtown Monroe will be a vibrant and walkable destination where retailers, restaurants, and residential spaces combine into a lively shopping and entertainment district. All historic buildings have made improvements from façade renovations to new signage to outdoor seating. The downtown is united by an attractive, functional streetscape that is welcoming and accessible to all.

Minutes

**Monroe Downtown Development Authority
Annual Meeting
Wednesday, January 19, 2022
Council Chambers, Monroe City Hall**

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

1. Roll Call

Present: Mayor Robert Clark, Scott Kegerreis, Mary Hastings, William Slicker, Anthony Trujillo, Malissa Whited

Absent: Tiffany Harper, Mackenzie Swanson, Erik Drummonds, Robert Copp

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

Guest: Michael Madison

2. Vision Statement

Chair Trujillo stated the Vision Statement is being reviewed.

3. Additions/Deletions to the Meeting Agenda

Motion by Clark, seconded by Kegerreis to amend agenda to add discussion for DDA office space rental under New Business. *Motion carried, all ayes.*

4. Public Comments - None

5. Consent Agenda

A. Approval of Agenda

B. Approval of Minutes

- ❖ Wednesday, December 1, 2021 Rescheduled Regular Meeting

- ❖ Wednesday, January 11, 2022 Special Meeting

C. Financial Reports:

- ❖ November/ December, DDA Preliminary Itemized Expenditure Report FY 2021-2022

- ❖ December, DDA Revenue and Expenditure Report FY 2021-2022

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

6. New Business

- A. TABLED ITEM: Work Plan Process for Fiscal Year 2022-2023 - Part II - Prioritization

Motion by Hastings, seconded by Kegerreis to remove item from tabled for discussion. *Motion carried, all ayes.*

- B. DDA Office Space Rental

Board discussed the DDA office space rental.

7. Other Business

- A. Purchase of One Over- the- Road Holiday Swag

Motion by Clark, seconded by Hastings to Ratify purchase of holiday swag, 22' x 4.5' LED Overhead Skyline Décor - Royal Snow Skyline, from Dekra-Lite, at a cost of \$2,995 plus freight to be determined, funds to be derived from DDA Account Number 751-65.691-750.075, Seasonal Decorations.. *Motion carried, all ayes.*

- B. Work Plan Update - Annette Knowles provided update.

8. Board Member and Administrative Comments - None

9. Adjournment

Motion to adjourn at 9:52 am by Hastings, seconded by Slicker. *Motion carried, all ayes.*

Minutes

Monroe Downtown Development Authority

Work Session

Thursday, January 20, 2022

Council Chambers, Monroe City Hall

Chairperson Tony Trujillo called the meeting to order at 6:00pm.

1. Roll Call

Present: Mayor Robert Clark, Robert Copp, Eric Drummonds, Mary Hastings, Scott Kegerreis, William Slicker, Anthony Trujillo

Absent: Mackenzie Swanson, Malissa Whited

Staff: Annette Knowles, Downtown/Economic Development Coordinator

2. Public Comments - None

3. Strategic Plan 2022-2027 Process

The work to develop a 2022-2027 Strategic Plan was facilitated by Joe Borgstrom, Place + Main. The board members completed a four-step process: SWOT analysis, review of mission and vision statements, review and update goals and develop strategic objectives.

Borgstrom will develop a draft plan that will be provided for comment/feedback by the board at its February regular meeting. The draft may be adopted at the March regular meeting.

4. Adjournment

Motion to adjourn at 9:02pm by Slicker, seconded by Kegerreis. *Motion carried, all ayes.*

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		AMENDED BUDGET MAL	01/31/2022 MAL (ABNORMAL)	01/31/2022 ASE (DECREASE) MAL	BALANCE (ABNORMAL)
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 80.100 - GENERAL REVENUE					
751-80.100-665.005	INTEREST ON INVESTMENTS	2,000.00	(99.50)	(12.63)	2,099.50
Total Dept 80.100 - GENERAL REVENUE		2,000.00	(99.50)	(12.63)	2,099.50
Dept 80.600 - GENERAL REVENUE					
751-80.600-402.000	REAL PROPERTY TAXES	302,600.00	271,183.13	0.00	31,416.87
751-80.600-410.000	PERSONAL PROPERTY TAXES	(32,700.00)	(18,716.86)	0.00	(13,983.14)
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT RI	16,300.00	4,958.11	0.00	11,341.89
Total Dept 80.600 - GENERAL REVENUE		286,200.00	257,424.38	0.00	28,775.62
TOTAL REVENUES		288,200.00	257,324.88	(12.63)	30,875.12
Expenditures					
Dept 65.691 - DOWNTOWN DEVELOPMENT					
751-65.691-727.000	OFFICE SUPPLIES	500.00	422.94	38.49	77.06
751-65.691-730.000	POSTAGE	500.00	1,647.16	1,639.63	(1,147.16)
751-65.691-750.015	UNIFORMS/CLOTHING	100.00	0.00	0.00	100.00
751-65.691-750.075	SEASONAL DECORATIONS-DDA	15,000.00	13,315.00	0.00	1,685.00
751-65.691-818.005	LEGAL SERVICES	500.00	800.00	300.00	(300.00)
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,450.00	0.00	50.00
751-65.691-818.020	GENERAL CONTRACT SERVICES	24,500.00	0.00	0.00	24,500.00
751-65.691-818.020-22R0100000	GENERAL CONTRACT SERVICES	25,000.00	0.00	0.00	25,000.00
751-65.691-818.020-22R0200000	GENERAL CONTRACT SERVICES	25,000.00	0.00	0.00	25,000.00
751-65.691-818.020-22R0300000	GENERAL CONTRACT SERVICES	60,000.00	3,645.36	0.00	56,354.64
751-65.691-818.080	FACADE IMPROVEMENTS	28,300.00	15,058.20	15,058.20	13,241.80
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	225.79	0.00	1,174.21
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	11,518.32	1,765.00	13,481.68
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00	0.00	0.00	300.00
751-65.691-910.000	INSURANCE PREMIUM	2,014.00	1,174.81	167.83	839.19
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	495.00	0.00	105.00
751-65.691-971.000	LAND	255,700.00	0.00	0.00	255,700.00
751-65.691-974.000	LAND IMPROVEMENTS	166,000.00	0.00	0.00	166,000.00
751-65.691-999.101	TRANSFER OUT-GENERAL	10,000.00	0.00	0.00	10,000.00
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	120,500.00	24,250.00	0.00	96,250.00
Total Dept 65.691 - DOWNTOWN DEVELOPMENT		763,859.00	74,447.58	18,969.15	689,411.42
TOTAL EXPENDITURES		763,859.00	74,447.58	18,969.15	689,411.42
Fund 751 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		288,200.00	257,324.88	(12.63)	30,875.12
TOTAL EXPENDITURES		763,859.00	74,447.58	18,969.15	689,411.42
NET OF REVENUES & EXPENDITURES		(475,659.00)	182,877.30	(18,981.78)	(658,536.30)
BEG. FUND BALANCE		566,213.44	566,213.44		
END FUND BALANCE		90,554.44	749,090.74		

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 751 DOWNTOWN DEVELOPMENT AUTHORITY							
01/01/2022			751-00.000-005.000 COOP LIQUID ASSET SEC SYS		BEG. BALANCE		429,412.10
01/06/2022	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25740		15,500.00	413,912.10
01/20/2022	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25795		3,500.00	410,412.10
01/31/2022	GJ	JE	MICHIGAN CLASS INTEREST - JAN 2022	25845	17.30		410,429.40
01/31/2022			751-00.000-005.000	END BALANCE	17.30	19,000.00	410,429.40
01/01/2022			751-00.000-007.000 AUTOMATED PUBLIC FUNDS		BEG. BALANCE		60.42
01/01/2022	GJ		MONTHLY P&L INSURANCE ALLOCATION	25718		167.83	(107.41)
01/05/2022	CD	CHK	SUMMARY CD 01/05/2022			15,058.20	(15,165.61)
01/06/2022	CD	CHK	SUMMARY CD 01/06/2022			300.00	(15,465.61)
01/06/2022	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25740	15,500.00		34.39
01/12/2022	GJ	JE	5/3 SERVICE FEES - DEC 2021	25761		29.93	4.46
01/19/2022	CD	CHK	SUMMARY CD 01/19/2022			1,765.00	(1,760.54)
01/19/2022	CD	CHK	SUMMARY CD 01/19/2022			1,673.67	(3,434.21)
01/20/2022	GJ	JE	CLASS INVESTMENT AND WITHDRAWALS	25795	3,500.00		65.79
01/31/2022	GJ	JE	POSTAGE - JAN 2022	25848		4.45	61.34
01/31/2022			751-00.000-007.000	END BALANCE	19,000.00	18,999.08	61.34
01/01/2022			751-00.000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		0.00
01/04/2022	AP	INV	WEAKLY, HAROLD	BIG 44 W FRONT		15,058.20	(15,058.20)
			FACADE IMPROVEMENT REIMBURSEMENT 44 v				
01/04/2022	AP	INV	MOHR BUDDS LAW PLLC	7137		300.00	(15,358.20)
			DDA LEGAL FEES				
01/05/2022	CD	CHK	SUMMARY CD 01/05/2022		15,058.20		(300.00)
01/06/2022	CD	CHK	SUMMARY CD 01/06/2022		300.00		0.00
01/18/2022	AP	INV	THE PRINT HOUSE INC	13729		1,400.00	(1,400.00)
			PRINTING 8280 POSTCARDS & MAILING SEI				
01/18/2022	AP	INV	MFACT	I-21365-36		365.00	(1,765.00)
			SPONSORSHIP RENEWAL				
01/18/2022	AP	INV	FIFTH THIRD BANK	12/18/2021		26.49	(1,791.49)
			ADOBE SUBSCRIPTION				
01/18/2022	AP	INV	FIFTH THIRD BANK	12/15/2021		1,635.18	(3,426.67)
			DIRECT MAILING POSTAGE				
01/18/2022	AP	INV	FIFTH THIRD BANK	12/02/2021		12.00	(3,438.67)
			GMAIL ACCOUNT				
01/19/2022	CD	CHK	SUMMARY CD 01/19/2022		1,765.00		(1,673.67)
01/19/2022	CD	CHK	SUMMARY CD 01/19/2022		1,673.67		0.00
01/31/2022			751-00.000-202.000	END BALANCE	18,796.87	18,796.87	0.00
01/01/2022			751-65.691-727.000 OFFICE SUPPLIES		BEG. BALANCE		384.45
01/18/2022	AP	INV	FIFTH THIRD BANK	12/18/2021	26.49		410.94
			ADOBE SUBSCRIPTION				
01/18/2022	AP	INV	FIFTH THIRD BANK	12/02/2021	12.00		422.94
			GMAIL ACCOUNT				
01/31/2022			751-65.691-727.000	END BALANCE	38.49	0.00	422.94
01/01/2022			751-65.691-730.000 POSTAGE		BEG. BALANCE		7.53
01/18/2022	AP	INV	FIFTH THIRD BANK	12/15/2021	1,635.18		1,642.71
			DIRECT MAILING POSTAGE				
01/31/2022	GJ	JE	POSTAGE - JAN 2022	25848	4.45		1,647.16
01/31/2022			751-65.691-730.000	END BALANCE	1,639.63	0.00	1,647.16
01/01/2022			751-65.691-818.005 LEGAL SERVICES		BEG. BALANCE		500.00
01/04/2022	AP	INV	MOHR BUDDS LAW PLLC	7137	300.00		800.00
			DDA LEGAL FEES				
01/31/2022			751-65.691-818.005	END BALANCE	300.00	0.00	800.00
01/01/2022			751-65.691-818.080 FACADE IMPROVEMENTS		BEG. BALANCE		0.00
01/04/2022	AP	INV	WEAKLY, HAROLD	BIG 44 W FRONT	15,058.20		15,058.20
			FACADE IMPROVEMENT REIMBURSEMENT 44 v				
01/31/2022			751-65.691-818.080	END BALANCE	15,058.20	0.00	15,058.20
01/01/2022			751-65.691-880.000 COMMUNITY PROMOTION		BEG. BALANCE		9,753.32
01/18/2022	AP	INV	THE PRINT HOUSE INC	13729	1,400.00		11,153.32
			PRINTING 8280 POSTCARDS & MAILING SEI				
01/18/2022	AP	INV	MFACT	I-21365-36	365.00		11,518.32
			SPONSORSHIP RENEWAL				
01/31/2022			751-65.691-880.000	END BALANCE	1,765.00	0.00	11,518.32
01/01/2022			751-65.691-910.000 INSURANCE PREMIUM		BEG. BALANCE		1,006.98
01/01/2022	GJ		MONTHLY P&L INSURANCE ALLOCATION	25718	167.83		1,174.81
01/31/2022			751-65.691-910.000	END BALANCE	167.83	0.00	1,174.81
01/01/2022			751-80.100-665.005 INTEREST ON INVESTMENTS		BEG. BALANCE		86.87
01/12/2022	GJ	JE	5/3 SERVICE FEES - DEC 2021	25761	29.93		116.80
01/31/2022	GJ	JE	MICHIGAN CLASS INTEREST - JAN 2022	25845		17.30	99.50
01/31/2022			751-80.100-665.005	END BALANCE	29.93	17.30	99.50

GRAND TOTALS: 56,813.25 56,813.25 441,211.67

Monroe Downtown Development Authority
2021-2022 Fiscal Year Expenditure Report

Office Supplies - 727.000	Budget	Expenditures	Balance
	\$500.00		
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Go To Meetings Business		\$192.00	
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	
Email Subscription		\$12.00	
Adobe Subscription		\$26.49	
Email Subscription		\$12.00	
			\$77.06
Postage	Budget	Expenditures	Balance
	\$500.00		
July		\$0.51	
August		\$1.02	
September		\$1.59	
October		\$0.53	
November		\$3.88	
Direct Mail		\$1,635.18	
January 2022		\$4.45	
			-\$1,147.16
Uniforms/Clothing	Budget	Expenditures	Balance
	\$100.00		
			\$100.00
Seasonal Decorations - 750.075	Budget *	Expenditures	Balance
	\$15,000.00		
Dekra-Lite - overhead skyline décor		\$8,985.00	
Dekra-Lite - overhead skyline décor		\$1,980.00	
Ruhlig Farms LLC - Christmas pots		\$2,700.00	
Credit		-\$350.00	
			\$1,685.00

Monroe Downtown Development Authority
2021-2022 Fiscal Year Expenditure Report

Legal Services - 818.005 ***	Budget ***	Expenditures	Balance
	\$500.00		
MOHR Budds Law PLLC - DDA Fees		\$500.00	
MOHR Budds Law PLLC - DDA Fees		\$300.00	
			-\$300.00
Audit Services	Budget	Expenditures	Balance
	\$1,500.00		
Plante & Moran PLLC		\$1,450.00	
			\$50.00
General Contract Services - 818.020	Budget** ***	Expenditures	Balance
	\$24,500.00		
			\$24,500.00
General Contract Services - 818.020	Budget	Expenditures	Balance
First and Front	\$25,000.00		
			\$25,000.00
General Contract Services - 818.020	Budget	Expenditures	Balance
Monroe Street	\$25,000.00		
			\$25,000.00
General Contract Services - 818.020	Budget**	Expenditures	Balance
Riverwalk Enhancement	\$60,000.00		
Russell Design- Riverwalk connectors		\$3,645.36	
			\$56,354.64

Monroe Downtown Development Authority
2021-2022 Fiscal Year Expenditure Report

Building Reinvestment Grant - 818.080	Budget * **	Expenditures	Balance
	\$28,300.00		
44 West Front reimbursement		\$15,058.20	
			\$13,241.80
Training & Travel - 860.000	Budget	Expenditures	Balance
	\$1,400.00		
MDA Conference		\$190.00	
Conference Parking		\$18.00	
Conference Parking		\$17.79	
			\$1,174.21
Community & Promotion 880.000	Budget	Expenditures	Balance
	\$25,000.00		
Internet Hosting 1 year		\$375.00	
Revize LLC (new website)		\$9,100.00	
Domain renewal		\$38.34	
New Moon Visions - annual report graphs		\$50.00	
SSL Renewal		\$189.98	
The Print House - 8280 postcards and mailing		\$1,400.00	
MPACT Sponsorship Renewal		\$365.00	
			\$13,481.68
Publishing/Advertising 905.000	Budget	Expenditures	Balance
	\$300.00		
			\$300.00
Insurance Premium	Budget	Expenditures	Balance
	\$2,014.00		
July		\$167.83	
August		\$167.83	
September		\$167.83	
October		\$167.83	
November		\$167.83	
December		\$167.83	
Jan-22		\$167.83	
			\$839.19

Monroe Downtown Development Authority
2021-2022 Fiscal Year Expenditure Report

Rental - Equipment	Budget	Expenditures	Balance
	\$445.00		
Thru 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		
MDA Membership		\$200.00	
Main Street America Membership		\$295.00	
			\$105.00
Land	Budget**	Expenditures	Balance
	\$255,700.00		
			\$255,700.00
Land Improvements 974.000	Budget**	Expenditures	Balance
	\$166,000.00		
			\$166,000.00
Transfer Out General 999.101	Budget	Expenditures	Balance
	\$10,000.00		
			\$10,000.00
Transfer Out Debt Services	Budget	Expenditures	Balance
	\$120,500.00		
Bond Refunding		\$24,250.00	

Monroe Downtown Development Authority
2021-2022 Fiscal Year Expenditure Report

			\$96,250.00
Totals	\$763,859.00		\$689,411.42

* Amount changed 9-30-2021

**Amount changed 10-31-2021

*** Amount changed/added 12-31-2021

Item 6A



Memo

Date: Wednesday, February 9, 2022

To: DDA Board of Directors

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

Re: **FY 2022-2023 DRAFT BUDGET AND WORK PLAN**

BACKGROUND

Attached are the draft budget and work plan for the forthcoming fiscal year which begins on July 1, 2022.

The board may review and discuss both items at the February regular meeting.

The board may opt to take action to submit to draft budget to City Council. Per city instructions, the DDA budget is due to be entered into the financial system by March 15, 2022. A date for presentation to City Council is to be determined.

ACTION

Authorize the submission of the draft budget to the City Council for consideration and approval.

**MONROE DDA
2022-2023 WORK PLAN**

GOALS FROM STRATEGIC 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**

PROJECT	CHAMPION	PRIORITY	GOALS MET	BUDGET
Front/Macomb parking lot redevelopment - market analysis/RFP/legal		H	2	\$ 100,000.00
Develop Design Standards for downtown buildings/repeat 1981 Façade Study		H	1	\$ 50,000.00
Project from Riverwalk Enhancement Plan		M	1	\$ 50,000.00
Identify locations for infill development		M	1,2	\$ -
Building Improvement Grant Program		M	1,4	\$ 40,000.00
Enhance maintenance; improve garbage/litter clean up		H	1	\$ 25,000.00
Upgrade the streetscape		M	1	\$ 100,000.00
Implement a project from Heart of Monroe plan		M	1	\$ 100,000.00
Install gateway enhancements		M	1	\$ 50,000.00
Conversion of First/Front Streets		M	1	\$ 100,000.00
Annual Marketing Plan		H	3	\$ 20,000.00
Annual Communications Plan		M	5,6	\$ 4,000.00
Stakeholder/Informational Meetings		M	5,6	\$ 1,000.00
TOTAL				\$640,000.00

**MONROE DDA
2022-2023 WORK PLAN**

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

02/08/2022

BUDGET REPORT FOR CITY OF MONROE
 Calculations as of 06/30/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 06/30/22	2021-22 PROJECTED ACTIVITY	2022-23 REQUESTED BUDGET	2023-24 REQUESTED BUDGET	NOTES
ESTIMATED REVENUES							
Dept 80.100 - GENERAL REVENUE							
751-80.100-665.005	INTEREST ON INVESTMENTS	2,000.00	(99.50)	1,000.00	1,000.00	1,000.00	
Totals for dept 80.100 - GENERAL REVENUE		2,000.00	(99.50)	1,000.00	1,000.00	1,000.00	
Dept 80.600 - GENERAL REVENUE							
751-80.600-402.000	REAL PROPERTY TAXES	302,600.00	271,183.13	302,600.00	311,700.00	317,900.00	
751-80.600-410.000	PERSONAL PROPERTY TAXES	(32,700.00)	(18,716.86)	(32,700.00)	(34,800.00)	(36,400.00)	
751-80.600-573.000	LCSA APPROPRIATION/PPT EXEMPT REIMB	16,300.00	4,958.11	16,300.00	17,400.00	18,200.00	
Totals for dept 80.600 - GENERAL REVENUE		286,200.00	257,424.38	286,200.00	294,300.00	299,700.00	
TOTAL ESTIMATED REVENUES		288,200.00	257,324.88	287,200.00	295,300.00	300,700.00	

APPROPRIATIONS

Dept 65.691 - DOWNTOWN DEVELOPMENT

751-65.691-727.000	OFFICE SUPPLIES	500.00	422.94	500.00	500.00	500.00	
751-65.691-730.000	POSTAGE	500.00	1,647.16	1,700.00	500.00	500.00	
751-65.691-750.015	UNIFORMS/CLOTHING	100.00		100.00	100.00	100.00	
751-65.691-750.075	SEASONAL DECORATIONS-DDA	15,000.00	13,315.00	20,000.00	10,000.00	10,000.00	New planters = #30
751-65.691-818.005	LEGAL SERVICES	500.00	800.00	1,000.00			
751-65.691-818.010	AUDIT SERVICES	1,500.00	1,450.00	1,500.00	1,500.00	1,500.00	
751-65.691-818.020	GENERAL CONTRACT SERVICES	134,500.00	3,645.36	90,000.00	175,000.00		
751-65.691-818.080	FACADE IMPROVEMENTS	28,300.00	15,058.20	15,100.00	20,000.00	20,000.00	One project
751-65.691-853.000	TELEPHONE			1,000.00	1,600.00	1,600.00	New
751-65.691-860.000	TRAINING & TRAVEL	1,400.00	335.79	1,400.00	1,400.00	1,400.00	
751-65.691-880.000	COMMUNITY PROMOTION	25,000.00	11,518.32	17,000.00	25,000.00	25,000.00	
751-65.691-905.000	PUBLISHING/ADVERTISING	300.00		300.00	300.00	300.00	
751-65.691-910.000	INSURANCE PREMIUM	2,014.00	1,342.64	2,014.00	2,227.00	2,444.00	
751-65.691-942.000	RENTAL-BUILDING			2,000.00	3,600.00	3,600.00	New
751-65.691-943.000	RENTAL-EQUIPMENT	445.00	445.00	445.00	445.00	445.00	
751-65.691-955.000	MISCELLANEOUS EXPENSE	1,000.00	19.02	1,000.00	1,000.00	1,000.00	
751-65.691-958.000	MEMBERSHIPS & DUES	600.00	495.00	600.00	600.00	600.00	
751-65.691-971.000	LAND	255,700.00		100,000.00	100,000.00		
751-65.691-974.000	LAND IMPROVEMENTS	166,000.00		166,000.00	100,000.00		
751-65.691-999.101	TRANSFER OUT-GENERAL	10,000.00		10,000.00	10,000.00	10,000.00	
751-65.691-999.301	TRANSFER OUT-DEBT SERVICE	120,500.00	24,250.00	120,500.00	125,060.00	130,940.00	
Totals for dept 65.691 - DOWNTOWN DEVELOPMENT		763,859.00	74,744.43	552,159.00	578,832.00	209,929.00	
TOTAL APPROPRIATIONS		763,859.00	74,744.43	552,159.00	578,832.00	209,929.00	

NET OF REVENUES/APPROPRIATIONS - FUND 751

BEGINNING FUND BALANCE

ENDING FUND BALANCE

(475,659.00)	182,580.45	264,959.00	283,532.00	90,771.00
566,213.44	566,213.44	566,213.44	301,254.44	17,722.44
90,554.44	748,793.89	301,254.44	17,722.44	108,493.44

Memo

Date: Tuesday, February 15, 2022

To: DDA Board of Directors

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

Re: **PROPOSAL TO LEASE OFFICE SPACE AND PURCHASE COMPUTER EQUIPMENT**

BACKGROUND

Chairman Trujillo has advocated that the DDA establish office space at 9 Washington Street; attached is a draft lease (month by month) with the Monroe County Business Development Corporation for a third-floor office space. In conjunction with the establishment of the office space, a proposal to provide telephone service is attached.

Lastly, as the DDA currently owns no working computer equipment, a budget of \$3,000 is requested for the purchase of technology necessary to equip the office. This may generally be comprised of a laptop computer and printing device.

ACTION

Authorize the execution of lease agreement for office space at 9 Washington Street for period of one year at a monthly lease rate of \$299.00, funds to be derived from DDA Account, Rental - Buildings.

Accept proposal from MNX Solutions for telephone service.

Establish budget of \$3,000 for the purchase of computer equipment for DDA office space.

**Monroe County Business Development
Corporation**
**MONTH-TO-MONTH
OFFICE SPACE AGREEMENT**

This Month-To-Month Office Space Agreement (hereinafter referred to as the "Agreement"), effective _____, 2022, is made and entered into by and between Monroe County Business Development Corporation (hereinafter referred to as the "Manager"), whose address is 9 Washington Street, Suite B, Monroe, Michigan 48161 and contact number is 734-241-8081 and City of Monroe Downtown Development Authority (hereinafter referred to as the "Company"), whose current address is _____, Monroe, Michigan 48161.

W I T N E S S E T H

WHEREAS, the Company wishes lease and office at 9 Washington Street; and

WHEREAS, the Manager is the Master Lease holder of 9 Washington Street;

WHEREAS, Company desires to rent office space from Manager. Said space located at 9 Washington St. Monroe, Michigan 48161 Office #_____. (Per Attachment)

NOW, THEREFORE, in consideration of the space and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Company and Manager agree as follows:

Company agrees to rent space on a month-to-month basis for \$_____.00 per month, payable in advance on the of the first day of the calendar month. Company agrees to pay a daily rental rate of \$_____ per day for any portion less than a full month.

The first rental payment of \$_____ includes the first full calendar month's rent and any prorated portion of the preceding month.

Monthly rental payment will be made on the 1st of each month and payable to the Monroe County Business Development Corporation at the above given address.

Company will give 10 days' notice in writing before they move and will be responsible for paying rent through the end of this notice period or until another tenant approved by the Manager has moved in, whichever comes first.

Without Manager's prior permission no other company or person(s) may occupy, even temporarily, this space.

Use of the following is included in the rent:

- Wireless Internet Access via BDC Public Access
- Common Lounge Areas
- By Appointment – Conference Rooms located on 1st and 2nd floors

Tenants agree to the following:

- to accept the dwelling "as is," having already inspected it
- to maintain a peaceful and quiet environment
- to respect other tenants' privacy and quiet time
- to allow Manager to inspect the space, work on it, or show it
- to pay for repairs of all damage they or their guests may cause

Violation of any part of this Agreement or nonpayment of rent when due shall be cause for immediate cancellation of this Agreement and Company must vacate the co-working space.

Company hereby acknowledge that they have read this Agreement, understand it, agree to it, and have been given a copy.

Manager

Company

By: _____

By:

Printed: _____

Printed:

Title: _____

Title:

Date: _____

Date:

MNX Voice
 123 W 1st St, Suite D
 Monroe, MI 48161
 United States
 T: 888-877-7118

Quote # 1321 v2
Date 14 Jan 2022
Expires 11 Feb 2022
Contact Doug Fuller

Prepared for Downtown Development Authority
 Tony Trujillo
 MI
 United States
 E: tastrujillo@gmail.com

ACCEPT QUOTE

MNX Voice - 2yr

One-Time Fees

Type	Item	Qty	Price	Total
Item	Onsite Installation & Training Code: 12775	1	\$25.00	\$25.00
Item	Yealink T54W(Bluetooth and WiFi) Code: 14305	1	\$0.00	\$0.00
Total One-Time				\$25.00 USD

Monthly Fees

Type	Item	Qty	Price	Total
Item	Telephone Number (DID) Code: 12732	1	\$4.00	\$4.00
Item	Hosted Voice - Unlmt'd Calling to US & Ca Code: 12729	1	\$27.00	\$27.00
Total Monthly				\$31.00 USD

Please contact us if you have any questions at 888-877-7118.

ACCEPT QUOTE

Cost Breakdown


Type	One-Time Fees	Monthly Fees
Item	\$25.00	\$31.00
Total	\$25.00 USD	\$31.00 USD

* Total monthly recurring does not include federal, state or local voice taxes.

**MONROE DDA
2021-2022 WORK PLAN**

2/15/2022

- 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	BUDGET	STATUS
Building Improvement Grant Program	Slicker	\$ 40,000.00	None pending
Redevelopment of former Fire Station site	City/Staff	UNK	City rcvd proposals, future review
Front/Macomb parking lot redevelopment - market analysis/RFP/legal	Staff	\$ 30,000.00	RMA due March, 2022
Project from Riverwalk Enhancement Plan	Swanson	\$ 50,000.00	Coordination of bidding
Streetscape Projects - Washington/Macomb/Second - Partner with City		\$120,000.00	Site furnishings on order, April delivery
Implement recommendations in Downtown Master Plan that calm streets.	City	\$ 50,000.00	
a. One way conversion on Cass/Harrison			Implemented
c. Traffic analysis for First/Front and Monroe Streets			Spring, 2022 or coord with City
Annual Marketing Plan		\$ 22,000.00	Web site - final edits to base pages; add for Lake Erie Living designed
Annual Communications Plan, focus on master plan implementation	Mayor Clark	\$ 3,000.00	Info Mtg #2 attended by Mayor
Implement recommendations in Downtown Master Plan to activate storefronts.	Harper/Staelgra	\$ 10,000.00	

**MONROE DDA
2021-2022 WORK PLAN**

2/15/2022

- 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

PARKING MANAGEMENT AND IMPROVEMENT

ON HIATUS

Create employee and residential permits as recommended in Downtown Master Plan

\$ 10,000.00

Cover meters/make parking fee on street and in visitor lots until demand rises

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

\$295,000.00

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