



Allen Park Downtown Development Authority

Kurt Mazag, Chairperson

Cynthia Riviera, Vice-Chair/Secretary

Paul Carnarvon, Treasurer



BOARD AGENDA

Thursday, April 27, 2023

6:30 PM

A regular meeting of the Allen Park Downtown Development Authority will be held
Thursday, April 27, 2023, at 6:30 p.m. in City Hall, 15915 Southfield Rd.

ACTIVITY	RESPONSIBILITY	ACTION
1. Call to Order	Chairman Mazag	
2. Roll Call	Ms. Riviera	
3. Agenda <i>Approval of the April 27, 2023 Meeting Agenda</i>	Chairman Mazag	Vote Needed
4. Minutes from Previous Meetings <i>Approval of the minutes of the March 23, 2023 DDA Board Meeting</i>	Chairman Mazag	Vote Needed
5. City Update	Mayor McLeod	Information
6. Financial Report <i>Approval of the March 2023 expenses and financial reports</i>	Mr. Carnarvon	Vote Needed
7. Public Comments	Chairman Mazag	Information
8. Chairperson's Report <i>A. Update on Movie Theater Site & City Proposal</i> <i>B. Update on Proposal from DTE for new streetlights</i>	Chairman Mazag	Information
9. Executive Director's Report	Mr. Hughes	Information
10. Attorney's Report	Mr. Daniel	Information
13. Director Comments	Board Members	Information
14. Adjourn	Chairman Mazag	Vote Needed

The next meeting of the DDA Board of Directors will occur on Thursday, May 25 at 6:30 PM.

**Allen Park DDA Board of Directors
Meeting Minutes**

March 23, 2023

MINUTES

Allen Park Downtown Development Authority

MONTHLY MEETING

Thursday, March 23, 2023

6:30 p.m.

The Allen Park Downtown Development Authority met for its monthly session on Thursday, March 23, 2023, at 6:30 p.m., at city hall, 15915 Southfield Road, Allen Park, MI 48101.

1. **CALL TO ORDER** Chairperson Mazag called the meeting to order at 6:31 p.m.
2. **ROLL CALL** Vice Chair/Secretary Riviera called the roll. A quorum was present.

Present:	Alex Alexander	Director
	Paul Carnarvon	Treasurer
	Frank Cieszkowski	Director
	Fred Frank	Director
	Jeff Holden	Director
	Kurt Mazag	Chairperson
	Gail McLeod	Mayor
	Cynthia Riviera	Vice Chair/Secretary
	Tom Strobl	Director
	Andre Tirado	Director (6:35 pm)
	Pete Zingas	Director (6:35 pm)

Others Present:	Trevor Daniel	DDA Legal Counsel
	Ben Hughes	DDA Executive Director

3. APPROVAL OF AGENDA

Motion by J. Holden supported by P. Carnarvon to approve the meeting agenda.

Resolved to approve the agenda.

Motion carried unanimously.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

Motion by G. McLeod supported by J. Holden to approve the minutes of the February 23, 2023 meeting.

Discussion G. McLeod commented that we need to remember to look at establishing and utilizing committees. Also requested a change under Stuart Leve reimbursement to clarify he did not damage the trees, but that it was for payment on replacement of trees that he did not complete and for other work paid for but not completed.

Resolved to approve the minutes with the modification of Stuart Leve Reimbursement language.

Motion carried unanimously.

5. CITY UPDATE AND DISTRICT ISSUES –

- G. McLeod - March 19, 2023 the 10 day notice to demolish the theatre was provided
- F. Frank – Planning Commission, and subsequently the City, has approved the plans for the Caribou Coffee to go in at the former Boomer site.
- C. Riviera – asked for plans on the trees on the Ecorse lot...suggested maybe plant them at Rotary Park or plant somewhere in else in the DDA district.

6. FINANCIAL REPORT

Motion by G. McLeod supported by J. Holden to approve the February 2023 expenses and accept the financial report.

Discussion – T. Strobl asked about follow up on additional T Bills or additional investments. Mr. Hughes is requesting we wait until the DTE quotes come in and hopefully that report is discussed or voted on at the April Board meeting, and then decide on cash outlays for investments. Continued discussion on how much we could invest further.

Resolved to accept the financial report and approve the expenses.

Motion carried unanimously.

7. PUBLIC COMMENTS –

- Councilman Marcos – Question on whether two additional sides of Allen Road are going to be included in the Spring Clean Up
- Steve Donahue – “the balloon guy” –
 - Question on DDA website – google has a former site, but you can’t get to the website from the City website, and the need for their coordination to be the same. Offered to help with the DDA website.
 - Expressed concerns over the elimination of the DDA office and movement into the City Hall. He appreciates the ease of access to the DDA instead of having to go through City Hall, the concern over a vacant building, and the feel of small business without the DDA having an office space within what he considers the main part of DDA and wasn’t even sure that Southfield is part of the DDA because of the lack of communication about the district area.
- Councilman Lalli – commented that he does not believe the DDA should move its offices into City Hall and that it is centrally located and important to have a separate presence

8. STREET BANNERS

Motion by C. Riviera supported by P. Zingas to approve the applications from Allen Park High School, Cabrini High School and Inter-City Baptist High School for placement of Park Avenue Street Banners. **Discussion** – J. Holden wants to take these opportunities to solicit more involvement into the DDA. F. Frank mentioned MEL-NAP and Southgate Anderson schools to also be included. Asked about inquiring into their involvement and not just with email, but phone. Asked to modify motion if those two schools could be included in an amended motion. Follow up on additional T Bills or additional investments.

Amended Motion by C. Riviera supported by P. Zingas to approve the applications from Allen Park High School, Cabrini High School and Inter-City Baptist High School for placement of Park Avenue Street Banners and to also include MEL-NAP and Southgate Anderson students who are Allen Park residents.

Resolved to approve the applications from Allen Park High School, Cabrini High School and Inter-City Baptist High School for placement of Park Avenue Street Banners and to also include MEL-NAP and Southgate Anderson students who are Allen Park residents.

Motion carried unanimously.

9. FARMERS MARKET ADVERTISING

Motion by C. Riviera supported by A. Tirado to approve the joint advertising between the DDA and Kapolnek Farms.

Discussion – J. Holden wants to look into a printer locally instead of in Florida. Also suggested if we do this it should be open to other business too. Also mentioned this appears we are associated with this vendor. F. Frank mentioned including linking it to the DDA Facebook page. Wants to ask Postnet or Allegra for the printing and mailing. G. McLeod said we are being asked to pay ½ the expense of his advertising. Has concerns about other businesses asking the DDA to pay for ½ of their advertising also and is concerned about going down that road. P. Carnarvon mentioned that it would be a good problem if other businesses came asking for marketing too, and that it could be more costly as this is a mailing not just printing.

Resolved to approve the advertising.

A Roll Call Vote was Taken and the Motion carried by a vote of 9-2 with J. Holden and A. Tirado opposing.

10. ALLEY PAVING

Motion by G. McLeod supported by F. Frank to approve paying for the paving of three (3) alleys in May 2023 using funds from FY 2022-23 Budget.

Discussion – clarification that the DDA is simply paying for the costs of the project but the City contracted with the contractor and oversees the project, so this is not subject to the bid requirement and therefore does not need to be waived.

Resolved to approve the payment for the alley paving.

Motion carried unanimously.

11. FAÇADE AWARD FOR 17001 SOUTHFIELD ROAD

Motion by P. Carnarvon supported by J. Holden to approve the disbursement of \$10,000 in Façade Grant Funds to the owner of 17001 Southfield Road.

Resolved to approve the disbursement.

Motion carried unanimously.

12.STATUS OF THE DDA OFFICE SPACE

Motion by F. Frank supported by G. McLeod to not exercise our option on the DDA office lease and enter into an agreement with the City at a cost not to exceed \$7,500 annually for the DDA to have office space inside City Hall effective July 1, 2023.

Discussion –

- Ben Hughes – recommends moving into City Hall. significant cost savings. Respects position that it is important for autonomy and accessibility. Believes from an operational efficiency standpoint it is very important to be at City Hall. Currently spends more than half his time at City Hall – but working on DDA matters. Lauren believes DDA conference room is very helpful for special events. Parks and Rec said the DDA can have access to their facility to stage events. Will be beneficial to have Lauren in same location as himself.
- Paul Carnarvon – this is more about perception and less about the money. He has lived in Allen Park all his life and didn't know DDA had an office until becoming a board member. Thinks vacant space creates opportunity. Think this could reduce friction between the City and DDA. Open to 6 month extension to provide more time.
- Frank Cieszkowski – believes the DDA has more presence, autonomy and accessibility if remain in the current space. Ben has an office already at City Hall. Why pay for it when he already has it, and why give up the current space. Expressed concern about the vacancy this would create downtown. Very convenient staging area for events where we are currently.
- Fred Frank – disagrees that this lease is unusual. Thinks it's very common. Only unusual item in lease is that we pay annually in a lump sum instead of monthly. Surprised the City is charging \$7500 for the space for the DDA. Believes moving into City hall contributes to synergy.
- Jeff Holden – struggling with this decision. Thinks money is not the main concern. The question is which of these 2 locations works best for the DDA. If we keep the office space, it works great for events. If we are in City Hall, collaboration and working together should be better.
- Kurt Mazag - concerned about the potential for the DDA to have additional cost to repair the office space if we extend the lease as we have been there for many years. Uncomfortable with Lauren being alone in the DDA office for safety reasons.
- Gail McLeod – this is a cost saving. Building department pays \$50,000 for space. City has sufficient space to offer DDA. Views DDA as a key entity to benefit community. Thinks the current lease is very unusual in that it is a triple net lease.

- Cynthia Riviera – on behalf of herself and Lauren they believe it would be beneficial to extend the lease 1 year as Ben has not experienced any DDA events yet. Thinks it will be beneficial for him to experience the season of events before making the decision. The office space has been available to businesses for many years and is concerned about the after hour access to City Hall or other department buildings for the events as sometimes it is 7 am to 1 am during the events. Concerned about adding another vacant building to downtown Allen Park.
- Tom Strobl – thinks collaboration is more important than the money. Helpful for Ben to be at City Hall.
- Andre Tirado – believes the long term prospect is better for the DDA to be in City Hall. Thinks cost saving could help market to businesses and community that DDA is now located in City Hall. Open to negotiate the lease for additional time, but not in favor of exercising 2 year option.
- Pete Zingas – doesn't agree to try and re-negotiate the lease. The current lease option is very cheap at \$5.50/sq ft. Has met with many cities and DDAs and has never met at an off-campus DDA from the City Hall in other cities. Does not think the DDA being located inside City Hall is imposing on anyone who wants to meet with the DDA.

Resolved to not exercise the option on the DDA office lease and enter into an agreement with the City at a cost not to exceed \$7,500 annually for the DDA to have office space inside City Hall effective July 1, 2023.

A Roll Call Vote was Taken and the Motion carried by a vote of 9-2 with C. Riviera and F. Cieszkowski opposing.

13. DDA BUDGET FOR FISCAL YEAR 2023-2024

Motion by A. Tirado supported by J. Holden to approve the proposed DDA operating budget for FY 2023-2024.

Amended Motion by A. Tirado supported by J. Holden to approve the proposed DDA operating budget for FY 2023-2024 as amended by F. Frank's suggestions.

Discussion –

- Ben Hughes – presented a proposed budget. The TIF revenue or property tax revenue is a projection, and a conservative one, as indicated by the City Finance Director as she expects the revenue to be higher.
- Gail McLeod – agrees with City Finance Director that the revenue as presented is conservative and expects it to be higher once the numbers are finalized by the City.
- Tom Strobl – questioned why the budget only reflects about \$200k for street lights when the cost is estimated to be \$800-850k. Mr. Hughes indicated that DTE is proposing a 4 year financing plan at 0% interest.

- Paul Carnarvon – inquired about the fund balance. Mr. Hughes noted that this is the DDA savings account and that this proposed budget utilizes \$123,000 from the fund balance, but if the City finance director is correct, we likely will experience an increase in the projected TIF revenue and not need to use the fund balance.
- Fred Frank – questioned how we could possibly spend \$582,600 on Allen Rd. streetscape in the next fiscal year. Mr. Hughes indicated we could not but it is in there because of the Wayne County road status report and for other potential updates and improvements. Noted the proposed budget included two line items for Alley Paving Projects. Proposed modifying the proposed budget to increase the façade grant line item account ending -430 from \$50k to \$100k and reduce the DDA Infrastructure line item account ending -425 from \$100k to \$50k.
 - Motion makers amended their motion to include this proposed change.

Resolved to approve the budget as amended.

A Roll Call Vote was Taken and the Motion carried by a vote of 9-2 with C. Riviera and F. Cieszkowski opposing.

14. LANDSCAPING SERVICES CONTRACTS FOR DDA DISTRICT

Motion by G. McLeod supported by A. Tirado to approve the following three (3) one-year contracts to Seasonal Property Management, LLC:

1. Spring Cleanup in the amount of \$12,785
2. Weekly grass cutting for 32 weeks in the amount of \$7,680
3. Monthly tree trimming and weeding for 6 months in the amount of \$9,000

Discussion –

- F. Frank – noted the motion should include language that the board is waiving the bid requirements as there is no economic benefit as this is renewing a current contractor (while expanding the scope of services), it is a better rate, and attempts to obtain other quotes were unsuccessful. He personally spent countless hours while he was the chair trying to obtain quotes, to no avail.
- C. Riviera – does not believe they did a good job on the weeding after taking over for Stuart Leve last year. She gave Mr. Hughes another company's information but they did not get back to him.

Motion carried by a vote of 10-1 with C. Riviera opposing.

15. CHAIRPERSON'S REPORT

1. *Commercial Building Status Registry* – list of properties in the city and a status report on open items
2. *DDA District Repairs Status Registry* – list of items that need attention
3. *Status of Major Roads in the DDA District* – explanation on which entity owns and maintains the roads and the status of repair work, plus any items that need attention

16. EXECUTIVE DIRECTOR REPORT – Mr. Hughes updated:

- a) *Thunderbowl Tournament* – information was prepared promoting the DDA and its businesses and provided to Thunderbowl and the Hotels to provide to the hundreds of visitors for this major PBA tournament. DDA paid for \$250 add in their promotional packet.

17. ATTORNEY REPORT - Mr. Daniel

- Reminder to be mindful of the Open Meeting Act when circulating emails amongst board members

18. DIRECTOR COMMENTS

- J. Holden – Culver's is sponsoring the USBC tournament. Chamber wants a directory booklet.

19. ADJOURNMENT

Motion by C. Riviera, supported by P. Carnarvon to adjourn the meeting.

Resolved to adjourn the meeting.

Motion carried unanimously.

Meeting Ended at 9:22 pm.

Allen Park DDA Financial Reports

March 2023

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 03/31/2022	PERIOD ENDED 03/31/2023
*** Assets ***			
248-000-001-000	CASH IN BANK-DDA FUND	2,547,629.03	1,816,840.32
248-000-001-050	CASH - DDA PNC	7,639.65	8,882.29
248-000-004-000	PETTY CASH	0.00	150.00
248-000-017-100	J FUND INVESTMENT	0.00	1,498,141.83
248-000-123-001	PREPAID EXPENSE-OTHER	0.00	4.97
248-000-130-000	LAND	84,293.00	84,293.00
248-000-132-011	DDA SITE IMP. - VAR. PROJECTS	12,586,659.95	12,586,659.95
248-000-133-100	ACCUM DEPR - DDA SITE IMP	(9,193,873.34)	(9,650,152.60)
248-000-137-011	ACCUM DEPR - BUILDINGS	(0.06)	(0.06)
248-000-146-011	FURNITURE & EQUIPMENT - DDA	44,699.75	44,699.75
248-000-147-011	ACCUM DEPR - FURN AND EQUIP	(19,463.09)	(21,110.18)
248-000-196-000	DEFERRED CHARGES ON REFUNDING	5,149.22	5,149.22
Total Assets		6,062,734.11	6,373,558.49
*** Liabilities ***			
248-000-202-000	ACCOUNTS PAYABLE	6,554.50	0.00
248-000-300-100	BONDS PAYABLE - DDA 05 DOWNTOWN DEV	1,450,000.00	1,090,000.00
Total Liabilities		1,456,554.50	1,090,000.00
*** Fund Balance ***			
248-000-390-000	FUND BALANCE	1,532,230.40	2,041,930.90
248-000-399-000	NET ASSETS - INVEST CAP ASSET NET DEBT	2,458,573.00	2,458,573.00
Total Fund Balance		3,990,803.40	4,500,503.90
Beginning Fund Balance		3,990,803.40	4,500,503.90
Net of Revenues VS Expenditures		615,376.21	783,054.59
Ending Fund Balance		4,606,179.61	5,283,558.49
Total Liabilities And Fund Balance		6,062,734.11	6,373,558.49

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALLEN PARK

PERIOD ENDING 03/31/2023
& Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022 NORM (ABNORM)	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
248-000-403-000	PROPERTY TAXES - CURRENT	1,005,677.69	1,004,520.00	1,004,520.00	1,089,435.35	5,797.15	(84,915.35)	108.45
248-000-573-000	LOCAL COMMUNITY STABILIZATION	468,283.99	468,280.00	468,280.00	471,607.94	0.00	(3,327.94)	100.71
248-000-665-000	INVESTMENT INTEREST	0.00	0.00	0.00	182.94	0.00	(182.94)	100.00
248-000-668-000	RENTAL INCOME	515.00	2,750.00	2,750.00	500.00	0.00	2,250.00	18.18
248-000-677-000	MISCELLANEOUS	425.00	30,350.00	30,350.00	51,216.00	1,600.00	(20,866.00)	168.75
Total Dept 000		1,474,901.68	1,505,900.00	1,505,900.00	1,612,942.23	7,397.15	(107,042.23)	107.11
TOTAL REVENUES		1,474,901.68	1,505,900.00	1,505,900.00	1,612,942.23	7,397.15	(107,042.23)	107.11
Expenditures								
Dept 000								
248-000-701-000	PERSONAL SERVICES	88,717.45	86,840.00	86,840.00	41,562.04	7,923.13	45,257.96	47.88
248-000-702-000	P/T PERS. SERV.	0.00	27,800.00	27,800.00	8,606.00	104.00	19,194.00	30.96
248-000-715-000	EMPLOYER FICA	7,138.29	8,770.00	8,770.00	3,852.51	617.12	4,917.49	43.93
248-000-716-000	MEDICAL	13,090.92	13,720.00	13,720.00	454.23	454.23	13,265.77	3.31
248-000-718-000	OPTICAL	136.80	140.00	140.00	0.00	0.00	140.00	0.00
248-000-719-000	POST EMPLOYMENT HEALTH CARE	0.00	0.00	0.00	200.00	100.00	(200.00)	100.00
248-000-720-000	DENTAL	365.76	385.00	385.00	0.00	0.00	385.00	0.00
248-000-722-000	RETIREMENT CONTRIBUTION - DC	6,476.38	6,680.00	6,680.00	583.39	315.12	6,096.61	8.73
248-000-727-000	TERM LIFE INSURANCE	150.00	110.00	110.00	25.60	25.60	84.40	23.27
248-000-728-000	OFFICE SUPPLIES	3,245.87	1,650.00	1,650.00	917.20	212.38	732.80	55.59
248-000-757-000	OPERATING SUPPLIES	2,266.68	0.00	0.00	105.00	0.00	(105.00)	100.00
248-000-801-001	LAWN SERVICES	102,147.93	72,675.00	72,675.00	9,612.00	0.00	63,063.00	13.23
248-000-804-000	ADMINISTRATIVE FEE	12,500.00	12,500.00	12,500.00	12,500.00	0.00	0.00	100.00
248-000-826-000	LEGAL SERVICES	16,500.00	18,000.00	18,000.00	7,540.00	0.00	10,460.00	41.89
248-000-853-000	TELEPHONE	2,512.64	3,500.00	3,500.00	1,467.53	258.24	2,032.47	41.93
248-000-920-000	UTILITIES	10,563.75	8,000.00	8,000.00	16,065.95	917.13	(8,065.95)	200.82
248-000-920-000	BUILDING MAINTENANCE	69,777.92	90,910.00	90,910.00	36,455.60	6,457.50	54,454.40	40.10
248-000-942-000	RENT	14,878.88	17,450.00	17,450.00	15,033.68	0.00	2,416.32	86.15
248-000-953-000	NEW PROJECTS	1,110.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-954-000	BANK SERVICE CHARGES	716.19	0.00	0.00	399.20	0.00	(399.20)	100.00
248-000-958-000	MEMBERSHIP & DUES	1,020.00	1,100.00	1,100.00	575.00	0.00	525.00	52.27
248-000-960-000	MARKETING/PROMOTIONS	53,142.24	60,000.00	60,000.00	59,496.81	1,663.63	503.19	99.16
248-000-962-000	MISCELLANEOUS	7,624.57	11,000.00	11,000.00	33,576.94	952.06	(22,576.94)	305.24
248-000-967-100	ECONOMIC VITALITY	30,000.00	100,000.00	100,000.00	110,002.25	0.00	(10,002.25)	110.00
248-000-968-000	DEPRECIATION	458,759.97	0.00	0.00	0.00	0.00	0.00	0.00
248-000-975-000	DESIGN COMMITTEE	49,212.27	283,365.00	283,365.00	91,012.71	250.00	192,352.29	32.12
248-000-985-300	S. ALLEN STREETSCAPE	0.00	301,480.00	301,480.00	0.00	0.00	301,480.00	0.00
248-000-991-000	BOND PRINCIPAL	0.00	365,000.00	365,000.00	365,000.00	0.00	0.00	100.00
248-000-993-000	INTEREST EXPENSE	13,146.67	14,825.00	14,825.00	14,824.00	0.00	1.00	99.99
Total Dept 000		965,201.18	1,505,900.00	1,505,900.00	829,887.64	32,750.14	676,012.36	55.11
TOTAL EXPENDITURES		965,201.18	1,505,900.00	1,505,900.00	829,887.64	32,750.14	676,012.36	55.11
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		1,474,901.68	1,505,900.00	1,505,900.00	1,612,942.23	7,397.15	(107,042.23)	107.11
TOTAL EXPENDITURES		965,201.18	1,505,900.00	1,505,900.00	829,887.64	32,750.14	676,012.36	55.11
NET OF REVENUES & EXPENDITURES		509,700.50	0.00	0.00	783,054.59	(25,352.99)	(783,054.59)	100.00

04/05/2023 10:01 AM

User: AWERTZ

DB: Allen Park

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALLEN PARK

Page: 17/34

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022		2022-23 ORIGINAL BUDGET		2022-23 AMENDED BUDGET		YTD BALANCE 03/31/2023		ACTIVITY FOR MONTH 03/31/23		AVAILABLE BALANCE		% BDGT USED
		NORM (ABNORM)						NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY														
	BEG. FUND BALANCE	3,990,803.40		4,500,503.90		4,500,503.90		4,500,503.90						
	END FUND BALANCE	4,500,503.90		4,500,503.90		4,500,503.90		4,500,503.90						

Disbursement Checks Made by the City on Behalf of the DDA

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Budget Account #	Budget Account Name	Vendor Name	Invoice Description	Date	Amount	Check #
248-000-728-000	OFFICE SUPPLIES	STERLING OFFICE SYSTEMS	ANNUAL MNT FOR DDA PHOTO COPIER	03/08/23	100.00	116985
248-000-931-000	BUILDING MAINTENANCE	FLAGPOLES ETC	FLAG POLE MNT PROGRAM CHANGE EVERY 3 MO	03/08/23	1,665.00	116933
248-000-931-000	TRASH PICKUP DDA	KAR, KYLE	TRASH SERVICES 2/13-2/28/23	03/08/23	450.00	116949
248-000-960-000	MARKETING/PROMOTIONS	KAYE, KELTON	ADDING SOCIAL MEDIA ON FB FOR 2022	03/08/23	1,500.00	116950
248-000-962-000	COMPUTER MAINTENANCE DDA	EXPERT TECHNOLOGY SERVICES LLC	IT WORK FOR DDA	03/08/23	405.00	116931
248-000-975-000	DESIGN COMMITTEE	SHUELL, MICHAEL	6627 PARK AVE FACADE DUP INV # ADV BEN	03/08/23	250.00	116981
			Total For Dept 000		4,370.00	
			Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		4,370.00	

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

Budget Account #	Budget Account Name	Vendor Name	Invoice Description	Date	Amount	Check #
248-000-853-000	DDA	VERIZON WIRELESS	CITY PHONE SERVICES 2/11/23-3/10/23	03/22/23	40.36	117129
248-000-920-000	UTILITIES DDA	ALLEN PARK WATER	JAN 2023 WATER BILL FOR DDA OFFICE	03/22/23	54.80	117004
248-000-920-000	UTILITIES	DTE ENERGY	FEB 2023 GAS SRV DDA	03/22/23	191.17	117041
248-000-920-000	UTILITIES 910008199275	DTE ENERGY	FEB 2023 ELECTRIC DDA SERVICES	03/22/23	671.16	117042
248-000-931-000	BUILDING MAINTENANCE	JOHN'S LANDSCAPING & SNOW REMOVAL	DDA SNOW REMOVAL 3RD PMT OF 4 2022-2023 SEASOI	03/22/23	4,342.50	117074
248-000-960-000	MARKETING/PROMOTIONS	COMPOTO LLC	MONTHLY SUBSCRIPTION FEE FOR DDA	03/22/23	149.00	117028
248-000-962-000	COMPUTER MAINTENANCE DDA	EXPERT TECHNOLOGY SERVICES LLC	IT WORK FOR DDA	03/22/23	90.00	117053
			Total For Dept 000		5,538.99	
			Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY		5,538.99	

DDA Credit Card Use
Month of March 2023

DDA Credit Card	Post Date	Tran Date	Reference Number	Merchant Description	Amount
*8734	3/1/2023	2/28/2023	15270213059000088347745	FACEBK FW62KL7DD2 Menlo Park CA	\$2.77
*8734	3/6/2023	3/4/2023	55432863063207495484311	VS *WOWA ¹ 866-496-9669 OR	\$175.59
*8734	3/27/2023	3/24/2023	05436843084000389464301	DOLLAR TREE ALLEN PARK MI	\$43.73
*8734	3/27/2023	3/24/2023	55310203083083733449131	AMZN MKTP US*H71WQ8M91 AMZN.COM/BILL WA	\$37.05
*8734	3/31/2023	3/30/2023	02305373090000626520522	USPS PO 2501580101 ALLEN PARK MI	\$288.00
*8734	3/31/2023	3/30/2023	02305373090000626520605	USPS PO 2501580101 ALLEN PARK MI	\$13.92