



**BOARD OF DIRECTORS  
INFORMATIONAL MEETING**

January 16, 2023

5:30 P.M.

Admin Conference Room • 1827 N. Squirrel Road, Auburn Hills, MI 48326

Minutes of the DDA Board Meeting will be on file in the City Clerk's Office • 248-370-9402

- 1) MEETING CALLED TO ORDER
- 2) ROLL CALL
- 3) PERSONS WISHING TO BE HEARD
- 4) REVIEW OF PROJECTS COMPLETED OVER THE LAST YEAR
- 5) FISCAL YEAR 2023 PLANS & EVENTS
- 6) ADJOURNMENT





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### MEETING CALLED TO ORDER

- 1) ROLL CALL
- 2) PERSONS WISHING TO BE HEARD
- 3) APPROVAL OF MINUTES
  - a) Regular Meeting Minutes – November 11, 2022
- 4) FINANCIAL REPORT
  - a) FY 2022 Adopted Budget and YTD Summary – December 31, 2022
- 5) UNFINISHED BUSINESS
- 6) NEW BUSINESS
  - a) Election of Officers
    - i) Chairman
    - ii) Vice-Chairman
- 7) CORRESPONDENCE AND PRESENTATIONS
- 8) BOARD MEMBER COMMENTS
- 9) EXECUTIVE DIRECTOR UPDATE
- 10) ADJOURNMENT



**Next meeting is scheduled for March 13, 2023, at 5:30 p.m.**



“Not Yet Approved”  
**CITY OF AUBURN HILLS**  
**DOWNTOWN DEVELOPMENT AUTHORITY MEETING**  
**November 21, 2022**

**LOCATION:** Auburn Hills City Hall – Administrative Conference Room

**CALL TO ORDER:** Chairman Young called the meeting to order at 5:32 p.m.

**ROLL CALL:**  
Present: Chairman Young, Wise, Jernigan, Mayor McDaniel, Casey, Wayne, Bachan  
Absent: Gliniecki  
Also Present: Stephanie Carroll, Economic Development Manager; Eveonne Roberts, Downtown Engagement Specialist  
Guests: None

**PERSONS WISHING TO BE HEARD**

None.

**APPROVAL OF MINUTES**

**4a. Regular Meeting Minutes – September 19, 2022**

Moved by Ms. Jernigan to approve the DDA Regular Meeting Minutes from September 19, 2022.

Seconded by Ms. Wise.

**Yes:** Young, Wise, Jernigan, Mayor McDaniel, Bachan, Casey, Wayne  
**No:** None

**Motion carried**

**FINANCIAL REPORT**

**5a. FY 2021 Adopted Budget and YTD Summary – October 31, 2022**

Ms. Carroll reviewed the financial report for period ending October 31, 2022.

Ms. Bachan asked how the DDA is funded. Ms. Carroll explained that tax revenues captured within the DDA boundaries funds the DDA. She noted that developments like Fountain Circle have helped grow the DDA fund in terms of revenue.

Moved by Ms. Wise to receive and file the financial report for period ending October 31, 2022.

Seconded by Mr. Wayne.

**Yes:** Young, Wise, Jernigan, Mayor McDaniel, Bachan, Casey, Wayne  
**No:** None

**Motion carried**

**OLD BUSINESS**

None.

**NEW BUSINESS**

**7a. 2023 Meeting Dates**

Ms. Carroll presented the Board with the 2023 meeting dates, noting that with proper notice any meetings can be added or canceled. Chairman Young noted that the DDA would like a joint meeting with the TIFA Board in 2023. He also mentioned the possibility of a joint meeting with City Council and/or the Planning Commission. Ms. Carroll will work with Mr. Skopek on a date for a joint meeting with TIFA.

**Moved by Mr. Wayne to approve the 2023 meeting dates as presented.**

**Seconded by Ms. Casey**

**Yes: Young, Wise, Jernigan, Mayor McDaniel, Casey, Bachan, Wayne**

**No: None**

**Motion carried**

**CORRESPONDENCE AND PRESENTATIONS**

Ms. Carroll introduced new board member Robin Bachan. She's the owner of Serenity hair salon in the downtown. The Board welcomed Ms. Bachan to the to the authority. Ms. Bachan will need to be sworn at the City Clerk's office.

**EXECUTIVE DIRECTOR UPDATE**

Ms. Carroll gave the board an update on the Promotions Committee meeting in October-we discussed how to roll out the new logo and brand for the DDA. The new logo will be revealed at the Tree Lighting event on December 2. We've ordered winter hats and ornaments for the event. The new branding will also be shown at the Chamber's State of the Community Event in January. 2023 will include a wayfinding campaign that includes the new downtown branding. Ms. Carroll noted that she's working with REVIZE on a new design for the DDA's website that includes the new branding, and they will be working to migrate the information over soon.

Chairman Young and Ms. Carroll will be attending SEMCOG's/Main Street Oakland County training session on November 22. Ms. Carroll indicated she will invite Main Street Oakland County to a meeting in 2023 to go through their program with the Board and talk about any changes and assistance available.

**ANNOUNCEMENT OF NEXT MEETING**

The next Regular Downtown Development Authority Board of Directors meeting will be held on Monday, January 16, 2023, at 5:30 p.m. at City Hall in the Administrative Conference Room.

**ADJOURNMENT**

**Moved by Mayor McDaniel to adjourn the DDA Board meeting.**

**Seconded by Jean Jernigan**

**Motion carried**

**The DDA Board of Directors meeting adjourned at 5:47 p.m.**

Respectfully submitted,  
Stephanie Carroll  
Economic Development Manager



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TO: Chairman Young and Members of the DDA Board of Directors

FROM: Stephanie Carroll, DDA Executive Director, Economic Development Manager

DATE: January 4, 2023

SUBJECT: FY 2022 Adopted Budget and YTD Summary – December 31, 2022

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Attached for your review are the DDA financial statements for the period ending December 31, 2022.

**DDA STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 106% of budgeted property tax revenue has been received for the DDA in 2022 for a total of \$359,106.
- Approximately 64% of budgeted expenditures have utilized in fiscal year 2022.

The net position of the DDA is \$594,276.

**An appropriate motion is:**

**Move to receive and file the Financial Report for Period Ending December 31, 2022.**

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 12/31/2022

GL Number	Description	YTD Balance 12/31/2022
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>		
<b>*** Assets ***</b>		
248-000-001.000	CASH	622,606.59
248-000-123.100	PREPAID OTHER EXPENSES	610.00
248-738-061.000	LOAN RECEIVABLE	13,541.74
<b>Total Assets</b>		636,758.33
<b>*** Liabilities ***</b>		
248-000-275.000	DUE TO TAXPAYERS	691.69
248-000-314.252	ADVANCES FROM TIFA B	41,790.60
<b>Total Liabilities</b>		42,482.29
<b>*** Fund Equity ***</b>		
248-000-390.000	FUND BALANCE	393,074.28
<b>Total Fund Equity</b>		393,074.28
<b>Total Fund 248:</b>		
<b>TOTAL ASSETS</b>		636,758.33
<b>BEG. FUND BALANCE</b>		393,074.28
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		201,201.76
<b>= ENDING FUND BALANCE</b>		594,276.04
<b>+ LIABILITIES</b>		42,482.29
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		636,758.33

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 12/31/2022

GL Number	Description	2022 Amended Budget	YTD Balance 12/31/2022	Activity For 12/31/2022	Available Balance 12/31/2022	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Account Category: Revenues</b>						
<b>Department: 738 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
248-738-402.000	AD VALOREM	338,664.00	359,105.49	88.79	(20,441.49)	106.04
248-738-412.000	DELINQUENT PERSONAL PROPERTY	0.00	7.69	0.82	(7.69)	100.00
248-738-582.000	LOCAL GRANTS	0.00	2,500.00	0.00	(2,500.00)	100.00
248-738-665.000	INTEREST REVENUE	0.00	2,192.27	0.00	(2,192.27)	100.00
248-738-674.000-septbeerfest	CONTRIBUTIONS/DONATIONS	0.00	13,280.00	0.00	(13,280.00)	100.00
Total Dept 738 - DOWNTOWN DEVELOPMENT AUTHORITY		338,664.00	377,085.45	89.61	(38,421.45)	111.35
Revenues		338,664.00	377,085.45	89.61	(38,421.45)	111.35
<b>Account Category: Expenditures</b>						
<b>Department: 738 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
248-738-703.000	WAGES - TEMPORARY & PART-TIME	27,898.00	0.00	0.00	27,898.00	0.00
248-738-715.000	SOCIAL SECURITY	2,135.00	0.00	0.00	2,135.00	0.00
248-738-715.000-septbeerfest	SOCIAL SECURITY	0.00	130.49	0.00	(130.49)	100.00
248-738-718.000-septbeerfest	PENSION DEFINED BENEFIT	0.00	668.58	0.00	(668.58)	100.00
248-738-722.000	WORKERS COMPENSATION	169.00	0.00	0.00	169.00	0.00
248-738-728.000	OFFICE SUPPLIES	0.00	98.56	0.00	(98.56)	100.00
248-738-729.000	PRINTING	2,000.00	0.00	0.00	2,000.00	0.00
248-738-730.000	POSTAGE	100.00	0.00	0.00	100.00	0.00
248-738-799.000	EQUIPMENT UNDER \$5,000	500.00	0.00	0.00	500.00	0.00
248-738-800.001	BANK SERVICE FEES	375.00	0.00	0.00	375.00	0.00
248-738-817.000	CONSULTANT SERVICES	4,000.00	1,962.36	0.00	2,037.64	49.06
248-738-885.000	COMMUNITY RELATIONS	52,750.00	46,536.81	0.00	6,213.19	88.22
248-738-885.000-FEEDYOURSOU	COMMUNITY RELATIONS	0.00	100.00	0.00	(100.00)	100.00
248-738-885.000-septbeerfest	COMMUNITY RELATIONS	20,000.00	33,882.05	0.00	(13,882.05)	169.41
248-738-901.000	ADVERTISING/MARKETING	20,000.00	9,681.97	0.00	10,318.03	48.41
248-738-929.000	IRRIGATION WATER AND MAINT.	7,000.00	7,773.33	0.00	(773.33)	111.05
248-738-957.000	MISC/CONTINGENCY	0.00	15.62	0.00	(15.62)	100.00
248-738-958.000	MEMBERSHIP DUES	1,125.00	420.00	0.00	705.00	37.33
248-738-960.001	CONFERENCES/TRAINING	1,900.00	268.00	0.00	1,632.00	14.11
248-738-991.000	BOND/LOAN PAYMENT-PRINCIPAL	40,573.41	0.00	0.00	40,573.41	0.00
248-738-994.300	BOND/LOAN INTEREST	2,470.92	2,470.92	0.00	0.00	100.00
248-738-995.004	ADMINISTRATIVE CHARGES	64,726.00	64,726.00	0.00	0.00	100.00
248-738-995.007	INTERFUND SERVICES	7,149.00	7,149.00	0.00	0.00	100.00
248-738-995.770-CLINTNRVRTL	TRFR/CONTRIBUTE TO GEN FUND (PARKS	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 738 - DOWNTOWN DEVELOPMENT AUTHORITY		274,871.33	175,883.69	0.00	98,987.64	63.99
Expenditures		274,871.33	175,883.69	0.00	98,987.64	63.99
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>						
TOTAL REVENUES		338,664.00	377,085.45	89.61	(38,421.45)	
TOTAL EXPENDITURES		274,871.33	175,883.69	0.00	98,987.64	
NET OF REVENUES & EXPENDITURES:		63,792.67	201,201.76	89.61	(137,409.09)	



TO: Chairman Young and Members of the DDA Board of Directors

FROM: Stephanie Carroll, Economic Development Manager

DATE: January 4, 2023

SUBJECT: Election of Officers-Chairman and Vice-Chairman

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No additional written material provided.

At our meeting on January 16, the floor will be opened up for the nomination of Chairman and Vice-Chairman of the Board for 2023.