



## **FERNDALE DDA BOARD OF DIRECTORS MEETING AUGUST 16, 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: June 2018
- II. Consent Agenda
  - A. Financial Statements
- III. Community Reports
  - A. Chamber of Commerce
  - B. Ferndale Area District Library
- IV. Presentations: Parking: Merchant Validation Program (City Manager's Office)
- V. Action Items:
  - A. Downtown Development & Capital Improvement Plan (Hamilton Anderson)
  - B. Build Application – Ferndale Collision (180 Vester Street)
  - C. DDA New Board Member Applications/Appointment
- VI. Call to Committee Chairs, Board Members & Staff (not more than 3 minutes)
- VII. Adjournment

#### **CALENDAR OF EVENTS**

##### **August**

1<sup>st</sup>  
Biz Dev Committee 5pm  
4<sup>th</sup>  
**National Mead Day**  
7<sup>th</sup>  
Design Committee 5:30pm  
13<sup>th</sup>  
City Council 7pm  
16<sup>th</sup>  
DDA Board Meeting 8am  
**Get Reel @ sunset**  
17<sup>th</sup>-19<sup>th</sup>  
**Woodward Dream Cruise**  
27<sup>th</sup>  
City Council 7pm  
28<sup>th</sup>  
Promotions 5pm

##### **September**

3<sup>rd</sup>  
**Labor Day**  
DDA Office Closed  
4<sup>th</sup>  
Design Committee 5:30pm  
5<sup>th</sup>  
Biz Dev Committee 5pm  
6<sup>th</sup>  
Executive Committee 5pm  
10<sup>th</sup>  
City Council 7pm  
13<sup>th</sup>  
DDA Board Meeting 8am  
20<sup>th</sup>  
**Get Reel @ sunset**  
21<sup>st</sup>-23<sup>rd</sup>  
**DIY**  
**Funky Ferndale Art Fair**  
24<sup>th</sup>  
City Council 7pm  
25<sup>th</sup>  
Promotions 5pm

##### **October**

2<sup>nd</sup>  
Design Committee 5:30pm  
3<sup>rd</sup>  
Biz Dev Committee 5pm  
4<sup>th</sup>  
Executive Committee 5pm  
5<sup>th</sup>-7<sup>th</sup>  
**Oktober Fest**  
8<sup>th</sup>  
City Council 7pm  
11<sup>th</sup>  
DDA Board Meeting 8am  
18<sup>th</sup>  
**Fido Does Ferndale**  
22<sup>nd</sup>  
City Council 7pm  
23<sup>rd</sup>  
Promotions 5pm

**FERNDALE DOWNTOWN DEVELOPMENT AUTHORITY**  
**BOARD OF DIRECTORS MEETING**  
**THURSDAY, JUNE 14, 2018**  
**8:00 A.M.**  
**FERNDALE CITY HALL**  
**300 E. 9 MILE**  
**FERNDALE, MI 48220**

**MINUTES**

**I. CALL TO ORDER**

A. Roll Call 8:00 a.m.

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

**DDA Board Members Absent:** Dean Bach, Mayor, Council.

**Staff Present:** Barry Hicks, Cindy Willcock, Torri Buback

**Guests:** April Lynch, City Manager, Cara Sokol, City Communications Manager, Joe Gacioch, Assistant City Manager, Jordan Twardy, City of Ferndale Planning Director, Jenny Marr, Ferndale Public Area District Library, April Boyle, Build Institute, Kevin Canze, Republic Parking.

B. Dismissals: Mindy Cupples, Chris Johnston, Jerome Raska, Nathan Martin, Council.

C. Approval of Agenda

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

D. Approval of Minutes: May 2018

Motion by Director Scheer seconded by Director Smith to approve the Minutes for April 2018 as presented. All Ayes, motion carries.

**II. Consent Agenda**

A. Staff Report

B. Financial Statements

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

Director Johnston joins at 8:06 am.

**III. Presentations**

A. BUILD Institute

April Boyle

As of lately, the BUILD Institute and Ferndale have sealed an official partnership to support the local business community. Ferndale SOUP is coming up at the end of June, on the 27<sup>th</sup>. BUILD Institute is the most active on the crowd funding source, KIVA – an international nonprofit with a mission to connect people through lending to alleviate poverty. Ferndale SOUP is coming up at the end of June, on the 27<sup>th</sup>. SOUP has been happening in Detroit for 8 years and is happening in England now too. The community comes together and hears presentations from 4 people and it helps give the ideas the resources they need to accelerate the idea to the next level. SOUP is looking for support and help and to be a part of the ecosystem. Director Smith will be moderating the event and there will be a live performance.

B. Ferndale Area District Library

Jenny Marr

Adult summer reading begins on June 23<sup>rd</sup> with court yard reading, Treat Dreams ice cream and Magician Cameron Zvara. Many outdoor activities have been planned for the summer months -

6/27 is build a cat castle workshop. Youth services just got a grant for the Playstation 4, been doing some fun stuff like anime.

#### IV. Action Items

- A. Temporary Parking Solutions - Passport Parking Joe Gacioch  
New branded app to replace Park Mobile. It will be more cost effective as well as simplify user and operator usability. The new system will begin on Monday, June 18<sup>th</sup> beginning with the westside of the City. Park Mobile will expire July 6<sup>th</sup>. Passport Parking will work the same as Park Mobile. The City is increasing the yellow spaces as well as encourage #walkferndale behavior. Permits will not exempt users from having to pay for parking. Representing Lyft is Meredith Baker. Meredith identifies the services provided as door to door services and alternative parking locations. In the app, the agreement will already be set, codes and geocodes must correlate in the app. Business owners get codes that are treated like cash. Employees can then get a Lyft to their home if they live in the area or take a Lyft to a designated parking spot (church). The app allows for there to be a cap and a limit put on the program so people don't take advantage. Director Scheer asks if there is a way to revoke a code and the answer is yes, as long as the codes are known. Codes are for to and from work only. The idea behind the codes is to get employees out of the parking system as much as possible. The City is asking for 5K right now and as the codes are used they will be pulled out of the system. Another feature the app is capable of, is tracking to see where the most usage is coming from as well as the destinations people are traveling to and from. Director Johnston would like to capture the heaviest users of the code. Director Scheer is concerned with people using the codes to get discounts to leave the city. Meredith said they're able to coordinate around the specifics we'd like to see, it just needs to be set up.

Motion by Director Cupples seconded by Director Jacokes to authorize the Executive Director to execute an agreement with Lyft for a not-to-exceed amount of \$5,000 from account 248-000-956 (Miscellaneous) to be used for Temporary Parking Solutions (TPS) services, subject to minor modification for effectuation.

- B. Ferndale Schools Marching Band Booster  
In the past, the DDA has contributed \$500 as a donation to the Eagles Marching Band program. The Marching Band has provided entertainment for such events as the Holiday Tree Lighting. Director Raska would like to see us give the football tickets away that accompany the donation.

Motion by Director Scheer, seconded by Director Raska, to authorize the Executive Director to donate \$500 on behalf of the Ferndale DDA to the Ferndale Schools Fine Arts Booster sponsorship program from account 248-000-956 (Miscellaneous).

- C. Build Application The Oakland (201 W. Nine Mile)  
Sandy Levine, Owner of The Oakland (201 W. Nine Mile) requested assistance through the DDA's Build Façade Grant Program. The application was reviewed and approved by the Appearance Review Committee on May 23, 2018. The Build Façade Grant Application was reviewed and approved by the DDA Design Committee on June 5, 2018 with some conditions and alternatives. The Design Committee noted that the owner had only planned on replacing the lower portion of the Façade. After some discussion with the owner during the Design Committee meeting, the owner indicated that they would like to replace the marquee area, but they were limited on funds and did not think they could do it at this time. The committee asked if they would replace the entire façade if they received a full 20% match from the DDA with a not-to-exceed amount of \$5,000. The owner indicated they would likely be able to do the entire front face if that was the case.

Motion by Director Raska, seconded by Director Cupples, to authorize The Oakland (201 W. Nine Mile) to receive assistance through The DDA's Build Façade Grant Program contingent with the below criteria. Work must be completed within 6 months.

1. To assist the applicant by providing 10% of the requested amount to replace the lower portion of the façade, as presented, for a not-to-exceed amount of \$2,156.
2. AND – that the applicant submits new plans for the marquee/upper portion of the façade for consideration by the Design Committee.

D. Schiffer Park Presentation

Barry Hicks

Executive Director Hicks met with Parks and Recreation Director LaReina Wheeler on the Schiffer Park expansion, possible timeline and costs for completion. Hicks presented a brief update on Schiffer Park completion, estimated at a quarter million dollar. The City is asking the DDA to contribute \$75,000 to support the plan as presented. Director Raska is requesting more proposals. Pro tem Pawlica would like to see all current park elements to remain, being that the park does not have much to it as it is.

Motion by Director Raska, seconded by Director Smith to allocate 75K to support the plan for Schiffer Park as presented.

Executive Director Hicks will check into the recommendations that Director Johnston commented on regarding a sunken seating area in Schiffer Park.

V. Call to Committee Chairs & Board Members & Staff

Deputy Director Willcock announced Art of the Cocktail is coming up next week. There will be a lot of cool art. Everyone should come and invite their friends.

Director Hicks updated everyone on the library garden, there is a pump issue with the cistern. Pump for that irrigation system burned out over a year ago and it will take somewhere between 2 and 7 days for a new one, which will then allow for the drip irrigation.

Director Hicks updated us on The dot, there is a posted RFP with PUD and an interest on 5 developers.

Director Hicks also mentioned Tuesday, June 19<sup>th</sup> is the session for retailers at Hambo's. The discussion will be sculpted around the current and forthcoming position of retail. Breakfast will be provided.

VI. Adjournment

Motion by Director Raska, seconded by Director Johnston to adjourn the meeting. All Ayes, meeting adjourned at 9:26 a.m.



# MEMO

To: DDA Board of Directors  
From: Barry Hicks, Ferndale DDA Executive Director  
CC: none  
Date: 08/14/2018  
Re: Financial Statements

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This month's financial statements are slightly different from what you are used to seeing because since our last meeting we have crossed from one fiscal year to the next. Attached are two sets of Financial Statements:

1. Year-End Financial Statements for FY 17-18 beginning July 1<sup>st</sup>, 2017 and ending June 30<sup>th</sup>, 2018.
2. Beginning FY 18-19 Financial Statements beginning July 1<sup>st</sup>, 2018 and ending June 30<sup>th</sup>, 2019.

## **Previous Fiscal Year Fund Balance vs. Previous Fiscal Year**

- Starting Fund Balance on July 1<sup>st</sup>, 2017 – \$845,504.53  
This number is post-audit and is the final balance carried from FY 16-17 to FY 17-18
- Ending Fund Balance on June 30<sup>th</sup>, 2018 - \$970,925.91  
This number is not audited and subject to change. This number carries the balance from FY 16-17 plus any surplus from FY 17-18 in to the current fiscal year. It is important to not is does not include encumbered expenses in the final months of the previous fiscal year that have not yet been paid. Those expenses are estimated to be \$25,000. This would lower the estimated year-end fund balance to approximately \$945,000.

Additional allocations not yet expended that will come out of the DDA's fund balance:

- \$35,000 for services with Chariot
- \$5,000 for services with Lyft
- \$80,000 for Downtown Development & Capital Improvement Plan
- \$75,000 for Schiffer Park Reconstruction

\$195,000 in allocations have been made in the past Fiscal Year (17-18) and not yet encumbered by the Ferndale DDA. These charges will be made against the DDA's Fund Balance as they occur.

		BALANCE		END BALANCE	
		06/30/2017		2017-18	06/30/2018
GL NUMBER	DESCRIPTION	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		16,828.06
248-000-029.000	Est. Uncollectable DELPP Tax		(27,262.37)		(16,828.06)
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		923,889.63
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		1,009,376.78
Liabilities					
248-000-202.000	Accounts Payable		8,396.23		13,591.66
248-000-206.000	Due to Customers		0.00		0.00
248-000-257.000	Wages Payable		6,377.05		10,971.04
248-000-257.100	Accrued Liability - Payroll		0.00		1,509.60
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		38,450.87
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	452,168.00	441,064.41
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	28,765.00	28,765.00
248-000-403.100	Property Tax Chargebacks		9,606.89	0.00	2,115.71
248-000-404.000	Voted Property taxes		56,208.72	58,085.00	57,182.14
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	1,000.00	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	15,790.00
248-000-675.248	Proceeds- DDA Special Events		0.00	0.00	887.00
248-000-675.500	Contributions - DDA - Public Art		4,925.00	3,000.00	555.00
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	568,018.00	548,419.76
Expenditures					
248-000-706.000	Full Time Personnel		132,324.90	151,744.00	151,317.33
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	11,366.93
248-000-716.000	Health - premiums		0.00	0.00	0.00
248-000-716.100	Health Insurance		26,818.36	17,624.00	12,076.99
248-000-716.110	Health Insurance - EE Contribution		(1,675.58)	(2,350.00)	(693.56)
248-000-716.115	Health Insurance - Retiree		0.00	0.00	0.00

GL NUMBER	DESCRIPTION	BALANCE		2017-18 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Fund 248 - Downtown Development Authority						
Expenditures						
248-000-716.150	Health Insurance Waiver	0.00		0.00		0.00
248-000-716.736	Health - OPEB Funding	0.00		0.00		0.00
248-000-717.000	Life Insurance - EE	212.61		211.00		291.63
248-000-718.000	Pension- ICMA-RC 401	9,049.95		10,622.00		10,401.02
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		13.30
248-000-740.000	Operating Supplies	34,557.67		25,000.00		28,084.75
248-000-740.248	Operating - DDA Special Projects	0.00		0.00		244.78
248-000-747.000	Grant Activity	0.00		0.00		0.00
248-000-752.000	Motor Fuel / Lubricants	0.00		0.00		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		1,013.90
248-000-818.000	Contractual Services	26,878.20		28,000.00		5,099.88
248-000-853.000	Phone/Communications	950.70		0.00		555.43
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		12,000.00		14,591.39
248-000-885.000	Special programs	20,017.55		25,000.00		22,611.75
248-000-900.000	Printing & Publishing	751.90		8,000.00		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		7,064.38
248-000-931.000	Facilities Maintenance	137,595.23		144,000.00		145,939.16
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		1,455.00
248-000-943.000	Equip Rental Alloc - General Fund	2,739.97		2,800.00		545.96
248-000-956.000	Miscellaneous	428.21		52,800.00		540.85
248-000-958.000	Memberships & Dues	1,148.00		3,500.00		721.58
248-000-961.101	General Fund Admin Allocation	14,422.00		17,243.00		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		0.00		4,815.00
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		529,692.00		422,998.38
Total Fund 248 - Downtown Development Authority		872,656.38				1,009,376.78
TOTAL ASSETS		872,656.38				1,009,376.78
BEG. FUND BALANCE		797,831.17				845,504.53
+ NET OF REVENUES & EXPENDITURES		47,673.36		38,326.00		125,421.38
= ENDING FUND BALANCE		845,504.53				970,925.91
+ LIABILITIES		27,151.85				38,450.87
= TOTAL LIABILITIES AND FUND BALANCE		872,656.38				1,009,376.78

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	16,828.06
248-000-029.000	Est. Uncollectable DELPP Tax	(27,262.37)	(16,828.06)
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	923,889.63
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	1,009,376.78
*** Liabilities ***			
248-000-202.000	Accounts Payable	8,396.23	13,591.66
248-000-206.000	Due to Customers	0.00	0.00
248-000-257.000	Wages Payable	6,377.05	10,971.04
248-000-257.100	Accrued Liability - Payroll	0.00	1,509.60
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	38,450.87
*** 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			125,421.38
Ending Fund Balance			970,925.91
Total Liabilities And Fund Balance			1,009,376.78



GL NUMBER	DESCRIPTION	BALANCE		2018-19 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		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		27,386.25			12,653.29
248-000-029.000	Est. Uncollectable DELPP Tax		(27,262.37)			(16,828.06)
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		943,769.39			905,626.41
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			1,029,380.42			986,938.79
Liabilities						
248-000-202.000	Accounts Payable		22,503.55			0.00
248-000-206.000	Due to Customers		0.00			0.00
248-000-257.000	Wages Payable		5,410.72			13,591.92
248-000-257.100	Accrued Liability - Payroll		188.70			4,023.58
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			40,481.54			29,994.07
Fund Equity						
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 EQUITY			845,504.53			845,504.53
Revenues						
248-000-402.000	Property taxes		284,224.34	454,090.00		19,245.01
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		0.00
248-000-403.100	Property Tax Chargebacks		1,263.90	0.00		0.00
248-000-404.000	Voted Property taxes		44,029.85	60,864.00		3,180.03
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	0.00		0.00
248-000-550.010	State PPT Loss Reimbursement		2,060.50	0.00		0.00
248-000-610.000	Participation fees		0.00	0.00		0.00
248-000-665.000	Interest income		0.00	0.00		0.00
248-000-675.000	Contributions		13,065.00	25,000.00		341.00
248-000-675.248	Proceeds- DDA Special Events		0.00	0.00		0.00
248-000-675.500	Contributions - DDA - Public Art		22.00	3,000.00		9,674.54
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		0.00	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			344,665.59	542,954.00		32,440.58
Expenditures						
248-000-706.000	Full Time Personnel		70,687.79	156,297.00		24,608.22
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		5,377.78	11,957.00		1,882.54
248-000-716.000	Health - premiums		0.00	0.00		0.00
248-000-716.100	Health Insurance		5,274.97	18,506.00		2,568.08
248-000-716.110	Health Insurance - EE Contribution		(183.30)	(2,467.00)		(150.00)
248-000-716.115	Health Insurance - Retiree		0.00	0.00		0.00

GL NUMBER	DESCRIPTION	BALANCE		2018-19 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Fund 248 - Downtown Development Authority						
Expenditures						
248-000-716.150	Health Insurance Waiver		0.00	0.00		0.00
248-000-716.736	Health - OPEB Funding		0.00	0.00		0.00
248-000-717.000	Life Insurance - EE		133.23	211.00		52.80
248-000-718.000	Pension- ICMA-RC 401	4,920.84		10,941.00		1,722.56
248-000-719.000	Fringe Benefits		0.00	0.00		0.00
248-000-721.000	Longevity		0.00	0.00		0.00
248-000-725.000	Workers Compensation	1,120.49		854.00		0.00
248-000-730.000	Postage, Mail processing		13.30	500.00		0.00
248-000-740.000	Operating Supplies	7,468.85		25,000.00		934.81
248-000-740.248	Operating - DDA Special Projects		0.00	0.00		0.00
248-000-747.000	Grant Activity		0.00	0.00		0.00
248-000-752.000	Motor Fuel / Lubricants		0.00	0.00		0.00
248-000-775.000	Repair & Maintenance		0.00	1,000.00		0.00
248-000-802.000	Audit/Actuarial Fees		0.00	1,010.00		0.00
248-000-818.000	Contractual Services	2,787.74		80,000.00		0.00
248-000-853.000	Phone/Communications		0.00	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		181.46	12,000.00		0.00
248-000-885.000	Special programs	14,754.16		25,000.00		136.76
248-000-900.000	Printing & Publishing	2,251.90		7,000.00		330.00
248-000-914.000	Liability Insurance		0.00	1,800.00		0.00
248-000-920.000	Utilities	4,260.22		7,600.00		0.00
248-000-931.000	Facilities Maintenance	80,072.00		144,000.00		14,336.00
248-000-940.200	Equipment Leases - Non-City owned		0.00	0.00		0.00
248-000-942.000	Building Rental		803.00	1,800.00		0.00
248-000-943.000	Equip Rental Alloc - General Fund		545.96	2,800.00		0.00
248-000-956.000	Miscellaneous		500.85	52,800.00		0.00
248-000-958.000	Memberships & Dues		300.00	3,500.00		0.00
248-000-961.101	General Fund Admin Allocation		0.00	16,508.00		0.00
248-000-968.000	Depreciation Expense		0.00	0.00		0.00
248-000-970.000	Bad Debt		0.00	0.00		0.00
248-000-974.000	Public Improvements		0.00	15,000.00		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			201,271.24	600,957.00		46,421.77
Total Fund 248 - Downtown Development Authority						
TOTAL ASSETS			1,029,380.42			986,938.79
BEG. FUND BALANCE - 2017-18			845,504.53			845,504.53
+ NET OF REVENUES/EXPENDITURES - 2017-18						125,421.38
+ NET OF REVENUES & EXPENDITURES			143,394.35	(58,003.00)		(13,981.19)
= ENDING FUND BALANCE			988,898.88			956,944.72
+ LIABILITIES			40,481.54			29,994.07
= TOTAL LIABILITIES AND FUND BALANCE			1,029,380.42			986,938.79

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	16,828.06	12,653.29
248-000-029.000	Est. Uncollectable DELPP Tax	(16,828.06)	(16,828.06)
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	923,889.63	905,626.41
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		1,009,376.78	986,938.79
*** Liabilities ***			
248-000-202.000	Accounts Payable	13,591.66	0.00
248-000-206.000	Due to Customers	0.00	0.00
248-000-257.000	Wages Payable	10,971.04	13,591.92
248-000-257.100	Accrued Liability - Payroll	1,509.60	4,023.58
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		38,450.87	29,994.07
*** 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 - 17-18			845,504.53
Net of Revenues VS Expenditures - 17-18			125,421.38
*17-18 End FB/18-19 Beg FB		970,925.91	
Net of Revenues VS Expenditures - Current Year			(13,981.19)
Ending Fund Balance			956,944.72
Total Liabilities And Fund Balance			986,938.79

\* Year Not Closed



# MEMO

To: DDA Board of Directors  
From: Barry Hicks, Ferndale DDA Executive Director  
CC: none  
Date: 08/14/2018  
Re: Downtown Development & Capital Improvement Plan

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The DDA issued a Request for Proposals (RFP) to solicit assistance with updating and renewing our Downtown Development and Capital Improvement Plan (CIP). A copy of the RFP can be found here:

<http://www.downtownferndale.com/about-the-dda/request-for-proposals/>

A Selection Committee was established to review proposals and interview consultants in order to make a recommendation to the DDA Board of Directors.

The DDA CIP Selection Committee is comprised of the following representatives:

- Jacki Smith – DDA Vice-Chair, City of Ferndale Resident, & Downtown Business Owner
- Blake Scheer – DDA Treasurer, Level One Bank
- Michael Hennes – Past DDA Board Member, Immediate Past DDA Chair, DDA Business Development Committee Member, & Downtown Business Owner
- Barry Hicks – Ferndale DDA Executive Director
- April Lynch – Ferndale City Manager
- Joseph Gacioch – Ferndale Assistant City Manager
- Jordon Twardy – Ferndale Community & Economic Development Director
- Jenny Marr – Director, Ferndale Area District Library

We received and reviewed five (5) applications and narrowed down our selection for interviews to three (3) consultants. While all of the submissions demonstrated that all of the consultants were capable of assisting us, Hamilton Anderson was selected as the Committee felt they had the best understanding of our community.

You may download and view Hamilton Anderson's submission here:

<https://drive.google.com/open?id=1SzdX0Cpum9kPUh48NNt7QD9NJTh9Q3l0>

**Recommended Action**

To AUTHROIZE the Executive Director to execute a contract with Hamilton Anderson to provide professional services to create the Downtown Development and Capital Improvement Plan in accordance with their submitted proposal.



# MEMO

To: DDA Board of Directors  
From: Barry Hicks, Ferndale DDA Executive Director  
CC: none  
Date: 06/11/2018  
Re: **Build Application – Ferndale Collision (180 Vester Street)**

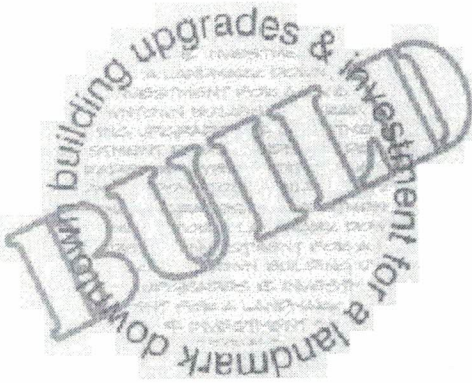
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Dennis Zoma, owner of Ferndale Collision (180 Vester Street), requested assistance through the DDA's Build Façade Grant Program. The application was reviewed and approved by the Appearance Review Committee on July 11, 2018. The Build Façade Grant Application was reviewed and approved by the DDA Design Committee on August 7, 2018, as presented.

## **Recommended Action**

The Design Committee made the following recommendations to the DDA Board of Directors:  
To approve the application as submitted up to a reimbursement of 20% of eligible expenses requested with a not-to-exceed amount of \$5,000.

It is estimated that the total cost of all eligible improvements will be \$24,080 – 20% is \$4,816.  
Reimbursement amounts will be based on receipts from the contractor turned in by the applicant after the work is complete.



# BUILD Program Application

Ferndale Downtown Development Authority :: DDA

**Note:** This application must be completed and approved prior to project commencement. Read eligibility information attached. I have attached to this application:

- ☐ Official quotes, including the cost breakdowns by major categories (i.e., architectural fees, engineering fees, painting, repair, carpentry, materials, etc.)
- ☐ Current and proposed photos
- ☐ Sample materials (e.g., glass, cornice detail, trim, colors, etc.)
- ☐ 1 hard copy and an electronic file of signed and sealed building blueprints, building elevation, site plans, product drawings, specifications and installation details
- ☐ 1 hard copy and an electronic file of photographs of the existing building depicting the areas of proposed improvement.

1 Applicant's Name DENNIS ZOMA  
Mailing Address 180 VESTER AVE. FERNDALE, MI 48220  
Phone Number (248) 935-2303 Email Address DENNIS@FERNDALCOLLISION.COM

2 Project Address 180 VESTER AVE. FERNDALE, MI 48220  
Building Owner DENNIS ZOMA (ZOMA INVESTMENTS)  
Mailing Address 180 VESTER AVE FERNDALE, MI 48220  
Phone Number (248) 935-2303 Email Address DENNIS@FERNDALCOLLISION.COM

3 Architect/Designer N/A  
Firm N/A Specialty N/A  
Phone Number N/A Email Address N/A

4 Total Project Cost \$24,080<sup>80</sup>  
Proposed Start Date 6/18/18 Proposed Completion Date 6/29/18  
Project Financing SELF FINANCED Bank Name N/A  
Project Scope ☒ Façade ☐ Signage ☐ Roof ☒ Exterior Side ☒ Exterior Rear ☐ Interior Improvements  
Other (specify) EXTERIOR PAINTING, REPLACE SEVEN (7) GARAGE DOORS

I, the applicant, have read and understand the BUILD Program Guidelines and hereby submit the application and required attachments to the Ferndale DDA office.

Applicant Signature [Signature] Date 6/8/18



## Page Two Ferndale DDA BUILD Application

Submit application with attachments to:

Executive Director  
Ferndale DDA  
149 W. Nine Mile Rd.  
Ferndale, MI 48220

Suggestions:

- Obtain three quotes to compare prices and quality of work
- As you seek quotes, hire a vendor who will provide the information required for this application

### Office Use Only

Received by \_\_\_\_\_ Date Received \_\_\_\_\_

Eligible BUILD Cost \_\_\_\_\_ 20% Reimbursement Potential \_\_\_\_\_

Approved by \_\_\_\_\_ Approval Date \_\_\_\_\_



# Delet Door Inc

31122 W. Eight Mile Road  
Farmington Hills, MI 48336  
(248) 615-7788 Fax (248) 615-7798

## PROPOSAL

ATTENTION:

Date

Estimate #

5/4/2018

2477

Name / Address

FERNDAL COLLISION  
180 VESTER  
FERNDAL, MI 48220

Ship To

FERNDAL COLLISION  
180 VESTER  
FERNDAL, MI 48220

Terms

Due on receipt

CROSS STREET

N OF 9 MILE

CROSS STREET

E OF WOODWARD

Qty	Description	U/M	Price	Total
1	12'2" X 12' AMARR COMMERCIAL GARAGE DOOR 2" INSULATED TRIPLE LAYER MODEL 2422 IN DARK BROWN, SOLID - NO GLASS			1,875.00
1	12'2" X 14' AMARR COMMERCIAL GARAGE DOOR 2" INSULATED TRIPLE LAYER MODEL 2422 IN DARK BROWN WITH 4 FULL VIEW GLASS SECTIONS			3,475.00
2	10' 2" X 12' AMARR COMMERCIAL GARAGE DOOR 2" INSULATED TRIPLE LAYER MODEL 2422 IN DARK BROWN WITH 1 FULL VIEW GLASS SECTIONS		1995.00	3,990.00
3	14'2" X 12' AMARR COMMERCIAL GARAGE DOOR 2" INSULATED TRIPLE LAYER MODEL 2422 IN DARK BROWN WITH 2 FULL VIEW GLASS SECTIONS		2995.00	8,985.00
1	LIFTMASTER COMMERCIAL ELECTRIC OPENER MODEL MT-50-11 MEDIUM DUTY, INSTALLED WITH (2) REMOTE CONTROLS AND A THREE BUTTON STATION			975.00
	PRICES INCLUDE DOORS - TO BE INSTALLED ONTO STEEL JAMBS DOWN AND AWAY EXISTING DOORS RECONNECT ELECTRIC OPENER TO NEW DOOR			
	A DEPOSIT OF \$5790.00 IS REQUIRED UPON ORDERING. THANK YOU Sales Tax			0.00
Please sign and return when ready to order. Thank you.		<div>Total\$19,300.00</div>		

Signature of Acceptance: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# Alba Brothers Construction

# INVOICE

2500 Mann Road  
Clarkston, MI 48346  
(248) 639-1804

DATE: June 8, 2018

INVOICE: 9916

**Bill To:**

Zoma Investments  
Dennis Zoma  
180 Vester St.  
Ferndale, MI 48220  
(248) 935-2303

DESCRIPTION	AMOUNT
<b><u>Work to be completed:</u></b> 1) Paint Garage Doors Mississippi Bronze SW BRZ8 2) Paint Trim Around Building and Gutters Mississippi Bronze SW BRZ8 3) Paint Exterior Block Quiver Tan SW 6151 4) Paint Yellow Exterior Poles  ***Will repair all exterior imperfections to surfaces that will be painted***  ***All paint colors and sheens to Match Existing***	
Labor Total	3,000.00
Paint and Material Total	1,680.00
MI Sales Tax 6%	\$ 100.80
Make all checks payable to <b>Alba Brothers Construction</b>	<b>TOTAL</b> \$ 4,780.80





































**FERNDALE COLLISION**

(248) 545-1920 Auto Repair

[www.FerndaleCollision.com](http://www.FerndaleCollision.com)

- MAJOR & MINOR MECHANICAL REPAIRS
- RELIABLE 24 HOUR TOWING SERVICE
- ALL INSURANCE COMPANIES WELCOME
- ON-SITE GLASS REPAIR & REPLACEMENT

PRIVATE  
TOW AWAY ZONE



# MEMO

To: DDA Board of Directors  
From: Barry Hicks, Ferndale DDA Executive Director  
CC: none  
Date: 08/14/2018  
Re: New Board Members

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We have received four (4) applications for to fill one (1) vacancy on the DDA Board of Directors. All of the applications are for the available resident spot.

The Executive Committee is typically responsible for screening these applications and providing guidance and a recommendation for filling the vacancy. Unfortunately, the Executive Committee was unable to meet this month and will return to their regular schedule in September.

## **Recommended Action**

You may take action to appoint one of the four applicants to the DDA Board at this time. You may also defer a decision until a later date and allow the Executive Committee time to screen each applicant.



*A separate application is required for each board or commission you wish to join.  
Applications remain active for one year from the date of submittal.  
Resumes are encouraged and may be attached to your **completed** application.*

**Name of Board or Commission for which you are applying:**

Downtown Development Authority

**Name:** Tim Krzyczkowski

**Home Address:**

[REDACTED]  
Ferndale, MI 48220

**Work Address:**

**Home Phone:**

**Work Phone:**

**Cell Phone:** [REDACTED]

**Email:** [REDACTED]

Ferndale residency is required for most boards and commissions.

☒ I am a Ferndale resident. If so, for how many years? \_\_\_\_\_

**Describe experiences you have had that led to your desire to serve the City.**

I love Ferndale. I love this city's commitment to artists, diversity and progressive values. I want to serve because I love who we are and want to help us continue creating the unique place I'm proud to call home. I've spent the better part of 10 years working in Ferndale and getting a first hand look at our rapidly developing city. I have an intense desire to be part of what's next and to have a hand in developing new, exciting city initiatives.

**Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other non-profit organizations that are specifically applicable to this board or commission.**

My professional career has been involved in a wide variety of creative positions - director, video editor, motion graphics artist, and writer. I've been an actor, performer, and teacher at Go Comedy! Improv theater for a decade - which has given me a unique opportunity to grow my communication and leadership skills. I've volunteered with the Detroit Improv Festival, a non-profit dedicated to bringing the art of improv to south-east Michigan and the Ferndale DDA, helping during events, creating custom video content, and planning for the promotions committee.

**Employment:** List your three most recent employment experiences.

Dates	Company Name / Location	Position	Job Description
4/17-Present	Agency 5/5-hour Energy	Video Producer	Video content creator for social media channels
10/08-Present	Go Comedy! Improv Theater	Performer/Teachers	Performer, writer and director for a variety of
1/08-1/14	Q + M (Agency)	Video Producer	Video producer, editor and director for a variety

**Education:** List your three most recent educational experiences.

Educational Institution / School	Degree Received	Area(s) of Study
Eastern Michigan University	B.S.	Electronic Media/Theater Arts

Some boards and commissions are a mix of citizens with certain qualifications and other citizens representing the general public. Even if you do not have any of the experience or professional background listed below, City Council urges you to apply for consideration. Ferndale needs citizens with diverse backgrounds on its boards and commissions.

**Important Public Records Information:** All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the City Clerk at 248-546-2384 if you have any questions or concerns about the disclosure of specific information.

**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

eSigned via SeamlessDocs.com  
*Timothy Krzyzowski*  
Key: 8636ee9981949503599817e3ffcd4d2

7.19.18

Applicant's Signature

Date

Return completed forms to:

Marne McGrath, City Clerk  
City of Ferndale  
300 E Nine Mile Rd  
Ferndale, MI 48220  
248-546-2381  
mmcgrath@ferndalemi.gov



*A separate application is required for each board or commission you wish to join.  
Applications remain active for one year from the date of submittal.  
Resumes are encouraged and may be attached to your **completed** application.*

**Name of Board or Commission for which you are applying:**

Ferndale Downtown Development Authority

**Name:** William Werner

**Home Address:**

[REDACTED]  
Ferndale, MI 48220

**Work Address:**

Provisions  
[REDACTED]  
Ferndale, MI

**Home Phone:**

[REDACTED]

**Work Phone:**

[REDACTED]

**Cell Phone:**

[REDACTED]

**Email:**

[REDACTED]

Ferndale residency is required for most boards and commissions.

☒ I am a Ferndale resident. If so, for how many years? 2

**Describe experiences you have had that led to your desire to serve the City.**

After growing up in Michigan, I left the state in 2008 to get a job out of college. My wife and I lived in San Francisco for seven years and moved home in late 2015. We bought a house in Ferndale in 2016 and fell in love with the community and the city. I love what Ferndale has to offer and how welcoming it is as a community. Though small in size, Ferndale has some big-city amenities while still retaining a tight-knit feel. Personally I am constantly awestruck by how supportive and connected the network of entrepreneurs is in Ferndale. I want to be more active in the City and find a ways to make Ferndale even better than it is while it undergoes growth and change.

**Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other non-profit organizations that are specifically applicable to this board or commission.**

For the last two years, I have been managing small-businesses in the food industry. As part of this, I have worked heavily on financial analysis, strategy and planning. In November of 2017, my business partner Zach Berg and I launched Provisions, a specialty food retailer located in Ferndale on Woodward Heights. We saw how Ferndale had become a hub for innovative businesses both in and out of the food industry, and thought that given the success of some of the restaurants in the City, the community would embrace a specialty retailer offering an experience more like Zingerman's Deli than a traditional grocery store. So far, it seems that we were right and we have loved operating Provisions in Ferndale.

That being said, I come from a technical background. Prior to moving back to Michigan, I worked as a geologist for seven years. My project work was primarily focused around environmental contamination and its remediation. The end result of most of my projects was either to get a property ready to redevelop, or make sure that a property was safe to redevelop. As part of this, I had interaction with various stakeholders and regulatory agencies. We had to look critically at redevelopment projects and make sure that the plans of the developer met the reality of the environmental conditions and the regulatory requirements. Sometimes I would have to look at large sets of data, digest it and then present it in a way that the public or the client could easily understand. At other times, we would have to make the case to a stakeholder that a particular action was both a reasonable and effective means



**Employment:** List your three most recent employment experiences.

Dates	Company Name / Location	Position	Job Description
Aug 2017 - Present	Provisions / Ferndale, MI	Co-founder and member	Owner and Manager
Jan 2016 - Aug 2017	Gayle's Chocolates, Royal Oak, MI	Manager	Operations and Sales Mgmt
Nov 2013 - Dec 2015	Terraphase, Oakland, CA	Geologist	Environmental Consultant

**Education:** List your three most recent educational experiences.

Educational Institution / School	Degree Received	Area(s) of Study
University of Michigan, Ann Arbor	B.A.	Earth Sciences (Geology)

Some boards and commissions are a mix of citizens with certain qualifications and other citizens representing the general public. Even if you do not have any of the experience or professional background listed below, City Council urges you to apply for consideration. Ferndale needs citizens with diverse backgrounds on its boards and commissions.

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**Truth and Accuracy:** I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

eSigned via SeamlessDocs.com  
*William Brendan Werner*  
Key: 8636ee9981949503599817e3fcd4d2

07/16/2018

Applicant's Signature

Date

Return completed forms to:

Marne McGrath, City Clerk  
City of Ferndale  
300 E Nine Mile Rd  
Ferndale, MI 48220  
248-546-2381  
mmcgrath@ferndalemi.gov



*A separate application is required for each board or commission you wish to join.  
Applications remain active for one year from the date of submittal.  
Resumes are encouraged and may be attached to your **completed** application.*

**Name of Board or Commission for which you are applying:**

Downtown Development Authority Board of Directors

**Name:** Angela Tripi

**Home Address:**

[REDACTED]  
Ferndale, MI 48220

**Work Address:**

[REDACTED]

**Home Phone:** N/A

**Work Phone:**

[REDACTED]

**Cell Phone:**

[REDACTED]

**Email:**

[REDACTED]

Ferndale residency is required for most boards and commissions.

☒ I am a Ferndale resident. If so, for how many years? 2 years

**Describe experiences you have had that led to your desire to serve the City.**

Anyone who has been to Ferndale knows how incredibly special the city is including all the people who live there. My heart has always been called to public service and it would be an incredible honor to serve our community in any capacity in which I am able. My fiancée, Kara, drives two hours to Ann Arbor each day for the chance for us and our pup to live here. Ferndale is our home; the inclusive spirit of the residents in Ferndale makes this more than a place where we simply have a house. We have received so much from living in Ferndale that it would be my pleasure to serve and give something back.

**Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other non-profit organizations that are specifically applicable to this board or commission.**

My background includes service in multiple volunteer organizations from anything working with teenagers who struggle to addiction with STAND, Alternative Spring Break trips as a team leader through MSU, and to volunteering with the Lansing chapter of the ACLU. I get to marry the love of my life in 9 days and she inspired to get more involved with our community now that we have established our roots. My ability to work as an attorney to read and draft legal documents is a skill I can bring to the table. However, my biggest asset is that I love Ferndale and I will help in any capacity that you are interested to make sure that Ferndale grows while maintaining the inherent traits that has led to it being the wonderful place it is.

Thank you for your time and for all that you have done to make Ferndale the amazing city that it is. I hope I am afforded the opportunity to become more involved as a member of the Downtown Development Authority Board of Directors.

**Employment:** List your three most recent employment experiences.

Dates	Company Name / Location	Position	Job Description
02/2018 - Current	Findling Law Firm, Royal Oak	Associate Attorney	Probate Attorney
01/2017 - 02/2018	Attorney General of the State of Michigan, Detroit	Special Assistant Attorney General	Prosecutor for Juvenile Delinquent
09/2015 - 01/2017	Wayne County Prosecutor's Office, Detroit	Assistant Prosecuting Attorney	Prosecutor in General Trials Unit

**Education:** List your three most recent educational experiences.

Educational Institution / School	Degree Received	Area(s) of Study
Western Michigan University Thomas M.	Juris Doctor	Law
Michigan State University	BA	Political Science - Prelaw
Tawas Area High School	High School Diploma	General Studies

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eSigned via SeamlessDocs.com  
*Angela M. Tripi*  
Key: 8636ee9981949503599817e3fcd4d2

08/08/2018

Applicant's Signature

Date

Return completed forms to:

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248-546-2381  
mmcgrath@ferndalemi.gov



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**Name of Board or Commission for which you are applying:**

Downtown Development Authority Board of Directors

**Name:** James Carson

**Home Address:**

[REDACTED]  
Ferdale, MI 48220

**Work Address:**

**Home Phone:**

**Work Phone:**

**Cell Phone:** [REDACTED]

**Email:** [REDACTED]

Ferdale residency is required for most boards and commissions.

☒ I am a Ferndale resident. If so, for how many years? 4

**Describe experiences you have had that led to your desire to serve the City.**

Ferdale will forever be home for my wife and me. When we moved here four years ago we soon knew that this is where we wanted to raise a family. The people and culture of this city have been incredible to us, and I want to give back as a member of the Downtown Development Authority.

**Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other non-profit organizations that are specifically applicable to this board or commission.**

I have always had a passion for public service and admiration for those who dedicate their lives to it. As an undergraduate I studied political science at the University of Michigan-Dearborn, where I became fascinated with City of Detroit history and initiatives to revitalize it. I then interned with the Detroit Economic Growth Corporation, helping a team redevelop brownfield sites throughout the city with tax incentives, policy advocacy and community engagement. I also interned with Governor Granholm's Policy Division, where I conducted policy research, attended public hearings and workgroups and assisted the Governor's advisors. This only enhanced my desire to learn more, so I enrolled on a scholarship to Michigan State University, where I earned a Masters of Public Policy in 2011. The vast majority of my studies were dedicated to Michigan and local public policy, ranging from public finance, policy administration and microeconomics.

After graduation I joined a law firm as a legal clerk (to pay the bills), looking for my next opportunity. I then joined a US Congressional Campaign in Michigan's 11th District, working to elect Democrat Dr. Syed Taj as his Policy Director. I wrote policy position statements, briefed the candidate for debates and public appearances, and designed campaign literature. During the campaign I took a shot at applying to my dream school, the London School of Economics, and was accepted. In addition to the once-in-a-lifetime experience overseas, I was still hungry to keep learning and gain new skills. I studied development and financial economics, advanced statistics,

**Employment:** List your three most recent employment experiences.

Dates	Company Name / Location	Position	Job Description
09/15 - Current	Quicken Loans, Detroit	Team Leader, Data Science	Leading a team of data scientists and engineers
08/13 - 09/15	Amrock, Inc.	Data Modeler	Developed machine learning and predictive
01/12 - 11/12	U.S. Congressional Campaign	Policy Director	Composed campaign policy statements

**Education:** List your three most recent educational experiences.

Educational Institution / School	Degree Received	Area(s) of Study
London School of Economics	Masters of Science	Political Economy
Michigan State University	Masters of Public Policy	Public Policy & Economics
University of Michigan-Dearborn	Bachelor of Arts	English

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Key: 8636ee9981949503599817e3fcd4d2

August 11, 2018

Applicant's Signature

Date

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