

**BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING**
Wednesday, June 8, 2022
8:30 AM – 9:30 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 of May 11, 2022
- V. **Liaison Reports**
 - A. City Council – Steve Baker
 - B. Planning Commission – Lisa Kempner
 - C. Community Development – Megan Masson-Minock
 - D. Chamber of Commerce – Tim Murad
- VI. **Treasurer's Report**
- VII. **Action Items**
 - A. Ashley Poirier Board Reappointment Recommendation to City Council
 - B. June & December Mural Program Request
 - C. Nova Chiropractic Mural Program Request
 - D. Downtown Development Authority Bylaws Revision Adoption
- VIII. **Discussion Items**
 - A. Thank You to Departing Board Members Andrew Agbay, Razur Rahman
 - B. Next Downtown Block Party (Berkley Pride) on June 26
 - Hard Luck Barbershop Grand Opening in Conjunction with Block Party
 - C. American Flags Installed on Streetlights Along Coolidge, Twelve Mile
 - D. Downtown Design Guidelines Progress
 - E. Coolidge Crosswalks Activation, Enhancements Progress
 - F. Public Space at Coolidge and Catalpa Progress, Naming Determination
 - G. Grant Applications Submitted for Design Firm Technical Assistance
- IX. **Student Board Member Updates**
- X. **Board Committee Updates**
 - A. Art & Design – Matteo Passalacqua
 - Acupuncture Institute of Michigan Mural Completion
 - Berkley Public Library Door Mural Completion
 - B. Business Development – Jenna Hance
 - C. Marketing & Promotions – Ashley Poirier
 - D. Organization – Scott Francis
 - E. West Twelve Mile – Brian Zifkin
- XI. **Executive Director Updates**
 - A. Downtown Berkley Business and Real Estate Updates
 - B. Downtown Berkley Recent Media Coverage
- XII. **Board of Directors' Comments**
- XIII. **Public Comments**
- XIV. **Adjournment**

APPROVAL OF MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS FOR MAY 11, 2022



retro feel. metro appeal.

RECOMMENDATION:

MOTION TO APPROVE THE MINUTES FOR THE REGULAR MEETING OF MAY 11, 2022

BACKGROUND:

Penelope Morris has ably prepared a thorough account of the most recent meeting of the Berkley Downtown Development Authority Board of Directors, which took place on Wednesday, May 11, 2022. She shared an initial draft of minutes with Executive Director McGuinness to review for corrections, and then circulated the draft minutes to the entire Board of Directors weeks ahead of this Board Meeting.

Please advise if there are any corrections needed. Once all corrections have been made, and upon an affirmative vote by the Board of Directors approving the May 11, 2022 meeting minutes, I shall post the adopted minutes to the Downtown Development Authority's website in order for the public, as well as all of us, to access as needed in the future.

- Mike McGuinness, Executive Director. June 3, 2022.

**MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
MEETING OF THE BOARD OF TRUSTEES
Wednesday, May 11, 2022, 8:30 AM
Berkley Public Safety, 2nd Floor, Conference Room**



I. **CALL TO ORDER:** The meeting was called to order at 8:32 AM with Chair Andy Gilbert presiding.

II. **ROLL CALL:**

Present: Andrew Agbay
Tim Barnes
Erin Brick
Donna Dirkse
Andy Gilbert
Chris Gross
Jenna Hance
Ashley Poirier
Razur Rahman
Ailya Siddiqi
Garrett Wyatt
Brian Zifkin

Absent: Matthew Baumgarten – *excused* (participating via Zoom)
Scott Francis – *excused*
Matteo Passalacqua – *excused*

Also present: Steve Baker, City Council Liaison
Lisa Kempner, Planning Commission
Mike McGuinness, DDA Executive Director
Megan Masson-Minock, Community Development Liaison
Tim Murad, Chamber of Commerce Liaison

III. **APPROVAL OF AGENDA:** On motion by Brick and second by Barnes, the agenda was unanimously approved by the Board.

IV. **APPROVAL OF MINUTES**

A. Regular Meeting of April 13, 2022

On motion by Dirkse and second by Barnes, the minutes were unanimously approved by the Board.

V. **LIAISON REPORTS**

A. City Council – Steve Baker

Baker reported Council reviewed the City's annual budget line by line and commended the DDA on their fiscal approach in the face of rising inflation when belt-tightening is required. The city is required by law to have a balanced budget. The budget will be formally adopted at their next meeting. They also made several proclamations covering the upcoming weeks.

B. Planning Commission – Lisa Kempner

Kempner reported the Commission has been busy working on Design Guidelines and zoning updates, and a public hearing will be scheduled shortly. The first rendering for the apartments

behind LaSalette were presented. The BP gas station presented plans for their facelift. There will be a work session in conjunction with their regular June meeting.

Community Development – Megan Masson-Minock
Deferred.

C. Chamber of Commerce – Tim Murad

Murad reported the June Art Bash has 127 artists registered and ten sponsors. They will hold the Street Art Fest on Coolidge the third Saturday in July, and the Irish Fest is scheduled for Sept. 9. The business passes they distribute to school staff in the fall are under consideration for sales to the general public. Brick suggested participating businesses display “klings” notices in their windows. The Chamber is also getting ready for Cruise Fest. MOGO will be doing a Berkley mural bike tour.

VI. TREASURER’S REPORT:

Gross reported available revenues were \$421,000, expenditures of \$426,000 (all budgeted), and \$108,000 left for expenditures this fiscal year. Net expenditures for April were \$41,000 (anticipated tax capture taken away per the County based on assessments). The ending fund balance is \$381,000.00.

Zifkin moved to receive and accept the Treasurer’s report, Barnes seconded, and the motion was unanimously approved by the Board.

VII. ACTION ITEMS:

A. Nova Chiropractic Mural Program Request

McGuinness recommended the Board postpone action on the mural request because a rendering of the project hadn’t been received. Hance asked if there was a chance the new mural might be completed by the time of the Art Fest on Coolidge in July, and he said it was still possible.

Brick moved to postpone action on Nova Chiropractic’s mural program application, Hance seconded, and the motion was unanimously approved by the Board.

VIII. DISCUSSION ITEMS

A. Board of Directors Composition, Terms up for Renewal in 2022

McGuinness reported that terms of Agbay, Francis, Zifkin, Gross, and Poirier were expiring at the end of June. Agbay will not ask to be reappointed. Francis and Zifkin indicated their interest in returning. Gross and Poirier were currently undecided.

B. Six Months Since Executive Director’s Permanent Hiring

Baumgarten, Francis, and Gilbert convened for the Director’s six month review, and all agreed that he has met the six-month benchmarks originally established and has earned the 3% salary increase offered in his original contract. He received an unconditional endorsement to continue in the position and will be reviewed again at 12 months. Baker also offered Council’s endorsement.

C. Successful Downtown Block Party at Flipside Records

McGuinness reported the successful block party held for Flip Side’s official opening. The party had a musical focus, and Flip Side reported robust sales. Gilbert reported good crowds. McGuinness thanked Zifkin for suggesting having some events take place on Sundays. Gilbert praised the efforts of the marketing team.

D. Next Ladies Night Out on June 2nd

McGuinness reported the event will run from 5:00 to 9:00 PM.

E. Next Downtown Block Party (Berkley Pride) on June 26th

McGuinness reported some businesses will be open for the event that runs from noon to 4:00 PM at Robina and 12 Mile, and the road will be closed there with the City’s approval. Poirier reported great

response and thanked all who are helping out. Brick noted there is a sign-up going on for more volunteers.

F. Plaza Project at Coolidge and Catalpa

Gilbert reported he's seen people using the bistro seating installed and eating at the tables several times during the day. McGuinness reported the Plaza team met and selected the student art to be displayed. That art will be redistributed later for display around the downtown. The signature sculpture by the Berkley High grad is expected in the fall.

G. Streetscape Seating Enhancements

McGuinness reported that the new benches will be redistributed around the downtown and all facing the same direction. The bistro seating at the plaza will also be tried at different locations. Brick suggested Catalyst make some social media announcements about them.

H. Streetscape Landscaping and Aesthetic Enhancements

McGuinness reported that the DPW will be putting American flags on lampposts all around town for the patriotic holidays coming up. There has been discussion about partnering with Ferndale and Oak Park to use the same landscaping contractor to get better rates.

I. Bike Infrastructure Enhancements

McGuinness reported that he is proceeding gradually with bike rack ordering, in order to effectively handle the transitioning of them into place in the streetscape. He is mindful of the DPW facilities renovation project underway, as the bike racks will be delivered there and require their assembly assistance. He met with DPW Director Shawn Young, and that Director Young was very amenable to proceeding.

J. Coolidge Crosswalks Progress

McGuinness reported talks are still ongoing with the road committee. Baumgarten noted there are also issues with short staffing. The road diet issue can and should be separated from crosswalk implementation. Board members expressed impatience with the lack of progress and asked how to get the issue on City Council's agenda. There were strong suggestions that Board members show up to the following Monday's meeting to speak about crosswalks, even before it's put on Council's agenda. The DDA can send them all the information compiled to date and ask to be put on the June 6 Council meeting agenda. There is \$25,000 in the DDA budget to spend on crosswalks in 2022/23.

K. Downtown Design Guidelines Progress

Masson-Minock reported they're in front of the Planning Commission, and there will be a workshop and public hearing this summer. The Commission is reviewing numerous site plans.

IX. STUDENT BOARD MEMBER UPDATES

Wyatt reported that the spring sports teams are in full swing and doing well, and students are finishing advanced placement tests. Siddiqi reported "water wars" are underway, and everybody should watch out during the tournament. McGuinness noted exterior signage and lighting improvements at the high school.

X. BOARD COMMITTEE UPDATES:

A. Art & Design Committee – Matteo Passalacqua

In Passalacqua's absence, McGuinness reported a lot of interest around the district in having murals done. They are working with the PEA Group about design elements to be used in public spaces.

B. Business Development Committee – Jenna Hance

In Hance's absence, McGuinness reported Berkley will be the first downtown to be the target of the Oakland County Business Development and Assistance programs.

C. Marketing & Promotions Committee – Ashley Poirier

Poirier had nothing additional to report, but Gross reported that Channel 7 morning news anchor Alicia Smith, a fairly new Berkley resident, has done profiles of some Berkley businesses, including Berkley Common, and wants to pitch more Berkley business stories, and McGuinness also spoke with her.

D. Organization Committee – Scott Francis

Absent – no report.

E. West 12-Mile Improvements – Tim Barnes

Barnes said he had nothing new to report.

XI. EXECUTIVE DIRECTOR UPDATES

A. Downtown Berkley Business Arrivals, Departures, Changes

McGuinness reported on two new business ribbon cuttings, Little Lou's Hot Chicken and Flipside Records. Ribbon cuttings for Re-Do Market on 12 Mile and Casa Amado on Coolidge are coming up. Masson-Minock reported a variance was submitted for 3010 Coolidge to be a beauty parlor/salon, a site plan was submitted for a brewery/distillery at the former Sugar Kisses on Coolidge, and a business license application was submitted for a coffee shop at the former Berkley Laundry on 12 Mile. A new Indian restaurant has opened next to Republica on Coolidge. The apartment units behind LaSalette will be coming back to the Planning Commission.

McGuinness reported Tru-Fit and Pure Cure on Coolidge have moved out.

B. Downtown Berkley Recent Media Coverage Summary

Crain's did a write up on Peninsula's new location and expansion, and McGuinness also did a longer, broader interview with a *Crain's* reporter selling downtown Berkley. Catalyst lined up front page coverage on the Flip Side block party, and Mother's Day coverage of Berkley Common's menu features. He wrote a letter of support for the Master Plan, which is under consideration for an award.

XII. PUBLIC COMMENTS: The opportunity for public comment was offered, and there were no in-person requests to address the body. Gilbert asked that anyone with comments or questions e-mail them to the DDA to be answered within five business days.

XIII. BOARD OF DIRECTORS' COMMENTS:

Zifkin asked about the lot near his 12 Mile business that the City purchased with plans to turn it into a parking lot. Baumgarten noted budget constraints are responsible for the construction delay, but the house on the property will be torn down.

Poirier brought up restructuring the Marketing and Promotions committee, perhaps splitting it into the two separate functions. Brick agreed, suggesting bringing another person on and establishing separate budgets, with the possibility of paying someone to join the staff or using Catalyst more.

XIV. Adjournment:

The meeting adjourned at 10:08 AM on motion by Zifkin and second by Agbay.

TREASURER'S REPORT

MAY 2022 BALANCE SHEET, REVENUE AND EXPENDITURE REPORT FOR DDA



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RECOMMENDATION:

MOTION TO ACCEPT THE TREASURER'S REPORT

BACKGROUND:

The City of Berkley Finance Department has provided the Berkley Downtown Development Authority the Balance Sheet and Revenue and Expenditure Report for the month of May 2022. Each month they are reviewed and analyzed by DDA Board Treasurer Chris Gross, as well as by Executive Director Mike McGuinness, prior to full Board review. This month, the documents were received the day before the Board meeting, so there was limited time for Board Treasurer Gross to review it in advance, but she will provide a summary at the Board Meeting. All questions are welcomed and encouraged.

- Mike McGuinness, Executive Director. June 7, 2022.

Fund 814 DDA

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
Cash			
814-000-001-000	CASH IN BANK	379,768.01	330,064.97
814-000-004-000	CASH - IMPREST PAYROLL	0.00	(6,436.91)
814-000-005-000	PETTY CASH	300.00	300.00
Cash		<u>380,068.01</u>	<u>323,928.06</u>
Accounts Receivable			
814-000-026-000	DELINQUENT PPT RECEIVABLE	7,809.21	2,488.62
814-000-040-001	ACCOUNTS RECEIVABLE - MANUAL	26.97	0.00
Accounts Receivable		<u>7,836.18</u>	<u>2,488.62</u>
Other Assets			
Other Assets		<u>0.00</u>	<u>0.00</u>
Total Assets		<u>387,904.19</u>	<u>326,416.68</u>
*** Liabilities ***			
Accounts Payable			
814-000-202-000	ACCOUNTS PAYABLE	146.50	0.00
Accounts Payable		<u>146.50</u>	<u>0.00</u>
Liabilities-ST			
814-000-232-000	EMPLOYEE PENSION DEDUCTIONS	0.00	1,482.50
814-000-241-000	FICA TAXES	89.32	89.32
814-000-257-000	ACCRUED PAYROLL	1,167.61	1,167.61
814-000-259-000	ACCRUED HEALTH CARE	0.01	758.62
814-000-285-000	UNEARNED REVENUE	0.00	(1,586.87)
Liabilities-ST		<u>1,256.94</u>	<u>1,911.18</u>
Total Liabilities		<u>1,403.44</u>	<u>1,911.18</u>
*** Fund Balance ***			
Unassigned			
814-000-390-000	FUND BALANCE	386,500.75	386,500.75
Unassigned		<u>386,500.75</u>	<u>386,500.75</u>
Total Fund Balance		<u>386,500.75</u>	<u>386,500.75</u>
Beginning Fund Balance			386,500.75
Net of Revenues VS Expenditures			(61,995.25)
Ending Fund Balance			324,505.50
Total Liabilities And Fund Balance			326,416.68

NEWLY CREATED FUND REV AND EXP REPORT
 END BALANCE 06/30/2021
 NORM (ABNORM)

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	YTD BALANCE 05/31/2022 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BGDT USED
Fund 814 - DDA							
Revenues							
Dept 001 - REVENUES							
814-001-401-000	PROPERTY TAXES	38,505.21	37,680.00	0.00	39,273.58	(1,593.58)	104.23
814-001-401-001	PROPERTY TAX CAPTURE - DDA	302,073.83	315,000.00	0.00	332,840.02	(17,840.02)	105.66
814-001-401-850	PPT - CURRENT YR DEL	4,787.24	(2,500.00)	0.00	0.00	(2,500.00)	0.00
814-001-401-900	PROPERTY TAXES - CHARGEBACKS	0.00	0.00	0.00	(1,170.37)	1,170.37	100.00
814-001-445-000	INTEREST AND PENALTIES ON TAXE	0.00	0.00	0.00	186.58	(186.58)	100.00
814-001-539-000	STATE GRANTS	5,775.62	0.00	0.00	8,500.00	(7,000.00)	566.67
814-001-573-000	LOCAL COMMUNITY STABILIZATION	14,569.46	14,000.00	0.00	0.00	14,000.00	100.00
814-001-664-000	INVESTMENT EARNINGS	1,011.62	3,000.00	0.00	892.63	2,107.37	29.75
814-001-674-005	MERCHANDISE REVENUE	0.00	250.00	0.00	275.00	(25.00)	110.00
814-001-675-005	CORPORATE DONATIONS	0.00	0.00	0.00	47,425.93	74.07	99.84
814-001-675-117	COOPERATIVE ADVERTISING INCOME	0.00	15,000.00	0.00	0.00	15,000.00	0.00
814-001-675-814	EVENT SPONSORSHIPS	0.00	2,500.00	0.00	130.00	2,370.00	5.20
Total Dept 001 - REVENUES		366,722.98	384,930.00	0.00	428,353.37	5,576.63	98.71
TOTAL REVENUES		366,722.98	384,930.00	0.00	428,353.37	5,576.63	98.71
Expenditures							
Dept 175 - DDA ADMINISTRATION							
814-175-704-000	FULL TIME EMPLOYEES	52,856.07	69,360.00	5,769.22	60,885.14	8,474.86	87.78
814-175-715-000	FICA	4,006.47	5,306.00	436.93	4,627.03	678.97	87.20
814-175-728-000	OFFICE SUPPLIES	199.33	1,500.00	1,316.38	1,466.43	33.57	97.76
814-175-814-001	WEBSITE	225.77	0.00	0.00	0.00	0.00	0.00
814-175-817-008	BOARD TRAININGS	0.00	3,000.00	0.00	0.00	3,000.00	0.00
814-175-960-000	PROFESSIONAL DEVELOPMENT	0.00	4,000.00	147.50	732.50	3,267.50	18.31
Total Dept 175 - DDA ADMINISTRATION		57,287.64	83,166.00	7,670.03	67,711.10	15,454.90	81.42
Dept 265 - CITY HALL							
814-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX E	0.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 265 - CITY HALL		0.00	2,500.00	0.00	0.00	2,500.00	0.00
Dept 822 - DDA OPERATIONS							
814-822-727-100	INTERNAL SRVC - LABOR & ADMIN	10,000.00	10,000.00	0.00	7,500.00	2,500.00	75.00
814-822-730-000	POSTAGE-PRINTING-MAILING	0.00	300.00	98.00	98.00	202.00	32.67
814-822-803-000	MEMBERSHIPS AND DUES	937.00	1,030.00	0.00	350.00	680.00	33.98
814-822-807-000	AUDIT SERVICES	1,470.00	1,500.00	0.00	1,710.00	0.00	100.00
814-822-817-000	CONSULTANT	0.00	15,000.00	0.00	0.00	15,000.00	0.00
814-822-818-205	SECRETARIAL SERVICES	1,825.00	2,000.00	150.00	1,650.00	350.00	82.50
814-822-824-000	LEGAL SERVICES	573.75	2,500.00	0.00	0.00	2,500.00	0.00
814-822-853-000	TELEPHONE	488.17	600.00	40.42	445.29	154.71	74.22
814-822-865-000	DOWNTOWN BERKELEY PARTNERS NON	25.00	1,500.00	0.00	0.00	1,500.00	0.00
814-822-866-000	SUBSCRIPTION SERVICES	0.00	300.00	0.00	0.00	300.00	0.00
814-822-904-000	PRINTING	0.00	300.00	0.00	0.00	300.00	0.00
Total Dept 822 - DDA OPERATIONS		15,318.92	35,030.00	288.42	11,753.29	23,486.71	33.35
Dept 824 - SPECIAL EVENTS							

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKELEY
 PERIOD ENDING 05/31/2022
 & Fiscal Year Completed: 91.78

NEWLY CREATED FUND REV AND EXP REPORT

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021 NORM (ABNORM)	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	YTD BALANCE 05/31/2022 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 814 - DDA								
Expenditures								
814-824-817-004	DDA - EVENTS	746.38	14,700.00	14,700.00	597.50	15,197.49	(497.49)	103.38
814-824-817-015	HOLIDAY LIGHTS	25,001.44	30,000.00	31,000.00	0.00	32,723.03	(1,723.03)	105.56
814-824-901-000	ADVERTISING	580.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 824 - SPECIAL EVENTS		26,327.82	44,700.00	45,700.00	597.50	47,920.52	(2,220.52)	104.86
Dept 826 - MARKETING AND ADVERTISING								
814-826-814-000	WEBSITE	0.00	312.00	312.00	0.00	312.00	0.00	100.00
814-826-817-002	DOWNOWN MERCHANDISE EXPENDITC	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
814-826-818-000	CONTRACTUAL SERVICES	390.00	6,000.00	6,000.00	0.00	6,000.00	0.00	100.00
814-826-901-000	ADVERTISING/MARKETING	38,990.27	29,000.00	29,000.00	(237.53)	27,075.95	1,924.45	93.36
814-826-901-001	MAP UPDATE & REPRINT	1,390.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 826 - MARKETING AND ADVERTISING		40,770.27	38,312.00	38,312.00	(237.53)	33,387.55	4,924.45	87.15
Dept 829 - STREETScape & DESIGN								
814-829-818-000	CONTRACTUAL SERVICES	0.00	0.00	2,000.00	0.00	1,615.00	385.00	80.75
814-829-818-200	FLOWER BASKET PROGRAM	32,410.85	28,000.00	28,000.00	14,509.17	27,430.02	569.98	97.96
814-829-818-201	PUBLIC ART/PLACEMAKING	11,416.67	25,000.00	30,000.00	800.00	34,926.48	(4,926.48)	116.42
814-829-818-207	PEST CONTROL	480.00	500.00	500.00	0.00	320.00	180.00	64.00
814-829-974-001	FACADE GRANT INCENTIVE PROGRAM	12,408.00	15,000.00	15,000.00	0.00	7,862.77	7,137.23	52.42
Total Dept 829 - STREETScape & DESIGN		56,715.52	68,500.00	75,500.00	15,309.17	72,154.27	3,345.73	95.57
Dept 940 - PUBLIC IMPROVEMENT								
814-940-974-002	STREETScape IMPROVEMENTS	1,615.00	55,000.00	55,000.00	10,476.95	37,581.02	17,418.98	68.33
814-940-974-003	SIDEWALK REPAIR	0.00	25,000.00	25,000.00	0.00	17,599.48	7,400.52	70.40
814-940-974-005	WAYFINDING	71,202.75	55,000.00	60,000.00	0.00	57,943.59	2,056.41	96.57
814-940-974-007	BERKLEY PLAZA PROJECT	0.00	60,000.00	90,000.00	25,736.20	126,703.07	(36,703.07)	140.78
Total Dept 940 - PUBLIC IMPROVEMENT		72,817.75	195,000.00	230,000.00	36,213.15	239,827.16	(9,827.16)	104.27
Dept 952 - ACTIVE EMPLOYEE BENEFITS								
814-952-716-000	DENTAL/VISION/LIFE-LTD/RHCS	1,000.00	1,000.00	1,000.00	230.76	1,603.79	(603.79)	160.38
814-952-716-500	HEALTH CARE COSTS - BC/BS	9,437.65	10,300.00	10,300.00	0.00	5,050.08	5,249.92	49.03
814-952-718-000	RETIREMENT-DB MERS	25,937.17	26,520.00	26,520.00	0.00	10,940.86	15,579.14	41.26
Total Dept 952 - ACTIVE EMPLOYEE BENEFITS		36,374.82	37,820.00	37,820.00	230.76	17,594.73	20,225.27	46.52
TOTAL EXPENDITURES		305,612.74	505,028.00	548,238.00	60,071.50	490,348.62	57,889.38	89.44
Fund 814 - DDA:								
TOTAL REVENUES		366,722.98	384,930.00	433,930.00	0.00	428,353.37	5,576.63	98.71
TOTAL EXPENDITURES		305,612.74	505,028.00	548,238.00	60,071.50	490,348.62	57,889.38	89.44
NET OF REVENUES & EXPENDITURES		61,110.24	(120,098.00)	(114,308.00)	(60,071.50)	(61,995.25)	(52,312.75)	54.24
BEG. FUND BALANCE		325,390.51	386,500.75	386,500.75	0.00	386,500.75	0.00	0.00
END FUND BALANCE		386,500.75	266,402.75	272,192.75	0.00	324,505.50	47,697.25	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

PERIOD ENDING 05/31/2022
 % Fiscal Year Completed: 91.78

NEWLY CREATED FUND REV AND EXP REPORT

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021 NORM (ABNORM)	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/22 INCR (DECR)	YTD BALANCE 05/31/2022 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDCY USED
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BOARD OF DIRECTORS APPOINTMENTS

REAPPOINTMENT OF ASHLEY POIRIER AS AN AT-LARGE BOARD MEMBER



retro feel. metro appeal.

RECOMMENDATION:

MOTION TO APPROVE THE RECOMMENDATION OF ASHLEY POIRIER FOR AN AT-LARGE BOARD APPOINTMENT

BACKGROUND:

Current Board Member Ashley Poirier was appointed to the Berkley DDA Board of Directors in 2020 to fill a partial term vacancy, following Board Member Jennifer Finney leaving the Board to assume the Executive Director role. As a Board Member, Ashley has been an active, engaged, and positive change agent for the organization. She has been very involved with the Marketing and Promotions Committee and volunteers with many Downtown Berkley activities. Ashley is a Berkley resident and meets the "At-Large" requirements.

We are grateful that Ashley is willing to continue serving on the Board. Upon recommendation from the Board of Directors, the decision advances to the Berkley City Council for the appointment decision.

Two additional Board positions are soon due for appointment (one a Coolidge seat and one a Twelve Mile seat), but there were not yet applicants who met those criteria and the Organization Committee determined it was best to wait on those decisions until prospective candidates applied and were able to be interviewed.

- Mike McGuinness, Executive Director. June 3, 2022.

ACTION ITEM B

JUNE & DECEMBER MURAL REQUEST



retro feel. metro appeal.

RECOMMENDATION:

MOTION TO APPROVE JUNE & DECEMBER PROPOSED MURAL COMPOSITION AT 2670 COOLIDGE, AND AUTHORIZE MURAL EXPENSES OF \$850

BACKGROUND:

Downtown Berkley business June & December, located at 2670 Coolidge, has submitted an application for the DDA Mural Program. The DDA's Art and Design Committee has reviewed the application and proposed mural composition and recommends approval.

The business is incurring much of the expense, and is asking for \$850, which is a great return of value for that investment. Though it is the rear of the building, it will enhance the aesthetic appearance of our downtown. Approval at this juncture allows the business and the artist the possibility of working on the art installation during the Street Art Fest held along Coolidge in mid-July, or having it completed in advance of that community art celebration, if they so desired.

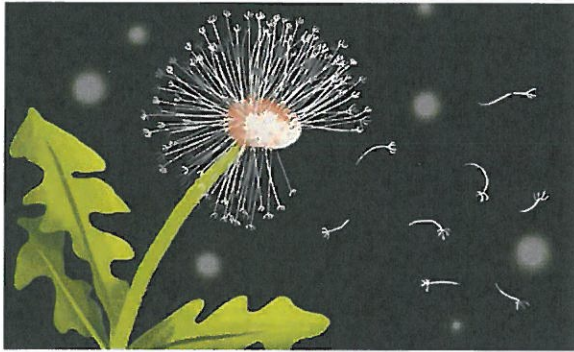
Enclosed are application materials, including the proposed mural composition rendering.

- Mike McGuinness, Executive Director. June 3, 2022.



june & december

PROPOSED MURAL COMPOSITION JUNE & DECEMBER | 2670 COOLIDGE HWG, BERKLEY, MI



SPECS : Single Dandelion 8.5'wide x 9' tall +/- 7.5' wide x 9' tall / Multi-version 40' wide x 9' tall

CHALLENGES : Pipes, utility boxes, limited space b/c of doors + windows, a dark corner. The inside of the door would also be painted so that when the door is open, the mural would stay intact. The artist would start with one dandelion per above, with the possibility of adding one or two more like the second photo.

PAINT + PROTECTIVE COATING : Acrylic Outdoor Mural Paints, Vandleguard One Ani Graffiti Coating

VIEW : West Catalpa toward BHS, across from the Berkley High School Practice Field

SAFTEY : June & December will ensure the safety of the artist at all times, and will provide a durable ladder.

ARTIST : Olivia Forte / Berkley HS student / 11th grade

FUNDING : b/c of limited space, which helped determine the design of this mural, there will be a significantly less amount of paint needed, and this being the artists' first mural we request a minimal financial support to help cover some costs of materials and time. \$850.00

CONTACT PERSON : Katie Forte / Owner / Cell : 517-230-0406

OLIVIA FORTE

SKILLS

Diverse experience with many different art mediums. Successful at blending colors and adding shadows to make artwork pop. Enjoys creative problem solving to overcome challenges in creating pieces of artwork.

OBJECTIVE

To paint a mural on the building of June & December to challenge myself and become a better artist overall.

EDUCATION

Student | Berkley High School | 2018 - Current
3.9 unweighted GPA, 4.2 weighted GPA

EXPERIENCE

Production Artist | June & December | 06.2019 - Current

Ensured products were of utmost quality and attention to detail to ensure that faulty products were not sent to customers

Stage Crew / Berkley High School

Helped build and paint large set pieces for multiple plays. Pieces include large walls, and large and small wooden structures

Berkley Street Fest Artist

Designed + Illustrated a square in limited time frame for city chalk art competition. Participated three consecutive years.



forteliv27@gmail.
com



248.339.6211

AWARDS + RECOGNITION

Regional Gold Key Award | Scholastic Art Competition

Award for Gouache painting of a forest

Berkley Street Fest

Placed 2nd place in Youth in 2021

Oakland County Student Art Show

Keyhole art piece in watercolor artwork selected and displayed.

OLIVIA FORTE
ARTWORK



Sustained Investigation
Height: 10.8 inches
Width: 10.8 inches
Material(s): I used mixed media such as alcohol markers, colored pencils, watercolor pencils, and tempera paint.
Process(es): I used an alcohol marker base for the mushroom and then used colored pencil over the top.



Sustained Investigation
Height: 8.2 inches
Width: 8.2 inches
Material(s): I used alcohol markers and colored pencils for this piece. The background is silver ink.
Process(es): First I used alcohol markers for the base layer, and then I used colored pencils to make them pop.



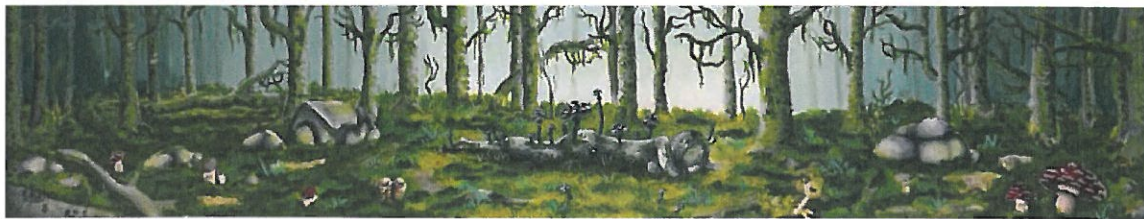
Sustained Investigation
Height: 7.75 inches
Width: 17.2 inches
Material(s): I used a thin multi-liner and watercolor paint.
Process(es): I inked the texture on the chameleon with a multi-liner and then used watercolor over the top.



Selected Works
Height: 7.5 inches
Width: 9.25 inches
Idea(s): This piece represents the idea of being locked in by anxiety with peace just out of reach.
Material(s): I used mostly watercolor and a little bit of colored pencils and white gouache for the keyhole.
Process(es): I researched gold and wood color and texture. Used several layers of watercolor to add darkness.



Materials : sidewalk chalk



Selected Works
Height: 4.5 inches
Width: 22 inches
Idea(s): This piece represents the idea of pain and decay while being surrounded by peace.
Material(s): This piece is entirely painted in gouache.
Process(es): I mixed all of the colors to my liking and layered and blended the gouache on the paper.

OLIVIA FORTE
CONCEPTUALIZING + TESTING



Sustained Investigation

Height: n/a

Width: n/a

Material(s): For planning I used a pencil to sketch and simple watercolor to test color.

Process(es): This is my planning for the keyhole piece. I sketched it and did a light wash of watercolor.



Sustained Investigation

Height: n/a

Width: n/a

Material(s): I used gouache to test colors and textures to include in my forest landscape.

Process(es): This is my planning sheet where I tested colors after I mixed them. I also tested different textures

BERKLEY DDA MURAL PROGRAM APPLICATION

Applicant Information

June & December

Name of Applicant or Sponsoring Organization

Katie Forte

katie@junedecember.com

Name of Contact Person

Email

517-230-0406

Phone

Artist Information

Olivia Forte

Artist's Name



Artist's Signature

Olivia Forte

Email

Website

6789 Tree Knoll Drive

Troy, MI 48098

Artist's Mailing Address

City/State/Zip

248-339-6211

Phone

The artist agrees that the commissioned work is a work for hire and that the DDA is the author for purposes of copyright ownership; and that the artist assigns all rights in the art, including copyrights, if any, so that the public can fully benefit from the art.

Property Information

Backside of June & December

Proposed Mural Location (building or business name)

2670 Coolidge Hwy

Street Address/Intersection

Katie + Nick Forte

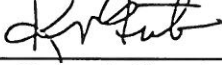
katie@junedecember.com

Property Owner's Name

Property Owner's Email

517-230-0406

Property Owner's Phone



Property Owner's Signature

June 2022

June or July 2022

Start Date

Completion Date

SUBMIT MATERIALS TO:

Jennifer Finney, Executive Director
Berkley DDA
Berkley City Hall
3338 Coolidge Hwy, Berkley, MI 48072
Email: director@downtownberkley.com

ACTION ITEM C

NOVA CHIROPRACTIC MURAL PROGRAM REQUEST



retro feel. metro appeal.

RECOMMENDATIONS:

**MOTION TO APPROVE NOVA CHIROPRACTIC PROPOSED
MURAL COMPOSITION AT 2745 COOLIDGE, AND
AUTHORIZE MURAL EXPENSES UP TO \$5,000 OR**

**MOTION TO POSTPONE NOVA CHIROPRACTIC PROPOSED
MURAL COMPOSITION AT 2745 COOLIDGE, WITH
FEEDBACK PROVIDED TO APPLICANT ON MURAL CONTENT**

BACKGROUND:

Nova Chiropractic is located at 2745 Coolidge, with a current mural on a prominent wall that had been painted by Paolo Pedini through our DDA Mural Program in past years. Unfortunately, it suffered substantial damage due to a vehicle collision and required building repairs. The business is seeking a new mural undertaken to replace the damaged mural wall.

At the previous month's Board Meeting, the mural program application was received and considered, but was postponed for one month due to no proposed mural composition included. The applicant was informed, and the artist they connected with and wish to utilize – Luna Shaaya – has since provided a proposed concept.

That proposed concept, and the returning question of the mural program application from Nova Chiropractic, is before you again. The business is hopeful they can have the mural being painted during the Berkley Street Art Fest in mid-July.

- Mike McGuinness, Executive Director. June 3, 2022.

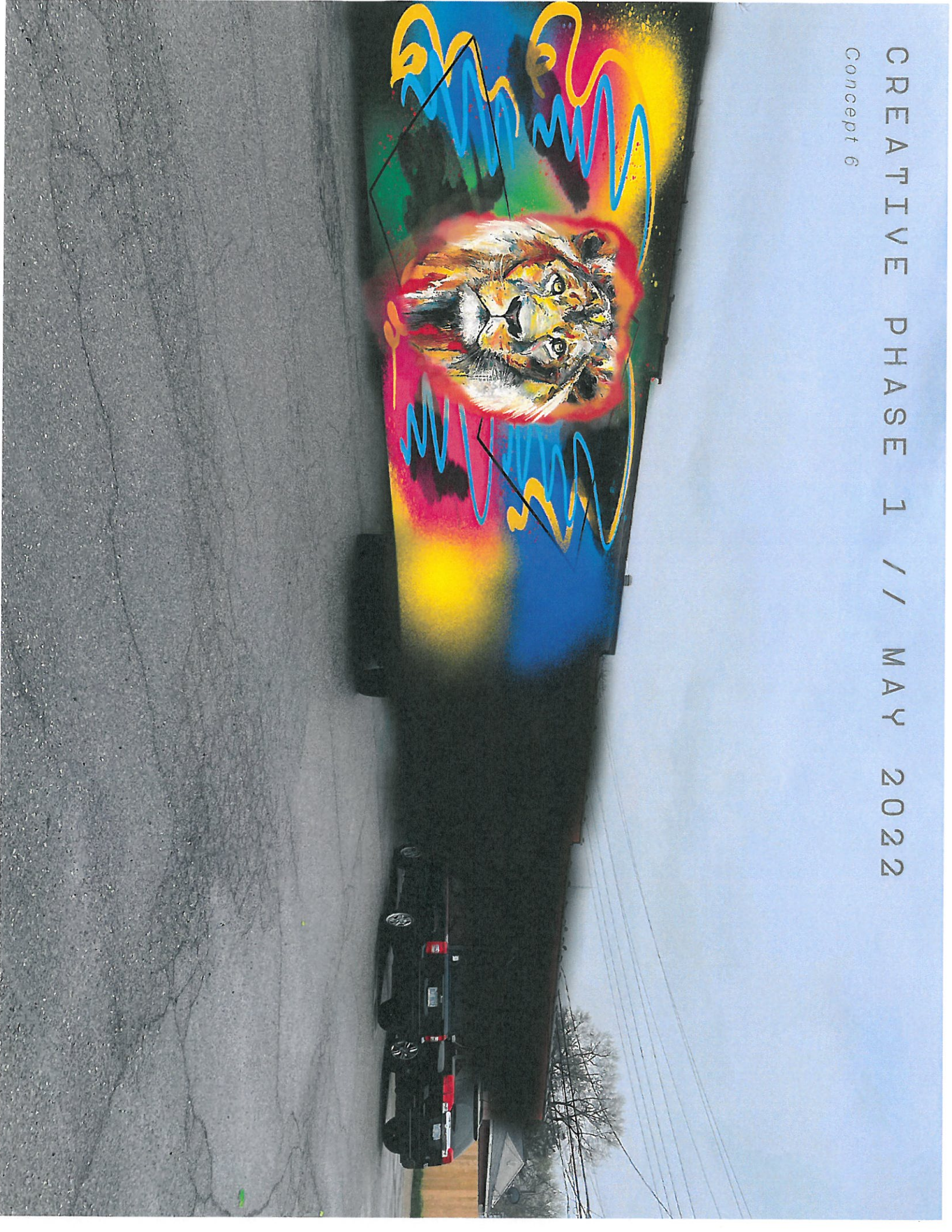
NOVA CHITROPRACTIC

LION CONCEPTS

CREATIVE PHASE 1 / / MAY 2022



CREATIVE PHASE 1 / / MAY 2022
Concept 6



ACTION ITEM D

BYLAWS REVISIONS ADOPTION



retro feel. metro appeal.

RECOMMENDATION:

MOTION TO APPROVE THE BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY BYLAWS AS REVISED

BACKGROUND:

The Bylaws are the governing document for our organization. My understanding was that the Board had reviewed and revised the Bylaws just before I had started in my role in an interim capacity. When recently reviewing past Board Minutes, however, I noticed at the June 2021 meeting the Bylaws and proposed revisions were discussed, but the vote was to postpone that decision.

Now that a year has passed, and inquiring with the Organization Committee, my sense is that those generally agreed upon revisions should be adopted, so that the work that went into them isn't lost – and so that the Bylaws can be strengthened accordingly. This does not preclude us from considering and acting upon future changes.

As required by the existing Bylaws, an affirmative two-thirds vote is required by the Board of Directors to amend the Bylaws. From there, the changes require approval by the Berkley City Council. Provided is a redlined version of the Bylaws with the proposed revisions, as well as a member from previous Executive Director Jennifer Finney, outlining the proposed changes at the time.

- Mike McGuinness, Executive Director. June 3, 2022.



BERKLEY DDA

Retro Feel. Metro Appeal.

Downtown Development Authority
3338 Coolidge Hwy.
Berkley, MI 48072
(248) 658-3353

MEMO

To: Berkley DDA Board
From: Jennifer Finney, Executive Director
Subject: Overview of Berkley DDA Amended Bylaws
Date: 5/30/2021

The DDA completed an overhaul of its outdated bylaws in 2017 – the first update in over 15 years. The Board of Directors spent several months reviewing and refining those Bylaws to create a document that supported the DDA's Strategic Plan and DDA best practices. Now with four years under its belt, the DDA'S Organization Committee and Attorney recommended additional refinements. Some of these refinements were approved by the DDA Board in August 2019, but since then, further refinements have been made.

Following is a synopsis of those updates:

- Throughout the entire bylaws, Berkley DDA Board of Directors has been changed to Board
- Article I, Sec. 1. A & B: Update Act 157 to the recently passed Public Act 57 of 2018
- Article I, Sec. C: new section to move the DDA's goals and strategic plan into bylaws instead of being an addendum
- Article II, Sec. 1. Offices: Update to clearly allow for DDA offices to be located at a location designated by the DDA Board of Directors
- Article III, Sec. 1, General Powers: Strengthen language for board appointments
- Article III, Sec. 2, Number Tenure, and Qualifications: Cleaned up verbiage to be specific with board representation among business district and residents
- Article III, Sec. 3, Selection of Board Members: strengthen language for board appointments and the DDA's role in the process; add language that the City Manager shall submit all known application to the DDA board at least two weeks prior to the DDA Board approval in June of each year; no appointments can be made to the board without review by the DDA board.
- Article III, Sec. 4, Expiration of Terms, Continuation in Offices, Reappointment, Filling Vacancies, Resignations: Strengthen language as to how appointment of new director is made
- Article III, Sec. 7, Strategic Planning Session: Updated to make the strategic planning session bi-annual instead of annual



BERKLEY DDA

Retro Feel. Metro Appeal.

Downtown Development Authority
3338 Coolidge Hwy.
Berkley, MI 48072
(248) 658-3353

MEMO

To: Berkley DDA Board

From: Jennifer Finney, Executive Director

Subject: Overview of Berkley DDA Amended By-Laws

Date: 5/30/2021

-
- Article III, Sec. 8, Regular Meetings: Updated to require that any document presented to the Board of Directors that the board will take possible action on or impacts the approved budget must be presented at least four business days in advance of a Board Meeting
 - Article IV, Sec. 2: remove "to be held in first quarter"
 - Article IV, Sec. 5: Tighten up verbiage so only Executive Director or City Manager can be authorized, not any DDA vendor
 - Article IV, Sec. 8: Update duties of Treasurer in case of the absence of an Executive Director and City Finance Director
 - Article V, Sec. 1: Update when City budget is due and to whom it is submitted
 - Article VI, Sec. 2: Allowing ED position to be both an independent contractor or City employee
 - Article VII, Sec. 2: Making sure board members are evenly placed among DDA committees
 - Article VII, Sec. 1: Tighten up verbiage so only Executive Director or City Manager can authorized, not any DDA vendor. Also added verbiage for ED to only enter into contracts without board approval for those items included in and up to an approved budget
 - Article VII, Sec. 4: Change the word "set" to "review"

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF BERKLEY
Approved with Amendments _____

BYLAWS

ARTICLE I
PURPOSE

SECTION 1 – STATEMENT OF PURPOSE AND MISSION

A. The Berkley Downtown Development Authority (the "Authority") is a community-driven organization striving to enhance the shopping experience, economic vitality and physical appearance of Coolidge Highway and Twelve-Mile Road — Berkley's traditional commercial Districts.

We strive to achieve our mission by being creative, focused, transparent, forward-thinking and engaged with our dDowntown stakeholders and community.

Also, the purposes of the Aauthority are to implement Part 2 of Public Act 57 of 2018, as amended, (the "Act"), and include, but are not limited to the correction or prevention of the deterioration in the downtown district the encouragement of historic preservation, the creation and implementation of development plans in the downtown district, and the promotion of economic growth therein.

B. The Berkley-DDA Authority Board of Directors shall have the powers set forth in Part 2 of Public Act 57 of 2018 and as supplemented or limited by Chapter 42 of the Berkley City Code.

C. The goals and strategic plan of the Authority are as follows:

1. Goals

- Improve communication and processes between City and businesses;
- Increase awareness of Downtown Berkley;
- Create a business base that will support and complement one another;
- Increase foot traffic and business sales in Downtown Berkley;
- Improve the physical and visual appearance of Downtown Berkley;
- Improve the efficiency and effectiveness of the operating board, staff and volunteers;
- To nurture community pride in and support of Downtown Berkley;
- To promote Downtown Berkley through marketing, public relations and communications strategies;
- To establish a coordinated effort among various organizations and agencies to support the revitalization of Downtown Berkley;
- To promote economic growth and increase property values in Downtown Berkley and to eliminate the causes of deterioration;

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- To enhance the image of Downtown Berkley;
- To expand and diversify the retail mix in Downtown Berkley;
- To encourage future residential development and renovation;
- To maintain and increase private sector investment and expansion;
- To encourage business excellence and quality in merchandise, services, and building appearance;

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2. Goals will be achieved by following the Annual Strategic Plan and focusing on projects that include, but are not limited to:

- Providing business resources;
- Branding, Marketing, and Communications;
- Creating a strong volunteer base with a variety of experience and expertise;
- Gathering, organizing, and providing relevant data;
- Creating annual work plans for a committee structure that includes: Business Development, Design, Marketing and Promotions, and Organization.

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ARTICLE II REGISTERED OFFICE

SECTION 1 – OFFICES

The registered office and principal place of business of the Authority shall be in the City Hall in the City of Berkley or such location as may be designated by the Board of Directors of the Authority.

ARTICLE III BOARD OF DIRECTORS

SECTION 1 – GENERAL POWERS

The Authority shall be under the supervision and control of a Board of Directors (the "Board") consisting of the City Manager and twelve (12) other Directors. The DDA Board shall make a recommendation to the City Manager regarding nominations to the Board. Members must be approved by the City Council, all in accordance with the Act.

SECTION 2 – NUMBER, TENURE, AND QUALIFICATIONS

The Directors shall be appointed for a term of four years in accordance with the City Code. In its recommendation to the City Manager, the Board shall seek to have confirmed four Directors that have an interest in property and represent business/property owners on Coolidge Highway, four Directors that have an interest in property and represent businesses/property owners on 12 Mile Road/Robina Avenue, four Directors from the community at large, and one Director shall be the Berkley City Manager,

or the City Manager's designee permitted by the Act. (with ~~At~~ at least two of ~~the~~ community at large members ~~where~~ shall be Berkley residents) and at least two shall not have an interest in property in the downtown district. The Board will give priority to and strive to have one of the at-large members be a representative from the Berkley School District, and one Director shall be the Berkley City Manager, or a designated replacement per House bill 4101 or the City Manager's designee permitted by the Act.

The Board may seat three non-voting delegates to the Berkley DDA Board who shall be: two Berkley High School students (one male and one female) appointed annually by Berkley High School Staff members; a City Council Liaison appointed annually by the Mayor of Berkley.

Directors shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

SECTION 3 – SELECTION OF BOARD MEMBERS

The ~~DDA~~ Board ~~of Directors~~ shall work with the City Manager to find qualified applicants to appoint as voting Directors of the Board, subject to approval by the City Council. The City Manager shall submit all known applications to the ~~DDA~~ Board at least two weeks prior to ~~DDA~~ Board approval in June of each year. No applicant can be appointed to the ~~DDA~~ Board without review by the ~~DDA~~ Board ~~of Directors~~. Subsequent voting Board Directors shall be appointed in the same manner as the original appointments at the expiration of each Director's term of office.

The ~~DDA~~ Board ~~of Directors~~ shall consult with the City Manager to find qualified applicants to appoint as voting Directors of the Board. The ~~Berkley DDA~~ Board ~~of Directors~~ shall recommend to the ~~Berkley~~ City Manager the best candidates for positions on the ~~Berkley DDA~~ Board ~~of Directors~~ based on the DDA's recruitment process that considers the needs of the ~~Berkley DDA~~ Board ~~of Directors~~, needs of the ~~Berkley~~ DDA and ~~the~~ DDA review of applicants. A person appointed by the ~~Berkley~~ City Manager, and approved by City Council, shall be a voting Director on the Board ~~of Directors~~ upon taking the constitutional oath of office.

SECTION 4 – EXPIRATION OF TERM; CONTINUATION IN OFFICES; REAPPOINTMENT; FILLING; VACANCIES; RESIGNATIONS

Directors whose term of office has expired shall continue to hold office until his or her successor has been appointed. If a vacancy is created by the death, resignation, or removal of a Director, a successor shall be recommended by the Board ~~of Directors~~ and appointed by the ~~Berkley~~ City Manager for the unexpired term, subject to approval of the City Council. Delivery of resignations can be done in writing either hard copy or electronically and shall be effective upon delivery to the City Manager, City Clerk, and the ~~DDA~~ Board Chair. No further action by the governing body is needed.

SECTION 5 – REMOVAL

Pursuant to notice and after an opportunity to be heard, a Director may be removed from office for neglect of duty, excessive absence, misconduct, malfeasance, or any other good cause as determined by the City Council.

SECTION 6 – CONFLICTS OF INTEREST

A Director who has a direct or indirect financial interest in any matter before the Authority shall disclose the interest prior to the Authority taking any action with respect to the matter. Said disclosure shall become a part of the record of the Authority's official proceedings. Further, any Director making such disclosure shall not be permitted to participate in the Authority's deliberation or decision relative to such matter.

SECTION 7 – STRATEGIC PLANNING SESSION

A meeting, in the form of a Strategic Planning Session, of the ~~Berkley DDA Board of Directors~~ shall be held once every two years for the purpose of strategic planning and assessment of goals and accomplishments.

SECTION 8 – REGULAR MEETINGS

Regular meetings of the ~~Berkley DDA Board of Directors~~ shall be held at such time and place, as the Board shall from time to time determine. Regular meetings shall be held, at a minimum, once per month, unless the ~~Berkley DDA Board of Directors~~ determines otherwise. Any item of interest that the ~~DDA Board of Directors~~ will take possible action on, or impacts the budget, should be submitted at least four business days in advance of the ~~Board of Directors~~ meeting.

SECTION 9 – SPECIAL MEETINGS

Special meetings of the ~~Berkley DDA Board of Directors~~ may be called by or at the request of the City Council, the Board Chairperson or any two Directors. The person or person authorized to call special meetings of the ~~Berkley DDA Board of Directors~~ may fix any place within the City of Berkley as the place for holding any special meeting of the ~~Berkley DDA Board of Directors~~ called by them.

SECTION 10 – OPEN MEETINGS ACT

Except as otherwise provided by law, all meetings shall be preceded by public notice and conducted in accordance with Public Act 267 of the Public Acts of 1976, as amended.

SECTION 11 – QUORUM AND VOTING

A majority of the Directors of the ~~Berkley Board of Directors~~ then in office shall constitute a quorum for the transaction of business. In the event that effective membership is reduced because of ~~c~~Conflict of ~~i~~Interest (Article III, Section 6), a majority of the remaining Directors of the ~~Berkley DDA Board of Directors~~ eligible to vote shall constitute a quorum for the transaction of business.

The vote of the majority members present at a meeting at which a quorum is present shall constitute the action of the ~~Berkley DDA Board of Directors~~ unless the vote of the larger number is required by statute or elsewhere in these rules.

SECTION 12 – MINUTES OF ALL MEETINGS

The draft minutes of any meeting of the ~~Berkley Board of Directors~~ will be emailed to all Directors of the ~~Berkley DDA Board of Directors~~ for their review prior to the next regularly scheduled meeting. Minutes of closed meetings shall be maintained in conformity with and shall be subject to the provisions of the Open Meetings Act, act 267 of the Public Acts of 1976, as amended.

ARTICLE IV OFFICERS

SECTION 1 – OFFICERS

The Board shall elect from its Directors the following ~~o~~Officers: a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

SECTION 2 – ELECTION AND TERM OF OFFICE

Officers of the ~~Berkley DDA Board of Directors~~ shall be elected annually by the Board at a regular meeting of the ~~Berkley DDA Board of Directors~~. If the election of officers shall not be held at the first meeting of the Fiscal year, such election shall be held within 60 days of such meeting. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified. The same person in the same office may serve a maximum of two consecutive terms. A term of office is two years. No Director shall hold more than one office at a time. An officer must be a current Board Director.

SECTION 3 – REMOVAL

An officer may be removed by a two-thirds (2/3) vote of the Board whenever in its judgment the best interest of the Authority would be served.

SECTION 4 – VACANCIES

A vacancy in any office shall be filled for its unexpired term by a majority vote of the Directors of the Board.

SECTION 5 – AUTHORIZATION

The Board may authorize ~~any officer, agent, employee, or Director~~the DDA Executive Director and/or City Manager to enter into any contract or execute and deliver any instrument in the name and on behalf of the Authority. Such authority may be general or confined to specific instances. Unless so authorized no officer, agent, employee, or member shall have any power or authority to bind the Authority by any contract or engagement or to pledge its credit or render it liable pecuniarily for any purpose or in any amount.

SECTION 6 – CHAIRPERSON

The Chairperson shall preside at all meetings of the Board and shall discharge the duties of a presiding officer. To qualify as a candidate for Chairperson in an election, the Board member must have served at least one full year on ~~the Berkley DDA~~ Board prior to such appointment.

SECTION 7 – VICE CHAIRPERSON

In the absence of the Chairperson or in the event of his / her inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers and be subject to all the restrictions of the Chairperson.

SECTION 8: – TREASURER

The Treasurer shall review and present to the ~~Berkley DDA~~ Board ~~of Directors~~ for approval all ~~Berkley DDA~~ fund and expense reports created by the Executive Director ~~of the Berkley DDA~~ or Finance Director of the City of Berkley. In the absence of the Executive Director ~~of the Berkley DDA~~, the Finance Director for the City of Berkley and the Board Treasurer will be responsible for tracking all funds, expenses, revenues and keeping the financial records of the Authority and shall sign off on all invoices for the expenditure of funds of the Authority, which have been approved by the Board. The Treasurer shall perform such other duties as may be delegated by the Board and shall furnish bond in an amount as prescribed by the Board.

SECTION 9 – SECRETARY

The Secretary shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the Treasurer. The Secretary shall attend meetings of the Board and keep a record of its proceedings, and shall perform such other duties delegated by the Board. By majority vote the Board ~~of Directors~~ can assign the responsibilities of the Secretary to another officer position if they determine that it is in their best interests to do so.

SECTION 10 – EXECUTIVE COMMITTEE MEMBERS

The Executive Committee shall be an advisory committee made up of the Chairperson, Vice-Chairperson, Secretary, Treasurer and Executive Director.

SECTION 11 – EXECUTIVE COMMITTEE RESPONSIBILITIES

The Executive Committee shall meet as necessary to discuss items to be brought before the full Board at their regularly scheduled monthly meetings for approval. The Executive Committee may discuss economic, operational and management needs for the district.

ARTICLE V
SUBMISSION OF BUDGET

SECTION 1 – BUDGET

On or before March 31 of each year, the Authority shall prepare a budget and submit it to the City Finance Director and the City Manager for transmittal to the City Council.

ARTICLE VI
EMPLOYMENT OF PERSONNEL

The ~~Berkley DDA Board of Directors~~ may employ ~~e~~City personnel or hire independent contractors as deemed necessary by the Berkley DDA Board of Directors. Such ~~e~~City personnel or independent contractors may include, but not be limited to an Executive Director, recording secretary, legal counsel, and others as necessary to achieve the goals and objectives of the ~~Berkley DDA~~.

SECTION 1 – THE EXECUTIVE DIRECTOR ROLE

The Executive Director shall report directly to the ~~Berkley DDA Board of Directors~~. The Executive Director shall supervise all other staff, contractors, and consultants of the ~~Berkley DDA~~. The Executive Director shall have the authority to spend DDA funds within the approved budget line items up to \$5,000 and up to \$7,500 for budgeted items that are approved in advance by the Board of Directors.

SECTION 2—INDEPENDENT CONTRACTOR CONTRACT & HIRING

The Executive Director may ~~be an employee of the City, or act as~~ an independent contractor ~~and sign~~with a written contract signed and approved ~~with majority support from~~by a majority of the ~~B~~board of Directors.

ARTICLE VII:
ADVISORY STANDING COMMITTEES

SECTION 1 – ADVISORY STANDING COMMITTEES

Standing committees of the ~~Berkley-DA~~ Board ~~of Directors~~ shall be the Design Committee, Business Development Committee, Marketing & Promotions Committee and the Organization Committee. These committees shall meet monthly and may be restructured or eliminated by the ~~DA~~ Board ~~of Directors~~ at any time. Additional committees may be formed if necessary to accomplish goals and objectives as outlined in the Strategic Plan.

SECTION 2 – ADVISORY STANDING COMMITTEE STRUCTURE

No more than four Berkley DDA Board members shall serve on a single committee, or such lesser amount to avoid having a majority of the Board on a committee. Each Director of the ~~Berkley-DA~~ is required to participate in at least one of the standing committees. The ~~DA~~-Executive Director shall act as a consultant to each committee without needing to be in attendance at all meetings. The committees may include outside consultants, residents of the ~~e~~City, business people and other stakeholder participants relative to the DDA district.

ARTICLE VIII: CONTRACTS, CHECKS, DEPOSITS AND FUNDS

SECTION 1 – CONTRACTS

Subject to limitations set forth in these Bylaws ~~T~~the Board may authorize the ~~chairperson, e~~Executive ~~d~~Director or the City Manager, ~~agents or agents of the Berkley-DA,~~ to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the Aauthority, and such authorization may be general or confined to specific instances. The Executive Director shall enter into contracts without further consideration by the DDA Board of Directors for those items that are included in and up to an approved budget.

SECTION 2 – CHECKS, DRAFTS, ETC.

All orders for the payment of money, notes or other evidences of indebtedness shall be signed by the ~~e~~Executive ~~d~~Director and forwarded on to the Finance Department of the City ~~of Berkley~~ for the issuance of payment. If for any reason the ~~Berkley-DA~~ establishes a bank account outside of the City of Berkley's bank account, then all checks, drafts, and orders for payment of money, notes or other evidences of indebtedness shall be co-signed by two persons of the Executive ~~Board~~Committee.

SECTION 3 – GIFTS

The Board ~~of Directors~~ may accept on behalf of the ~~Berkley-DA~~ any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the ~~Berkley-DA~~. The Executive Director

shall inform the City of Berkley of the receipt of such gifts. The identity of the donor need not be reported should the donor wish to remain anonymous.

SECTION 4 – BUDGET

The committees of the Berkley DDA shall submit proposed objectives and goals to the Berkley DDA Board of Directors each starting in December 2017 for the development of an annual budget for the next fiscal year. The Berkley DDA Board of Directors shall determine goals and objectives annually in January and February to develop and approve a budget for the fiscal year beginning the first day of July. The Berkley DDA Board of Directors shall submit an annual budget to the City of Berkley Finance Department by the end of March for inclusion in the annual budget presentation to City Council.

ARTICLE IX: FISCAL YEAR

The fiscal year of the corporation DDA shall begin on the first day of July and end the last day of June each year.

ARTICLE X: AMENDMENTS

SECTION 1: APPROVAL

These bylaws are subject to the approval of the City Council.

SECTION 2: ALTERATIONS, AMENDMENTS, REPEAL

These bylaws may be altered, amended, or repealed only by the affirmative vote of the two-thirds (2/3) of the Directors of the Board of the Authority, subject to notice and quorum requirements as set forth in these bylaws, provided, however, that any such alteration, amendment, or repeal shall require the approval of the City Council and shall be consistent with the provision and requirements of the Act.

ARTICLE XI: POLITICAL CAMPAIGN ACTIVITY

The Berkley DDA shall not expend funds of the Berkley DDA or otherwise contribute to the advocacy of any political candidate or ballot question.

ARTICLE XII:
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ~~Berkley DDA Board of Directors~~ in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ~~DDA Board of Directors~~ may adopt.

Date: Approved by:

BOARD OF DIRECTORS OF THE BERKLEY
DOWNTOWN DEVELOPMENT AUTHORITY

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Date: Approved by:

THE CITY COUNCIL OF THE CITY OF BERKLEY

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~~ADDENDUM TO BY LAWS
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY~~

~~1. Goals~~

- ~~• Improve communication and processes between city and businesses;~~
- ~~• Increase awareness of Downtown Berkley;~~
- ~~• Create a business base that will support and complement one another;~~
- ~~• Increase foot traffic and business sales in Downtown Berkley;~~
- ~~• Improve the physical and visual appearance of Downtown Berkley;~~
- ~~• Improve the efficiency and effectiveness of the operating board, staff and volunteers;~~
- ~~• To nurture community pride in and support of Downtown Berkley;~~
- ~~• To promote Downtown Berkley through marketing, public relations and communications strategies;~~
- ~~• To establish a coordinated effort among various organizations and agencies to support the revitalization of Downtown Berkley;~~

- ~~To promote economic growth and increase property values in Downtown Berkley and to eliminate the causes of deterioration;~~
- ~~To enhance the image of Downtown Berkley;~~
- ~~To expand and diversify the retail mix in Downtown Berkley;~~
- ~~To encourage future residential development and renovation;~~
- ~~To maintain and increase private sector investment and expansion;~~
- ~~To encourage business excellence and quality in merchandise, services, and building appearance;~~

~~2. Goals will be achieved by following the Annual Strategic Plan and focusing on projects that include, but are not limited to:~~

- ~~Providing business resources;~~
- ~~Branding, Marketing, and Communications;~~
- ~~Creating a strong volunteer base with a variety of experience and expertise;~~
- ~~Gathering, organizing, and providing relevant data;~~
- ~~Creating annual work plans for a committee structure that includes: Business Development, Design, Marketing and Promotions, and Organization.~~

BERKLEY Pride

**DOWNTOWN
BERKLEY** **BLOCK PARTY**

retro feel. metro appeal.

SUNDAY, JUNE 26 ■ 12-4PM

DOWNTOWN BERKLEY /// ROBINA NORTH AT 12 MILE

**DJ
ENTERTAINMENT
FOOD TRUCKS
KID CRAFTS
GAMES
COMMUNITY OUTREACH
BOOTHES**

DOWNTOWNBERKLEY.COM/BERKLEYPRIDE



**FREE
FAMILY
FUN
& FREE
PARKING**