

**BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING**

**Wednesday, July 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 (8:15 a.m.)**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Approval of Minutes (8:17 a.m.) 3 Minutes**
  - A. Regular Meeting Minutes of June 12, 2024
- V. **Treasurer's Report (8:20 a.m.) 5 Minutes**
- VI. **Action Items (8:25 a.m.) 20 Minutes**
  - A. Annual Election of Board Officers
    - i. Chairperson
    - ii. Vice Chairperson
    - iii. Secretary
    - iv. Treasurer
  - B. Guidance on Technical Assistance Grant Utilization; Website Redesign Proposed
- VII. **Discussion Items (8:45 a.m.) 20 Minutes**
  - A. Ullman's Health and Beauty Won \$10,000 Backing Small Business Grant from American Express!
  - B. Preserving Berkley Theatre Marquee and Next Steps with Building Currently Occupied by Rite Aid
  - C. Successful Third Annual Berkley Pride Block Party Held in June
  - D. Downtown Berkley Farmers Market Season Launched, Strong Trends
  - E. Berkley Chamber Presents Street Art Fest this Saturday, July 13<sup>th</sup>
  - F. Next Ladies Night Out on August 1<sup>st</sup> with Mrs. Roper Romp, Hippie Fest Tie-Ins
  - G. Berkley CruiseFest Happening Along Twelve Mile on August 16<sup>th</sup>
  - H. Irish Fest Not Taking Place This Year, per Organizers
  - I. BOOKley Season Initiatives in our Downtown this Fall
- VIII. **Liaison Reports (9:05 a.m.) 15 Minutes**
  - A. City Council – Steve Baker
  - B. Community Development – Kristen Kapelanski
  - C. Planning Commission – Lisa Kempner
  - D. Public Works – Adam Wozniak
  - E. Chamber of Commerce – Tim Murad
- IX. **Student Board Member Updates (9:20 a.m.) 3 Minutes**
- X. **Board Committee Updates (9:23 a.m.) 8 Minutes**
  - A. Art & Design – Berkley has heART Photography Contest
  - B. Business Development – New Retailers and New Restaurant News for Coolidge
  - C. Downtown Events –Berkley Pride Volunteer Appreciation, BOOKley Initial Planning Session
  - D. Marketing Strategies – Website Redesign Prospect, Depending on Board Feedback
  - E. Organization – New DDA Board Applications Incoming for Review, Recommendations
  - F. West Twelve Mile – New DDA Board Application Received from West Twelve Business
- XI. **Executive Director Updates (9:31 a.m.) 4 Minutes**
  - A. No Final Word from Oakland County Yet on Placemaking Funding Approval
- XII. **Board of Directors' Comments (9:35 a.m.) 5 Minutes**
- XIII. **Public Comments (3 Minutes Per Person)**
- XIV. **Adjournment (9:45 a.m.)**

## **APPROVAL OF MINUTES**

### **REGULAR MEETING OF THE BOARD OF DIRECTORS FOR JUNE 12, 2024**



retro feel. metro appeal.

## **RECOMMENDATION:**

### **MOTION TO APPROVE THE MINUTES FOR THE REGULAR MEETING OF JUNE 12, 2024**

## **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, June 12, 2024. She shared an initial draft of minutes with me to review for corrections, and then circulated the draft minutes to the entire Board of Directors ahead of this Board Meeting. The draft minutes are also posted and available on our Downtown Berkley website for public viewing.

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 June 12, 2024 meeting minutes, I shall post the adopted minutes to the Downtown Development Authority's website in order for the public, as well as members of this body, to access as needed in the future. A copy of the adopted minutes is also provided to the City of Berkley for their records.

- **Mike McGuinness, Executive Director. July 5, 2024.**

**MEETING MINUTES  
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING OF THE BOARD OF TRUSTEES  
Wednesday, June 12, 2024, 8:15 AM  
Berkley Public Safety, 2<sup>nd</sup> Floor, Conference Room**



- I. **CALL TO ORDER:** The meeting was called to order at 8:24 AM with Chair Matteo Passalacqua presiding.
- II. **ROLL CALL:**
  - A. **Attendance Taken and Quorum Determined**

*Present:* Katie Forte  
Nate Geinzer  
Chris Gross  
Uli Laczkovich  
Matteo Passalacqua  
Ashley Poirier

*Absent:* Donna Dirkse – *excused*  
Desiree Dutcher – *excused*  
Justin Findling – *excused*  
Scott Francis – *excused*  
Talia Wittenberg – *excused*  
Brian Zifkin – *excused*

*Also present:* Steve Baker, City Council Liaison  
Anna Grace, Resident and DDA Board Applicant  
Kristen Kapelanski, Community Development Director  
Mike McGuinness, DDA Executive Director  
Tim Murad, Chamber of Commerce Liaison  
Adam Wozniak, Berkley DPW
- III. **APPROVAL OF AGENDA:**

Laczkovich moved to approve the agenda, Geinzer seconded, and the agenda was unanimously approved by the Board.
- IV. **APPROVAL OF MINUTES**
  - A. **Regular Meeting of May 8, 2024**

On motion by Gross and second by Forte, the minutes of the regular meeting of May 8, 2024 were unanimously approved by the Board.
- V. **TREASURER'S REPORT:**
  - A. **Financial Reports for May 2024**

Gross reported revenues of @\$1,000 in May 2024 and expenses of @\$55,000, (flower program the largest expense). These included back-dated expenses. Year-to-date revenues total @\$425,000 and expenses @\$462,000. The ending fund balance as of May 2024 was @\$253,000. There is catch-up still to be done as the fiscal year ends.

Laczkovich moved to receive and approve the Treasurer's Report, Forte seconded, and the motion was unanimously approved by the Board.

**VI. ACTION ITEMS:**

**A. Approval of Holiday Lights Contract with LeClerc Display Co. \$40,962 for Winter 2024-25 Installations**

McGuinness reported that the color scheme of red-blue-green will predominate around the downtown and at the gazebo near City Hall, which the DDA added last year, large snowflakes added to the City Hall/gazebo area. The snowflakes will also be added to the Library lawn. Passalacqua asked if all the poles will be tested for working electricity, and McGuinness noted there will probably always be some that are not working properly. The DPW has received grant funding to fully upgrade downtown lights, but timing for that is uncertain Passalacqua asked for a July/August report from DPW regarding the upgrade and where it stands with DTE.

There was discussion again about the color scheme, this being the second year of using a red-blue-green combination. McGuinness noted he had been aiming for an inviting appearance with the lights. Monitoring the social media reaction this year will be helpful to decide if that was successful. Passalacqua suggested that mid-February is a little late to take the lights down, but some Board members noted if the weather is still snowy and wintry, the lights add some cheer in February.

Forte moved to approve the Holiday Lights Contract with LeClerc Display for Winter 2024-25 Installations in the amount of \$40,962.00, Poirier seconded, and the motion was unanimously approved by the Board.

**B. Adoption of Berkley Downtown Development Authority Committee Action Plan**

McGuinness included in the Board packet a Committee Action Plan listing the Board member liaisons and suggesting the focus for each committee in 2024. As the year progresses he asks that Board members, and not just the listed liaisons, provide feedback to him.

The individual committees are:

**Art & Design**

Board Liaisons: Katie Forte, Desiree Dutcher

2024 Focus: Proactively and consistently getting committee feedback on façade and mural program requests, cohesive streetlight plan of action, and flower program upgrades

**Business Development**

Board Liaisons: Chris Gross, Desiree Dutcher

2024 Focus: Convene roundtables of stakeholders, revisit and reaffirm or modify identified transformational strategies, through lens of those strategies identify needed new businesses

**Downtown Events**

Board Liaisons: Uli Laczkovich, Ash Poirier

2024 Focus: Honing the quality of events versus quantity, strengthening the planning and systems for our emerging signature annual events, solidify new sponsors for signature events

**Marketing Strategies**

Board Liaisons: Ash Poirier, Katie Forts

2024 Focus: Berkley Has heArt collaboration with Berkley Area Chamber, building a volunteer engagement process, leveraging Berkley Has heArt as the branding for it

**Organization**

Board Liaisons: Scott Francis, Donna Dirkse, Matteo Passalacqua

2024 Focus: Returning Board to full operational membership, conducting annual evaluation process of Executive Director earlier, ensuring Committee Action Plans happens annually

**West Twelve Mile**

Board Liaison: Brian Zifkin

2024 Focus: Recruiting new West Twelve Mile allies, setting regular outreach meetings, developing a framework for attainable art-focused installations and improvements

Passalacqua noted the importance of keeping the Board advised of how the individual committees are functioning and McGuinness's capacity to manage them. Since fundraising has been discussed, one of the committees could possibly assist McGuinness. McGuinness said that securing sponsors for events is one of the major challenges and that members of all the committees could take part in that effort. Gross suggested that Art and Design be focusing also on the Holiday Lights program.

Forte noted a concern about the importance of scheduling *regular* committee meetings. To his question about structure and strategic direction, McGuinness informed Geinzer that the DDA is guided by the 4-pronged strategy of Main Street America.

Poirier suggested looking into available software to manage volunteers, that could organize and sort them by interest. Francis could provide information because the school system has used software for that. McGuinness stressed focusing on improving the future functionality of the DDA structure.

Forte moved to approve the Berkley DDA Committee Action Plan, Geinzer seconded, and the motion was unanimously approved by the Board.

**VII. Discussion Items**

**A. Berkley Outdoor Social Scene (B.O.S.S.) Social District Rolled Out**

B.O.S.S. was rolled out on Friday, the day before the Art Bash, and was a success for participating businesses, particularly Amici's Pizza, that had their busiest day ever Saturday. Berkley Common and 24 Seconds have submitted their applications to the MLCC. Berkley's DPW painted the boundary markers on the walkways, and the DDA paid for signage. McGuinness received helpful feedback from other representatives at the Michigan Downtown Association workshop he had just attended about how they handle their B.O.S.S. challenges. McGuinness noted the roll-out received TV media coverage where he and other Berkley public figures were interviewed. He thanked the City Community Development Director Kristen Kapelanski and Communications Director Caitlin Flora for their assistance in launching the Social District.

**B. Downtown Berkley Farmers Markets for 2024 Launched, Continuing Weekly Through October**

June marked the start of this season's Farmers Market initiative, drawing more vendors and shoppers.

**C. Berkley Art Bash Concluded, Berkley Pride and Street Art Fest Come Next**

The Art Bash was well attended with more booths sold than ever. The weather was great for shoppers and exhibitors, with rain holding off until after close. The next big downtown events are Berkley Pride on June 23 and the Street Art Fest on July 13.

**D. Funding Requests Submitted to Oakland County, SEMCOG, Michigan Department of Transportation**

McGuinness reported both entities have received Berkley's funding request and he would keep the Board informed of their status.

**E. Grant Funding Awarded to Berkley Downtown Development Authority by AARP for Walkability Audit**

McGuinness reported they received the \$2,500 grant funding from AARP and the audit can be done by volunteers.

**F. Landscaping Enhancement Opportunities for our Downtown, Status of Downtown Flower Installations**

McGuinness reported this is one of the big expenses for the DDA, the cost for expansion of the downtown flower program approved last year. Franks notified him of a situation where the flowers they had installed became diseased and had to be replanted in the 12 Mile West beds. Passalacqua suggested that it would be desirable for only one entity, rather than a contractor and their subcontractor splitting responsibility. According to Wozniak, when Franks removed the flowers in the fall, they should have leveled the bed and instead left it mounded, at the height of the sprinkler head.

Passalacqua would like to have a better plan for managing landscaping in the downtown, better coordination between the entities and responsibilities clearly delineated. The DPW will be communicating with Franks about the current issues.

**G. Parklet Opportunity for Downtown Businesses Through the City of Berkley**

Kapelanski reported that "parklets" are now covered in the ordinance and several businesses have indicated their interest.

**VIII. LIAISON REPORTS**

**City Council – Steve Baker**

Baker reported that at their June 3 meeting Council approved joining Oak Park as an early voting partner, with Berkley providing personnel to help staff the facility. They also discussed putting a millage on the Fall ballot and decided to hold off this fall. June 19 will be formally recognized as Juneteenth. The City will host a Volunteer Appreciation Lunch June 12 (that day). He attended the Art Bash and described it as a successful and fun event for the city.

**A. Community Development – Kristen Kapelanski**

Kapelanski reported the Planning Commission recommended approval of the PUD on Coolidge, which now goes to Council for their approval. There has been discussion about having overnight on-street residential parking, with a temporary permit, single family homes only. More information is available on the website. Council and the Planning Commission will hold a joint meeting July 9 to review the zoning ordinance. They are talking with developers for a new restaurant at Beverly and Coolidge. Permitting will go online July 1. Oak Park got media coverage because they are no longer a "dry" city.

**B. Planning Commission – Lisa Kempner**

Absent – no additional report.

**C. Public Works – Adam Wozniak**

Wozniak reported having additional plugs available for the Farmers Market. The department will do additional tree trimming prior to the Pride Fest.

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

Murad reported the Art Bash was very successful and vendors appreciated the coffee and scones they received from organizers. The July Street Art Fest is their next sponsored event. The Kit Home Tour is being planned again. They are holding joint meetings with Oak Park.

On a separate note, McGuinness introduced Anna Grace, volunteer and community member who has applied to join the DDA Board. She spoke briefly about her excitement with Berkley's direction and how she loves living in the city. McGuinness also reported that the owner of America's Stamp Shop, who lives in the newly renovated business, has also applied for a seat on the Board, important because the State will require DDAs to have a district resident on their Boards.

**IX. STUDENT BOARD MEMBER UPDATES**

This is students' last day of school, and both Findling and Wittenberg had excused absences.

**X. BOARD COMMITTEE UPDATES:**

**A. Art & Design Committee**

No report.

**B. Business Development Committee**

1. *Peninsulas*. McGuinness reported the owners are closing their Berkley business and moving up north but will retain ownership of the Berkley building.
2. *EMRI*. McGuinness reported their ribbon cutting is June 12. It is a women's clothing boutique.
3. *Naka*. McGuinness reported this popular former Ferndale indie gift shop will be moving to Berkley.
4. *New Restaurant*. McGuinness reported this new French-inspired restaurant concept will be moving into the former auto parts store space on Coolidge.

**C. Downtown Events Committee**

No report.

**D. Marketing Strategies Committee**

No report.

**E. Organization Committee**

No report.

**F. West 12-Mile Committee**

No report.

**XI. EXECUTIVE DIRECTOR UPDATES**

- A.** McGuinness attended the Michigan Downtown Association Summer Workshop May 31 in Harbor Springs.

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

Geinzer reported meeting with the Holiday Lights committee (as Interim City Manager) regarding upcoming costs to be imposed on organizations holding events in the city. More details need to be worked out.

- XIII. PUBLIC COMMENTS:** The opportunity for public comment was offered, and Murad reported that there would be a Red Cross blood drive June 11. No additional 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.

**XIV. Adjournment:**

The meeting was adjourned at 9:45 AM on motion by Forte and second by Geinzer.

## **TREASURER'S REPORT**

### **JUNE 2024 BALANCE SHEETS, REVENUE AND EXPENDITURE REPORTS 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 June 2024.

These reports have been received and analyzed by DDA Board Treasurer Chris Gross, as well as by Executive Director Mike McGuinness. They are included with the meeting materials for the Board of Directors and the public at large for further review.

All questions are welcomed and encouraged.

- **Mike McGuinness, Executive Director. July 3, 2024.**



Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 06/30/2023	PERIOD ENDED 06/30/2024
*** Assets ***			
248-000-001-000	CASH IN BANK	329,433.98	239,262.52
248-000-004-000	CASH - IMPREST PAYROLL	0.00	(8,396.76)
248-000-005-000	PETTY CASH	300.00	300.00
248-000-026-000	DELINQUENT PPT RECEIVABLE	11,658.82	4,052.88
248-000-123-000	PREPAID EXPENSES	336.00	0.00
Total Assets		341,728.80	235,218.64
*** Liabilities ***			
248-000-202-000	ACCOUNTS PAYABLE	24,498.89	2,640.44
248-000-202-001	ACCOUNTS PAYABLE - MANUAL	8,244.53	8,244.53
248-000-232-000	EMPLOYEE PENSION DEDUCTIONS-DB	2,668.87	0.00
248-000-241-000	FICA TAXES	366.48	194.84
248-000-257-000	ACCRUED PAYROLL	4,839.18	5,010.82
248-000-259-000	ACCRUED HEALTH CARE	877.49	0.00
248-000-285-000	UNEARNED REVENUE	10,375.47	10,375.47
Total Liabilities		51,870.91	26,466.10
*** Fund Balance ***			
248-000-390-000	FUND BALANCE	314,861.00	289,857.89
Total Fund Balance		314,861.00	289,857.89
Beginning Fund Balance		314,861.13	289,857.89
Net of Revenues VS Expenditures		(25,003.11)	(81,105.35)
Fund Balance Adjustments		(0.13)	0.00
Ending Fund Balance		289,857.89	208,752.54
Total Liabilities And Fund Balance		341,728.80	235,218.64

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REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

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PERIOD ENDING 06/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Dept 001 - REVENUES						
248-001-402-000	PROPERTY TAXES	37,000.00	34,645.18	0.00	2,354.82	93.64
248-001-402-001	PROPERTY TAX CAPTURE - DDA	361,000.00	363,701.99	0.00	(2,701.99)	100.75
248-001-539-010	STATE GRANTS	10,000.00	7,500.00	0.00	2,500.00	75.00
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	10,347.76	0.00	652.24	94.07
248-001-674-005	MERCHANDISE REVENUE	5,000.00	2,137.48	2,097.48	2,862.52	42.75
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	9,713.90	50.00	10,286.10	48.57
Net - Dept 001 - REVENUES		463,000.00	428,046.31	2,147.48	34,953.69	
Dept 252 - ACTIVE EMPLOYEE BENEFITS						
248-252-716-000	DENTAL/VISION/LIFE-LTD/RHCS	3,461.00	3,997.17	319.66	(536.17)	115.49
248-252-716-500	HEALTH CARE COSTS - BC/BS	25,682.00	4,686.74	0.00	20,995.26	18.25
248-252-718-000	RETIREMENT-DB MERS	26,000.00	25,708.80	2,142.40	291.20	98.88
Net - Dept 252 - ACTIVE EMPLOYEE BENEFITS		(55,143.00)	(34,392.71)	(2,462.06)	(20,750.29)	
Dept 265 - CITYWIDE PROJECTS						
248-265-921-100	TRIBUNAL/BOARD OF REVIEW TAX EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00
Net - Dept 265 - CITYWIDE PROJECTS		(2,000.00)	0.00	0.00	(2,000.00)	
Dept 722 - DDA OPERATIONS						
248-722-726-200	INTERNAL SRVC - LABOR & ADMIN	20,000.00	20,000.00	5,000.00	0.00	100.00
248-722-730-000	POSTAGE-PRINTING-MAILING	300.00	0.00	0.00	300.00	0.00
248-722-803-000	MEMBERSHIPS AND DUES	1,100.00	857.25	0.00	242.75	77.93
248-722-807-000	AUDIT SERVICES	1,800.00	1,800.00	1,800.00	0.00	100.00
248-722-818-205	SECRETARIAL SERVICES	2,000.00	1,500.00	150.00	500.00	75.00
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	485.15	40.44	114.85	80.86
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	189.00	0.00	111.00	63.00
248-722-904-000	PRINTING	300.00	0.00	0.00	300.00	0.00
Net - Dept 722 - DDA OPERATIONS		(29,000.00)	(24,831.40)	(6,990.44)	(4,168.60)	
Dept 724 - SPECIAL EVENTS						
248-724-706-000	DPW WORKERS	1,195.00	2,433.62	1,239.43	(1,238.62)	203.65
248-724-709-000	OVERTIME	108.00	324.84	217.13	(216.84)	300.78
248-724-715-000	FICA	100.00	210.16	111.36	(110.16)	210.16
248-724-758-001	BOOKLEY SEASON	20,000.00	15,781.00	0.00	4,219.00	78.91
248-724-817-004	DDA - EVENTS	45,000.00	48,328.22	8,783.38	(3,328.22)	107.40
248-724-817-005	DDA - MEDIA	2,600.00	2,532.15	0.00	67.85	97.39
248-724-817-015	HOLIDAY LIGHTS	50,000.00	39,017.04	0.00	10,982.96	78.03
248-724-940-000	EQUIPMENT RENTAL	1,700.00	1,600.94	0.00	99.06	94.17
Net - Dept 724 - SPECIAL EVENTS		(120,703.00)	(110,227.97)	(10,351.30)	(10,475.03)	
Dept 726 - MARKETING AND ADVERTISING						
248-726-814-000	WEBSITE	500.00	380.48	48.00	119.52	76.10

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REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY  
 PERIOD ENDING 06/30/2024

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 06/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-726-817-002	DOWNTOWN MERCHANDISE EXPENDITURES	3,000.00	326.48	0.00	2,673.52	10.88
248-726-818-000	CONTRACTUAL SERVICES	48,000.00	45,775.00	6,800.00	2,225.00	95.36
248-726-901-000	ADVERTISING/MARKETING	17,800.00	17,680.94	49.94	119.06	99.33
248-726-901-001	MAP UPDATE & REPRINT	1,500.00	0.00	0.00	1,500.00	0.00
Net - Dept 726 - MARKETING AND ADVERTISING		(70,800.00)	(64,162.90)	(6,897.94)	(6,637.10)	
Dept 729 - STREETSCAPE & DESIGN						
248-729-818-200	FLOWER BASKET PROGRAM	78,000.00	38,052.51	0.00	39,947.49	48.79
248-729-818-201	PUBLIC ART/PLACEMAKING	40,000.00	18,998.87	1,286.93	21,001.13	47.50
248-729-818-207	PEST CONTROL	500.00	360.00	0.00	140.00	72.00
248-729-972-100	FACADE GRANT INCENTIVE PROGRAM	15,000.00	30,000.00	0.00	(15,000.00)	200.00
Net - Dept 729 - STREETSCAPE & DESIGN		(133,500.00)	(87,411.38)	(1,286.93)	(46,088.62)	
Dept 740 - DDA ADMINISTRATION						
248-740-704-000	FULL TIME EMPLOYEES	79,567.00	77,210.68	6,120.48	2,356.32	97.04
248-740-715-000	FICA	6,600.00	8,285.67	463.54	(1,685.67)	125.54
248-740-725-000	WORKERS COMPENSATION	336.00	336.00	0.00	0.00	100.00
248-740-728-000	OFFICE SUPPLIES	500.00	266.72	0.00	233.28	53.34
248-740-817-008	BOARD TRAININGS	2,000.00	18.60	0.00	1,981.40	0.93
248-740-960-000	PROFESSIONAL DEVELOPMENT	3,000.00	3,660.55	1,511.85	(660.55)	122.02
Net - Dept 740 - DDA ADMINISTRATION		(92,003.00)	(89,778.22)	(8,095.87)	(2,224.78)	
Dept 902 - PUBLIC IMPROVEMENT						
248-902-821-001	ENGINEERING - ROBINA PROJECT	0.00	3,801.78	0.00	(3,801.78)	100.00
248-902-972-200	STREETSCAPE IMPROVEMENTS	160,000.00	92,241.30	2,574.06	67,758.70	57.65
248-902-972-700	BERKLEY PLAZA PROJECT	0.00	2,304.00	804.00	(2,304.00)	100.00
Net - Dept 902 - PUBLIC IMPROVEMENT		(160,000.00)	(98,347.08)	(3,378.06)	(61,652.92)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		463,000.00	428,046.31	2,147.48	34,953.69	92.45
TOTAL EXPENDITURES		663,149.00	509,151.66	39,462.60	153,997.34	76.78
NET OF REVENUES & EXPENDITURES		(200,149.00)	(81,105.35)	(37,315.12)	(119,043.65)	40.52

## **ACTION ITEM**

### **ANNUAL ELECTION OF BOARD OFFICERS**



retro feel. metro appeal.

## **RECOMMENDATION:**

**RECEIVE NOMINATIONS FOR BOARD CHAIR, EACH OF WHICH NEED TO BE SECONDED AND ACCEPTED, HOLD A VOTE ON THAT POSITION, THEN REPEAT THE PROCESS FOR VICE CHAIR, SECRETARY, TREASURER**

## **BACKGROUND:**

The Board Officers are:

Chairperson  
Vice Chairperson  
Secretary  
Treasurer

From Article IV, Section 2, of the Berkley Downtown Development Authority Bylaws: "Officers of the Board shall be elected annually by the Board at a regular meeting of the Board. 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..."

"...No Director shall hold more than one office at a time. An officer must be a current Board Director."

**- Mike McGuinness, Executive Director. July 3, 2024.**