



Regular Meeting
6 p.m., Wednesday, Jan 3, 2018
Conference Room
23600 Liberty Street
Farmington, MI 48335

REGULAR AGENDA

- 1. Roll Call**
- 2. Approval of Items on Consent Agenda**
 - a. Financial Report**
 - b. Minutes: September 6 Meeting**
 - c. Minutes: October 4 Meeting**
 - d. Minutes: November 1 Meeting**
- 3. Approval of Regular Agenda**
- 4. Public Comment**
- 5. Financial Snapshot**
- 6. Community Events Calendar**
 - a. 2017 Event Calendar SPECS**
 - b. DRAFT 2018 Event Calendar SPECS**
 - c. DRAFT Resolution Calendar of Events 2018**
- 7. Work Plan**
 - a. Fiscal Year 2017-2018**
 - b. DRAFT Fiscal Year 2018-2019**
- 8. Capital Improvement Plan (2019-2024)**
 - a. DRAFT CIP (2019-2014)**
 - b. Designation of DDA CIP Representative**
- 8. Other Business**
- 9. Executive Director Update**
- 10. Board Comment**
- 11. Adjournment**

User: anorgard

DB: Farmington

PERIOD ENDING 11/30/2017

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	ACTIVITY FOR			END BALANCE 11/30/2017	AVAILABLE BALANCE	% BGDG USED
			BEG. BALANCE 07/01/2017	MONTH 11/30/17	YEAR-TO-DATE THRU 11/30/17			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Assets								
Dept 000.00								
248-000.00-001.000	CASH-GENERAL RECEIVING		402,994.40	4,739.29	246,166.31	649,160.71		
248-000.00-040.000	A/R MISCELLANEOUS		3,434.65	0.00	(3,434.65)	0.00		
248-000.00-130.000	LAND		460,579.70	0.00	0.00	460,579.70		
248-000.00-132.000	LAND IMPV, DEPRECIABLE		121,638.22	0.00	0.00	121,638.22		
248-000.00-132.101	LAND IMPV, GREEN AREAS		303,890.99	0.00	0.00	303,890.99		
248-000.00-133.000	ACCUM DEPREC, LAND IMP		(201,884.91)	0.00	0.00	(201,884.91)		
248-000.00-136.000	BUILDINGS		86,413.53	0.00	0.00	86,413.53		
248-000.00-137.000	ACCUM DEPREC, BUILDINGS		(27,665.70)	0.00	0.00	(27,665.70)		
248-000.00-146.000	OFFICE FURNITURE & EQUIP		25,917.11	0.00	0.00	25,917.11		
248-000.00-147.100	ACCUM DEPREC, OFFICE		(13,074.71)	0.00	0.00	(13,074.71)		
Total Dept 000.00			1,162,243.28	4,739.29	242,731.66	1,404,974.94		
TOTAL ASSETS			1,162,243.28	4,739.29	242,731.66	1,404,974.94		
Liabilities								
Dept 000.00								
248-000.00-202.000	ACCOUNTS PAYABLE, P O		25,584.44	0.00	(25,584.44)	0.00		
248-000.00-202.002	ACCOUNTS PAYABLE, ACCRUED		1,550.00	0.00	(1,550.00)	0.00		
248-000.00-214.101	DUE TO GENERAL FUND		10.08	(43.25)	(8.70)	1.38		
248-000.00-257.000	ACCRUED WAGES		376.78	0.00	(376.78)	0.00		
248-000.00-301.004	2009 STREETScape CAP IMPROV BC		705,000.00	0.00	0.00	705,000.00		
248-000.00-301.005	2013 GROVE STREET CIB		530,577.03	0.00	0.00	530,577.03		
Total Dept 000.00			1,263,098.33	(43.25)	(27,519.92)	1,235,578.41		
TOTAL LIABILITIES			1,263,098.33	(43.25)	(27,519.92)	1,235,578.41		
Fund Equity								
Dept 000.00								
248-000.00-365.901	RESERVE, DEBT SERVICE		(1,235,577.03)	0.00	0.00	(1,235,577.03)		
248-000.00-390.000	FUND BALANCE		353,607.75	0.00	0.00	353,607.75		
248-000.00-393.000	ASSIGNED FUND BALANCE, FACADE		25,300.00	0.00	0.00	25,300.00		
248-000.00-398.000	INVESTED IN CAPITAL ASSETS		755,814.22	0.00	0.00	755,814.22		
Total Dept 000.00			(100,855.06)	0.00	0.00	(100,855.06)		
TOTAL FUND EQUITY			(100,855.06)	0.00	0.00	(100,855.06)		
Revenues								
Dept 000.00								
248-000.00-403.006	PROPERTY TAXES, TWO MILL LEVY	40,600.00		837.20	16,578.41	16,578.41	24,021.59	40.83
248-000.00-403.007	PROPERTY TAXES, TIFA	267,000.00		13,637.83	270,061.42	270,061.42	(3,061.42)	101.15
248-000.00-573.000	LOCAL COMMUNITY STABILIZATION	10,000.00		0.00	0.00	0.00	10,000.00	0.00
248-000.00-664.000	INVESTMENT INCOME	1,000.00		1,070.63	2,365.17	2,365.17	(1,365.17)	236.52

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DB: Farmington

PERIOD ENDING 11/30/2017

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			BEG. BALANCE 07/01/2017	MONTH 11/30/17	YEAR-TO-DATE THRU 11/30/17			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Total Dept 000.00		318,600.00		15,545.66	289,005.00	289,005.00	29,595.00	90.71
Dept 759.00-PRINCIPAL SHOPPING DISTRICT								
248-759.00-671.000	REVENUES, OTHER	10,000.00		0.00	0.00	0.00	10,000.00	0.00
248-759.00-672.001	DDA DISTRICT, SP ASSESSMENT	178,000.00		2,905.28	84,345.97	84,345.97	93,654.03	47.39
Total Dept 759.00-PRINCIPAL SHOPPING DISTRICT		188,000.00		2,905.28	84,345.97	84,345.97	103,654.03	44.86
Dept 762.00-ART ON THE GRAND								
248-762.00-654.000	VENDOR FEES	2,500.00		0.00	0.00	0.00	2,500.00	0.00
248-762.00-654.100	SPONSORSHIPS	5,000.00		0.00	0.00	0.00	5,000.00	0.00
248-762.00-671.000	REVENUES, OTHER	5,000.00		0.00	0.00	0.00	5,000.00	0.00
Total Dept 762.00-ART ON THE GRAND		12,500.00		0.00	0.00	0.00	12,500.00	0.00
Dept 764.00-HARVEST MOON CELEBRATION								
248-764.00-646.000	CONCESSION, HARVEST MOON	20,000.00		0.00	25,910.00	25,910.00	(5,910.00)	129.55
248-764.00-651.000	ADMISSIONS, HARVEST MOON	13,000.00		0.00	14,562.00	14,562.00	(1,562.00)	112.02
248-764.00-654.100	SPONSORSHIPS	3,000.00		0.00	4,250.00	4,250.00	(1,250.00)	141.67
248-764.00-671.000	REVENUES, OTHER	1,000.00		0.00	550.00	550.00	450.00	55.00
Total Dept 764.00-HARVEST MOON CELEBRATION		37,000.00		0.00	45,272.00	45,272.00	(8,272.00)	122.36
Dept 766.00-RHYTHMZ IN RILEY PARK								
248-766.00-654.100	SPONSORSHIPS	16,600.00		0.00	250.00	250.00	16,350.00	1.51
Total Dept 766.00-RHYTHMZ IN RILEY PARK		16,600.00		0.00	250.00	250.00	16,350.00	1.51
TOTAL REVENUES		572,700.00		18,450.94	418,872.97	418,872.97	153,827.03	73.14
Expenditures								
Dept 000.00								
248-000.00-707.000	SALARIES, PART-TIME/TEMP	10,000.00		0.00	4,520.00	4,520.00	5,480.00	45.20
248-000.00-720.100	FICA, EMPLOYER'S SHARE	600.00		0.00	345.77	345.77	254.23	57.63
248-000.00-727.000	OFFICE SUPPLIES	500.00		0.00	101.70	101.70	398.30	20.34
248-000.00-728.000	POSTAGE, METER	1,000.00		1.38	55.21	55.21	944.79	5.52
248-000.00-801.000	PROFESSIONAL SERVICES	20,000.00		0.00	745.00	745.00	19,255.00	3.73
248-000.00-801.006	SEASONAL DECORATIONS,GARDENING	20,000.00		0.00	0.00	0.00	20,000.00	0.00
248-000.00-818.000	CONTRACTUAL SERVICES	76,000.00		0.00	33,000.00	33,000.00	43,000.00	43.42
248-000.00-853.000	TELECOMMUNICATIONS	600.00		32.30	161.44	161.44	438.56	26.91
248-000.00-860.000	TRANSPORTATION	500.00		0.00	0.00	0.00	500.00	0.00
248-000.00-941.000	RENTALS	1,500.00		0.00	450.00	450.00	1,050.00	30.00
248-000.00-956.000	MISCELLANEOUS EXPENSE	4,000.00		0.00	254.40	254.40	3,745.60	6.36
248-000.00-958.501	MEMBERSHIPS, SUBSCRIPTIONS	600.00		0.00	350.00	350.00	250.00	58.33
248-000.00-958.502	PROFESSIONAL DEV, CONFERENCES	2,000.00		0.00	280.99	280.99	1,719.01	14.05
248-000.00-970.000	CAPITAL OUTLAY	157,000.00		0.00	2,500.00	2,500.00	154,500.00	1.59
248-000.00-971.000	CAPITAL OUTLAY, LAND	100,000.00		0.00	0.00	0.00	100,000.00	0.00
248-000.00-990.000	DEBT SERVICE	111,159.00		0.00	17,225.63	17,225.63	93,933.37	15.50
Total Dept 000.00		505,459.00		33.68	59,990.14	59,990.14	445,468.86	11.87

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PERIOD ENDING 11/30/2017

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		2017-18 AMENDED BUDGET	BEG. BALANCE 07/01/2017	MONTH 11/30/17	YEAR-TO-DATE THRU 11/30/17	END BALANCE 11/30/2017		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Dept 759.00-PRINCIPAL SHOPPING DISTRICT								
248-759.00-707.000	SALARIES, PART-TIME/TEMP	0.00		0.00	997.50	997.50	(997.50)	100.00
248-759.00-720.100	FICA, EMPLOYER'S SHARE	0.00		0.00	76.31	76.31	(76.31)	100.00
248-759.00-801.006	SEASONAL DECORATIONS,GARDENING	0.00		1,969.61	1,969.61	1,969.61	(1,969.61)	100.00
248-759.00-818.000	CONTRACTUAL SERVICES	40,000.00		0.00	20,000.00	20,000.00	20,000.00	50.00
248-759.00-880.000	COMMUNITY PROMOTION	20,000.00		0.00	897.50	897.50	19,102.50	4.49
248-759.00-880.015	BUSINESS DEVELOPMENT	5,000.00		0.00	0.00	0.00	5,000.00	0.00
248-759.00-880.100	RETAIL PROMOTIONS	7,000.00		0.00	0.00	0.00	7,000.00	0.00
248-759.00-880.125	COMMUNICATIONS	10,000.00		0.00	0.00	0.00	10,000.00	0.00
248-759.00-880.200	VOLUNTEER MANAGEMENT	4,000.00		0.00	131.11	131.11	3,868.89	3.28
248-759.00-920.000	PUBLIC UTILITIES	18,000.00		1,449.04	4,423.59	4,423.59	13,576.41	24.58
248-759.00-930.000	REPAIRS & MAINTENANCE	83,000.00		2,609.80	15,711.34	15,711.34	67,288.66	18.93
Total Dept 759.00-PRINCIPAL SHOPPING DISTRICT		187,000.00		6,028.45	44,206.96	44,206.96	142,793.04	23.64
Dept 762.00-ART ON THE GRAND								
248-762.00-880.000	COMMUNITY PROMOTION	7,500.00		0.00	850.00	850.00	6,650.00	11.33
248-762.00-880.009	ENTERTAINMENT	3,500.00		0.00	0.00	0.00	3,500.00	0.00
248-762.00-943.000	EQUIPMENT RENTAL	1,500.00		0.00	0.00	0.00	1,500.00	0.00
Total Dept 762.00-ART ON THE GRAND		12,500.00		0.00	850.00	850.00	11,650.00	6.80
Dept 764.00-HARVEST MOON CELEBRATION								
248-764.00-727.000	OFFICE SUPPLIES	500.00		0.00	43.38	43.38	456.62	8.68
248-764.00-740.010	CONCESSION SUPPLIES	16,000.00		0.00	16,587.65	16,587.65	(587.65)	103.67
248-764.00-880.000	COMMUNITY PROMOTION	5,500.00		1,196.00	5,873.10	5,873.10	(373.10)	106.78
248-764.00-880.009	ENTERTAINMENT	3,000.00		0.00	1,950.00	1,950.00	1,050.00	65.00
248-764.00-943.000	EQUIPMENT RENTAL	8,000.00		5,555.00	7,230.88	7,230.88	769.12	90.39
248-764.00-956.000	MISCELLANEOUS EXPENSE	4,000.00		649.67	4,133.68	4,133.68	(133.68)	103.34
Total Dept 764.00-HARVEST MOON CELEBRATION		37,000.00		7,400.67	35,818.69	35,818.69	1,181.31	96.81
Dept 766.00-RHYTHMZ IN RILEY PARK								
248-766.00-818.000	CONTRACTUAL SERVICES	6,600.00		0.00	3,300.00	3,300.00	3,300.00	50.00
248-766.00-880.000	COMMUNITY PROMOTION	2,850.00		205.60	205.60	205.60	2,644.40	7.21
248-766.00-880.009	ENTERTAINMENT	7,150.00		0.00	4,250.00	4,250.00	2,900.00	59.44
Total Dept 766.00-RHYTHMZ IN RILEY PARK		16,600.00		205.60	7,755.60	7,755.60	8,844.40	46.72
TOTAL EXPENDITURES		758,559.00		13,668.40	148,621.39	148,621.39	609,937.61	19.59
Total Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
TOTAL ASSETS			1,162,243.28	4,739.29	242,731.66	1,404,974.94		
BEG. FUND BALANCE			(100,855.06)			(100,855.06)		
+ NET OF REVENUES & EXPENDITURES		(185,859.00)		4,782.54	270,251.58	270,251.58	(456,110.58)	145.41
= ENDING FUND BALANCE			(100,855.06)	4,782.54	270,251.58	169,396.52		
+ LIABILITIES			1,263,098.33	(43.25)	(27,519.92)	1,235,578.41		
= TOTAL LIABILITIES AND FUND BALANCE			1,162,243.27	4,739.29	242,731.66	1,404,974.93		
OUT OF BALANCE			0.00	0.00	0.00	0.01		



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Wednesday, September 6, 2017
Conference Room, City Hall

Meeting was called to order at 6:05 pm by President Gallagher

ROLL CALL

PRESENT: Buck, Clement, Craft, Gallagher, Skrzycki
S. Murphy (6:07), Pascaris

ABSENT: Galvin, Griswold, Knight

OTHERS PRESENT: David Murphy, City Manager/Executive Director; Sara Robertson, events; Greg Cowley, Councilman; Frank Demers, Director of Public Safety; Joe Mantey, Parking committee; Mike Ferrara, Parking committee; Todd Hoffman, Parking committee; Parking committee

CONSENT AGENDA ITEMS

MOTION by Buck, Second by Skrzycki

RESOLVED, That the board accepts and files the Financial report and August minutes as presented

MOTION CARRIED, ALL AYES

CONSENT AGENDA ITEMS

MOTION by Craft, Second by Buck

RESOLVED, that the board accepts the agenda as presented

MOTION CARRIED, ALL AYES

PUBLIC COMMENT

Greg Cowley expressed concerns and comments regarding parking and development in the DDA district in Farmington

JOINT MEETING DISCUSSION WITH PARKING COMMITTEE

Summary of Walker parking study was shared by Joe Mantey followed by current data presentation given by Frank Demers. A dialogue, discussion and possible suggestions occurred regarding possible solutions to challenges identified by the study as well as the parking committee.

MOTION by Buck, Second by Craft

RESOLVED, that the board include the Walker Parking Study dated 2-16-2017, following the recommendation of the Parking Committee as an addendum to the Downtown Masterplan document.

MOTION CARRIED, ALL AYES

BREAK 7:07pm

To allow parking committee to leave if they choose

HARVEST MOON UPDATE

Presentation from Sara Robertson regarding sponsorship, marketing, concessions and key dates for final preparations

PUBLIC ART BLUEPRINT UPDATE

Knight and Buck filling out grant applications, murals and sculpture, awaiting outcome

Awaiting final feedback/ answer from Novi regarding sculpture pieces for loan

OTHER BUSINESS

none

BOARD COMMENT

Craf positive, productive to have joint meeting, would like to see more

ADJOURNMENT

MOTIONED BY Pascaris, SECONDED BY S. Murphy

RESOLVED, that the meeting is adjourned

MOTIONED CARRIED, ALL AYES

The next regular meeting will be held on Wednesday, October 4, 2017 at 6:00 p.m., in the conference room at City Hall.

Respectfully Submitted,

(Agnes) Micki Skrzycki
Secretary, Farmington DDA

Farmington Downtown Development Authority

Regular meeting minutes

Wednesday, October 4 2017

23600 Liberty Street

Farmington, Michigan 48335

1. Meeting called to order by Gallagher 6:06 pm

Board members Present: Gallagher, S. Murphy, Buck, Clement, Craft, Griswold, Skrzycki, D. Murphy, Galvin (6:09)

Absent: Pascaris

Others Present: G. Heitsch, D. Bauman, both from Farmington Public Schools

2. Approval of items on Consent Agenda

Motion by Buck, Second by Griswold

Motion carried, unanimous

3. Approval of regular agenda

Motion by Buck, Second by Skrzycki

Motion carried, unanimous

4. Public Comment

Presentation by Heitsch and Bauman regarding Headlee Restoration Millage

Explanation of history, what where and how it effects the city of Farmington and its citizenry. Discussion by board members and clarification on same ensued.

5. Parking update

- A. Discussion of City Council Resolution on 'Re-parking'- passed as a
- B. Presentation by Gallagher from Parking Committee- including discussion of doing a map finding update, opinions from around the table

6. Harvest Moon Update

Final numbers to come, considered successful

7. Organizational separation from the City of Farmington

Discussion of same, including possible timing, expenses, structure, etc.

8. Other Business

A. Gallagher requesting consideration of rules for use of Pavilion during downtimes, regarding current events and possible movement in the future of same to different dates.

B. on agenda for November to make a motion to move Dec meeting if conflict with other city events

9. Executive Director Update

A. Grants-

GMAR grant with supporting documents filled out. One regarding sculpture project, Second grant for mural project

Two additional funding ideas to possibly persue:

Crowd funding

Arts commission funding of projects

Motion by Buck to create a Downtown Arts Committee to facilitate the implementing of the Public Art Blueprint.

Second by Craft.

Motion carried unanimously.

B. Power of Ten Placemaking exercise: Please complete Homework for November

10. Board Comment

Ignition point

Galvin attended MMR meeting and discussion regarding awards given to cities for being Communities of Excellence

Buck met C. Walch from Novi and received positive feedback and offer to help

11. Adjournment

Motion by Galvin

Second by Craft

Motion carried unanimously



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

Wednesday, Nov 1, 2017
Conference Room, City Hall

Meeting was called to order at 6:04pm by President Gallagher

ROLL CALL

PRESENT: Clement, Gallagher, Galvin, Griswold, Skrzycki
S. Murphy, Pascaris

ABSENT: Buck, Craft

OTHERS PRESENT: David Murphy, Executive Director
Sara Bowman, Councilwoman

CONSENT AGENDA ITEMS

MOTION by Galvin, Second by S. Murphy

RESOLVED, That the board accepts and files the Financial report and agenda as presented.

MOTION CARRIED, ALL AYES

PUBLIC COMMENT

None

FINANCIAL SNAPSHOT

New look, snapshot

PARKING

- a. **Locator map**- report from Gallagher regarding what to include and where to place. Match pamphlet and maps
- b. **Named Parking lots, Deemed long or short term**- historical names for lots
- c. **Meters on Grand River**- discussion regarding type, where and when, payment options
- d. **Local Downtowns explore paid parking (City of Plymouth)**- research their results

RECYCLING PROGRAM

Discussion regarding current policy future possibilities due to issues regarding refuse overflow, Explanation given regarding current billing program

POWER OF TEN DDA BOARD EXCERSISE

Completed and discussed by S. Murphy, Skrzycki, Clement

OTHER BUSINESS

Five-year plan development, format, and content discussion

EXECUTIVE DIRECTOR UPDATE

Events, Communications, Repairs and Maintenance, Professional Development reported to board including written report

BOARD COMMENT

S. Murphy thank you

Mayor Galvin thank you

Gallagher request for board members to take on a new project, understand what it's all about and get involved. Request for new Harvest Moon Director, Sean Murphy expressed an interest

ADJOURNMENT

MOTIONED BY Galvin, SECONDED BY Pascaris

RESOLVED, that the meeting is adjourned

MOTIONED CARRIED, ALL AYES

The next regular meeting will be held on Wednesday, December 13, 2017 at 6:00 p.m., in the conference room at City Hall.

Respectfully Submitted,

(Agnes) Micki Skrzycki
Secretary, Farmington DDA

Farmington Downtown Development Authority
Financial Snapshot
Year-to-Date Thru 11/30/17

	Current Year	Year-to-Date Thru	Available Balance	
	Amended Budget	11/30/17	Favorable /	% Bdgt Used
			(Unfavorable)	
TIF AND MILLAGE				
Revenues	\$ 318,600	\$ 289,005	\$ (29,595)	90.71%
Expenditures	<u>505,459</u>	<u>44,207</u>	<u>461,252</u>	8.75%
Revenues Over/Under Expenditures	(186,859)	244,798	431,657	
PRINCIPAL SHOPPING DISTRICT				
Revenues	188,000	84,346	\$ (103,654)	44.86%
Expenditures	<u>187,000</u>	<u>44,207</u>	<u>142,793</u>	23.64%
Revenues Over/Under Expenditures	1,000	40,139	39,139	
EVENTS				
Revenues	66,100	45,522	\$ (20,578)	68.87%
Expenditures	<u>66,100</u>	<u>38,140</u>	<u>27,960</u>	57.70%
Revenues Over/Under Expenditures	-	7,382	7,382	
Fund Balance - Beginning of Year	378,907	378,907		
Net Revenues (Expenditures)	<u>(185,859)</u>	<u>292,319</u>		
Fund Balance - End of Year	<u>\$ 193,048</u>	<u>\$ 671,226</u>		

2017 Event Specifications

Event	Proposed 2017 Dates	Date details	Event Specs	Issues/Comments	Business or Community-Oriented	Ranking (Opportunity for Business Engagement)	Budget Impact
Ladies Night Out	April 27	Last Thursday in April	Open House: 5-9pm	Business participation is high	Business	1	PSD
Art on the Grand	June 3-4 (Sat. – Sun.) Set up starts June 2	First weekend in June	Saturday: 10 am – 7 pm Sunday: 11 am – 5 pm	In partnership with City of Farmington Hills Cultural Arts	Both, structured to be in scale with and beneficial to business and restaurants	2	Sponsor and revenue funded
Rhythmz in Riley Park	June 9 - Aug. 25 (except July 21)	11 concert dates	Fridays: 7pm – 8:30pm		Community	6	Sponsor funded
Farmington Second Fridays	June - October	Second Fridays	Extended Hours: 5-9pm	Reposition as TGIF or eliminate; critical mass of retailers not achieved	Business	4	PSD
Harvest Moon Celebration	Sept. 21-22 (Thurs. – Fri.) Set up starts Sept. 19	Third full weekend in Sept.	<u>Thursday: 6 pm-11pm</u> “Low-Key Social Night” <u>Friday: 6pm-11pm</u> Harvest Moon Dance Taste of Downtown	Needs a strong HMC Committee; need more staff support; formula works	Community, for the most part. The taste on Friday night welcomes restaurant participation, although most do not participate	5	Sponsor and revenue funded
Small Business Saturday	November 25	Saturday after Thanksgiving	Open House, 10am-4pm	Business participation is good	Business	3	PSD

Considerations:

1. Update sponsor packages in preparation for maximizing window of opportunity for sales
2. Support Staff for Events:

Art on the Grand	Knowles
Rhythmz in Riley Park	Go2Guy, LLC/Knowles
Harvest Moon Celebration	Volunteers/Knowles
Small Business Saturday	Volunteers/Businesses
Ladies Night Out	Volunteers/Businesses
Farmington Second Fridays	Volunteers

2018 Event Specifications

Event	Proposed 2018 Dates	Date details	Event Specs	Issues/Comments	Business or Community-Oriented	Ranking (Opportunity for Business Engagement)	Budget Impact
Ladies Night Out	April 26	Last Thursday in April	Open House: 5-9pm	Business participation is high	Business	1	PSD
Art on the Grand	June 2-3 (Sat. – Sun.) Set up starts June 1	First weekend in June	Saturday: 10 am – 7 pm Sunday: 11 am – 5 pm	In partnership with City of Farmington Hills Cultural Arts	Both, structured to be in scale with and beneficial to business and restaurants	2	Sponsor and revenue funded
Rhythmz in Riley Park	June 8 - Aug. 24 (except July 20)	11 concert dates	Fridays: 7pm – 8:30pm		Community	6	Sponsor funded
Lunch Beats	June 6- August 8	Wednesdays at noon	Hours: 12-1pm	New series; designed to bring new visitors	Both, structured to benefit restaurants and businesses by generating trips from local workplace market	4	PSD and sponsor funded
Harvest Moon Celebration	Sept. 20-21 (Thurs. – Fri.) Set up starts Sept. 18	Third full weekend in Sept.	<u>Thursday: 6 pm-11pm</u> “Low-Key Social Night” <u>Friday: 6pm-11pm</u> Harvest Moon Dance Taste of Downtown	Needs a strong HMC Committee; need more staff support; formula works	Community, for the most part. The taste on Friday night welcomes restaurant participation, although most do not participate	5	Sponsor and revenue funded
Small Business Saturday	November 25	Saturday after Thanksgiving	Open House, 10am-4pm	Business participation is good	Business	3	PSD

Considerations:

1. Update sponsor packages in preparation for maximizing window of opportunity for sales
2. Support Staff for Events:

Art on the Grand	Knight
Rhythmz in Riley Park	Concert Producer/Knight
Harvest Moon Celebration	Volunteers/Knight
Small Business Saturday	Volunteers/Businesses
Lunch Beats	Concert Producer/Businesses

DRAFT RESOLUTION

A RESOLUTION OF THE FARMINGTON CITY COUNCIL APPROVING THE DOWNTOWN DEVELOPMENT AUTHORITY'S 2018 EVENT CALENDAR WHICH INCLUDES DATES, TIMES, LOCATIONS, AUTHORIZATION FOR ROAD CLOSURES, AND AUTHORIZATION TO APPLY FOR TEMPORARY LIQUOR LICENSES.

WHEREAS, the Farmington Downtown Development Authority (DDA) has approved a 2018 schedule of events which includes: Art on the Grand, Rhythmz in Riley Park, Lunch Beats and the Harvest Moon Celebration, and

WHEREAS, the DDA requests approval for the entire year to assist their efforts with planning, cross promoting, and sponsorship opportunities; and

WHEREAS, the proposed calendar of events will require authorization from the City Council to close roads for certain events and to authorize the DDA to apply for temporary liquor licenses.

NOW, THEREFORE BE IT RESOLVED that the Farmington City Council hereby approves the DDA's 2018 Calendar of Community Events with the following conditions:

1. **Art on the Grand**

Days: Saturday, June 2, 10am-7pm, and Sunday, June 3, 11am-5pm

Location: Closure of Grand River (from Farmington Rd. to Grove St.) and Market Place from Grand River to alley to the south of 33171 Grand River Avenue (Tubby's)

Other: Hold the State of Michigan Department of Transportation harmless for liability, which may result in the closing of Grand River and authorize City departments to provide the service required for the Art on the Grand.

2. **Rhythmz in Riley Park**

Days: Fridays, June 8 – August 24 (no concert on July 20 during Founders Festival), hours 7-8:30pm

Location: Pavilion area and Riley Park

3. **Lunch Beats**

Days: Wednesdays, June 7-August 29, 12:00pm-1:00pm

Location: Pavilion Area and Riley Park

3. **Harvest Moon Celebration**

Days: Thursday, September 20 and Friday, September 21; hours both nights 6pm-11pm

Location: Pavilion/Riley Park area and the adjacent parking lot

Temporary Liquor License: Authorization for the DDA to apply for a temporary liquor license September 20 and 21.

4. **Sidewalk Shopping**

The Farmington DDA requests to implement downtown-wide Sidewalk Shopping on *any* event day during 2018.

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere



January 3, 2018

TO: DDA Board of Directors

FROM: Kate Knight, Executive Director,

SUBJECT: FISCAL YEAR 2018-2019 WORK PLANNING

BACKGROUND:

Attached is a draft work plan for the 2018-2019 fiscal year, which begins July 1, 2018. As understood, the Board prepares a work plan as part of the budget preparation process. In late 2016, the Executive Committee (officers) of the Board met to review and redevelop a starting point to "help launch the discussion" (DDA Board Packet December 2016).

For the January board meeting, the intention is to review the draft plan for immediate comments and ideas. Past evidence shows that this process has historically been started in December, with the bulk of final decisions being made in January for the upcoming fiscal year.

As the December DDA Board meeting was cancelled due to inclement weather, it may be necessary to schedule an additional work meeting to accommodate discussion and planning.

FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY

VALUE STATEMENTS

We support a culture that places customers and visitors at the forefront
 We encourage preservation of contributing historic properties
 We strive to build community through positive dialogue and continuing education
 We value our relationships with stakeholders, including other boards, commissions and the merchant community

STRATEGIC GOALS	(In order of priority)	LEAD	BUDGET
Core Theme:	Encourage and support downtown development projects		
Action Items	Install a wayfinding sign on Farmington Road at Shiawassee	Knowles	\$ 3,000
	Package a community-initiated development project	Knowles	\$100,000
	Monitor Maxfield Training Center redevelopment project	Knowles	\$ -
	Clearly define contributing historic structures based on past studies; take action to coordinate with SHPO to amend National Register district	Knowles/Intern	\$ -
Core Theme:	Implement parking management and improvement strategies		
Action Items	Contribute financially to parking enforcement officer	Knowles	\$ 5,000
	Install parking monument signs with identification nomenclature and limitations	Knowles/ DC	\$ 70,000
	Continue to implement and evaluate management tactics; plan for key consolidations and acquisitions for greater efficiency; agree on site(s) for structured parking and formulate a financing plan; continue to communicate to stakeholders about parking challenges, rationale and tactics to address them; review management and technical resources and plan for installation in selected areas, such as Grand River Avenue; consider public-private partnerships	Knowles/ Parking Comm	\$ -
Core Theme:	Maintain and strengthen cleanliness, safety and attractiveness		
Action Items	Support Downtown Maintenance Program, including street lighting, snow removal, landscape maintenance, litter patrol Add an additional day of trash container emptying - May through October	Knowles	\$ 140,000
	Install seasonal holiday decorations	Knowles/ DC	\$ 20,000
	Investigate sidewalk recycling stations	Griswold	\$ -
	Install one public art project from public art blueprint (+1 left over from HMC)	Buck	\$ 10,000
	Enhance walkability routes and attractions; educate about walkability Install rapid flashing beacons: 2 existing on Grand River, 1 new on Grand River, 1 at Farmington and Oakland	Knowles	\$ 90,000
Core Theme:	Maintain and adapt communications and promotions		
Action Items	Support existing events and promotions; enhance merchant engagement Art on the Grand Ladies Night Out	Knowles/FH Clement	\$ 12,500 \$ 3,500

FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY

Replace Small Business Saturday Open House with Sidewalk Shopping Days in August	Gallagher	\$ 3,500
Rhythmz in Riley Park	Knowles/Birchler	\$ 16,600
Harvest Moon Celebration	Gallagher	\$ 37,000
General Marketing - web, print, kiosks, video	Knowles	\$ 20,000
Farmington Second Fridays - rebrand as TGIF	Murphy	\$ 4,000
Innovate Farmington	Buck	\$ 1,000

Develop a communications plan to accelerate release of positive media and to increase communication		
Establish regular combined annual meeting and other collaborative events with City Council and, as necessary, with the Planning Commission		
Educate property owners on DDA/City plans and encourage cooperation when applicable; block meetings		
Reformulate plan for production and distribution of Main Street Messenger	Lange?	\$ 10,000
Conduct targeted volunteer recruitment; seeking volunteer with a particular set of skills, kinship; volunteer recognition	Griswold (Appreciation)	\$ 4,000
Recruit more project leaders		

Core Theme:	Other	
	General Admin	\$ 87,300
	Debt	\$109,000

TOTAL		\$ 746,400
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FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY

VALUE STATEMENTS

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STRATEGIC GOALS	(In order of priority)	LEAD	BUDGET
Core Theme:	Encourage and support downtown development projects		
Action Items	Install a wayfinding sign on Farmington Road at Shiawassee	Knight	\$ 3,000
	Package a community-initiated development project	Knight	\$100,000
	Monitor Maxfield Training Center redevelopment project	Knight	\$ -
	Install Wi-fi/ Speakers	Knight	\$ -
Core Theme:	Implement parking management and improvement strategies		
Action Items	Contribute financially to parking enforcement officer	Knight	\$ 5,000
	Install parking monument signs with identification nomenclature and limitations	Knowles/ DC	\$ 70,000
	Continue to implement and evaluate management tactics; plan for key consolidations and acquisitions for greater efficiency; agree on site(s) for structured parking and formulate a financing plan; continue to communicate to stakeholders about parking challenges, rationale and tactics to address them; review management and technical resources and plan for installation in selected areas, such as Grand River Avenue; consider public-private partnerships	Knight/Par king Comm	\$ -
Core Theme:	Maintain and strengthen cleanliness, safety and attractiveness		
Action Items	Support Downtown Maintenance Program, including street lighting, snow removal, landscape maintenance, litter patrol Add an additional day of trash container emptying - May through October	Knight	\$ 140,000
	Install seasonal holiday decorations	Knight/DC	\$ 20,000
	Investigate sidewalk recycling stations	Griswold	\$ -
	Install one public art project from public art blueprint (+1 left over from HMC)	Buck	\$ 10,000
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Core Theme:	Maintain and adapt communications and promotions		
Action Items	Support existing events and promotions; enhance merchant engagement Art on the Grand Ladies Night Out Replace Small Business Saturday Open House with Sidewalk Shopping Days in August	Knight/FH Clement Gallagher	\$ 12,500 \$ 3,500 \$ 3,500

FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY

Rhythmz in Riley Park
 Lunch Beats
 Harvest Moon Celebration
 General Marketing - web, print, kiosks, video
 Farmington Second Fridays - rebrand as TGIF
 Innovate Farmington

Knight/Concert Produc \$ 16,600
 Knight/Concert Produc \$ 3,000
 Gallagher \$ 37,000
 Knight \$ 20,000
 Murphy \$ 4,000
 Buck \$ 1,000

Develop a communications plan to accelerate release of positive media and to increase communication
 Establish regular combined annual meeting and other collaborative events with City Council and, as necessary, with the Planning Commission
 Educate property owners on DDA/City plans and encourage cooperation when applicable; block meetings
 Reformulate plan for production and distribution of Main Street Messenger

Lange? \$ 10,000

Conduct targeted volunteer recruitment; seeking volunteer with a particular set of skills, kinship; volunteer recognition
 Recruit more project leaders

Griswold (Appreciator) \$ 4,000

Core Theme:

Other
 General Admin
 Debt

\$ 87,300
 \$109,000

TOTAL

\$ 749,400

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere



January 3, 2018

TO: DDA Board of Directors

FROM: Kate Knight, Executive Director,

**SUBJECT: FISCAL YEAR 2018-2019 DDA BUDGET AND
CAPITAL IMPROVEMENT PLANNING**

BACKGROUND:

Attached is a draft work plan for the 2018-2019 fiscal year, which begins July 1, 2018. As understood, the Board prepares a work plan as part of the budget preparation process. In late 2016, the Executive Committee (officers) of the Board met to review and redevelop a starting point to "help launch the discussion" (DDA Board Packet December 2016).

For the January board meeting, the intention is to review the draft plan for immediate comments and ideas. Past evidence shows that this process has historically been started in December, with the bulk of final decisions being made in January for the upcoming fiscal year.

As the December DDA Board meeting was cancelled due to inclement weather, it may be necessary to schedule an additional work meeting to accommodate discussion and planning.

City ordinance requires a capital improvement program (CIP). The City has asked for input from the DDA. After completion, the CIP will be incorporated into the city budget. City administration is asking that Kate Knight be included in the work group. It is anticipated that the Downtown Master Plan will be the main source of capital projects from the DDA.

The City requires input from the DDA to be submitted by January 19, 2018.

ACTION:

Motion by, Seconded by,
RESOLVED, that the board designates Kate Knight to serve on the Capital Improvement Program Work Group.

**City of Farmington
Capital Improvement Plan
Appendix A
Overview**

Project Category	Project Name	Prioritization Rank	Funding Source				
			City	Fund	Outside	Source	Total
Parking Lots	North/West/South Parking Structures	Urgent	100%	DDA	0%	N/A	20,000,000
Vehicles and Equipment	DPW Phone System	Necessary, Short Term	100%	GF	0%	N/A	40,000
Sidewalks and Streetscapes	Sidewalk Replacement Program	Necessary, Short Term	100%	STREET	0%	N/A	150,000
Parking Lots	North Parking Lot Reconfiguration	Necessary, Short Term	100%	DDA	0%	N/A	1,500,000
Vehicles and Equipment	Digitize DPW Maintenance Records	Necessary, Long Term	100%	GF	0%	N/A	10,000
Buildings and Grounds	Salt Dome Repairs	Necessary, Long Term	100%	GF	0%	N/A	425,000
Recreation and Culture	Shiawassee Park Extension (from MTC side to park)	Necessary, Long Term	50%	GF/DDA	50%	Grant	500,000
Recreation and Culture	Shiawassee Park Comprehensive Improvements	Necessary, Long Term	50%	GF	50%	Grant	1,500,000
Sidewalks and Streetscapes	Grand River CIA Streetscape Plan	Necessary, Long Term	100%	GF	0%	N/A	30,000
Vehicles and Equipment	Pumper Fire Truck	Necessary, Long Term	100%	GF	0%	N/A	400,000
Vehicles and Equipment	SCADA Field Equipment	Necessary, Long Term	100%	GF/WS	0%	N/A	20,000
Land Acquisition and Redevelopment	City Hall Relocation	Necessary, Long Term	100%	GF	0%	N/A	7,500,000
Land Acquisition and Redevelopment	Strategic Land Acquisition - Long Term	Necessary, Long Term	100%	GF	0%	N/A	2,500,000
Sidewalks and Streetscapes	Grand River CIA Transportation Study	Necessary, Long Term	50%	GF	50%	Grant	100,000
Vehicles and Equipment	Public Safety In-Car Cameras/Body Cameras	Necessary, Long Term	50%	GF	50%	RAP Grant	80,000

**City of Farmington
Capital Improvement Plan
Appendix A
Overview**

Project Category	Project Name	Prioritization Rank	Funding Source				
			City	Fund	Outside	Source	Total
Sidewalks and Streetscapes	Farmington Road Streetscape	Desired, Not Necessary	66%	DDA	34%	SEMCOG/ MDOT	3,000,000
Vehicles and Equipment	License Plate Reader	Desired, Not Necessary	100%	DDA	0%	N/A	28,000
Water and Sewer System	Construction of Second Watermain Crossing Grand River	Desired, Not Necessary	100%	WS	0%	N/A	2,000,000
Sidewalks and Streetscapes	Grand River Sidewalk Improvements - Drake to Halstead	Desired, Not Necessary	100%	GF	0%	N/A	500,000
Sidewalks and Streetscapes	Grand River Avenue to Shiawassee Park Non-Motorized Pathway	Desired, Not Necessary	100%	DDA	0%	N/A	100,000
Sidewalks and Streetscapes	Rolling Tree Management Program - 15 Trees per Year	Desired, Not Necessary	100%	GF	0%	N/A	300,000
Recreation and Culture	Masonic Hall Pocket Park Improvements	Desired, Not Necessary	50%	GF	50%	Grant	50,000
Recreation and Culture	Riley Park Turf Surface Improvements	Desired, Not Necessary	100%	GF	0%	N/A	30,000
Recreation and Culture	Drake Park Comprehensive Improvements	Desired, Not Necessary	50%	GF	50%	Grant	1,000,000
Recreation and Culture	City-wide Connected Bike Path Study	Desired, Not Necessary	50%	GF	50%	Grant	15,000
Recreation and Culture	ADA Accessible Path - Sled Hill to Downtown	Desired, Not Necessary	50%	GF	50%	Grant	400,000
Recreation and Culture	Rouge River Nature Trail/Park Assessment	Desired, Not Necessary	50%	GF	50%	DNR Grant	29,500
Sidewalks and Streetscapes	Grand River Gateway Enhancement	Desired, Not Necessary	100%	GF	0%	N/A	40,000
Sidewalks and Streetscapes	Sidewalk Improvements: Grand River West of Farmington Road; Thomas Street; Center Parking Lot; HAWK Signal at Farmington Road; Farmington Road East Side at Grand River Avenue	Desired, Not Necessary	100%	DDA	0%	N/A	500,000
Sidewalks and Streetscapes	Sidewalk Widening: Grand River Avenue, South Side Between The Groves Retail Center and The Village Mall	Desired, Not Necessary	100%	DDA	0%	N/A	300,000

**City of Farmington
Capital Improvement Plan
Appendix A
Overview**

Project Category	Project Name	Prioritization Rank	Funding Source				Total
			City	Fund	Outside	Source	
Vehicles and Equipment	Public Safety Routine Capital Improvements	Various	Various	Various	Various	Various	656,000
Vehicles and Equipment	DPW Equipment Routine Capital Improvements	Various	Various	Various	Various	Various	2,221,887
Roads	Major and Local Roads Routine Capital Improvements	Various	Various	STREET	Various	Various	9,215,000
Water and Sewer System	Water and Sewer System Routine Capital Improvements	Various	Various	WS	Various	Various	8,485,350
Total							\$ 66,623,737

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere



EXECUTIVE DIRECTOR UPDATE January 3, 2018

Events

Sponsor outreach has begun for 2018 events. Two weeks ago, we signed our first presenting sponsorship agreement for Art on the Grand.

Concert production services will be bid in early January, for the 2018 season. The RFP will ask cover the Rhythms in Riley Park Friday night concert series and the Wednesday mid-day series, Lunch Beats.

Our DDA Pop-Up Gallery, Materia, conducted an exit interview in which they regarded the project as a success. The public was supportive; opening night was well-attended, (comparable to an opening night at the artist's Grand Rapids gallery, or the Costick Center). Merchant attendance was very low. The DDA has possession of the key with permission from owners' representative Dave Cornwell to use for "future promotional activities".

Business Development

Staff reports are underway for submission of three redevelopment liquor licenses. The first application for City County approval arrived on December 22. Loft Cigars will be leasing 33419 Grand River, with a full array of cigars and a Class C liquor license. The other two license applications underway are for a Japanese steakhouse and a craft cocktail and slider concept. Both proprietors anticipate application in late January.

A series of social media blasts featuring merchants' curated gifts with pricing, has been popular. Analytics show an average of around 200 "click-throughs" per post. The DDA office received a few calls with positive feedback to relay sales specific to featured merchandise.

Repairs and Maintenance

DDA has ordered replacement of one large gooseneck light post on the Grand River Streetscape, as well as two additional light posts and luminaires, which were struck and damaged. Lighting fixtures will be replaced with high-efficiency LED as applicable.

Holiday Lighting (Manchester, MI) has tuned up our tree lighting downtown. Much of the LED string lighting is at the end of its lifespan, or has been damaged through tree growth and trimming maintenance. Once tree canopies have been trimmed and reduced in 2018, installation of new generation LED product will be rotated into the streetscape within a three year replacement program.

Mission: To promote and enrich a vigorous downtown business and residential district while retaining and enhancing our Main Street atmosphere



Property Acquisition and Management

The City of Farmington has assigned property management responsibilities to the DDA for two new acquisitions: 33107 Thomas Street and 33104 Grand River. Assuming approval from the DDA Board, the DDA will collect lease revenue for these properties. Property management services are under interview for the next week. There has been some maintenance activity required through the transition of ownership, with cold weather damage and transfer of utilities.

The Grand River property is leased to merchant All About Women's Health Boutique. There is a second floor flat to lease. The Thomas property is a single family home. Minimal repairs and cleaning are necessary before vacant properties will be leased.

Respectfully submitted,
Kate Knight
Executive Director