



Love local
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Rochester Downtown
Development Authority

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

**Regular Meeting Agenda
Tuesday, February 28, 2023, 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 – January 18, 2023
 - B. Goals & Objectives Meeting Minutes – January 30, 2023
4. Audience Comments
5. Liaison Reports
 - A. City Council – Marilyn Trent
 - B. Chamber of Commerce – Lisa Swiftney
 - C. Historical Commission – Don Sienkiewicz
 - D. Principal Shopping District – Paul Haig
6. General Business Agenda Items
 - A. FYE 2024 Draft Budget Presentation – Ben Giovanelli
 - B. Town Square Project Update – Tony Lipuma/Nik Banda
 - C. Text Amendment to Zoning Ordinance to Restrict General Office Use – Nik Banda
 - D. DDA Lightpoles Order Update – Kristi Trevarrow
 - E. Main Street Oakland County Annual Accreditation Update – 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, March 15, 2023.**

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Downtown Development Authority
Regular Meeting Minutes

Wednesday, January 18, 2023
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 7:02 p.m.

2) Roll Call

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

3) Approval of Meeting Minutes

Regular Meeting Minutes – November 9, 2022
Closed Meeting Minutes – November 9, 2022

Motion By:	Mayor Stuart Bikson to approve the November 9, 2022 Regular Meeting Minutes and November 9, 2022 Closed Meeting Minutes as presented.
Second By:	Erik Diana
In Favor:	All
Opposed:	None
Motion Passed	

4) Audience Comments

There were no audience comments.

5) Liaison Reports

A. City Council

Marilyn Trent highlighted the following from the City Council meetings:

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- Council heard a presentation from Pat McKay, Executive Director of Van Hoosen Farm, regarding the archiving that they have been providing for the City of Rochester.
- The city received a grant from Rep. Slotkin's office in the amount of \$797,000 for the All-Abilities Park and a grant award in the amount of \$300,000 for Memorial Grove Park.
- A Class C Liquor License was considered for The Roxy, 401 Walnut Blvd.
- Julia Johnson was appointed to the City Beautiful Commission.
- A strategic planning and SWOT workshop was held on Saturday, January 14, 2023 with directors, council, staff and the public.
- There was a joint meeting held on Monday, January 16, 2023 with the Planning Commission and City Council to discuss the Master Plan and Zoning to be codified into the zoning ordinance.

B. Chamber of Commerce

Lisa Swiftney shared the following:

- The Christmas Parade was held on December 4, 2022. The Grand Marshals were Bill and Sharon Byers.
- The Chamber is growing with approximately 15-20 new members each month.
- The Community Outlook breakfast will be held on February 27, 2023, featuring updates from Rochester, Rochester Hills, Oakland Township, and Rochester Community Schools.
- The next Coffee Talk will be held on February 10, 2023 at The Rochester Community House from 8:00 a.m. to 10:00 a.m.

C. Historical Commission

Don Sienkiewicz stated that the Commission met at the beginning of December. The Founders Day coloring books will be distributed towards the end of February to all the second graders in the community. He shared that the Commission is already preparing for the Heritage Festival to be held on May 27-29, 2023.

D. Principal Shopping District

Kristi Trevarrow stated the PSD held their Goals & Objectives meeting on January 4, 2023. The board discussed merging Junk in the Trunk and the Thursday Night Market to a more upscale artisan market. The regular holiday events will return in 2023, with the continuation of the Snowman Stroll and Pancakes & PJs. Foodie February is coming up soon, as well as registration for Deck Art. The board also discussed the possibility of adding alcohol sales to Dancin' in the Street.

6) General Business Agenda Items

A. Love Local Rochester Donation – Italian Happening Event

Italian Happening Event Organizer, Jim Pawlak, presented a check to Love Local Rochester from the proceeds of the 2022 car show in the Rochester Municipal Park. This was a great event for the City of Rochester, which will return on July 23, 2023.

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B. DDA Goals & Objectives Discussion

Staff is developing the agenda for the FYE 2023 DDA Goals & Objectives meeting. The following are items discussed by the Board at the October and November 2022 DDA meetings that will be included on the agenda:

Business Development Committee

- Small Business Incubator/Accelerator
- Downtown Rochester Holiday Expo
- Business Workshops & Trainings

Site Development Committee

- Front Porch Project – Wellness/Community/People/Place
- Depot Plaza Redevelopment
- Lions Park Improvements
- Planning for Future Repairs of Wayfinding Signs in District
- Improved Trail Connections with Downtown

Kristi Trevarrow presented the following additional items to be discussed by the Board at the Goals & Objectives meeting:

1. Art downtown
2. Vision statement revision
3. 2030 sunset of the DDA (plan/vision for beyond 2030)
4. Connecting the alley to the north of Walnut Street
5. Expansion of the Big, Bright Light Show

Staff will establish a prioritized list with very preliminary numbers prior to the Goals & Objectives meeting.

C. Set Date for FYE 2024 Goals & Objectives Meeting

The Executive Committee has identified the week of January 30, 2023 as the preferred week to hold the annual Goals & Objectives Meeting.

It was the consensus of the Board to meet on January 30, 2023 at 6:00 p.m.

D. Volunteers for Budget Sub-Committee

The Budget Sub-Committee is formed annually and typically meets twice to develop the draft budget for presentation to the DDA and eventually to the City Council. Erik Diana, Bob Bloomingdale and Tony Lipuma volunteered to serve on the Sub-Committee.

E. City Budget & Planning Process Update

City Manager Nik Banda provided an update on the City's Budget and Planning process from the meeting on Saturday, January 14, 2023 and the joint meeting of the Planning Commission and City Council on January 16, 2023.

F. Text Amendment to Zoning Ordinance to Restrict General Office Use

Spearheaded by DDA Board Member Roger Knapp, the Planning Commission considered a text amendment to the Zoning Ordinance that would restrict General Office Use in the Downtown District on both sides of Main Street from Second Street to University. The

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amendment would restrict General Office use on the first floor. The Planning Commission will hold a public hearing on the proposed amendments in February. City Council will then hold a 1st Reading, 2nd Reading and possible Adoption of the amendments.

The DDA will consider adoption of a Resolution in support of the proposed amendment at its Goals & Objectives meeting on January 30, 2023.

G. Main Street Oakland County Annual Accreditation – February 2, 2023

Main Street Oakland County (MSOC) will be conducting the annual National Accreditation visit on Thursday, February 2, 2023 from 9:00 a.m. to noon. Main Street America has changed the accreditation criteria, which was provided for the Board members. MSOC would like to meet with all available members of the board from 9:00 a.m. – 10:00 a.m.

7) Receipt of Regular Reports

A. Executive Director Update

The Big, Bright Light Show

This season was one of the busiest yet. The lights will continue to be on through the Fire & Festival on January 20-21, 2023. Removal will begin the week of January 23, 2023.

PSD Goals & Objectives

The PSD Board held their Goals and Objectives meeting on Wednesday, January 4, 2023. Highlights of the meeting include: 1) Investigation into adding alcohol sales to Dancin' in the Street; 2) Replacement of Junk in the Trunk and Thursday Night Market events with an elevated, re-imagined event; and 3) Continuation of both the Snowman Stroll and Pancakes & PJs in 2023.

B. Events & Marketing Update

PSD Goals & Objectives

The 2023 event schedule was set at the PSD's Goals & Objectives meeting on January 4, 2023. All the staple events are on the event schedule (e.g., Farmers' Market, Sidewalk Sales, Lagniappe, etc.). The Snowman Stroll and Pancakes & PJs will also be back on the schedule. New to the 2023 schedule is a new artisan market (replacing Junk in the Trunk and the Thursday Night Market), and the board has requested that we explore the possibility of having alcohol at the Dancin' in the Street event this summer.

EVENTS

Fire & Ice Festival – January 20-21, 2023

The Fire & Ice Festival is right around the corner. The businesses have sponsored over 35 sculptures for the weekend. This year's theme is "Myths & Legends." There will be two live carving demonstrations that will take place on Friday and an ice carving competition, which will take place on Saturday. O'Connor's Public House, Rochester Mills Beer Co., Nothing Bundt Cakes, The Little Donut Factory and U.P. Pasties are participating in the Taste Fest Tent. In addition to the food tent there will be five food trucks: Cousins Maine Lobster, Camper Bean, Batter Up Waffle, The Almond Hut and Amie Jo's Elephant Ears. There will once again be a shuttle at Buffalo Wild Wings for the event, which will allow people to park at their Rochester Hills location and take the shuttle to downtown Rochester. Most of the events will take place on E. Third Street and Water Street (in the Rewold parking lot, in between the fire department and Rochester Mills). Due to warm weather,

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activities have been adjusted and include the Taste Fest Tent, food trucks, face painting, corn hole, axe throwing, ice sculptures throughout downtown and an ice carving competition. Other activities include The Lions warming tent with marshmallow roasting at E. Third Street and Main Street, and fireworks on Friday and Saturday nights. Fireworks will begin at 8:00 p.m.

Foodie February

During the month of February if you dine in or carry out from any downtown Rochester restaurant, you will have a chance to win restaurant gift cards and a \$25 Downtown Rochester gift card each week in February. Receipts can be brought to the Downtown Collaboration Studio, 431 S. Main Street from February 1st through February 28th. Participants can also text FOODIE to 866-603-4005 and follow the prompts to send a picture of their receipt. Each receipt will receive one entry, eligible for both the weekly and grand prize drawings. Grand prize winners will be announced and contacted on Wednesday, March 1, 2023.

Deck Art Registration

Deck Art registration opens on February 1, 2023. Participants can register February 1, 2023 through April 7, 2023 at the South Street Skateshop (410 Main Street). Registration forms can be found online at www.downtownrochestermi.com/deck-art. The event itself is scheduled for May 11-12, 2023.

PROMOTIONS

Farmers' Market

We are beginning to plan for the 2023 season. In the coming weeks, existing vendor applications will be sent out and new vendor recruitment will follow. Ascension Providence have confirmed their presenting sponsorship for 2023. We are also looking to add hot food vendors to offer at the market, fitness and health related programming and reusable grocery bags.

Spring Marketing Kits

Spring opportunities will go out at the end of the month. We have started using an electronic fillable form, which has streamlined merchants' experience with signing up for the seasonal opportunities and has made making payment easier.

In Town Magazine

In conjunction with the Spring Marketing Kit, *In Town* opportunities will be included. This will include merchandise features, display ads and coupon ads.

New Artisan Market Event

Staff is working on plans for a new artisan market event. Early information will be forthcoming in February for the June event.

C. Financial Report for DDA

The Revenue and Expenditure Report for period ending 12/31/2022 for Fund 494, Downtown Development Authority was included in the packet.

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D. Business Development Committee

E. Site Development Committee

8) Miscellaneous

The 2023 meeting calendar was provided to the Board.

Seeing no further business, Chairman Giovanelli adjourned the meeting at 8:36 p.m.

Date Approved

Susan McCullough

Downtown Development Authority
FYE 2024 Goals & Objectives Meeting Minutes

Monday, January 30, 2023
Rochester Municipal Building, 400 Sixth Street
6:00 p.m.

1) Call to Order

The FYE 2024 Goals & Objectives meeting of the Downtown Development Authority Board of Directors was called to order by Chairman Ben Giovanelli at 6:00 p.m.

2) Roll Call

Board Members Present:	Chairman Ben Giovanelli, Mayor Stuart Bikson, Lisa Germani Williams, Erik Diana, Tonia Carsten, Tony Lipuma, Roger Knapp
Board Members Absent:	Paul Haig, Chris Johnson, Bob Bloomingdale
Council Liaison Present:	Marilyn Trent
Chamber Liaison Absent:	Lisa Swiftney
Historical Commission Liaison Present:	Don Sienkiewicz
PSD Liaison Absent:	Paul Haig
DDA Executive Director Present:	Kristi Trevarrow
DDA Events Coordinator Present:	Jenna O'Dell
DDA Marketing Coordinator Present:	Taylor Clayton

DDA Budget Overview

Finance Director Anthony Moggio presented an overview of the 2022/2023 budget, as well as reviewed the three-year budget projection.

Chairman Giovanelli provided a brief overview of DDA revenue and expenses over the next few fiscal years.

Town Square Project Presentation

Parks Master Plan

City Manager Nik Banda explained that the Parks Master Plan is due to be updated. The previous plan covered 2019-2023. Mr. Banda provided an overview of the current Parks Master Plan map, discussing the pocket park at University, the pocket park next to The Corner Bar (previously Penny Black), the Depot Plaza, Lions Park and the recently approved all-abilities parks (made possible with grant funds).

DDA Pocket Parks for Review

Depot Plaza (E. University, next to Catching Fireflies)

DDA Executive Director Kristi Trevarrow explained that the DDA has a long-term easement for this property, but does not own it. Roger Knapp will approach the owners of the property to

gauge whether there is any interest in donating the property. It was the consensus of the Board to continue with use of the property as it stands currently.

Lions Park (behind Rochester Mills Beer Co.)

The DDA owns Lions Park, as well as the bridge. This park is approximately one acre. There is a possibility of a public/private partnership with Mr. Rewold. He has offered to update and maintain the park. The park would continue to be a public space, but would be improved for the use of his employees. This solution may allow the Lions to offer their funds for another project. Staff will contact Mr. Rewold and report back to the Board.

Town Square Project Presentation

Review of Visioning Session Findings

Kristi Trevarrow provided an overview of the Visioning Sessions in 2017 and 2021. In 2017, participants had expressed a desire for a year-round farmers' market and a cultural gathering place. In 2021, those priorities were restated by participants to include a farmers' market, a Town Square, a theater and additional green space.

The Board identified its priorities as an expanded Farmers' Market and a Town Square.

Town Square Project Elements

Kristi Trevarrow presented the concept of the Farmers' Market and Town Square/Front Porch as envisioned in late 2019/early 2020. The Board discussed its vision for the space. The consensus of the Board was to move forward as follows: 1) Site Development will begin working on a conceptual presentation to be brought to the Board for the March 25, 2023 meeting (this will include scalable drawings, as well as input from the staff); 2) Discussion with the Fire Department regarding the feasibility of closing Water Street.

Placemaking Project

String Lighting Project – West Parking Deck Walkway

Marilyn Trent presented concepts for providing a space in this area for seating, shade, lighting and small interactive play equipment. Spaces at Walnut and University were discussed, as well as the area next to The Corner Bar. Site Development will continue to look into developing these spaces to make them more useful.

Art Downtown

The Board discussed the potential areas for art downtown. Locations included the gateways, parking structures, etc. The Board discussed the use of temporary pop-up art. A mini-plan for art downtown will be presented to the Board at its February 15, 2023 meeting.

Miscellaneous

Main Street Oakland County (MSOC) had originally planned to conduct the annual National Accreditation visit on Thursday, February 2, 2023. However, the visit has been rescheduled to Thursday, February 15, 2023. MSOC will now meet with DDA board members at 4:00 p.m. Kristi Trevarrow will send out a schedule as soon as possible.

Nik Banda shared that the Planning Commission will hold a public hearing on the text amendment to the Zoning Ordinance that would restrict General Office Use in the Downtown District on both sides of Main Street from Second Street to University. The amendment would not allow General Office use on the first floor. The public hearing on the proposed amendments will be held in March. City Council will then hold a 1st Reading, 2nd Reading and possible Adoption of the amendments. The DDA will consider adoption of a Resolution in support of the proposed amendment at its meeting on February 15, 2023.

There being no further business, Chairman Ben Giovanelli adjourned the meeting at 8:02 p.m.

Date Approved

Susan McCullough

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6A. FYE 2024 Draft Budget Presentation

Chairman Ben Giovanelli will present the Draft FYE 2024 Budget, as proposed by the Budget Sub-Committee.

As of 1//30/2023

248 DDA	2022/23	2023/24	2024/25	2025/26
Tax Revenues	1,820,472	1,905,023	1,993,545	2,046,491
RTA Addition	91,242	94,846	98,593	100,535
Interest Revenue (~5%)	50,000	100,000	100,000	30,000
Brownfield Completed FYE 2023	-	69,134	72,591	74,768
Tax Appeals	(55,733)	(58,303)	(60,993)	(62,593)
Total Revenues	\$ 1,905,981	\$ 2,110,700	\$ 2,203,736	\$ 2,189,201
Expenses				
Administrative & Overhead (Wages/Rent/Contracts)	\$ 630,445	\$ 602,091	\$ 614,270	\$ 632,506
BBL	150,000	150,000	150,000	150,000
Site Development		200,000		
Capital				
BBLs 20th anniversary		25,000	25,000	
Marilyn's Lights Request		5,000	5,000	5,000
Street Light Replacement	250,000	250,000	250,000	200,000
Sidewalk Program	10,000	12,000	14,000	18,000
Community Art	20,000	20,000		
Transfer to Streets (City Projects Plan)	373,156	132,000		400,000
Capital Assets Maintenance	195,000	200,000	205,000	211,150
Transfers to Parking for Meters				
Transfers to Parking	50,000	50,000	50,000	50,000
Covid 19 Response	-	-	-	-
Total Expense	\$ 1,678,601	\$ 1,646,091	\$ 1,313,270	\$ 1,666,656
Surplus / Deficit	\$ 227,380	\$ 464,609	\$ 890,466	\$ 522,545
DDA Fund Balance Unrestricted	\$ 1,164,670	\$ 1,629,279	\$ 2,519,746	\$ 3,042,291
Total				
Non-approved Requests	-	-	-	-
DDA Covid Related Expenses	-	-	-	-
Approved Requests	-	-	-	-

GL Number	Description	2022-2023 Current Budget	2023-24 PROPOSED	Net Change	% Change
248-703.000-701.000	SUPERVISOR SALARIES	\$ 82,391	\$ 90,504	\$ 8,113	9.8%
248-703.000-710.101	LONGEVITY	2,100	2,112	\$ 12	0.6%
248-703.000-715.000	FICA	6,512	9,907	\$ 3,395	52.1%
248-703.000-716.000	HOSPITALIZATION	22,539	23,005	\$ 466	2.1%
248-703.000-716.004	HOSPITALIZATION -HSA FUNDING	4,200	4,224	\$ 24	0.6%
248-703.000-718.000	RETIREMENT CONTRIBUTION	10,643	10,671	\$ 28	0.3%
248-703.000-718.002	EMPLOYER RETIREMENT CONTRIBUT	277	-	\$ (277)	-100.0%
248-703.000-719.000	INSURANCE OTHER THAN MEDICAL	950	955	\$ 5	0.6%
248-703.000-719.002	LOCAL MILEAGE ALLOWANCE	85	-	\$ (85)	-100.0%
248-703.000-720.000	WORKER'S COMP. INSURANCE	305	308	\$ 3	1.0%
248-703.000-721.000	UNEMPLOYMENT COMP. INSURANCE	121	131	\$ 10	8.0%
248-703.000-728.000	POSTAGE	3,215	3,282	\$ 67	2.1%
248-703.000-729.000	PRINTING & OFFICE SUPPLIES	22,000	23,129	\$ 1,129	5.1%
248-703.000-757.000	OPERATING SUPPLIES	2,700	2,816	\$ 116	4.3%
248-703.000-803.000	LEGAL SERVICES	2,144	2,188	\$ 44	2.1%
248-703.000-804.000	AUDITING	3,165	3,231	\$ 66	2.1%
248-703.000-805.000	CONTRACTUAL SERVICES	5,000	5,129	\$ 129	2.6%
248-703.000-805.009	CONTRACT SVCS - BUS. DEV COMM	20,867	21,202	\$ 335	1.6%
248-703.000-805.010	CONTRACT SVCS - D.P.W.	10,000	10,056	\$ 56	0.6%
248-703.000-805.011	CONTRACT SVCS - MAINTENANCE	23,908	24,523	\$ 615	2.6%
248-703.000-805.012	CONTRACT SVCS - COPY MACH MTC	1,300	-	\$ (1,300)	-100.0%
248-703.000-805.027	CABLE CASTING	4,287	4,376	\$ 89	2.1%
248-703.000-805.030	CONTRACT SVCS - DUMPSTERS	125,606	129,477	\$ 3,871	3.1%
248-703.000-805.050	CONTRACT SVCS - EMPLOYMENT	1,822	1,860	\$ 38	2.1%
248-703.000-811.000	GENERAL INSURANCE	15,806	16,133	\$ 327	2.1%
248-703.000-850.000	TELECOMMUNICATIONS	6,600	6,637	\$ 37	0.6%
248-703.000-861.002	EQUIPMENT LEASE - COPY MACHIN	17,149	17,504	\$ 355	2.1%
248-703.000-863.001	PROFESSIONAL DEVELOPMENT	815	836	\$ 21	2.5%
248-703.000-863.002	TRAVEL	1,608	1,641	\$ 33	2.1%
248-703.000-921.000	LIGHT & POWER	43,500	44,247	\$ 747	1.7%
248-703.000-922.000	HEAT-BUILDING	612	625	\$ 13	2.1%
248-703.000-931.000	MAINTENANCE & REPAIRS - EQUIP	536	547	\$ 11	2.1%

248-703.000-940.000	RENTAL OF LAND	33,000	33,487	\$ 487	1.5%
248-703.000-940.002	RENTAL OF LAND - D.D.A. OTHER	917	-	\$ (917)	-100.0%
248-703.000-955.002	COMMUNITY AFFAIRS- EXTERNAL	3,612	3,687	\$ 75	2.1%
248-703.000-957.000	DUES & SUBSCRIPTIONS	3,050	3,117	\$ 67	2.2%
248-703.000-995.001	ADMINISTRATIVE CROSS CHARGE	95,000	98,377	\$ 3,377	3.6%
248-703.000-995.004	COMPUTER RENTAL	2,103	2,167	\$ 64	3.0%
TOTAL OPERATIONS		\$ 580,445	\$ 602,089	\$ 21,644	3.7%

248-729.000-805.000	CONTRACTUAL SERVICES	\$ 150,000	\$ 175,000	\$ 25,000	16.7%
248-703.000-999.000	INSURANCE LOSSES & EMERGENCY	50,000	-	(50,000)	-100.0%
248-729.000-963.000	MISCELLANEOUS	-	5,000	5,000	#DIV/0!
248-900.000-974.000	SITE IMPROVEMENT	-	200,000	200,000	#DIV/0!
248-900.000-974.019	CAPITAL ASSETS - MAINT & MINO	195,000	200,000	5,000	2.6%
248-900.000-974.121	SIDEWALK RECONSTRUCTION	10,000	12,000	2,000	20.0%
248-900.000-974.210	STREET LIGHTING REPLACEMENT	250,000	250,000	-	0.0%
248-900.000-974.256	BOLLARD REPLACEMENT	10,000	20,000	10,000	100.0%
248-965.000-995.203	TRANS TO MVH LOCAL STREET FUN	373,156	132,000	(241,156)	-64.6%
248-965.000-995.516	TRANS TO AUTO PARKING FUND	50,000	50,000	-	0.0%
TOTAL CAPITAL		\$ 1,088,156	\$ 1,044,000	\$ (44,156)	-4.1%

TOTAL SPEND YEAR OVER YEAR \$ 1,668,601 \$ 1,646,089 \$ (22,512) -64.6%

BG Comment

Adjusted other staff last year, adjusting Director this year

Anthony need some detail on the Social Security increase

Inflation allowance

Inflation allowance

<i>Increased \$25k for anniversary celebration</i>	
<i>Covid set aside from last year</i>	
<i>Set aside for Town Square/FPP</i>	
<i>Set aside for non-specific other Capital projects</i>	
<i>Decrease due to 2022-2023 pull ahead</i>	
\$	-

6B. Town Square Project Update

Site Development Committee Chairman Tony Lipuma and City Manager Nik Banda will provide an update on meetings with project architects and the City's engineering firm, AEW.

Attached is the Proposal for Services from AKA Architects. The proposal includes Schematic Design Services, Design Development Services and Construction Documentation Services.



AUGER KLEIN ALLER **ARCHITECTS, INC**

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Rochester, Michigan 48307
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Contact: Scott Reynolds
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(c) 248-935-7483

Firm Profile

Professional Services

Auger Klein Aller Architects is a full service architectural, design and planning practice with a reputation of providing distinctive design solutions for wide range of client needs. For over **twenty-five years**, AKA Architects has been exceeding client expectations. We offer clients a full range of creative architectural design services including site evaluations, master planning, renovations, interior design, value engineering, and project management. We specialize in projects that demand a high level of **creativity** and **consensus-building** resulting in attractive, well-functioning building design.

Where We Began

Steve Auger founded his firm in 1994 to focus his client service skills, construction knowledge, design interests, and business aptitude. Steve's practical design experience has helped maintain the fine balance between aesthetics, constructability and project budget.

Late in 2016, Steve named long time staff members Brad Klein and Chris Aller as partners to the firm, changing the name to better reflect their contributions to the success of the firm. Auger Klein Aller (AKA) Architects continues their reputation for providing strong client services, realistic budgets, and excellence in design. The focus for AKA Architects has been to maintain an efficient, high caliber staff who continually seeks to exceed the client's expectations.

Our highly talented team of 16 passionate employees is at the heart of the organization. AKA is a fully insured Michigan Corporation with Steve Auger continuing to serve as its President.

Where We Are Going

AKA Architects continues to build on its success by creating, planning, and designing projects within a "**right-sized**" office studio. Our talented firm provides many benefits to the client, one of the most valuable being **nimble** service with low overhead, which promotes a high allocation of assets toward the project. This linear firm structure also allows AKA Architects to communicate easily with clients, and creates consensus among multiple stakeholders. This adaptability keeps costs down, projects on schedule and on budget.

It's the **People** of our firm, our **Process** of Design and our **Passion** for our craft that brings value to our clients.

With solving our client's design needs for **over 25 years** our expertise is evident in that each project reflects our clients character and sensibility. Our clients are engaged in the design process which ensures the project meets their needs and serves them well.

The size of our firm allows for its **Partners** to be **engaged** in your project. Steve, Brad and Chris do more than search for new work and this is unique in our industry. Their expertise and over 70 years of collective experience contribute to the success of our client's projects. This is evident with over 70% of our work coming from returning clients.

People

Our firm encourages the **creative** process through a collaborative studio environment and by utilizing the diverse skill sets of our team to deliver projects of the **highest standard**. Our diverse Project Team ensures that design solutions are thorough, practical, and unique to each client.



Process

Our approach to design has been cultivated **over our 25 years** of creating a diverse range of projects and always relies on the inclusion and participation of the client to make the process truly **collaborative** and responsive to client needs. Our process manifests itself in a variety of methods and mediums to create a comprehensive approach to creation and presentation of our designs.

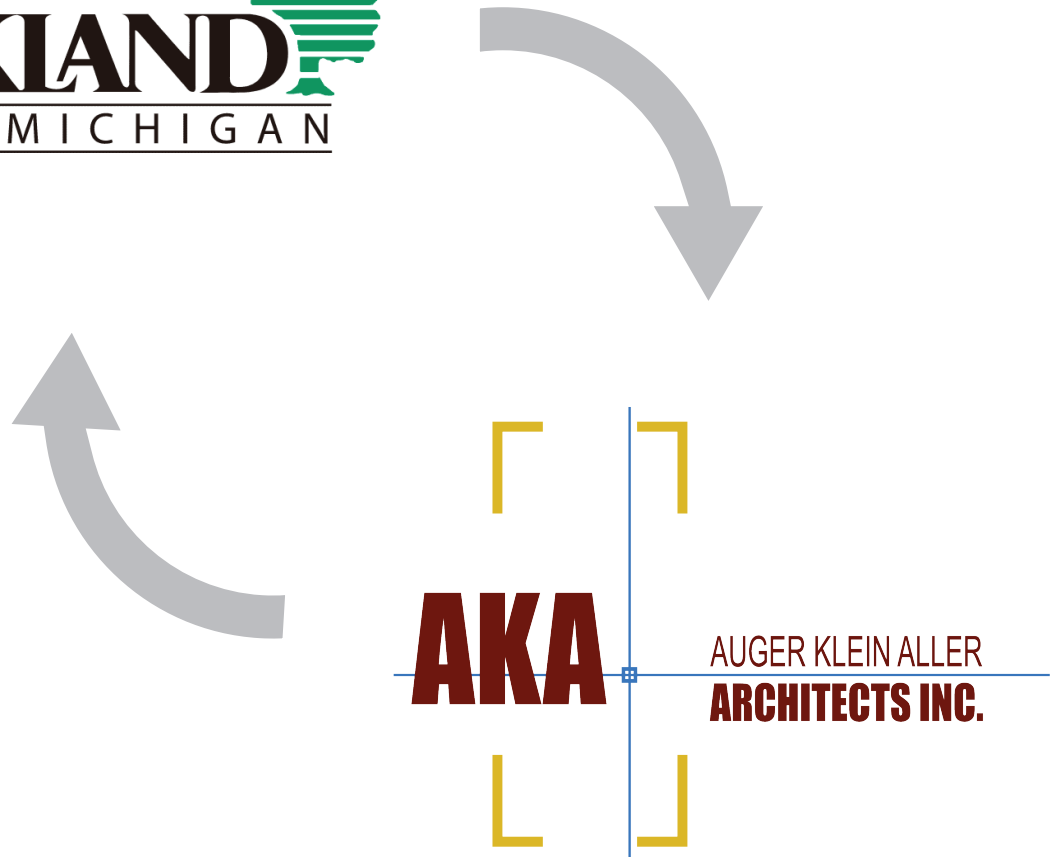
Passion

Passion is the **heart** of architectural work and drives everything we do. AKA Architects is passionate about exceeding client expectations, about the buildings we create, and how they **enrich the communities** in which they reside. Most importantly, we have a passion for the process and the journey.

Team Work

AKA's roots started with Steve, Brad and Chris who aspired to help clients build great architecture. AKA continues with that spirit and provides quality Architectural services and assembles the best team of engineers and consultants with the right expertise for each project.





Oakland County Cooperative Purchasing Program

Auger Klein Aller Architects, has been awarded a contract for the Oakland County Cooperative Purchasing Program. An extensive bid process has evaluated our qualifications, expertise and capacity to allow our professional services to be utilized by counties, cities, villages and townships in the lower half of Michigan

Oakland County Cooperative Contract can be provided upon request.

For additional information refer to www.oak.gov.com/purchasing or contact:

Joan Daniels, CPPD
Oakland County Purchasing
Phone: 248.858.5481
danielsj@oakgov.com

Project Understanding

The Rochester Downtown Development Authority (DDA) desires to design and construct the Rochester Town Square Project as conceptualized by AKA Architects and LAND Design Studio in 2020. The project will be located on the DDA parcel(s) located at the southwest corner of Water and 2nd Street in Downtown Rochester, Michigan. The property currently functions as a paved parking lot.

The project will include:

- “Front Porch,” approximately 1500 SF, located along the western property line that will function as a covered open-air platform.
- The “Front Porch” will include storage and a small office to support events.
- Fully conditioned Restroom & Storage building, approximately 600 SF will be located at the southeast corner of the parcel.
- Covered open-air “Shade Structure”, approximately 600 SF will be located along with south property line.
- Hillside Terrace with shade trees
- Village Green Open Space with electrical service for event programming
- Entry Plaza and Grand Stairs located at the corner of Water and Third Street.
- Site Lighting
- Project budget of \$2,500,000

Project Team

Architect:

Auger Klein Aller Architects Inc. (AKA)
303 E. Third Street
Rochester, MI 48307

Landscape Architect:

LAND Design Studio
750 Forest Ave Ste. 101
Birmingham, MI 48009

M.E.P. Engineer:

MA Engineering
180 High Oak Road
Bloomfield Hills, MI 48304

Owner Provided Project Team*

Civil Engineer:

Anderson, Eckstein & Westrick, Inc. (AEW)
51301 Schoenherr Road
Shelby Township, MI 48315

* Professional Services by AEW shall be a direct contract with the Rochester DDA (separate of this proposal) per the City of Rochester's' existing service contracts.



2020 Town Square Concept

Design Approach

The project design will emerge through a process of careful consideration of the project goals, site context, building methods, and codes, guided by an in depth dialogue between the design team. The best buildings grow out of a process of extensive and thoughtful dialogue. Multiple ideas and concepts will be explored and discussed.

Our scope of services shall include, Schematic Design, Design Development and Construction Documentation

Our services shall include:

Schematic Design Services include:

- Meet with stake holders to verify program
- Develop site plans, floor plans and elevations
- Several design options will be presented for consideration. Revisions will be made to the designs based on the stake holder's input.
- Computer modeling and 2-3 rendered graphics to illustrate design intent
- Mechanical, Electrical and Plumbing Engineering

Time Frame: 4 Weeks

Design Development Services include:

- Meet with stake holders to further develop the approved schematic design in greater detail.
- Select final building systems, fixtures and equipment
- Mechanical, Electrical and Plumbing Engineering

Time Frame: 6 Weeks

Construction Documentation Services Include:

- Obtain Site Plan Approval
- Incorporate approved designs into final construction documents including drawings and specifications.
- Mechanical, Electrical and Plumbing Engineering
- Owner review at 50% & 90% complete.

Time Frame: 6 - 8 Weeks

Construction Administration Services (Not Included in this Proposal):

- Respond to questions from bidders, issue addenda as needed.
- Review and processing of shop drawings submittals to confirm the specifications are being met by the contractors

To be Billed at an Hourly Rate

Project Costs

To complete the scope of work we propose a Lump Sum Fee of **One Hundred, Twenty-Six Thousand and Five Hundred Dollars (\$126,500)**.

Our Fee is broken down as follows:

Schematic Design	\$22,500
Phase Meetings	\$1,500
Design Development	\$32,000
Phase Meetings	\$1,500
Construction Documentation	\$64,000
Phase Meetings	\$2,000
Bidding Construction	\$3,000
Construction Administration	Hourly
Total Fee	\$126,500

The above fees include a \$10,000 Structural Engineering allowance.

Services to be Provide by AEW Engineers

(Separate of this proposal - directly contracted with Rochester DDA)

- Site Survey including topography
- Geotechnical Borings
- Site Grading and Drainage
- Storm water Management Design
- Utilities beyond five feet of the proposed structures.
- Structural Engineering of earth retention system for "Front Porch"
- Soil Erosion Plan & Details
- Demolition Plan
- Paving Details & Specifications
- Stair and Ramp Details & Specifications



Schedule of Agendas

Schematic Design

Meeting 1 - Kick Off (previously completed)

- Introductions
- Review project goals and scope
- Review programming
- Discuss schedule, meeting dates and milestones
- Review project budget

Meeting 2 - Schematic Design

- Review site design concepts.
- Verify site programming
- Review structure (i.e. "Front Porch, Bathroom & "Shade Structure") concepts
- Review design elements precedent images

Meeting 3 - Schematic Design

- Finalize structure designs
- Finalize design elements
- Discuss future F.F.E. items
- Review and approve 90% Schematic Design
- Approve Site Plan Approval package.

Meeting 4 - Schematic Design (DDA Board)

- Present completed Schematic Design package to DDA board.

Deliverable: Schematic Design Drawings

It is recommended by the completion of Schematic Design a construction approach be established (i.e. Construction Manager or similar alternative) to validate project budget and schedule.

Design Development

Meeting 5 - Design Development

- Review probable project cost estimate
- Review updated plans elevations and site designs
- Review M.E.P. systems
- Present finish selections

Meeting 6 - Design Development

- Review and Approve 90% Design Development
- Review Schedule

Meeting 7 - Design Development (DDA Board)

- Present completed Design Development package to DDA board.

Deliverable: Design Development Drawings, Outline specifications

Construction Documentation

Meeting 8 - Public Presentation (City Council)

- Public Presentation of Project to City Council

Meeting 9 - Site Plan Approval

- Present to Planning Commission
- Seek Site Plan Approval

Meeting 10 - Construction Documentation

- Review 50% Construction Documents
- Review cost estimate, rectify budget and scope
- Discuss schedule

Meeting 11 - Construction Documentation

- Review and Approve 90% Construction Documents
- Approve document package for Bids & Permits submission.

Deliverable: Construction Drawings and Specifications

Bidding

Meeting 12 - Bidding

- Review proposed construction budget with Construction Manager (or similar alternative)

Meeting 13 - Final Approval (DDA Board)

- Review and Approve construction
- Award contracts to bidders

(Future Scope of Services) Construction Administration

Once a probable construction schedule has been established, a professional services proposal shall be submitted for construction administration services to Respond to questions from bidders, Review and process shop drawings submittals to confirm the specifications are being met by the contractors



Additional Services

Under this Proposal, the following services, if required, will be considered additional services. Should they be deemed necessary for execution of the project or requested by the Owner due to a change in scope or per Owner's request of the services described herein, we will proceed with said services upon your written approval billed at a blended hourly rate of \$105 per hour or the appropriate rates of our consultants.

- Additional Design work and documentation or changes of Design Documents due to owner directed revisions to previously completed and approved design work.
- Additional Meeting beyond those outlined in this proposal.
- Soil Borings / Geotechnical Engineering.
- Parking / Traffic studies
- Acoustic Engineering
- Audio/Visual Engineering
- Food Service Design
- Branding / Graphics
- Extensive structural redesign due to unforeseen conditions or Civil, Electrical, Mechanical or Plumbing Engineering required in the manipulation of services to the building provided by municipalities or their agency except for water service (i.e. , transformer relocation or re-sizing, sanitary and storm water relocation)
- Environmental Testing and mitigation.
- Commission of Engineered systems
- Permit filing or expediting fees with municipal authorities.

Reimbursable Expenses

Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's employees and consultants in the interest of the Project

Reimbursable expenses such as printing, mailing, application and filing of building permit, soil borings, etc., will be provided on as-needed basis and will be billed monthly with a 15% administrative charge.

Acceptance

The information contained within this proposal is proprietary and shall not be disclosed to any parties except those agents and employees of the Owner with a need to know and shall not be duplicated, used or disclosed in whole or in part. Should the proposal be accepted, the Owner shall have the right to duplicate, use or disclose the information to the extent provided through a written agreement with AKA Architects.

Proposed hourly rates are based on 2023 Employee Billing Rates. Hourly services are subject to the current years' Billing Rates.

This agreement shall be governed exclusively by the laws applicable to the State of Michigan. The terms of this proposal shall be null and void if not accepted within 30 days.

The proposed description of professional services and terms are satisfactory and hereby accepted.

Signature:

Printed Name and Title:

Date:

Signature:

Printed Name and Title:

Stephen J. Auger, Principal AKA Architects

Date:



6C. Text Amendment to Zoning Ordinance to Restrict General Office Use

Attached is the proposed text amendment to the Zoning Ordinance to restrict general office use on the first floor of spaces on Main Street, from Second to University. City Manager Banda is seeking a letter of support from the DDA for this amendment.

AN ORDINANCE TO AMEND ARTICLE 11, CBD, CENTRAL BUSINESS DISTRICT, SEC. 1100, 1101, 1102 AND 1103 OF THE ZONING CODE OF THE CITY OF ROCHESTER, TO RESTRICT SOME USES TO UPPER, NON-STREET LEVEL STORIES.

THE CITY OF ROCHESTER ORDAINS:

Section 1. Article 11, Sections 1100, 1101, 1102 and 1103 of the Rochester Zoning Code shall be amended as follows:

Sec. 1100. - Intent.

- (a) The CBD District is intended to function as an intensively developed, major business district, serving a large trade area extending beyond the city with retail, office, personal service, and institutional activities. To encourage and enhance pedestrian circulation, shopping safety, and convenience, certain uses are prohibited which tend to break up and disrupt the intensive concentration of pedestrian oriented uses, such as but not limited to: automotive related service and repair including muffler shops, tire stores, quick lubes, auto body repair, engine rebuilding, brake shops, automotive stereo and telephone installation, and similar automotive related activities, and certain uses that do not typically generate walk in traffic may be restricted to upper stories.

Sec. 1101. - Permitted principal uses.

[The following principal uses shall be allowed in the CBD, Central Business District:]

- (1) Any generally recognized retail business which supplies commodities on the premises within a completely enclosed building, such as, but not limited to: foods, drugs, liquor, furniture, clothing, dry goods, notions, or hardware.
- (2) Any personal service establishment which performs services on the premises within a completely enclosed building, such as, but not limited to: repair shops (watches, radio, television, shoe, etc.), tailor shops, beauty parlors, barber shops, interior decorators, photographers, and dry cleaners.
- (3) Restaurants and taverns where patrons are served only while seated within the building occupied by such establishment.
- (4) Theaters when completely enclosed; houses of worship.
- (5) Offices and office buildings of an executive, administrative, or professional nature. *See below for restrictions.
- (6) Banks, with drive-in facilities permitted when said drive-in facilities are incidental to the principal function.
- (7) Municipal buildings and post office.
- (8) Offices and showrooms of plumbers, electrician, decorators, or similar trades, in connection with which not more than 50 percent of the floor area of the building or part of the building occupied by said establishment is used for making, assembling,

remodeling, repairing, altering, finishing, or refinishing its products or merchandise; and provided that the ground floor premises facing upon and visible from any abutting street shall be used only for entrances, offices, or display. All storage of materials on any land shall be within the confines of the building or part thereof occupied by said establishment.

- (9) Business schools or private schools. Examples of private schools permitted herein include, but are not limited to, the following: dance studios, music and voice schools, and art studios.
- (10) Newspaper offices and printing plants. * See below for restrictions.
- (11) Warehouse and storage facilities when incident to and physically connected with any principal use permitted, provided that such facility be within the confines of the building or part thereof occupied by said establishment. * See below for restrictions.
- (12) Bed and breakfast homes, subject to section 2114.
- (13) Other uses which are similar to the above and subject to the following restrictions:
 - a. All business establishments shall be retail or service establishments dealing directly with consumers. All goods produced on the premises shall be sold at retail from premises where produced.
 - b. All business, servicing, or processing, except for off-street parking or loading, shall be conducted within completely enclosed buildings.
 - c. Outdoor storage of commodities shall be expressly prohibited.

*The uses set forth in Sec. 1101(5), (10) and (11) are not permitted on street level for properties fronting Main Street between 2nd Street and University Drive.

Sec. 1102. ~~—~~ Permitted accessory use.

[The following accessory uses shall be allowed in the CBD, Central Business District:]

- (1) Any use or building customarily incidental to a permitted principal use excluding any type of use that would otherwise not be permitted on street level under Sec. 1101.
- (2) Mechanical amusement devices, not exceeding three per establishment, and:
 - a. Licensed under chapter 6 of the City Code;
 - b. Only in a restaurant or tavern conforming to section 1101(3), [related to] permitted principal uses;
 - c. If in a restaurant or tavern serving alcoholic beverages, the establishment shall have a Class C liquor license.

Sec. 1103. - Special exception uses.

[The following special exception uses shall be allowed in the CBD, Central Business District:]

- (1) Bus station.
- (2) See section 2108 on public utilities and facilities.
- (3) Outdoor dining, when incidental to a permitted restaurant or tavern, and subject to section 2121, outdoor dining standards.

Parking for an outdoor cafe shall be determined by the planning commission based upon the size of the outdoor dining area in relation to the permanent seating in the restaurant, as follows:

- a. Outdoor dining areas that are strictly on a "weather permitting basis" may be approved without additional parking if there is seating for 30 or fewer patrons.
 - b. Outdoor dining areas for more than 30 patrons or those that use awnings, roofs, or similar permanent or temporary structures to extend the season and/or to avoid inclement weather conditions, such as rain, may be required to provide additional parking.
 - c. In determining whether a restaurant must provide additional parking for its outdoor cafe, the planning commission will use the following guidelines:
 1. If the outdoor seating is 25 percent or less of the seating capacity indoors, no additional parking is necessary.
 2. If the outdoor seating is 26 to 50 percent of the seating capacity indoors, the restaurant may be required to provide up to 125 percent of the parking required for the indoor space.
 3. If the outdoor seating is over 50 percent of the seating capacity indoors, the restaurant may be required to provide up to 150 percent of the parking required for the indoor space.
- (4) Funeral home.
- (5) Adult bookstore, adult cabaret and adult motion picture theater as defined in article 39 (Definitions), but subject to the following restrictions and regulations, which shall be in addition to those set forth in article 26 of this zoning ordinance, to wit:
- a. These uses shall be situated within the district so as to be out of the reasonable proximity of uses selling alcoholic beverages and uses where minors are generally present; and, specifically, no such use shall be located within:
 1. 1,000 feet of a church or house of worship;
 2. 1,000 feet of a public or private school having curriculum including kindergarten or any one or more grades one through 12;
 3. 750 feet of an establishment licensed by the Michigan Liquor Control Commission;
 4. 1,000 feet of property zoned for any residential use under this ordinance, or a residential dwelling;
 5. 750 feet of another adult bookstore, adult cabaret or motion picture theater.
 - b. These uses, when permitted, shall, in addition to any other condition of approval required by the planning commission under article 26 hereof, comply and adhere to the following regulations in their daily operation:
 1. No person under 18 years of age shall be permitted entry into an adult motion picture theater, adult cabaret or adult bookstore unless accompanied by the parent or legal guardian of such person. For purposes of enforcing this provision, the owner or agent of the person or entity operating the adult use

shall require from all persons desiring to enter therein, the display of sufficient identification to ensure compliance with this provision, and for all determinations whether this provision has been satisfied, it shall be the burden of proof of the owner of the adult motion picture theater, adult cabaret or adult bookstore, to show clearly that the display of identification was required and that the identification displayed was sufficient.

2. No person under 18 years of age shall be employed by, or shall otherwise be permitted to be present at, or in, an adult motion picture theater, adult cabaret or adult bookstore.
3. Each and every person desiring to enter an adult motion picture theater shall be expressly verbally advised immediately prior to entry by the owner or agent of the person or entity operating the adult motion picture theater that the display to be presented on such occasion includes the display of specified sexual activities.

- c. An adult bookstore, adult cabaret, or adult motion picture theater is prohibited in any district and at any location within the City of Rochester except as a special exception use in the CBD, Central Business District, as provided for herein.

(6) See section 2111 on upper story apartments.

(7) Overnight lodging facilities subject to the following standards:

a. Each rental unit shall be no less than 250 square feet in floor area; ~~and~~

b. Each unit shall have its own private bathroom facility;

~~b.c. Rental units are not permitted on street levels.~~

Section 2. SEVERABILITY

If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent portion of this Ordinance, and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 3. REPEAL

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

THIS ORDINANCE shall become effective seven (7) days after publication.

A true copy of this ordinance may be purchased or inspected at the office of the City Clerk at the Rochester Municipal Building, 400 Sixth Street, Rochester, Michigan, 48307, during regular business hours, 8:00 a.m. to 5:00 p.m. daily, except weekends and holidays.

Made and passed by the City Council of the City of Rochester, State of Michigan, this _____ day of _____, 2022.

CITY OF ROCHESTER

A Michigan Municipal Corporation

By: _____
Stuart Bikson, Mayor

By: _____
Lee Ann O'Connor, Clerk

6D. DDA Lightpoles Order Update

Attached is the price quote for the next round of lightpoles. While the manufacturer has been able to hold their pricing for the last few years, the price quote reflects a 3.5% increase due to the increase cost of steel. Dan's Excavating, that handles the installation and removal, will continue to hold their installation price from the previous years of \$1,730 per lightpole.

With the proposed budget of \$250,000 and the provided pricing, we will be able to replace 42 lightpoles this year. As we have done in the past two years, if the Board would approve this expenditure, we would place the order now, with the poles delivered, installed and paid for in FYE 2024.



1695 East Maple Road
Troy, MI 48083

Phone- (248)689-8960
Fax- (248)689-4164

www.protechlighting.com

To:	Job/Project Name: CITY OF ROCHESTER DDA-2023
------------	--

Qty	Type	Mfg	Description	Unit Price	Extd.Price
40		PACI	WVGM-63-LED-120-3-4II-PT-DBOMR-5FT-12-CC-EB (2)IUGFI-9'8"-HSS	\$4,210.00	\$168,400.00
			ORDER IS BASED ON A MIX OF 40 PIECES		
			IF LESS THAN 40 PIECES SUBJECT TO A REVISED PURCHASE ORDER		
			ORDER MUST BE ENTERED BY 4-1-2023		
			ORDER MUST SHIP NO LATER THAN 6-30-2023		
			TOTAL:		\$168,400.00

MFG Code	F.O.B	TERMS	Lead Time
PACI	Plus Freight		

Prices firm for entry by:	Shipment by:
<p>Lamps NOT included unless noted otherwise. Standard Manufacturers Warranty & Terms apply. Pricing is based upon one shipment. Any released order cancelations subject to manufacturer fees. Unauthorized changes to this quotation, and/or expired quotes are subject to re-quote. Freight charges for Pre-shipped material (AB's, backboxes, etc.) and/or fusing in pole handhole are NOT included. Catalog numbers may change based upon approved submittals, and/or product availability, or other information obtained and may be subject to re-quote. Approved submittals as provided by Pro-Tech Lighting, or a waiver of approval must be included with released orders. ProTech Lighting reserves the right to correct typographical errors.</p>	

Printed: 02/07/23 15:21:04 Per: Brandi Stribbell Email: brandi@protechlighting.com

6E. Main Street Oakland County Annual Accreditation Update

Kristi Trevarrow will provide an overview of the Annual Accreditation Visit that took place on Wednesday, February 15.

Main Street Oakland County Program Coordinator John Bry will be in attendance at the March 15 DDA Board Meeting to provide a full report to the DDA Board.

7A. Executive Director Update

Main Street Oakland County

There will be a new grant offering for Main Street Oakland County communities this spring for placemaking-based projects. More details to come next month.

The Main Event – Save The Date

The annual Main Street Oakland County Main Event Awards Banquet will be held on Thursday, May 4 at the Strand Theatre in Pontiac from 6-9 pm. Please save the date on your calendars.

Fire & Ice Festival

We submitted a Thank You Letter on behalf of Mayor Bikson and Chairman Giovanelli to County leadership to thank them for their continued support of the Fire & Ice Festival. A copy of the letter is attached.

Downtown Maintenance Assistant

As you may recall, we had budgeted this year to create a part-time downtown maintenance position. As a replacement for the New Horizons program, this person will be responsible for maintaining the cleanliness of downtown, distribution of materials and signage to downtown businesses, minor downtown maintenance items and assisting staff with event set up.

We are pleased to share that we have hired Derek Fuller as our Downtown Maintenance Assistant, beginning Monday, March 6. Derek is a retired City of Rochester DPW employee and we are super excited to have him join our team.



City of Rochester

400 Sixth Street
Rochester, MI 48307
P: (248) 651-9061
F: (248) 651-2624
www.rochestermi.org

February 13, 2023

David Coulter, Oakland County Executive
David Woodward, Chairman, Oakland County Board of Commissioners
Gary McGillivray, Oakland County Commissioner

Dear Gentlemen,

On behalf of the City of Rochester and the Rochester Downtown Development Authority, we would like to thank you for your support in bringing the Fire & Ice Festival to Downtown Rochester again this year. This event is a great source of pride for the residents of the greater Rochester area and we were excited to see it return to our City.

This event is a great economic boon to our downtown businesses, many businesses commenting that this is one of their best weekends of the entire year. It also helps them bridge the financial gap from the holiday season through the winter months.

The Oakland County Parks and Recreation Staff are second to none and work tirelessly to ensure a well-planned, memorable event for all attendees. Our DDA Staff enjoys the creative event collaborations we have produced together over the years. We thank you for allowing your team to bring their time and talents to our downtown.

Looking forward to working with you on the 2024 Fire & Ice Festival!

Sincerely,

Stuart Bikson
Mayor, City of Rochester

Ben Giovanelli
Chairman, Rochester DDA

cc: J. David VanderVeen



Rochester DDA Board Meeting

February 20, 2023

Events Coordinator Report

Events

- **Foodie February** – During the month of February if you dine in or carry out from any Downtown Rochester restaurant, make sure to save your receipts and you will have a chance to win restaurant gift cards and a \$25 Downtown Rochester gift card each week in February! Receipts can be brought to the Downtown Collaboration Studio, 431 S. Main Street. February 1-28. If you are unable to see us during our regular business hours, you can text FOODIE to 866-603-4005 and you will be prompted to send in a picture of your receipt. Each receipt will receive one entry, eligible for both the weekly and grand prize drawings. Grand Prize Winners will be announced and contacted on Wednesday, March 1. As of today, we have over 330 entries and over \$17,000 spent in town at our eateries this month.



- **Deck Art Registration** – Deck Art registration opened on February 1st. You can register for Deck Art 2023 now through April 7th at South Street Skateshop (410 Main). Registration forms are found online at www.downtownrochestermi.com/deck-art. The event itself is scheduled for May 11 & 12. More details to come in the upcoming months.

DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING
February 2023
Marketing Coordinator Update

PROMOTION

In Town Magazine: We are currently in production for the Spring/Summer issue, photoshoots start at this week and issues will hit homes the week of April 17th. This issue we will feature a nod to business evolution, highlight the summer season with gift guides and upcoming events and promotions.

Farmers' Market: Market applications were sent out to all 2022 participating vendors earlier this month. Returning applicants will be solidified by March 1. Allowing for new vendor recruitment shortly thereafter. We're currently seeking a new Market Manager(s). Due to the nature of the job, our hope is to split the responsibility amongst two new team members. We're hoping to make decisions regarding interested applicants prior to April 1.

Makers' Market: Jenna and I are working together to plan our NEW upcoming Makers' Market. We are currently in the process of recruiting potential applicants. We're seeking businesses that create handmade items, vintage offerings, specialty foods and more!

Love Local Art Committee: Invitations were sent out earlier this month to potential committee members. Our introductory meeting is scheduled for Monday, March 5 in order to establish our mission and begin brainstorming potential projects.

PERIOD ENDING 01/31/2023

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

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund Group <None>						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000 - GENERAL LEDGER						
248-000.000-402.000	CURRENT PROPERTY TAXES	1,663,045.00	1,821,530.50	60,379.80	(158,485.50)	109.53
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION	48,000.00	59,248.47	0.00	(11,248.47)	123.43
248-000.000-588.001	MAIN STREET OAKLAND COUNTY GRANT	500.00	500.00	0.00	0.00	100.00
248-000.000-605.032	DDA BUSINESS DEVELOPMENT	25,000.00	29,519.00	4,665.00	(4,519.00)	118.08
248-000.000-665.072	INTEREST -MICHIGAN CLASS	2,301.00	22,962.09	0.00	(20,661.09)	997.92
248-000.000-676.000	ADMINISTRATIVE CROSS CHARGE	43,886.00	25,600.19	3,657.17	18,285.81	58.33
248-000.000-692.000	MISCELLANEOUS INCOME	4,247.00	4,297.00	0.00	(50.00)	101.18
Total Dept 000.000 - GENERAL LEDGER		1,786,979.00	1,963,657.25	68,701.97	(176,678.25)	109.89
TOTAL REVENUES		1,786,979.00	1,963,657.25	68,701.97	(176,678.25)	109.89
Expenditures						
Dept 703.000 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-703.000-701.000	SUPERVISOR SALARIES	82,391.00	48,972.67	6,529.69	33,418.33	59.44
248-703.000-710.101	LONGEVITY	2,100.00	1,050.00	0.00	1,050.00	50.00
248-703.000-715.000	FICA	6,512.00	3,833.29	500.77	2,678.71	58.87
248-703.000-716.000	HOSPITALIZATION	22,539.00	10,232.04	1,650.14	12,306.96	45.40
248-703.000-716.004	HOSPITALIZATION -HSA FUNDING	4,200.00	4,200.00	4,200.00	0.00	100.00
248-703.000-718.000	RETIREMENT CONTRIBUTION	10,643.00	9,789.21	0.00	853.79	91.98
248-703.000-718.002	EMPLOYER RETIREMENT CONTRIBUT	277.00	692.24	92.32	(415.24)	249.91
248-703.000-719.000	INSURANCE OTHER THAN MEDICAL	950.00	972.42	131.90	(22.42)	102.36
248-703.000-719.002	LOCAL MILEAGE ALLOWANCE	85.00	241.88	0.00	(156.88)	284.56
248-703.000-720.000	WORKER'S COMP. INSURANCE	305.00	279.34	0.00	25.66	91.59
248-703.000-721.000	UNEMPLOYMENT COMP. INSURANCE	121.00	19.31	7.09	101.69	15.96
248-703.000-728.000	POSTAGE	3,215.00	1,534.74	671.45	1,680.26	47.74
248-703.000-729.000	PRINTING & OFFICE SUPPLIES	22,000.00	12,908.80	1,442.18	9,091.20	58.68
248-703.000-757.000	OPERATING SUPPLIES	2,700.00	601.94	0.00	2,098.06	22.29
248-703.000-803.000	LEGAL SERVICES	2,144.00	255.00	0.00	1,889.00	11.89
248-703.000-804.000	AUDITING	3,165.00	2,525.00	2,525.00	640.00	79.78
248-703.000-805.000	CONTRACTUAL SERVICES	5,000.00	4,315.50	0.00	684.50	86.31
248-703.000-805.009	CONTRACT SVCS - BUS. DEV COMM	20,867.00	19,235.69	1,388.93	1,631.31	92.18
248-703.000-805.010	CONTRACT SVCS - D.P.W.	10,000.00	10,000.00	0.00	0.00	100.00
248-703.000-805.011	CONTRACT SVCS - MAINTENANCE	23,908.00	12,535.75	275.00	11,372.25	52.43
248-703.000-805.012	CONTRACT SVCS - COPY MACH MTC	1,300.00	1,299.65	0.00	0.35	99.97
248-703.000-805.027	CABLE CASTING	4,287.00	1,300.00	0.00	2,987.00	30.32
248-703.000-805.030	CONTRACT SVCS - DUMPSTERS	125,606.00	72,332.99	8,045.78	53,273.01	57.59
248-703.000-805.050	CONTRACT SVCS - EMPLOYMENT	1,822.00	750.00	150.00	1,072.00	41.16
248-703.000-811.000	GENERAL INSURANCE	15,806.00	0.00	0.00	15,806.00	0.00
248-703.000-850.000	TELECOMMUNICATIONS	6,600.00	3,884.03	554.84	2,715.97	58.85
248-703.000-861.002	EQUIPMENT LEASE - COPY MACHIN	17,149.00	7,927.87	1,299.65	9,221.13	46.23
248-703.000-863.001	PROFESSIONAL DEVELOPMENT	815.00	225.00	0.00	590.00	27.61
248-703.000-863.002	TRAVEL	1,608.00	0.00	0.00	1,608.00	0.00
248-703.000-921.000	LIGHT & POWER	43,500.00	21,160.91	3,201.87	22,339.09	48.65
248-703.000-922.000	HEAT-BUILDING	612.00	179.03	59.91	432.97	29.25
248-703.000-931.000	MAINTENANCE & REPAIRS - EQUIP	536.00	0.00	0.00	536.00	0.00
248-703.000-940.000	RENTAL OF LAND	33,000.00	18,848.86	2,675.00	14,151.14	57.12
248-703.000-940.002	RENTAL OF LAND - D.D.A. OTHER	917.00	917.40	0.00	(0.40)	100.04
248-703.000-955.002	COMMUNITY AFFAIRS- EXTERNAL	3,612.00	2,726.23	245.04	885.77	75.48
248-703.000-957.000	DUES & SUBSCRIPTIONS	3,050.00	4,661.55	171.12	(1,611.55)	152.84

PERIOD ENDING 01/31/2023

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

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund Group <None>						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-703.000-995.001	ADMINISTRATIVE CROSS CHARGE	95,000.00	55,416.69	7,916.67	39,583.31	58.33
248-703.000-995.004	COMPUTER RENTAL	2,103.00	1,577.25	525.75	525.75	75.00
248-703.000-999.000	INSURANCE LOSSES & EMERGENCY	0.00	50,000.00	0.00	(50,000.00)	100.00
Total Dept 703.000 - DOWNTOWN DEVELOPMENT AUTHORIT		580,445.00	387,402.28	44,260.10	193,042.72	66.74
Dept 729.000 - ECONOMIC DEVELOPMENT						
248-729.000-791.002	DANCIN' IN THE STREET	445.00	445.00	0.00	0.00	100.00
248-729.000-791.009	LAGNIAPPE	890.00	4,914.48	24.79	(4,024.48)	552.19
248-729.000-791.017	DOWNTOWN COOKIE STROLL	0.00	1,800.00	0.00	(1,800.00)	100.00
248-729.000-792.000	BANNERS	0.00	930.00	0.00	(930.00)	100.00
248-729.000-805.000	CONTRACTUAL SERVICES	150,000.00	0.00	0.00	150,000.00	0.00
Total Dept 729.000 - ECONOMIC DEVELOPMENT		151,335.00	8,089.48	24.79	143,245.52	5.35
Dept 900.000 - CAPITAL CONTROL						
248-900.000-974.019	CAPITAL ASSETS - MAINT & MINO	195,000.00	153,759.66	6,706.52	41,240.34	78.85
248-900.000-974.121	SIDEWALK RECONSTRUCTION	10,000.00	0.00	0.00	10,000.00	0.00
248-900.000-974.210	STREET LIGHTING REPLACEMENT	250,000.00	249,615.00	0.00	385.00	99.85
248-900.000-974.256	BOLLARD REPLACEMENT	10,000.00	0.00	0.00	10,000.00	0.00
248-900.000-974.260	FRONT PORCH PROJECT	618.00	617.50	0.00	0.50	99.92
Total Dept 900.000 - CAPITAL CONTROL		465,618.00	403,992.16	6,706.52	61,625.84	86.76
Dept 965.000 - APPROPRIATIONS TO OTHER FUNDS						
248-965.000-995.516	TRANS TO AUTO PARKING FUND	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 965.000 - APPROPRIATIONS TO OTHER FUNDS		50,000.00	0.00	0.00	50,000.00	0.00
TOTAL EXPENDITURES		1,247,398.00	799,483.92	50,991.41	447,914.08	64.09
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		1,786,979.00	1,963,657.25	68,701.97	(176,678.25)	109.89
TOTAL EXPENDITURES		1,247,398.00	799,483.92	50,991.41	447,914.08	64.09
NET OF REVENUES & EXPENDITURES		539,581.00	1,164,173.33	17,710.56	(624,592.33)	215.76
Fund Group <None>:						
TOTAL REVENUES		2,534,430.00	2,505,684.04	124,255.55	28,745.96	98.87
TOTAL EXPENDITURES		2,040,942.00	1,462,966.65	381,531.66	577,975.35	71.68
NET OF REVENUES & EXPENDITURES		493,488.00	1,042,717.39	(257,276.11)	(549,229.39)	211.30

REVENUE AND EXPENDITURE REPORT FOR CITY OF ROCHESTER
 PERIOD ENDING 01/31/2023

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

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/2023	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		2,534,430.00	2,505,684.04	124,255.55	28,745.96	98.87
TOTAL EXPENDITURES - ALL FUNDS		2,040,942.00	1,462,966.65	381,531.66	577,975.35	71.68
NET OF REVENUES & EXPENDITURES		493,488.00	1,042,717.39	(257,276.11)	(549,229.39)	211.30