



CITY OF MADISON HEIGHTS

CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE RD.

REGULAR DOWNTOWN DEVELOPMENT AUTHORITY MEETING AGENDA

JANUARY 10, 2023 AT 8:00 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Regular Meeting Minutes 11-15-22
- [2.](#) Informational Meeting Minutes 11-15-22

MEETING OPEN TO THE PUBLIC

UNFINISHED BUSINESS

- [3.](#) Chamber Service Agreement Amendment

NEW BUSINESS

- [4.](#) Proposed Budget 2023-24
- [5.](#) Election of Officers
- [6.](#) Banners & Other Improvements
- [7.](#) Special Events Planning
- [8.](#) Asset Mapping

REPORTS

- [9.](#) Finance Report
- [10.](#) Ongoing Projects
11. Committee Reports- No Report Submitted

TRAINING & EVENT OPPORTUNITIES

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Regular DDA Meeting
Madison Heights, Michigan
November 15, 2022

A Regular DDA Meeting was held on Tuesday, November 15, 2022 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Ruth Charlebois
Mayor Roslyn Grafstein (left at 9:16 am)
Vice-Chair Yousif Jarbo (left at 9:24 am)
Member Anthony Mancini
Member Joe Marando (left at 9:24 am)
Member Michael Sheppard
Member Jennifer Zmarzlik
Chair Michael Van Buren

ABSENT

Member Rickey Busler
Member Gordon Davignon
Member Joseph Keys
City Manager Melissa Marsh
Member Lenea Renshaw

ALSO PRESENT:

Community and Economic Development Director Tucker
City Clerk Rottmann

DDA-22-54. Excuse Board Members.

Motion made by Mayor Grafstein, Seconded by Member Charlebois, to excuse the following members from today's meeting for giving notice: Busler, Davignon, Keys, and Marsh.

Voting Yea: Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marando, Member Sheppard, Member Zmarzlik, Chair Van Buren

Absent: Member Ricky Busler, Member Gordon Davignon, Member Joseph Keys, City Manager Marsh, and Member Lena Renshaw

Motion carried.

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

DDA-22-55. August 9, 2022 MHDDA Minutes.

Motion made by Mayor Grafstein, Seconded by Member Sheppardm to approve the Regular DDA minutes of August 9, 2022, as printed.

Voting Yea: Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marando, Member Sheppard, Member Zmarzlik, Chair Van Buren

Absent: Member Ricky Busler, Member Gordon Davignon, Member Joseph Keys, City Manager Marsh, and Member Lena Renshaw

Motion carried.

DDA-22-56. October 18, 2022 Special DDA Meeting Minutes.

Motion made by Mayor Grafstein, Seconded by Member Charlebois, to approve the Special DDA meeting minutes of October 18, 2022, as printed.

Voting Yea: Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marando, Member Sheppard, Member Zmarzlik, Chair Van Buren

Absent: Member Ricky Busler, Member Gordon Davignon, Member Joseph Keys, City Manager Marsh, and Member Lena Renshaw

Motion carried.

FINANCIAL REPORT:

CED Director Tucker highlighted the major expenses from the last meeting. He also noted that during the fiscal year closing, it was discovered that the DDA tax capture was not fully transferred to the DDA fund but instead held in the General Fund at year-end for FY 2020 and FY 2021. Finance staff processed the journal entries needed to complete this transfer. In addition, finance staff has reviewed the tax settlement process to include a review of journal entry transfers to prevent this in the future. This discovery resulted in an adjustment of additional \$52,291.21 into the DDA fund.

Mr. Tucker stated that PA 57 requires that the DDA provide an annual report of the status of our DDA Tax Increment Financing Plan. Revenues described in this report to the State that aren't expended within 5 years require additional reporting to that is best to be avoided. Keeping this in mind it is important that we continue work on the plans described in the 2017 TIF Plan and keep an eye on our fund balance. Our potential partnership with the Sustainable Built Environment Initiative through Michigan State University is a great opportunity for us to develop a clear vision for our downtown and will help us focus future spending on streetscape improvements and leverage State and County resources. The deadline for this report is before December 31st, 2022. He will work with staff in finance to meet this deadline.

UPDATE ON ONGOING PROJECTS:

Director Tucker updated the members on the following ongoing projects:

Oakland County's "Local Gem Sweepstakes"

He noted that he had promotional items available for pick up if anyone would like them. They include shopping bags, banners, posters and counter cards.

MHHP Chamber of Commerce "Wanted: Small Business Shoppers"

The Chamber intends to partner with members of City Council, school district leaders and others interested city leaders to “get caught” shopping small in this year’s Chamber promotion. A social media campaign will include city leaders on a wanted sign shopping at a local business and these photos will be posted throughout holiday shopping season.

Small Business Saturday Vendor Event

A final copy of the vendor form, including a terms and conditions section has been developed and shared with Councilwoman Aaron and Jenni Zmarzlik.

Holiday Decoration Update

DPS has successfully wired, tested, and replaced bulbs on 52 holiday decorations. DPS has also made an order for light post brackets and anticipate receiving them the week before Thanksgiving. Sean has also reached out to DTE and will ensure that we have power to these outlets for 3-month holiday season. I will provide updates to the DDA when DPS begins installation.

Trash Bins & Welcome Sign Area

DPS has not provided any new developments on the trash bins or sign area as of 11/9/2022. He will share updates as they become available.

Michigan State Extension Office - 11 & John R Vision Study

Earlier this summer we applied to MSUE for their Sustainable Built Environment Initiative which could help develop a conceptual plan and visual drawings of the John R DDA/Downtown. This program will help provided more concrete examples of placemaking projects throughout the DDA, making it easier to compete with grants and to help solidify a shared vision of how we’d like the physical environment of the DDA to be in the future. Staff is working on funding opportunities to make the vision a reality.

DDA-22-57. Calendar Meeting Dates 2023.

Motion made by Member Sheppard, Seconded by Mayor Grafstein, to approve the following regular and informational meeting dates for 2023:

Regular:

January 10
February 14
April 11
June 13
August 15
November 14

Informational:

June 13

November 14

All meetings are held in the Executive Conference room of City Hall, located at 300 W. 13 Mile Road, Madison Heights, MI 48071 unless otherwise noted. Information meetings will be held immediately after the regular DDA meetings.

Voting Yea: Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marando, Member Sheppard, Member Zmarzlik, Chair Van Buren

Absent: Member Ricky Busler, Member Gordon Davignon, Member Joseph Keys, City Manager Marsh, and Member Lena Renshaw

Motion carried.

DDA-22-58. Amendment to MHDDA MHHP Chamber Agreement -TABLED UNTIL 1/10/23

Discussion was held on the change in the contract amount, additional ideas the members would like to see included in the contract including creating and maintaining a list of available properties and improvements and updates to the DDA website.

Motion made by Member Marando, Seconded by Member Zmarzlik, to table the vote on the amendment to the MHDDA MHHP Chamber Agreement to the next regular DDA meeting so that more members could be present and additional contract items could be discussed with City Manager Marsh.

Voting Yea: Member Charlebois, Mayor Grafstein, Vice-Chair Jarbo, Member Mancini, Member Marando, Member Sheppard, Member Zmarzlik, Chair Van Buren

Absent: Member Ricky Busler, Member Gordon Davignon, Member Joseph Keys, City Manager Marsh, and Member Lena Renshaw

Motion carried.

COMMITTEE REPORTS:

Ms. Zmarzlik gave a brief presentation on the Small Business Vendor Fair that will be held this Saturday at Wilkinson Middle School.

ADJOURNMENT:

Having no further business, the meeting was adjourned at 9:34 a.m.

Downtown Development Authority Informational Meeting
Madison Heights, Michigan
November 15, 2022

A Downtown Development Authority Informational Meeting was held on Tuesday, November 15, 2022 at 8:00 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

PRESENT

Member Ruth Charlebois
Member Jennifer Zmarzlik
Chair Michael Van Buren

OTHERS PRESENT

Community and Economic Development Director Giles Tucker
City Clerk Cheryl Rottmann

MEETING OPEN TO THE PUBLIC:

There were no members of the public wishing to speak.

DDA INFORMATIONAL MEETING PRESENTATION:

C.E.D. Supervisor Tucker stated that this is the DDA's second of two annual informational meetings in compliance with Public Act 57 of 2018. He reviewed the current Board members, goals and projects, financing, 2021-22 accomplishments, FY 2022-23 upcoming projects, DDA Programs, committee overview and functions.

ADJOURNMENT:

There being no further business, Chairman Van Buren adjourned the meeting at 9:54 a.m.

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: December 21, 2022

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: Amendment to MHDDA & MHHP Chamber Service Agreement

The Chamber of Commerce has approached both Hazel Park and Madison Heights with services agreement to assist in coordinated marketing and promotion related activities and events for each of these communities. The City of Hazel Park and its DDA has contributed \$15,000 and the City of Madison Heights has contributed \$10,000 in their own service agreements. At our Special Meeting on October 18th the DDA approved a Service Agreement between the MHDDA and the MHHP Chamber to assist in coordinated marketing and promotion related activities for a total payment of \$5000 paid quarterly to the MHHP Chamber.

At our meeting on November 15th an amendment to this approved Service Agreement was brought before the board for consideration that would increase payment in the service agreement between the MHDDA and the chamber to \$10,000 annually. There was a considerable amount of board members absent for this meeting, so the board decided to table the matter to allow a greater number of board members to weigh in on this item.

**Agreement for Services
Between
DDA of Madison Heights
and
Madison Heights/Hazel Park Chamber of Commerce**

This Agreement between the Madison Heights Downtown Development Authority (hereinafter “DDA”) and the Madison Heights/Hazel Park Chamber of Commerce (hereinafter “MHHP”) for the period starting October 18, 2022 – September 30, 2023.

RECITALS

The DDA shall pay to the MHHP **\$10,000** for business and event services rendered by the MHHP to the DDA, upon DDA Council approval, payable quarterly in equal amounts of **\$2,500** in October, January, April, and July. Said amount may be adjusted each year as determined by the amount of inflation or deflation or services being requested as approved by the DDA Council during the DDA’s budget process, no later than the third Monday in May for the upcoming October 1st start period.

PURPOSE

Throughout the term of the this Agreement, the MHHP will provide the following services with funds paid by the DDA to MHHP:

- Coordinated marketing and promotions for DDA area specific business-related activities - this specifically includes Small Business Saturday, Downtown Day, and grand opening events for all new DDA businesses.
- General business inquiries related to various topics for DDA issues or services
- Training for local businesses and coordination with Oakland County Small Business Services.
- Develop and provide accurate and timely information to assist businesses interested in locating, expanding, or remaining in the DDA area.
- Coordinate with appropriate other agencies, governments, and non-profits to assist in business retention and expansion including Madison Heights Downtown Development Authority.
- Coordinate and contract with appropriate other agencies, governments, and non-profits to assist in business location decisions.
- Develop and maintain strong working relationships with agencies and governments that provide financial and technical assistance or training to businesses.
- Assist in one (1) DDA specific promotional event annually as determined by the DDA.
- Assist to market and promote festivals and events held by the DDA.

REQUIRED REPORTING

The MHHP shall provide the following reports to the DDA:

- By January 31 of each year an Annual report including a presentation to DDA Council:
 - Summary and analysis of the specific steps taken to by MHHP to perform the tasks in this Agreement.

- Performance Measures. The MHHP shall include data that measures its success in economic development in the DDA. At a minimum, MHHP will include data that describes the total number of businesses in the DDA and the total MHHP members by area. The DDA will assist in providing this data to the MHHP. The Annual report will analyze and describe how tasks identified in this Agreement effects of MHHP activities and services to businesses.
- Financial reporting and Inspection including:
 - List of Board members, their occupations, and years on the Board;
 - MHHP annual financial statements showing the previous year expenses and revenues;
 - Current and projected budgets (total organization and individual programs provided to the DDA under this Agreement). The DDA's report shall include the DDA funds expended compared to overall project funds.
- A Monthly Summary Report of DDA businesses that received direct assistance from the MHHP for business-related questions, training, retention or expansion. This Summary Report should include the total number of businesses that contacted the MHHP or that were contacted by the MHHP.
- A Quarterly Report on the variety of specific promotional activities executed for the purpose of attracting businesses or business customers to the DDA. The Quarterly Report should include a description of the specific promotional activities, including samples of promotional material and financial report of individual promotional activities.

GENERAL PROVISIONS

1. **Amount of Agreement** - Subject to the terms and conditions of this agreement, the DDA agrees to provide funds in the amount specified above.

3. **Default** - If MHHP fails to remedy any material breach of any of MHHP obligations under the terms of this Agreement within 30 days of receipt of written notice from the DDA of the breach, the DDA may terminate this Agreement and the DDA may pursue any remedies available at law or in equity. Such remedies may include, but are not limited to, termination of the Agreement, stopping quarterly payments on or demanding a return of the funds, payment of interest earned on funds or declaration of ineligibility for the receipt of future payments.

4. **Amendments.** The terms of this Agreement will not be waived, altered, modified, supplemented, or amended in any manner except by a written instrument signed by the parties. Such written modification will be made a part of this Agreement and subject to all other Agreement provisions.

5. **Indemnity.** MHHP agrees to defend, indemnify and save DDA, its officers, employees, and agents harmless from any and all losses, claims, actions, costs, expenses, judgments, and/or other damages resulting from injury to any person (including injury resulting in death,) or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this Agreement by MHHP (including but not limited to, MHHP employees, agents, and others designated by MHHP to perform work or services relating to MHHP obligations under the terms of this Agreement). MHHP shall not be held responsible for damages caused by the negligence of DDA or anyone acting on behalf of the DDA.

6. **Insurance.** MHHP shall, at its own expense, at all times for twelve months from the date of this Agreement, maintain in force a comprehensive general liability and workers' compensation policy. The liability under such policy shall be a

minimum of \$500,000 per occurrence (the combined single limit for bodily injury and property damage claims) or \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage. Liability coverage shall be provided on an "occurrence" not "claims" basis. The DDA of Madison Heights, its officers, employees, and agents shall be named as additional insured.

7. Notices and Representatives. All notices, certificates, or communications shall be delivered or mailed postage prepaid to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties. DDA of Madison Heights- Melissa Marsh, DDA Manager 300 W. 13 Mile, Madison Heights, MI 48071.

This Agreement constitutes the Entire Agreement between the parties. There are no understandings, Agreements, or representations, oral or written, not specified herein regarding this Agreement. No amendment, consent, or waiver, or terms of this Agreement shall bind either party unless in writing and signed by all parties. Any such amendment, consent, or waiver shall be effective only in the specific instance and for the specific purpose given. The parties, by the signature below or their authorized representatives, acknowledge having read and understood the Agreement, and the parties agree to be bound by its terms and conditions.

DDA of Madison Heights

By _____

Title _____

Date _____

By _____

Title _____

Date _____

Madison Heights/Hazel Park Chamber of Commerce

By _____

Title _____

Date _____

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: December 29, 2022
To: Downtown Development Authority Board Members
From: Giles Tucker, Community & Economic Development Director
Subject: **DDA Budget FY 23-24**

The DDA needs to adopt a budget to be included in the greater city budget process. Here are some notable features of the proposed FY23-24 budget:

1. **Contractual Services:** \$5000 for tree planting and \$7,500 for MSU's SBEI program or similar outside planning related costs.
2. **Electric:** \$600 for existing electric costs and an additional \$650 budgeted for electricity costs for holiday decorations for around 1 month assuming 52 decorations. Changes in the number of decorations or duration of lighting them will impact this line item.
3. **Conferences and Workshops:** \$1500 to pay for costs associated with attending conferences, workshops, or other training.
4. **Membership & Dues:** Costs for CPIX increased to \$820 and proposed costs include \$125 in MDA membership and \$100 towards their lobbying efforts in Lansing.
5. **Use of Fund Balance:** We often don't spend all the money we budget because there are line items that we don't always use such as the façade and sign grants. If we spent 100% of each line item in the budget, we would use \$34,363 of our Fund Balance.
6. **Events:** \$500 is included in the budget to cover costs associated with a Madison Heights DDA Small Business Saturday promotion or another event to support the downtown.
7. **Improvements:** The proposed budget includes \$20,000 towards larger project for physical improvements in the downtown including wayfinding & gateways, banners, other improvements.
8. **Property Acquisition & Demolition:** In past budgets we have set aside \$35,000 each year towards potential property acquisition. Do we want to continue this?

Staff recommended action:

Staff recommends the DDA board adopt the proposed budget as presented.

		2022-23 ACTIVITY					
GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 ACTIVITY	2022-23 AMENDED BUDGET	THROUGH 12/29/22	2023-24 DEPT REQ BUDGET	2024-25 DEPT REQ BUDGET
Dept 011 - PROPERTY TAXES							
248-011-402-4030	TAXES REAL OPERATING	\$46,488	\$103,615	\$57,815	\$92,705	\$59,549	\$59,549
248-011-410-4160	TAXES PERSONAL OPERATING	\$3,132	\$2,995	\$2,809	\$6,079	\$2,809	\$2,809
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	\$0	\$4	\$0	(\$1,663)	\$0	\$0
248-011-437-0000	TAXES IFT ACT 198	\$0	\$0	\$0	\$0	\$0	\$0
248-011-573-4159	PPT REIMBURSEMENT - STATE	(\$5,598)	\$584	\$0	\$0	\$0	\$0
Totals for dept 011 - PROPERTY TAXES		\$44,022	\$107,198	\$60,624	\$97,121	\$62,358	\$62,358
Dept 023 - STATE SHARED REVENUES							
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	\$35,213	\$33,662	\$35,213	\$37,216	\$35,213	\$35,213
Totals for dept 023 - STATE SHARED REVENUES		\$35,213	\$33,662	\$35,213	\$37,216	\$35,213	\$35,213
Dept 025 - COUNTY SHARED REVENUES							
248-025-588-1000	COUNTY GRANT	\$0	\$7,320	\$0	\$0	\$0	\$0
Totals for dept 025 - COUNTY SHARED REVENUES		\$0	\$7,320	\$0	\$0	\$0	\$0
Dept 044 - MISCELLANEOUS REVENUE							
248-044-665-5000	INTEREST EARNED	\$266	(\$720)	\$250	(\$363)	\$250	\$250
248-044-674-0000	DONATIONS/PRIVATE CONTRIBUTIONS	\$3,075	\$0	\$0	\$1,075	\$0	\$0
248-044-680-6701	MISCELLANEOUS REVENUE	\$0	\$0	\$0	\$4	\$0	\$0
Totals for dept 044 - MISCELLANEOUS REVENUE		\$3,341	(\$720)	\$250	\$716	\$250	\$250
Dept 048 - TRANSFERS IN							
248-048-699-0000	TRANSFERS IN (FROM GEN FUND)	\$0	\$0	\$0	\$0	\$0	\$0
248-048-699-0244	TRANSFERS IN EDG	\$0	\$0	\$0	\$0	\$0	\$0
248-048-699-6000	TRANSFERS IN (FROM SAD)	\$0	\$0	\$0	\$0	\$0	\$0
Totals for dept 048 - TRANSFERS IN		\$0	\$0	\$0	\$0	\$0	\$0
Dept 053 - PRIOR YEARS FUND BALANCE							
248-053-692-6970	USE OF FUND BALANCE	\$0	\$0	\$33,172	\$0	\$34,363	\$34,363
Totals for dept 053 - PRIOR YEARS FUND BALANCE		\$0	\$0	\$33,172	\$0	\$34,363	\$34,363
TOTAL ESTIMATED REVENUES		\$82,576	\$147,460	\$129,259	\$135,053	\$132,184	\$132,184
APPROPRIATIONS							
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-863-729-0000	FORMS AND PRINTING	\$0	\$0	\$500	\$0	\$500	\$500
248-863-730-0000	POSTAGE	\$0	\$0	\$0	\$0	\$0	\$0
248-863-766-0000	TOOLS AND SUPPLIES	\$0	\$22,550	\$0	\$0	\$0	\$0
248-863-807-0000	AUDIT FEES	\$1,607	\$1,907	\$2,020	\$5,971	\$2,020	\$2,020
248-863-817-0000	EVENTS	\$0	\$0	\$500	\$0	\$500	\$500
248-863-818-0000 * *	CONTRACTUAL SERVICES	\$5,484	\$14,762	\$10,000	\$0	\$12,500	\$12,500
248-863-818-0001	DDA MARKET ANALYSIS	\$0	\$0	\$0	\$0	\$0	\$0
248-863-818-5000	BLIGHT REMOVAL - SIGN GRANT PROGRAM	\$0	\$0	\$5,000	\$5,148	\$5,000	\$5,000
248-863-818-5001	BLIGHT REMOVAL - FACADE IMPROVEMENT	\$0	\$5,000	\$10,000	\$0	\$10,000	\$10,000
248-863-818-5002	BLIGHT PROPERTY	\$0	\$0	\$0	\$0	\$0	\$0
248-863-818-5003	BLIGHT REMOVAL - PROPERTY ACQUI	\$0	\$0	\$0	\$0	\$0	\$0
248-863-818-5004	PERM ID PROGRAM	\$0	\$0	\$0	\$0	\$0	\$0
248-863-826-0000	LEGAL FEES	\$0	\$0	\$0	\$0	\$0	\$0
248-863-826-2000	HOURLY RATE-LEGAL	\$0	\$0	\$0	\$0	\$0	\$0
248-863-832-1000	MAINTENANCE-BERM AREA	\$18,490	\$16,462	\$17,500	\$10,736	\$17,500	\$17,500
248-863-832-1001	MAINTENANCE - ROW TRASH	\$1,990	\$5,087	\$3,500	\$1,260	\$3,500	\$3,500
248-863-921-0000 * *	ELECTRIC	\$551	\$552	\$1,000	\$216	\$1,250	\$1,250
248-863-944-0000	MOTOR POOL CHARGES	\$0	\$0	\$0	\$0	\$0	\$0
248-863-944-1000	DEPT OF PUBLIC SERVICES CHARGES	\$0	\$0	\$0	\$0	\$0	\$0
248-863-955-8640 * *	CONFERENCES AND WORKSHOPS	\$0	\$330	\$1,500	\$0	\$1,500	\$1,500
248-863-958-0000 * *	MEMBERSHIPS AND DUES	\$126	\$860	\$870	\$30	\$1,045	\$1,045
248-863-960-9570	SUBSCRIPTIONS AND MAGAZINES	\$0	\$0	\$0	\$0	\$0	\$0
248-863-981-0000	COMPUTER EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
248-863-987-0000 * *	IMPROVEMENTS	\$0	\$0	\$20,000	\$0	\$20,000	\$20,000
248-863-987-0001	ALLEY IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0
248-863-987-0002	PROPERTY ACQUIS/DEMO	\$0	\$0	\$35,000	\$0	\$35,000	\$35,000
248-863-987-0003	PATINA PLACE - BRA STREETSCAPE IMPRVMNT	\$0	\$0	\$0	\$0	\$0	\$0
248-863-987-0004	MADISON TOWN CTR - BRA ST IMPROV	\$0	\$0	\$0	\$0	\$0	\$0
248-863-987-0006	11 MILE/JOHN R ROAD IMPROVEMENTS	\$0	\$0	\$0	\$0	\$0	\$0
248-863-987-0011	IMPROVEMENTS - BICYCLE RACK PROGRAM	\$0	\$0	\$0	\$0	\$0	\$0
248-863-987-0012	DDA BUSINESS GRANT	\$0	\$0	\$0	\$0	\$0	\$0
Totals for dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY		\$28,248	\$67,510	\$107,390	\$23,361	\$110,315	\$110,315
Dept 965 - TRANSFERS OUT							
248-965-995-2272	TRANSFER TO LOCAL ST	\$0	\$0	0.00	\$0.00	\$0.00	\$0.00
248-965-995-4000	TRANSFER TO SAD REVOLVING	\$0	\$0	0.00	\$0.00	\$0.00	\$0.00
248-965-995-6000	TRANSFER TO GENERAL FUND	\$10,000	\$22,053	21,869.00	\$21,869.00	\$21,869.00	\$21,869.00
248-965-995-9991	TRANSFER TO MAJOR STREETS	\$0	\$0	0.00	\$0.00	\$0.00	\$0.00
248-965-998-9990	PAYING AGENT FEES	\$0	\$0	0.00	\$0.00	\$0.00	\$0.00
Total Dept 965 - TRANSFERS OUT		\$10,000	\$22,053	\$21,869	\$21,869	\$21,869	\$21,869
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		\$82,576	\$147,460	\$129,259	\$135,053	\$132,184	\$132,184
TOTAL EXPENDITURES		\$38,248	\$89,563	\$129,259	\$45,230	\$132,184	\$132,184
NET OF REVENUES & EXPENDITURES		\$44,328	\$57,897	\$0	\$89,823	\$0	\$0
NET OF REVENUES/APPROPRIATIONS - FUND 248							
BEGINNING FUND BALANCE		\$44,328	\$57,897	\$0	\$89,823	\$0	\$0
FUND BALANCE ADJUSTMENTS		\$176,978	\$221,308	\$279,204	\$279,204	\$279,204	\$279,204
ENDING FUND BALANCE		\$1	\$0	\$0	\$0	\$0	\$0
		\$221,307	\$279,205	\$279,204	\$369,027	\$279,204	\$279,204

* NOTES TO BUDGET: DEPARTMENT 863 DOWNTOWN DEVELOPMENT AUTHORITY

818-0000	CONTRACTUAL SERVICES					
	FOOTNOTE AMOUNTS:					5,000
	(2023-24) TREE PLANTING					
	FOOTNOTE AMOUNTS:					7,500
	(2023-24) SBEI					
	ACCOUNT '818-0000' TOTAL					12,500
921-0000	ELECTRIC					
	FOOTNOTE AMOUNTS:					600
	(2023-24) ELECTRIC					
	FOOTNOTE AMOUNTS:					650
	(2023-24) HOLIDAY ELECTRIC					
	ACCOUNT '921-0000' TOTAL					1,250
955-8640	CONFERENCES AND WORKSHOPS					
	FOOTNOTE AMOUNTS:					1,500
	(2023-24) MICHIGAN DOWNTOWN ASSOCIATION CONFERENCE					
958-0000	MEMBERSHIPS AND DUES					
	FOOTNOTE AMOUNTS:					820
	(2023-24) CPIX CBOR MEMBERSHIP DUES					
	FOOTNOTE AMOUNTS:					225
	(2023-24) MDA MEMBERSHIP & LOBBYING					
	ACCOUNT '958-0000' TOTAL					1,045
987-0000	IMPROVEMENTS					
	FOOTNOTE AMOUNTS:					20,000
	(2023-24) BANNERS, GATEWAY OR OTHER PROJECTS					
	DEPT '863' TOTAL					36,295

Dept 965 - TRANSFERS OUT

248-965-995-2272	TRANSFER TO LOCAL ST					
248-965-995-4000	TRANSFER TO SAD REVOLVING					
248-965-995-6000 * *	TRANSFER TO GENERAL FUND	10,000	22,053	21,869	21,869	22,050
248-965-995-9991	TRANSFER TO MAJOR STREETS					
248-965-998-9990	PAYING AGENT FEES					
Totals for dept 965 - TRANSFERS OUT		10,000	22,053	21,869	21,869	22,050

* NOTES TO BUDGET: DEPARTMENT 965 TRANSFERS OUT

995-6000	TRANSFER TO GENERAL FUND					
	FOOTNOTE AMOUNTS:					22,050
	(2023-24) ALLOCATION OF ECONOMIC DEVELOPMENT DIRECTOR					
	DEPT '965' TOTAL					22,050

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: December 27, 2022
To: Downtown Development Authority Board Members
From: Giles Tucker, Community Development Director
Subject: Officer Elections Banners & Other Improvements

Officer Elections 2023

On January 12th, 2021, the DDA elected officers for a term of two years. Our present officers are as follows:

- Chairperson: Mike Van Buren
- Vice Chairperson: Joe Jarbo
- Treasurer: Ricky Busler
- Secretary: Ruth Charlebois

Our bylaws state that the same person can serve in the same role for up to two consecutive terms. The election in 2021 was the first since the adoption of our bylaws. For simplicity, we will consider this as the first full term in office for each of these officers. This means that all these existing officers are eligible for a second full term if they would like to run for reelection. Our bylaws require that we hold officer elections every two years at the first meeting of the calendar year or at a different meeting within 120 days of our first meeting of the calendar year.

Staff Recommendations

Staff recommends that officer election be made at this meeting or at a different meeting within 120 days of January 10th, 2023.

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: December 27, 2022
To: DDA Board/ Design Committee
From: Giles Tucker, Community Development Director
Subject: **Banners & Other Improvements**

Physical Improvement Project Budget- \$20,000

Within this FY 2022-23 the DDA has built in \$20,000 for larger projects such as wayfinding & gateways, and banners. These funds were for physical improvement in the downtown in general and not specific to a particular project. In August 2022, I provided information pertaining to installing approximately 106 streetlight banners throughout the DDA area. At that time, the DDA board decided to hold off deciding until after we understood the cost of refurbishing and installing the holiday decorations. Staff needs direction as to whether we would like to move forward with banners or another project.

Staff Recommended Action:

Staff recommends that the DDA board ask the Design Committee to review and provide recommendations to the DDA board as to how to use the \$20,000 allocated within the 2022-23 budget at the February 14th meeting. If the Design Committee would like to move forward on a banner project for the downtown, they should answer the following questions before bringing to the DDA Board:

1. How many banners should we buy?
2. What size banner should we use?
3. What material should we use?
4. Verify we are using a quality bracket with flexible banner arm.
5. At least have an example banner design to include.

Company	Options	Banner Design & Material (30x60)			Brackets			Screw Bands & Other Hardware			Design Fees		Notes
		Quantity	Unit Price	Subtotal	Quantity	Unit Price	Subtotal	Quantity	Unit Price	Subtotal	Set Up fee	Grand Total	
Consort Display Group (Kalamazoo Banner Works)	Stock Design & Vinyl	106	\$69.21	\$7,336.26	212	\$48.96	\$10,379.52	424	\$7.92	\$3,358.08	\$0.00	\$21,073.86	Shipping costs are calculated on final invoice. Based out of Kalamazoo; has catalog of stock designs. Brackets have 12 year 80mph warranty for smaler banners. They also offer different options for flexible banner arms
	Custom Design & Vinyl	1325	\$5.82	\$7,711.50	212	\$48.96	\$10,379.52	424	\$7.92	\$3,358.08	\$25.00	\$21,474.10	
	Stock Design & Sunbrella	106	\$82.90	\$8,787.40	212	\$48.96	\$10,379.52	424	\$7.92	\$3,358.08	\$0.00	\$22,525.00	
	Custom Design & Sunbrella	106	\$99.40	\$10,536.40	212	\$48.96	\$10,379.52	424	\$7.92	\$3,358.08	\$0.00	\$24,274.00	
Consort Display Group Banner Sign Co. (Detroit)	Stock Design & Vinyl	106	\$69.21	\$7,336.26	212	\$43.52	\$9,226.24	424	\$8.80	\$3,731.20	\$0.00	\$20,293.70	Same Parent Company "Consort Display Group. Using the same brackets, they seem much better than what has been quoted from Displays 2 go and Signarama
	Custom Design & Vinyl	106	\$69.21	\$7,336.26	212	\$43.52	\$9,226.24	424	\$8.80	\$3,731.20	\$0.00	\$20,293.70	
	Stock Design & Sunbrella	106	\$78.76	\$8,348.03	212	\$43.52	\$9,226.24	424	\$8.80	\$3,731.20	\$0.00	\$21,305.47	
	Custom Design & Sunbrella	106	\$78.76	\$8,348.03	212	\$43.52	\$9,226.24	424	\$8.80	\$3,731.20	\$0.00	\$21,305.47	
signs.com	Stock Design & Vinyl	106	\$136.48	\$14,466.88	Included	Included	Included	??	??	??	N/A	\$14,466.88	Single ply 18oz Vinyl. This is not a durable material. 1-2 year solution max. Didn't have a salesperson to talk to, pulled info off website and may be incomplete.
	Custom Design & Vinyl	106	\$136.48	\$14,466.88	Included	Included	Included	??	??	??	N/A	\$14,466.88	
	Stock Design & Sunbrella	106	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	
	Custom Design & Sunbrella	106	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	
Displays 2 Go	Stock Design & Vinyl	106	\$86.69	\$9,189.14	106	\$114.74	\$12,162.44	Included	Included	Included	N/A	\$21,351.58	Single ply 18oz Vinyl. This is not a durable material. 1-2 year solution max. Bracket can hold up 30lbs. Premium spring bracket \$288.99 each
	Custom Design & Vinyl	106	\$86.69	\$9,189.14	106	\$114.74	\$12,162.44	Included	Included	Included	N/A	\$21,351.58	
	Stock Design & Sunbrella	106	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	
	Custom Design & Sunbrella	106	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	
Signarama (Clinton Township)	Stock Design & Vinyl	106	\$82.82	\$8,778.71	106	\$170.49	\$18,072.15	Included??	Included??	Included??	N/A	\$26,850.86	Best. 18oz DS/ Scrim vinyl 2 grommets 3/4" webbing Both sides Looped top & bottom 3" pole pocket double needle & sewn all around
	Custom Design & Vinyl	106	\$82.82	\$8,778.71	106	\$170.49	\$18,072.15	Included??	Included??	Included??	N/A	\$26,850.86	
	Stock Design & Sunbrella	106		\$0.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	
	Custom Design & Sunbrella	106		\$0.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: December 27, 2022
To: DDA Board/ Design Committee
From: Giles Tucker, Community Development Director
Subject: Promotions Committee Special Events Planning

Special Events

There has been a renewed interest in special events in the downtown expressed from DDA board members. Most recently the DDA was involved in a Small Business Saturday vendor event. In hindsight, the short notice of the DDA's potential involvement and the timing of the event during Small Business Saturday limited our involvement and impact on the event. Further, it made it clear that the DDA board and the Promotions committee needs more time to prepare for and to promote DDA events.

Last year, the DDA asked downtown businesses to share with us any St. Patrick's Day specials they were planning on and we in turn attempted to promote these specials on social media. If we are to build onto what we did last year to promote businesses in enough time, the DDA would need a clear plan approved by our February 14th meeting.

Fire Station # 2 is currently under redevelopment and is expected to be completed sometime in the late spring early summer of 2023. In the past, the DDA would jointly host an open house that was geared towards hosting families. Some discussion has been had with holding some sort of event after the completion of the renovations.

Finally, moving forward the promotions committee should also start thinking about what if any, small business Saturday or other new events they intend to include this year and begin to develop an event calendar.

Staff Recommended Action:

Staff recommends that the DDA board ask the Promotions Committee to research and return to the DDA board with recommendations for special events including proposed event outlines and budgets for St. Patrick's Day and a Fire Station #2 Open House event at our February 14th meeting.

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: December 27, 2022
To: DDA Board/ Design Committee
From: Giles Tucker, Community Development Director
Subject: **Asset Mapping**

Asset Mapping & Foot Traffic

Since the formation of the committees, it has been a challenge to identify clear projects for the Economic Vitality committee given that there is a limited amount of publicly owned land in the DDA area and the DDA has limited funds to expand beyond local grant offerings such as the façade and sign grant programs. I shared this challenge with Oakland County Main Street, and they introduced me to their subscription to Placer, a software tool that tracks foot traffic in and out of defined areas and offered to assist us in conducting an asset mapping exercise for the DDA area. The asset mapping process would require a public engagement event that would require some planning and attendance from the DDA board.

Staff Recommended Action:

Staff recommends that the DDA board ask the Economic Vitality Committee to meet with contacts with Oakland County Mainstreet to discuss and learn more about what assistance is available for asset mapping and market analysis activities and to make recommendations as to if and how the board should move forward on any of these activities at the February 14th meeting.



Downtown and Commercial District Asset Mapping

A Tool for Market Understanding



About Main Street America

Main Street America has been helping revitalize older and historic commercial districts for more than 40 years. Today it is a network of thousands of neighborhoods and communities, rural and urban, who share both a commitment to place and to building stronger communities through preservation-based economic development. Main Street America is a program of the nonprofit National Main Street Center, Inc., a subsidiary of the National Trust for Historic Preservation.

Since 1980, over 2,000 programs have used the Main Street Approach, our time-tested framework for community-driven, comprehensive revitalization. The National Main Street Center conducts research to document our impact by annually collecting statistical information on the preservation, revitalization, and economic activities in local Main Street programs throughout the country.

What is Asset Mapping

Assets are what we want to keep, build upon, and sustain for future generations. Assets can be physical, concrete things like buildings such as a historic courthouse building or a natural resource like a local park or river. Assets can also be intangible like the work of an important non-profit social organization to renovate housing, or the garden club that beautifies Main Street.

Asset mapping is a positive and enjoyable approach to learning about your community. It enables you to think positively about the place in which you live, work, or play. It also challenges you to recognize how other people see and experience the same community. When people in your area map community assets you will collect:

- **an inventory of all the good things about your community**
- **a ranking of the most valued aspects of your community**
- **the reasons why people place high value on assets in your community**

Once you have this map of the valued aspects of your community, you can collectively strategize about how to build on the assets in order better understand your market as part of a sustainable and equitable downtown and/or commercial district revitalization effort. The process of asset mapping provides a critical element of district development in which community engagement of a diversity of individual viewpoints people helps to shape opportunities for the future district.

Distinctions for Downtowns and Urban Neighborhood Districts

A challenge for many place professionals is distinguishing between the area of focus and the geography of influence. No downtown district or urban neighborhood commercial district exists within a “bubble.” As such in considering assets as part of the asset mapping exercise is a critical first step is determining that area of influence.

For many small towns that might primarily include the community itself. However, if there is a large tourism destination within the region in which downtown commonly would see spill over for shopping,

then we must look at that as a critical asset even though it is geographically outside of the community. Assets don't see political or any other designated boundary.

The same can be said urban commercial districts. The first area to evaluate should be how neighborhoods define their neighborhood. Secondly consider other influences outside of the immediate neighborhood that impact the commercial district. A university, large employer, city park, cultural institution, etc. in which the district derives important activity.

Why Asset Mapping?

Over the years, many downtowns and urban commercial districts have gathered a series of data points ranging from demographics, psychographics, and sales leakage reports. While certainly an important activity for understanding market conditions, these data points fail to fully reflect market influences on your district, and thus where there may be new business, tourism, housing, recreation growth opportunities. As a result, there are opportunities to shape new partnerships or resource options, branding and marketing activities, design enhancements that reflect those assets, as well as business niches driven by key assets. For example, a river running through downtown may represent an unrealized asset that could lend itself to a new water or bike/walk trail, housing, a view for a new restaurant, music venue, etc. But collected market data alone would not show those opportunities. And given some of the complications in market data today with e-commerce sales and remote workforce for example, it's becoming ever more difficult for data to accurately reflect local conditions. Thus, asset mapping is a must have input for wholistic market understanding.

Other reason: Long-term residents may feel they know what is good about their community and will ask, why conduct an exercise? The main benefit of asset mapping is to get a common view of what is important, to affirm or broaden what you think, and to hear and appreciate the values of a diversity of others. Have a fresh perspective along with the innovative thinking that goes with getting a diversity of opinions is extremely important in establishing market understanding and thus an inclusive and equitable revitalization effort.

This coming together around common assets changes the way we think about our communities, because it unites people around a positive identity and a collective cause. We stop thinking about our needs. Although we have been brought up to consider development in terms of needs, this approach to change has major limitations. Needs approaches tend to divide people and communities. Articulating needs often becomes a competitive process in many cases and often pits communities and organizations against each other. The needs approach fragments communities rather than combines them. Government is becoming less inclined to react to needs approaches. In response, asset mapping as a process has the potential to be inclusive of all community dimensions and interests.

Approaches to Asset Mapping

According to researchers at the University of Guelph in Canada, there are three fundamentally unique approaches to community asset mapping. The first is **The Whole Assets Approach**, which considers all

the assets that are part of people’s view of their immediate community, as well as the surrounding area. The second is called **The Storytelling Approach**, which produces pieces of an interpreted history that reveal assets in the community. It identifies how assets that are often hidden or dormant can be tied together with other assets to produce additional assets. Often a story will focus from the human perspective that highlighted the individual’s vision, mission, leadership, energy, and community interests. These stories generally have a happy ending. The third is represented by **The Heritage Approach**, which is more illustrative in nature, producing a picture or diagram of those physical features, natural or built, that make the community a special place. Assets include natural heritage features such as rivers, park, trail or beach, as well as built features such as an old bridge, defunct train engine, historic building, or even a long-standing district pharmacy. Almost anything on the landscape can be part of a community’s heritage, if the people who live and work there feel it is significant to them.

Our Tool – Using the Whole Assets Approach

*Given the dynamic of downtown and urban district revitalization, NMSC recommends using the **Whole Assets Approach**. And for the purposes of this tool, the exercise is built around the concepts embodied by the **Whole Assets Approach**.*

As the name implies, the Whole Assets Approach brings a much broader approach to asset mapping. It identifies assets across a whole spectrum of possibilities. The Whole Assets Approach allows a diversity of community participants to highlight from their own perspective what they value in terms of social, economic, and physical aspects of the defined area being examined. As part of an overall market analysis process, inputs from the Whole Assets Approach can contribute to market understanding by highlighting the most important assets. As such, this prioritization of assets along with market data can facilitate the development of Transformation Strategies, which identify key business and customer niches for the downtown/district. (see Main Street Transformation Strategy Development resources at www.mainstreet.org).

The Whole Assets Approach includes all the possible assets that are normally found in any community. These are bundled into groups and named for the purpose of this process: **natural** (such as environment, parks, and water), **built** (physical things we build including infrastructure), **social** (the social aspect of living in the community, which may include clubs, social activities, gathering spaces), **economic** (jobs, large employers, tourism features, and a varied economy that people and communities draw on for their livelihoods), and **service** (such as health and educational services).

Summary Lessons on Asset Mapping

Here are some key points to remember about asset mapping:

- **Asset mapping is a positive, inclusive approach to downtown/district development.**
- **Asset mapping combines community interests and creates “common cause.”**
- **Asset mapping is easy and fun to do.**

Asset mapping has several other advantages:

- It is realistic; asset mapping starts with what you have rather than with what you don't have.
- It is a form of discovery; there are far more assets in the community than most people realize.
- It is inclusive in how it evaluates assets, including public, community, and private assets.
- It is inclusive in its participation, encouraging diverse and inclusive representation.
- Asset mapping has relevance in both rural and urban areas.

Instruction for the Asset Map Tool

The following are recommendations for completing your downtown and/or urban commercial district asset map.

Step 1: Determine Your “Area of Influence” – For a small town as mentioned it may primarily consist of the community at large and secondary regional assets in which there are known and/or potential for influence within the downtown.

Step 2: Decide if this is a group or individual exercise – There are pros and cons to either effort. With a group you can gain consensus in perhaps further steps, but there is also the risk of overt influence by a few or herd mentality to define assets. Having individuals complete on their own and submitting to the group to agglomerate within one document can offer a variety of viewpoints within undue influence by the group, however it may take additional steps and time to gain consensus as to priority assets.

TIPS: With both there is also the risk of not have a diversity of representation that truly reflects the community. It is said that innovative thinking occurs at the crossroads of people's different backgrounds and experiences. There is value in having a diversity of stakeholders contribute to the exercise. Consider traditionally underrepresented leaders from your community, new commers to the community, and perhaps representatives of pre-identified key assets.

Group Exercise:

Step 3: A common approach would be to assemble large sheets of paper on a meeting room wall and allow for participants to first use the template below to assemble their thoughts. Be sure to read the definitions off prior to ensure everyone is comfortable in understanding the terms of the Whole Assets Approach. Provide 10-15 minutes to this component.

Step 4: Have a “wall” note taker that is responsible for writing responses and go around the room segment by segment. This is likely more efficient than having everyone just shouting off what they have and ensures that all voices are heard.

Step 5: Have the facilitator consolidate like type responses to reduce the list. Be sure to capture as this list by segments will make up your Whole Asset Map

Step 6: To align around priority assets to which may facilitate the greatest opportunities for your downtown and/or commercial district, provide each stakeholder participant with 10 sticky dots. They will get 2 votes per segment. Give 5 minutes to allow for participants to consider their priorities. Have everyone come up as they are ready. The votes will simply allow for some group consensus on where

the Main Street program should analyze as priority opportunities as they seek to better understand their downtown/district market.

Individual Exercise:

Step 3: Provide each participant with this complete document including a copy of the template to which they are able to scribe their responses. Consider providing electronically so they can enter their responses directly into the template. Instruct each participant to first read through the complete document to ensure they understand the asset segments and their definitions and the importance of this exercise to understanding the downtown/district market. Finally provide them with the geographic in which you would like them to consider assets. It is recommended that you allow for 7 days to respond with the completed template.

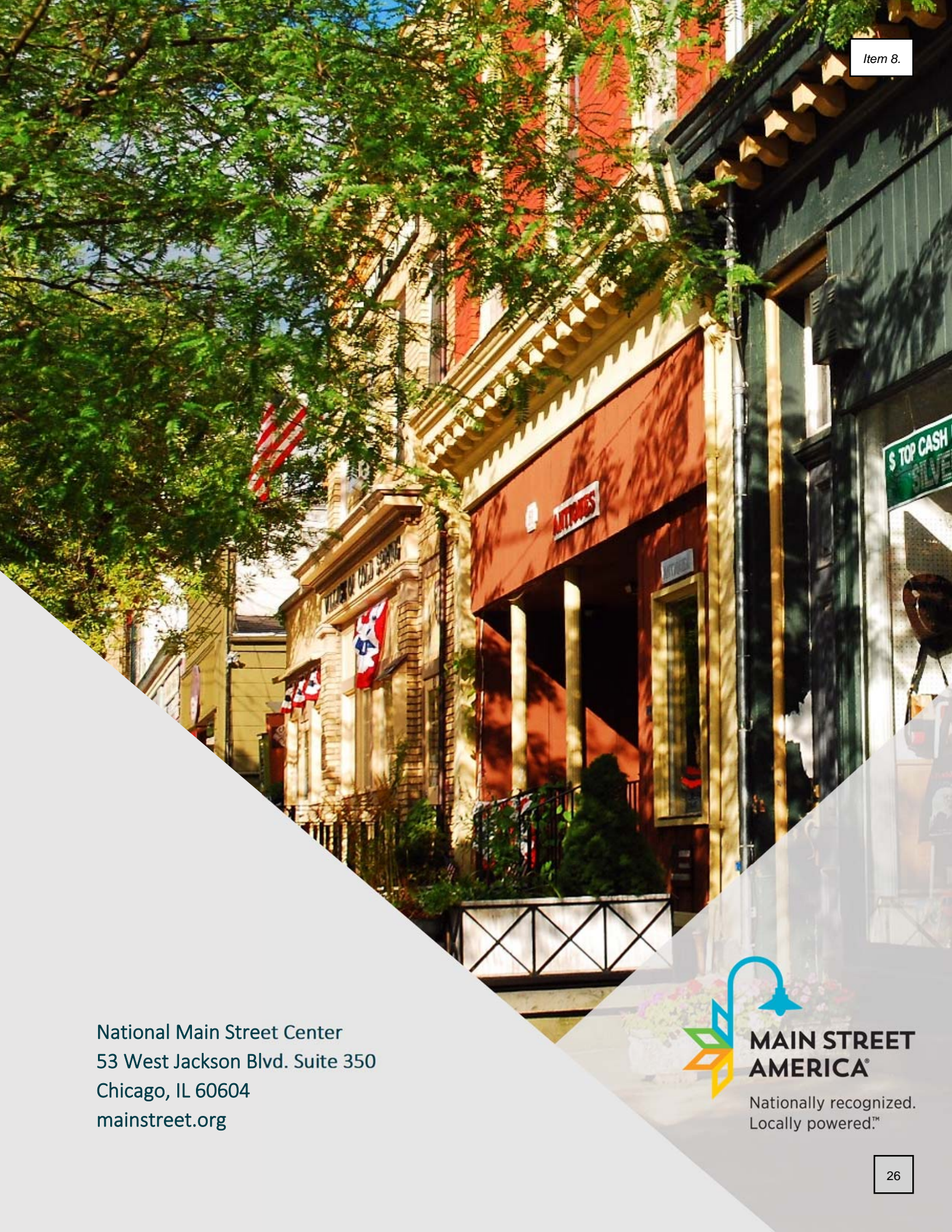
Step 4: Request that a volunteer from your organization and/or task force group agglomerate all of the responses into one document and consolidate any like type results.

Step 5: Two options –

- a. The first would be to hold a facilitated meeting with participants to prioritize the asset responses by segment. Follow Step 6 above for gaining consensus.
- b. Send via email the consolidated list back to participants. Indicate they have a total of 10 votes (2 for each of the 5 segments) and request they highlight their votes with a “star” or “yellow highlight” and email back to the lead contact. Provide 3 days for responses.

Asset Map Template

ASSET MAP EXERCISE: COMMUNITY NAME				
NATURAL	SOCIAL	BUILT	ECONOMIC	SERVICE



National Main Street Center
53 West Jackson Blvd. Suite 350
Chicago, IL 60604
mainstreet.org



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PERIOD ENDING 12/31/2022

Item 9.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	
		AMENDED BUDGET	12/31/2022	MONTH 12/31/2022	BALANCE		
		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - NA							
248-000-673-5008	FIXED ASSET CLEARING ACCOUNT	0.00	0.00	0.00		0.00	0.00
Total Dept 000 - NA		0.00	0.00	0.00		0.00	0.00
Dept 011 - PROPERTY TAXES							
248-011-402-4030	TAXES REAL OPERATING	57,815.00	91,489.76	0.00		(33,674.76)	158.25
248-011-410-4160	TAXES PERSONAL OPERATING	2,809.00	6,011.35	0.00		(3,202.35)	214.00
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	0.00	(1,662.98)	0.00		1,662.98	100.00
248-011-437-0000	TAXES IFT ACT 198	0.00	0.00	0.00		0.00	0.00
248-011-573-4159	PPT REIMBURSEMENT - STATE	0.00	0.00	0.00		0.00	0.00
Total Dept 011 - PROPERTY TAXES		60,624.00	95,838.13	0.00		(35,214.13)	158.09
Dept 023 - STATE SHARED REVENUES							
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	35,213.00	37,215.76	0.00		(2,002.76)	105.69
Total Dept 023 - STATE SHARED REVENUES		35,213.00	37,215.76	0.00		(2,002.76)	105.69
Dept 025 - COUNTY SHARED REVENUES							
248-025-588-1000	COUNTY GRANT	0.00	0.00	0.00		0.00	0.00
Total Dept 025 - COUNTY SHARED REVENUES		0.00	0.00	0.00		0.00	0.00
Dept 044 - MISCELLANEOUS REVENUE							
248-044-665-5000	INTEREST EARNED	250.00	(362.66)	0.00		612.66	(145.06)
248-044-674-0000	DONATIONS/PRIVATE CONTRIBUTIONS	0.00	1,075.00	0.00		(1,075.00)	100.00
248-044-680-6701	MISCELLANEOUS REVENUE	0.00	4.15	0.00		(4.15)	100.00
Total Dept 044 - MISCELLANEOUS REVENUE		250.00	716.49	0.00		(466.49)	286.60
Dept 048 - TRANSFERS IN							
248-048-699-0000	TRANFERS IN (FROM GEN FUND)	0.00	0.00	0.00		0.00	0.00
248-048-699-0244	TRANSFERS IN EDG	0.00	0.00	0.00		0.00	0.00
248-048-699-6000	TRANSFERS IN (FROM SAD)	0.00	0.00	0.00		0.00	0.00
Total Dept 048 - TRANSFERS IN		0.00	0.00	0.00		0.00	0.00
Dept 053 - PRIOR YEARS FUND BALANCE							
248-053-692-6970	USE OF FUND BALANCE	33,172.00	0.00	0.00		33,172.00	0.00
Total Dept 053 - PRIOR YEARS FUND BALANCE		33,172.00	0.00	0.00		33,172.00	0.00
TOTAL REVENUES		129,259.00	133,770.38	0.00		(4,511.38)	103.49
Expenditures							
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-863-729-0000	FORMS AND PRINTING	500.00	0.00	0.00		500.00	0.00

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PERIOD ENDING 12/31/2022

Item 9.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	MONTH 12/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-863-730-0000	POSTAGE	0.00	0.00	0.00	0.00	0.00
248-863-766-0000	TOOLS AND SUPPLIES	0.00	0.00	0.00	0.00	0.00
248-863-807-0000	AUDIT FEES	2,020.00	5,020.00	0.00	(3,000.00)	248.51
248-863-817-0000	EVENTS	500.00	0.00	0.00	500.00	0.00
248-863-818-0000	CONTRACTUAL SERVICES	10,000.00	0.00	0.00	10,000.00	0.00
248-863-818-0001	DDA MARKET ANALYSIS	0.00	0.00	0.00	0.00	0.00
248-863-818-5000	BLIGHT REMOVAL - SIGN GRANT PROGRAM	5,000.00	5,147.66	0.00	(147.66)	102.95
248-863-818-5001	BLIGHT REMOVAL - FACADE IMPROVEMENT	10,000.00	0.00	0.00	10,000.00	0.00
248-863-818-5002	BLIGHT PROPERTY	0.00	0.00	0.00	0.00	0.00
248-863-818-5003	BLIGHT REMOVAL - PROPERTY ACQUI	0.00	0.00	0.00	0.00	0.00
248-863-818-5004	PERM ID PROGRAM	0.00	0.00	0.00	0.00	0.00
248-863-826-0000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
248-863-826-2000	HOURLY RATE-LEGAL	0.00	0.00	0.00	0.00	0.00
248-863-832-1000	MAINTENANCE-BERM AREA	17,500.00	10,020.22	0.00	7,479.78	57.26
248-863-832-1001	MAINTENANCE - ROW TRASH	3,500.00	960.00	0.00	2,540.00	27.43
248-863-921-0000	ELECTRIC	1,000.00	174.46	0.00	825.54	17.45
248-863-944-0000	MOTOR POOL CHARGES	0.00	0.00	0.00	0.00	0.00
248-863-944-1000	DEPT OF PUBLIC SERVICES CHARGES	0.00	0.00	0.00	0.00	0.00
248-863-955-8640	CONFERENCES AND WORKSHOPS	1,500.00	0.00	0.00	1,500.00	0.00
248-863-958-0000	MEMBERSHIPS AND DUES	870.00	30.16	0.00	839.84	3.47
248-863-960-9570	SUBSCRIPTIONS AND MAGAZINES	0.00	0.00	0.00	0.00	0.00
248-863-981-0000	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
248-863-987-0000	IMPROVEMENTS	20,000.00	0.00	0.00	20,000.00	0.00
248-863-987-0001	ALLEY IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-863-987-0002	PROPERTY ACQUIS/DEMO	35,000.00	0.00	0.00	35,000.00	0.00
248-863-987-0003	PATINA PLACE - BRA STREETSCAPE IMPRVMT	0.00	0.00	0.00	0.00	0.00
248-863-987-0004	MADISON TOWN CTR - BRA ST IMPROV	0.00	0.00	0.00	0.00	0.00
248-863-987-0006	11 MILE/JOHN R ROAD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
248-863-987-0011	IMPROVEMENTS - BICYCLE RACK PROGRAM	0.00	0.00	0.00	0.00	0.00
248-863-987-0012	DDA BUSINESS GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY		107,390.00	21,352.50	0.00	86,037.50	19.88
Dept 965 - TRANSFERS OUT						
248-965-995-2272	TRANSFER TO LOCAL ST	0.00	0.00	0.00	0.00	0.00
248-965-995-4000	TRANSFER TO SAD REVOLVING	0.00	0.00	0.00	0.00	0.00
248-965-995-6000	TRANSFER TO GENERAL FUND	21,869.00	10,934.50	0.00	10,934.50	50.00
248-965-995-9991	TRANSFER TO MAJOR STREETS	0.00	0.00	0.00	0.00	0.00
248-965-998-9990	PAYING AGENT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 965 - TRANSFERS OUT		21,869.00	10,934.50	0.00	10,934.50	50.00
TOTAL EXPENDITURES		129,259.00	32,287.00	0.00	96,972.00	24.98
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		129,259.00	133,770.38	0.00	(4,511.38)	103.49
TOTAL EXPENDITURES		129,259.00	32,287.00	0.00	96,972.00	24.98
NET OF REVENUES & EXPENDITURES		0.00	101,483.38	0.00	(101,483.38)	100.00

CASH SUMMARY BY FUND FOR CITY OF MADISON HEIGHTS
FROM 07/01/2022 TO 12/14/2022
FUND: 248
CASH AND INVESTMENT ACCOUNTS

Item 9.

Fund	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 12/14/2022
248	DOWNTOWN DEVELOPMENT AUTHORITY	283,310.61	213,524.96	122,470.14	374,365.43

Downtown Development Authority of City of Madison Heights**Memorandum**

Date: Updated January 9, 2023

To: Downtown Development Authority Board Members

From: Giles Tucker, Community Development Director

Subject: Update on Ongoing Projects

1. Holiday Decoration Update

DPS has successfully installed 45 holiday lights along John R & 11 Mile Rd. We have experienced some issues with the fuses on several poles and DTE has been working on underground wiring replacements which contributed to some outages. The holiday decorations are set to run from 11/28 to 1/6 this season, which equates to around \$600 in electricity costs.

2. Trash Bins

DPS has made initial contact with a company that will repair the existing trash bins at \$150 per bin. They anticipate repair at the beginning of 2023.

3. Welcome Signs

The DPS removed the warped wood trim around the existing flower bed & welcome sign located at John R & and Progress Drive. It was mentioned that DPS intended to replace the trim area with Trex, but DPS hasn't looked for a quote for this repair. Planting is anticipated around Memorial Day.

4. Clocktower

In October, Sean showed me the control panel for the clocktower and was able to reset it after I received complaints that it was displaying an inaccurate time. Mike has brought to my attention that it is already 15min off. I will find some time to attempt to reset it again, but it likely that I will need to contact the manufacturer about repair. I have emailed Verdin Bells & Clocks the installer of the clocktower and expect to get a response this week.

5. Michigan State Extension Office- Vision Study

Earlier this summer we applied to MSUE for their Sustainable Built Environment Initiative (SBEI) could help develop a conceptual plan and visual drawings of the downtown area. This program will help provide more concrete examples of placemaking projects throughout the DDA, making it easier to compete with grants and to help solidify what improvement we should focus on in the future. Melissa, Matt and I met with Wayne Beyea from MSU on November 11th. After this meeting we expected that they would do a site visit and that we would begin planning workshops for the Spring. Unfortunately, we have not heard anything from MSU since. I will continue provide updates as I learn more.

6. Jennifer Zmarzlik Resignation from MHDDA board

Jenni Zmarzlik provided written notice of her resignation from the DDA board Friday, January 6th. She stated that she needs to take a step back, but plans to stay active as a volunteer moving forward.