

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

REGULAR AGENDA

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- 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

10/26/2017 11:52 AM 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

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| Pund 248 DOWNTOWN DEVELOPMENT AUTHORITY Dept 000.00 Dept 000.00 248-000.00-202.002 ACCOUNTS PAYABLE, ACCRUED POCO INC. TRAFFIC CONTROL PER SUPPLIED DRAWIN;34722 10/19/17 1,550.00 111172 248-000.00-202.002 ACCOUNTS PAYABLE, ACCRUED POCO INC. TRAFFIC CONTROL PER SUPPLIED DRAWIN;34722 10/19/17 10/ | GL Number | Inv. Line Desc | Vendor | Invoice Desc. Invoice | | Due Date | Amount | Amountheck # | |
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| 248-759.00-930.000 REPAIRS & MAINTENANCE 248-759.00-930.000 REPAIRS & MAINTENANCE WILLSONS LAWN MAINTENAI#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 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 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 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 | 248-759.00-920.000 | PUBLIC UTILITIES | DTE ENERGY | | 9100 066 7588 8 | 10/12/17 | 22.23 | | |
| 248-759.00-930.000 REPAIRS & MAINTENANCE WILLSONS LAWN MAINTENAH 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 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 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 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 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 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 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 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 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 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 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 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 CHASE CARD SERVICES ACCT# 5472 3061 0013 0334 DUE: 10/25/ | 248-759.00-930.000 | REPAIRS & MAINTENANCE | A PLACE TO STORE - FA | ARI10/1/17 - 3/31/2018 UNIT D84 & B40 | 10012017 | 10/12/17 | 960.00 | 111026 | |
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| 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 | 248-759.00-930.000 | REPAIRS & MAINTENANCE | WILLSONS LAWN MAINTEN | NA1#7560, #7561, #7853, #7706, & #7707 | 7 10/1/2017 | 10/19/17 | 165.00 | 111160 | |
| 248-764.00-740.010 CONCESSION SUPPLIES STATE OF MICHIGAN SALES TAX FOR BEVERAGES PURCHASED HMC 10/12/17 1,466.60 110995 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 KENDRA MANTEY 9/22/17 HARVEST MOON CELEBRATION SE(REIMBURSEMENT 10/19/17 54.00 111089 | | | | Total For Dept 759.00 PRINCIPAL SHO | OPPING DISTRICT | _ | 4,016.99 | = | |
| 248-764.00-740.010 CONCESSION SUPPLIES STATE OF MICHIGAN 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 DUE: 10/25/2017 10/12/17 10/12 | Dept 764.00 HARVEST | MOON CELEBRATION | | | | | | | |
| 248-764.00-956.000 MISCELLANEOUS EXPENSE KENDRA MANTEY 3,312.58 248-764.00-956.000 MISCELLANEOUS EXPENSE KENDRA MANTEY 3,312.58 | 248-764.00-727.000 | OFFICE SUPPLIES | KATE KNIGHT | HM ITEMS AND EVENTS | REIMBURSEMENT | 10/12/17 | 10.59 | 110995 | |
| 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 | 248-764.00-740.010 | CONCESSION SUPPLIES | STATE OF MICHIGAN | SALES TAX FOR BEVERAGES PURCHASED | HMC | 10/12/17 | 1,466.60 | 110991 | |
| 248-764.00-956.000 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 | 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 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 | 248-764.00-956.000 | MISCELLANEOUS EXPENSE | KATE KNIGHT | HM ITEMS AND EVENTS | REIMBURSEMENT | 10/12/17 | 628.08 | 110995 | |
| Total For Dept 764.00 HARVEST MOON CELEBRATION 3,312.58 | 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 | CREIMBURSEMENT | 10/19/17 | 54.00 | 111089 | |
| Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY 9,545.56 | | | | 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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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

Page: 2/2

Vendor Invoice Desc. Invoice Due Date Amountheck #

Fund 248 DOWNTOWN DEVELOPMENT AUTHORI'. 9,545.56

Total For All Funds: 9,545.56

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

| | | Available Balance | | | | | |
|----------------------------------|--------------------------------|-------------------|------------------------------|---------|------------------------------|-----------|-------------|
| | Current Year Amended Budget | | Year-to-Date Thru 9/30/17 | | Favorable / (Unfavorable) | | |
| | | | | | | | % Bdgt Used |
| 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