

Regular Meeting Agenda
Wednesday, July 15, 7:00 pm
Zoom Virtual Meeting
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1. Call to Order
2. Roll Call
3. Approval of Meeting Minutes
 - A. Regular Meeting Minutes – June 17, 2020
 - B. Special Meeting Minutes – June 24, 2020
4. Audience Comments
5. Liaison Reports
 - A. City Council – Ann Peterson
 - B. Chamber of Commerce – Marilyn Trent
 - C. Historical Commission – Don Sienkiewicz
 - D. Principal Shopping District – Candice VanSlembrouck
6. General Business Agenda Items
 - A. Economic Development Update - Nik
 - B. Outdoor Dining Platform Update – Nik/Bob
 - C. Outdoor Seating Mini Grant Update & Applications – Kristi
 - i. Kimi K Salon & Spa
 - ii. Bologna Via Cucina
 - D. Additional Outdoor Space Activations – Ben/Kristi
 - E. Downtown Collaboration Studio Update – Kristi
 - F. Downtown Collaboration Studio Lease Discussion - Kristi
 - G. Downtown Updates
 - i. Lightpole Installations
 - ii. Donor Wall
 - iii. Safety Signage Campaign

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
9. Adjournment

**The next regular meeting of the Rochester DDA is
Wednesday, August 19, 2020**

Downtown Development Authority
Regular Meeting Minutes

Wednesday, June 17, 2020
Zoom Virtual Meeting
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, Mayor Stuart Bikson, Marilyn Trent, Candice Van Slembrouck, Lisa Germani Williams, Chris Johnson, Jason Rewold, Christian Hauser, Bob Bloomingdale
Board Members Absent:	Paul Haig, Tony Lipuma
Council Liaison Present:	Ann Peterson
Chamber Liaison Present:	Marilyn Trent
Historical Commission Liaison Present:	Don Sienkiewicz
PSD Liaison Present:	Lisa Germani Williams
DDA Executive Director Present:	Kristi Trevarrow

3) Approval of Meeting Minutes

Special Meeting Minutes – May 13, 2020, Regular Meeting Minutes – May 20, 2020, Special Meeting Minutes – May 27, 2020, Special Meeting Minutes – June 3, 2020, Special Meeting Minutes – June 10, 2020 and Special Meeting Minutes – June 11, 2020

Motion By:	Chris Johnson to approve the May 13, 2020 Special Meeting minutes, May 20, 2020 Regular Meeting Minutes, May 27, 2020 Special Meeting Minutes, June 3, 2020 Special Meeting Minutes, June 10, 2020 Special Meeting Minutes, and June 11, 2020 Special Meeting Minutes as presented.
Second By:	Bob Bloomingdale
In Favor:	All
Opposed:	None
Motion Passed	

4) Audience Comments

There were no audience comments.

5) Liaison Reports

A. City Council

Ann Peterson highlighted the following from the June 8, 2020 City Council meeting:

- Representative Michael Webber provided a State update
- Commissioner Adam Kochenderfer provided a County update
- The Outdoor Dining and Parklet Resolution was approved
- The DPW Director provided an update on the Campus Renovation
- A grant opportunity was discussed for 303 E. University with Rewold and Sons Team
- Various Committees provided updates

B. Chamber of Commerce

Marilyn Trent highlighted the following:

- The Chamber has issued a press release in support of diversity and inclusion
- The Pinnacle Awards will include a new category for minority owned business of the year
- The Legislative Affairs Committee provided an update
- Chris Palazzolo, President & CEO of Ascension Providence, provided a COVID-19 update
- A new business webinar will be offered dealing with rebooting your business
- Ribbon cuttings are “Back and Better” – a kit will be delivered to each business and ribbon cutting events will be carried on social media using the hash tags #backandbetter and #backnbetter

C. Historical Commission

Don Sienkiewicz shared the following:

- The Heritage Festival team is looking at dates for the 2021 Festival
- The Historical Commission Plaque Program has continued – six new applicants have been approved

7) General Business Agenda Items

A. Outdoor Dining Program Update

The approval process for Temporary Outdoor Dining Platforms/Seating was discussed, as well as the 2020 Public Right of Way Outdoor Dining License Agreement

Motion By:	Chris Johnson to approve the 2020 Public Right of Way Outdoor Dining License Agreement, changing the last sentence of item 4.D.8 to read “Outdoor dining under this License Agreement is only permitted through October 31, 2020.”
Second By:	Christian Hauser
In Favor:	Jason Rewold, Chris Johnson, Christian Hauser, Marilyn Trent, Candice Van Slembrouck, Bob Bloomingdale, Lisa

	Germani Williams, Mayor Stuart Bikson, Chairman Ben Giovanelli
Opposed:	None
Motion Passed	

(Bob Bloomingdale left the meeting)

B. Draft of Outdoor Seating Mini Grant Program

Kristi Trevarrow reviewed the guidelines and approval process. Potential locations were discussed.

Motion By:	Lisa Germani Williams to approve the Rochester Downtown Development Authority Outdoor Seating Mini-Grant Program Guidelines and the Outdoor Seating Mini-Grant Program Application as presented.
Second By:	Chris Johnson
In Favor:	Christian Hauser, Jason Rewold, Marilyn Trent, Chris Johnson, Candice Van Slembrouck, Lisa Germani Williams, Mayor Stuart Bikson, Chairman Ben Giovanelli
Opposed:	None
Motion Passed	

C. Social Districts Legislation

Chairman Giovanelli shared that both HB 5781 and 5811, bipartisan bills that would provide relaxed outdoor alcohol service, were passed unanimously by the House and have been referred to the Senate. The Committee approved both bills unanimously and sent them on to the Ways and Means Committee.

Chairman Giovanelli asked everyone to forward their concerns to Senator McMorro and Representative Webber.

D. Outdoor Spaces Discussion

Additional areas for outdoor use were discussed. The Lions pocket park has been offered to businesses to conduct outdoor classes (e.g. pilates, yoga, karate, etc.) There has not yet been much interest.

8) Receipt of Regular Reports

A. Executive Director Update

- Free parking downtown expires at the end of June. Council will be discussing whether to extend free parking downtown through September.
- The crowdfunding campaign raised a total of \$5,200. MSOC will be matching funds up to \$4,000. The \$9,200 will be used for downtown events and promotions.

- The studio is now open M-F, 10:00 a.m. – 5:00 p.m. Re-opening kits are still being distributed. The Police and Fire Departments have donated more masks. All “Love Local” merchandise is being sold from the studio.
- The first art installation is up.
- The pews have been dropped off at the studio and the table will be delivered by the end of the week.
- “Love Local” t-shirts will soon be available.
- Patrick McKay, Rochester Hills Historical Museum Manager, will soon be installing the Historic Signs downtown.
- Once Oakland County has reached Phase 5, a Grand Opening will be planned for the studio space. There will be one for the boards and commissions, and one for the general public.
- Due to COVID-19, the Detroit Deli will not be re-opening.

B. Events & Marketing Update

EVENTS

Based on a survey to the businesses, Sidewalk Sales will be held August 6-8, 2020. Deck Art will be held in September. Junk in the Trunk, Movies in the Moonlight and Rochester Posed will be prepared to run, with Council approval, once Phase 5 of re-opening is reached.

Arts and Apples has expressed interest in some time of partnership for the September Month of Art.

The Farmers’ Market is going well. Vendor attendance is up and last week’s market saw approximately 2,200 attendees. Rochester Pollinators were at the market providing information and milkweed plants.

The Thursday night markets have continued. There is a lot of vendor interest and it will be opened up to more crafters and artisans. Plans are being discussed to bring back the mobile Front Porch, bring in musical groups and a corn hole tournament.

MARKETING

Business Development

The Committee met 06/17/2020. Once indoor gathers more than ten people are allowed, merchant training opportunities will be provided using the studio space. The first seminar will be to assist merchants in getting online. Two levels will be offered – Basic Level and Advanced Level. The merchants will be surveyed regarding other topics for training.

C. Financial Report for DDA

The Revenue and Expenditure Report for period ending 05/31/2020 for Fund 494, Downtown Development Authority was included in the packet.

D. Site Development Committee

6) Miscellaneous

Kristi Trevarrow will provide an update each Monday. It will be determined weekly whether a Wednesday meeting is necessary. The DDA and PSD will meet on Wednesday, June 24, 2020 at 7:00 p.m. via Zoom.

10) Adjournment

Seeing no further business, the meeting was adjourned at 8:23 p.m.

Date Approved

Susan McCullough

UNOFFICIAL

Downtown Development Authority
Special Meeting Minutes

Wednesday, June 24, 2020
Zoom Virtual Meeting
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, Marilyn Trent, Candice Van Slembrouck, Christian Hauser, Bob Bloomingdale, Paul Haig, Tony Lipuma
Board Members Absent:	Lisa Germani Williams, Chris Johnson, Jason Rewold
Council Liaison Absent:	Ann Peterson
Chamber Liaison Present:	Marilyn Trent
Historical Commission Liaison Present:	Don Sienkiewicz
PSD Liaison Absent:	Lisa Germani Williams
DDA Executive Director Present:	Kristi Trevarrow

Christian Hauser was appointed to serve on the City of Rochester Planning Commission at the City Council meeting on July 22, 2020. He has subsequently submitted his resignation to the DDA.

Motion By:	Paul Haig to accept the resignation of Christian Hauser from the Downtown Development Authority.
Second By:	Candice Van Slembrouck
In Favor:	Marilyn Trent, Candice Van Slembrouck, Bob Bloomingdale, Paul Haig, Tony Lipuma, Mayor Stuart Bikson, Chairman Ben Giovanelli
Opposed:	None
Motion Passed	

3) General Business Agenda Items

A. Free Parking Extension Update

At the July 22, 2020 meeting of the City Council, the free parking program was extended through Labor Day.

B. Summer Events Update

At the July 22, 2020 meeting of the City Council, the following summer events were approved:

- Thursday night market will begin on July 9, 2020. The vendors have been notified, and there will be musical acts, as well as other programming. Downtown retailers are also getting involved, along with new artisans and crafters.
- Movies in the Moonlight will take place on July 11, 18, 25, 2020 and August 1, 2020. Concessions will be offered.
- Junk in the Trunk. Vendors have been notified of the change to an August date.
- Sidewalk Sales will be held on August 6-8, 2020.
- Deck Art is planned for September 10-11, 2020. Registration has been re-opened from July 1-31, 2020.

C. Outdoor Dining Program Update

Paperwork was sent to all the restaurants last week. The first restaurant to submit a completed application was DeMarco's. Their platform will be in place soon. Five additional restaurants have submitted their applications.

D. Outdoor Seating Mini Grant Requests

(i) Cupcake Station

The Cupcake Station has submitted their Outdoor Seating Mini-Grant Program Application. Their proposed plan is to remove and replace the overgrown landscaping around the building and enhance the outdoor seating area. The projected cost is approximately \$7,000 - \$10,000.

Motion By:	Paul Haig to approve the Outdoor Seating Mini-Grant Program Application from Cupcake Station up to the maximum of \$3,000 based on an estimated cost of \$7,000 - \$10,000 with final approval provided by either City administration or the Planning Commission, whichever is required by Ordinance.
Second By:	Candice Van Slembrouck
In Favor:	Bob Bloomingdale, Marilyn Trent, Candice Van Slembrouck, Tony Lipuma, Paul Haig, Mayor Stuart Bikson, Chairman Ben Giovanelli
Opposed:	None
Motion Passed	

(ii) Kimi K Salon & Spa

Chairman Giovanelli stated that this item will be set aside for consideration following consultation with the City attorney requesting clarity as to awarding grants based on retroactive invoices.

E. Downtown Updates

- There are approximately twenty-five businesses participating in Explorer's Club.
- The mural project will be rolled out in July.
- The studio has been open from 10:00 a.m. – 5:00 p.m. for the last week.
- The Fire Department applied for and received disposable face masks on behalf of the DDA. They are now available to the public in the studio.
- The next fundraiser, Love Local t-shirts, will begin this week.
- The Detroit Deli will not be re-opening.
- Knapp's is under new management and will re-open in July.
- The Paint Creek Tavern will be having a soft opening on June 27, 2020.

4) Miscellaneous

- There will be no meeting on July 1, 2020. A special meeting may be called in order to expedite the approval of any mini-grant applications that are received.
- Mayor Bikson shared the new Zoom meeting requirements.

5) Adjournment

Seeing no further business, the meeting was adjourned at 7:48 p.m.

Date Approved

Susan McCullough

6A. Economic Development Update - Nik

Deputy City Manager Nik Banda will provide an update on economic development activity in downtown and throughout the City.

6B. Outdoor Dining Platform Update – Nik/Bob

Nik Banda and Bob Bloomingdale will provide an update on the Outdoor Dining Platform Program.

6C. Outdoor Mini Grant Program - Kristi

Per the Board's request, we asked City Attorney Kragt for his opinion on our ability to consider applicants on a case by case basis and to modify guidelines, if desired. The City Attorney determined that there were no legal issues in question, but rather one of policy. And since the DDA created the program and policy, it would have the ability to modify it.

Once the Board determines if they would like to make modifications to the current program and/or policy, there are two applications for the Board's consideration:

Kimi K Salon & Spa (tabled at the June 24 Meeting – 50% match - \$386.63

Bologna Via Cucina – 50% match - \$ 2295.57

**OUTDOOR SEATING MINI-GRANT
PROGRAM APPLICATION**

1. Business Name: Whip & Salon & Spa
2. Business Contact Person: Cristina Licari
3. Mailing Address: 313 S Main Street
Rochester, MI 48307
4. Phone Number: 586 801 8600
5. Building Address: 313 S Main Street
6. Building Owner: Thomas Kolb
7. Building Owner's Address: 1494 Highpoint Drive
8. Building Owner's Phone #: 248 765 6734
9. The following items must be provided:
 - a) Detailed Description of Elements in Seating Area
 - b) Rendering or Diagram of Seating Area

The Undersigned Applicant Affirms and Understands That:

- a. The information submitted herein is true and accurate to the best of my knowledge.
- b. I have read and understand the Outdoor Seating Mini-Grant Program Guidelines and agree to abide by these conditions.
- c. I understand that receipt of an Outdoor Seating Mini Grant Funding Commitment Letter from the DDA does not constitute application or approval by the City of Rochester.
- d. I understand that the proposed improvements **cannot** be started until the DDA reviews and acts upon this application. **The DDA will not approve an Outdoor Seating Mini-Grant for a project that has been started prior to consideration by the DDA Board.**
- e. I understand that any changes made to the approved project without the approval of the DDA Director will cause the DDA to withdraw its funding commitment.

Signature:

Cristina Licari

Date 6/19/20



Belson Outdoors, LLC
 627 Amersale Drive
 Naperville, IL 60563 USA
 Phone: 630/897-8489
 Fax: 630/897-0573
FEIN#: 82-2297804

Invoice 184364

Invoice Date: **06/01/20**
 Customer #: **KKS002**



Sold To: KKSS Enterprises, Inc.
 313 South Main Street
 Rochester, MI 48307
 USA

Ship To: KKSS Enterprises, Inc.
 313 South Main Street
 Attn: Christina
 Rochester, MI 48307
 USA

Ship Date	Ship Via	F.O.B.	Sales Order Date	Salesperson	Sales Order Number	Purchase Order Number	Terms	
06/01/20	Best Way	Origin	05/20/20	MPTB	184774	W270569	Credit Card	
Quantity		Item Number	Unit of Measure		Discount %	Tax	Unit Price	Extended Price
Order	Ship	BO	Item Description					
1	1	0	FREIGHT EA N 111.27 111.27 Freight Prepaid Ship via Best Way **SHIP WHEN READY** Call for Appointment Required! Point of Contact: Christina Licari Phone Number: 586-801-8600					
1	1	0	CBPB-6A1B-BK EA N 662.00 662.00 6' Aluminum Bench, A1, With Back, Black River Powder Coated Back and Seat, Black River Powder Coated Frame (1 to 5 Units)					
							Nontaxable	773.27
							Taxable Subtotal	0.00
							Tax	0.00
							Total Invoice	773.27

**OUTDOOR SEATING MINI-GRANT
PROGRAM APPLICATION**

1. Business Name: Bologna Via Cucina
2. Business Contact Person: Daniel Bologna
3. Mailing Address: 334 S. Main St.
Rochester MI 48307
4. Phone Number: 401 419 8480
5. Building Address: same
6. Building Owner: Daniel Bologna
7. Building Owner's Address: 334 1/2 S Main St, Rochester MI 48307
8. Building Owner's Phone #: 401 419 8480
9. The following items must be provided:
 - a) Detailed Description of Elements in Seating Area
 - b) Rendering or Diagram of Seating Area

The Undersigned Applicant Affirms and Understands That:

- a. The information submitted herein is true and accurate to the best of my knowledge.
- b. I have read and understand the Outdoor Seating Mini-Grant Program Guidelines and agree to abide by these conditions.
- c. I understand that receipt of an Outdoor Seating Mini Grant Funding Commitment Letter from the DDA does not constitute application or approval by the City of Rochester.
- d. I understand that the proposed improvements cannot be started until the DDA reviews and acts upon this application. **The DDA will not approve an Outdoor Seating Mini-Grant for a project that has been started prior to consideration by the DDA Board.**
- e. I understand that any changes made to the approved project without the approval of the DDA Director will cause the DDA to withdraw its funding commitment.

Signature:



Date 6/23/20

ROCHESTER DOWNTOWN DEVELOPMENT AUTHORITY OUTDOOR SEATING MINI-GRANT PROGRAM GUIDELINES

The City of Rochester Downtown Development Authority (DDA) has established the Outdoor Seating Mini-Grant Program to encourage businesses to outdoor seating and/or tables.

Program Description: Subject to funding availability, the DDA may approve and provide reimbursement of 50% of the cost of planters, landscaping, furniture, lighting and signage, adjacent to their establishment, up to a maximum grant of \$3,000.00.

Who is Eligible? This program is available to all downtown businesses. Restaurants who have been approved for outdoor dining platforms provided by the DDA are not eligible for this program.

Design Guidelines: Projects must comply with all applicable City of Rochester building codes and ordinances. Proposals must be approved through the City of Rochester's appropriate review process. Contact Nik Banda at 248/909-4072 for further details.

Eligible Expenses: Planters, landscaping, furniture, lighting and signage.

Procedure:

1. Submit your completed Outdoor Seating Mini-Grant Application Packet with all required elements to the DDA **before** any items are purchased. **The DDA will not approve funding for existing outdoor furnishings.**
2. Applications will be reviewed by the DDA Board.
3. The DDA Board will review applications on a weekly basis through July 15. Applications should be submitted to Kristi Trevarrow at kristi@downtownrochestermi.com.
4. Once approved, all projects must be completed by July 31, 2020.
5. The Director must authorize any change in the approved design before it is completed. In the event the project is constructed in a manner that does not strictly conform to the approved design, the DDA shall have the right to withdraw its funding commitment.
6. Upon completion of the project, notify the DDA Director and provide satisfactory written documentation that the project has been paid for in full.
7. Upon review by the DDA Director and receipt of required documentation, the approved grant monies will be disbursed to the applicant.

Patio Budget

334 S MAIN ST

Bologna Via Cucina

item number	description	price	quantity	total	tax	0.06 shipping	total
SC-1201-593-SCON	Table Base	\$132.99	5.00	\$664.95		\$39.90	\$125.00
SC200779-BLACK-WHITE-SCON	paris bistro chair	\$188.00	10.00	\$1,880.00		\$112.80	\$125.00
SC-2404-40	table top	\$203.99	5.00	\$1,019.95		\$61.20	\$203.00
large flowers bordine/home depot	for front pots (back completed)	\$25.00	2.00	\$50.00		\$3.00	\$0.00
small pots decor table top	5 tabletop decor	\$10.00	5.00	\$50.00		\$3.00	\$0.00
small plants for tabletop	5 small flowers/plant	\$8.00	5.00	\$40.00		\$2.40	\$0.00
Internet #308540171 Model # SA-BLAST6-W	outdoor wall mount speaker	\$199.00	1.00	\$199.00		\$11.94	\$0.00
				\$3,903.90		\$234.23	\$453.00
							\$4,591.13

main street

2 table top/base, 4 chairs, 2 large flowers for pots, 2 tabletop pot/plant decor existing; fence, 2 large green pots

alley

3 table top/base, 6 chairs, 3 tabletop pot/plant decor, outdoor speaker existing metal planters, flowers, lights, outdoor rug, hose



McDonnell's

HOUND DOG WHISKEY

Bologna

PASTA

PIZZA

334

MAIN STREET
Bologna
VIA CUCINA

EXIT ONLY

Bologna

CURBSIDE PICKUP
REMAIN IN YOUR CAR
CALL WHEN YOU ARRIVE.

EXIT ONLY
RESTAURANT PATRONS PLEASE USE
FRONT ENTRANCE

PEDESTRIAN

- Shop ▾
- Restaurant Chairs ▾
- Restaurant Bar Stools ▾
- Restaurant Tables ▾
- Restaurant Table and Chair Sets ▾
- R
- B
- P
- F
- Restaurant Essentials ▾
- Folding Chairs and Tables ▾

4 Cast Aluminum Decorative Bar Table Base - Black Powder Coat >



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~~\$240.00~~

\$132.99

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JUL5PATIO for 5% OFF

Details

Quantity

-	1	+
---	---	---

Dolly Stacking Patio Dining Chair

49

\$188 ~~\$220~~

Only 6 Left in Stock. Buy Soon!

FREE Shipping Get it in 5-6 weeks ⓘ

Color
Black/White ▼

Add to Cart

See Full Details



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230 Results

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+10 Colors

+4 Colors

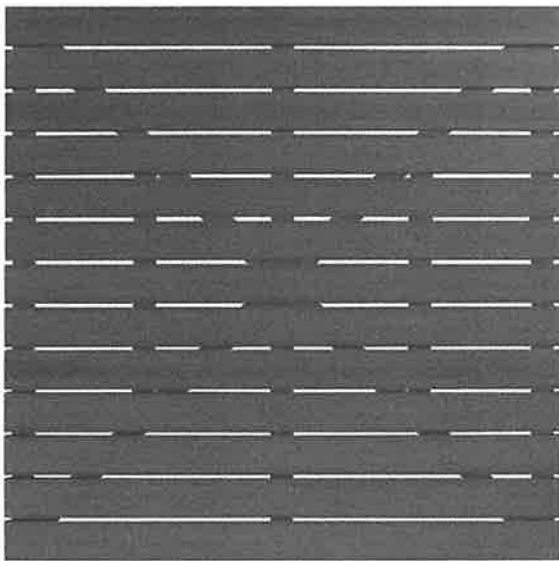




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CART 0

Home / [Outdoor Restaurant Furniture](#) / [Outdoor Table Tops](#) / [Aluminum Frame Table Tops](#)
 / **Vienna Square Outdoor Table Tops from Source Outdoor Furniture**



Vienna Square Outdoor Table Tops from Source Outdoor Furniture

Source Outdoor

☆☆☆☆☆ (No reviews yet) [Write a Review](#)

SKU: SC-2404-405

Shipping: [Freight Shipping](#)

Usage: Outdoor

- Powder Coated Aluminum Frame
- Durawood Slats to Withstand Outdoor Commercial Settings
- 1-Year Commercial Warranty on Defects in Workmanship and Materials

DURAWOOD COLOR:

Teak Durawood

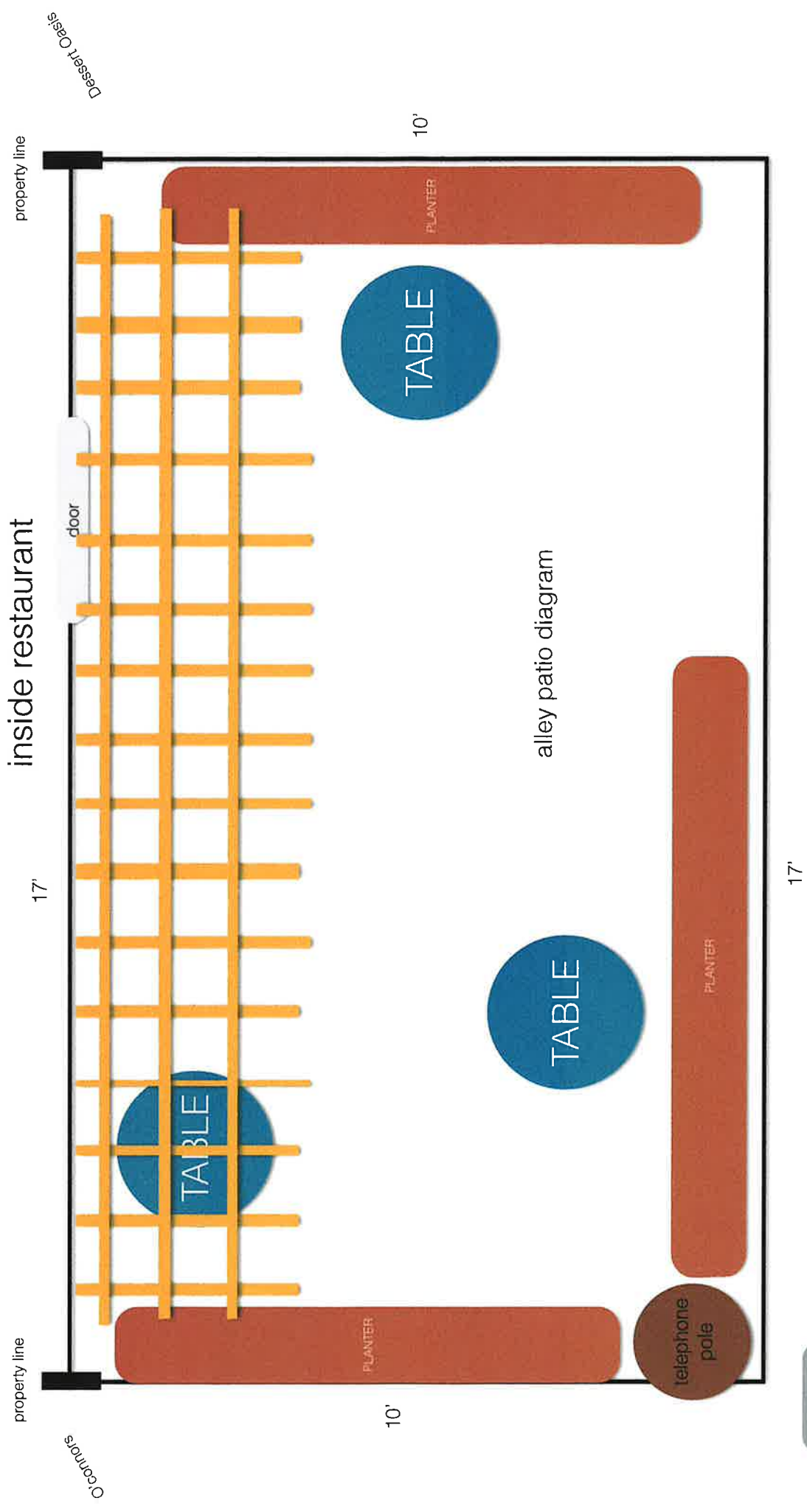
UMBRELLA HOLE?:

No

TABLE TOP SIZE:

32" Square

ALLEY, patio



DIMENSIONS 6/1/20

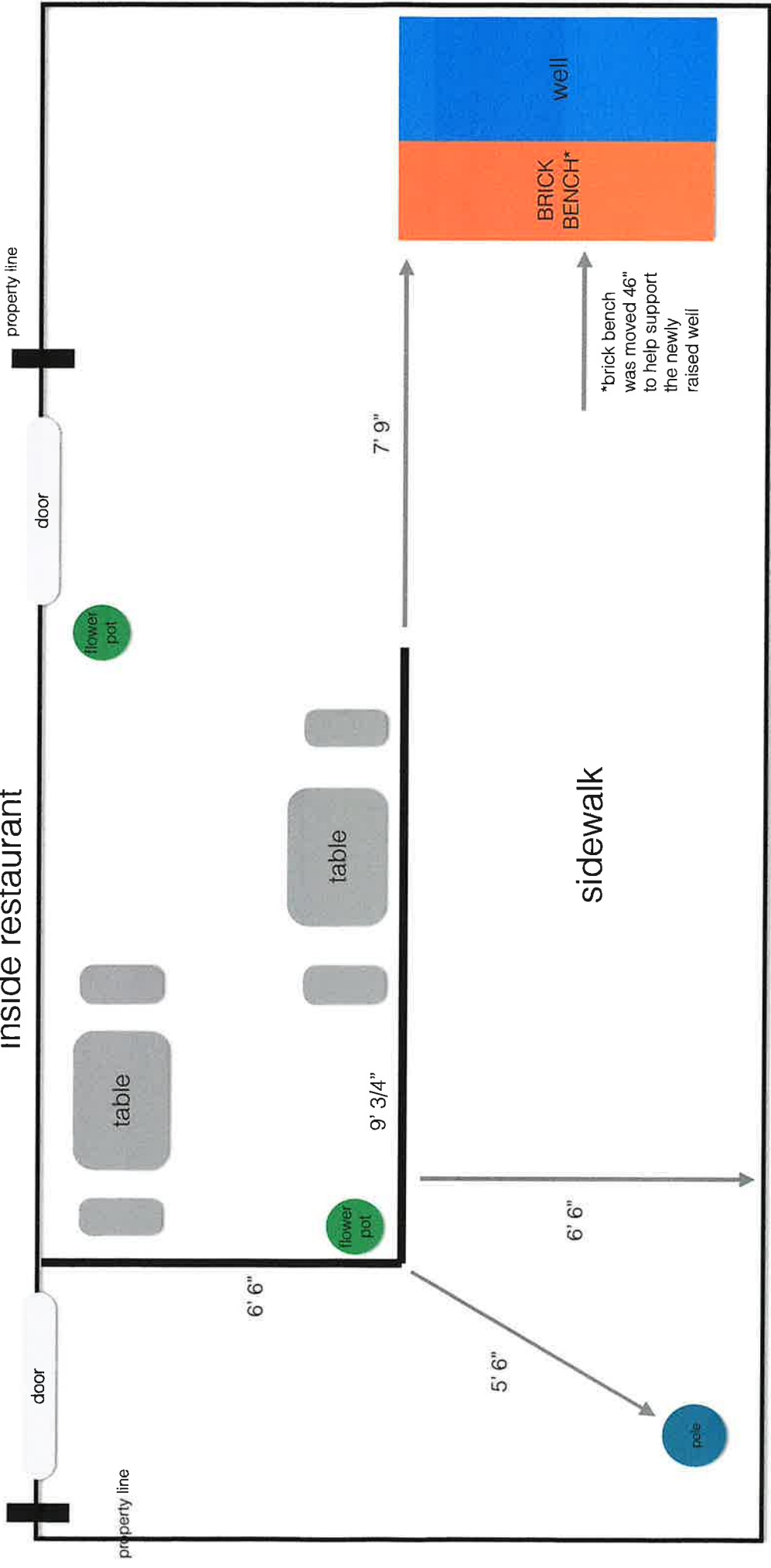
north
←

Main St. Patio

corners

Desert Oasis

inside restaurant



property line

door

flower pot

table

table

property line

flower pot

9' 3/4"

table

table

flower pot

7' 9"

BRICK BENCH*

well

5' 6"

6' 6"

pole

property line

sidewalk

*brick bench was moved 46" to help support the newly raised well

Bologna Via Cucina

334 S. Main St.

patio diagram

CURRENT DIMENSIONS 5/1/18

6D. Additional Outdoor Space Activations – Ben/Kristi

Continued discussion on the addition of seating and other elements around downtown to activate spaces into places.

6E. Downtown Collaboration Studio Update - Kristi

Kristi will provide an update on what activities are taking place at the Studio and how the space is meeting its intended use.

6F. Downtown Collaboration Studio Lease Discussion - Kristi

The Executive Committee would like the Board to discuss relocating the DDA Office to the Downtown Collaboration Studio location permanently.

6G. Downtown Updates - Kristi

Kristi will provide updates on the installation of the new lightpoles, the donor wall plaques and a new safety signage campaign.

7A. Executive Director Update

Explorers Club

The 7th Annual Explorers Club kicked off on July 13, with over 30 adventures for the kids to explore all the Rochester has to offer.

Downtown Rochester on The List

Downtown Rochester will be featured on an upcoming episode of The List on ABC. The segment focuses on the importance of supporting small businesses right now.



Rochester DDA Board Meeting

July 9, 2020

Events Coordinator Report

Events

****All events below are subject to change based on the State moving us into phase 5 where we can host outdoor events of 500 attendees. We have everything prepped ready to go to promote and put on the event, we are just waiting for the okay to do so!**

- **Movies in the Moonlight** – We are scheduled to kick off on Saturday, July 18th with the showing of Grease. We were forced to postpone Aladdin (2019) on July 11th. The movie current movie schedule is July 18: Grease, July 25: Jumanji: The Next Level, August 1: Frozen II and August 8: Aladdin (2019). We will host Movies in the Moonlight in the Farmers' Market Lot. However, we are looking into utilizing the upper East parking structure for movies to properly social distance.
- **Junk in the Trunk** – The June event was cancelled due to the Stay at Home Order. We are now collecting applications for the August 1st event. Area residents, Rochester Merchants and Crafters will have an opportunity to sell their crafts, collectibles and more! Junk in the Trunk takes place in the Farmers' Market upper lot and vendors can purchase parking spaces to sell their treasures. One space is \$35 or they can purchase two spaces for \$50. The event takes place August 1st 9 am – 1 pm.
- **Sidewalk Sales** – After having the merchants take a poll on what is the best date for Sidewalk Sales, the dates that one by the slightest margin was August 6, 7 & 8. Merchants will be able to sell merchandise/products outdoors. Set up for Sidewalk Sales is scheduled for Wednesday, August 5th. Hours of the event: August 6 & 7 10am – 9 pm and August 8 10am – 6 pm.
- **Deck Art – Rescheduled** – We decided to postpone Deck Art until our downtown businesses can safely open for the public to view the Deck Art artwork. The new Deck Art event is scheduled for September 10 & 11. We currently have 301 artists registered for the event, and we opened registration back up for the month of July.

Love Local Loyalty Card. Customers would present their Love Local Loyalty Card at participating businesses and receive a special offer. Patrons can check out all the participating businesses and their offers/promotions by scanning the QR code on their loyalty card. The Love Local Loyalty Card is valid through August 31, 2020.



DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING
July 2020
Marketing Coordinator Update

PROMOTION

Farmers' Market:

The market is still operating every Saturday from 8 am – 1 pm. We have received a lot of positive feedback from both vendors and patrons since opening at the end of May. Many patrons have expressed being grateful for the early morning stop and certain vendors have continually sold out this season. We are still monitoring capacity, mask wearing and abiding by safety regulations. Upon the State moving into Phase 5 – we will be able to bring back promotions and more entertainment to the market.

Thursday Night Market:

Pending approval from the State of Michigan moving into Phase 5 – we are hoping to host Thursday Night Market. It would be Thursdays from 4 – 8 pm through the end of the Summer in the upper tier of the East Parking Deck. The market would consist of your favorite vendors, downtown retailers, crafters, artisans, music, programming and more!

PERIOD ENDING 06/30/2020

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund Group <None>						
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000 - GENERAL LEDGER						
494-000.000-402.000	CURRENT PROPERTY TAXES	1,600,310.00	1,630,895.42	19,693.91	(30,585.42)	101.91
494-000.000-573.000	LOCAL COMMUNITY STABILIZATION	53,590.00	53,589.09	0.00	0.91	100.00
494-000.000-626.000	DDA BUSINESS DEVELOPMENT	10,470.00	35,320.43	6,388.05	(24,850.43)	337.35
494-000.000-665.000	INCOME ON INVESTMENTS	20,000.00	0.00	0.00	20,000.00	0.00
494-000.000-665.072	INTEREST -MICHIGAN CLASS	0.00	21,796.85	0.00	(21,796.85)	100.00
494-000.000-671.016	DONOR WALL DONATIONS	6,000.00	6,000.00	0.00	0.00	100.00
494-000.000-676.000	ADMINISTRATIVE CROSS CHARGE	41,928.00	41,928.00	3,494.00	0.00	100.00
494-000.000-692.000	MISCELLANEOUS INCOME	4,000.00	3,817.00	0.00	183.00	95.43
Total Dept 000.000 - GENERAL LEDGER		1,736,298.00	1,793,346.79	29,575.96	(57,048.79)	103.29
TOTAL REVENUES		1,736,298.00	1,793,346.79	29,575.96	(57,048.79)	103.29
Expenditures						
Dept 716.000 - FIRE & ICE FESTIVAL						
494-716.000-805.000	CONTRACTUAL SERVICES	0.00	310.52	0.00	(310.52)	100.00
Total Dept 716.000 - FIRE & ICE FESTIVAL		0.00	310.52	0.00	(310.52)	100.00
Dept 752.000 - BIG BRIGHT LIGHTSHOW						
494-752.000-805.000	CONTRACTUAL SERVICES	175,000.00	175,000.00	25,000.00	0.00	100.00
Total Dept 752.000 - BIG BRIGHT LIGHTSHOW		175,000.00	175,000.00	25,000.00	0.00	100.00
Dept 896.000 - DOWNTOWN DEVELOPMENT AUTHORITY						
494-896.000-701.000	SUPERVISOR SALARIES	75,000.00	75,083.62	8,685.51	(83.62)	100.11
494-896.000-701.002	PART-TIME WAGES	0.00	345.00	345.00	(345.00)	100.00
494-896.000-710.101	LONGEVITY	1,400.00	1,400.00	700.00	0.00	100.00
494-896.000-715.000	FICA	5,352.00	5,959.00	744.86	(607.00)	111.34
494-896.000-716.000	HOSPITALIZATION	21,533.00	16,798.88	1,647.01	4,734.12	78.01
494-896.000-716.004	HOSPITALIZATION -HSA FUNDING	6,000.00	4,200.00	0.00	1,800.00	70.00
494-896.000-717.000	EMPLOYEE LIFE INSURANCE	512.00	219.21	0.00	292.79	42.81
494-896.000-718.000	RETIREMENT CONTRIBUTION	19,553.00	19,553.04	1,629.42	(0.04)	100.00
494-896.000-719.000	DENTAL/OPTICAL	700.00	853.20	113.76	(153.20)	121.89
494-896.000-721.000	UNEMPLOYMENT COMP. INSURANCE	16.00	142.11	0.00	(126.11)	888.19
494-896.000-728.000	POSTAGE	3,072.00	4,010.30	2,353.60	(938.30)	130.54
494-896.000-729.000	PRINTING & OFFICE SUPPLIES	20,000.00	19,088.08	2,508.67	911.92	95.44
494-896.000-757.000	OPERATING SUPPLIES	2,500.00	1,891.40	17.85	608.60	75.66
494-896.000-801.000	ADMINISTRATIVE CROSS CHARGE	75,164.00	75,164.04	6,263.67	(0.04)	100.00
494-896.000-803.000	LEGAL SERVICES	2,048.00	2,112.50	550.00	(64.50)	103.15
494-896.000-804.000	AUDITING	2,525.00	2,525.00	0.00	0.00	100.00
494-896.000-805.008	CONTRACT SVCS - ORG. COMMITTEE	68.00	0.00	0.00	68.00	0.00
494-896.000-805.009	CONTRACT SVCS - BUS. DEV COMM	42,488.00	53,224.04	31,416.04	(10,736.04)	125.27
494-896.000-805.010	CONTRACT SVCS - D.P.W.	10,240.00	3,318.65	0.00	6,921.35	32.41
494-896.000-805.011	CONTRACT SVCS - MAINTENANCE	2,348.00	2,348.00	0.00	0.00	100.00
494-896.000-805.027	CABLE CASTING	4,096.00	2,925.00	325.00	1,171.00	71.41
494-896.000-805.030	CONTRACT SVCS - DUMPSTERS	119,768.00	99,944.52	7,071.66	19,823.48	83.45
494-896.000-805.703	CONTRACT SVCS - EMPLOYMENT	1,741.00	2,100.00	560.00	(359.00)	120.62

PERIOD ENDING 06/30/2020

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/2020	AVAILABLE BALANCE	% BDGT USED
Fund Group <None>						
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
494-896.000-850.000	TELECOMMUNICATIONS	5,032.00	6,159.07	228.81	(1,127.07)	122.40
494-896.000-850.001	TELEPHONE LEASE	614.00	287.65	0.00	326.35	46.85
494-896.000-860.000	COMPUTER RENTAL	2,009.00	2,009.00	0.00	0.00	100.00
494-896.000-861.000	EQUIPMENT RENTAL	0.00	1,409.49	0.00	(1,409.49)	100.00
494-896.000-861.002	EQUIPMENT LEASE - COPY MACHIN	16,384.00	13,792.35	2,334.14	2,591.65	84.18
494-896.000-863.001	PROFESSIONAL DEVELOPMENT	4,745.00	0.00	0.00	4,745.00	0.00
494-896.000-863.002	TRAVEL	1,536.00	1,439.20	0.00	96.80	93.70
494-896.000-864.000	LOCAL MILEAGE ALLOWANCE	1,064.00	0.00	0.00	1,064.00	0.00
494-896.000-883.000	COMMUNITY AFFAIRS- EXTERNAL	3,451.00	4,439.21	0.00	(988.21)	128.64
494-896.000-912.000	GENERAL INSURANCE	15,833.00	15,833.00	0.00	0.00	100.00
494-896.000-921.000	LIGHT & POWER	35,840.00	40,207.94	3,138.69	(4,367.94)	112.19
494-896.000-922.000	HEAT-BUILDING	585.00	652.38	83.81	(67.38)	111.52
494-896.000-931.000	MAINTENANCE & REPAIRS - EQUIP	512.00	389.08	0.00	122.92	75.99
494-896.000-940.000	RENTAL OF LAND	24,576.00	23,970.00	1,997.50	606.00	97.53
494-896.000-957.000	DUES & SUBSCRIPTIONS	1,638.00	1,350.00	0.00	288.00	82.42
494-896.000-964.002	REFUND-TAX ALLOCATION	0.00	211.98	0.00	(211.98)	100.00
Total Dept 896.000 - DOWNTOWN DEVELOPMENT AUTHORIT		529,943.00	505,355.94	72,715.00	24,587.06	95.36
Dept 900.000 - CAPITAL CONTROL						
494-900.000-974.019	CAPITAL ASSETS - MAINT & MINO	144,681.00	171,577.20	4,680.00	(26,896.20)	118.59
494-900.000-974.121	SIDEWALK RECONSTRUCTION	37,000.00	36,046.77	0.00	953.23	97.42
494-900.000-974.210	STREET LIGHTING REPLACEMENT	250,000.00	65,340.00	0.00	184,660.00	26.14
494-900.000-989.000	COVID-19 RESPONSE	0.00	56,000.00	56,000.00	(56,000.00)	100.00
Total Dept 900.000 - CAPITAL CONTROL		431,681.00	328,963.97	60,680.00	102,717.03	76.21
Dept 965.000 - APPROPRIATIONS TO OTHER FUNDS						
494-965.000-999.203	TRANS TO MVH LOCAL STREET FUN	365,923.00	365,922.84	193,417.00	0.16	100.00
494-965.000-999.516	TRANS TO AUTO PARKING FUND	238,919.00	238,919.00	188,919.00	0.00	100.00
Total Dept 965.000 - APPROPRIATIONS TO OTHER FUNDS		604,842.00	604,841.84	382,336.00	0.16	100.00
TOTAL EXPENDITURES		1,741,466.00	1,614,472.27	540,731.00	126,993.73	92.71
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		1,736,298.00	1,793,346.79	29,575.96	(57,048.79)	103.29
TOTAL EXPENDITURES		1,741,466.00	1,614,472.27	540,731.00	126,993.73	92.71
NET OF REVENUES & EXPENDITURES		(5,168.00)	178,874.52	(511,155.04)	(184,042.52)	3,461.19
Fund Group <None>:						
TOTAL REVENUES		2,477,035.00	2,512,336.14	63,042.94	(35,301.14)	101.43
TOTAL EXPENDITURES		2,482,110.83	2,308,046.76	559,202.51	174,064.07	92.99
NET OF REVENUES & EXPENDITURES		(5,075.83)	204,289.38	(496,159.57)	(209,365.21)	4,024.75

REVENUE AND EXPENDITURE REPORT FOR CITY OF ROCHESTER

PERIOD ENDING 06/30/2020

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

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/2020	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		2,477,035.00	2,512,336.14	63,042.94	(35,301.14)	101.43
TOTAL EXPENDITURES - ALL FUNDS		2,482,110.83	2,308,046.76	559,202.51	174,064.07	92.99
NET OF REVENUES & EXPENDITURES		(5,075.83)	204,289.38	(496,159.57)	(209,365.21)	4,024.75