



AGENDA - DOWNTOWN DEVELOPMENT AUTHORITY

DATE: May 3, 2022 7:00pm City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of March 1, 2022 Minutes
- IV. Public Comment Agenda Items
- V. Unfinished Business
- VI. New Business
 - a. 2022-2023 Budget Discussion and Approval
- VII. Public Comment Non-Agenda Items
- VIII. Adjournment

Public Comment: Public Comments are limited to three minutes.

Live Stream: The Official City of Grosse Pointe Park Facebook Page will be live streamed during the City Council meeting. Facebook Live comments will not be read as public comment. The meeting recording will be posted to the City of Grosse Pointe Park YouTube page.

**DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF GROSSE POINTE PARK
REGULAR MEETING
March 1, 2022; 7:00 pm**

CALL TO ORDER

A regular meeting of the Grosse Pointe Park Downtown Development Authority (“DDA”) was called to order by Director Sizeland.

ROLL CALL

Present: Board Members Assaf, Farhat, Horne, Ochab, Richner, Turnbull, and Wixson; and Mayor Hodges.

Also Present: Nick Sizeland, DDA Director/City Manager; Erica Shell, City Attorney; and Courtney Delmege, Deputy Clerk.

Excused: Board Members Corbin and Kilgus.

PUBLIC COMMENT – AGENDA ITEMS

Director Sizeland stated that three written comments were received.

There were no verbal public comments.

ADOPTION OF DECEMBER 8TH MEETING MINUTES

Director Sizeland presented the minutes from the December 8th meeting for approval.

Motion by Board Member Wixson, support by Board Member Richner, to approve the December 8th meeting minutes.

AYES: Board Members Assaf, Farhat, Horne, Ochab, Richner, Turnbull, and Wixson; and Mayor Hodges.

NAYS: None

SELECTION OF CHAIR AND VICE CHAIR

Motion by Board Member Turnbull, supported by Mayor Hodges to nominate Board Member Wixson for Chairman of the Board.

AYES: Board Members Assaf, Farhat, Horne, Ochab, Richner, Turnbull, and Wixson; and Mayor Hodges.

NAYS: None

Motion by Board Member Turnbull, supported by Mayor Hodges to nominate Board Member Richner for Vice Chair of the Board.

AYES: Board Members Assaf, Farhat, Horne, Ochab, Richner, Turnbull, and Wixson; and Mayor Hodges.

NAYS: None

BUDGET PREPARATION

Director Sizeland stated the current fiscal year DDA budget closes on June 31st and the new fiscal year budget for 2022-23 will take effect July 1st. In order to consider priorities for the budget to be presented to the DDA Board, a priority list will be sent out for consideration. Items are to be rated in high, medium or low priority. There will also be an area for items that are not listed for consideration to develop a draft budget for Board review. Priority List to be provided soon to board members.

RAIN GARDEN CONCEPT CITY HALL

Director Sizeland presented a rain garden concept for City Hall. Rain gardens are a type of water capture feature in landscaping that helps slow and absorb runoff from storms. Rain gardens, as well as other bioretention systems, capture rainwater before it can flood property or flow into a storm drain. Rain gardens recreate the natural function of the land, which includes; capturing rainwater, filtering out pollutants, and recharging groundwater. They can be constructed as simply as digging a shallow depression and filling it with native plants and soil amended with sand. Currently the front of city hall has downspouts that run onto the brick and concrete surface that creates a potential safety hazard and several of the trees have incurred a disease called pear trellis rust. City Forester Brian Colter discussed the concept to the Beautification Commission to garner support and work with contacts at Keep Michigan Beautiful.

NEW/OLD BUSINESS

No new or old business was presented.

PUBLIC COMMENT NON-AGENDA ITEMS

Director Sizeland stated that no written comments were received.

One verbal public comment was made.

ADJOURNMENT

Motion by Chairman Wixson, supported by Vice Chair Richner, to adjourn the meeting.

AYES: Board Members Assaf, Corbin, Farhat, Horne, and Ochab; Vice Chair Richner; Chairman Wixson; and Mayor Hodges.

NAYS: None

With no further business, the meeting adjourned at 7:28 pm.



COUNCIL MEETING

DATE: 4/29/2022

TITLE: DDA Budget Review

DATE: 5/3/2022

SUMMARY: The Downtown Development Authority will review the following budget as presented for discussion, possible amendments and final consideration.

FINANCIAL IMPACT: None

RECOMMENDATION: Approve DDA Budget

PREPARED BY/TITLE: Nick Sizeland, City Manager and DDA Director

FY 2023 DDA Budget Overview

Revenues

IN FY 2023 the DDA will capture \$116,637 in property taxes. This is the sole source of revenue for the fiscal year.

Expenditures

Green Infrastructure – \$10,000 is budgeted for installing a rain garden, or similar infrastructure, at the Civic Campus.

Professional Services – \$15,000 has been set aside for various professional services used by the DDA. These services could include legal, engineering, and planning.

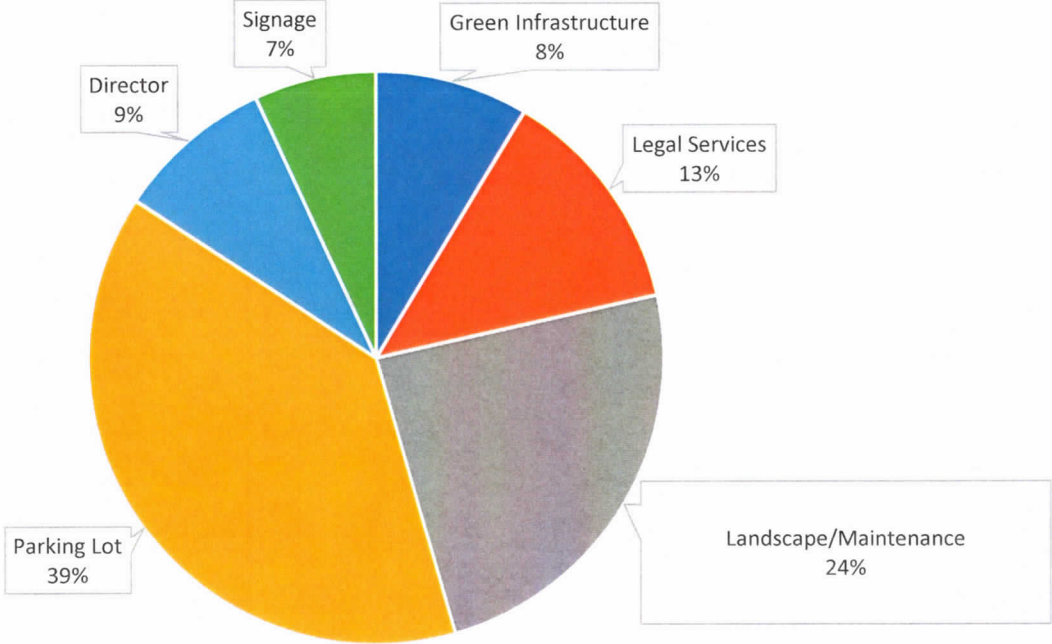
Landscape/Maintenance – \$28,000 is budgeted for fund various landscape activities, such as maintenance of the islands on Jefferson Avenue.

Civic Campus Parking Lot - \$45,000 is set aside as a contribution to the future parking lot next to the Library and City Hall.

DDA Director - \$10,300 is budgeted for wages associated with administering the functions of the DDA.

Wayfinding/Entrance Signage - \$8,000 is budgeted for signage at the City's southwest entrance on Jefferson Avenue.

FY 2023 DDA Expenditures



■ Green Infrastructure ■ Legal Services ■ Landscape/Maintenance ■ Parking Lot ■ Director ■ Signage

Calculations as of 06/30/2022

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 ACTIVITY THRU 06/30/22	2022-23 REQUESTED BUDGET
Dept 000 - TOTAL REVENUES				
Revenue				
250-000-404.000	Captured Property Taxes	114,060	113,933	116,637
250-000-695.101	Surplus Appropriation	11,000		
TOTAL REVENUE		125,060	113,933	116,637
NET OF REVENUES/APPROPRIATIONS - 000 - TOTAL REVENUE		125,060	113,933	116,637
Dept 730 - Project Development				
Expenditure				
250-730-762.030	GREEN INFRASTRUCTURE	10,000		10,000
250-730-802.000	Legal Services	15,000	1,245	15,000
250-730-818.106	LANDSCAPE/MAINTENANCE	25,000	8,351	28,000
250-730-818.109	CIVIC CAMPUS PARKING LOT	50,000	1,334	45,000
250-730-818.111	DDA DIRECTOR	10,000	10,000	10,300
250-730-818.112	WAYFINDING/ENTRANCE SIGNAGE	15,000	4,410	8,000
TOTAL EXPENDITURE		125,000	25,340	116,300
NET OF REVENUES/APPROPRIATIONS - 730 - Project Devel		(125,000)	(25,340)	(116,300)
ESTIMATED REVENUES - FUND 250		125,060	113,933	116,637
APPROPRIATIONS - FUND 250		125,000	25,340	116,300
NET OF REVENUES/APPROPRIATIONS - FUND 250		60	88,593	337
BEGINNING FUND BALANCE		1,521,405	1,521,405	1,609,998
ENDING FUND BALANCE		1,521,465	1,609,998	1,610,335