



Regular Meeting
6 p.m., Wednesday, Nov 1, 2017
Conference Room
23600 Liberty Street
Farmington, MI 48335

REGULAR AGENDA

- 1. Roll Call**
- 2. Approval of Items on Consent Agenda**
 - a. Financial Report**
- 3. Approval of Regular Agenda**
- 4. Public Comment**
- 5. Financial Snapshot**
- 6. Parking**
 - a. Locator map**
 - b. Named parking lots, deemed long or short term**
 - c. Meters on Grand River under parking**
 - d. Local downtowns explore paid parking (City of Plymouth)**
- 7. Recycling Program**
- 8. Power of Ten DDA Board Exercise**
- 9. Other Business**
- 10. Executive Director Update**
- 11. Board Comment**
- 12. Adjournment**

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 000.00							
248-000.00-202.002	ACCOUNTS PAYABLE, ACCRUED	POCO INC.	TRAFFIC CONTROL PER SUPPLIED DRAWING	34722	10/19/17	1,550.00	111177
248-000.00-727.000	OFFICE SUPPLIES	OFFICE DEPOT	248-000.00-727.000	968972039001	10/19/17	52.70	111166
248-000.00-853.000	TELECOMMUNICATIONS	TDS	ACCT# 248 442 0105	10/22/2017	10/26/17	32.30	111278
248-000.00-941.000	RENTALS	A PLACE TO STORE - FARM	10/1/17 - 3/31/2018 UNIT D84 & B40	10012017	10/12/17	300.00	111026
248-000.00-958.502	PROFESSIONAL DEV, CONFEREN	MICHIGAN DOWNTOWN ASSO	STATEWIDE CONFERENCE KATE KNIGHT	E1539	10/12/17	160.00	110996
248-000.00-958.502	PROFESSIONAL DEV, CONFEREN	KATE KNIGHT	DDA EVENTS	REIMBURSEMENT	10/26/17	120.99	111201
Total For Dept 000.00						2,215.99	
Dept 759.00 PRINCIPAL SHOPPING DISTRICT							
248-759.00-880.000	COMMUNITY PROMOTION	GFACOC	ACCT#1421	62272	10/19/17	597.50	111093
248-759.00-880.000	COMMUNITY PROMOTION	WEB ASCENDER	WEBSITE HOSTING	10/16/17	10/19/17	300.00	111141
248-759.00-880.200	VOLUNTEER MANAGEMENT	KATE KNIGHT	DDA EVENTS	REIMBURSEMENT	10/26/17	131.11	111201
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 4096 4470	10/12/17	21.15	111035
248-759.00-920.000	PUBLIC UTILITIES	DTE ENERGY		9100 066 7588 8	10/12/17	22.23	111036
248-759.00-930.000	REPAIRS & MAINTENANCE	A PLACE TO STORE - FARM	10/1/17 - 3/31/2018 UNIT D84 & B40	10012017	10/12/17	960.00	111026
248-759.00-930.000	REPAIRS & MAINTENANCE	HOUSE OF IRON, INC.	G.R. FARMINGTON FENCE INSTALLATION	11698	10/12/17	1,820.00	111055
248-759.00-930.000	REPAIRS & MAINTENANCE	WILLSONS LAWN MAINTENAN	#7560, #7561, #7853, #7706, & #7707	10/1/2017	10/19/17	165.00	111160
Total For Dept 759.00 PRINCIPAL SHOPPING DISTRICT						4,016.99	
Dept 764.00 HARVEST MOON CELEBRATION							
248-764.00-727.000	OFFICE SUPPLIES	KATE KNIGHT	HM ITEMS AND EVENTS	REIMBURSEMENT	10/12/17	10.59	110995
248-764.00-740.010	CONCESSION SUPPLIES	STATE OF MICHIGAN	SALES TAX FOR BEVERAGES PURCHASED	HMC	10/12/17	1,466.60	110991
248-764.00-740.010	CONCESSION SUPPLIES	CHASE CARD SERVICES	ACCT# 5472 3061 0013 0334	DUE: 10/25/2017	10/12/17	1,063.28	111053
248-764.00-956.000	MISCELLANEOUS EXPENSE	KATE KNIGHT	HM ITEMS AND EVENTS	REIMBURSEMENT	10/12/17	628.08	110995
248-764.00-956.000	MISCELLANEOUS EXPENSE	CHASE CARD SERVICES	ACCT# 5472 3061 0013 0334	DUE: 10/25/2017	10/12/17	90.03	111053
248-764.00-956.000	MISCELLANEOUS EXPENSE	KENDRA MANTEY	9/22/17 HARVEST MOON CELEBRATION SE	REIMBURSEMENT	10/19/17	54.00	111089
Total For Dept 764.00 HARVEST MOON CELEBRATION						3,312.58	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						9,545.56	

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User: sbargowski
DB: Farmington

INVOICE GL DISTRIBUTION REPORT FOR CITY OF FARMINGTON
EXP CHECK RUN DATES 10/05/2017 - 10/26/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
			Fund Totals:				
			Fund 248 DOWNTOWN DEVELOPMENT AUTHORI			9,545.56	
			Total For All Funds:			<u>9,545.56</u>	

Farmington Downtown Development Authority
Financial Snapshot
Year-to-Date Thru 9/30/17

	Current Year	Year-to-Date Thru	Available Balance	
	Amended Budget	9/30/17	Favorable /	% Bdgt Used
			(Unfavorable)	
TIF AND MILLAGE				
Revenues	\$ 318,600	\$ 273,459	\$ (45,141)	85.83%
Expenditures	505,459	42,833	462,626	8.47%
Revenues Over/Under Expenditures	(186,859)	230,626	417,485	
PRINCIPAL SHOPPING DISTRICT				
Revenues	188,000	81,441	\$ (106,559)	43.32%
Expenditures	187,000	38,047	148,953	20.35%
Revenues Over/Under Expenditures	1,000	43,394	42,394	
EVENTS				
Revenues	66,100	45,483	\$ (20,617)	68.81%
Expenditures	66,100	38,140	27,960	57.70%
Revenues Over/Under Expenditures	-	7,343	7,343	
Fund Balance - Beginning of Year	378,907	378,907		
Net Revenues (Expenditures)	(185,859)	281,363		
Fund Balance - End of Year	\$ 193,048	\$ 660,270		

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



EXECUTIVE DIRECTOR UPDATE November 1, 2017

Events

Harvest Moon Celebration accounting is about closed. The DDA shows a \$15,000 profit this year. Planning has begun for Art on the Grand, RhythMZ in Riley Park, and a new summer concert series. Meetings with sponsors start in November, for the entire 2018 calendar slate.

Communications

The first monthly email communication using SnapRetail was distributed to downtown merchants. SnapRetail will allow management of Downtown Farmington email communications and social media. Upcoming events for eblast and social media promotion include 4th Annual Farmington Thanksgiving Day Family Friendly 5K, Small Business Saturday, and Holly Days.

Metrics for FaceBook show 600 page views (up 36%), reach of 24,564 (down 19%), post engagement 3,988 (down 37%).

Mainstreet Messenger has had a good long run. Eight page glossy direct mailers may have seen their peak efficacy in the last few years. How may we best communicate news and information with our audience?

Kiosks and brochures need to be updated. Additional or substituted content might include parking info, a public art guide, and a community calendar of events.

Repairs and Maintenance

A walk through with Bill Willson was conducted to evaluate plant material installed in July, and to identify potential planting needs for 2018. Willson has advised that the current irrigation system is in poor condition and needs to be replaced. A general estimate for \$16,000 would cover the replacement of the above ground pipe system with an underground water conduit and mister heads. We are evaluating whether this investment could be installed in phases.

Professional Development

An MSOC parking and placemaking workshop will be held in early November in Downtown Pontiac. Attendees thus far are Rachel Gallagher, Micki Skrzycki and Greg Cowley. I attended the MDA conference in Bay City on October 18-19. It was a good networking event, with legislative updates and awards.

Respectfully submitted,
Kate Knight
Executive Director