



**Budget City Council Meeting
6:00 PM, MONDAY, APRIL 25, 2016
City Council Chambers
23600 Liberty Street
Farmington, MI 48335**

BUDGET MEETING AGENDA

I. CALL TO ORDER

Roll Call

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

IV. DDA 2016-17 PROPOSED BUDGET

1. FY2016-2017 DDA Work Plan and Proposed Budget

V. CITY MANAGER'S PROPOSED BUDGET

VI. OTHER BUSINESS

VII. ADJOURNMENT

Motion to Adjourn

**Farmington City Council
Staff Report**
Council Meeting Date:
April 25, 2016

**Reference
Number
(ID # 2168)**
Submitted by: Annette Knowles,

Description: FY2016-2017 DDA Work Plan and Proposed Budget

Requested Action:

No action required at this meeting.

Background:

Please find attached for your review the work plan and proposed budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017, for the Farmington Downtown Development Authority.

Please note the following highlights:

- The proposed budget aligns with the project-based work plan that was developed with board prioritization exercises and Executive Committee review;
- Revenue sources are projected to remain stagnant for 2016-17; we anticipate growth in the following fiscal year with the additional investment of Fresh Thyme Farmers Market and the Brownstones at the Orchards fully realized;
- Special events are intended to remain self-sustaining;
- Major projects to be proposed for funding include debt retirement, a traffic analysis update on Farmington Road (after Fresh Thyme's opening), property maintenance, administration and an update to the 2006 parking study.

The Farmington Downtown Development Authority approved for submission the proposed budget at its annual meeting on March 2, 2016.

I will be present at the special meeting on Monday, April 25, 2016 to provide detail and answer questions.

Agenda Review
Review:
Annette Knowles Completed 04/21/2016 2:33 PM
City Manager Pending
City Council Pending 04/25/2016 6:00 PM

01/15/2016 BUDGET REPORT FOR CITY OF FARMINGTON
 Calculations as of 12/31/2015

GL NUMBER	DESCRIPTION	2013-14 ACTIVITY	2014-15 ACTIVITY	2015-16 AMENDED BUDGET	2015-16 ACTIVITY THRU 12/31/15	2015-16 PROJECTED ACTIVITY	2016-17 DEPT REQ 16-17 BUDGET	NOTES
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
ESTIMATED REVENUES								
Dept 000.00								
248-000.00-403.001	PROPERTY TAXES, OPR, REV	(15,853)	0	0	(4,550)	(4,550)	-	
248-000.00-403.007	PROPERTY TAXES, TIFA	247,749	239,028	245,000	210,554	245,000	245,000	CTV = 10,166,440 (per C.W.)
248-000.00-573.000	LOCAL COMMUNITY STABILIZATION APP	0	12,803	12,000	0	12,800	12,000	State reimbursement for lost PPT
248-000.00-580.000	CONTRIBUTION, GROVE	275,000	0	0	0	0	-	
248-000.00-664.000	INVESTMENT INCOME	62	854	100	729	1,000	1,000	
248-000.00-669.000	RENTAL/LEASE INCOME	48,900	39,564	0	0	0	-	
248-000.00-671.000	REVENUES, OTHER	0	315	900	0	0	-	
248-000.00-673.000	SALE OF CAPITAL ASSETS, GAIN(LOSS)	(1,930)	331,285	0	63,871	63,871	-	
248-000.00-675.008	CONTRIBUTIONS, DESIGNATED	97,971	0	0	0	0	-	
Totals for dept 000.00-		651,899	623,849	258,000	270,604	318,121	258,000	
Dept 759.00-PRINCIPAL SHOPPING DISTRICT								
248-759.00-671.000	REVENUES, OTHER	3,650	15,060	10,000	2,275	12,275	10,000	FCT contribution to parking lot maint
248-759.00-672.001	DDA DISTRICT, SP ASSESSMENT	216,000	216,000	216,000	114,888	216,000	216,000	Yr 5 of 5, renewal before 17-18
Totals for dept 759.00-PRINCIPAL SHOPPING DISTRICT		219,650	231,060	226,000	117,163	228,275	226,000	
Dept 762.00-ART ON THE GRAND								
248-762.00-654.000	VENDOR FEES	1,987	2,058	2,000	0	1,600	2,000	4@\$425 + kids
248-762.00-654.100	SPONSORSHIPS	13,000	3,800	5,000	0	2,000	4,000	
248-762.00-671.000	REVENUES, OTHER	4,050	4,055	4,000	0	4,000	4,000	FH contribution
Totals for dept 762.00-ART ON THE GRAND		19,037	9,913	11,000	0	7,600	10,000	
Dept 764.00-HARVEST MOON CELEBRATION								
248-764.00-646.000	CONCESSION, HARVEST MOON	20,475	24,990	20,000	24,507	24,507	20,000	2K@\$10ea
248-764.00-651.000	ADMISSIONS, HARVEST MOON	9,155	14,874	12,000	15,325	15,325	13,000	1K@\$5, 1K@\$8
248-764.00-654.100	SPONSORSHIPS	3,050	12,372	8,000	3,998	3,998	4,000	
248-764.00-671.000	REVENUES, OTHER	159	1,679	0	347	347	1,000	
Totals for dept 764.00-HARVEST MOON CELEBRATION		32,839	53,915	40,000	44,177	44,177	38,000	
Dept 766.00-RHYTHMZ IN RILEY PARK								
248-766.00-654.100	SPONSORSHIPS	10,350	14,800	14,000	900	16,500	15,600	
Totals for dept 766.00-RHYTHMZ IN RILEY PARK		10,350	14,800	14,000	900	16,500	15,600	

Attachment: DDA Budget WorksheetDDA16-17v1 (2168 : 2016-2017 DDA Work Plan and Proposed

TOTAL ESTIMATED REVENUES

1,287,451	967,915	549,000	432,874	614,673	547,600
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APPROPRIATIONS

Dept 000.00								
248-000.00-719.000	FRINGE BENEFITS	868	0	0	0	0	-	
248-000.00-727.000	OFFICE SUPPLIES	562	678	1,000	93	500	500	
248-000.00-728.000	POSTAGE, METER	852	893	1,000	505	1,000	1,000	
248-000.00-728.001	POSTAGE, OTHER	0	12	0	0	0	-	
248-000.00-740.000	OPERATING SUPPLIES	0	0	500	0	500	-	
248-000.00-801.000	PROFESSIONAL SERVICES	6,274	11,339	31,000	1,232	32,250	55,000	\$25K Traffic; \$25K Parking; \$5K Design -Consolidated W Lot
248-000.00-818.000	CONTRACTUAL SERVICES	66,000	66,000	66,000	33,000	66,000	71,000	JOA w/city, \$5K parking enforcement
248-000.00-853.000	TELECOMMUNICATIONS	1,022	661	700	281	600	600	
248-000.00-860.000	TRANSPORTATION	1,203	1,094	1,000	191	400	500	
248-000.00-941.000	RENTALS	5,900	508	1,000	600	1,000	1,500	
248-000.00-956.000	MISCELLANEOUS EXPENSE	1,444	2,908	2,000	319	2,000	4,300	Incl \$2,500 fam tour; \$500 property owner relations
248-000.00-958.501	MEMBERSHIPS, SUBSCRIPTIONS	580	580	600	200	600	600	
248-000.00-958.502	PROFESSIONAL DEV, CONFERENCES	1,252	1,412	2,000	984	2,000	2,000	
248-000.00-967.001	CONTINGENCY	2,884	932	1,000	0	0	-	
248-000.00-968.000	DEPRECIATION EXPENSE	46,765	48,039	0	0	0	-	
248-000.00-969.300	CONTRIBUTION-STREETScape	0	50,000	0	0	0	-	
248-000.00-970.000	CAPITAL OUTLAY	131,750	252	40,200	19,748	20,000	10,000	Farmington Rd crosswalk to DFC, parking space rentals
248-000.00-971.000	CAPITAL OUTLAY, LAND	97,971	0	0	0	0	-	
248-000.00-990.000	DEBT SERVICE	124,451	475,978	110,000	19,244	110,000	111,000	Bond Issues
Totals for dept 000.00-		489,778	661,286	258,000	76,397	236,850	258,000	

Dept 759.00-PRINCIPAL SHOPPING DISTRICT

248-759.00-801.000	PROFESSIONAL SERVICES	4,625	4,625	0	0	0	-	
248-759.00-801.006	SEASONAL DECORATIONS,GARDENING	6,505	6,594	10,000	2,787	8,300	10,000	labor + materials
248-759.00-818.000	CONTRACTUAL SERVICES	0	0	36,000	18,000	36,000	36,000	COF agreement
248-759.00-880.000	COMMUNITY PROMOTION	13,763	10,288	14,000	4,392	14,000	24,000	Ads, kiosks, maps, web, graphics design; \$2K walkability ed
248-759.00-880.015	BUSINESS DEVELOPMENT	322	3,231	6,000	515	2,000	4,000	F2F, iF
248-759.00-880.100	RETAIL PROMOTIONS	0	0	6,000	650	6,000	7,000	SBS, LNO
248-759.00-880.110	COMMUNITY PROMO, ICE RINK	0	0	4,000	99	3,000	3,000	
248-759.00-880.125	COMMUNICATIONS	17,121	13,519	14,000	5,157	14,000	15,000	MSM
248-759.00-880.200	VOLUNTEER MANAGEMENT	0	0	3,000	0	3,000	4,000	
248-759.00-920.000	PUBLIC UTILITIES	24,589	22,815	25,000	5,766	15,000	18,000	
248-759.00-930.000	REPAIRS & MAINTENANCE	109,278	104,490	108,000	38,582	108,000	105,000	
Totals for dept 759.00-PRINCIPAL SHOPPING DISTRICT		176,203	165,562	226,000	75,948	209,300	226,000	

Dept 762.00-ART ON THE GRAND

248-762.00-706.000	SALARIES, FULL TIME	1,535	0	0	0	0	-	
248-762.00-707.000	SALARIES, PART-TIME/TEMP	624	0	0	0	0	-	
248-762.00-719.000	FRINGE BENEFITS	247	0	0	0	0	-	
248-762.00-720.100	FICA, EMPLOYER'S SHARE	159	0	0	0	0	-	
248-762.00-727.000	OFFICE SUPPLIES	0	0	500	0	100	500	

248-762.00-880.000	COMMUNITY PROMOTION	8,572	6,928	7,500	37	6,500	7,500
248-762.00-941.000	RENTALS	80	0	0	0	0	-
248-762.00-943.000	EQUIPMENT RENTAL	3,481	1,550	1,500	0	1,500	1,500
248-762.00-956.000	MISCELLANEOUS EXPENSE	0	15	1,500	0	100	500
Totals for dept 762.00-ART ON THE GRAND		14,698	8,493	11,000	37	8,200	10,000
Dept 764.00-HARVEST MOON CELEBRATION							
248-764.00-706.000	SALARIES, FULL TIME	4,298	0	0	0	0	-
248-764.00-707.000	SALARIES, PART-TIME/TEMP	1,747	0	0	0	0	-
248-764.00-709.000	SALARIES, OVERTIME	669	0	0	0	0	-
248-764.00-719.000	FRINGE BENEFITS	689	0	0	0	0	-
248-764.00-720.100	FICA, EMPLOYER'S SHARE	496	0	0	0	0	-
248-764.00-727.000	OFFICE SUPPLIES	0	29	1,000	163	163	1,000
248-764.00-740.010	CONCESSION SUPPLIES	16,787	16,321	17,000	15,862	15,862	16,000
248-764.00-818.000	CONTRACTUAL SERVICES	0	5,000	0	0	0	-
248-764.00-880.000	COMMUNITY PROMOTION	3,598	4,144	4,000	6,633	6,633	6,500
248-764.00-880.009	ENTERTAINMENT	2,675	3,158	3,000	2,300	2,300	2,500
248-764.00-941.000	RENTALS	223	0	0	0	0	-
248-764.00-943.000	EQUIPMENT RENTAL	465	7,098	10,000	7,140	7,140	8,000
248-764.00-956.000	MISCELLANEOUS EXPENSE	2,757	5,791	5,000	3,552	3,552	4,000
248-764.00-969.000	CONTRIBUTIONS, ICE RINK	0	9,000	0	0	3,500	-
Totals for dept 764.00-HARVEST MOON CELEBRATION		34,404	50,541	40,000	35,650	39,150	38,000
Dept 766.00-RHYTHMZ IN RILEY PARK							
248-766.00-706.000	SALARIES, FULL TIME	1,228	0	0	0	0	-
248-766.00-707.000	SALARIES, PART-TIME/TEMP	499	0	0	0	0	-
248-766.00-719.000	FRINGE BENEFITS	197	0	0	0	0	-
248-766.00-720.100	FICA, EMPLOYER'S SHARE	127	0	0	0	0	-
248-766.00-818.000	CONTRACTUAL SERVICES	2,000	4,000	5,500	2,500	5,500	6,400
248-766.00-880.000	COMMUNITY PROMOTION	1,058	2,176	2,000	197	2,000	2,500
248-766.00-880.009	ENTERTAINMENT	5,650	5,950	6,500	4,700	6,500	6,600
248-766.00-941.000	RENTALS	64	0	0	0	0	-
248-766.00-956.000	MISCELLANEOUS EXPENSE	0	87	0	0	0	100
Totals for dept 766.00-RHYTHMZ IN RILEY PARK		10,823	12,213	14,000	7,397	14,000	15,600
TOTAL APPROPRIATIONS		1,215,566	949,769	549,000	195,429	507,500	547,600

NET OF REVENUES/APPROPRIATIONS - FUND 248	71,885	18,146	0	237,445	107,173	-
BEGINNING FUND BALANCE	(1,662,185)	(1,737,722)	(1,238,401)	(1,238,401)	(1,238,401)	(1,131,228)
FUND BALANCE ADJUSTMENTS	(147,422)	481,171	0	0	0	-
ENDING FUND BALANCE	(1,737,722)	(1,238,405)	(1,238,401)	(1,000,956)	(1,131,228)	(1,131,228)