



Regular Meeting
6 p.m., Wednesday, June 7, 2017
Conference Room
23600 Liberty Street
Farmington, MI 48335

Farmington Downtown Development Authority
REGULAR AGENDA

- 1. Roll Call**
- 2. Approval of Items on Consent Agenda**
 - a. Financial Report**
- 3. Approval of Regular Agenda**
- 4. Public Comment**
- 5. Update: Art on the Grand**
- 6. Update: Assistant to City Manager (DDA Director) Search**
- 7. Move or Cancel July 5 Regular DDA Meeting**
- 8. Committee Updates**
- 9. Other Business**
- 10. Board Comment**
- 11. Adjournment**

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PERIOD ENDING 04/30/2017

DB: Farmington

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	BEG. BALANCE 07/01/2016	ACTIVITY FOR MONTH 04/30/17	YEAR-TO-DATE THRU 04/30/17	END BALANCE 04/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Assets								
Dept 000.00								
248-000.00-001.000	CASH-GENERAL RECEIVING		326,110.45	(146,132.51)	50,206.13	376,316.58		
248-000.00-040.000	A/R MISCELLANEOUS		4,050.00	0.00	(4,050.00)	0.00		
248-000.00-072.000	DUE FROM OAKLAND COUNTY		0.00	32,317.08	32,317.08	32,317.08		
248-000.00-084.101	DUE FROM GENERAL FUND		0.00	7,085.58	7,085.58	7,085.58		
248-000.00-102.000	PREPAID EXPENSES		500.00	0.00	(500.00)	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		(168,023.25)	0.00	0.00	(168,023.25)		
248-000.00-136.000	BUILDINGS		86,413.53	0.00	0.00	86,413.53		
248-000.00-137.000	ACCUM DEPREC, BUILDINGS		(24,785.24)	0.00	0.00	(24,785.24)		
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		(11,670.85)	0.00	0.00	(11,670.85)		
Total Dept 000.00			1,124,620.66	(106,729.85)	85,058.79	1,209,679.45		
TOTAL ASSETS			1,124,620.66	(106,729.85)	85,058.79	1,209,679.45		
Liabilities								
Dept 000.00								
248-000.00-202.000	ACCOUNTS PAYABLE, P O		10,954.58	0.00	(10,954.58)	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		10,688.63	(14,325.77)	(10,686.33)	2.30		
248-000.00-301.004	2009 STREETScape CAP IMPROV BC		750,000.00	0.00	0.00	750,000.00		
248-000.00-301.005	2013 GROVE STREET CIB		561,344.39	0.00	0.00	561,344.39		
Total Dept 000.00			1,334,537.60	(14,325.77)	(23,190.91)	1,311,346.69		
TOTAL LIABILITIES			1,334,537.60	(14,325.77)	(23,190.91)	1,311,346.69		
Fund Equity								
Dept 000.00								
248-000.00-365.901	RESERVE, DEBT SERVICE		(1,311,344.39)	0.00	0.00	(1,311,344.39)		
248-000.00-390.000	FUND BALANCE		272,504.74	0.00	9,662.50	282,167.24		
248-000.00-393.000	ASSIGNED FUND BALANCE, FACADE		25,300.00	0.00	0.00	25,300.00		
248-000.00-393.001	ASSIGNED FUND BALANCE, HARVEST		1,000.00	0.00	(1,000.00)	0.00		
248-000.00-393.002	ASSIGNED FUND BALANCE, DWNTWN		8,662.50	0.00	(8,662.50)	0.00		
248-000.00-398.000	INVESTED IN CAPITAL ASSETS		793,960.20	0.00	0.00	793,960.20		
Total Dept 000.00			(209,916.95)	0.00	0.00	(209,916.95)		
TOTAL FUND EQUITY			(209,916.95)	0.00	0.00	(209,916.95)		
Revenues								
Dept 000.00								
248-000.00-403.001	PROPERTY TAXES, OPR, REV	0.00		0.00	(531.82)	(531.82)	531.82	100.00
248-000.00-403.007	PROPERTY TAXES, TIFA	245,000.00		23,893.22	233,384.75	233,384.75	11,615.25	95.26
248-000.00-573.000	LOCAL COMMUNITY STABILIZATION	12,000.00		0.00	0.00	0.00	12,000.00	0.00

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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
248-000.00-664.000	INVESTMENT INCOME	1,000.00		369.39	2,246.05	2,246.05	(1,246.05)	224.61
Total Dept 000.00		258,000.00		24,262.61	235,098.98	235,098.98	22,901.02	91.12
Dept 759.00-PRINCIPAL SHOPPING DISTRICT								
248-759.00-671.000	REVENUES, OTHER	10,000.00		0.00	2,449.15	2,449.15	7,550.85	24.49
248-759.00-672.001	DDA DISTRICT, SP ASSESSMENT	216,000.00		15,509.44	216,000.00	216,000.00	0.00	100.00
Total Dept 759.00-PRINCIPAL SHOPPING DISTRICT		226,000.00		15,509.44	218,449.15	218,449.15	7,550.85	96.66
Dept 762.00-ART ON THE GRAND								
248-762.00-654.000	VENDOR FEES	2,000.00		425.00	425.00	425.00	1,575.00	21.25
248-762.00-654.100	SPONSORSHIPS	4,000.00		3,750.00	3,750.00	3,750.00	250.00	93.75
248-762.00-671.000	REVENUES, OTHER	4,000.00		1,250.00	1,250.00	1,250.00	2,750.00	31.25
Total Dept 762.00-ART ON THE GRAND		10,000.00		5,425.00	5,425.00	5,425.00	4,575.00	54.25
Dept 764.00-HARVEST MOON CELEBRATION								
248-764.00-646.000	CONCESSION, HARVEST MOON	20,000.00		0.00	28,241.00	28,241.00	(8,241.00)	141.21
248-764.00-651.000	ADMISSIONS, HARVEST MOON	13,000.00		0.00	18,347.06	18,347.06	(5,347.06)	141.13
248-764.00-654.100	SPONSORSHIPS	4,000.00		0.00	2,200.00	2,200.00	1,800.00	55.00
248-764.00-671.000	REVENUES, OTHER	1,000.00		0.00	600.00	600.00	400.00	60.00
Total Dept 764.00-HARVEST MOON CELEBRATION		38,000.00		0.00	49,388.06	49,388.06	(11,388.06)	129.97
Dept 766.00-RHYTHMZ IN RILEY PARK								
248-766.00-654.100	SPONSORSHIPS	15,600.00		600.00	2,800.00	2,800.00	12,800.00	17.95
Total Dept 766.00-RHYTHMZ IN RILEY PARK		15,600.00		600.00	2,800.00	2,800.00	12,800.00	17.95
TOTAL REVENUES		547,600.00		45,797.05	511,161.19	511,161.19	36,438.81	93.35
Expenditures								
Dept 000.00								
248-000.00-727.000	OFFICE SUPPLIES	500.00		0.00	333.86	333.86	166.14	66.77
248-000.00-728.000	POSTAGE, METER	1,000.00		2.30	1,126.59	1,126.59	(126.59)	112.66
248-000.00-728.001	POSTAGE, OTHER	0.00		3.86	3.86	3.86	(3.86)	100.00
248-000.00-801.000	PROFESSIONAL SERVICES	55,000.00		0.00	38,492.50	38,492.50	16,507.50	69.99
248-000.00-818.000	CONTRACTUAL SERVICES	71,000.00		16,500.00	71,000.00	71,000.00	0.00	100.00
248-000.00-853.000	TELECOMMUNICATIONS	600.00		32.06	368.79	368.79	231.21	61.47
248-000.00-860.000	TRANSPORTATION	500.00		326.35	723.79	723.79	(223.79)	144.76
248-000.00-941.000	RENTALS	1,500.00		0.00	550.00	550.00	950.00	36.67
248-000.00-956.000	MISCELLANEOUS EXPENSE	4,300.00		96.17	1,936.79	1,936.79	2,363.21	45.04
248-000.00-958.501	MEMBERSHIPS, SUBSCRIPTIONS	600.00		0.00	200.00	200.00	400.00	33.33
248-000.00-958.502	PROFESSIONAL DEV, CONFERENCES	2,000.00		0.00	322.79	322.79	1,677.21	16.14
248-000.00-970.000	CAPITAL OUTLAY	10,000.00		0.00	378.64	378.64	9,621.36	3.79
248-000.00-990.000	DEBT SERVICE	111,000.00		93,761.74	112,056.12	112,056.12	(1,056.12)	100.95
Total Dept 000.00		258,000.00		110,722.48	227,493.73	227,493.73	30,506.27	88.18
Dept 759.00-PRINCIPAL SHOPPING DISTRICT								

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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-759.00-801.006	SEASONAL DECORATIONS,GARDENING	10,000.00		0.00	3,718.50	3,718.50	6,281.50	37.19
248-759.00-818.000	CONTRACTUAL SERVICES	36,000.00		9,000.00	36,000.00	36,000.00	0.00	100.00
248-759.00-880.000	COMMUNITY PROMOTION	24,000.00		77.00	2,506.00	2,506.00	21,494.00	10.44
248-759.00-880.015	BUSINESS DEVELOPMENT	4,000.00		576.28	3,569.53	3,569.53	430.47	89.24
248-759.00-880.100	RETAIL PROMOTIONS	7,000.00		981.35	2,041.28	2,041.28	4,958.72	29.16
248-759.00-880.110	COMMUNITY PROMO, ICE RINK	3,000.00		0.00	1,527.37	1,527.37	1,472.63	50.91
248-759.00-880.125	COMMUNICATIONS	15,000.00		0.00	5,342.28	5,342.28	9,657.72	35.62
248-759.00-880.200	VOLUNTEER MANAGEMENT	4,000.00		580.00	1,551.19	1,551.19	2,448.81	38.78
248-759.00-920.000	PUBLIC UTILITIES	18,000.00		469.46	13,173.29	13,173.29	4,826.71	73.18
248-759.00-930.000	REPAIRS & MAINTENANCE	105,000.00		13,694.56	59,819.66	59,819.66	45,180.34	56.97
Total Dept 759.00-PRINCIPAL SHOPPING DISTRICT		226,000.00		25,378.65	129,249.10	129,249.10	96,750.90	57.19
Dept 762.00-ART ON THE GRAND								
248-762.00-727.000	OFFICE SUPPLIES	500.00		0.00	0.00	0.00	500.00	0.00
248-762.00-880.000	COMMUNITY PROMOTION	7,500.00		1,750.00	2,700.00	2,700.00	4,800.00	36.00
248-762.00-943.000	EQUIPMENT RENTAL	1,500.00		0.00	0.00	0.00	1,500.00	0.00
248-762.00-956.000	MISCELLANEOUS EXPENSE	500.00		0.00	0.00	0.00	500.00	0.00
Total Dept 762.00-ART ON THE GRAND		10,000.00		1,750.00	2,700.00	2,700.00	7,300.00	27.00
Dept 764.00-HARVEST MOON CELEBRATION								
248-764.00-727.000	OFFICE SUPPLIES	1,000.00		0.00	105.65	105.65	894.35	10.57
248-764.00-740.010	CONCESSION SUPPLIES	16,000.00		0.00	15,170.50	15,170.50	829.50	94.82
248-764.00-880.000	COMMUNITY PROMOTION	6,500.00		0.00	4,995.77	4,995.77	1,504.23	76.86
248-764.00-880.009	ENTERTAINMENT	2,500.00		350.00	2,850.00	2,850.00	(350.00)	114.00
248-764.00-943.000	EQUIPMENT RENTAL	8,000.00		0.00	6,940.00	6,940.00	1,060.00	86.75
248-764.00-956.000	MISCELLANEOUS EXPENSE	4,000.00		0.00	3,421.01	3,421.01	578.99	85.53
Total Dept 764.00-HARVEST MOON CELEBRATION		38,000.00		350.00	33,482.93	33,482.93	4,517.07	88.11
Dept 766.00-RHYTHMZ IN RILEY PARK								
248-766.00-818.000	CONTRACTUAL SERVICES	6,400.00		0.00	5,100.00	5,100.00	1,300.00	79.69
248-766.00-880.000	COMMUNITY PROMOTION	2,500.00		0.00	360.73	360.73	2,139.27	14.43
248-766.00-880.009	ENTERTAINMENT	6,600.00		0.00	4,525.00	4,525.00	2,075.00	68.56
248-766.00-956.000	MISCELLANEOUS EXPENSE	100.00		0.00	0.00	0.00	100.00	0.00
Total Dept 766.00-RHYTHMZ IN RILEY PARK		15,600.00		0.00	9,985.73	9,985.73	5,614.27	64.01
TOTAL EXPENDITURES		547,600.00		138,201.13	402,911.49	402,911.49	144,688.51	73.58
Total Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
TOTAL ASSETS			1,124,620.66	(106,729.85)	85,058.79	1,209,679.45		
BEG. FUND BALANCE			(209,916.95)			(209,916.95)		
+ NET OF REVENUES & EXPENDITURES				(92,404.08)	108,249.70	108,249.70	(108,249.70)	100.00
= ENDING FUND BALANCE			(209,916.95)	(92,404.08)	108,249.70	(101,667.25)		
+ LIABILITIES			1,334,537.60	(14,325.77)	(23,190.91)	1,311,346.69		
= TOTAL LIABILITIES AND FUND BALANCE			1,124,620.65	(106,729.85)	85,058.79	1,209,679.44		
OUT OF BALANCE			0.00	0.00	0.00	0.01		