



**GRAND RIVER CORRIDOR IMPROVEMENT  
AUTHORITY MEETING**

**Thursday, December 12, 2019 – 8:00 a.m.  
Conference Room A – City Hall  
23600 Liberty Street  
Farmington, MI 48335**

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**AGENDA**

- 1. CALL TO ORDER**
  
- 2. APPROVAL OF AGENDA**
  
- 3. APPROVAL OF MINUTES**
  - A. September 12, 2019 Minutes**
  
- 4. 2019 GRAND RIVER IMPROVEMENT AUTHORITY TAX INCIMENT FINANCING (TIF) REPORT**
  
- 5. DISCUSSION OF 2020-2025 CAPITAL IMPROVEMENT PROGRAM**
  
- 6. 2019 SCHEDULE OF CIA REGULAR BOARD MEETINGS**
  
- 7. PUBLIC COMMENT**
  
- 8. BOARD COMMENT**
  
- 9. ADJOURNMENT**

**CITY OF FARMINGTON  
GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY  
MINUTES  
September 12, 2019**

**CALL TO ORDER**

The Farmington Grand River Corridor Improvement Authority meeting was called to order at 8:10 a.m. by Economic and Community Development Director Christiansen.

Members Present: Accettura, Bowman, Carron, Graham, O'Dell, Thomas  
Members Absent: King  
Staff: Christiansen

**APPROVAL OF AGENDA**

Motion by Graham, supported by Thomas to approve the agenda. Motion approved unanimously.

**APPROVAL OF MINUTES**

A. Motion by Accettura, supported by O'Dell to approve the August 8, 2019 minutes. Motion approved unanimously.

**SITE PLAN REVIEW FOR PROPOSED MULTIPLE FAMILY RESIDENTIAL – LEO SOAVE, 32057 GRAND RIVER AVENUE**

Christiansen introduced the proposed/revised site plan and reviewed the existing site, the Grand River CIA Vision Plan, the Grand River Overlay District and the proposed multiple family residential plan with the Board. Mark Fredrick, Architect with Mark Fredrick Design, representing Leo Soave, reviewed and discussed the proposed site plan with the Board and answered questions. The CIA Board recommended approval of the revised site plan as proposed and forwarded it to the Planning Commission for their review and consideration.

**CONTINUED DISCUSSION OF UPDATE TO GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY 2013 VISION PLAN**

Christiansen continued the review and discussion of the Grand River Corridor Improvement Authority 2013 Vision Plan with the Board. The Board provided comments regarding the proposed future land use plan and potential redevelopment sites/opportunities throughout the Grand River corridor. Discussion will continue with joint Boards at the October 24<sup>th</sup> meeting.

**PUBLIC COMMENT**

None.

**BOARD COMMENT**

The CIA Board discussed the current status of several ongoing development projects in the city, including Blue Hat Coffee. The CIA Board also briefly discussed October's meeting agenda and the scheduled Joint Boards meeting on October 24<sup>th</sup>.

**ADJOURNED AT 8:50 a.m.**



OAKLAND COUNTY EXECUTIVE L. BROOKS PATTERSON

Equalization Division  
(248) 858-0740 | equal@oakgov.com

March 20, 2019

TO: Oakland County Equalization Contract Unit Clerk

Our records indicate your City, Village or Township has an active Tax Increment Financing Authority (i.e. DDA, CIA, LDFA, NIA, WRA or TIFA) with a TIF Plan or a Development/TIF Plan for which you are now subject to **additional reporting requirements under PA 57 of 2018**. There are deadlines for filing compliance with PA 57 which require the attention of your municipality and we trust you will provide this notification to the appropriate staff members of your unit to insure these deadlines are timely met.

**First and foremost**, each authority using Tax Increment Financing (TIF) is required to send a copy, or a link to a copy, of **each** currently adopted TIF plan (or Development/TIF Plan, if combined in a single document) to Treasury. This legislation currently excludes Brownfield TIF Plans.

**TIF plans are due no later than April 1, 2019.**

Plans can be sent via email to [Treas-StateSharePropTaxes@michigan.gov](mailto:Treas-StateSharePropTaxes@michigan.gov).

The deadline for filing the **Annual Financial Report Form** (available at the [Treasury TIF website](#)) and for creating a website, utilizing the website of the municipality OR providing a physical location within your municipality open to the public to afford public access to records and documents of the authority is **180 days after the end of the authority's fiscal year ending after January 1, 2019**. The fiscal year of the authority may coincide with that of your municipality, however, it may differ. For those with a FYE of January 31 or February 28, the 180-day deadline is fast approaching.

**Failure to timely file the required documents will result in the loss of some or all of your authority's tax increment revenue. Avoid being subjected to statutory non-compliance penalties, which do not provide Treasury with any power to waive them, by insuring deadlines are timely met.**

You will find a copy of the Reporting Requirements, an Excerpt (Part 9) from PA 57 of 2018, enclosed for your further review. Particular attention should be given to the authority records and documents listed in MCL 124.4910 that must be placed on a website **OR** made available in a physical location within your municipality open to the public.

If you have any questions regarding this matter, please feel free to contact either Mary Ritchie or Stacey Etkorn.

Mary E. Ritchie, Appraiser III  
Phone: 248.858-4029  
E-mail: [ritchiema@oakgov.com](mailto:ritchiema@oakgov.com)

Stacey T. Etkron, Technical Assistant  
Phone: 248.858-4994  
E-mail: [etzkrons@oakgov.com](mailto:etzkrons@oakgov.com)

Enclosure  
19\_Notice\_PA57of2018.docx

\*\*\*\*\* Act 57 of 2018 THIS NEW ACT IS EFFECTIVE JANUARY 1, 2019 \*\*\*\*\*  
RECODIFIED TAX INCREMENT FINANCING ACT  
Act 57 of 2018

AN ACT to provide for the recodification and establishment of certain tax increment finance authorities; to prescribe the powers and duties of the authorities; to correct and prevent deterioration in residential, commercial, and industrial areas and certain other areas; to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation and implementation of development plans and development areas; to promote residential and economic growth; to create certain boards; to prescribe the powers and duties of certain boards; to authorize the issuance of bonds and other evidences of indebtedness; to levy certain taxes; to authorize the use of tax increment financing; to prescribe powers and duties of certain state officials; to provide for rule promulgation; to provide for enforcement of this act; and to repeal acts and parts of acts.

History: 2018, Act 57, Eff. Jan. 1, 2019.

*The People of the State of Michigan enact:*

PART 9  
REPORTING REQUIREMENTS

\*\*\*\*\* 125.4901.new THIS NEW SECTION IS EFFECTIVE JANUARY 1, 2019 \*\*\*\*\*

**125.4901.new Definitions.**

Sec. 901. As used in this part:

- (a) "Authority" means all of the following:
  - (i) An authority as defined in part 2.
  - (ii) An authority as defined in part 3.
  - (iii) An authority as defined in part 4.
  - (iv) An authority as defined in part 6.
  - (v) An authority as defined in part 7.
  - (vi) An authority as defined in part 8.
- (b) "Municipality" means all of the following:
  - (i) A municipality as defined in part 2.
  - (ii) A municipality as defined in part 3.
  - (iii) A municipality as defined in part 4.
  - (iv) A municipality as defined in part 6.
  - (v) A municipality as defined in part 7.
  - (vi) A municipality as defined in part 8.

History: 2018, Act 57, Eff. Jan. 1, 2019.

\*\*\*\*\* 125.4910.new THIS NEW SECTION IS EFFECTIVE JANUARY 1, 2019 \*\*\*\*\*

**125.4910.new Website; requirements.**

Sec. 910. (1) Subject to subsection (5), each municipality that has created an authority or that creates an authority shall create a website or utilize the existing website of the municipality that is operated and regularly maintained with access to authority records and documents for the fiscal year beginning on the effective date of this act, including all of the following:

- (a) Minutes of all board meetings.
- (b) Annual budget, including encumbered and unencumbered fund balances.
- (c) Annual audits.
- (d) Currently adopted development plan, if not included in a tax increment financing plan.
- (e) Currently adopted tax increment finance plan, if currently capturing tax increment revenues.
- (f) Current authority staff contact information.
- (g) A listing of current contracts with a description of those contracts and other documents related to management of the authority and services provided to the authority.
- (h) An updated annual synopsis of activities of the authority. An updated synopsis of the activities of the authority includes all of the following, if any:
  - (i) For any tax increment revenues described in the annual audit that are not expended within 5 years of

their receipt, a description that provides the following:

- (A) The reasons for accumulating those funds and the uses for which those funds will be expended.
  - (B) A time frame when the fund will be expended.
  - (C) If any funds have not been expended within 10 years of their receipt, both of the following:
    - (I) The amount of those funds.
    - (II) A written explanation of why those funds have not been expended.
  - (ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
  - (iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.
  - (iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.
- (2) The requirements in subsection (1) are required for records and documents related to fiscal years as follows:
- (a) For the fiscal year in which this act takes effect, the records and documents for that fiscal year.
  - (b) For the fiscal year 1 year following the effective date of this act, the records and documents for that fiscal year and the immediately preceding fiscal year.
  - (c) For the fiscal year 2 years following the effective date of this act, the records and documents for that fiscal year and the 2 immediately preceding fiscal years.
  - (d) For the fiscal year 3 years following the effective date of this act, the records and documents for the fiscal year and the 3 immediately preceding fiscal years.
  - (e) For the fiscal year 4 years following the effective date of this act and each subsequent fiscal year, the records and documents for the fiscal year and the 4 immediately preceding fiscal years.
- (3) The requirements of this section shall not take effect until 180 days after the end of an authority's current fiscal year as of the effective date of this act.
- (4) Each year, the board of an authority shall hold not fewer than 2 informational meetings. Notice of an informational meeting shall be posted on the municipality's or authority's website not less than 14 days before the date of the informational meeting. Not less than 14 days before the informational meeting, the board of an authority shall mail notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act. As an alternative to mailing notice of the informational meeting, the board of the authority may notify the clerk of the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act by electronic mail. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.
- (5) If the municipality creating an authority does not have an existing website and chooses not to create a website under subsection (1), the municipality shall maintain the records described in subsection (1) at a physical location within the municipality that is open to the public.

History: 2018, Act 57, Eff. Jan. 1, 2019.

\*\*\*\*\* 125.4911.new THIS NEW SECTION IS EFFECTIVE JANUARY 1, 2019 \*\*\*\*\*

**125.4911.new Capture of tax increment revenues; report by authority; contents; filing; compilation by department of treasury; submission to legislature; consultation with professional organizations.**

Sec. 911. (1) Annually, on a form and in the manner prescribed by the department of treasury, an authority that is capturing tax increment revenues shall submit to the governing body of the municipality, the governing body of a taxing unit levying taxes subject to capture by an authority, and the department of treasury a report on the status of the tax increment financing account. However, an authority may submit by electronic means a report described in this subsection to the governing body of the municipality and the governing body of a taxing unit levying taxes subject to capture by the authority. The report shall include all of the following:

- (a) The name of the authority.
- (b) The date the authority was formed, the date the tax increment financing plan is set to expire or terminate, and whether the tax increment financing plan expired during the immediately preceding fiscal year.
- (c) The date the authority began capturing tax increment revenues.
- (d) The current base year taxable value of the tax increment financing district.
- (e) The unencumbered fund balance for the immediately preceding fiscal year.
- (f) The encumbered fund balance for the immediately preceding fiscal year.
- (g) The amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction.

- (h) The amount in any bond reserve account.
- (i) The amount and purpose of expenditures from the account.
- (j) The amount of principal and interest on any outstanding bonded indebtedness.
- (k) The initial assessed value of the development area or authority district by property tax classification.
- (l) The captured assessed value retained by the authority by property tax classification.
- (m) The tax increment revenues received for the immediately preceding fiscal year.
- (n) Whether the authority amended its development plan or its tax increment financing plan within the immediately preceding fiscal year and if the authority amended either plan, a link to the current development plan or tax increment financing plan that was amended.

(o) Any additional information the governing body of the municipality or the department of treasury considers necessary.

(2) The report described in subsection (1) shall be filed with the department of treasury at the same time as the annual financial report is filed with the department of treasury under section 4 of the uniform budgeting and accounting act, 1968 PA 2, MCL 141.424.

(3) The department of treasury shall collect the reports described in subsection (1) and annually compile a combined report that summarizes the information reported in subsection (1) and annually submit a copy of that combined report to each member of the legislature.

(4) The department of treasury shall consult with the professional organizations that represent municipalities in developing the reporting form described in subsection (1).

(5) The department of treasury shall consult with the professional organizations described in subsection (4) and finalize and publish the form described in subsection (1) not later than 60 days after the effective date of this act.

History: 2018, Act 57, Eff. Jan. 1, 2019.

\*\*\*\*\* 125.4912.new THIS NEW SECTION IS EFFECTIVE JANUARY 1, 2019 \*\*\*\*\*

#### 125.4912.new Copy or electronic mail link of adopted development plan or tax increment finance plan.

Sec. 912. Within 90 days of the effective date of this act, each authority shall send a copy or an electronic mail link of its currently adopted development plan or its currently adopted tax increment finance plan, if separate from the development plan, to the department of treasury.

History: 2018, Act 57, Eff. Jan. 1, 2019.

\*\*\*\*\* 125.4915.new THIS NEW SECTION IS EFFECTIVE JANUARY 1, 2019 \*\*\*\*\*

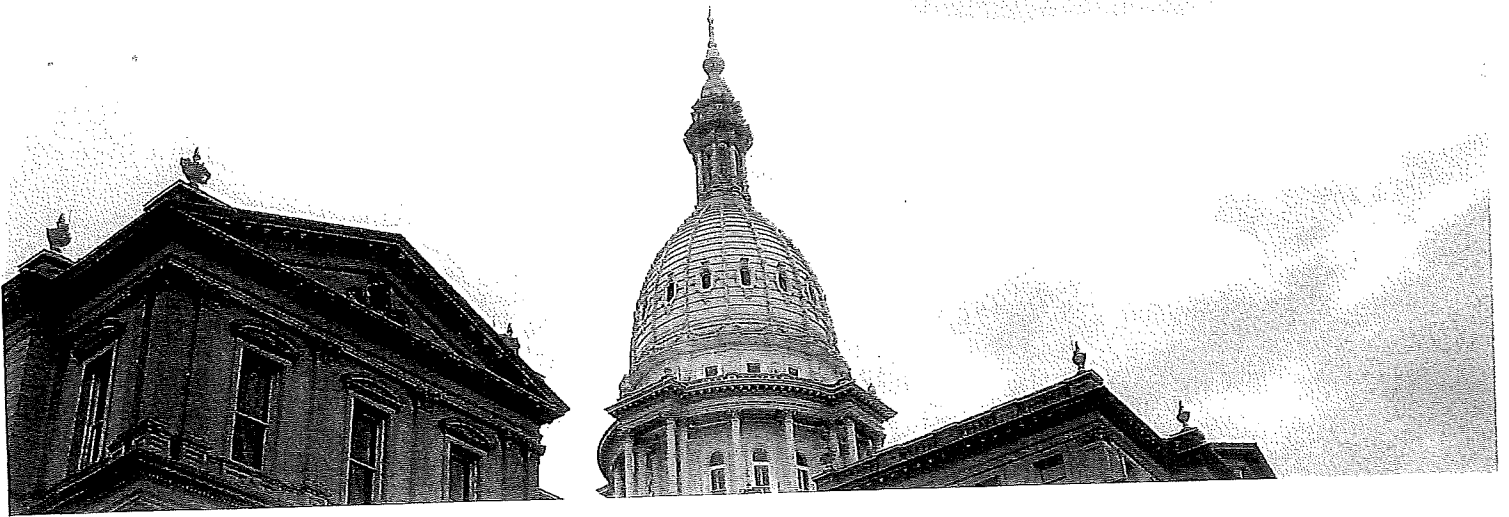
#### 125.4915.new Enforcement of act.

Sec. 915. (1) The department of treasury may institute proceedings to compel enforcement of this act and shall send written notification to an authority that fails to comply with this act, to each taxing jurisdiction that has tax increment revenues captured by the authority, and to the governing body of the municipality that established the authority of a violation of any provision of this act. The written notification shall specifically detail the authority's noncompliance with this act.

(2) If the department of treasury notifies an authority in writing that the authority failed to comply with any provision of this act, and after 60 days following receipt of that notice the authority does not comply, that authority shall not capture any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness and other obligations for the period of noncompliance. During the period of noncompliance, an authority cannot amend or approve a tax increment financing plan. However, if the period of noncompliance exceeds 2 consecutive years, that authority shall not capture any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness and other obligations without a resolution of authorization of the municipality that created the authority and each taxing jurisdiction whose ad valorem taxes are subject to capture by the authority. Any excess funds captured shall be returned to the taxing jurisdiction from which they were captured as follows:

- (a) For part 2, as provided in section 215(2).
- (b) For part 3, as provided in section 314(2).
- (c) For part 4, as provided in section 413(2).
- (d) For part 5, as provided in section 523(7).
- (e) For part 6, as provided in section 619(2).
- (f) For part 7, as provided in section 716(2).
- (g) For part 8, as provided in section 815(2).

History: 2018, Act 57, Eff. Jan. 1, 2019.



## » INTRODUCTION

The Recodified Tax Increment Financing Act, 2018 PA 57 (the "Act"), was signed into law on March 15, 2018 to take effect on January 1, 2019. The Act consolidates the legislative authority to create and operate tax increment authorities (other than brownfield redevelopment authorities) into a single statute.

The Act imposes new, uniform reporting requirements on most authorities<sup>1</sup> and their related municipalities, new public informational meeting requirements, authorizes the Department of Treasury to enforce the Act, and prohibits authorities in breach of these reporting requirements from capturing tax increment revenues in excess of the amounts necessary to pay bonded indebtedness and other obligations of the authority for the period of noncompliance.

The new reporting and public informational meeting requirements are set forth below:

### Send a Copy of the Plan to Treasury

**When:** No later than April 1, 2019

**Why:** MCL 125.4912

**How:** Authority must send a copy or an electronic mail link of its currently adopted development plan or its currently adopted tax increment finance plan, if separate from the development plan, to the Department of Treasury.



### Hold Two Informational Meetings Annually

**When:** Biannually beginning January 1, 2019

**Why:** MCL 125.4910(4)

**How:** The board of an authority shall hold at least 2 informational meetings (which may be held in conjunction with other public meetings of the authority or municipality). Notice must be published on the municipality's or authority's website not less than 14 days before the date of the informational meeting. Notice must also be mailed not less than 14 days before the informational meeting by the authority to the governing body of each taxing jurisdiction levying taxes that are subject to capture. As an alternative to mailing notice, the authority may notify the clerk of the governing body of each taxing jurisdiction by electronic mail.

<sup>1</sup> These requirements apply to Downtown Development Authorities, Tax Increment Finance Authorities, Local Development Finance Authorities, Corridor Improvement Authorities, Water Resource Improvement Authorities, Neighborhood Improvement Authorities, and municipalities incorporating any one of these authorities.



## Post TIF Information on Municipal Website

When: 180 days after end of authority's current fiscal year as of Jan. 1, 2019

Why: MCL 125.4910(1)

How: The municipality must create a website or utilize the municipality's existing website with access to authority records and documents, including all of the following:

- (a) Minutes of all board meetings.
- (b) Annual budget, including encumbered and unencumbered fund balances.
- (c) Annual audits.
- (d) Currently adopted development plan, if not included in a tax increment financing plan.
- (e) Currently adopted tax increment finance plan, if currently capturing tax increment revenues.
- (f) Current authority staff contact information.
- (g) A listing of current contracts with a description of those contracts and other documents related to management of the authority and services provided to the authority.
- (h) An updated annual synopsis of activities of the authority. An updated synopsis of the activities of the authority includes all of the following, if any:
  - (i) For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides the following:
    - (A) The reasons for accumulating those funds and the uses for which those funds will be expended.
    - (B) A time frame when the fund will be expended.
    - (C) If any funds have not been expended within 10 years of their receipt, both of the following:
      - (i) The amount of those funds.
      - (ii) A written explanation of why those funds have not been expended.
      - (ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
      - (iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.
      - (iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.

## Send Annual Report to Treasury, Municipality & Taxing Units

When: 180 days after the end of an authority's fiscal year

Why: MCL 125.4911(1)

How: An authority that is capturing tax increment revenues must submit a report, on a form to be provided by Department of Treasury, to the municipality, the governing body of each taxing unit levying taxes which are subject to capture by the authority, and the Department of Treasury. The report shall include all of the following:

- (a) The name of the authority.
- (b) The date the authority was formed, the date the tax increment financing plan is set to expire or terminate, and whether the tax increment financing plan expired during the immediately preceding fiscal year.
- (c) The date the authority began capturing tax increment revenues.
- (d) The current base year taxable value of the tax increment financing district.
- (e) The unencumbered fund balance for the immediately preceding fiscal year.
- (f) The encumbered fund balance for the immediately preceding fiscal year.
- (g) The amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction.
- (h) The amount in any bond reserve account.
- (i) The amount and purpose of expenditures from the account.
- (j) The amount of principal and interest on any outstanding bonded indebtedness.
- (k) The initial assessed value of the development area or authority district by property tax classification.
- (l) The captured assessed value retained by the authority by property tax classification.
- (m) The tax increment revenues received for the immediately preceding fiscal year.
- (n) Whether the authority amended its development plan or its tax increment financing plan within the immediately preceding fiscal year and if the authority amended either plan, a link to the current development plan or tax increment financing plan that was amended.
- (o) Any additional information the governing body of the municipality or the Department of Treasury considers necessary.

# Annual Report on Status of Tax Increment Financing Plan

<p>Send completed form to:  <a href="mailto:Treas-StateSharePropTaxes@michigan.gov">Treas-StateSharePropTaxes@michigan.gov</a>                  Issued pursuant to 2018 PA 57, MCL 125.4911                  Filing is required within 180 days of end of                  Authority's fiscal year 2018-2019.</p>	<p><b>Municipality Name</b>                  Click on this cell to enter authority type from list:</p>	<p>TIF Plan #</p>	<p>For Fiscal Years ending in  <b>2019</b></p>
<p>Year AUTHORITY (not TIF plan) was created:                  Year TIF plan was created or last amended to extend its duration:                  Current TIF plan scheduled expiration date:                  Did TIF plan expire in FY19?                  Year of first tax increment revenue capture:                  Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?                  If yes, authorization for capturing school tax:                  Year school tax capture is scheduled to expire:</p>	<p>Choose from list</p>		



Interest

\$

-

Total

\$

-

Bond Reserve Fund Balance

\$

-

**CAPTURED VALUES**

**PROPERTY CATEGORY**

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan TIF Revenue
Ad valorem PRE Real	\$ -	\$ -	\$ -	\$0.00
Ad valorem non-PRE Real	\$ -	\$ -	\$ -	\$0.00
Ad valorem industrial personal	\$ -	\$ -	\$ -	\$0.00
Ad valorem commercial personal	\$ -	\$ -	\$ -	\$0.00
Ad valorem utility personal	\$ -	\$ -	\$ -	\$0.00
Ad valorem other personal	\$ -	\$ -	\$ -	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	\$0.00
<b>Exempt (from all property tax) Real Property</b>	\$ -	\$ -	\$ -	\$0.00
<b>Total Captured Value</b>	\$ -	\$ -	\$ -	\$0.00
<b>Total TIF Revenue</b>				\$0.00

**Tax Increment Revenue  
Specific Taxes Allowable for Capture by PA 57 Authorities  
As of January 1, 2019**

Former Public Act (now repealed) Year	2018 PA 57 MCL Citation for "specific tax" definition									
	DDA 197 1975	TIFA 450 1980	LDFA 281 1986	NSRA 35 1867	CIA 280 2005	WRITIFA 94 2008	NIA 61 2007			
PA 189 of 1953 Lessees/Tax Exempt Property	X	X	X	X	X	X	X			
PA 198 of 1974 IFT	X	X	X	X	X	X	X			
PA 255 of 1978 CFT	X	X	X	X	X	X	X			
PA 385 of 1984 Tech Park	X	X	X	X	X	X	X			
PA 224 of 1985 Enterprise Zone										
PA 147 of 1992 NEZ										
PA 146 of 2000 OPRA										
PA 260 of 2003 Eligible Tax Reverted Property (Land Bank 5/50) Tax										
PA 210 of 2005 Commercial Rehabilitation				X			X			

Blue highlighted cells—properties located in renaissance zones are exempt from these taxes to the degree listed in 1996 PA 376 at MCL 125.2689 (same extent as ad valorem taxes)

Yellow highlighted cells—properties located in renaissance zones are exempt from these taxes to the degree listed in the respective public acts (same as the others, just exempted in the individual acts instead of in the RenZone Act)

**CITY OF FARMINGTON  
GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY**

**BYLAWS AND RULES OF PROCEDURE**

ARTICLE I  
PURPOSE

The Grand River Corridor Improvement Authority (the "Authority") was formed under the terms of Act 280 of the Public Acts of 2005, as amended (the "Act") and Resolution No. 08-11-134 adopted by the City of Farmington City Council on August 15, 2011 (amended by Resolution No. 12-11-212 on December 19, 2011), as it may be amended from time to time (the "Resolution"). Pursuant to the Resolution and Act, the Authority is under the supervision and control of a board (the "Authority Board"). The Authority exists to exercise those duties and powers provided under the Act, subject to the Resolution. These Bylaws and Rules of Procedure ("Bylaws") are adopted for the purposes of establishing the membership and organization of the Authority Board, rules and procedures for the conduct of Authority Board meetings, and a means whereby the duties conferred upon the Authority Board may be effectively exercised.

ARTICLE II  
MEMBERS

Section 1. Members; Eligibility. The Authority Board shall consist of the number of members set forth in the Resolution. Membership shall meet or exceed the minimum requirements of the Act and Resolution.

ARTICLE III  
VOTING

Section 1. Votes. Each member of the Authority Board shall be entitled to one vote.

Section 2. Eligibility to Vote. No member shall be entitled to vote at any meeting of the Authority Board until the appointment of such member has been approved by the City Council and such member has taken the oath of office.

Section 3. Quorum. The presence of four (4) or more members of the Authority Board shall constitute a quorum for the transaction of business.

Section 4. Voting. Votes may be cast by a general voice vote, except where a roll call is requested by any member or required by law or other procedures established under these Bylaws. If there is a question as to the number of yea or nay votes a roll call shall be conducted.

Section 5. Transaction of Business. Unless otherwise required by law, the Resolution or other procedures established under these Bylaws, a vote of the majority is required for the transaction of all business and decisions of the Authority Board.

Section 6. Majority. Unless otherwise required by law, the Resolution or other procedures established under these Bylaws, a “majority” shall be construed to mean more than fifty percent (50%) of the votes cast by members present in person at the time of the vote.

#### ARTICLE IV MEETINGS

Section 1. Place of Meeting. Subject to the requirements of the Open Meetings Act, meetings of the Authority Board shall be held at the City Hall, the Jon Grant Community Center, or such other suitable place convenient to the members as may be designed by the City Manager.

Section 2. Rules of Parliamentary Procedure. Meetings of the Authority Board shall be conducted using the most recent edition of Roberts Rules of Order as a guideline in all cases to which they are applicable, provided they are not in conflict with the Act, Resolution, these Bylaws, or the laws of the State of Michigan.

Section 3. Meetings and Notice. In accordance with the Michigan Open Meetings Act, the Authority Board, within ten (10) days after its first meeting of each calendar year, shall establish and post a public notice stating the dates, times, and places of its regular meetings for the ensuing year, and shall post a notice of any changes in its schedule of regular meetings in accordance with the Open Meetings Act. Special meetings of the Authority Board may be called and noticed, per the requirements of the Open Meetings Act, by the Chairperson of the Board or the Mayor of the City. Notice of the time, place and subject matter of all meetings shall be given by telephone, electronic means, personal delivery or mailing the same to each member. Notice of each meeting also shall be provided to the public in compliance with the Michigan Open Meetings Act. It shall be the duty of the Secretary (or other Authority Board officer designated by the Chairperson in the Secretary’s absence) to serve and post the notices described in this Section on behalf of the Board.

Section 4. Order of Business. The order of business at Authority Board meetings shall be as follows:

- a. Roll Call
- b. Approval of Agenda
- c. Approval of Minutes
- d. Unfinished Business
- e. New Business
- f. Public Comment
- g. Board Member Comment
- h. Adjournment

Section 5. Minutes: Presumption of Notice. Minutes, resolutions, and any other similar record of the proceedings of meetings of members, when signed by the Chairperson or Secretary, shall be presumed truthfully to evidence the matters set forth therein. A recitation in a resolution or the minutes of any such meeting that notice of the meeting was properly given shall be prima facie evidence that such notice was given.



Section 6. Open Meetings Act and Freedom of Information Act Compliance. The Authority Board is required to comply, in all respects, with the Michigan Open Meetings Act and Freedom of Information Act.

## ARTICLE V OFFICERS

Section 1. Officers. The principle officers of the Authority Board shall be a Chairperson, Vice Chairperson and Secretary, who shall be members of the Authority Board. The members may appoint such other officers from time to time as in their judgment may be necessary.

- a. Chairperson. The Chairperson shall be the chief executive officer of the Authority, and shall preside at all meetings of the Authority. The staff liaison designated by the City Manager shall work with the Chairperson to establish the agendas for the meetings of the Authority Board. The Chairperson shall have all of the general powers and duties which are usually vested in the office of the Chairperson of an Authority, including, but not limited to, the power to appoint committees from among the members of the Authority from time to time in the Chairperson's discretion as may be deemed appropriate to assist in the conduct of the affairs of the Authority. The Chairperson shall also perform such other tasks as may be delegated to him or her by decision of the Authority Board or by agreements binding upon the Authority. The Chairperson shall have a vote on all matters before the Authority Board.
- b. Vice-Chairperson. The Vice-Chairperson shall preside and exercise the powers of the Chairperson in the Chairperson's absence, and shall perform such other tasks as may be delegated to him or her by decision of the Authority Board or by agreements binding upon the Authority.
- c. Secretary. The Secretary, by and through the staff liaison designated by the City Manager to assist the Authority Board, shall cause a record to be kept of the minutes of all meetings of the Authority Board, shall cause a record to be kept of all plans, documents, books and papers approved by and brought before the Authority Board, shall provide copies of all such records to the City Clerk upon request, shall perform such other tasks as may be delegated to him or her by decision of the Authority Board or by agreements binding upon the Authority, and shall in general, perform all duties incident to the office of the Secretary.

Section 2. Election. The officers of the Authority Board shall be elected annually by a vote of the majority of the Authority Board members at the first meeting of each calendar year. The term of each officer shall be one (1) year with eligibility for reelection.

Section 3. Removal. Upon affirmative vote of a majority of the members of the Authority Board, any officer may be removed either with or without cause, and the officer's successor elected at any regular meeting of the Authority Board or at any special meeting of the Authority

Board called for such purpose. No such removal action may be taken, however, unless the matter shall have been included in the notice of such meeting. The officer who is proposed to be removed shall be given an opportunity to be heard at the meeting. If an officer is removed, he or she shall remain a member of the Authority Board, subject to removal from the Board in the manner provided by the Act.

## ARTICLE VI FINANCE

Section 1. Fiscal Year. The fiscal year of the Authority shall be the same as the City of Farmington. The commencement date of the fiscal year shall be subject to change by the Authority for accounting reasons or other good cause.

Section 2. Financing Sources. The Authority shall be financed by the capture of tax increment funds as set forth in the Act and such other sources as are permitted under the Act, subject to any limitations set forth in the Resolution or City Charter.

Section 3. Budget. After being reviewed by the Authority Board, any budget of the Authority shall be subject to approval by the City Council prior to adoption by the Authority Board pursuant to the Act.

Section 4. Reporting. Pursuant to the Act, the Authority Board shall submit an annual report to the City Council and State Tax Commission on the status of any tax increment financing account. The Authority shall report to the City Council on any other matter to the extent the City Council may request or require from time to time. The Authority shall also report to any other state and county agencies required by law or agreement entered into with any such state or county agency.

## ARTICLE VII AMENDMENTS

Section 1. Method. These Bylaws may be amended by the Authority Board, at a duly constituted meeting, by the affirmative vote of a 66 2/3% majority of the members of the Authority Board.

Section 2. Proposed. Amendments to these Bylaws may be proposed by any active member of the Authority Board.

Section 3. Meeting. Upon any such amendment being proposed, the proposed amendment may be considered at the same or any subsequent regular meeting or a special meeting called for that purpose.

Section 4. City Council Approval. Pursuant to the Act and Resolution, the Authority Board's adoption and any amendment of these Bylaws is subject to approval of the City Council. Accordingly, upon adoption of these Bylaws and any amendments thereof, the Bylaws shall be immediately forwarded to the City Council in care of the City Clerk for approval.

Section 5. Distribution. A copy of these Bylaws and each amendment to these Bylaws shall be furnished to every member of the Authority Board after adoption, provided, however, that any amendment adopted in accordance with this Article shall be binding upon all members irrespective of whether such persons actually receive a copy of the amendment.

ARTICLE VIII  
SEVERABILITY

In the event that any of the terms, provisions, or covenants of these Bylaws are held to be partially or wholly invalid or unenforceable for any reason whatsoever, such holding shall not affect, alter, modify, or impair in any manner whatsoever any of the other terms, provisions or covenants of these Bylaws or the remaining portions of any terms, provisions or covenants held to be partially invalid or unenforceable.

Adopted By: Graham, King, Scott, Thomas  
Approved By:  
Amended:

**CITY OF FARMINGTON  
FISCAL YEAR 2019-20 PROPOSED BUDGET**

**FUND 244 - CORRIDOR IMPROVEMENT AUTHORITY FUND**

DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Amended Budget	2018-19 Projected Activity	2019-20 Manager Proposed
<b>CORRIDOR IMPROVEMENT AUTHORITY FUND REVENUES</b>					
PROPERTY TAXES	0	0	450	0	9,900
PROPERTY TAXES, TIFA	0	0	450	0	9,900
<b>Total</b>					
OTHER REVENUE	253	383	300	420	500
INVESTMENT INCOME	253	383	300	420	500
<b>Total</b>					
<b>TOTAL CORRIDOR IMPROVEMENT AUTH FUND REVENUES</b>	<b>253</b>	<b>383</b>	<b>750</b>	<b>420</b>	<b>10,400</b>
<b>CORRIDOR IMPROVEMENT AUTHORITY FUND EXPENDITURES</b>					
PROFESSIONAL SERVICES	0	0	5,000	0	0
PROFESSIONAL SERVICES	0	0	0	0	5,000
CONTRACTUAL SERVICES	0	0	0	0	5,000
<b>Total</b>					
<b>TOTAL CORRIDOR IMPROVEMENT AUTH FUND EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
<b>Surplus/(Deficit)</b>	<b>253</b>	<b>383</b>	<b>750</b>	<b>420</b>	<b>5,400</b>
<b>BEGINNING FUND BALANCE</b>	<b>31,612</b>	<b>31,865</b>	<b>32,248</b>	<b>32,248</b>	<b>32,668</b>
<b>ENDING FUND BALANCE</b>	<b>31,865</b>	<b>32,248</b>	<b>32,998</b>	<b>32,668</b>	<b>38,068</b>

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY THRU 10/31/19
<b>ESTIMATED REVENUES</b>					
Dept 000.00				9,900	8,261
244-000.00-403.007	PROPERTY TAXES, TIFA		653	500	108
244-000.00-664.000	INVESTMENT INCOME	420			
244-000.00-699.101	TRANSFER, GENERAL FUND	420	653	10,400	8,369
Totals for dept 000.00 -		420	653	10,400	8,369
<b>TOTAL ESTIMATED REVENUES</b>					
<b>APPROPRIATIONS</b>					
Dept 000.00				5,000	
244-000.00-801.000	PROFESSIONAL SERVICES			5,000	
244-000.00-818.000	CONTRACTUAL SERVICES				
244-000.00-967.001	CONTINGENCY			5,000	
Totals for dept 000.00 -				5,000	
<b>TOTAL APPROPRIATIONS</b>					
NET OF REVENUES/APPROPRIATIONS - FUND 244		420	653	5,400	8,369
BEGINNING FUND BALANCE		32,248	32,248	32,901	32,901
ENDING FUND BALANCE		32,668	32,901	38,301	41,270

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BUDGET REPORT FOR CITY OF FARMINGTON  
 Fund: 244 CORRIDOR IMPROVEMENT AUTHORITY FUND  
 Calculations as of 06/30/2019

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	2017-18 ACTIVITY THRU 06/30/19	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 06/30/19	2019-20 COUNCIL APPR BUDGET
ESTIMATED REVENUES						
Function: Unclassified						
Dept 000.00						
PROPERTY TAXES						
244-000.00-403.007	PROPERTY TAXES, TIFA	0	0	0	0	9,900
	PROPERTY TAXES	0	0	0	0	9,900
OTHER REVENUE						
244-000.00-664.000	INVESTMENT INCOME	150	383	420	499	500
	OTHER REVENUE	150	383	420	499	500
Totals for dept 000.00 -						
	Total - Function Unclassified	150	383	420	499	10,400
TOTAL ESTIMATED REVENUES						
APPROPRIATIONS						
Function: Unclassified						
Dept 000.00						
UNK_EXP						
244-000.00-801.000	PROFESSIONAL SERVICES	5,000	0	0	0	0
244-000.00-818.000	CONTRACTUAL SERVICES	0	0	0	0	5,000
	UNK_EXP	5,000	0	0	0	5,000
Totals for dept 000.00 -						
	Total - Function Unclassified	5,000	0	0	0	5,000
TOTAL APPROPRIATIONS						
		5,000	0	0	0	5,000
		5,000	0	0	0	5,000
		5,000	0	0	0	5,000
		(4,850)	383	420	499	5,400
NET OF REVENUES/APPROPRIATIONS - FUND 244						
	BEGINNING FUND BALANCE	31,865	31,865	32,248	32,248	32,747
	ENDING FUND BALANCE	27,015	32,248	32,668	32,747	38,147

CITY OF FARMINGTON  
FISCAL YEAR 2018-19 PROPOSED BUDGET

FUND 244 -CORRIDOR IMPROVEMENT AUTHORITY FUND

DESCRIPTION	2015-16 Actual	2016-17 Actual	2017-18 Amended Budget	2017-18 Projected Activity	2018-19 Manager Proposed
<b>CORRIDOR IMPROVEMENT AUTHORITY FUND REVENUES</b>					
PROPERTY TAXES	0	0	0	0	450
PROPERTY TAXES, TIFA	0	0	0	0	450
Total					
OTHER REVENUE	253	253	150	150	300
INVESTMENT INCOME	253	253	150	150	300
Total					
TOTAL CORRIDOR IMPROVEMENT AUTH FUND REVENUES	253	253	150	150	750
<b>CORRIDOR IMPROVEMENT AUTHORITY FUND EXPENDITURES</b>					
PROFESSIONAL SERVICES	8,970	0	5,000	5,000	5,000
PROFESSIONAL SERVICES	8,970	0	5,000	5,000	5,000
Total					
TOTAL CORRIDOR IMPROVEMENT AUTH FUND EXPENDITURES	8,970	0	5,000	5,000	5,000
Surplus/(Deficit)	(8,717)	253	(4,850)	(4,850)	(4,250)
BEGINNING FUND BALANCE	40,329	31,612	31,865	31,865	27,015
ENDING FUND BALANCE	31,612	31,865	27,015	27,015	22,765

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BUDGET REPORT FOR CITY OF FARMINGTON  
Fund: 244 CORRIDOR IMPROVEMENT AUTHORITY FUND

Calculations as of 06/30/2018

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	2016-17 ACTIVITY	2017-18 AMENDED BUDGET	2017-18 ACTIVITY THRU 06/30/18	2018-19 AMENDED BUDGET	2018-19 COUNCIL APPR BUDGET
<b>ESTIMATED REVENUES</b>							
Function: Unclassified							
Dept 000.00		0	0	0	0	450	450
244-000.00-403.007	PROPERTY TAXES, TIFA	150	253	150	300	300	300
244-000.00-664.000	INVESTMENT INCOME	150	253	150	300	750	750
Totals for dept 000.00 -							
Total - Function Unclassified		150	253	150	300	750	750
<b>TOTAL ESTIMATED REVENUES</b>							
APPROPRIATIONS							
Function: Unclassified							
Dept 000.00		5,000	0	5,000	0	5,000	5,000
244-000.00-801.000	PROFESSIONAL SERVICES	5,000	0	5,000	0	5,000	5,000
Totals for dept 000.00 -							
Total - Function Unclassified		5,000	0	5,000	0	5,000	5,000
<b>TOTAL APPROPRIATIONS</b>							
<b>NET OF REVENUES/APPROPRIATIONS - FUND 244</b>							
BEGINNING FUND BALANCE		(4,850)	253	(4,850)	300	(4,250)	(4,250)
ENDING FUND BALANCE		31,612	31,612	31,865	31,865	0	32,165
		26,762	31,865	27,015	32,165	(4,250)	27,915



## Calendar for Fiscal Year 2021-26 Capital Improvement Program Process

October	Planning Meeting to discuss calendar Kevin, David, Chris
November	Planning Meeting to discuss possible revisions to CIP Kevin, David, Chris
November 20	Department Heads meet to discuss CIP Program at Department Head Meeting.
December 2	City Council meets to discuss CIP Program and to appoint representative to CIP Steering Committee. Items must be submitted by January 6.
December 4	DDA Meeting to discuss CIP and appoint Kate or a Board member to Steering Committee. Items must be submitted by January 8.
December 9	Planning Commission meets to discuss CIP Program and appoint a member to serve on the committee. Items must be submitted by January 13.
December 12	CIA Meeting to discuss CIP Program and appoint representative to CIP Steering Committee. Items must be submitted by January 9.
December 16	City Manager's Office to schedule 3 meetings in January/February for CIP Steering Committee.
January 6	Council to formalize items for submission to CIP Steering Committee.
January 8	DDA to formalize items for submission to CIP Steering Committee.
January 9	CIA to formalize items for submission to CIP Steering Committee.
January 13	Planning Commission to formalize items for submission to CIP Steering Committee
January 13	Department Heads to formalize items for submission to CIP Steering Committee

January 13	All Submittals in
January 17	Draft Schedule of Capital Improvements circulated to CIP Steering Committee.
Jan 17 – Feb 7	CIP Steering Committee meets to create CIP.
Feb 10	Planning Commission schedules public hearing for March 9.
Feb 10 – Feb 21	Draft CIP created.
Feb 23	E&CD advertises Public Hearing for FY 2021-26 CIP on February 23 and posts plan on website on February 21.
March 9	Planning Commission meets to hold public hearing regarding CIP and possibly approve plan.
April 13	Planning Commission meets to approve CIP if not already approved on March 11.
April 20	City Manager submits CIP along with proposed budget to City Council.
April 27	City Council Budget Review Session & Review of DDA Budget.
April 28 - May 18	City Council reviews and adjusts proposed budgets.
May 18	City Council schedules budget and millage public hearing for June 18.
June 1	City Clerk advertises Public Hearing for FY 2018-19 Budget.
June 15	City Council holds Public Hearing regarding FY 2017-18 Budget and Millage Rate, and considers adoption.
June 17	City Clerk publishes summary of adopted budget.

Planning Commission  
 Department Heads  
 DDA  
 City Council  
 CIA

**2019 GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY  
MEETING SCHEDULE  
THURSDAY**

Thursday, January 10, 2019	8:00 a.m.
Thursday, February 14, 2019	8:00 a.m.
Thursday, March 14, 2019	8:00 a.m.
Thursday, April 11, 2019	8:00 a.m.
Thursday, May 9, 2019	8:00 a.m.
Thursday, June 13, 2019	8:00 a.m.
Thursday, July 11, 2019	8:00 a.m.
Thursday, August 8, 2019	8:00 a.m.
Thursday, September 12, 2019	8:00 a.m.
Thursday, October 10, 2019	8:00 a.m.
Thursday, November 14, 2019	8:00 a.m.
Thursday, December 12, 2019	8:00 a.m.