

**BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY**

**BOARD OF DIRECTORS MEETING**

**Wednesday, January 10, 2024 8:15 AM**

**Berkley Public Safety - 2nd Floor Conference Room**

*MISSION: The Berkley Downtown Development Authority exists to spur economic vitality, improve the streetscape, enhance visitors' diverse experiences, and create connections to the community on Coolidge and Twelve Mile Road in downtown Berkley, Michigan.*



**AGENDA**

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
  - A. Regular Meeting Minutes of December 13, 2023
  - B. Informational Meeting Minutes of December 13, 2023
  - C. Informational Meeting Minutes of December 28, 2023
- V. **Treasurer's Report**
- VI. **Action Items**
  - A. Berkley 2024 Downtown Events Roster
- VII. **Discussion Items**
  - A. Main Street America Annual Accreditation Process, Evaluations Set for January 24, 2024
  - B. Oakland County Placemaking Funding Update, Budget Priorities for 2024
  - C. Downtown Businesses Coming, Going, Changing
  - D. Downtown Landscaping Needs and Opportunities
- VIII. **Liaison Reports**
  - A. City Council – Steve Baker
  - B. Community Development – Kristen Kapelanski
  - C. Planning Commission – Lisa Kempner
  - D. Public Works – Shawn Young and Ric Chalmers
  - E. Chamber of Commerce – Tim Murad
- IX. **Student Board Member Updates**
- X. **Board Committee Updates**
  - A. Art & Design
  - B. Business Development
  - C. Downtown Events
  - D. Marketing Strategies
  - E. Organization
  - F. West Twelve Mile
- XI. **Executive Director Updates**
- XII. **Board of Directors' Comments**
- XIII. **Public Comments**
- XIV. **Adjournment**

**MEETING MINUTES  
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING OF THE BOARD OF TRUSTEES  
Wednesday, December 13, 2023, 8:15 AM  
Berkley Public Safety, 2<sup>nd</sup> Floor, Conference Room**



I. **CALL TO ORDER:** The meeting was called to order at 8:16 AM with Executive Director Michael McGuinness presiding.

II. **ROLL CALL:**

**A. Attendance Taken and Quorum Determined**

*Present:* Matthew Baumgarten  
Donna Dirkse  
Desiree Dutcher  
Katie Forte  
Chris Gross  
Uli Laczkovich  
Matteo Passalacqua  
Ashley Poirier  
Talia Wittenberg  
Brian Zifkin

*Absent:* Tim Barnes – *excused*  
Justin Findling – *excused*  
Scott Francis – *excused*  
Andy Gilbert – *excused*

*Also present:* Steve Baker, City Council Liaison  
Kristen Kapelanski, Community Development Director  
Mike McGuinness, DDA Executive Director  
Tim Murad, Chamber of Commerce Liaison  
Ric Chalmers, Berkley DPW

III. **APPROVAL OF AGENDA:**

On motion by Dirkse and second by Poirier, the agenda was unanimously approved by the Board.

IV. **APPROVAL OF MINUTES**

**Regular Meeting of November 8, 2023**

On motion by Gross and second by Forte, the minutes of the regular meeting of November 8, 2023 were unanimously approved by the Board.

V. **TREASURER'S REPORT:**

**A. Financial Report for October, 2023**

Gross reported revenues for October, 2023 were @\$245,000, expenses @\$19,000 (mostly skeletons, events, flower baskets, regular salaries), and total revenues to date of @\$381,000, expenditures @\$84,000, leaving a net for the year of @\$296,000. The yearly audit had not been completed, and the City is bringing in a new Finance Director, so there are still some questions to be answered.

Poirier moved to receive and approve the Financial Reports for October 2023, Dirkse seconded, and the motion was unanimously approved by the Board.

**VI. ACTION ITEMS:**

There were no scheduled action items for this meeting.

**VII. DISCUSSION ITEMS**

**A. Holiday Shopping Season Promotional Initiatives Underway**

(Holiday Lights, Elf on a Store Shelf, Parade, Gazebo, Shopping Nights, Trolley, Santa)

McGuinness reported that working with the holiday lighting contractor, and at the request of Board members, color was added to this year's display, and snowflake light panels were put up around the gazebo at City Hall. Inspection revealed some lights not working, and DTE has been advised. The light poles in the district are not of consistent size (height) and style.

Some downtown businesses are installing (hiding) an elf on a shelf or a mensch on a bench. The Holiday Lights Parade enjoyed good weather and participation. The DDA increased its support from \$500 to \$1,000. Three Merry and Bright Shopping Nights are scheduled for Thursdays before Christmas. The Jolly Trolley ran 10:00 to 5:00 the previous Saturday and was crowded, with Elf McGuinness riding along all day.

Santa at the Library was visited by 309 children. It was suggested that in the future it would be good to track the number of trolley riders (easy to do with a clicker). It was also suggested to GPS track the trolley to know where it is at any given time. Santa at the Library could be changed to Saturday instead of Sunday to coincide with the Jolly Trolley rides. The Artsy Umbrella also had a Santa.

**B. Status of Recent Grant Decisions, Latest Request for 2965 W. 12 Mile Facade**

McGuinness reported that the building owner of Reware Vintage on 12 Mile will be applying for a façade grant to facilitate changes to their second story windows so that they match the lower ground floor ones. Rachel Pinch's façade renovations are progressing. The 12 Mile America's Stamp Stop is applying for a façade grant for their 2<sup>nd</sup> floor addition and may also apply for a mural grant in the future.

**C. Downtown Landscaping Needs and Opportunities**

The Downtown landscaping needs and opportunities were reviewed, including that the empty tree wells will get replacement trees in spring next year. Passalacqua suggested that the landscaping contract, which will be coming up for renewal soon, be negotiated to cover multiple years. Passalacqua suggested both north and south Robina needs landscaping attention, starting with low hanging fruit to make the spaces uniform. Forte suggested a subcommittee of Board volunteers concentrate on landscaping strategies and improvements. Chalmers noted the DPW works well with the contractor.

**VIII. LIAISON REPORTS**

**A. City Council – Steve Baker**

Baker reported their 11/30 joint work session with the Planning Commission involved zoning ordinance revisions, and public hearings will be scheduled soon. Council's last meeting included the 2<sup>nd</sup> reading of the proposed pet store ordinance; upcoming issues are repairing the community center roof and service fees for trash collection.

**B. Community Development – Kristen Kapelanski**

Kapelanski reported they have scheduled public engagement sessions about zoning ordinance revisions at the high school Collaborative Center on January 8, 17, 24, and 31. They have been meeting with the parking committee regarding the implementation and some of their recommendations. Parklet ordinance details will have their second reading at City Council.

**C. Planning Commission – Lisa Kempner**

Absent, Kapelanski reported the Commission did not meet. The agreement for the Coolidge proposed PUD is being reviewed by attorneys for the developer and the City.

**D. Public Works – Ric Chalmers**

Nothing additional to report.

**E. Chamber of Commerce – Tim Murad**

Murad reported planning is underway for 2024, including Chamber Chats. They will be bringing back evening blenders. The holiday party at Republica was well attended. They have several new Board members bringing a lot of energy to the Chamber. The Chamber donated a painting to the city that now resides at City Hall.

**IX. Closed Session**

**A. Move to Go into Closed Session to discuss Executive Director Annual Performance Review**  
At 9:02 AM, Zifkin moved to go into closed session, Passalacqua seconded, and the motion was approved unanimously by the Board.

Baumgarten moved to adjourn the closed session and reopen the regular meeting at 9:21 AM.

**B. Provide Update on Concluded Annual Performance Review, as Needed**

Passalacqua summarized next steps, after noting the review had been discussed and would be forwarded to Board members. He advised McGuinness that Board members were grateful for everything he had done and supported his work 100%. Passalacqua said he had been the most effective director in his memory.

Next, the Hiring Committee will meet with McGuinness to go over specific points in the review that they felt would make his job more structured and efficient, and then come back to the Board with their recommendations. McGuinness thanked him and the Board for the review and the opportunity to assess where they are and where they can go as well as the opportunity to work for this dynamic organization.

**X. STUDENT BOARD MEMBER UPDATES**

Wittenberg reported students are completing final assignments. McGuinness noted spring food trucks and weekly BOOKley food trucks in October are the target and will be coordinated further with the School District.

**XI. BOARD COMMITTEE UPDATES:**

**A. Art & Design Committee – Matteo Passalacqua**

Passalacqua reported that, effectively, there is no official subcommittee any more.

McGuinness noted that volunteer engagement is an essential component of Main Street, so that's something that needs attention.

**B. Business Development Committee**

No report.

**C. Downtown Events Committee**

No additional report.

**D. Marketing Strategies Committee – Ashley Poirier**

No additional report.

**E. Organization Committee – Scott Francis**

No report.

**F. West 12-Mile Committee – Brian Zifkin**

Zifkin reported bears are still in place, and he's been investigating lanterns.

**XII. EXECUTIVE DIRECTOR UPDATES**

**A.** McGuinness reported that all the RAP 2.0 placemaking applications were denied, and the next step would be for communities to apply individually to Oakland County for 40%/60% match grants using American Rescue Plan (ARPA) funds. Applications are due March 2024, and the Berkley DDA will try to identify an affordable project or improvements they could do with those 60% funds. There is \$5 million total available in grant funding.

**B.** Main Street Annual Re-Accreditation will take place in January.

**C.** Larry Gallagher retired from the School District the week prior, and McGuinness sent a tribute on behalf the DDA, where Gallagher served for many years.

**XIII. BOARD OF DIRECTORS' COMMENTS:**

Zifkin asked if the crosswalk work was completed, and McGuinness noted everything is done but the striping. Dutcher noted that cars are actually stopping for pedestrians when signaled.

Gross reported that Bombshell is looking for an off-site storage space of @800 feet and don't need refrigeration.

Forte reported the city's Beautification Committee is holding "Lighting Up Berkley" on December 21 encouraging residents to light up the neighborhoods with luminaries, and she suggested downtown businesses join in.

Poirier reported she would be unavailable during January as her family welcomes a new baby.

**XIV. PUBLIC COMMENTS:** The opportunity for public comment was offered, and no requests to comment were made at the meeting. Anyone with comments or questions is asked to e-mail them to the DDA to be answered within five business days.

**XV. Adjournment:**

The regular meeting was adjourned at 9:42 AM on motion by Passalacqua and second by Forte.

**XVI. Informational Meeting to Follow**

**BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY  
(DDA)  
PUBLIC INFORMATIONAL MEETING  
MEETING MINUTES**

**Wednesday, December 13, 2023, 10:00 AM  
Berkley Public Safety, 2<sup>nd</sup> Floor, Conference Room  
2395 Twelve Mile Rd., Berkley Michigan 48072**



*MISSION: The Berkley Downtown Development Authority exists to spur economic vitality, improve the streetscape, enhance visitors' diverse experiences, and create connections to the community on Coolidge and Twelve Mile Road in downtown Berkley, Michigan.*

- I. **CALL TO ORDER:** The meeting was called to order at 10:00 AM with Executive Director Mike McGuinness presiding.
- II. **WELCOME AND INTRODUCTIONS**  
McGuinness welcomed those in attendance.
- III. **GOALS AND DIRECTION OF AUTHORITY**
  - A. McGuinness noted the DDA's vision to improve the downtown in ways that attract more businesses and visitors and to be attuned to their needs and concerns. He envisions that if the gazebo were gussied up a bit, with some trees, it would feel more magical. He would like more spaces in Berkley to feel magical, to dial up the magic and charm.
- IV. **PROJECTS TO BE UNDERTAKEN IN THE COMING YEAR**  
Make the downtown a welcoming, magical place and continue streetscape improvements, especially in the Robina North and South areas as well as south Coolidge and west 12 Mile.
- V. **PUBLIC COMMENTS:** The opportunity for public comment was offered.
- VI. **FEEDBACK AND QUESTIONS**
  - A. Would like to see more engagement with community members and non-business people, and have younger people more involved.
  - B. More unification between all the entities, something connecting the groups and initiatives together, like the Tree Board and Beautification. Everybody's working in silos. Nobody knows what's going, and nobody knows until it's happening.
  - C. Where does that flow from? You've gotta have leadership. I think the leadership can be the DDA.
  - D. Are DDA members also on those City Boards? Not presently, in any coordinated fashion..
  - E. There's the Junior Womens'. McGuinness works with them and tries to open those lines of communication.
  - F. Marketing has a full picture of what is all going on. The City now has a communications director.
  - G. It's like there needs to be a coordinated marketing committee. There's all these little entities working on building the Berkley brand, but they're all disjointed. Maybe taking the marketing people from all the different places and have them meet, like monthly, so they're all on the same page. That's where a brand manager comes in.

H. Make the community feel like they're being heard. When they see something good, they latch onto it.

I. Having that structure (events) is extremely beneficial to businesses.

**VII. CLOSING COMMENT**

McGuinness thanked everyone for attending the meeting and noted their input was helpful moving forward.

**VIII. ADJOURNMENT:**

The meeting was adjourned at 10:31 AM

**BERKLEY DOWNTOWN  
DEVELOPMENT AUTHORITY (DDA)  
PUBLIC INFORMATIONAL MEETING  
MEETING MINUTES**

**Wednesday, December 28, 2023, 4:30 PM  
Berkley City Hall, Council Chambers  
3338 Coolidge, Berkley Michigan 48072**



*MISSION: The Berkley Downtown Development Authority exists to spur economic vitality, improve the streetscape, enhance visitors' diverse experiences, and create connections to the community on Coolidge and Twelve Mile Road in downtown Berkley, Michigan.*

- I. **CALL TO ORDER:** The meeting was called to order at 4:30 PM with DDA Executive Director Mike McGuinness facilitating.
- II. **WELCOME AND INTRODUCTIONS**  
McGuinness welcomed those in attendance.
- III. **GOALS AND DIRECTION OF AUTHORITY**  
McGuinness noted the DDA's vision to improve the downtown in ways that attract more businesses and visitors and to be attuned to their needs and concerns.
- IV. **PROJECTS TO BE UNDERTAKEN IN THE COMING YEAR**  
McGuinness presented on 2023 targeted projects.
- V. **PUBLIC COMMENTS:** The opportunity for public comment was offered.
- VI. **FEEDBACK AND QUESTIONS**  
Further Feedback and Questions were taken.
- VII. **CLOSING COMMENT**  
McGuinness thanked everyone for attending the meeting and noted their input was helpful moving forward.
- VIII. **ADJOURNMENT:**  
The meeting was adjourned at 5:00 PM.



Period Ending 12/31/2023

DEPT/ACCOUNT	DESCRIPTION	FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY	Total
<b>ASSETS</b>			
000-001-000	CASH IN BANK	529,588	529,588
000-001-002	CASH - DDA BANNER CASH		
000-004-000	CASH - IMPREST PAYROLL	(28,241)	(28,241)
000-005-000	PETTY CASH	300	300
000-026-000	DELINQUENT PPT RECEIVABLE	10,338	10,338
000-040-000	ACCOUNTS RECEIVABLE		
000-040-001	ACCOUNTS RECEIVABLE - MANUAL		
000-123-000	PREPAID EXPENSES	336	336
000-123-007	PREPAID SUNLIFE INSURANCE		
000-180-000	INVESTMENTS		
<b>TOTAL ASSETS</b>		<b>512,321</b>	<b>512,321</b>
<b>LIABILITIES</b>			
000-202-000	ACCOUNTS PAYABLE	106,035	106,035
000-202-001	ACCOUNTS PAYABLE - MANUAL	8,245	8,245
000-232-000	EMPLOYEE PENSION DEDUCTIONS-DB		
000-241-000	FICA TAXES	195	195
000-257-000	ACCRUED PAYROLL	5,011	5,011
000-259-000	ACCRUED HEALTH CARE	877	877
000-284-000	LIABILITY CONTROL		
000-285-000	UNEARNED REVENUE	10,375	10,375
<b>TOTAL LIABILITIES</b>		<b>130,738</b>	<b>130,738</b>
<b>FUND BALANCES</b>			
000-373-000	RESERVE FOR PREPAIDS		
000-389-000	RESERVE FOR BANNERS		
000-390-000	FUND BALANCE	289,858	289,858
<b>TOTAL FUND EQUITY</b>		<b>289,858</b>	<b>289,858</b>
Beginning Fund Balance		289,858	
Net of Revenues Vs Expenditures		91,725	
Ending Fund Balance		381,583	
Total Liabilities And Fund Balance		512,321	

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Revenues</b>						
Dept 001 - REVENUES						
248-001-402-000	PROPERTY TAXES	37,000.00	33,052.18	137.46	3,947.82	89.33
248-001-402-001	PROPERTY TAX CAPTURE - DDA	361,000.00	346,459.50	1,440.81	14,540.50	95.97
248-001-539-010	STATE GRANTS	10,000.00	0.00	0.00	10,000.00	0.00
248-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	14,000.00	0.00	0.00	14,000.00	0.00
248-001-665-000	INVESTMENT EARNINGS (LOSSES)	11,000.00	2,119.03	0.00	8,880.97	19.26
248-001-674-005	MERCHANDISE REVENUE	5,000.00	40.00	0.00	4,960.00	0.80
248-001-675-005	CORPORATE DONATIONS	5,000.00	0.00	0.00	5,000.00	0.00
248-001-675-814	EVENT SPONSORSHIPS	20,000.00	3,260.00	0.00	16,740.00	16.30
<b>Total Dept 001 - REVENUES</b>		<b>463,000.00</b>	<b>384,930.71</b>	<b>1,578.27</b>	<b>78,069.29</b>	<b>83.14</b>
<b>TOTAL REVENUES</b>						
<b>Total Dept 001 - REVENUES</b>		<b>463,000.00</b>	<b>384,930.71</b>	<b>1,578.27</b>	<b>78,069.29</b>	<b>83.14</b>
<b>Expenditures</b>						
Dept 252 - ACTIVE EMPLOYEE BENEFITS						
248-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	3,461.00	2,004.37	244.82	1,456.63	57.91
248-252-716-500	HEALTH CARE COSTS - BC/BS	25,682.00	0.00	0.00	25,682.00	0.00
248-252-718-000	RETIREMENT-DB MERS	26,000.00	12,854.40	2,142.40	13,145.60	49.44
<b>Total Dept 252 - ACTIVE EMPLOYEE BENEFITS</b>		<b>55,143.00</b>	<b>14,858.77</b>	<b>2,387.22</b>	<b>40,284.23</b>	<b>26.95</b>
Dept 265 - CITY HALL						
248-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00
<b>Total Dept 265 - CITY HALL</b>		<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>
Dept 722 - DDA OPERATIONS						
248-722-726-200	INTERNAL SRVC - LABOR & ADMIN	20,000.00	5,000.00	0.00	15,000.00	25.00
248-722-730-000	POSTAGE-PRINTING-MAILING	300.00	0.00	0.00	300.00	0.00
248-722-758-000	PROGRAM SUPPLIES	0.00	0.49	0.00	(0.49)	100.00
248-722-803-000	MEMBERSHIPS AND DUES	1,100.00	350.00	350.00	750.00	31.82
248-722-807-000	AUDIT SERVICES	1,800.00	0.00	0.00	1,800.00	0.00
248-722-818-205	SECRETARIAL SERVICES	2,000.00	750.00	0.00	1,250.00	37.50
248-722-824-000	LEGAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
248-722-853-000	TELEPHONE	600.00	242.45	40.45	357.55	40.41
248-722-865-000	DOWNTOWN BERKLEY PARTNERS NON PROFIT	100.00	0.00	0.00	100.00	0.00
248-722-866-000	SUBSCRIPTION SERVICES	300.00	0.00	0.00	300.00	0.00
248-722-904-000	PRINTING	300.00	0.00	0.00	300.00	0.00
<b>Total Dept 722 - DDA OPERATIONS</b>		<b>29,000.00</b>	<b>6,342.94</b>	<b>390.45</b>	<b>22,657.06</b>	<b>21.87</b>
Dept 724 - SPECIAL EVENTS						
248-724-706-000	DPW WORKERS	0.00	1,194.19	0.00	(1,194.19)	100.00
248-724-709-000	OVERTIME	0.00	107.71	0.00	(107.71)	100.00
248-724-715-000	FICA	0.00	98.80	0.00	(98.80)	100.00
248-724-758-001	BOOKLEY SKELETONS	20,000.00	15,781.00	825.00	4,219.00	78.91
248-724-817-004	DDA - EVENTS	45,000.00	21,935.34	9,497.32	23,064.66	48.75
248-724-817-005	DDA - MEDIA	0.00	2,532.15	0.00	(2,532.15)	100.00
248-724-817-015	HOLIDAY LIGHTS	50,000.00	36,057.00	36,057.00	13,943.00	72.11
248-724-940-000	EQUIPMENT RENTAL	0.00	1,600.94	0.00	(1,600.94)	100.00

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDC USED
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Expenditures</b>						
Total Dept 724 - SPECIAL EVENTS		115,000.00	79,307.13	46,379.32	35,692.87	68.96
<b>Dept 726 - MARKETING AND ADVERTISING</b>						
248-726-814-000 WEBSITE		500.00	19.99	0.00	480.01	4.00
248-726-817-002 DOWNTOWN MERCHANDISE EXPENDITURES		3,000.00	326.48	326.48	2,673.52	10.88
248-726-818-000 CONTRACTUAL SERVICES		48,000.00	12,600.00	4,200.00	35,400.00	26.25
248-726-901-000 ADVERTISING/MARKETING		17,800.00	15,634.72	3,314.79	2,165.28	87.84
248-726-901-001 MAP UPDATE & REPRINT		1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 726 - MARKETING AND ADVERTISING		70,800.00	28,581.19	7,841.27	42,218.81	40.37
<b>Dept 729 - STREETScape &amp; DESIGN</b>						
248-729-818-200 FLOWER BASKET PROGRAM		78,000.00	7,752.51	0.00	70,247.49	9.94
248-729-818-201 PUBLIC ART/PLACEMAKING		40,000.00	13,011.94	387.48	26,988.06	32.53
248-729-818-207 PEST CONTROL		500.00	200.00	40.00	300.00	40.00
248-729-972-100 FACADE GRANT INCENTIVE PROGRAM		15,000.00	10,000.00	10,000.00	5,000.00	66.67
Total Dept 729 - STREETScape & DESIGN		133,500.00	30,964.45	10,427.48	102,535.55	23.19
<b>Dept 740 - DDA ADMINISTRATION</b>						
248-740-704-000 FULL TIME EMPLOYEES		79,567.00	37,427.56	6,120.48	42,139.44	47.04
248-740-715-000 FICA		6,600.00	5,272.69	463.53	1,327.31	79.89
248-740-728-000 OFFICE SUPPLIES		500.00	224.92	0.00	275.08	44.98
248-740-817-008 BOARD TRAININGS		2,000.00	0.00	0.00	2,000.00	0.00
248-740-960-000 PROFESSIONAL DEVELOPMENT		3,000.00	559.77	36.00	2,440.23	18.66
Total Dept 740 - DDA ADMINISTRATION		91,667.00	43,484.94	6,620.01	48,182.06	47.44
<b>Dept 902 - PUBLIC IMPROVEMENT</b>						
248-902-972-200 STREETScape IMPROVEMENTS		160,000.00	89,667.24	79,165.81	70,332.76	56.04
Total Dept 902 - PUBLIC IMPROVEMENT		160,000.00	89,667.24	79,165.81	70,332.76	56.04
<b>TOTAL EXPENDITURES</b>						
		657,110.00	293,206.66	153,211.56	363,903.34	44.62
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>						
TOTAL REVENUES		463,000.00	384,930.71	1,578.27	78,069.29	83.14
TOTAL EXPENDITURES		657,110.00	293,206.66	153,211.56	363,903.34	44.62
NET OF REVENUES & EXPENDITURES		(194,110.00)	91,724.05	(151,633.29)	(285,834.05)	47.25

Period Ending 11/30/2023

DEPT/ACCOUNT	DESCRIPTION	FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY		Total
<b>ASSETS</b>				
000-001-000	CASH IN BANK	568,357		568,357
000-001-002	CASH - DDA BANNER CASH			
000-004-000	CASH - IMPREST PAYROLL	(21,413)		(21,413)
000-005-000	PETTY CASH	300		300
000-026-000	DELINQUENT PPT RECEIVABLE	10,338		10,338
000-040-000	ACCOUNTS RECEIVABLE			
000-040-001	ACCOUNTS RECEIVABLE - MANUAL			
000-123-000	PREPAID EXPENSES	336		336
000-123-007	PREPAID SUNLIFE INSURANCE			
000-180-000	INVESTMENTS			
<b>TOTAL ASSETS</b>		<b>557,918</b>		<b>557,918</b>
<b>LIABILITIES</b>				
000-202-000	ACCOUNTS PAYABLE			
000-202-001	ACCOUNTS PAYABLE - MANUAL	8,245		8,245
000-232-000	EMPLOYEE PENSION DEDUCTIONS-DB			
000-241-000	FICA TAXES	195		195
000-257-000	ACCRUED PAYROLL	5,011		5,011
000-259-000	ACCRUED HEALTH CARE	877		877
000-284-000	LIABILITY CONTROL			
000-285-000	UNEARNED REVENUE	10,375		10,375
<b>TOTAL LIABILITIES</b>		<b>24,703</b>		<b>24,703</b>
<b>FUND BALANCES</b>				
000-373-000	RESERVE FOR PREPAIDS			
000-389-000	RESERVE FOR BANNERS			
000-390-000	FUND BALANCE	289,858		289,858
<b>TOTAL FUND EQUITY</b>		<b>289,858</b>		<b>289,858</b>
Beginning Fund Balance		289,858		
Net of Revenues Vs Expenditures		243,358		
Ending Fund Balance		533,216		
Total Liabilities And Fund Balance		557,919		

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR	AVAILABLE	% BDC
		AMENDED BUDGET	YTD BALANCE			
			11/30/2023	11/30/2023	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Revenues</b>						
Dept 001 - REVENUES						
248-001-402-000	PROPERTY TAXES	37,000.00	32,914.72	97.16	4,085.28	88.96
248-001-402-001	PROPERTY TAX CAPTURE - DDA	361,000.00	345,018.69	1,018.38	15,981.31	95.57
248-001-539-010	STATE GRANTS	10,000.00	0.00	0.00	10,000.00	0.00
248-001-573-000	LOCAL COMMUNITY STABILIZATION SHARE-PPT	14,000.00	0.00	0.00	14,000.00	0.00
248-001-665-000	INVESTMENT EARNINGS (LOSSES)	11,000.00	2,119.03	0.00	8,880.97	19.26
248-001-674-005	MERCHANDISE REVENUE	5,000.00	40.00	0.00	4,960.00	0.80
248-001-675-005	CORPORATE DONATIONS	5,000.00	0.00	0.00	5,000.00	0.00
248-001-675-814	EVENT SPONSORSHIPS	20,000.00	3,260.00	0.00	16,740.00	16.30
<b>Total Dept 001 - REVENUES</b>		<b>463,000.00</b>	<b>383,352.44</b>	<b>1,115.54</b>	<b>79,647.56</b>	<b>82.80</b>
<b>TOTAL REVENUES</b>		<b>463,000.00</b>	<b>383,352.44</b>	<b>1,115.54</b>	<b>79,647.56</b>	<b>82.80</b>
<b>Expenditures</b>						
Dept 252 - ACTIVE EMPLOYEE BENEFITS						
248-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	3,461.00	1,759.55	319.66	1,701.45	50.84
248-252-716-500	HEALTH CARE COSTS - BC/BS	25,682.00	0.00	0.00	25,682.00	0.00
248-252-718-000	RETIREMENT-DB MERS	26,000.00	10,712.00	2,142.40	15,288.00	41.20
<b>Total Dept 252 - ACTIVE EMPLOYEE BENEFITS</b>		<b>55,143.00</b>	<b>12,471.55</b>	<b>2,462.06</b>	<b>42,671.45</b>	<b>22.62</b>
Dept 265 - CITY HALL						
248-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00
<b>Total Dept 265 - CITY HALL</b>		<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>
Dept 722 - DDA OPERATIONS						
248-722-726-200	INTERNAL SRVC - LABOR & ADMIN	20,000.00	5,000.00	0.00	15,000.00	25.00
248-722-730-000	POSTAGE-PRINTING-MAILING	300.00	0.00	0.00	300.00	0.00
248-722-758-000	PROGRAM SUPPLIES	0.00	0.49	0.00	(0.49)	100.00
248-722-803-000	MEMBERSHIPS AND DUES	1,100.00	0.00	0.00	1,100.00	0.00
248-722-807-000	AUDIT SERVICES	1,800.00	0.00	0.00	1,800.00	0.00
248-722-818-205	SECRETARIAL SERVICES	2,000.00	750.00	150.00	1,250.00	37.50
248-722-824-000	LEGAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
248-722-853-000	TELEPHONE	600.00	0.00	0.00	398.00	33.67
248-722-865-000	DOWNTOWN BERKLEY PARTNERS NON PROFIT	100.00	202.00	40.45	100.00	0.00
248-722-866-000	SUBSCRIPTION SERVICES	300.00	0.00	0.00	300.00	0.00
248-722-904-000	PRINTING	300.00	0.00	0.00	300.00	0.00
<b>Total Dept 722 - DDA OPERATIONS</b>		<b>29,000.00</b>	<b>5,952.49</b>	<b>190.45</b>	<b>23,047.51</b>	<b>20.53</b>
Dept 724 - SPECIAL EVENTS						
248-724-706-000	DPW WORKERS	0.00	1,194.19	0.00	(1,194.19)	100.00
248-724-709-000	OVERTIME	0.00	107.71	0.00	(107.71)	100.00
248-724-715-000	FICA	0.00	98.80	0.00	(98.80)	100.00
248-724-758-001	BOOKLEY SKELETONS	20,000.00	14,956.00	0.00	5,044.00	74.78
248-724-817-004	DDA - EVENTS	45,000.00	12,438.02	1,698.30	32,561.98	27.64
248-724-817-005	DDA - MEDIA	0.00	2,532.15	2,532.15	(2,532.15)	100.00
248-724-817-015	HOLIDAY LIGHTS	50,000.00	0.00	0.00	50,000.00	0.00
248-724-940-000	EQUIPMENT RENTAL	0.00	1,600.94	0.00	(1,600.94)	100.00

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR	AVAILABLE	% BDC
		AMENDED BUDGET	YTD BALANCE			
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Expenditures</b>						
Total Dept 724 - SPECIAL EVENTS		115,000.00	32,927.81	14,505.36	82,072.19	28.63
<b>Dept 726 - MARKETING AND ADVERTISING</b>						
248-726-814-000	WEBSITE	500.00	19.99	0.00	480.01	4.00
248-726-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	3,000.00	0.00	0.00	3,000.00	0.00
248-726-818-000	CONTRACTUAL SERVICES	48,000.00	8,400.00	8,400.00	39,600.00	17.50
248-726-901-000	ADVERTISING/MARKETING	17,800.00	12,319.93	960.00	5,480.07	69.21
248-726-901-001	MAP UPDATE & REPRINT	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 726 - MARKETING AND ADVERTISING		70,800.00	20,739.92	9,360.00	50,060.08	29.29
<b>Dept 729 - STREETScape &amp; DESIGN</b>						
248-729-818-200	FLOWER BASKET PROGRAM	78,000.00	7,752.51	0.00	70,247.49	9.94
248-729-818-201	PUBLIC ART/PLACEMAKING	40,000.00	12,624.46	10,725.82	27,375.54	31.56
248-729-818-207	PEST CONTROL	500.00	160.00	0.00	340.00	32.00
248-729-972-100	FACADE GRANT INCENTIVE PROGRAM	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 729 - STREETScape & DESIGN		133,500.00	20,536.97	10,725.82	112,963.03	15.38
<b>Dept 740 - DDA ADMINISTRATION</b>						
248-740-704-000	FULL TIME EMPLOYEES	79,567.00	31,307.08	6,120.48	48,259.92	39.35
248-740-715-000	FICA	6,600.00	4,809.16	463.54	1,790.84	72.87
248-740-728-000	OFFICE SUPPLIES	500.00	224.92	130.40	275.08	44.98
248-740-817-008	BOARD TRAININGS	2,000.00	0.00	0.00	2,000.00	0.00
248-740-960-000	PROFESSIONAL DEVELOPMENT	3,000.00	523.77	275.00	2,476.23	17.46
Total Dept 740 - DDA ADMINISTRATION		91,667.00	36,864.93	6,989.42	54,802.07	40.22
<b>Dept 902 - PUBLIC IMPROVEMENT</b>						
248-902-972-200	STREETScape IMPROVEMENTS	160,000.00	10,501.43	1,174.82	149,498.57	6.56
Total Dept 902 - PUBLIC IMPROVEMENT		160,000.00	10,501.43	1,174.82	149,498.57	6.56
<b>TOTAL EXPENDITURES</b>						
		657,110.00	139,995.10	45,407.93	517,114.90	21.30
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>						
TOTAL REVENUES		463,000.00	383,352.44	1,115.54	79,647.56	82.80
TOTAL EXPENDITURES		657,110.00	139,995.10	45,407.93	517,114.90	21.30
NET OF REVENUES & EXPENDITURES		(194,110.00)	243,357.34	(44,292.39)	(437,467.34)	125.37