

## Downtown Development Authority of City of Madison Heights

### Memorandum

**Date:** December 27, 2023

**To:** Downtown Development Authority Board Members

**From:** Giles Tucker, Community Development Director

**Subject:** MHDDA FY 24-25 Budget

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In January of each year the MHDDA needs to adopt a budget for the next FY to be included in the City's overall budget process. The following is a breakdown of some of the notable expenditures included in this year's proposed budget:

- **248-863-818-0000 Contractual Services \$20,000:**
  - Clocktower Maintenance \$5,000: What were the last costs associated with the clock-tower?
  - Tree Planting \$5,000: Each Year the DDA contributes towards the costs of tree planting throughout the DDA area. Speaking with DPS, there were no new plantings in 2023, but they are intended to plant this Spring. As of Spring 2022, around 66 tree locations that have been identified remain to complete DDA area planting.
  - MHHP Chamber \$10,000: Beginning in Fall 2022 the DDA and the City each contributed \$10,000 to the MHHP Chamber for support in marking, promotion, and business development related activities. The City has indicated that it will continue its contribution to the MHHP in the coming FY and it is proposed that the DDA do the same.
- **248-863-955-8640 Conferences & Workshop \$1,500:** to pay for costs associated with attending conferences, workshops, or other training.
- **248-863-958-0000 Membership & Dues \$1,045:** This includes \$820 Moody's Analytics (formerly CPIX) and proposed costs include \$125 in MDA membership and \$100 towards their lobbying efforts in Lansing.
- **248-863-987-0000 Improvements \$20,000:** This line items is reserved for larger projects for physical improvements downtown including wayfinding & gateways, banners, other improvements.
- **248-863-987-0006 11 Mile/John R Road Improvements \$400,000:** We are nearing completion of the 11 Mile Streetscape Brownfield Plan project. Once completed these funds are being set aside for our anticipated match for a future SEMCOG Transportation Alternatives Program grant.

#### Staff Recommended Action:

Staff recommends the DDA board adopt the proposed budget as presented.

12/22/2023

BUDGET REPORT FOR CITY OF MADISON HEIGHTS  
Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET THRU 06/30/24	2023-24 ACTIVITY	2023-24 PROJECTED ACTIVITY	2024-25 DEPT REQ BUDGET	2025-26 DEPT REQ BUDGET
ESTIMATED REVENUES								
Dept 000 - NA								
248-000-673-5008	FIXED ASSET CLEARING ACCOUNT							
Totals for dept 000 - NA								
Dept 011 - PROPERTY TAXES								
248-011-402-4030	TAXES REAL OPERATING	103,615	176,156	168,166	249,077		173,211	
248-011-410-4160	TAXES PERSONAL OPERATING	2,995	8,124	6,382	16,905		6,573	
248-011-411-0000	DELINQUENT/MTT TAX REFUNDS - GENERAL	4	946		2			
248-011-437-0000	TAXES IFT ACT 198							
248-011-573-4159	PPT REIMBURSEMENT - STATE	584	2,551					
Totals for dept 011 - PROPERTY TAXES		107,198	187,777	174,548	265,984		179,784	
Dept 023 - STATE SHARED REVENUES								
248-023-573-0000	LOCAL COMMUNITY STABILIZATION SHARING	33,662	37,216	39,077	19,867		40,249	
Totals for dept 023 - STATE SHARED REVENUES		33,662	37,216	39,077	19,867		40,249	
Dept 025 - COUNTY SHARED REVENUES								
248-025-588-1000	COUNTY GRANT	7,320						
Totals for dept 025 - COUNTY SHARED REVENUES		7,320						
Dept 044 - MISCELLANEOUS REVENUE								
248-044-665-5000	INTEREST EARNED	(720)	494	250	31		250	
248-044-674-0000	DONATIONS/PRIVATE CONTRIBUTIONS		1,075					
248-044-680-6701	MISCELLANEOUS REVENUE		35		4			
Totals for dept 044 - MISCELLANEOUS REVENUE		(720)	1,604	250	35		250	
Dept 048 - TRANSFERS IN								
248-048-699-0000	TRANFERS IN (FROM GEN FUND)							
248-048-699-0244	TRANSFERS IN EDG							
248-048-699-6000	TRANSFERS IN (FROM SAD)							
Totals for dept 048 - TRANSFERS IN								
Dept 053 - PRIOR YEARS FUND BALANCE								
248-053-692-6970	USE OF FUND BALANCE			(17,270)			(77,921)	
Totals for dept 053 - PRIOR YEARS FUND BALANCE				(17,270)			(77,921)	
TOTAL ESTIMATED REVENUES		147,460	226,597	196,605	285,886		142,362	

APPROPRIATIONS						
Dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-863-729-0000	FORMS AND PRINTING			500		500
248-863-730-0000	POSTAGE					
248-863-766-0000	TOOLS AND SUPPLIES	22,550				
248-863-807-0000	AUDIT FEES	1,907	6,153	2,383	2,701	2,503
248-863-817-0000	EVENTS			500		500
248-863-818-0000 * *	CONTRACTUAL SERVICES	14,762	8,369	74,395	23,532	20,000
248-863-818-0001	DDA MARKET ANALYSIS					
248-863-818-5000	BLIGHT REMOVAL - SIGN GRANT PROGRAM		5,148	5,000		5,000
248-863-818-5001	BLIGHT REMOVAL - FACADE IMPROVEMENT	5,000		10,000		10,000
248-863-818-5002	BLIGHT PROPERTY					
248-863-818-5003	BLIGHT REMOVAL - PROPERTY ACQUI					
248-863-818-5004	PERM ID PROGRAM					
248-863-826-0000	LEGAL FEES					
248-863-826-2000	HOURLY RATE-LEGAL					
248-863-832-1000	MAINTENANCE-BERM AREA	16,462	17,178	17,500	11,452	17,500
248-863-832-1001	MAINTENANCE - ROW TRASH	5,087	2,160	3,500	1,320	3,500
248-863-921-0000	ELECTRIC	552	461	1,000	244	1,025
248-863-944-0000	MOTOR POOL CHARGES					
248-863-944-1000	DEPT OF PUBLIC SERVICES CHARGES					
248-863-955-8640 * *	CONFERENCES AND WORKSHOPS	330		1,500		1,500
248-863-958-0000 * *	MEMBERSHIPS AND DUES	860	975	1,045	820	1,045
248-863-960-9570	SUBSCRIPTIONS AND MAGAZINES					
248-863-981-0000	COMPUTER EQUIPMENT					
248-863-987-0000 * *	IMPROVEMENTS		15,112	20,605	1,982	20,000
248-863-987-0001	ALLEY IMPROVEMENTS					
248-863-987-0002	PROPERTY ACQUIS/DEMO			35,000		35,000
248-863-987-0003	PATINA PLACE - BRA STREETSCAPE IMPRVMNT					
248-863-987-0004	MADISON TOWN CTR - BRA ST IMPROV					
248-863-987-0006 * *	11 MILE/JOHN R ROAD IMPROVEMENTS					400,000
248-863-987-0011	IMPROVEMENTS - BICYCLE RACK PROGRAM					
248-863-987-0012	DDA BUSINESS GRANT					
Totals for dept 863 - DOWNTOWN DEVELOPMENT AUTHORITY		67,510	55,556	172,928	42,051	518,073
* NOTES TO BUDGET: DEPARTMENT 863 DOWNTOWN DEVELOPMENT AUTHORITY						
818-0000	CONTRACTUAL SERVICES					
	FOOTNOTE AMOUNTS:					5,000
	(2017-18 To 2024-25) CLOCKTOWER MAINTENANCE					
	FOOTNOTE AMOUNTS:					5,000
	(2023-24 To 2024-25) TREE PLANTING					
	FOOTNOTE AMOUNTS:					10,000
	(2023-24 To 2024-25) MHHP CHAMBER OF COMMERCE SERVICE AGREEMENT					
ACCOUNT '818-0000' TOTAL						20,000

955-8640	CONFERENCES AND WORKSHOPS						
	FOOTNOTE AMOUNTS: (2023-24 To 2024-25) MICHIGAN DOWNTOWN ASSOCIATION CONFERENCE					1,500	
958-0000	MEMBERSHIPS AND DUES						
	FOOTNOTE AMOUNTS: (2023-24 To 2024-25) COMMERICAL PROPERTY INFORMATION EXCHANGE					820	
	FOOTNOTE AMOUNTS: (2023-24 To 2024-25) MICHIGAN DOWNTOWN ASSOCIATION					225	
	ACCOUNT '958-0000' TOTAL					1,045	
987-0000	IMPROVEMENTS						
	FOOTNOTE AMOUNTS: (2023-24 To 2024-25) BANNERS, GATEWAY OR OTHER PROJECTS					20,000	
987-0006	11 MILE/JOHN R ROAD IMPROVEMENTS						
	FOOTNOTE AMOUNTS: (2024-25 To ?) STREETSCAPING PROJECTS (SEMCOG GRANT MATCH)					400,000	
	DEPT '863' TOTAL					442,545	
Dept 965 - TRANSFERS OUT							
248-965-995-2272	TRANSFER TO LOCAL ST						
248-965-995-4000	TRANSFER TO SAD REVOLVING						
248-965-995-6000 * *	TRANSFER TO GENERAL FUND	22,053	21,869	23,677	23,677	24,289	
248-965-995-9991	TRANSFER TO MAJOR STREETS						
248-965-998-9990	PAYING AGENT FEES						
Totals for dept 965 - TRANSFERS OUT		22,053	21,869	23,677	23,677	24,289	
* NOTES TO BUDGET: DEPARTMENT 965 TRANSFERS OUT							
995-6000	TRANSFER TO GENERAL FUND						
	FOOTNOTE AMOUNTS: (2023-24 To 2024-25) ALLOCATION OF ECONOMIC DEVELOPMENT DIRECTOR					24,289	
	DEPT '965' TOTAL					24,289	
TOTAL APPROPRIATIONS		89,563	77,425	196,605	65,728	542,362	

NET OF REVENUES/APPROPRIATIONS - FUND 248  
BEGINNING FUND BALANCE  
FUND BALANCE ADJUSTMENTS  
ENDING FUND BALANCE

57,897	149,172		220,158		(400,000)	
221,308	279,204	480,668	480,668	480,668	480,668	80,668
	52,292					
279,205	480,668	480,668	700,826	480,668	80,668	80,668