



FARMINGTON DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES

ANNUAL MEETING

Wednesday, March 1, 2017
Conference Room, City Hall

The meeting was called to order at 6:05p.m. by President Gallagher.

ROLL CALL

PRESENT: Buck, Clement, Craft, Gallagher, Galvin (6:19p.m.), Griswold,
Murphy, Pascaris, Skrzycki

ABSENT: None

OTHERS PRESENT: Annette Knowles, Executive Director
David Murphy, City Manager

CONSENT AGENDA ITEMS

MOTION by Skrzycki, SECONDED by Griswold

RESOLVED, that the board accepts and files the Regular Minutes of February 1, 2017 and the January Invoice Distribution, as presented. MOTION CARRIED, ALL AYES.

PUBLIC COMMENT

None

ELECTION OF OFFICERS

Gallagher relinquished the Chair to Knowles.

Griswold nominated and Murphy supported the nomination of Rachel Gallagher for President. No other nominations for President were offered.

Skrzycki nominated and Buck supported the nomination of Sean Murphy for Vice-President. No other nominations for Vice-President were offered.

Gallagher nominated and Griswold supported the nomination of Agnes Skrzycki for Secretary. No other nominations for Secretary were offered.

MOTION by Buck, SECONDED by Pascaris
RESOLVED, that the nomination for 2017 officers be closed and that those nominated are elected by acclamation. MOTION CARRIED, ALL AYES.

Gallagher resumed the Chair.

Galvin entered the meeting.

FISCAL YEAR 2017-2018 WORK PLAN AND PROPOSED BUDGET

Knowles presented a draft of the Fiscal Year 2107-2018 proposed budget, in addition to the proposed corresponding work plan.

The DDA operates with five cost centers – its General Fund, Principal Shopping District Fund, Art on the Grand, Harvest Moon Celebration and Rhythmz in Riley Park, the last three are, in theory, self-supporting.

On the revenue side, main projections are two-mill levy, \$41,200; TIF, \$267,000; Principal Shopping District Special Assessment, \$177,000 (slightly lower than expected) and event revenue. The total combined forecasted revenue is \$572,300.

On the expense side, General Fund highlights are:

- Funds included for additional part-time/temporary staff
- Funds for design services of projects listed under Capital Outlay
- Seasonal decorations moved to general fund from PSD fund
- Continue support for administrative costs
- Capital outlay for public art, a wayfinding sign, signs with parking nomenclature and rapid flashing beacons
- Capital outlay for land acquisition
- Debt service per payment schedules

Principal Shopping District highlights are:

- Add a second sweep of downtown waste receptacles, May through October
- General marketing funds reduced
- Funds for Farmington Second Fridays and retail promotions remain constant
- Funds for communications reduced
- Funds for utilities and maintenance reflect current trends

Event expenses largely reflect historical costs, with modification to create more activity in the kid's area during Art on the Grand. The total combined forecasted expenses are \$746,600. To accomplish all goals stated in work plan, funds drawn from balance in the amount of \$174,100 will be necessary.

City Manager Murphy requested that the board consider increasing its allocation to support parking enforcement by \$5,000 and to purchase a speed radar detector for

\$4,000. When added to applicable account, the total combined forecasted expenses will be \$755,600 and the forecasted draw down from fund balance will be \$183,100.

MOTION by Skrzycki, SECONDED by Murphy
RESOLVED, that the board approves for submission to the city council the proposed fiscal year 2017-2018 budget, as amended. MOTION CARRIED, ALL AYES.

MOTION by Griswold, SECONDED by Pascaris
RESOLVED, that the board approves funding for parking enforcement in the Fiscal Year 2017-2018 budget at a level of fifty percent (50%) of the cost, less revenue from citations, not to exceed \$10,000.00. MOTION CARRIED, ALL AYES.

WORK PLAN UPDATES

A monthly work plan update was distributed via email to board members from Knowles.

Buck reported that Innovate Farmington followers now number 1,100. He hopes to promote the downtown area to those followers.

Murphy reported that the first two months of Farmington Second Fridays are themed, with a historical walking tour on May 12 and an art crawl on June 9.

Gallagher mentioned that Ladies Night Out will feature a raffle for a date night gift basket.

Gallagher reported that the parking committee meets next on March 15.

CLOSED SESSION – LAND ACQUISITION

MOTION by Buck, SECONDED by Skrzycki
RESOLVED, that the board convene in closed session to discuss land acquisition (7:15pm).
AYES: Buck, Clement, Craft, Gallagher, Galvin, Griswold, Murphy, Pascaris, Skrzycki;
NAYS: None. MOTION CARRIED.

MOTION by Skrzycki, SECONDED by Pascaris
RESOLVED, that the board resume meeting in open session (7:45pm). MOTION CARRIED, ALL AYES.

MOTION by Pascaris, SECONDED by Buck
RESOLVED, that the board authorizes staff to take action on items discussed in closed session. MOTION CARRIED, ALL AYES.

BOARD COMMENT

Galvin attended a Real Estate Broker breakfast hosted by Farmington Public Schools. Over 90 agents learned more about the district with the desired outcome of a better informed real estate community that might attract more families to the district.

Gallagher thanked board members for their efforts.

ADJOURNMENT

MOTION by Galvin, SECONDED by Buck
RESOLVED, that the meeting be adjourned.
MOTION CARRIED, ALL AYES.

The meeting was adjourned at 7:47p.m.

The next regular meeting will be on Wednesday, April 5, 2017 at 6:00 p.m., in the
Conference Room at City Hall.

Respectively submitted,

A handwritten signature in black ink that reads "Annette M Knowles". The signature is written in a cursive style with a large initial "A".

Annette M. Knowles
Executive Director