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**Rochester Downtown
Development Authority**

Downtown Collaboration Studio
431 S. Main Street
Rochester, MI 48307
248.656.0060
DowntownRochesterMI.com

**Regular Meeting Agenda
Wednesday, April 17, 2024, 7:00 pm
Rochester Municipal Building, 400 Sixth Street**

1. Call to Order
2. Roll Call
3. Approval of Meeting Minutes –
 - A. Regular Meeting Minutes – March 20, 2024
 - B. Closed Meeting Minutes – March 20, 2024
 - C. Special Meeting Minutes – March 28, 2024
 - D. Special Closed Meeting Minutes – March 28, 2024
4. Audience Comments
5. Liaison Reports
 - A. City Council – Marilyn Trent
 - B. Chamber of Commerce
 - C. Historical Commission – Don Sienkiewicz
 - D. Principal Shopping District – Paul Haig
6. General Business Agenda Items
 - A. Historic House Plaques Program Presentation – Don Sienkiewicz
 - B. Market + The Graham Project Update – Ben Giovanelli
 - C. FYE 25 DDA Budget – Ben Giovanelli
 - D. Volunteer Appreciation Event – Kristi Trevarrow
7. Receipt of Regular Reports
 - A. Executive Director Update
 - B. Events & Marketing Update
 - C. Financial Report for DDA
 - D. Business Development Committee
 - E. Site Development Committee
8. Miscellaneous

The next regular meeting of the Rochester DDA will be held on Wednesday, May 15, 2024.

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Downtown Development Authority
Regular Meeting Minutes

Wednesday, March 20, 2024
Rochester Municipal Building, 400 Sixth Street
7:00 p.m.

1) Call to Order

The regular meeting of the Downtown Development Authority Board of Directors was called to order by Chairman Ben Giovanelli at 7:00 p.m.

2) Roll Call

Board Members Present:	Chairman Ben Giovanelli, Erik Diana, Paul Haig, Tonia Carsten, Bob Bloomingdale, Tony Lipuma, Bob DiTommaso
Board Members Absent:	Mayor Stuart Bikson, Lisa Germani Williams, Roger Knapp
Council Liaison Absent:	Marilyn Trent
Chamber Liaison Absent:	Vacant
Historical Commission Liaison Present:	Don Sienkiewicz
PSD Liaison Present:	Paul Haig
DDA Executive Director Present:	Kristi Trevarrow

3) Approval of Meeting Minutes

Regular Meeting Minutes – February 21, 2024
Special Meeting Minutes – March 5, 2024
Closed Meeting Minutes – March 5, 2024

Motion By:	Erik Diana to approve the February 21, 2024 Regular Meeting Minutes, March 5, 2024 Special Meeting Minutes, and March 5, 2024 Closed Meeting Minutes as presented.
Second By:	Paul Haig
In Favor:	All
Opposed:	None
Motion Passed	

4) Audience Comments

5) Liaison Reports

A. City Council

City Manager Nik Banda highlighted the following from the March 11, 2024 City Council meeting:

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- A student from each of the three high schools gave a presentation on the RCS Charity Week.
- The Council viewed the DDA Farmers Market presentation.
- PSD gave its presentation for renewal and Council set the Public Hearing.
- Consideration to approve the 2024 High Intensity Drug Trafficking Area (HIDTA) Grant subrecipient agreement between Oakland County and the City of Rochester.
- Approved a contract with Manquen Vance for benefits consulting services.

B. Chamber of Commerce

C. Historical Commission

Don Sienkiewicz stated that Founders Day was celebrated on March 10, 2024 at the Calf Barn of the Rochester Hills Museum at Van Hoosen Farm. The Founders Day coloring books were provided to RCS for distribution to all second graders. The guest speaker was Melissa Weisse, Chief of Philanthropy at Leader Dogs for the Blind. She presented the history of the organization during their time in the greater Rochester area. The Shannon Irish Dancers performed and signed copies of the Detroit United Railway book were available for sale.

Heritage Days will be held at Rochester City Park during the Memorial Day weekend of May 25-26, 2024. Almost all entertainment from 2023 has confirmed participation for 2024.

A Historical House plaque chart has been completed and will be presented to the Historical Commission for their input.

D. Principal Shopping District

PSD presented their renewal proposal to City Council on March 11, 2024. There will be an upcoming public hearing. PSD is also working on the Downtown Rochester Makers' Market.

6) General Business Agenda Items

A. Social District Update

City Attorney Jeff Kragt provided a memorandum dated March 18, 2024 providing an update on questions raised by the DDA Board at last month's meeting regarding Main Street and its potential inclusion in a social district footprint. As MDOT will not take a position regarding social districts and has stated that they are not an enforcement agency, Kristi Trevarrow will continue to work with attorney Kragt, City Manager Banda, Police Chief Rouhib and the DPW and provide additional information to the DDA at the April 17, 2024 DDA meeting.

B. Market + The Graham Project Update

Chairman Giovanelli provided an update on the project. Work will continue regarding the budget and additional budget information will be provided to City Council for their second meeting in April. Included in the packet was a copy of the presentation provided to City Council on March 11, 2024. Kristi Trevarrow has re-applied for grant funds through Representative John James' office.

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C. FYE 2025 DDA Budget Update

Chairman Giovanelli provided a budget update. The Committee will meet soon to go over additional infrastructure projects, as well as costs associated with the Market project.

D. 2024 Outdoor Dining Platforms Program

Director Trevarrow contacted the restaurants that have participated in the Outdoor Dining Platform Program for the past four seasons to gauge their interest in continuing. The following restaurants have requested to have the platforms placed this year: Baus Barber; D’Marco’s; Rochester Brunch House; The Spice & Tea Exchange and The Side Dish; and Too Ra Loo. Saint 1881 is also interested in having a platform this year.

Motion By:	Paul Haig to forward the request for approval of the placement of the Outdoor Dining Platforms to City Council.
Second By:	Erik Diana
In Favor:	All
Opposed:	None
Motion Passed	

7) Receipt of Regular Reports

A. Executive Director Update

Main Street Oakland County Summit

Paul Haig stated that the Summit was very well-attended with many DDAs being represented. It was also attended by representatives from SEMCOG, DTE and the Oakland County Board of Commissioners. John Bry did a fantastic job and it was good to see so many DDAs working together.

Main Street Next Gen Update

The initiative that was on hold since last year seems to have new life. Kristi Trevarrow was invited to participate in a call with the other Next Gen Pilot Community Directors and MSOC staff with Main Street America and Washington State Main Street.

Partnering to Build Transit-Friendly Communities

Kristi Trevarrow will be attending the virtual Oakland County Planners Gathering in anticipation of public transit beginning in Rochester in 2024.

MSOC Workshop – Inclusive Horizons: Empowering Small Businesses and Local Government through Purposeful Inclusion Workshop

This in-person Managers Workshop will be held on April 12, 2024 from 8:30 a.m. to 11:00 a.m. at the Lathrup Village City Hall. It is available to all DDA Board Members. The registration link is available in the flyer.

B. Events & Marketing Update

EVENTS

Foodie February

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During the month of February, diners had the opportunity to submit their receipts from either dining in or carrying out from any downtown Rochester restaurant to enter to win a downtown dining package of \$100, \$250 or \$500. There were 627 entries and the receipts from 55 different downtown eateries totaling \$29,818.97 spent in town last month.

Deck Art Registration – May 9 & 10, 2024

Deck Art 2024 registration began on February 1, 2024, and can be submitted through April 5, 2024 at South Street Skateshop (410 Main) while supplies last. Over 325 artists are already registered for the event. Over 35 businesses have signed up to display the artwork this year. Decks will be turned in beginning April 8, 2024. The event itself is scheduled for May 9-10, 2024.

Movies in the Moonlight (July 20th, 27th and August 3rd)

The Promotions Committee has selected the movies for the 2024 Movies in the Moonlight series:

- July 20 – Wonka
- July 27 – Super Mario Bros. Movie
- August 3 – Barbie

Spring/Summer Event Signs

Signs will be installed downtown in the next few weeks.

PROMOTIONS

In Town Magazine

Work has begun on the summer issue. This issue will celebrate the Farmers' Market 25th Anniversary, highlight the expansion of Talulah Belle, the spring gift guide and more. Copies will arrive in homes by mid-April.

Farmers' Market

2024 marks the Market's 25th season. In celebration of that milestone, there will be some fun promotions in conjunction with Opening Day. Returning vendor applications are in with most vendors choosing to return. A small turnover is allowing for new vendors this season. Market programming and promotions are underway. A lot of downtown businesses are scheduled to be on-site at the market, and the Rochester Hills Museum will be conducting a monthly walking historical tour that starts at the market lot. Season opening will be on Saturday, May 4, 2024.

Downtown Rochester Makers' Market

Applications are now available for the upcoming Makers' Market. Staff is seeking artisan, crafter vendors to make up the 40-vendor show. The Makers' Market will be hosted on Saturday, June 22 from 10:00 a.m. to 6:00 p.m. on W. Fourth Street. Applications are due April 19, 2024. Staff is also scheduling additional entertainment elements.

C. Financial Report for DDA

The Revenue and Expenditure Report for period ending 02/29/2023 for Fund 494, Downtown Development Authority was included in the packet.

D. Business Development Committee

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E. Site Development Committee

Landscaping will be replaced at the Depot Plaza and DDA will no longer use the property. Work continues regarding the other pocket parks in town, the future of the donor wall and the Graham.

8) Closed Session

Motion By:	Paul Haig to move into a Closed Session at 7:30 p.m. for the purpose of discussing the purchase of real property located in the DDA district with the intention of returning to Open Session. Closed Session to include City Manager Nik Banda, attorney Jeffrey Cuthbertson and Recording Secretary Susan McCullough.
Second By:	Erik Diana
In Favor (Roll call):	All
Opposed:	None
Motion Passed	

Motion By:	Tonia Carsten to return to Open Session at 8:08 p.m. for the purpose of possible Board action regarding the above Closed Session item.
Second By:	Bob Bloomingdale
In Favor (Roll call):	All
Opposed:	None
Motion Passed	

Motion By:	Paul Haig to authorize Chairman Giovanelli to work with private party lenders to secure financing option with respect to the project.
Second By:	Erik Diana
In Favor (Roll call):	All
Opposed:	None
Motion Passed	

Motion By:	Bob Bloomingdale to authorize Chairman Giovanelli to release an attorney/client privileged communication.
Second By:	Tonia Carsten
In Favor (Roll call):	All
Opposed:	None
Motion Passed	

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8) Miscellaneous

Seeing no further business, Chairman Giovanelli adjourned the meeting at 8:09 p.m.

Date Approved

Susan McCullough

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Downtown Development Authority
Special Meeting Minutes

Thursday, March 28, 2024
Rochester Municipal Building, 400 Sixth Street
7:00 p.m.

1) Call to Order

The special meeting of the Downtown Development Authority Board of Directors was called to order by Chairman Ben Giovanelli at 7:00 p.m.

2) Roll Call

Board Members Present:	Chairman Ben Giovanelli, Mayor Stuart Bikson, Erik Diana, Lisa Germani Williams, Tony Lipuma, Bob DiTommaso, Paul Haig, Roger Knapp, Tonia Carsten
Board Members Absent:	Bob Bloomingdale
Council Liaison Present:	Marilyn Trent
Chamber Liaison Absent:	Vacant
Historical Commission Liaison Absent:	Don Sienkiewicz
PSD Liaison Present:	Paul Haig
DDA Executive Director Present:	Kristi Trevarrow

3) Review Proposals from Potential Lenders

Chairman Giovanelli explained the process of procuring proposals from potential lenders for the Market + The Graham project. Kristi Trevarrow reviewed proposals for architectural services.

Motion By:	Tony Lipuma to select AKA Architects Inc. to act as the architect on the Market + The Graham project.
Second By:	Paul Haig
In Favor:	All
Opposed:	None
Motion Passed	

4) Closed Session

Motion By:	Paul Haig to move into a Closed Session at 7:14 p.m. for the purpose of reviewing proposals from potential lenders regarding the purchase of real property located in the DDA district, with the intention of returning to Open Session. Closed Session to include City Manager Nik Banda,
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	Council Liaison Marilyn Trent, and Recording Secretary Susan McCullough.
Second By:	Erik Diana
In Favor:	All
Opposed:	None
Motion Passed	

Motion By:	Paul Haig to return to Open Session at 7:25 p.m. for the purpose of possible Board action regarding the above Closed Session item.
Second By:	Erik Diana
In Favor:	All
Opposed:	None
Motion Passed	

Motion By:	Paul Haig to authorize Chairman Giovanelli to enter into an agreement with Chief Financial Credit Union (MBC Credit Union Business Loans) as a financing partner on the proposed project. Payments will be amortized over seven years, expiring 12/31/2030 at 4.95% fixed interest with 20% down. A copy of the executed agreement is attached and incorporated as a part of these minutes.
Second By:	Tonia Carsten
In Favor:	All
Opposed:	None
Motion Passed	

Seeing no further business, Chairman Giovanelli adjourned the meeting at 7:33 p.m.

Date Approved

Susan McCullough

6A. Historic House Plaques Program Presentation

Rochester Historical Commission Liaison Don Sienkiewicz will give a presentation on the Historic House Plaques Program.

Historical House Plaques Program

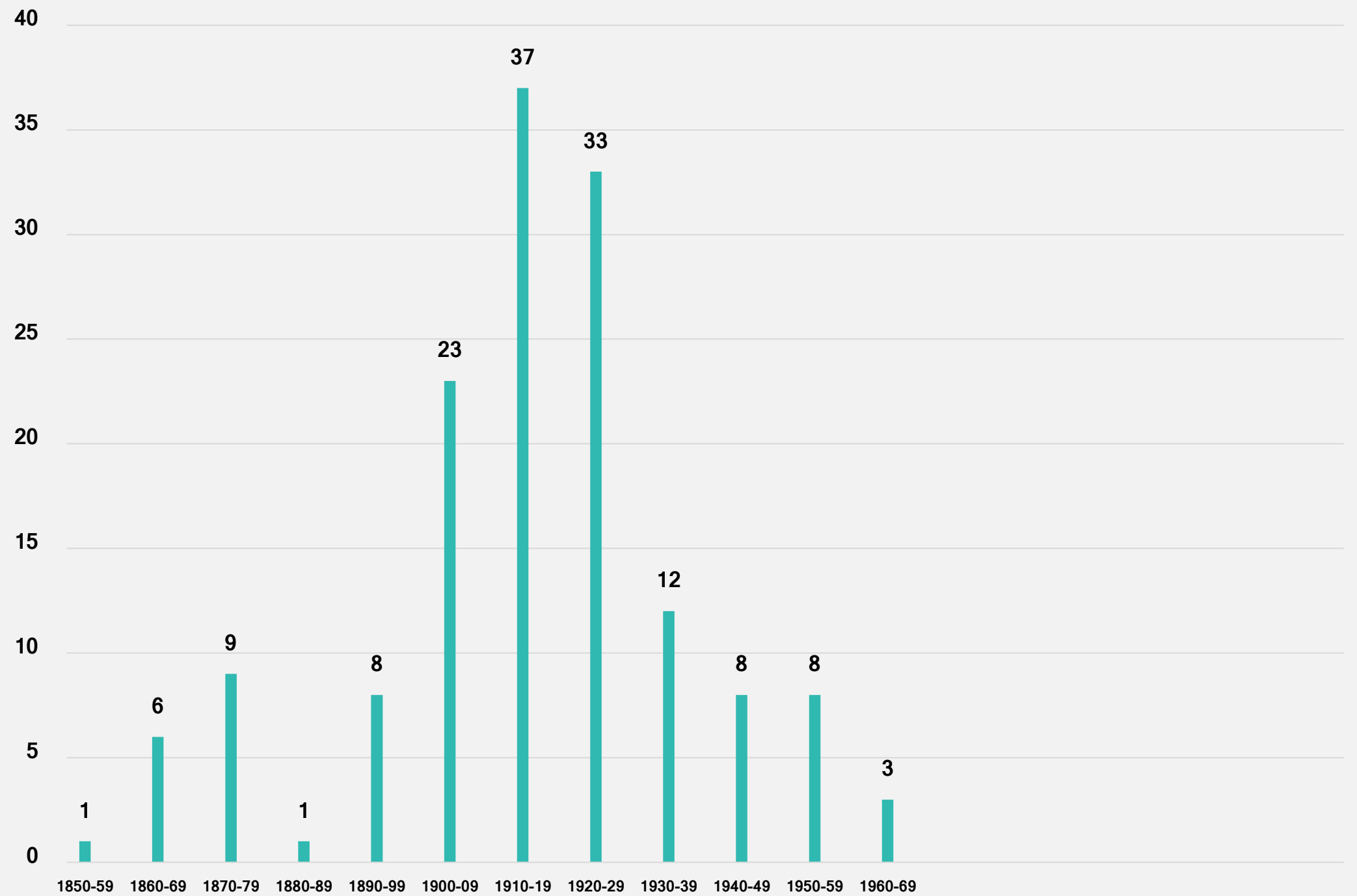
**Managed by Lynn Anderson
for the
Rochester Historical Commission**

Historical House Plaques

- 148 Plaques issues as of February 24, 2024.
- 9 Plaques issued in 2023
- 1 Plaques issued in 2024
- Slide 1: Graph showing plaques issued based on year house built.
- Slide 2: Graph showing plaques issued based on year plaque issued.
- Slide 3: Graph showing number of plaques based on street (5 or more plaques). Plaques on 43 different streets.

Historical House Plaques (based on year built)

Year Built	Historical Plaques
1850-59	1
1860-69	6
1870-79	9
1880-89	1
1890-99	8
1900-09	23
1910-19	37
1920-29	33
1930-39	12
1940-49	8
1950-59	8
1960-69	3

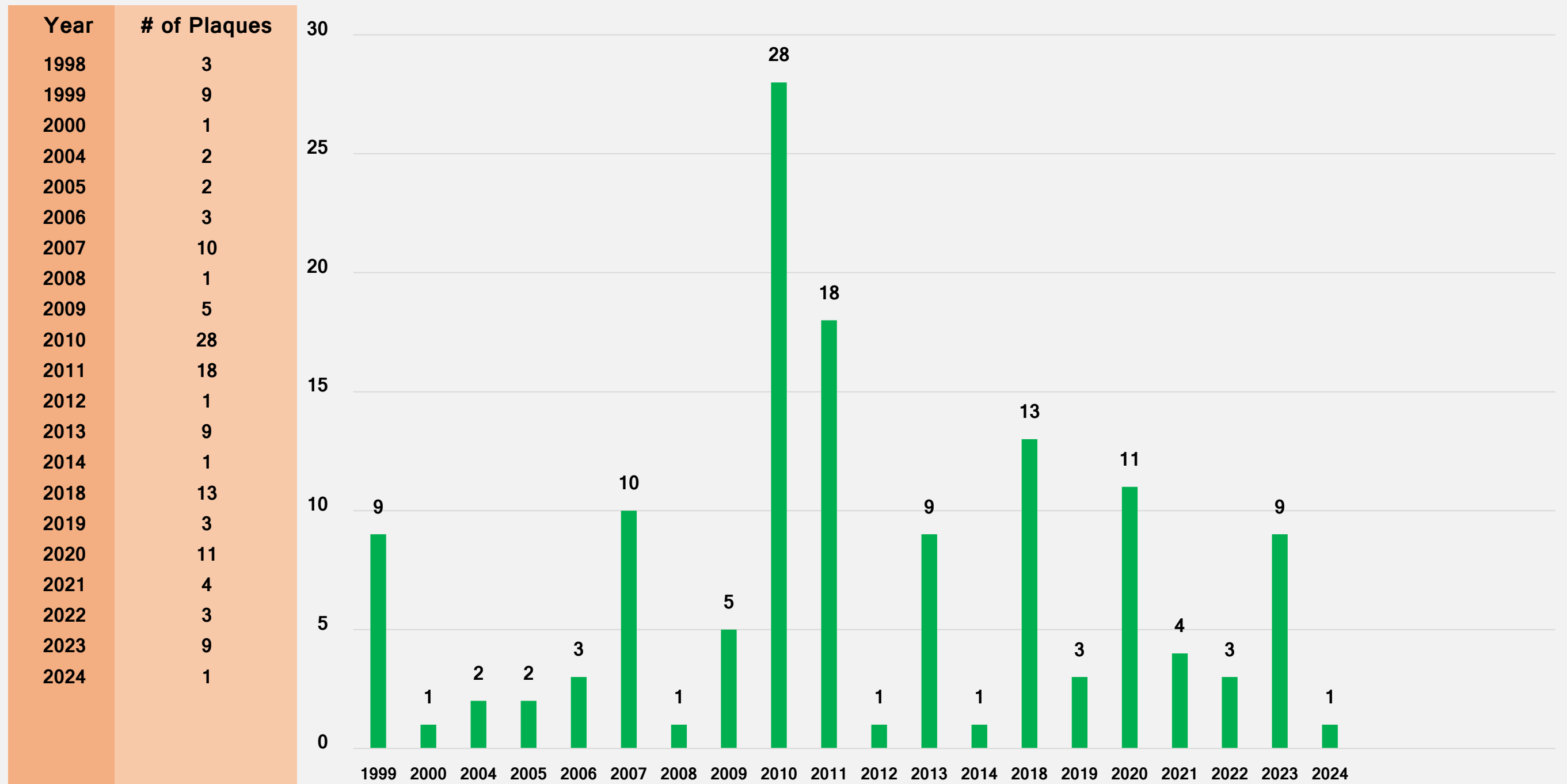


Year Built

Historical Plaques

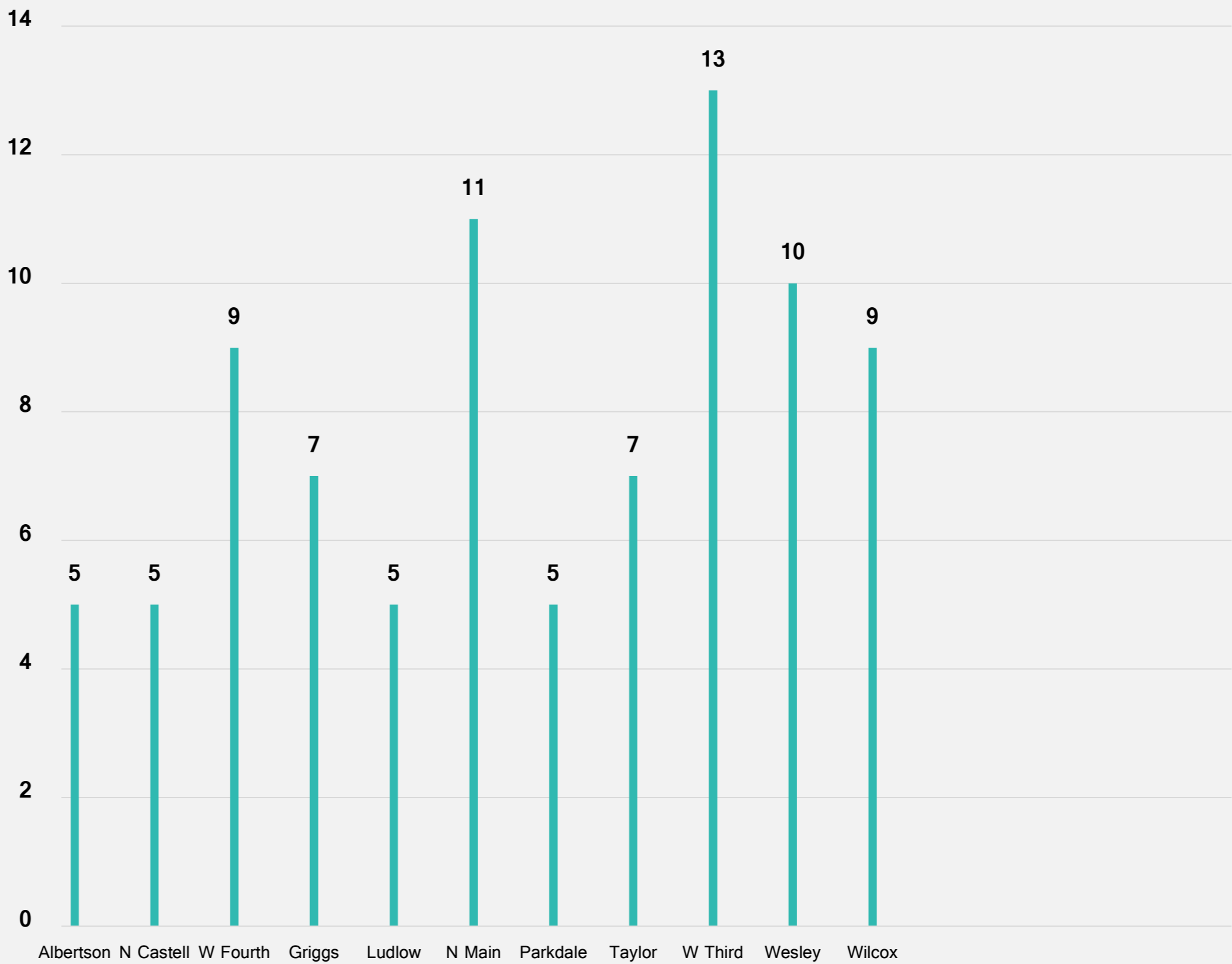
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Historical House Plaques (based on year issued)



Historical House Plaques (based on Street - 5 or more)

Street	# of Plaques
Albertson	5
N Castell	5
W Fourth	9
Griggs	7
Ludlow	5
N Main	11
Parkdale	5
Taylor	7
W Third	13
Wesley	10
Wilcox	9



Street	# of Plaques	14

6B. Market + The Graham Project Update

The Site Development Committee will present the preliminary renderings for the project.

6C. FYE 25 DDA Budget

Chairman Giovanelli will present the FYE 25 Proposed DDA Budget.

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	CITY RUNNING					PROJECTED TO 12/31/2030 BASED ON STATUS QUO			
	FYE 6/30/2023	FYE 6/30/2024	FYE 6/30/2025	FYE 6/30/2026	FYE 6/30/2027	FYE 6/30/2028	FYE 6/30/2029	FYE 6/30/2030	FYE 6/30/2031
INFLOWS									
Property Tax Capture			4%	3%	3%	3%	3%	3%	3%
Rochester City Tax Capture	\$ 1,246,619	\$ 1,355,289	\$ 1,409,501	\$ 1,451,786	\$ 1,495,339	\$ 1,540,200	\$ 1,586,406	\$ 1,633,998	\$ 1,683,018
Non-Rochester Tax Capture									
OPC Operating	\$ 31,324	\$ 34,054	\$ 35,416	\$ 36,479	\$ 37,573	\$ 38,700	\$ 39,861	\$ 41,057	\$ 42,289
County General	394,637	429,039	446,200	459,586	473,374	487,575	502,202	517,268	532,786
County Parks	34,118	37,092	38,576	39,733	40,925	42,153	43,417	44,720	46,061
HCMA	20,584	22,378	23,274	23,972	24,691	25,432	26,195	26,980	27,790
OCC	148,076	160,984	167,423	172,446	177,620	182,948	188,437	194,090	199,912
RTA	94,468	102,703	106,811	110,015	113,316	116,715	120,217	123,823	127,538
Total Non-Rochester Tax Capture	\$ 723,207	\$ 786,250	\$ 817,700	\$ 842,231	\$ 867,498	\$ 893,523	\$ 920,329	\$ 947,939	\$ 976,377
Total Property Tax Capture	\$ 1,969,825	\$ 2,141,539	\$ 2,227,201	\$ 2,294,017	\$ 2,362,838	\$ 2,433,723	\$ 2,506,734	\$ 2,581,936	\$ 2,659,394
Other Inflows									
Local Community Stabilization	\$ 59,248	\$ 49,000	\$ 50,000	\$ 51,500	\$ 52,788	\$ 52,788	\$ 52,788	\$ 52,788	\$ 52,788
Main Street Oakland County Grant	1,000	-	-	-	-	-	-	-	-
Dda Business Development	32,782	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Interest -Michigan Class	63,504	100,000	100,000	50,000	50,000	50,000	50,000	50,000	50,000
Administrative Cross Charge	43,886	59,092	60,865	62,691	64,572	64,572	64,572	64,572	64,572
Miscellaneous Income	5,727	1,082	1,104	1,137	1,165	1,165	1,165	1,165	1,165
Total Other Inflows	\$ 206,148	\$ 234,174	\$ 236,969	\$ 190,328	\$ 193,525	\$ 193,525	\$ 193,525	\$ 193,525	\$ 193,525
TOTAL INFLOWS	\$ 2,175,973	\$ 2,375,713	\$ 2,464,170	\$ 2,484,345	\$ 2,556,363	\$ 2,627,248	\$ 2,700,259	\$ 2,775,461	\$ 2,852,919
OUTFLOWS									
Operating Outflows - Non Capital									
Opex - Staff Compensation	152,271	152,151	159,504	165,912	171,415	176,557	181,854	187,310	192,929
Opex - Office Expenses	67,787	63,420	64,554	66,481	67,462	69,486	71,570	73,718	75,929
Opex - Insurance	82,476	16,441	16,844	17,348	17,603	18,131	18,675	19,235	19,812
Opex - Professional	7,168	9,795	10,038	10,338	10,489	10,804	11,128	11,462	11,805
Opex - Maintenance (DPW, Dumpsters, etc.)	196,964	214,604	229,326	235,867	239,197	246,373	253,764	261,377	269,218
Opex - Biz Dev	37,349	24,889	25,303	26,057	26,441	27,234	28,051	28,893	29,760
Opex - Rent	33,208	33,487	33,946	34,958	35,473	36,537	37,633	38,762	39,925
Opex - Cross Charges Paid to Others	95,000	123,482	127,186	131,002	134,932	138,980	143,149	147,444	151,867
Total Operating Outflows - Non Capital	672,223	638,269	666,701	687,963	703,012	724,102	745,825	768,200	791,246
Operating Outflows - Capital Projects									
Capex - BBLs	150,000	225,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Capex - All Other	502,554	552,000	489,000	499,150	488,429	500,000	500,000	500,000	500,000
Capex - FPP prior	70,205	130,000	-	-	-	-	-	-	-
Capex - Farmer's Market/Graham Project		505,750	1,313,999	246,999	246,999	246,999	246,999	246,999	152,499
Capex - Street Capital Fund	441,708	132,000	-	400,000	500,000	500,000	500,000	600,000	500,000
Capex - Parking Capital Fund	50,000	50,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000
Total Operating Outflows - Capital Investments	1,214,467	1,594,750	2,327,999	1,671,149	1,760,428	1,771,999	1,771,999	1,871,999	1,677,499
TOTAL OUTFLOWS	\$ 1,886,689	\$ 2,233,019	\$ 2,994,700	\$ 2,359,112	\$ 2,463,440	\$ 2,496,101	\$ 2,517,824	\$ 2,640,199	\$ 2,468,745
CURRENT YEAR SURPLUS (DEFICIT)	289,284	142,694	(530,530)	125,233	92,923	131,146	182,435	135,262	384,174
Capital Project Reserve Balance, Beginning July 1	937,290	1,226,574	1,369,268	838,738	963,972	1,056,894	1,188,040	1,370,475	1,505,738
Capital Project Reserve Balance, Ending June 30	\$ 1,226,574	\$ 1,369,268	\$ 838,738	\$ 963,972	\$ 1,056,894	\$ 1,188,040	\$ 1,370,475	\$ 1,505,738	\$ 1,889,912

GL Number	Description	FYE					Bucket
		FYE 6/30/2023	FYE 6/30/2024	6/30/2025	6/30/2026	6/30/2027	
Fund 248							
--- Estimated Revenue ---							
248-000.000-402.000	CURRENT PROPERTY TAXES	1,892,555	2,116,505	2,214,178	2,272,292	2,340,460	
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION	59,248	49,000	50,000	51,500	52,788	
248-000.000-588.001	MAIN STREET OAKLAND COUNTY GRANT	1,000	-	-	-	-	
248-000.000-605.032	DDA BUSINESS DEVELOPMENT	32,782	25,000	25,000	25,000	25,000	
248-000.000-665.072	INTEREST - MICHIGAN CLASS	63,504	100,000	100,000	50,000	50,000	
248-000.000-676.000	ADMINISTRATIVE CROSS CHARGE	43,886	59,092	60,865	62,691	64,572	
248-000.000-692.000	MISCELLANEOUS INCOME	5,727	1,082	1,104	1,137	1,165	
Total Estimated Revenue:		2,098,702	2,350,679	2,451,147	2,462,620	2,533,985	
248-703.000-701.000	SUPERVISOR SALARIES	88,132	89,470	93,957	96,971	99,000	OPEX-COMP
248-703.000-701.001	EMPLOYEE WAGES	1,084	-	-	-	-	OPEX-COMP
248-703.000-701.002	PART-TIME WAGES	1,764	10,000	10,500	11,000	11,500	OPEX-COMP
248-703.000-710.101	LONGEVITY	2,100	2,100	2,100	2,100	2,100	OPEX-COMP
248-703.000-715.000	FICA	7,134	6,844	7,049	7,261	7,479	OPEX-COMP
248-703.000-716.000	HOSPITALIZATION	34,308	25,950	28,060	30,370	32,910	OPEX-COMP
248-703.000-716.004	HOSPITALIZATION - HSA FUNDING	4,200	4,200	4,200	4,200	4,200	OPEX-COMP
248-703.000-718.000	RETIREMENT CONTRIBUTION	10,651	10,673	10,673	10,991	11,153	OPEX-COMP
248-703.000-718.002	EMPLOYER RETIREMENT CONTRIBUT	1,200	1,200	1,200	1,200	1,200	OPEX-COMP
248-703.000-719.000	INSURANCE OTHER THAN MEDICAL	1,698	1,714	1,766	1,819	1,873	OPEX-COMP
248-703.000-719.002	LOCAL MILEAGE ALLOWANCE	242	300	-	-	-	OPEX-OFFICE
248-703.000-720.000	WORKER'S COMP. INSURANCE	279	308	312	322	327	OPEX-INSURANCE
248-703.000-721.000	UNEMPLOYMENT COMP. INSURANCE	36	131	140	144	147	OPEX-OFFICE
248-703.000-728.000	POSTAGE	1,923	3,282	3,363	3,464	3,515	OPEX-OFFICE
248-703.000-729.000	PRINTING & OFFICE SUPPLIES	22,067	23,129	23,701	24,408	24,768	OPEX-OFFICE
248-703.000-757.000	OPERATING SUPPLIES	827	2,816	2,885	2,972	3,016	OPEX-OFFICE
248-703.000-760.000	FARMERS MARKET	-	-	-	-	-	
248-703.000-803.000	LEGAL SERVICES	418	2,188	2,243	2,310	2,344	OPEX-PROFESSIONAL
248-703.000-804.000	AUDITING	2,525	3,231	3,311	3,409	3,459	OPEX-PROFESSIONAL
248-703.000-805.000	CONTRACTUAL SERVICES	4,466	5,129	15,253	15,410	15,490	OPEX-MAINTENANCE
248-703.000-805.009	CONTRACT SVCS - BUS. DEV COMM	29,557	21,202	21,525	22,167	22,494	OPEX-BIZ DEV
248-703.000-805.010	CONTRACT SVCS - D.P.W.	10,000	10,056	10,103	10,404	10,558	OPEX-MAINTENANCE
248-703.000-805.011	CONTRACT SVCS - MAINTENANCE	14,186	24,523	25,130	25,879	26,261	OPEX-MAINTENANCE
248-703.000-805.012	CONTRACT SVCS - COPY MACH MTC	1,300	-	-	-	-	OPEX-OFFICE
248-703.000-805.027	CABLE CASTING	4,225	4,376	4,485	4,619	4,686	OPEX-PROFESSIONAL
248-703.000-805.030	CONTRACT SVCS - DUMPSTERS	127,821	129,477	132,681	136,638	138,652	OPEX-MAINTENANCE
248-703.000-805.050	CONTRACT SVCS - EMPLOYMENT	1,466	1,860	1,906	1,964	1,993	OPEX-OFFICE
248-703.000-811.000	GENERAL INSURANCE	32,196	16,133	16,532	17,025	17,276	OPEX-INSURANCE
248-703.000-850.000	TELECOMMUNICATIONS	6,828	6,637	6,668	6,867	6,968	OPEX-OFFICE
248-703.000-861.002	EQUIPMENT LEASE - COPY MACHIN	14,426	17,504	17,937	18,472	18,744	OPEX-OFFICE
248-703.000-863.000	TRAVEL/MEETINGS & CONFERENCES	4,810	-	-	-	-	OPEX-OFFICE
248-703.000-863.001	PROFESSIONAL DEVELOPMENT	880	836	857	882	895	OPEX-OFFICE
248-703.000-863.002	TRAVEL	4,552	1,641	1,682	1,732	1,758	OPEX-OFFICE
248-703.000-921.000	LIGHT & POWER	39,578	44,247	44,958	46,299	46,981	OPEX-MAINTENANCE
248-703.000-922.000	HEAT-BUILDING	914	625	641	660	669	OPEX-MAINTENANCE
248-703.000-931.000	MAINTENANCE & REPAIRS - EQUIP	-	547	561	578	586	OPEX-MAINTENANCE
248-703.000-940.000	RENTAL OF LAND	32,291	33,487	33,946	34,958	35,473	OPEX-RENT
248-703.000-940.002	RENTAL OF LAND - D.D.A. OTHER	917	-	-	-	-	OPEX-RENT
248-703.000-955.002	COMMUNITY AFFAIRS- EXTERNAL	7,792	3,687	3,777	3,890	3,947	OPEX-BIZ DEV
248-703.000-957.000	DUES & SUBSCRIPTIONS	6,325	3,117	3,182	3,278	3,326	OPEX-OFFICE
248-703.000-995.001	ADMINISTRATIVE CROSS CHARGE	95,000	123,482	127,186	131,002	134,932	OPEX-CROSS CHARGE OUT
248-703.000-995.004	COMPUTER RENTAL	2,103	2,167	2,232	2,298	2,332	OPEX-OFFICE
248-703.000-999.000	INSURANCE LOSSES & EMERGENCY	50,000	-	-	(0)	-	OPEX-INSURANCE
248-729.000-805.000	CONTRACTUAL SERVICES-BBLS to PSD	150,000	225,000	200,000	200,000	200,000	CAPEX-BBLS
248-729.000-963.000	MISCELLANEOUS	-	20,000	20,000	20,000	-	CAPEX-OTHER
248-900.000-974.000	SITE IMPROVEMENT	-	50,000	-	-	-	CAPEX-OTHER
248-900.000-974.019	CAPITAL ASSETS - MAINT & MINO	246,339	200,000	205,000	211,150	216,429	CAPEX-OTHER
248-900.000-974.121	SIDEWALK RECONSTRUCTION	6,600	12,000	14,000	18,000	22,000	CAPEX-OTHER
248-900.000-974.210	STREET LIGHTING REPLACEMENT	249,615	250,000	250,000	250,000	250,000	CAPEX-OTHER
248-900.000-974.256	BOLLARD REPLACEMENT	-	20,000	-	-	-	CAPEX-OTHER
248-900.000-974.260	FRONT PORCH PROJECT	70,205	130,000	-	-	-	CAPEX-FPP
248-965.000-995.203	TRANS TO MVH LOCAL STREET FUN	441,708	132,000	-	400,000	-	CAPEX-STREETS
248-965.000-995.516	TRANS TO AUTO PARKING FUND	50,000	50,000	325,000	325,000	325,000	CAPEX-PARKING
Total Appropriations:		1,886,689	1,727,269	1,680,701	2,112,113	1,716,441	
Net of Revenues & Appropriations Fund 248:	Net of Revenues & Appropriations Fund 248:	212,013	623,410	770,446	350,507	817,544	

ROCHESTER FARMERS MARKET PROJECT ESTIMATED BUDGET - 4/12/2024

TOTAL PROJECT COST

Property Acquisition	\$	1,375,000
Site Improvements		2,225,000
Mortgage Interest over term		<u>184,243</u>
Total Project Cost	\$	3,784,243
Less: County Grant Dollars		<u>(925,000)</u>
Total Cost to DDA	\$	2,859,243

Outflow by fiscal year

FY 2024	\$	505,750
FY 2025		1,313,999
FY 2026		188,999
FY 2027		188,999
FY 2028		188,999
FY 2029		188,999
FY 2030		188,999
FY 2031		<u>94,499</u>
	\$	2,859,243

ROCHESTER TOWN SQUARE VERNON 2.0 - THE GRAHAM

DRAFT PROFORMA

4/2/2024

	CASH FLOW BY FISCAL YEAR								
	FYE 6/30/2024	FYE 6/30/2025	FYE 6/30/2026	FYE 6/30/2027	FYE 6/30/2028	FYE 6/30/2029	FYE 6/30/2030	7/1/2030- 12/31/2030	TOTAL
REVENUE INFLOWS									
Sponsorship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Event Fees	-	-	-	-	-	-	-	-	-
Usage Fees	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
TOTAL REVENUE INFLOWS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CASH OUTFLOWS									
ONE TIME COSTS									
Down Payment	\$ 265,000								\$ 265,000
Closing Costs	50,000								50,000
Site Improvements	175,000	2,050,000							2,225,000
TOTAL ONE TIME COSTS	\$ 490,000	\$ 2,050,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,540,000
RECURRING COSTS									
Debt Service P&I	\$ 15,750	\$ 188,999	\$ 188,999	\$ 188,999	\$ 188,999	\$ 188,999	\$ 188,999	\$ 94,499	\$ 1,244,243
Maintenance/Cleaning	-		30,000	30,000	30,000	30,000	30,000	30,000	180,000
Heat & Utilities			18,000	18,000	18,000	18,000	18,000	18,000	108,000
Other?			10,000	10,000	10,000	10,000	10,000	10,000	60,000
TOTAL RECURRING COSTS	\$ 15,750	\$ 188,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 152,499	\$ 1,592,243
TOTAL OUTFLOWS	\$ 505,750	\$ 2,238,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 152,499	\$ 4,132,243
NET OPERATING CASH, END OF YEAR	\$ (505,750)	\$ (2,238,999)	\$ (246,999)	\$ (246,999)	\$ (246,999)	\$ (246,999)	\$ (246,999)	\$ (152,499)	\$ (4,132,243)
ADDITIONAL FUNDING MECHANISMS									
DDA Capital Reserve Balance/TIF Collections	\$ 505,750	\$ 1,313,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 152,499	\$ 3,207,243
County Grant Dollars		925,000							925,000
Federal Grant Dollars									-
Other 1									-
Other 2									-
TOTAL ADDITIONAL FUNDING	\$ 505,750	\$ 2,238,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 246,999	\$ 152,499	\$ 4,132,243
CASH BALANCE, END OF THE PERIOD	0	0	0	0	0	0	0	(0)	(0)

6D. Volunteer Appreciation Event

The Executive Committee would like to discuss bringing back the Volunteer Appreciation Event.

7A. Executive Director Update

New SMART Fixed Bus Route

The new SMART Fixed Bus Route through Downtown Rochester begins on Monday, April 22. See attached flyer for details.

MSOC Workshop – Inclusive Horizons: Empowering Small Businesses and Local Government Through Purposeful Inclusion Workshop

Taylor and I attended this workshop on Friday, April 19. I will provide an update at the Board Meeting.

Downtown Maintenance

As reported to the Board earlier this year, our current downtown maintenance provider, Lawnworks, was considering closing his business and working in the private sector. We were informed in February that he had decided not to close his business. He submitted a new monthly rate of \$7,845 for this first installment this year. The rate is a 14% increase. He has not increased his rates since 2021. In our research of rates of landscaping/maintenance companies providing similar services, this is still well below the average market rate.

Main Street Now Conference

I will be attending the Main Street Now Conference in Birmingham, Alabama, May 5-8. I will still be available via phone and email. The Studio will remain open, as Jenna and Taylor will not be attending this year because the conference dates overlap with Deck Art.



STARTING APRIL 22, 2024

492 Rochester

New SMART Fixed Route serving Auburn Hills, Rochester, Rochester Hills, Troy, Clawson, Royal Oak and Ferndale.

From Oakland University to the State Fair Transit Center via Squirrel, University/Walton, Rochester, Big Beaver, John R, Oakland Mall, Chicago, Maple, Rochester, Main, Royal Oak Transit Center, 11 Mile, Campbell/Hilton, 8 Mile/Lindsay Lane and Woodward.

Weekday & Saturday service:
Hourly from 6 AM to 10 PM

Key Destinations:

Royal Oak Music Theatre
Rochester Woods Apartments
Flex-N-Gate
Oakland Mall
Troy Continuing Education
Sylvan Glen Lake Park
Nino Salvaggio Market
The Village of Rochester Hills

Hampton Village Centre
Leader Dogs For The Blind
Downtown Rochester
Ascension Providence Rochester Hospital
Rochester High School
Meadow Brook Amphitheatre
University Square



Questions? Call Customer Care at **866.962.5515** or visit smartmovesus.org



Rochester DDA Board Meeting

April 11, 2024

Events Coordinator Report

Events

- **Deck Art** – May 9 & 10. This year, over 400 artists from all over metro Detroit as well as over 45 Downtown Rochester businesses are participating in Deck Art 2024. In its fourteenth installment, Deck Art is a skateboard art competition and exhibition. Artists submit one-of-a-kind artwork using skateboard decks as a canvas. These decks will be on display in Downtown Rochester businesses beginning May 9 and will be celebrated with a two-day event on May 9 & 10. Participating businesses are asked to stay open until 9 pm for both event evenings.

Deck Art collection began this week and the deadline to turn in your artwork is 8 pm on April 19. With that being said, the DDA will stay open on Thursday, April 18 and Friday, April 19 until 8 pm to collect any last-minute boards.

On Thursday and Friday during event hours, the golden ticket will be hidden in one of the participating businesses. The first person to find the golden ticket and comes to the DDA's Downtown Collaboration Studio (431 Main) to let us know the location of the skateboard will win a \$75 Downtown Rochester gift certificate!



- **Downtown Rochester's Makers' Market** – June 22. This artisanal, crafter vendor open air show is the perfect place to experience the unique and handcrafted works of local, small businesses. It's not just about shopping – the Downtown Rochester Makers' Market (sponsored by Genisys Credit Union) is an opportunity to connect with the makers themselves, learn about their craft, and support their businesses.

The event takes place Saturday, June 22, from 10:00 am - 4:00 pm on W. 4th Street between Main – Walnut (wrapping around towards the north side of walnut as well – near Modetz). Event applications are now available on the DDA's website. Vendor spaces are 10x10 for \$150 or 10x20 for \$250. Vendor applications are due Friday, April 19 and vendors will know show status by Wednesday, April 24.



DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING
April 2024
Marketing Coordinator Update

PROMOTION

In Town Magazine: We wrapped on production of the Summer issue last month and it hit homes last week. This issue celebrates the 25th anniversary of the Farmers' Market, an article discussing the boutique Talulah Belle's big move, fun seasonal/ on trend gift guides and info on all Downtown events.

Farmers' Market: This year marks the 25th season of the Farmers' Market. Opening Day is set for Saturday, May 4th. As always, we will be passing out 500 tote bags to the first adult customers, live music with Jannah G from 10 am - Noon, Ascension Providence Rochester Hospital will be giving out bike helmets to children, in honor of Bike to School Week.

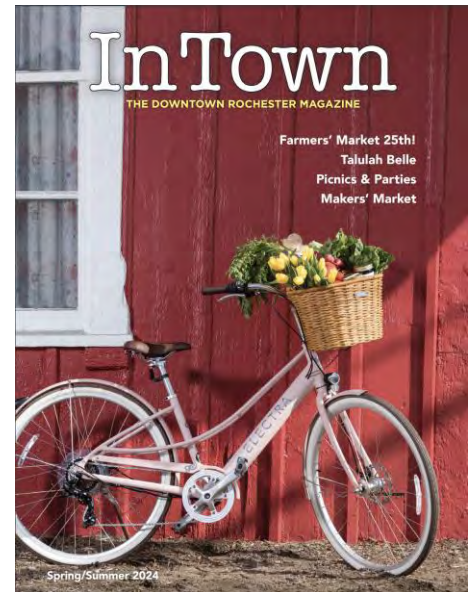
New vendors include Unwined Winery, a small winery in Shelby Township. East River Organics is a farm coming back on board. They previously had been with us for many years but, had a change in farm property last year. So we're excited to welcome back their organics meats, eggs and produce.

Taste of Petra is joining us in a full-time capacity this season. Offering Jordanian olive oil and spices. We're currently figuring out how logistically we can invite more food trucks to participate at the market – with the footprint we have.

Ascension Providence Rochester Hospital will be on-site twice a month with different health-related topics such stroke awareness, nutrition counseling, emergency preparedness, car seat safety and more!

Love Local Art: Our Art committee met earlier this month to discuss upcoming projects. We will be executing our crosswalk mural art in the next few months. I'm currently researching best practices and fielding potential mural artists. At this time we're aiming to unveil the art in conjunction with our Makers' Market event on June 22!

In addition the DIA Inside| Out program is returning to Rochester! May – October we will have about a dozen pieces on display. Look out for them in the coming weeks!



User: mmoriwaki

PERIOD ENDING 03/31/2024

DB: Rochester

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BGD USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000 - GENERAL LEDGER						
248-000.000-402.000	CURRENT PROPERTY TAXES	2,116,505.00	2,011,135.62	0.00	105,369.38	95.02
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION	49,000.00	77,956.22	0.00	(28,956.22)	159.09
248-000.000-605.032	DDA BUSINESS DEVELOPMENT	25,000.00	45,396.00	380.00	(20,396.00)	181.58
248-000.000-665.072	INTEREST -MICHIGAN CLASS	100,000.00	74,236.29	0.00	25,763.71	74.24
248-000.000-676.000	ADMINISTRATIVE CROSS CHARGE	59,092.00	44,318.97	4,924.33	14,773.03	75.00
248-000.000-692.000	MISCELLANEOUS INCOME	1,082.00	0.00	0.00	1,082.00	0.00
Total Dept 000.000 - GENERAL LEDGER		2,350,679.00	2,253,043.10	5,304.33	97,635.90	95.85
TOTAL REVENUES		2,350,679.00	2,253,043.10	5,304.33	97,635.90	95.85
Expenditures						
Dept 703.000 - GENERAL & ADMINSTRATIVE - GA						
248-703.000-728.000	POSTAGE	3,282.00	1,784.74	29.99	1,497.26	54.38
248-703.000-729.000	PRINTING & OFFICE SUPPLIES	23,129.00	17,099.06	672.53	6,029.94	73.93
248-703.000-757.000	OPERATING SUPPLIES	2,816.00	738.30	105.74	2,077.70	26.22
248-703.000-760.000	FARMERS MARKET	0.00	300.00	0.00	(300.00)	100.00
248-703.000-803.000	LEGAL SERVICES	2,188.00	735.00	312.50	1,453.00	33.59
248-703.000-804.000	AUDITING	3,231.00	0.00	0.00	3,231.00	0.00
248-703.000-805.000	CONTRACTUAL SERVICES	5,129.00	0.00	0.00	5,129.00	0.00
248-703.000-805.009	CONTRACT SVCS - BUS. DEV COMM	21,202.00	43,347.50	1,507.99	(22,145.50)	204.45
248-703.000-805.010	CONTRACT SVCS - D.P.W.	10,056.00	10,000.00	0.00	56.00	99.44
248-703.000-805.011	CONTRACT SVCS - MAINTENANCE	24,523.00	2,200.00	275.00	22,323.00	8.97
248-703.000-805.027	CABLE CASTING	4,376.00	1,625.00	0.00	2,751.00	37.13
248-703.000-805.030	CONTRACT SVCS - DUMPSTERS	129,477.00	90,588.21	8,273.72	38,888.79	69.96
248-703.000-805.050	CONTRACT SVCS - EMPLOYMENT	1,860.00	1,350.00	150.00	510.00	72.58
248-703.000-811.000	GENERAL INSURANCE	16,133.00	17,214.00	0.00	(1,081.00)	106.70
248-703.000-850.000	TELECOMMUNICATIONS	6,637.00	5,791.81	705.07	845.19	87.27
248-703.000-861.002	EQUIPMENT LEASE - COPY MACHIN	17,504.00	12,585.50	1,384.97	4,918.50	71.90
248-703.000-863.001	PROFESSIONAL DEVELOPMENT	836.00	0.00	0.00	836.00	0.00
248-703.000-863.002	TRAVEL	1,641.00	(55.24)	(200.00)	1,696.24	(3.37)
248-703.000-921.000	LIGHT & POWER	44,247.00	33,938.68	4,021.26	10,308.32	76.70
248-703.000-922.000	HEAT-BUILDING	625.00	482.08	74.56	142.92	77.13
248-703.000-931.000	MAINTENANCE & REPAIRS - EQUIP	547.00	0.00	0.00	547.00	0.00
248-703.000-940.000	RENTAL OF LAND	33,487.00	24,543.09	2,755.79	8,943.91	73.29
248-703.000-940.002	RENTAL OF LAND - D.D.A. OTHER	0.00	917.40	0.00	(917.40)	100.00
248-703.000-955.002	COMMUNITY AFFAIRS- EXTERNAL	3,687.00	2,927.45	1,028.95	759.55	79.40
248-703.000-957.000	DUES & SUBSCRIPTIONS	3,117.00	10,015.88	22.16	(6,898.88)	321.33
248-703.000-963.000	MISCELLANEOUS	0.00	(12.00)	0.00	12.00	100.00
248-703.000-963.002	MERCHANT SERVICE FEES	0.00	9,573.56	276.45	(9,573.56)	100.00
248-703.000-995.001	ADMINISTRATIVE CROSS CHARGE	123,482.00	92,611.53	10,290.17	30,870.47	75.00
248-703.000-995.004	COMPUTER RENTAL	2,167.00	1,625.25	0.00	541.75	75.00
Total Dept 703.000 - GENERAL & ADMINSTRATIVE - GA		485,379.00	381,926.80	31,686.85	103,452.20	78.69
Dept 729.000 - ECONOMIC DEVELOPMENT						
248-729.000-793.000	SNOWMAN STROLL	0.00	16,890.00	0.00	(16,890.00)	100.00
248-729.000-805.000	CONTRACTUAL SERVICES	225,000.00	253,389.50	0.00	(28,389.50)	112.62
248-729.000-963.000	MISCELLANEOUS	20,000.00	0.00	0.00	20,000.00	0.00

PERIOD ENDING 03/31/2024

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Total Dept 729.000	- ECONOMIC DEVELOPMENT	245,000.00	270,279.50	0.00	(25,279.50)	110.32
Dept 900.000 - CAPITAL CONTROL						
248-900.000-974.000	SITE IMPROVEMENT	50,000.00	57,527.00	0.00	(7,527.00)	115.05
248-900.000-974.019	CAPITAL ASSETS - MAINT & MINO	200,000.00	153,010.95	0.00	46,989.05	76.51
248-900.000-974.121	SIDEWALK RECONSTRUCTION	12,000.00	0.00	0.00	12,000.00	0.00
248-900.000-974.210	STREET LIGHTING REPLACEMENT	250,000.00	243,750.00	0.00	6,250.00	97.50
248-900.000-974.256	BOLLARD REPLACEMENT	20,000.00	0.00	0.00	20,000.00	0.00
248-900.000-974.260	FRONT PORCH PROJECT	0.00	24,296.00	0.00	(24,296.00)	100.00
Total Dept 900.000	- CAPITAL CONTROL	532,000.00	478,583.95	0.00	53,416.05	89.96
Dept 965.000 - APPROPRIATIONS TO OTHER FUNDS						
248-965.000-995.203	TRANS TO MVH LOCAL STREET FUN	132,000.00	0.00	0.00	132,000.00	0.00
248-965.000-995.516	TRANS TO AUTO PARKING FUND	50,000.00	50,000.00	0.00	0.00	100.00
Total Dept 965.000	- APPROPRIATIONS TO OTHER FUNDS	182,000.00	50,000.00	0.00	132,000.00	27.47
TOTAL EXPENDITURES		1,444,379.00	1,180,790.25	31,686.85	263,588.75	81.75
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		2,350,679.00	2,253,043.10	5,304.33	97,635.90	95.85
TOTAL EXPENDITURES		1,444,379.00	1,180,790.25	31,686.85	263,588.75	81.75
NET OF REVENUES & EXPENDITURES		906,300.00	1,072,252.85	(26,382.52)	(165,952.85)	118.31
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		3,218,626.00	3,040,435.32	16,926.75	178,190.68	94.46
TOTAL EXPENDITURES - ALL FUNDS		2,127,175.00	1,774,047.90	50,772.24	353,127.10	83.40
NET OF REVENUES & EXPENDITURES		1,091,451.00	1,266,387.42	(33,845.49)	(174,936.42)	116.03