



FERNDALE DDA BOARD OF DIRECTORS MEETING APRIL 12, 2018

8:00 A.M. Board Meeting

Ferndale City Hall; Council Chambers
300 E. Nine Mile Rd., Ferndale, MI

AGENDA

- I. Call to Order
 - A. Roll Call
 - B. Dismissals
 - C. Consideration of Agenda
 - D. Consideration of Minutes: March 2018
- II. Consent Agenda
 - A. Financial Statement
- III. Community Reports
 - A. Chamber of Commerce
 - B. Ferndale Area District Library
- IV. Presentations:
 - A. The dot Update – Joe Gacioch, Assistant City Manager
 - B. Downtown Landscaping – Michael Patrick, www.gdetroit.com
 - C. DDA FY 18-19 Budget Presentation – Barry Hicks, DDA Executive Director and Jacki Smith, DDA Treasurer
- V. Action Item: Consideration of FY 18-19 Budget
- VI. Call to Committee Chairs, Board Members & Staff (not more than 3 minutes)
- VII. Adjournment

CALENDAR OF EVENTS

April

3rd
Design Committee 5:30pm
4th
Biz Dev Committee 5pm
5st
Executive Committee 5pm
9th
City Council 7pm – DDA
Budget Presentation
10th
**Volunteer Appreciation &
State of the City 5:30pm**
12th
DDA Board Meeting 8am
23rd
City Council 7pm
24th
Promotions 5pm

May

1st
Design Committee 5:30pm
2nd
Biz Dev Committee 5pm
3rd
Executive Committee 5pm
10th
DDA Board Meeting 8am
Main Street Awards 6pm
14th
City Council 7pm
17th
Downtown Bike Rodeo
19th
Clean the Ferndale Up
22nd
Promotions 5pm
28th
City Council 7pm

June

2nd
**Rainbow Run
Ferndale Pride**
5th
Design Committee 5:30pm
6th
Biz Dev Committee 5pm
7th
Executive Committee 5pm
11th
City Council 7pm
14th
DDA Board Meeting 8am
15th-17th
Garlic & Music Fest
21st
Get Reel
23rd
The Front Porch
25th
City Council 7pm
26th
Promotions 5pm

**FERNDALE DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
THURSDAY, MARCH 8, 2018
8:00 A.M.
FERNDALE CITY HALL
300 E. 9 MILE
FERNDALE, MI 48220**

MINUTES

I. CALL TO ORDER

A. Roll Call 8:01 a.m.

DDA Board Members Present: Dean Bach, Mindy Cupples, Jacki Smith, Greg Pawlica, Blake Scheer, Nathan Martin, PJ Jacokes, Chris Johnston, Jerome Raska

DDA Board Members Absent: Mayor/Council

Staff Present: Barry Hicks, Cindy Willcock, Torri Buback

Guests: Kathy LaPlante, National Main Street, Alex Hritcu, MSOC, April Lynch, City of Ferndale Manager and Jordan Twardy, City of Ferndale Planner

B. Dismissals: Mayor/Council

C. Approval of Agenda

Motion by Director Smith, seconded by Director Scheer to approve the agenda as presented. All Ayes, motion carries.

Director Johnston arrives at 8:02 am

Director Raska arrives at 8:05 am

D. Approval of Minutes: February 2018

Motion by Director Cupples, seconded by Director Jacokes to amend the Minutes for February 2018 - In Section V, second paragraph, end of the fifth line, fourth sentence, change Director Cupples to Councilwoman Piana.

Motion to amend February 2018 minutes as amended and presented. All Ayes, motion carries.

II. Consent Agenda

A. DDA Staff Reports

B. Financial Statement

Motion by Director Smith, seconded by Director Scheer to accept the Consent Agenda as presented. All Ayes, motion carries.

III. Community Reports

A. Chamber of Commerce

Matt Zook

Chamber Director Zook announces the Chamber has been great and he is loving the relationship with the DDA, also reporting that the BUILD event went very well. The next event is a workshop on March 21, 2018, held at the library, with the final event of a 3-part series being held on 4/4 from 5pm – 7pm. Valentine Distribution is having a ribbon cutting ceremony on March 22, 2018 to celebrate their growth and need to meet customer demand.

B. Ferndale Area District Library

Jenny Marr

Community conversations are continuing at the library, Adulting 101 is coming up, there's a waiting list and the program is going well – tonight is housekeeping and landscaping. March and April are the reading collective with a couple other communities (Oak Park and Berkley). March 21, 2018 is the First Impression workshop. Youth Services is becoming more dedicated, new equipment is coming for mobile printing and another copier. Library will be closed from 4/1 – 4/3.

IV. Easter Basket

Due March 15th

A. Parks and Recreation

The challenge has been issued from Parks and Recreation to craft an Easter Basket including items that would encapsulate each participating department's likeness. All donations are accepted in the form of gifts or monetary gifts.

V. Action Items

Barry Hicks

Presented, is a budget amendment as outlined in the Board Packet budget memo. Due to various concerns from the community regarding the cleanliness of our downtown, the budget increase will allow us to reallocate resources to provide some services for power washing, gum removal and additional trash pickup services.

Motion to approve the proposed budget amendments for Fiscal Year 2017-18 as presented and recommended by the Executive Director. All Ayes, motion carries.

VI. Call to Committee Chairs & Board Members & Staff

Councilwoman Piana is meeting with the National League of Cities' legislators on behalf of Ferndale. If there's anything we'd like her to champion, let her know.

CM Lynch announced the budget workshop with the City is done. Reviews are done with architects and park improvements are underway. The City is also looking at costs for crosswalks and restriping replacements.

ED Hicks added, Giffels, Webster, Justin Lyons and DPW talked about what it would take to work on the crosswalks. Anything outside the normal standard is a cost back to the city to do maintenance on. What else creative can we do if crosswalks are not an option?

Councilwoman Piana chimed in with her suggestion to do the crosswalks at 9 and Planavon or somewhere less traffic heavy.

ED Hicks also added Design Guidelines have been recommended for approval by the planning commission. They'll go into effect 30 days after approval, most likely on 3/26.

Deputy Director Willcock announced she posted 11 videos so far for the Faces of Ferndale, with about 16 more in the works. Main Street Oakland County awards are due at the end of this month and she is doing the Spirit of Ferndale video. Is anyone else interested in writing a nomination? She is also nominating Michael Hennes as Board Member of the Year.

Director Johnston thanked Cindy for all the great work and adds, it's nice to see the attraction of the videos. Also suggests, instead of painting the crosswalks, maybe we could plant flowers in different row colors that would give the same rainbow effect.

VII. Adjournment

Motion by Director Raska, seconded by Director Scheer to adjourn the meeting. All Ayes, meeting adjourned at 10:02 a.m.

Fund 248 Downtown Development Authority

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
248-000-001.000	Cash - Comerica Checking	0.00	0.00
248-000-026.000	Delq.Pers.Prop.Tax/Rec	27,262.37	25,842.67
248-000-029.000	Est. Uncollectable DELPP Tax	(27,262.37)	(27,262.37)
248-000-040.000	A/R - Miscellaneous	0.00	0.00
248-000-078.000	A/R - Other Govt Units	0.00	0.00
248-000-084.100	D/F Cash Fund	787,169.23	974,857.69
248-000-084.101	D/F General Fund	(22,942.22)	(22,942.22)
248-000-084.731	D/F EE Retir System	0.00	0.00
248-000-108.000	Accrued Interest Receivable	1,012.17	1,012.17
248-000-132.000	Infrastructure	1,574,005.00	1,574,005.00
248-000-133.000	Accum.Deprec.- infrastructure	(1,486,239.00)	(1,486,239.00)
248-000-136.000	Buildings	21,360.00	21,360.00
248-000-137.000	Accum.Deprec.- buildings	(1,708.80)	(1,708.80)
248-000-146.000	Equipment	50,400.00	50,400.00
248-000-147.000	Accum.Deprec.- equipment	(50,400.00)	(50,400.00)
248-000-148.000	Vehicles	23,140.00	23,140.00
248-000-149.000	Accum.Deprec.- vehicles	(23,140.00)	(23,140.00)
Total Assets		872,656.38	1,058,925.14
*** Liabilities ***			
248-000-202.000	Accounts Payable	8,396.23	0.00
248-000-206.000	Due to Customers	0.00	0.00
248-000-257.000	Wages Payable	6,377.05	8,151.28
248-000-257.100	Accrued Liability - Payroll	0.00	2,843.16
248-000-257.150	Accrued Liabilities - Health Insurance	0.00	0.00
248-000-260.000	Accrued Sick & Vacation	12,378.57	12,378.57
248-000-262.000	Flexible Benefit Plan	0.00	0.00
248-000-286.000	Deferred Revenues	0.00	0.00
Total Liabilities		27,151.85	23,373.01
*** Fund Balance ***			
248-000-390.000	Restricted	670,249.53	670,249.53
248-000-390.977	Invested in capital assets, net	175,255.00	175,255.00
Total Fund Balance		845,504.53	845,504.53
Beginning Fund Balance			845,504.53
Net of Revenues VS Expenditures			190,047.60
Ending Fund Balance			1,035,552.13
Total Liabilities And Fund Balance			1,058,925.14

User: Bhicks
DB: Ferndale

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	BALANCE		END BALANCE
		06/30/2017	2017-18	06/30/2018
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)
Fund 248 - Downtown Development Authority				
Assets				
248-000-001.000	Cash - Comerica Checking	0.00		0.00
248-000-026.000	Delq.Pers.Prop.Tax/Rec	27,262.37		25,842.67
248-000-029.000	Est. Uncollectable DELPP Tax	(27,262.37)		(27,262.37)
248-000-040.000	A/R - Miscellaneous	0.00		0.00
248-000-078.000	A/R - Other Govt Units	0.00		0.00
248-000-084.100	D/F Cash Fund	787,169.23		974,857.69
248-000-084.101	D/F General Fund	(22,942.22)		(22,942.22)
248-000-084.731	D/F EE Retir System	0.00		0.00
248-000-108.000	Accrued Interest Receivable	1,012.17		1,012.17
248-000-132.000	Infrastructure	1,574,005.00		1,574,005.00
248-000-133.000	Accum.Deprec.- infrastructure	(1,486,239.00)		(1,486,239.00)
248-000-136.000	Buildings	21,360.00		21,360.00
248-000-137.000	Accum.Deprec.- buildings	(1,708.80)		(1,708.80)
248-000-146.000	Equipment	50,400.00		50,400.00
248-000-147.000	Accum.Deprec.- equipment	(50,400.00)		(50,400.00)
248-000-148.000	Vehicles	23,140.00		23,140.00
248-000-149.000	Accum.Deprec.- vehicles	(23,140.00)		(23,140.00)
TOTAL ASSETS		872,656.38		1,058,925.14
Liabilities				
248-000-202.000	Accounts Payable	8,396.23		0.00
248-000-206.000	Due to Customers	0.00		0.00
248-000-257.000	Wages Payable	6,377.05		8,151.28
248-000-257.100	Accrued Liability - Payroll	0.00		2,843.16
248-000-257.150	Accrued Liabilities - Health Insurance	0.00		0.00
248-000-260.000	Accrued Sick & Vacation	12,378.57		12,378.57
248-000-262.000	Flexible Benefit Plan	0.00		0.00
248-000-286.000	Deferred Revenues	0.00		0.00
TOTAL LIABILITIES		27,151.85		23,373.01
Fund Equity				
248-000-390.000	Restricted	622,576.17		670,249.53
248-000-390.977	Invested in capital assets, net	175,255.00		175,255.00
TOTAL FUND EQUITY		797,831.17		845,504.53
Revenues				
248-000-402.000	Property taxes	450,411.46	418,400.00	375,894.59
248-000-402.001	Property Taxes - personal	0.00	0.00	0.00
248-000-402.005	Property Taxes - Loss in Change of PPT	0.00	0.00	0.00
248-000-402.200	Reimbursement for PPT Loss	0.00	0.00	28,765.00
248-000-403.100	Property Tax Chargebacks	9,606.89	0.00	0.00
248-000-404.000	Voted Property taxes	56,208.72	56,000.00	49,814.77
248-000-404.001	Voted Property taxes - personal	0.00	0.00	0.00
248-000-523.000	Federal grant	0.00	0.00	0.00
248-000-545.000	State grant	0.00	3,000.00	0.00
248-000-550.010	State PPT Loss Reimbursement	0.00	0.00	2,060.50
248-000-610.000	Participation fees	0.00	0.00	0.00
248-000-665.000	Interest income	7,620.72	0.00	0.00
248-000-675.000	Contributions	18,359.19	25,000.00	15,465.00
248-000-675.500	Contributions - DDA - Public Art	4,925.00	1,000.00	22.00
248-000-676.101	General Fund contrb.	0.00	0.00	0.00
248-000-695.000	Miscellaneous income	0.00	0.00	0.00
248-000-698.000	Net unrealized gains	(11,061.45)	0.00	0.00
248-000-699.661	Transfer In from Motor Pool	0.00	0.00	0.00
248-000-699.677	Transfer In from HR Fund	0.00	0.00	0.00
TOTAL REVENUES		536,070.53	503,400.00	472,021.86
Expenditures				
248-000-706.000	Full Time Personnel	132,324.90	151,744.00	112,405.95
248-000-707.000	Part-Time Personnel	0.00	0.00	0.00
248-000-709.000	Overtime	0.00	0.00	0.00
248-000-714.000	Holiday Pay	0.00	0.00	0.00
248-000-714.100	Sick Pay - Annual	0.00	0.00	0.00
248-000-715.000	Social Security	10,003.50	11,608.00	8,569.21
248-000-716.000	Health - premiums	0.00	0.00	0.00
248-000-716.100	Health Insurance	26,818.36	17,624.00	8,204.23
248-000-716.110	Health Insurance - EE Contribution	(1,675.58)	(2,350.00)	(320.48)
248-000-716.115	Health Insurance - Retiree	0.00	0.00	0.00
248-000-716.150	Health Insurance Waiver	0.00	0.00	0.00

User: Bhicks
DB: Ferndale

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	BALANCE		END BALANCE
		06/30/2017	2017-18	06/30/2018
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)
Fund 248 - Downtown Development Authority				
Expenditures				
248-000-716.736	Health - OPEB Funding	0.00	0.00	0.00
248-000-717.000	Life Insurance - EE	212.61	211.00	212.43
248-000-718.000	Pension- ICMA-RC 401	9,049.95	10,622.00	7,841.06
248-000-719.000	Fringe Benefits	12,378.57	0.00	0.00
248-000-721.000	Longevity	0.00	0.00	0.00
248-000-725.000	Workers Compensation	704.12	850.00	1,120.49
248-000-730.000	Postage, Mail processing	48.00	500.00	0.00
248-000-740.000	Operating Supplies	34,557.67	25,000.00	14,827.54
248-000-747.000	Grant Activity	0.00	3,000.00	0.00
248-000-752.000	Motor Fuel / Lubricants	0.00	1,000.00	0.00
248-000-775.000	Repair & Maintenance	494.75	1,000.00	568.54
248-000-802.000	Audit/Actuarial Fees	1,000.00	1,000.00	0.00
248-000-818.000	Contractual Services	26,878.20	28,000.00	2,018.04
248-000-853.000	Phone/Communications	950.70	0.00	0.00
248-000-853.116	Telecom - Cell Phone EE Reimb.	0.00	2,340.00	0.00
248-000-873.000	Training/Education	9,849.01	15,000.00	181.46
248-000-885.000	Special programs	20,017.55	30,000.00	18,688.12
248-000-900.000	Printing & Publishing	751.90	10,000.00	3,251.90
248-000-914.000	Liability Insurance	1,795.64	1,800.00	0.00
248-000-920.000	Utilities	10,260.51	7,600.00	6,146.80
248-000-931.000	Facilities Maintenance	137,595.23	144,000.00	96,523.16
248-000-940.200	Equipment Leases - Non-City owned	0.00	0.00	0.00
248-000-942.000	Building Rental	1,773.00	1,800.00	314.00
248-000-943.000	Equip Rental Alloc - General Fund	2,739.97	1,800.00	545.96
248-000-956.000	Miscellaneous	428.21	102,800.00	500.85
248-000-958.000	Memberships & Dues	1,148.00	3,500.00	375.00
248-000-961.101	General Fund Admin Allocation	14,422.00	16,852.00	0.00
248-000-968.000	Depreciation Expense	23,050.40	0.00	0.00
248-000-970.000	Bad Debt	0.00	0.00	0.00
248-000-974.000	Public Improvements	10,820.00	18,000.00	0.00
248-000-977.000	Capital Outlay	0.00	5,000.00	0.00
248-000-996.000	Interest Expense	0.00	0.00	0.00
TOTAL EXPENDITURES		488,397.17	610,301.00	281,974.26
Total Fund 248 - Downtown Development Authority				
TOTAL ASSETS		872,656.38		1,058,925.14
BEG. FUND BALANCE		797,831.17		845,504.53
+ NET OF REVENUES & EXPENDITURES		47,673.36	(106,901.00)	190,047.60
= ENDING FUND BALANCE		845,504.53		1,035,552.13
+ LIABILITIES		27,151.85		23,373.01
= TOTAL LIABILITIES AND FUND BALANCE		872,656.38		1,058,925.14