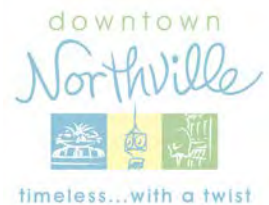


Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
April 16, 2019 - 8:00 am



AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. February 2019 Financial Statement (Attachment 4.a)
 - b. February 2019 Invoice Report (Attachment 4.b)
 - c. March 2019 Financial Statement (Attachment 4.c)
 - d. March 2019 Invoice Report (Attachment 4.d)
 - e. February 19, 2018 Meeting Minutes (Attachment 4.e)
 - f. March Meeting Cancellation Notice (Attachment 4.f)
 - g. 2018 Captured Taxes (Attachment 4.g)
 - h. 3rd Quarter Budget Amendments (Attachment 4.h)
5. DDA Board Requirements (Attachment 5)
6. Party in the 'Ville Sponsorship (Attachment 6)
7. Proposal for logo and branding Design (Attachment 7)
8. Rebecca's Alleyway (Attachment 8)
9. Committee Information and Updates (Attachment 9)
 - a. Design Committee – Robert Miller (Attachment 9.a)
 - b. Marketing Committee – Shawn Riley (Attachment 9.b)
 - c. Parking Committee – John Casey
 - i. Parking Deck Repair Project Update (Attachment 9.c.i)
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart (Attachment 9.e)
10. Future Meetings / Important Dates
 - a. Economic Development Committee – April 30, 2019
 - b. Marketing Committee – May 2, 2019
 - c. First Friday Experience – May 3, 2019
 - d. Executive Committee – May 8 2018
 - e. Design Committee – May 13, 2019
 - f. DDA Board Meeting – May 21, 2019
 - g. Economic Development Committee – May 28, 2019
11. Board and Staff Communications
12. Adjournment – Next Meeting **May 21, 2019**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 02/28/2019
% Fiscal Year Completed: 66.58
FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 02/28/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	669,444.00	669,444.00	670,194.98	0.00	(750.98)	100.11	
370-000-403.010	DDA OPERATING LEVY	58,211.00	58,211.00	56,295.43	450.91	1,915.57	96.71	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	36,000.00	32,041.00	32,041.08	0.00	(0.08)	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	14.14	0.00	(5,014.14)	(0.28)	
PROPERTY TAXES		758,655.00	754,696.00	758,545.63	450.91	(3,849.63)	100.51	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	8,000.00	8,000.00	7,053.00	0.00	947.00	88.16	
GRANTS & OTHER LOCAL SOURCES		8,000.00	8,000.00	7,053.00	0.00	947.00	88.16	
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	400.00	400.00	0.00	0.00	100.00	
COMMUNITY CENTER REVENUES		150.00	400.00	400.00	0.00	0.00	100.00	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	3,301.85	536.35	(801.85)	132.07	
370-000-664.190	INTEREST - MI CLASS 1 DIST	0.00	217.00	489.81	0.00	(272.81)	225.72	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	4,307.12	0.00	692.88	86.14	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	(2,000.00)	(2,000.00)	3,255.99	0.00	(5,255.99)	(162.80)	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(234.45)	(42.10)	(365.55)	39.08	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(288.08)	(60.41)	(461.92)	38.41	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(300.00)	(156.41)	(23.55)	(143.59)	52.14	
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(33.00)	0.00	33.00	100.00	
INTEREST		3,850.00	4,067.00	10,642.83	410.29	(6,575.83)	261.69	
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	1,182.00	1,182.00	0.00	0.00	100.00	
370-000-667.000	INSURANCE PROCEEDS	0.00	6,427.00	7,427.00	0.00	(1,000.00)	115.56	
370-000-687.010	MMRMA DISTRIBUTION	0.00	2,390.00	2,389.50	0.00	0.50	99.98	
MISCELLANEOUS REVENUES		200.00	9,999.00	10,998.50	0.00	(999.50)	110.00	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	22,846.00	0.00	0.00	22,846.00	0.00	
FUND BALANCE RESERVE		0.00	22,846.00	0.00	0.00	22,846.00	0.00	
Total Dept 000		770,855.00	800,008.00	787,639.96	861.20	12,368.04	98.45	
TOTAL REVENUES		770,855.00	800,008.00	787,639.96	861.20	12,368.04	98.45	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,485.00	12,985.00	8,341.54	0.00	4,643.46	64.24	
370-753-707.000	WAGES - REGULAR OVERTIME	570.00	1,170.00	530.68	0.00	639.32	45.36	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00	0.00	
370-753-943.000	EQUIPMENT RENTAL - CITY	2,650.00	4,800.00	3,332.83	0.00	1,467.17	69.43	

PERIOD ENDING 02/28/2019
% Fiscal Year Completed: 66.58
FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2019 NORM (ABNORM)	MONTH 02/28/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-753-967.000	FRINGE BENEFITS	6,005.00	14,705.00	8,985.71	0.00	5,719.29	61.11
Total Dept 753 - DPW SERVICES		15,210.00	34,160.00	21,190.76	0.00	12,969.24	62.03
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	10,485.76	1,183.66	5,704.24	64.77
370-861-710.000	WAGES - PART TIME	18,505.00	18,810.00	8,601.21	0.00	10,208.79	45.73
370-861-726.000	SUPPLIES	475.00	475.00	247.06	0.00	227.94	52.01
370-861-740.050	DOWNTOWN MATERIALS	19,450.00	19,450.00	9,505.57	6,462.52	9,944.43	48.87
370-861-751.000	FUEL & OIL	0.00	1,000.00	324.57	0.00	675.43	32.46
370-861-801.000	CONTRACTUAL SERVICES	25,807.00	25,807.00	20,642.45	0.00	5,164.55	79.99
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,415.00	0.00	1,335.00	51.45
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	31,750.00	31,750.00	9,187.00	0.00	22,563.00	28.94
370-861-913.000	VEHICLE INSURANCE	0.00	350.00	346.00	0.00	4.00	98.86
370-861-920.010	ELECTRIC POWER	1,500.00	1,500.00	517.82	78.65	982.18	34.52
370-861-920.020	NATURAL GAS	3,930.00	3,930.00	2,267.12	0.00	1,662.88	57.69
370-861-920.030	WATER & SEWER SERVICE	7,660.00	7,660.00	3,684.66	0.00	3,975.34	48.10
370-861-967.000	FRINGE BENEFITS	8,185.00	8,305.00	4,947.37	507.49	3,357.63	59.57
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00	1,500.00	1,500.00	0.00	0.00	100.00
370-861-976.010	STREET FURNISHINGS	500.00	19,655.00	19,323.50	0.00	331.50	98.31
Total Dept 861 - DESIGN COMMITTEE		139,172.00	161,632.00	92,995.09	8,232.32	68,636.91	57.54
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	10,485.60	1,183.69	5,704.40	64.77
370-862-710.000	WAGES - PART TIME	12,520.00	6,035.00	0.00	0.00	6,035.00	0.00
370-862-726.000	SUPPLIES	150.00	150.00	49.75	0.00	100.25	33.17
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	29,800.00	32,300.00	33,757.36	4,529.00	(1,457.36)	104.51
370-862-785.000	BUSINESS RETENTION PROGRAM	2,357.00	2,357.00	0.00	0.00	2,357.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,500.00	39,183.76	713.00	26,316.24	59.82
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	660.00	30.00	180.00	78.57
370-862-950.050	O/T TO PARKS & RECREATION	2,500.00	0.00	0.00	0.00	0.00	0.00
370-862-967.000	FRINGE BENEFITS	7,375.00	6,885.00	4,199.18	507.51	2,685.82	60.99
Total Dept 862 - MARKETING		137,202.00	130,257.00	88,335.65	6,963.20	41,921.35	67.82
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,080.00	8,095.00	5,278.19	591.88	2,816.81	65.20
370-863-710.000	WAGES - PART TIME	1,255.00	605.00	0.00	0.00	605.00	0.00
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	400.00	400.00	250.00	0.00	150.00	62.50
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	37,500.00	0.00	12,500.00	75.00
370-863-950.260	OPER TFR TO PARKING FUND	113,100.00	113,100.00	66,075.00	0.00	47,025.00	58.42
370-863-967.000	FRINGE BENEFITS	3,300.00	3,255.00	2,150.22	253.79	1,104.78	66.06
Total Dept 863 - PARKING		176,185.00	175,505.00	111,253.41	845.67	64,251.59	63.39
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	13,159.96	1,479.63	7,080.04	65.02
370-864-710.000	WAGES - PART TIME	6,260.00	3,020.00	0.00	0.00	3,020.00	0.00

PERIOD ENDING 02/28/2019
% Fiscal Year Completed: 66.58
FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2019 (ABNORM)	MONTH 02/28/19 INCR (DECR)	BALANCE (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-864-726.000	SUPPLIES	1,150.00	1,150.00	469.05	7.56	680.95	40.79
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
370-864-731.000	PUBLICATIONS	65.00	130.00	127.92	0.00	2.08	98.40
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	1,921.00	2,092.31	0.00	(171.31)	108.92
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	1,441.50	312.00	1,558.50	48.05
370-864-805.000	AUDITING SERVICES	4,930.00	4,930.00	4,754.00	0.00	176.00	96.43
370-864-900.000	PRINTING & PUBLISHING	975.00	1,975.00	1,399.68	134.67	575.32	70.87
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,610.00	4,120.00	4,173.68	1,206.68	(53.68)	101.30
370-864-920.000	UTILITIES	1,420.00	1,420.00	945.76	75.00	474.24	66.60
370-864-958.000	MEMBERSHIP & DUES	958.00	1,338.00	1,338.00	0.00	0.00	100.00
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
370-864-967.000	FRINGE BENEFITS	8,495.00	8,255.00	5,461.24	652.30	2,793.76	66.16
370-864-967.020	OVERHEAD - ADMIN & RECORDS	11,520.00	11,520.00	8,640.00	0.00	2,880.00	75.00
Total Dept 864 - ORGANIZATIONAL		67,573.00	64,519.00	44,003.10	3,867.84	20,515.90	68.20
Dept 865 - ECONOMIC DEVELOPMENT							
370-865-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	13,371.56	1,479.54	6,868.44	66.07
370-865-710.000	WAGES - PART TIME	2,505.00	1,210.00	0.00	0.00	1,210.00	0.00
370-865-726.000	SUPPLIES	200.00	200.00	33.30	0.00	166.70	16.65
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
370-865-801.000	CONTRACTUAL SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
370-865-803.200	PLANNING & DESIGN STUDIES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
370-865-967.000	FRINGE BENEFITS	8,205.00	8,115.00	5,628.56	634.35	2,486.44	69.36
Total Dept 865 - ECONOMIC DEVELOPMENT		62,110.00	60,765.00	19,033.42	2,113.89	41,731.58	31.32
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,170.00	173,170.00	16,585.00	0.00	156,585.00	9.58
Total Dept 945 - DEBT SERVICE		173,170.00	173,170.00	16,585.00	0.00	156,585.00	9.58
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	233.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		233.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		770,855.00	800,008.00	393,396.43	22,022.92	406,611.57	49.17
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		770,855.00	800,008.00	787,639.96	861.20	12,368.04	98.45
TOTAL EXPENDITURES		770,855.00	800,008.00	393,396.43	22,022.92	406,611.57	49.17
NET OF REVENUES & EXPENDITURES		0.00	0.00	394,243.53	(21,161.72)	(394,243.53)	100.00
BEG. FUND BALANCE		403,977.08	403,977.08	403,977.08			
END FUND BALANCE		403,977.08	403,977.08	798,220.61			

04/11/2019 05:59 PM

User: Lward

DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 02/01/2019 - 02/28/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Attachment 4.b

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322024383196	21119	02/13/19	39.52	109384
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS PARTY	OLD LIGHT REMOVAL	7856	02/27/19	935.00	109516
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS PARTY	GARLAND AND WREATH TOWN SQUARE	7860	02/27/19	1,238.00	109516
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS PARTY	NEW LIGHTS ALONG MAIN STREET TREES	7857	02/27/19	4,250.00	109516
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 1/8 TO 2/6/19	020619	03/13/19	1,465.50	500340
Total For Dept 861 DESIGN COMMITTEE						7,928.02	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	BEGONIA BROTHERS PARTY	SKELETONS	7816	02/13/19	4,529.00	109398
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	FEB AD IN VILLE MAGAZINE	1322	02/13/19	375.00	109411
370-862-801.000	CONTRACTUAL SERVICES	NORTHVILLE PARKS & REC	AD IN SPRING SUMMER BROCHURE	02112019	02/27/19	338.00	109535
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MONTHLY LISTSERV	MC09796829	02/27/19	30.00	109505
Total For Dept 862 MARKETING						5,272.00	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	LORI WARD	REIMBURSE MEETING SUPPLIES	1032008	02/27/19	7.56	109505
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE - JAN 2019	116103	02/27/19	312.00	109523
370-864-910.000	LIABILITY & PROPERTY INS	WEST BEND MUTUAL INSUR	2019 SPECIAL EVENTS POLICIES	011054616000	02/27/19	1,206.68	109510
Total For Dept 864 ORGANIZATIONAL						1,526.24	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						14,726.26	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 03/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	669,444.00	670,195.00	670,194.98	0.00	0.02	100.00	
370-000-403.010	DDA OPERATING LEVY	58,211.00	58,932.00	58,179.71	1,884.28	752.29	98.72	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	36,000.00	32,041.00	32,041.08	0.00	(0.08)	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(1,000.00)	14.14	0.00	(1,014.14)	(1.41)	
PROPERTY TAXES		758,655.00	760,168.00	760,429.91	1,884.28	(261.91)	100.03	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	8,000.00	10,000.00	7,053.00	0.00	2,947.00	70.53	
GRANTS & OTHER LOCAL SOURCES		8,000.00	10,000.00	7,053.00	0.00	2,947.00	70.53	
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	400.00	400.00	0.00	0.00	100.00	
COMMUNITY CENTER REVENUES		150.00	400.00	400.00	0.00	0.00	100.00	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	3,717.98	416.13	(1,217.98)	148.72	
370-000-664.190	INTEREST - MI CLASS 1 DIST	0.00	217.00	672.48	90.09	(455.48)	309.90	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	5,032.93	0.00	(32.93)	100.66	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	(2,000.00)	0.00	3,329.81	0.00	(3,329.81)	100.00	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(265.11)	(30.66)	(334.89)	44.19	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(345.44)	(57.36)	(404.56)	46.06	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(300.00)	(279.05)	(122.64)	(20.95)	93.02	
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(44.60)	0.00	44.60	100.00	
INTEREST		3,850.00	6,067.00	11,819.00	295.56	(5,752.00)	194.81	
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	1,118.00	1,182.00	0.00	(64.00)	105.72	
370-000-667.000	INSURANCE PROCEEDS	0.00	6,427.00	7,427.00	0.00	(1,000.00)	115.56	
370-000-673.000	GAIN ON DISPOSAL OF ASSETS	0.00	64.00	0.00	0.00	64.00	0.00	
370-000-687.010	MMRMA DISTRIBUTION	0.00	2,390.00	2,389.50	0.00	0.50	99.98	
MISCELLANEOUS REVENUES		200.00	9,999.00	10,998.50	0.00	(999.50)	110.00	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	23,738.00	0.00	0.00	23,738.00	0.00	
FUND BALANCE RESERVE		0.00	23,738.00	0.00	0.00	23,738.00	0.00	
Total Dept 000		770,855.00	810,372.00	790,700.41	2,179.84	19,671.59	97.57	
TOTAL REVENUES		770,855.00	810,372.00	790,700.41	2,179.84	19,671.59	97.57	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,485.00	12,985.00	8,341.54	0.00	4,643.46	64.24	
370-753-707.000	WAGES - REGULAR OVERTIME	570.00	1,170.00	530.68	0.00	639.32	45.36	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00	0.00	

PERIOD ENDING 03/31/2019
% Fiscal Year Completed: 75.07
MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 03/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/19 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-753-943.000	EQUIPMENT RENTAL - CITY	2,650.00	4,800.00	3,332.83	0.00	1,467.17		69.43
370-753-967.000	FRINGE BENEFITS	6,005.00	13,535.00	8,985.71	0.00	4,549.29		66.39
Total Dept 753 - DPW SERVICES		15,210.00	32,990.00	21,190.76	0.00	11,799.24		64.23
Dept 861 - DESIGN COMMITTEE								
370-861-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	11,669.48	1,183.72	4,520.52		72.08
370-861-710.000	WAGES - PART TIME	18,505.00	18,470.00	8,601.21	0.00	9,868.79		46.57
370-861-726.000	SUPPLIES	475.00	475.00	247.06	0.00	227.94		52.01
370-861-740.050	DOWNTOWN MATERIALS	19,450.00	19,450.00	14,422.22	4,916.65	5,027.78		74.15
370-861-751.000	FUEL & OIL	0.00	1,000.00	324.57	0.00	675.43		32.46
370-861-801.000	CONTRACTUAL SERVICES	25,807.00	27,820.00	22,020.43	1,078.98	5,799.57		79.15
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,415.00	0.00	1,335.00		51.45
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00		0.00
370-861-850.000	LANDSCAPE MAINTENANCE	31,750.00	31,750.00	12,396.00	3,209.00	19,354.00		39.04
370-861-913.000	VEHICLE INSURANCE	0.00	350.00	346.00	0.00	4.00		98.86
370-861-920.010	ELECTRIC POWER	1,500.00	1,300.00	1,233.62	715.80	66.38		94.89
370-861-920.020	NATURAL GAS	3,930.00	3,930.00	3,732.62	0.00	197.38		94.98
370-861-920.030	WATER & SEWER SERVICE	7,660.00	7,660.00	3,684.66	0.00	3,975.34		48.10
370-861-967.000	FRINGE BENEFITS	8,185.00	8,280.00	5,454.87	507.50	2,825.13		65.88
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00	1,500.00	1,500.00	0.00	0.00		100.00
370-861-976.010	STREET FURNISHINGS	500.00	28,655.00	19,323.50	0.00	9,331.50		67.44
Total Dept 861 - DESIGN COMMITTEE		139,172.00	172,080.00	106,371.24	11,611.65	65,708.76		61.81
Dept 862 - MARKETING								
370-862-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	11,669.29	1,183.69	4,520.71		72.08
370-862-710.000	WAGES - PART TIME	12,520.00	4,350.00	0.00	0.00	4,350.00		0.00
370-862-726.000	SUPPLIES	150.00	150.00	49.75	0.00	100.25		33.17
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	29,800.00	32,300.00	33,757.36	0.00	(1,457.36)		104.51
370-862-785.000	BUSINESS RETENTION PROGRAM	2,357.00	2,657.00	0.00	0.00	2,657.00		0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,000.00	46,280.76	7,097.00	18,719.24		71.20
370-862-801.340	WEB SITE MAINTENANCE	840.00	3,340.00	690.00	30.00	2,650.00		20.66
370-862-950.050	O/T TO PARKS & RECREATION	2,500.00	0.00	0.00	0.00	0.00		0.00
370-862-967.000	FRINGE BENEFITS	7,375.00	6,775.00	4,706.70	507.52	2,068.30		69.47
Total Dept 862 - MARKETING		137,202.00	130,762.00	97,153.86	8,818.21	33,608.14		74.30
Dept 863 - PARKING								
370-863-706.000	WAGES - REGULAR FULL TIME	8,080.00	8,095.00	5,870.03	591.84	2,224.97		72.51
370-863-710.000	WAGES - PART TIME	1,255.00	435.00	0.00	0.00	435.00		0.00
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	400.00	500.00	250.00	0.00	250.00		50.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	37,500.00	0.00	12,500.00		75.00
370-863-950.260	OPER TFR TO PARKING FUND	113,100.00	113,100.00	66,075.00	0.00	47,025.00		58.42
370-863-967.000	FRINGE BENEFITS	3,300.00	3,245.00	2,404.01	253.79	840.99		74.08
Total Dept 863 - PARKING		176,185.00	175,425.00	112,099.04	845.63	63,325.96		63.90
Dept 864 - ORGANIZATIONAL								
370-864-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	14,639.58	1,479.62	5,600.42		72.33

PERIOD ENDING 03/31/2019
% Fiscal Year Completed: 75.07
MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2019 NORM (ABNORM)	MONTH 03/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-864-710.000	WAGES - PART TIME	6,260.00	2,175.00	0.00	0.00	2,175.00	0.00
370-864-726.000	SUPPLIES	1,150.00	3,150.00	469.05	0.00	2,680.95	14.89
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
370-864-731.000	PUBLICATIONS	65.00	65.00	127.92	0.00	(62.92)	196.80
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	2,440.00	2,276.11	183.80	163.89	93.28
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	1,441.50	0.00	1,558.50	48.05
370-864-805.000	AUDITING SERVICES	4,930.00	4,755.00	4,754.00	0.00	1.00	99.98
370-864-900.000	PRINTING & PUBLISHING	975.00	1,630.00	1,399.68	0.00	230.32	85.87
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,610.00	4,120.00	4,173.68	0.00	(53.68)	101.30
370-864-920.000	UTILITIES	1,420.00	1,420.00	1,063.98	75.00	356.02	74.93
370-864-958.000	MEMBERSHIP & DUES	958.00	1,340.00	1,338.00	0.00	2.00	99.85
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
370-864-967.000	FRINGE BENEFITS	8,495.00	8,190.00	6,113.50	652.26	2,076.50	74.65
370-864-967.020	OVERHEAD - ADMIN & RECORDS	11,520.00	11,520.00	8,640.00	0.00	2,880.00	75.00
Total Dept 864 - ORGANIZATIONAL		67,573.00	65,545.00	46,437.00	2,390.68	19,108.00	70.85
Dept 865 - ECONOMIC DEVELOPMENT							
370-865-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	14,851.09	1,479.53	5,388.91	73.37
370-865-710.000	WAGES - PART TIME	2,505.00	870.00	0.00	0.00	870.00	0.00
370-865-726.000	SUPPLIES	200.00	200.00	33.30	0.00	166.70	16.65
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
370-865-801.000	CONTRACTUAL SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
370-865-803.200	PLANNING & DESIGN STUDIES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
370-865-967.000	FRINGE BENEFITS	8,205.00	8,090.00	6,262.92	634.36	1,827.08	77.42
Total Dept 865 - ECONOMIC DEVELOPMENT		62,110.00	60,400.00	21,147.31	2,113.89	39,252.69	35.01
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,170.00	173,170.00	173,170.00	156,585.00	0.00	100.00
Total Dept 945 - DEBT SERVICE		173,170.00	173,170.00	173,170.00	156,585.00	0.00	100.00
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	233.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		233.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		770,855.00	810,372.00	577,569.21	182,365.06	232,802.79	71.27
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		770,855.00	810,372.00	790,700.41	2,179.84	19,671.59	97.57
TOTAL EXPENDITURES		770,855.00	810,372.00	577,569.21	182,365.06	232,802.79	71.27
NET OF REVENUES & EXPENDITURES		0.00	0.00	213,131.20	(180,185.22)	(213,131.20)	100.00
BEG. FUND BALANCE		403,977.08	403,977.08	403,977.08			
END FUND BALANCE		403,977.08	403,977.08	617,108.28			

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 03/01/2019 - 03/31/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS PARTY	REMAINING OF EARLIER BILL	7856	03/13/19	50.00	109628
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS PARTY	TOWN SQUARE REMOVAL AND LIGHT REPLA	7858	03/13/19	4,975.00	109628
370-861-740.050	DOWNTOWN MATERIALS	BIDNET	AUCTION FEES	IN 2754	03/27/19	80.65	109744
370-861-801.000	CONTRACTUAL SERVICES	MCNEELY & LINCOLN ASSO	SURVEY WORK FOR POOLE BOAMERICA	137397	03/13/19	557.50	109577
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	MONTHLY TOWN SQUARE WIFI	312019	03/13/19	255.74	109580
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	031719	04/10/19	299.00	500344
370-861-801.000	CONTRACTUAL SERVICES	PROVIDENCE OCCUPATIONA	NEW HIRE PHYSICAL	346396	04/10/19	86.00	109825
370-861-801.000	CONTRACTUAL SERVICES	PROVIDENCE OCCUPATIONA	NEW HIRE PHYSICAL - LIFT TEST	346397	04/10/19	15.00	109825
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE WIFI	31719	03/27/19	265.74	109715
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	WINTER LANDSCAPING SERVICES	19-4-022719	03/13/19	3,209.00	109627
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES	030819	03/08/19	646.66	109560
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES	REISSUE 109487	03/27/19	78.65	109696
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICITY CHARGES	032519	03/27/19	69.14	109718
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 2/7 - 3/4/19	030719	04/10/19	1,854.16	500343
Total For Dept 861 DESIGN COMMITTEE						12,442.24	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARCH PR CONSULTING SERVICES	NORTHVILLE 3-19	03/13/19	2,000.00	109565
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	MARCH AND APRIL EVENT CARDS	58574	03/13/19	576.00	109566
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	MARCH APRIL EVENT POSTERS	55479	03/13/19	471.00	109604
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	MARCH SEEN MAGAZINE AD	261453	03/13/19	700.00	109648
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR SERVICES FOR APRIL	NORTHVILLE 4-19	03/27/19	2,000.00	109702
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FOR MARCH APRIL EVEN	033	03/27/19	400.00	109742
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAHIC DESIGN FOR FEB AND MARCH ADS	034	03/27/19	575.00	109742
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	MARCH AD IN THE VILLE	1346	03/27/19	375.00	109767
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE EMAIL MAILCHIMP SUBSCRIPT	REISSUE 106966	03/13/19	30.00	109612
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	MONTHLY LIST SERV REIMBURSE	MC09874521	03/27/19	30.00	109732
Total For Dept 862 MARKETING						7,157.00	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	MONTHLY OFFICE WIFI	3119	03/13/19	86.90	109581
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI	31819	03/27/19	96.90	109714
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	031719	04/10/19	43.22	500344
Total For Dept 864 ORGANIZATIONAL						227.02	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						19,826.26	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of February 19, 2019
Meeting Room A

The regular meeting of the DDA Board was called to order at 8:05 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shawn Riley, Margene Buckhave, John Casey, Robert Miller, Greg Presley*

Absent: *Carolann Ayers, Aaron Cozart, Jeri Johnson, Jim Long, Mary Starring*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Fred Sheill/resident*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda

- a. January 2019 Financial Statement
- b. January 2019 Invoice Report
- c. January 15, 2019 Meeting Minutes

Motion by Roth, seconded by Casey to approve the Agenda and Consent Agenda as presented. **Motion carried unanimously.**

DDA GOALS AND OBJECTIVES 2019-20

The DDA Board of Directors met on December 18, 2018 to discuss the 2019-20 Goals and Objects and voted unanimously to approve the document and forward to City Council for consideration at a Special City Council meeting held on February 4, 2019. Several requests were made by members of the City Council to change or add new language to the DDA Goals and Objectives including:

- Inclusion of a Goal to fill the vacant part time DDA staff position
- Work with the Northville Historical Society to develop a walking map and app to highlight Downtown's history and architecture.
- Explore creating a dark-sky program to reduce light pollution and providing lighting regulations for Downtown Northville's public streetlights.
- Work with DDA consultant LandUSA to clarify the terms commercial and retail used in the Target Market Analysis developed as part of the DDA's 2017 Strategic Plan for Downtown Northville and to determine the amount of commercial development the City of Northville can sustain.

DDA staff revised the DDA's Goals and Objectives to address the 4 issues raised at the City Council meeting.

Motion by Casey, seconded by Roth to approve the DDA Goals and Objectives for 2019-20 as amended. **Motion carried unanimously.**

REVIEW OF DDA 2019-20 BUDGET

Ward stated that the 2019-20 budget shows the DDA revenue up slightly by \$20,000. The final assessment numbers will be available at the end of February and will provide a more accurate estimate. In addition, several new projects located in the DDA District have either received Planning Commission approval or are involved in the planning process. While these projects will most likely not be completed in this fiscal year, they will have an impact on future DDA revenues. The DDA will begin the fiscal year on July 1, 2019 with a fund balance of roughly \$350,000.

Ward stated that the Organizational Committee met to review the Draft Budget prepared by staff and elected to include all of the Capital Projects that are currently in the planning stages of the various committees and allow discussion by the Board on whether to use Fund Balance in order to complete the projects. The draft budget calls for the use of \$64,744 in fund balance. The changes in this year's budget to note include:

- Increase in DPW salaries, fringe benefits, and equipment rental in the amount of \$25,000. This budget has increased as the DDA is picking up the cost for services previously provided by the City as part of the General Fund Budget.
- Inclusion of a part time (30 hours per week) marketing coordinator. The position had been vacant since May of 2018.
- Addition of funding for an Historic Markers Program and Downtown Mural project each in the amount of \$5,000.
- Addition of a new Directory sign north of the Comerica Community Connection in the amount of \$3,000. This sign will be compatible with the two directories already installed at Old Church Square and Town Square.
- Addition of \$15,000 to complete the conversion of existing High Pressure Sodium lights to Induction lighting. Part of the project is funding in the current 2018-19 year.
- Replacement of Town Square's Festoon lighting - \$20,000.
- Replacement of the remainder of the old wooden benches with new benches - \$16,600. These charges will be offset by sponsorship revenue.
- Fabrication and installation of two sets of Cross Street Banners - \$29,000.
- Logo and Branding Development. A project that was started with the Wayfinding project - \$4,000.

Ward informed the Board that the biggest challenge facing the DDA over the next several years will be the immediate and long term plan to address the maintenance of the city's parking system. The Parking Consulting firm Carl Walker/WGI was retained by the DDA/City to evaluate the two parking decks and develop an Improvement Plan to bring the two decks up to good condition and develop a long term maintenance plan for the decks which details routine annual maintenance items that are recommended to keep the parking decks in good condition through their entire life cycle. The

Improvement Plan was completed in September and identified an initial repair plan that is estimated at \$725,185 and the next 18 year of maintenance is estimated at \$1,713,000. Ward advised that the next step in the process is to have construction documents prepared of the identified capital projects in the first 2 years totaling \$725,185. In addition to the Carl Walker Study, the City has retained Fleis and Vandenbrink, the City Engineers, to evaluate the surface parking lots and to determine a repair/replacement plan for the next 20 years.

Carlise Wortman has been assisting the City/DDA with a financial strategy to pay for the needed improvements. There are a limited number of options that are available to pay for the project: paid parking, Special Assessment District, Parking Fund, TIF revenue or a combination of the four sources. Once the City/DDA has all of the costs assembled, a plan will be put together and presented to the DDA and City Council.

The DDA will need to decide how much of the Fund Balance to use on this year's recommended capital projects described above. The Draft 2019-20 budget recommends utilizing \$64,744. This will still provide the DDA with a Fund Balance at the end of the year of 35% of revenue or \$282,438. The only new non-capital project that is included in this year's budget is the increase in DPW services of \$25,000. In this or future budgets, in order to balance the DDA budget, \$25,000 in reductions would need to be made on operational costs which would target either part time staff, marketing, or ongoing event support.

Discussion was held on the use of Fund Balance to address capital projects. The Board was in favor of using Fund Balance to address the projects noted in the Communications. Roth inquired how many concerts the Chamber was going to provide as part of the Friday Night Concert series. Ward noted that there were 9 concerts. Roth suggested that the DDA encourage the Chamber to schedule a concert series that runs from Memorial Day to Labor Day. There was support from the Board to contribute more DDA funds if the Chamber would extend the concert season.

A review of the DDA budget will need to take place to determine long term how to address the ongoing increase in DPW charges. This will require cuts to the DDA's budget either through marketing, personnel, or events.

Motion by Roth, seconded by Presley to approve the proposed DDA 2019-20 as presented by DDA staff and forward to City Council for consideration. **Motion carried unanimously.**

PARKING DECK REPAIR CONTRACT

Ward updated the Board on the Parking Deck repair project. In April 2018, the DDA Board voted to retain Carl Walker/WGI to perform a condition and structural assessment of the MainCentre and Cady Street Parking, pedestrian bridges, and attached stair/elevator towers. The Scope of the project included:

- Inspection and Data Gathering;
- Data Analysis

- Life Cycle Assessment
- Improvement Plan Development (capital and maintenance)

Carl Walker completed the assessment of the two decks in late August 2018. The report identified capital projects in the amount of \$725,185 for the two decks. In addition, the report outlined necessary maintenance for an additional 18 years totaling \$1,713,000. The DDA and City have been working with Carlisle Wortman to develop a financing plan to implement the recommendations. The options that are being explored are the creation of a Special Assessment District, developing a paid parking program, utilization of the Parking Fund, utilization of DDA TIF revenue (directly or to service a bond debt) or a combination of any of the 4 items.

Sullivan noted that in addition to the Carl Walker Study, the City has retained Fleis and Vandenbrink, the City Engineers, to evaluate the surface parking lots and to determine a repair/replacement plan for the next 20 years. Sullivan stated that the two projects may be combined for funding. Once a financing plan has been developed, the plan will be presented to the DDA and City Council for review and approval.

Ward stated that the next step in the process is to develop construction documents for the project. Staff solicited a proposal from Carl Walker to develop the construction documents for the recommended repairs, assist in the bidding and award process, and complete all construction administration and observations during the construction process. Presley asked how long the project would take to complete. Ward stated that the schedule for the project is roughly 6 months. Ward asked the DDA Board to approve the proposal from Carl Walker for a fee of \$39,500 plus reimbursable expenses for the outlined work.

Motion by Roth, seconded by Presley to approve the proposed contract with Carl Walker/WGI to prepare construction drawings, assist in the bidding and award contract and provide construction administration for the capital improvements outlined in the August 6, 2018 Parking Reports. **Motion carried unanimously**

COMMITTEE INFORMATION AND UPDATES

- Design Committee* – Miller updated the Board on the February Design Committee's meeting held on February 11, 2019.
 - Committee addressing how to move the piano out of Old Church Square. It was suggested that the adjacent businesses be contacted to let them know that the piano was being relocated. Buckhave noted that the harsh weather really impacted the piano.
 - Committee is working on the mural project. The initial project will be at Main and Center. Chuck Murdock is heading up the effort
 - The Committee is getting pricing to replace the heavy and hard to use fire pits with a lighter weight model that can be started remotely and/or be used on a timer.
 - Ward is working with the DDA's vendor for benches to determine the cost of sponsorship for individuals interested in sponsoring a bench.

- Design Committee will be assisting the City in the design process of developing new Entranceway Signs for the City.
- b. *Marketing Committee* – Riley updated the Board on the Marketing Committee’s recent meeting on February 7, 2019.
 - The Committee met at Mill Race Village, next month will be at Township Hall.
 - Dan Ferrara is heading up a committee that is looking at ways to rejuvenate the Heritage Festival. The committee has met several times and received lots of good input on how to encourage additional organizations to participate in the event. Each of these organizations would contribute to a unique item during the festival.
 - Ward is working on the new Restaurant Guide for Northville.
 - The Library has a new Director, Laura Mancini.
- c. *Parking Committee* – No meeting was held.
- d. *Organizational Committee* – Chairperson Ayres was not present at the meeting.
 - Revised Goals and Objectives were presented to the Board and approved.
 - The DDA proposed budget was approved and will be forwarded to City Council for discussion.
- e. *Economic Development Committee* – Chairperson Cozart was absent from the meeting.

FUTURE MEETINGS/ IMPORTANT DATES

Future Meetings / Important Dates

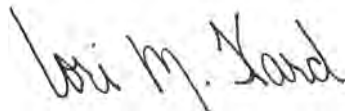
- a. First Friday Experience – March 1, 2019
- b. Marketing Committee – March 7, 2019
- c. Northville Marketplace – March 9, 2019
- d. Design Committee – March 11, 2019
- e. Executive Committee – March 13, 2018
- f. Economic Development Committee - TBD
- g. DDA Board Meeting – March 19, 2019

BOARD AND STAFF COMMUNICATIONS

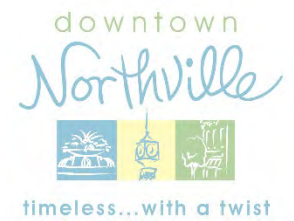
The next DDA Board meeting is March 19, 2019

Meeting adjourned at 9:06 am

Respectfully submitted,



Lori M. Ward, DDA Director




The March 19, 2019 meeting of the DDA
Board of Directors was cancelled.



215 W. Main Street • Northville, Michigan 48167-1540
 Phone: (248) 349-1300 • FAX: (248) 349-9244

DATE: March 22, 2019

TO: State of Michigan
 City of Northville
 County of Wayne
 Northville Public Schools
 Schoolcraft Community College
 Wayne Regional Educational Service Authority
 Huron-Clinton Metropolitan Authority
 Northville District Library

FROM: Sandi Wiktorowski, Treasurer 

RE: 2018 Taxes Captured by the Northville Downtown Development Authority

The 2018 Taxable Valuations captured by the Northville Downtown Development Authority, pursuant to Act 197, Public Acts of 1975, as amended, are shown in the table below.

	Base Year	Base Year SEV	2018 P.R.E. Captured	2018 Non-PRE Captured	Total Taxable Captured
DDA 1978		3,935,367	1,606,277	23,715,051	25,321,328
DDA2 1993		454,300	93,774	245,570	339,344
DDA3		<u>2,413,621</u>	<u><47,923></u>	<u>39,572</u>	<u><8,351></u>
Total		<u>6,803,288</u>	<u>1,652,128</u>	<u>24,000,193</u>	<u>25,652,321</u>

The total millage rates for each of the above categories are:

PRE	26.1264
Commercial Personal (MBT)	26.1264
Non-PRE	26.1264

Based on the above 2018 Taxable Value subject to capture, the taxes captured by the Northville Downtown Development Authority are shown on the following table:

<u>Taxing Jurisdiction</u>	<u>Millage Rate</u>	<u>Distribution Calculated & Distributed</u>
City of Northville	15.2029	389,988.07
Wayne County	6.6380	170,278.25
Wayne Parks	0.2459	6,306.90
Schoolcraft Community College	1.7662	45,306.27
Huron Clinton Metropolitan Authority	0.2129	5,460.59
Northville District Library	1.1224	28,791.37
Wayne Public Safety	0.9381	24,063.53
Total		<u>\$ 670,194.98</u>

If you have any questions, please do not hesitate to contact me directly at 248-449-9912 or via e-mail at swiktorowski@ci.northville.mi.us .

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2019

3RD QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
COMMUNITY CENTER REVENUES									
370-000-659.110	RENTS-SHORT TERM	150	250	0	0	0	400	400	100.00
	COMMUNITY CENTER REVENUES	150	250	0	0	0	400	400	100.00
GRANTS & OTHER LOCAL SOURCES									
370-000-586.020	SPONSORSHIPS	6,250	0	0	2,000	0	10,000	7,053	70.53
	GRANTS & OTHER LOCAL SOURCES	6,250	0	0	2,000	0	10,000	7,053	70.53
INTEREST									
370-000-664.000	INTEREST - COMERICA INVESTMENT	850	0	0	0	0	2,500	3,718	148.72
370-000-664.190	INTEREST - MI CLASS 1 DIST	0	100	117	0	0	217	672	309.90
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500	0	0	0	0	5,000	5,033	100.66
370-000-664.300	UNREALIZED MARKET CHANGE IN IN	0	0	0	2,000	0	0	3,330	0.00
370-000-664.400	INVESTMENT POOL BANK FEES	(850)	0	0	0	0	(600)	(265)	44.19
370-000-664.500	INVESTMENT ADVISORY FEES	(800)	0	0	0	0	(750)	(345)	46.06
370-000-664.600	BANK LOCKBOX FEES	0	0	0	0	0	(300)	(279)	93.02
370-000-664.700	CUSTODIAL FEES	0	0	0	0	0	0	(45)	0.00
	INTEREST	700	100	117	2,000	0	6,067	11,819	194.81
MISCELLANEOUS REVENUES									
370-000-666.000	MISCELLANEOUS REVENUE	200	0	982	(64)	0	1,118	1,182	105.72
370-000-667.000	INSURANCE PROCEEDS	0	0	6,427	0	0	6,427	7,427	115.56
370-000-673.000	GAIN ON DISPOSAL OF ASSETS	0	0	0	64	0	64	0	0.00
370-000-687.010	MMRMA DISTRIBUTION	0	2,390	0	0	0	2,390	2,390	99.98
	MISCELLANEOUS REVENUES	200	2,390	7,409	0	0	9,999	10,999	110.00
PROPERTY TAXES									
370-000-403.000	CURRENT PROPERTY TAXES	658,692	0	0	751	0	670,195	670,195	100.00
370-000-403.010	DDA OPERATING LEVY	57,854	0	0	721	0	58,932	58,180	98.72
370-000-403.040	LOCAL COMMUNITY STABILIZATION	30,000	(3,959)	0	0	0	32,041	32,041	100.00
370-000-418.000	PROPERTY TAXES - OTHER	(5,000)	0	0	4,000	0	(1,000)	14	(1.41)
	PROPERTY TAXES	741,546	(3,959)	0	5,472	0	760,168	760,430	100.03
FUND BALANCE RESERVE									
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0	22,316	530	892	0	23,738	0	0.00
	FUND BALANCE RESERVE	0	22,316	530	892	0	23,738	0	0.00
TOTALS FOR DEPT 000-									
		748,846	21,097	8,056	10,364	0	810,372	790,701	97.57
TOTAL Revenues									
		748,846	21,097	8,056	10,364	0	810,372	790,701	97.57
DEPT: 753-DPW SERVICES									
370-753-706.000	WAGES - REGULAR FULL TIME	5,000	2,500	5,000	0	0	12,985	8,404	64.72
370-753-707.000	WAGES - REGULAR OVERTIME	1,350	0	600	0	0	1,170	531	45.36
370-753-939.000	AUTOMOTIVE SERVICE	500	0	0	0	0	500	0	0.00
370-753-943.000	EQUIPMENT RENTAL - CITY	2,625	750	1,400	0	0	4,800	3,355	69.90
370-753-967.000	FRINGE BENEFITS	5,250	2,200	6,500	(1,170)	0	13,535	9,058	66.92

Year Ended 06/30/2019

3RD QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
TOTALS FOR DEPT 753-DPW SERVICES		14,725	5,450	13,500	(1,170)	0	32,990	21,348	64.71
DEPT: 861-DESIGN COMMITTEE									
370-861-706.000	WAGES - REGULAR FULL TIME	23,645	0	30	0	0	16,190	12,261	75.73
370-861-710.000	WAGES - PART TIME	23,700	0	305	(340)	0	18,470	8,601	46.57
370-861-726.000	SUPPLIES	575	0	0	0	0	475	247	52.01
370-861-740.050	DOWNTOWN MATERIALS	13,430	0	0	0	0	19,450	14,422	74.15
370-861-751.000	FUEL & OIL	0	1,000	0	0	0	1,000	325	32.46
370-861-801.000	CONTRACTUAL SERVICES	37,250	0	0	2,013	0	27,820	22,020	79.15
370-861-801.160	RESTROOM PROGRAM	2,750	0	0	0	0	2,750	1,415	51.45
370-861-801.940	BRICK REPAIR & MAINTENANCE	3,000	0	0	0	0	2,500	0	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	32,000	0	0	0	0	31,750	12,396	39.04
370-861-913.000	VEHICLE INSURANCE	0	350	0	0	0	350	346	98.86
370-861-920.010	ELECTRIC POWER	2,450	0	0	(200)	0	1,300	1,234	94.89
370-861-920.020	NATURAL GAS	3,850	0	0	0	0	3,930	3,733	94.98
370-861-920.030	WATER & SEWER SERVICE	7,300	0	0	0	0	7,660	3,685	48.10
370-861-967.000	FRINGE BENEFITS	11,890	0	120	(25)	0	8,280	5,707	68.92
370-861-973.000	CAPITAL OUTLAY < \$5,000	0	1,500	0	0	0	1,500	1,500	100.00
370-861-976.010	STREET FURNISHINGS	3,550	14,455	4,700	9,000	0	28,655	19,324	67.44
TOTALS FOR DEPT 861-DESIGN COMMITTEE		165,390	17,305	5,155	10,448	0	172,080	107,216	62.31
DEPT: 862-MARKETING									
370-862-706.000	WAGES - REGULAR FULL TIME	23,645	0	30	0	0	16,190	12,261	75.73
370-862-710.000	WAGES - PART TIME	8,700	0	(6,485)	(1,685)	0	4,350	0	0.00
370-862-726.000	SUPPLIES	150	0	0	0	0	150	50	33.17
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	26,600	0	2,500	0	0	32,300	33,757	104.51
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700	0	0	300	0	2,657	0	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500	0	0	(500)	0	65,000	46,281	71.20
370-862-801.340	WEB SITE MAINTENANCE	973	0	0	2,500	0	3,340	690	20.66
370-862-950.050	O/T TO PARKS & RECREATION	3,000	0	(2,500)	0	0	0	0	0.00
370-862-967.000	FRINGE BENEFITS	10,110	0	(490)	(110)	0	6,775	4,959	73.19
TOTALS FOR DEPT 862-MARKETING		141,378	0	(6,945)	505	0	130,762	97,998	74.94
DEPT: 863-PARKING									
370-863-706.000	WAGES - REGULAR FULL TIME	7,880	0	15	0	0	8,095	6,166	76.17
370-863-710.000	WAGES - PART TIME	8,700	0	(650)	(170)	0	435	0	0.00
370-863-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	250	0	0	100	0	500	250	50.00
370-863-801.930	PARKING STRUCTURE MAINTENANCE	25,000	0	0	0	0	0	0	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	135,650	0	0	0	0	50,000	37,500	75.00
370-863-950.260	OPER TFR TO PARKING FUND	0	0	0	0	0	113,100	66,075	58.42
370-863-967.000	FRINGE BENEFITS	3,820	0	(45)	(10)	0	3,245	2,530	77.97
TOTALS FOR DEPT 863-PARKING		181,350	0	(680)	(80)	0	175,425	112,521	64.14
DEPT: 864-ORGANIZATIONAL									
370-864-706.000	WAGES - REGULAR FULL TIME	23,645	0	40	0	0	20,240	15,379	75.99
370-864-710.000	WAGES - PART TIME	8,700	0	(3,240)	(845)	0	2,175	0	0.00
370-864-726.000	SUPPLIES	1,150	0	0	2,000	0	3,150	469	14.89
370-864-730.000	POSTAGE	175	0	0	0	0	100	0	0.00
370-864-731.000	PUBLICATIONS	65	65	0	(65)	0	65	128	196.80
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490	0	431	519	0	2,440	2,276	93.28
370-864-802.010	LEGAL SERVICES - GENERAL	2,500	0	0	0	0	3,000	1,442	48.05
370-864-805.000	AUDITING SERVICES	4,690	0	0	(175)	0	4,755	4,754	99.98
370-864-900.000	PRINTING & PUBLISHING	975	0	1,000	(345)	0	1,630	1,400	85.87
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270	(1,490)	0	0	0	4,120	4,174	101.30
370-864-920.000	UTILITIES	1,225	0	0	0	0	1,420	1,139	80.21

Year Ended 06/30/2019

3RD QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
370-864-958.000	MEMBERSHIP & DUES	640	0	380	2	0	1,340	1,338	99.85
370-864-960.000	EDUCATION & TRAINING	1,750	0	0	0	0	1,400	0	0.00
370-864-967.000	FRINGE BENEFITS	10,110	0	(240)	(65)	0	8,190	6,446	78.71
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970	0	0	0	0	11,520	8,640	75.00
TOTALS FOR DEPT 864-ORGANIZATIONAL		73,355	(1,425)	(1,629)	1,026	0	65,545	47,585	72.60
DEPT: 865-ECONOMIC DEVELOPMENT									
370-865-706.000	WAGES - REGULAR FULL TIME	0	0	40	0	0	20,240	15,591	77.03
370-865-710.000	WAGES - PART TIME	0	0	(1,295)	(340)	0	870	0	0.00
370-865-726.000	SUPPLIES	0	0	0	0	0	200	33	16.65
370-865-785.000	BUSINESS RETENTION PROGRAM	0	0	0	0	0	1,000	0	0.00
370-865-801.000	CONTRACTUAL SERVICES	0	0	0	0	0	5,000	0	0.00
370-865-803.200	PLANNING & DESIGN STUDIES	0	0	0	0	0	25,000	0	0.00
370-865-967.000	FRINGE BENEFITS	0	0	(90)	(25)	0	8,090	6,578	81.31
TOTALS FOR DEPT 865-ECONOMIC DEVELOPMENT		0	0	(1,345)	(365)	0	60,400	22,202	36.76
DEPT: 945-DEBT SERVICE									
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355	0	0	0	0	173,170	173,170	100.00
TOTALS FOR DEPT 945-DEBT SERVICE		172,355	0	0	0	0	173,170	173,170	100.00
DEPT: 999-RESERVE ACCOUNTS									
370-999-999.000	UNALLOCATED RESERVE	293	(233)	0	0	0	0	0	0.00
TOTALS FOR DEPT 999-RESERVE ACCOUNTS		293	(233)	0	0	0	0	0	100.00
TOTAL Expenditures		748,846	21,097	8,056	10,364	0	810,372	582,040	71.82
TOTAL FOR FUND 370									
REVENUES:		748,846	21,097	8,056	10,364	0	810,372	790,700	97.57
EXPENDITURES		748,846	21,097	8,056	10,364	0	810,372	582,038	71.82
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	208,662	0.00

NORTHVILLE BOARDS AND COMMISSIONS GUIDELINES

Thank you for your interest in serving on a City of Northville Board or Commission. It is through strong community support and participation that our city provides quality services and creates a desirable community for our citizens. In order to attract the most qualified individuals to serve on our Boards and Commissions, the City announces all vacancies at City Council Meetings and advertises on the City website, in City news publications and the Northville Record.

We ask that you consider the following guidelines when accepting a position on a board or commission.

- **Willingness and ability to attend meetings.** Boards and commissions need members to attend scheduled meetings in order to have a quorum to act. Please confirm that you will be able to attend AT LEAST 75% of all scheduled meetings. It is also important to inform the chairperson in the case of a scheduled or emergency absence.
- **Conflict of Interest.** At times, members have a conflict of interest with an issue that is before the board or commission. Please review the City of Northville Standards of Conduct and Ethics Resolution (attached) and your Commission's By-Laws to determine if you have a conflict of interest. If you are in doubt, please advise the City Manager of your concerns. In order to assure that a quorum is present, it is important that you inform the chairperson, prior to a meeting, if you have a conflict of interest.
- **Meeting Preparation.** It is important to arrive at meetings being familiar with any material that is distributed prior to the meeting. This will allow for meetings to flow smoothly and run as efficiently as possible.
- **Prompt response to email or other contact.** Chairpersons or city employees try to attend to organizational duties via email or other means. It is important to respond to contacts in a timely manner to that details can be resolved prior to meetings.
- **Open Meetings Act.** All Northville boards and commissions follow the Open Meetings Act. No group 'conversations' can occur via email. Always 'reply' to only the sender of any communication. Dialogue around any issue; that could be perceived as deliberating toward a decision, will occur only during commission and board public meetings.
- **Courtesy and respect.** Citizens who attend board and commission meetings may be passionate about issues that involve the Northville community. Courtesy and respect from board and commission members is expected at all times.

Adopted by City Council 9/6/2016



DDA Communications

To: DDA Board of Directors
From: Lori Ward, DDA Director
Subject: Party in the 'Ville
Date: April 16, 2019

Background:

Last year a new event was added to the Northville summer calendar. Party in the 'Ville was organized by Kevin DeGrood of North Center Brewing Company and is a celebration of "All Things Northville". The event will be held in Town Square and on Main Street between Center and Hutton Streets. There will be live music from 1:00 – 10:00 pm, food, beer and wine tent, activities and booths of local businesses. Based on last year's attendance, the Party is expected to draw between 1,000 – 2,000 people.

Last year the DDA participated in the event with a booth set up to promote events and businesses in the downtown. In addition, the DDA partnered with Up2Go to promote the new EV Charging stations that were scheduled to go in later last summer. Up2Go featured a Tesla car and information on electric vehicles.

The DDA has been approached by DeGrood to be a sponsor of this year's festival.

Recommendation:

DDA staff recommends that the DDA sponsor the event in the Gold Level at \$1,000. This will provide the DDA with exposure on the event Facebook site and other social media, on other print material produced for the event and provide a booth as part of the sponsorship. The sponsorship funds will allow the event organizers with additional support for other activities and a wider promotional outreach.

Business Sponsorship Application

Party in the Ville
Downtown Northville
Saturday, June 1st, 1-10 PM

1. Your contact information

Name: _____

Email: _____

Phone: _____

2. Business information

Business name: _____

Business address: _____

Business phone: _____

Website: _____

Business description or slogan (12 words or less): _____

Does your business have a logo you would like to use? _____ (Email to info@northcenterbrewing.com)

3. Select a sponsorship level

\$250 – Bronze Level

You will be included on social media advertising
As well as informational signage on the day of the
festival

\$500 – Silver Level

You will be included on social media advertising, informational signage on the day of the festival, and
large banner across the music stage

\$1000 – Gold Level

You will receive the bronze and silver levels benefits, logo listed on the facebook site, and logo on
special made beverage serving cups for the festival

4. Payment method

Check enclosed

Signature: _____

Date: _____

Make payment to North Center Brewing Co.

Please return completed form to North Center Brewing by email at info@northcenterbrewing.com or in person/by mail to:

North Center Brewing, 410 N. Center St., Northville, MI 48167.

Please call 248-470-5700 with questions or for more information.



DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Logo and Brand Development

Date: April 16, 2019

Background:

As part of the Wayfinding project, a new logo/symbol was developed and incorporated into the design of the signs. The DDA Design Committee had discussed with the designer Buzz Bizzell the desire to complete a brand/logo project building on the design work completed in the Wayfinding project. In addition, City Hall has decided to move forward with the development of a design for the Entranceways of Northville using Buzz Bizzell. DDA staff, assisting the City, solicited a proposal from Bizzell to complete the work. Bizzell provided a proposal for the two items combined: the entranceway designs and the brand/logo project totaling \$11,000 (Attachment 7.A). The Entranceway signs portion of the proposal is \$7,800 and the DDA's share would be \$3,200.



As part of the initial implementation of the Wayfinding program, the graphic symbol that was established has been accepted as a brand image. Further graphic application of this symbol can be visualized throughout the city as it can be applied to marketing and physical uses like benches, recycle containers and more. The goal of the project will be to create a guideline that shows examples for the symbol being applied to a wide range of media, assuring correct use. The brand/logo guideline that will include graphic examples, written rationale, and digital executions of the final artwork: including logo, tag lines, color guidelines and example advertising.

Attachment 7.B provides a similar product developed for the City of Rolesville. The City of Northville, if interested, could participate in the brand exercise to develop a compatible logo for the City while going through the entranceway design.

Recommendation:

DDA staff recommends that the DDA accept the proposal from Bizzell Design to prepare a Brand/Logo for the Northville DDA and develop a brand manual to develop standards and colors for use in the application of the brand. The cost of the project is \$3,200.

**Quote
#43018**

April 30, 2018



BIZZELLDISIGN
WAYFINDING PROGRAMS
BRAND / IDENTITY
URBAN IDEAS

Lori M. Ward, AICP
Director, Northville Downtown Development Authority
215 West Main Street
Northville, MI 48167

Northville MI, Adaptation of Graphic Symbol into a Civic Logo

As part of the initial implementation of the civic wayfinding program, the graphic symbol has been accepted as a brand image. Further graphic application of this symbol can be visualized throughout the city as it can be applied to marketing and physical uses like benches, recycle containers and more. Our goal will be to create a guideline that shows examples for the symbol being applied to a wide range of media assuring correct use.

The brand/logo guideline that will include graphic examples, written rationale, and digital executions of the final artwork: including logo, tag lines, color guidelines and example advertising. Application guideline will show examples of how the logo will be applied to stationary, forms, business cards, website, civic signage, banners, event posters and apparel.

Gateway In addition, we will develop three design concepts for Gateway to Northville monuments / signage. Upon selection of design type we will create a full set of working drawings and assist the town through the bid process.

Design fee includes full color image & vector patterns and full copyright ownership rights.....\$11,000.00



Town of Rolesville Official Brand Guideline



Contents:

- 1& 2 Project Overview
- 3-Positioning Statement
- 4- Logo, type and colors
- 5- Background Options
- 6- Configurations
- 7- Stationary & Promotional Materials
- 8- Signage & Vehicle
- 9- Dimensional option
- 10- Digital File Map

“Our goal within the scope of this project was to create a very effective graphic brand for our town.

However, we will first create a memorable *place* and *position* for this brand to *perform*.”

Town of Rolesville
Branding Workshop

In 2017 Rolesville the town council embarked on an economic development plan that included an initial study of a new downtown vision. With the help of town residents (stakeholders) Capital Area Metropolitan Planning Organization and area experts and consultants created an overall plan. This is a trend taking place in many North Carolina small towns with the help of North Carolina Main Street and the National Trust for Historic Preservation. This organized approach and wealth of support from our State have been essential in maintaining the balance of quality growth while preserving the history and natural resources.

A major recommendation of the report has led the town to begin a new brand and Identity program and Kelly Arnold, town manager researched and interviewed experts in small town branding. The town stakeholders selected a small firm Bizzell Design, Inc. “ The committee members were impressed by Bizzell's philosophy and methodology in creating an authentic brand story. He developed a process that actually brings us all together emotionally and just like writing a script for a great movie, we all uncover what is really important about our town and we all as a group begin to develop ways to make our vision become real”.



“This process actually brings us all together emotionally and just like writing a script for a great movie, we all uncovered what is really important about our town.”

As the group of stakeholders grew to more than 20 residents and town leaders, each member demonstrated what was important to them and why they lived in Rolesville. You might compare the session to an episode of Antiques Road Show. Residents brought items: photographs, artifacts, pizza boxes, high school football jerseys, furniture, pieces of granite, photos of walking trails and more. They explained to the group why these attributes of the town were valuable to them. As the discussions continued common threads began to emerge. Things like safety were important factors. Being members of a community with a local police department that knows its residents is amazing. “We are all encouraged to call the department when we go on vacation and the police will patrol our street and check our property.” Planned park and recreation events with organized sports like soccer and softball were also sources of community pride. They also gave residents a chance to develop friendships and meet. Community organizations and their many members work hard to make Rolesville a better place. The town park with playgrounds and trails gave young Moms the chance to enjoy the outdoors in a great community setting. One member brought a rocking chair to symbolize how most of the homes in Rolesville have front porches that help neighbors connect. Some members of the stakeholder's group brought photos of quaint coffee shops and charming downtown streetscapes. the conversation moved to the need for places to gather and experience community. Places to hold events and attract visitors to cool annual events and festivals. The group of twenty represented approximately six thousand residents and at the end of the meeting, the desire for better communication and places and events to gather emerged as early building blocks to the town's image.

Positioning Narrative

While the branding assignment began with thoughts of logos, colors, and symbols, developing a position and platform for the brand would establish a frame for us to create the graphic style.
In essence, they all helped to build a platform to tell their story.

Rolesville has a rich history. It is a safe place to live because its local Police & Fire Departments get to know all of its residents. Neighbors connect with each other and enjoy planned park and recreation events they actually use playgrounds and trails throughout the year. The vision for a charming downtown features areas to park and walk to quaint coffee shops, the local brewery, local shops, and charming downtown streetscape. Several times a year the town of Rolesville attracts regional visitors to cool annual events, concerts, and festivals.

Quality planned communities with amenities offer a wide variety of home styles and price choices. Mixed use land planning along the downtown core will expand "Main Street" into a genuine destination. All of this is within a short drive to the Capital City-Raleigh.

It is amazing, the impression from that little crossroad northeast of Downtown Raleigh seems to be insignificant to the commuter passing by on HWY 401. But once you dig a little deeper and get to know the people within the town limits you will find a fast-growing small town with a genuine desire for community and quality lifestyle all framed with a charming downtown.

Note: Highlighted words helped us to begin the second phase of the study - understanding how a new brand and vision can emerge.

Positioning Statement

Genuine
community
thrives in Rolesville
as we embark on
a new Mainstreet
design focused
on walkability,
connections to parks,
greenways and
gathering spaces.

All just 15 miles from
Downtown
Raleigh

Tagline

***Genuine Community
Capital Connection***

Logotype, Symbol, & Tagline

- The symbol for Rolesville represents four key positions for the Town of Rolesville.
- 1- Showing the NC State Capital Building in Raleigh conveys an important connection to the City and the advantages of living close to the culture a larger city brings us all.
 - 2- The green leaves symbolizes the rural countryside and our dedication to provide this way of life for our citizens.
 - 3- The tower offers us a promise to plan and carefully develop Main Street into a place to gather, shop and enjoy life.
 - 4- The bicycle shows our commitment to the quality of life here through parks, greenways and safe streets.



The typography is simple, easy to read. Slightly dropping the "R" and the "S" increases the natural flow of the word. Elongating the oval letters gives the word more graphic presence

Colors



Typography

Times New Roman Headlines, Titles
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

Sophia Pro Bold Tagline and Est. Date
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

Arial Body Copy / Document
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 1234567890

White Background



Pantone 2119 C Background with White Logotype



Metallic Silver Background



Unacceptable Background



Unacceptable Background



Unacceptable Background

Branding / Adaptation

Primary Logo Format



Added message



Department Signature



State Signature



1-Color / Grayscale



Horizontal



Logotype Only

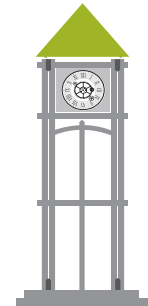


Note: Depending on size application and artform the graphic symbol can be modified to remove clock detail and exchange it with a simple circle.

For best reproduction use vector artwork and reduce or enlarge to actual print size before converting to PDF.



Elements of Style



Unique components of the symbol can become interesting graphic elements of style to emphasize documents. They should be used to accent copy in publications and never used alone as a "logo" option.

Stationary



Promotional Materials



Note: Apparel graphic should be heat transfer for graphic symbol and embroidery for the typography.



Horizontal formatted logo can be applied to smaller applications. Digitally printed only.



Vector files should be converted to CMYK files for full color applications. Consult with your specialty supplier for specifications and size requirements.

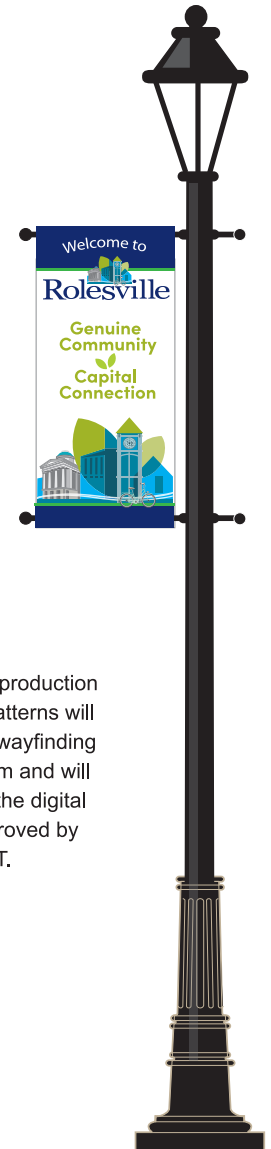
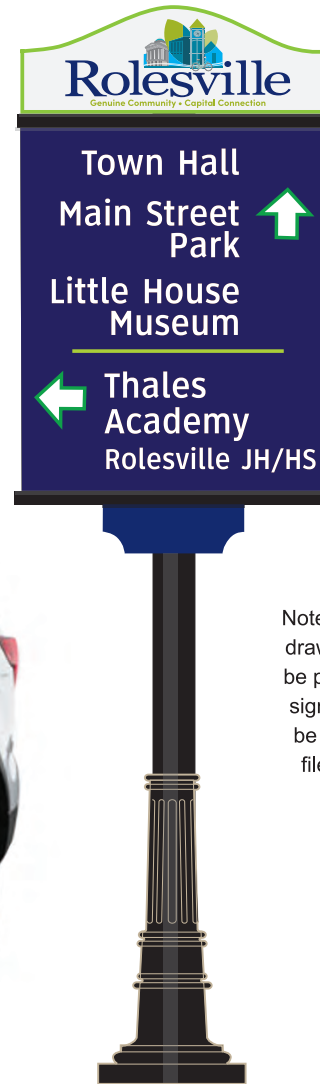


Police insignia shows elements of the brand displayed in an all metallic silver color scheme that projects an authoritative image for uniforms and vehicles.



Signage & Vehicle Graphics

Brand and Identity that is mobile (cars & trucks) combined with wayfinding signage and seasonal banners are often overlooked as a part of the branding program. In most cases it is the most effective use of brand graphics and should be implemented as soon as possible.



Note: Full scale production drawings and patterns will be provided for wayfinding signage program and will be included in the digital files once approved by NCDOT.

Dimensional Techniques

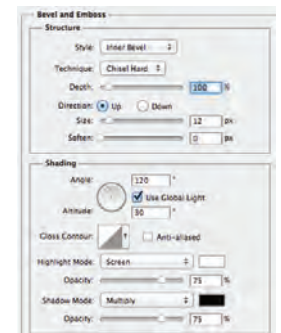


Dimension can be added to the logo for specific uses by modifying the vector image in photoshop.

Import entire vector logo as layer 1
add drop shadow as shown.



Import entire vector logo as layer 1
add drop shadow as shown.





DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Rebecca's Alleyway

Date: April 16, 2019

Background:

In 2015 the DDA was approached by the owners of 134 N. Center Street (Attachment 8.A) for assistance in replacing the alleyway between the Marquis Parking Lot and Center Street. The alleyway appears to have been improved as part of the MainStreet '78 project, however no documentation regarding agreement has been found on this, or other, projects. As part of the 2016 Strategic Plan for Downtown Northville, the Plan stated "Numerous pedestrian cut-throughs provide important linkages from parking areas to Main and Center Street. Some cut-throughs are more attractive than others, but all play an important role in providing access from parking areas to shops so customers can actually "park once" and easily connect to their destinations. The DDA should continue its ongoing discussions with property owners to ensure that all of these cut-throughs remain open and viable. Options to ensure public access can include easements, purchase, or development agreements, to name a few.



Previous discussions with the property owners ended when the cost of the project exceeded the amount that they would like to spend. The alley has remained open to the public during this time. Recently a change in the state law impacted restaurants with outdoor dining. The change required that the restaurants be ADA accessible to facilitate indoor use of the restaurant and use of the restrooms. The City's building official sent out a letter to all City restaurants notifying them of the change and followed up with those restaurants impacted by the change. Several restaurants made modifications to their buildings to allow for ADA access. Rebecca's currently have a stoop at the front of the building that does not allow for ADA access. The alleyway is the most promising option for providing this access, but currently does not meet code. After meeting with the code official, the building and business owners contact the DDA to see if the offer to work together to make improvements to the alleyway in exchange for an easement to keep the alleyway open for public use, was still on the table. Ward stated that there are no funds currently allocated for the project and that she would approach the DDA to see if there was a willingness to partner on the improvements.

Budget:

The proposals that were received during the 2015 discussions estimated the project at \$20,000. The owner has previously completed \$2,500 of survey work as part of the project. They are seeking a 50% participation by the DDA in exchange for providing an easement for public access (Attachment 8.B). The previously prepared Easement Agreement would require the City/DDA to insure and maintain the easement.

Recommendation:

DDA staff recommends that the DDA agree to share the cost of the alleyway improvements in order to ensure the alleyway remain open and accessible to the public. In addition, staff recommends that the Design Committee facilitate the project going forward.

December 24, 2014

Ms. Lori M. Ward, Director
City of Northville
Downtown Development Authority

Dear Ms. Ward,

I am one of the owners of 134 N. Center St. (Rebecca's Restaurant). We are planning to replace the brick paver walkway next spring with concrete to complement the recently constructed sidewalks throughout the city.

The walkway serves as an access to businesses and other attractions throughout the downtown area. Therefore, the owners are requesting financial assistance from the City of Northville Downtown Development Authority to help fund this project.

We have received a verbal quote of \$5,500.00 to complete the project. Bids will be sought from at least three qualified contractors prior to construction.

Your consideration of this request is greatly appreciated.

My husband, David Bolitho, can be reached at 248-921-6085 or at dcbolitho@gmail.com.

Sincerely,

Robin Bolitho

ALLEYWAY EASEMENT AGREEMENT

THIS ALLEYWAY EASEMENT AGREEMENT (“Agreement”), is made this May _____, 2010, by and between _____, whose address is _____, hereinafter referred to as “Grantor”, and the **CITY OF NORTHVILLE, MICHIGAN**, a municipal corporation duly created and existing under and by virtue of the laws of the State of Michigan, situated in Wayne County, Michigan, hereinafter referred to as “Grantee”, whose address is 215 West Main Street, Northville, Michigan 48167.

WITNESSETH:

WHEREAS, Grantor is the record owner of fee simple title to that certain real property (the “Land”) situated in the County of Wayne, State of Michigan, more particularly described as:

Lot 700, of Plat #7, according to the plat thereof as recorded in Liber 66,
Page 47, W.C.R.,
Parcel 48-001-04-0700-001;

WHEREAS, Grantor has agreed to grant to Grantee an easement for the benefit of the public over, through and under that portion of the Land more particularly described as the “Easement Area” on the sketch attached hereto as Exhibit A and incorporated herein by the reference (the “Easement Area”) for the purposes hereinafter specified.

NOW, THEREFORE, for and in consideration of the sum not to exceed fifty-five hundred dollars (\$5,500) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Recitals. The recitals set forth above are true and correct and incorporated herein by this reference.

2. Grant of Easement. Subject to the terms and conditions hereinafter provided, Grantor hereby grants and conveys unto Grantee, its successors and assigns, an exclusive easement over, through or under the Easement Area, for the purpose of, repairing or replacing the hardscape, maintaining, and insuring the alleyway located to the north of 134 N. Center Street and described as the “Easement Area” for public use, together with the rights, easements,

privileges and appurtenances in or to the Easement Area which may be required for the full enjoyment of the easement rights herein granted.

3. Term. The easement rights granted herein shall be perpetual; provided, however, that from and after June 1, 2035, either Grantor or Grantee may terminate this Agreement and the easement rights granted herein upon forty-five (45) days notice to the other party.

4. Construction, Maintenance and Repair. Grantor shall be solely responsible for improving the alleyway within the Easement Area and in a good and workmanlike manner, free of all liens and in accordance with the requirements of all applicable governmental authorities. Once the improvements are completed and the Grantor has accepted the work, the Easement Agreement will become effective and the Grantor shall pay the Grantee the agreed upon sum.

5. Insurance. Grantee shall maintain a commercial general liability insurance policy ("Policy") for the parking lot in an amount equal to \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and Grantor shall be named as an additional insured under the Policy.

6. Successors and Assigns. The easement granted herein shall be exclusive, run and be appurtenant to the lands herein described, and shall run with said lands during the term of this Agreement and be binding upon and inure to the benefit of and be enforceable by the parties hereto and the successors and assigns of the parties hereto. The rights and obligations of the parties hereunder shall run with and be appurtenant to the lands described herein during the term of this Agreement and be binding upon and inure to the benefit of and be enforceable by the parties hereto and the successors and assigns of the parties hereto.

7. Entire Agreement. This Agreement may not be amended, waived or discharged, except by instrument in writing executed by all parties hereto.

8. Contribution. The Grantor agrees to pay the Grantee an amount not to exceed \$5,500 for the repair/replacement of the hardscape surface located within the Easement Area.

9. Improvement Plans. The Improvement Plans will be reviewed by the Grantee

10. Site Cleanup. The Grantor will ensure that any contractors, subcontractors and/or trades trade contractors employed to complete the Improvements will keep the Project site clean and free of debris so as not to interfere with ongoing business operations and public use.

11. Commencement. The Grantee shall commence the design and construction of the Improvements in the Summer of 2015 following a Notice to Proceed by the Grantor.

12. Date of Completion. The Grantee shall achieve substantial completion of the Improvements no later than August 1, 2015 ("Completion Date").

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

GRANTOR:

_____,
a Michigan _____

By: _____

Its: _____

STATE OF MICHIGAN
COUNTY OF WAYNE

The foregoing instrument was acknowledged before me this ____ day of May, 2015, by
_____, of _____, a _____, on behalf of the
_____.

GRANTEE:

CITY OF NORTHVILLE

By: _____

Its: _____

STATE OF MICHIGAN
COUNTY OF WAYNE

The foregoing instrument was acknowledged before me this ____ day of May, 2015, by
_____, of the City of Northville, a municipal corporation, on behalf of the City.

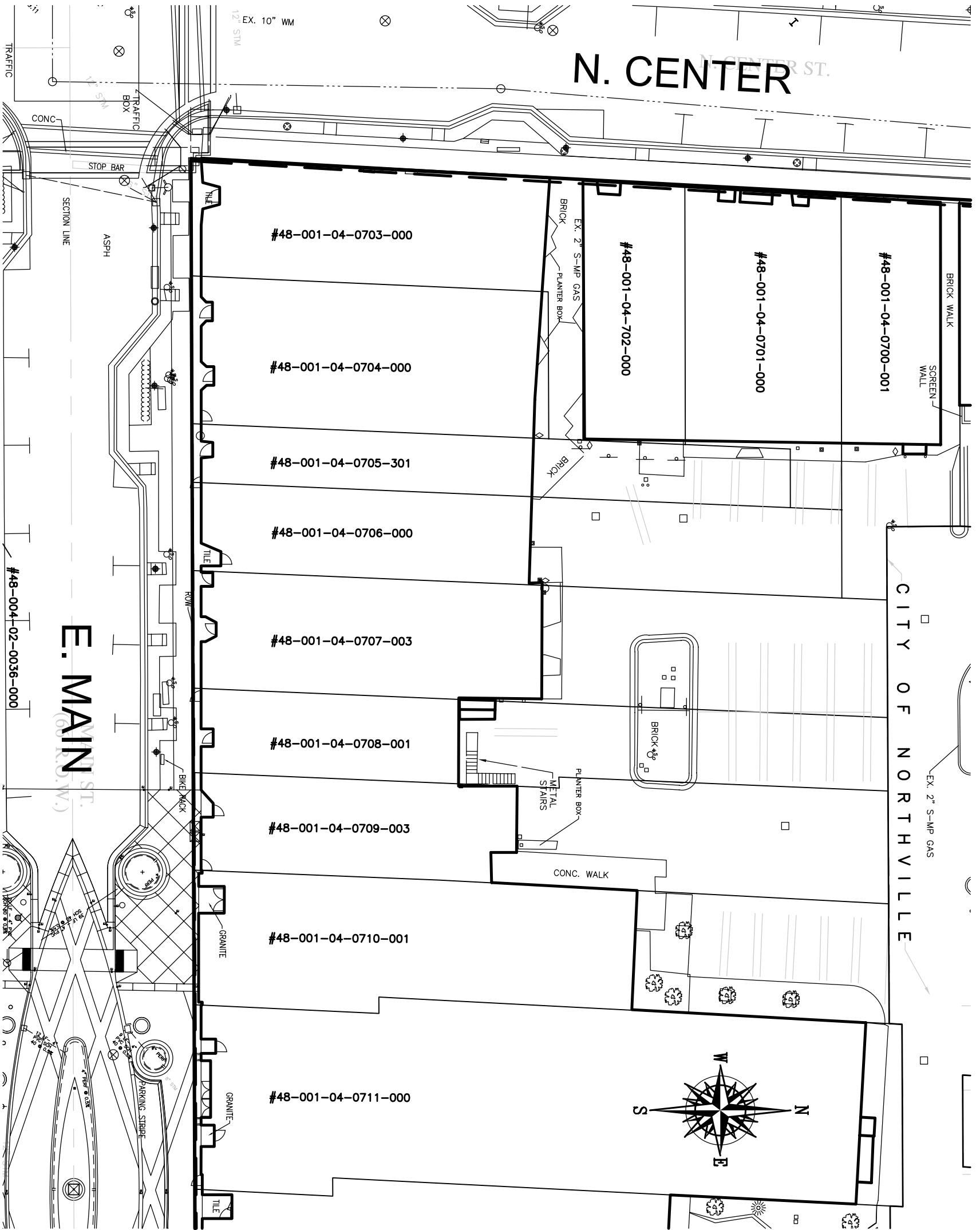
Drafted By:

Randall R. Hall, Esq.
Plunkett Cooney
38505 Woodward Avenue, Ste. 2000
Bloomfield Hills, Michigan 48304

When Recorded Return To:

Lori M. Ward
Northville Downtown Development Authority
215 West Main Street
Northville, Michigan 48167

Open.00401.34000.12622746-1





DDA April Project Updates

DDA Staffing

Jeri Johnson has accepted the position of Marketing and Communications Director for the DDA. She will be working T-Th 9 – 4 and a few hours every other Monday to submit AP. Jeri's employment with the DDA has necessitated her stepping down from the DDA Board. Jeri's contacts in the business community and 17 years of experience working for the Chamber of Commerce make her uniquely qualified for the position with the DDA. She is scheduled to begin on Wednesday, April 10th.

Parking Deck Repairs

DDA and DPW staff met with the project engineer from Carlisle Wortman to review the construction documentation and the proposed schedule. Minor changes were made to the drawings. The current schedule shows the bid documents being let this week, so obviously we will need to make some changes. Estimates for the project came in way below the initial estimates. Staff is recommending that we included the retrofit of all of the lighting in the project to LED. The exterior decorative lighting would be installed to match the other Induction lighting downtown, but the interior lighting and Cobra overhead lights would switch to LED. Staff met to discuss how to achieve this goal.

The City will need to meet with Singh to determine their involvement in the project. A financial strategy needs to be developed to determine how much will be funded by the Parking Fund, TIF reserve or future capture, SAD or other methods. In previous projects this has been prepared by the Finance Department.

Entranceway Signs

The City, needs to approve a contract with Buzz Bizzell to get the entranceway sign project started. The DDA will vote on the branding portion of the project at their April 16th meeting. He is ready to proceed with the project.

Bench Plaque Project



The DDA has supported the creation of a sponsorship program for benches, planters and trash receptacles. The DDA office gets frequent requests to sponsor site furnishings and currently has no program in place to facilitate the request. Ward reached out to Conceptual Site Furnishings to discuss the possibility of ordering future benches with a plaque. The benches, made of cast aluminum, would have an inset bronze plaque on the



back of the bench. The benches are \$1,375 each and the plaque is \$350. They offer a

5% discount for orders of 10 or more which would bring the cost down to \$1306. This price does not include shipping or installation. Approximately 13 of the old wooden benches are left to be replaced. In addition, there are additional locations that could accept additional site furnishings. DDA staff has received the samples and the Design Committee has recommended utilizing the plaque. DDA staff will reach out to the residents who have indicated that they are interested in sponsoring a bench so that we can place a spring order. In addition, the DDA will utilize social media and the DDA list serve to reach out to others who may want to sponsor a bench. DDA staff will bring samples of the product to the meeting. The DDA will be discussing the project at their April meeting to determine the price for the bench sponsorship. Will the DDA help subsidize the benches in order to attract sponsors or do they want the sponsor to pay for the entire cost?

Northville Downs

The Watermark Team participated in a 2nd pre-application meeting with the City staff and consultants. The Team presented changes to the project and discussed whether or not the project would proceed as a Matter of Right project or as a PUD. The PUD would allow the project to have more flexibility on issues like building placement and parking. HPH has contacted the City and is scheduled to be on the Planning Commission's agenda for PUD eligibility for the entire 50 acres on April 16th. No specific request for funding has been made by either Watermark or HPH.

The Economic Development Committee is scheduled to meet on April 9th to review the latest submissions and provide comments at the next Planning Commission meeting.

The Foundary

The City held a pre-application meeting with representatives of Singh Development to discuss a potential PUD project on the Foundary Flask Site. The project consists of 174 rental units, 6 of which are Live/Work units. Singh hoped to utilize the 6 Live/Work units as their required commercial component of the project. The project also included a river walk along the Rouge, the length of the property. Parking would be provided on street, in a surface lot at the east end of the project and in a 4 story parking deck. Singh inquired about the potential for Brownfield funding for environmental cleanup.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY March 2019:

PUBLICITY:

Press materials that have been prepared & sent out in March 2019:

- March / April 2019 calendar

Upcoming press materials:

- Los Tres Amigos opening
- May / June 2019 calendar

Press Coverage Received & Upcoming (Highlights/major press hits):

- Event listings

SOCIAL MEDIA:

- Facebook ~ Continued to maintain the page, including daily posts on events and business announcements
- Twitter ~ Continued to maintain the page, including daily posts on events and business announcements
- Instagram ~ Continued to maintain the page, including daily posts on events and business announcements

PAID ADVERTISING:

- Ad in March issue of The Ville
- Ad in March issue of SEEN Magazine
- Ad in Parks & Rec Spring/Summer brochure
- Ad in Chamber Directory

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
 1. April 2019
 2. May 2019
 3. The DDA is renewing for another 12 months with SEEN
- Quarter-page Ads in The Ville
 1. April 2019
 2. The DDA is renewing for another 12 months with The Ville

City of Northville
Parking Structures Restoration 2019
Preliminary Schedule
Revised March 14, 2019

<u>TASK</u>	<u>ANTICIPATED SCHEDULE</u>
Start of Design	February 25, 2019
Signed Contract	March 12, 2019
Send Drawings for the City Review	March 22, 2019
Site Review & Meeting	Week of March 25, 2019
Final Issue for Bidding	April 5, 2019
PreBid Walk Thru	April 16, 2019
Bids Due	April 25, 2019 @ 4:00 pm
Site Mobilization & Begin Construction	May 13, 2019
End of Construction	July 26, 2019

Northville DDA Parking Structures Restoration 2019
Cost Estimate
March 22, 2019

Work Item No.	Work Item Description	Units	Estimated Quantity	Unit Cost	Cost
Cady Street Parking Structure					
Division 0 & 1 - General Conditions					
C1.1	Contractor Mobilization (5%)	L.S.	n/a	n/a	\$ 13,300
C1.2	Contractor General Requirements (10%)	L.S.	n/a	n/a	\$ 26,600
Division 3 - Concrete					
C3.1	Top of Slab Repair	S.F.	1,100	\$ 40.00	\$ 44,000
C3.2	Tee Flange (Ceiling) Repair	S.F.	80	\$ 100.00	\$ 8,000
C3.3	Tee Stem Repair	S.F.	10	\$ 100.00	\$ 1,000
C3.4	Beam Repair	S.F.	10	\$ 100.00	\$ 1,000
C3.5	Column Repair	S.F.	10	\$ 100.00	\$ 1,000
C3.6	Wall/Spandrel Repair	S.F.	20	\$ 100.00	\$ 2,000
C3.7	Curb Repair	S.F.	20	\$ 100.00	\$ 2,000
Division 4 - Masonry					
C4.1	Brick Repair	EA.	60	\$ 20.00	\$ 1,200
C4.2	Re-point Deteriorated Tuck Pointing	L.F.	150	\$ 20.00	\$ 3,000
Division 5 - Metals					
C5.1	Steel Tread Pan Repair	EA.	5	\$ 500.00	\$ 2,500
C5.2	Steel Landing Panel Repair	EA.	2	\$ 500.00	\$ 1,000
Division 7 - Waterproofing					
C7.1	Rout & Seal Cracks at Topping	L.F.	100	\$ 5.00	\$ 500
C7.2	Remove & Replace Tee-to-Tee Joint Sealant	L.F.	3,500	\$ 5.00	\$ 17,500
C7.3	Remove & Replace Isolation Joint Sealant	L.F.	40	\$ 10.00	\$ 400
C7.4	Remove & Replace Cove Joint Sealants	L.F.	250	\$ 5.00	\$ 1,250
C7.5	Install Cove Joint Sealants	L.F.	50	\$ 6.00	\$ 300
C7.6	Remove & Replace Wall Sealants	L.F.	280	\$ 10.00	\$ 2,800
C7.7	Inject Retaining Wall Cracks	L.F.	10	\$ 50.00	\$ 500
C7.8	Recoat Deck Coating	S.F.	4,000	\$ 3.25	\$ 13,000
C7.9	Install Deck Coating at Entry/Exit - Full System	S.F.	600	\$ 5.60	\$ 3,360
C7.10	Install Deck Coating at Ped. Bridge - Full System	S.F.	350	\$ 5.60	\$ 1,960
C7.11	Install Deck Coating at Stair Towers - Full System	S.F.	380	\$ 7.00	\$ 2,660
C7.12	Apply Concrete Sealer at Supported Slab	S.F.	21,300	\$ 1.10	\$ 23,430
C7.13	Apply Concrete Sealer at Spandrels	S.F.	1,400	\$ 0.50	\$ 700
Division 8 - Openings					
C8.1	Door Repair	EA.	1	\$ 1,000.00	\$ 1,000
Division 9 - Finishes					
C9.1	Clean & Paint Perimeter Railing at Lower Level	L.F.	450	\$ 40.00	\$ 18,000
C9.2	Clean & Paint Perimeter Railing at Upper Level	L.F.	600	\$ 30.00	\$ 18,000
C9.3	Clean & Paint Handrails & Stairs at Stair Towers	L.S.	1	\$ 14,000.00	\$ 14,000
C9.4	Clean & Paint Tube Steel at Pedestrian Bridge	L.S.	1	\$ 3,000.00	\$ 3,000
C9.5	Clean & Paint Standpipe System	L.F.	380	\$ 15.00	\$ 5,700
C9.6	Clean & Paint Pipe Guard	EA.	4	\$ 300.00	\$ 1,200
C9.7	Remove Flooring and Prepare Substrate for Deck Coating	S.F.	130	\$ 10.00	\$ 1,300
Division 22 - Mechanical					
C22.1	Remove & Replace Storm Drainage Piping	L.F.	30	\$ 80.00	\$ 2,400
C22.2	Remove & Replace Standpipe	L.F.	10	\$ 100.00	\$ 1,000
Division 26 - Electrical					
C26.1	Misc. Electrical Repairs	Allow.	1	\$ 1,000.00	\$ 1,000
Division 32 - Exterior Improvements					
C32.1	Asphalt Repair	S.F.	6,600	\$ 8.00	\$ 52,800
C32.2	Seal Asphalt Joint/Crack	L.F.	750	\$ 2.50	\$ 1,875
C32.3	Concrete-to-Asphalt Transition Repair at Upper Level Entry	S.F.	120	\$ 40.00	\$ 4,800
C32.4	Paint Pavement Markings	L.S.	1	\$ 3,500.00	\$ 3,500
C32.5	Install Railing Post Covers at Upper Level	EA.	10	\$ 50.00	\$ 500
Total Estimated Construction Cost					\$ 305,035
Construction Contingency (10%)					\$ 30,600
Probable Construction Cost Budget					\$ 335,635

*Unit Key Code: L.S. - Lump Sum, S.F. - Square Foot, L.F. - Lineal Foot, EA. - Each

Northville DDA Parking Structures Restoration 2019
 Cost Estimate
 March 22, 2019

Work Item No.	Work Item Description	Units	Estimated Quantity	Unit Cost	Cost
MainCentre Parking Structure					
Division 0 & 1 - General Conditions					
M1.1	Contractor Mobilization (5%)	L.S.	n/a	n/a	\$ 10,600
M1.2	Contractor General Requirements (10%)	L.S.	n/a	n/a	\$ 21,100
Division 3 - Concrete					
M3.1	Top of Slab Repair	S.F.	400	\$ 40.00	\$ 16,000
M3.2	Tee Flange (Ceiling) Repair	S.F.	20	\$ 100.00	\$ 2,000
M3.3	Beam Repair	S.F.	30	\$ 100.00	\$ 3,000
M3.4	Column Repair	S.F.	40	\$ 100.00	\$ 4,000
M3.5	Wall/Spandrel Repair	S.F.	40	\$ 100.00	\$ 4,000
M3.6	Curb Repair	S.F.	20	\$ 100.00	\$ 2,000
Division 4 - Masonry					
M4.1	Brick Repair	EA.	40	\$ 20.00	\$ 800
M4.2	Re-point Deteriorated Tuck Pointing	L.F.	180	\$ 20.00	\$ 3,600
Division 5 - Metals					
M5.1	Install Aluminum Stair Riser	EA.	1	\$ 1,000.00	\$ 1,000
Division 7 - Waterproofing					
M7.1	Rout & Seal Cracks at Topping	L.F.	100	\$ 5.00	\$ 500
M7.2	Remove & Replace Tee-to-Tee Joint Sealant	L.F.	3,800	\$ 5.00	\$ 19,000
M7.3	Install Control Joint Sealant at Ramp	L.F.	70	\$ 5.00	\$ 350
M7.4	Remove & Replace Cove Joint Sealants	L.F.	910	\$ 5.00	\$ 4,550
M7.5	Remove & Replace Wall Sealants	L.F.	340	\$ 10.00	\$ 3,400
M7.6	Remove & Replace Wall Sealant at NE Stair Tower	L.F.	20	\$ 15.00	\$ 300
M7.7	Remove & Replace Expansion Joint	L.F.	30	\$ 170.00	\$ 5,100
M7.8	Inject Retaining Wall Cracks	L.F.	80	\$ 50.00	\$ 4,000
M7.9	Recoat Deck Coating	S.F.	3,400	\$ 3.00	\$ 10,200
M7.10	Install Deck Coating - Full System	S.F.	250	\$ 5.60	\$ 1,400
M7.11	Apply Concrete Sealer at Supported Slab	S.F.	26,000	\$ 1.10	\$ 28,600
M7.12	Tread/Landing Crack Repair at NE Stair Tower	L.F.	70	\$ 30.00	\$ 2,100
M7.13	Roof Repair at NE Stair Tower	Allow.	1	\$ 2,000.00	\$ 2,000
Division 8 - Openings					
M8.1	Remove & Replace Door Frame	EA.	1	\$ 1,000.00	\$ 1,000
M8.2	Door Repair	EA.	1	\$ 1,000.00	\$ 1,000
Division 9 - Finishes					
M9.1	Clean & Paint Railing (Green) at Lower Level	L.F.	40	\$ 40.00	\$ 1,600
M9.2	Clean & Paint Railing (Green) at Upper Level	L.F.	690	\$ 30.00	\$ 20,700
M9.3	Clean & Paint Railing (Green) at SW Stairs	L.F.	40	\$ 30.00	\$ 1,200
M9.4	Clean & Paint Railing (Green) at Exterior Stair/Ramp	L.F.	120	\$ 20.00	\$ 2,400
M9.5	Clean & Paint Security Fencing (Black)	S.F.	3,200	\$ 10.00	\$ 32,000
M9.6	Clean & Paint Columns	S.F.	120	\$ 10.00	\$ 1,200
M9.7	Clean & Paint Standpipe System	L.F.	270	\$ 15.00	\$ 4,050
M9.8	Clean & Paint Pipe Guards	EA.	3	\$ 300.00	\$ 900
M9.9	Touch-up Paint Handrail at NE Stair Tower	L.S.	1	\$ 4,000.00	\$ 4,000
M9.10	Touch-up Paint at Ped. Bridge Ceiling	L.S.	1	\$ 2,000.00	\$ 2,000
M9.11	Clean & Paint Entry Signage Frame (Green)	L.S.	1	\$ 2,000.00	\$ 2,000
Division 22 - Mechanical					
M22.1	Remove & Replace Storm Drainage Piping	L.F.	30	\$ 80.00	\$ 2,400
Division 26 - Electrical					
M26.1	Remove & Replace Junction Box	EA.	3	\$ 300.00	\$ 900
Division 32 - Exterior Improvements					
M32.1	Asphalt Repair	S.F.	240	\$ 20.00	\$ 4,800
M32.2	Seal Asphalt Cracks/Joints	L.F.	1,900	\$ 2.50	\$ 4,750
M32.3	Paint Pavement Markings	L.S.	1	\$ 4,000.00	\$ 4,000
M32.4	Install Railing Post Covers	EA.	20	\$ 50.00	\$ 1,000
M32.5	Fence Repair	Allow.	1	\$ 1,000.00	\$ 1,000
Construction Cost Subtotal					\$ 242,500
Construction Contingency (10%)					\$ 24,300
Probable Construction Cost Budget					\$ 266,800

*Unit Key Code: L.S. - Lump Sum, S.F. - Square Foot, L.F. - Lineal Foot, EA. - Each

Probable Construction Cost Budget - Cady St & MainCentre				\$ 602,435
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Hunter Pasteur

H O M E S

March 26th, 2019

Via email: selmiger@cwaplan.com
psullivan@ci.northville.mi.us

Via Hard Copy: Ms. Sally Elmiger
Carlisle Wortman Associates
117 N. First Street
Ann Arbor, MI 48104

Mr. Patrick Sullivan
215 W Main St
Northville, MI 48167

RE: PUD Eligibility for The Downs (“Project”)

To the City of Northville Planning Commission,

We are pleased to submit this letter and revised plans as a request to be on the agenda for the April 16th, 2019 City of Northville Planning Commission meeting to request approval of Planned Unit Development (“PUD”) eligibility for The Downs (“Project”).

As you know, PUD eligibility for the Project has been previously reviewed by the Planning Commission at its October 2nd, 2018 and December 18th, 2018 meetings. Since that time, we have had several meetings with City Manager Pat Sullivan and Planning Consultant Sally Elmiger to assure that we fully address the requirements for PUD eligibility. We believe that our prior submissions, this letter and revised plans are consistent with the intention and character illustrated in the City of Northville’s Master Plan for this area and demonstrate compliance with the requirements for PUD eligibility.

It has always been the position of the Developer that a PUD for this full site is the best approach to assure that the objectives of the Master Plan and the community are realized. The alternative of piecemeal development of this site makes it less likely that the Master Plan vision will be achieved and that significant public benefits proposed by the Developer, including day lighting of the river, substantial public park and green space and maintenance and relocating the Farmer’s Market will be realized. As reflected in our prior and current submissions, the Developer remains fully committed to the financial responsibilities associated with these and other aspects of the proposed Project pursuant to its PUD application.

Received

MAR 28 2019

City of Northville



To clarify, this development will be implemented in at least two phases. A multi-phase development schedule would be common in any development of this size. In this case, there is the additional fact that there are actually two purchase agreements for this site, one of which is for approximately 12 acres adjacent to Cady Street (the “North Property”) and a second covering the remaining approximately 38 acres south of Beal Street (the “South Property”). The anticipated timing for closing on the North Property is mid-2019 and the South Property closing is not expected to be earlier than December 31st, 2020, due to the racetrack’s ongoing business.

The Developer assures you that it fully understands the importance of the development of this property to the City of Northville. We have exactly the same interests, as the value of this development can only be realized if we guarantee that it maintains and enhances the characteristics that make the City of Northville a special place.

In our meetings following the December 18th Planning Commission meeting, we began with a review of the summary of issues from the Carlisle Wortman Associates (CWA) letter of December 13th, 2018. The following is the Developer’s response to each of 11 issues set forth in that letter:

CWA Issue #1:

Comprehensive funding plan to daylight the river. At a minimum, the plan should describe the expected cost, who will pay these costs and where the funds will come from. We support a public/private partnership, and consider grants a reasonable approach to making this happen. However, a clear picture of how the project will be funded and by whom needs to be provided.

Developer Response:

Based on preliminary estimates, the cost to daylight the river will be approximately \$4 million. The \$4 million does not include the underlying \$2.5 million value of the land that, which brings the total cost of daylighting the river to approximately \$6.5 million. The \$4 million cost includes removing the existing culvert which the river flows through underground, excavation of a new river-bed, landscaping the river, stabilizing the river bank and construction of one bridge crossing the river. Attached are supporting documents from engineering firms.

Projects of this nature are almost always funded and implemented by governmental or philanthropic organizations. In this case, Hunter Pasteur Homes (“HPH”) and the development team are proposing to work with Friends of the Rouge (“FOTR”), in collaboration with the City of Northville, to source capital to fund the daylighting project. HPH is committing private capital towards daylighting the river while working with FOTR and the City of Northville to raise the remaining funds for the project through grants from philanthropic sources and county, state or federal agencies. Ideally, HPH would like to fund 50% of the daylighting the river costs, \$2 million, and receive the remaining \$2 million from other sources. If FOTR is unsuccessful in securing all of the funds to pay for daylighting the river, HPH is willing to fund the shortfall of what FOTR is unable to raise. In this proposal, there is **NO** cost to the city and the developer is **NOT** seeking an abatement for any costs related to daylighting the river.

CWA Issue #2:

The project offers an 8.3-acre linear park. It is not clear if the applicant is offering to also construct the elements in the park (walkways, river overlook, lighting, landscaping, Farmer's Market area (if located here), etc.). This needs to be clarified.

Developer Response:

The developer is proposing to pay 100% of the cost for the linear park, including all of its amenities, such as walkways, river outlook, lighting and landscaping. The park, outside of the daylighted river area, will be funded entirely by the developer. We estimate the property cost of the public park and daylighted river space to be more than \$2.5 million and the cost of improvements for the park to be approximately \$1 million. We have also committed that all ongoing maintenance and operating costs for these spaces will be covered by the development Homeowners Association. The developer is **NOT** seeking any financial commitment from the city of Northville or alternative sources and there will be **NO** cost to the city or an abatement requested for the cost to construct the park or the ongoing maintenance of the park.

CWA Issue #3:

City Engineer's opinion about needed traffic improvements, and whether or not the applicant agrees to making them.

Developer Response:

Over the past several months, the city's traffic consultant (OHM), the Developer's traffic consultant (Fleis & VandenBrink) and officials from Wayne County have met to discuss the various open traffic related items, the main one being the proposed round-a-bout at the intersection of Seven Mile Road and Center Street.

As of the date of this MOU, Wayne County has not given an official response as to whether they support the round-a-bout at the intersection of Seven Mile Road and Center Street.

The Developer is proposing, at its sole cost and responsibility, to fund the implementation of all traffic improvements proposed in the Traffic Impact Study performed by Fleis & VandenBrink and submitted to the City of Northville as part of its PUD submittal. Additionally, if Wayne County determines that a round-a-bout is the preferred solution at the intersection of Seven Mile Road and Center Street, the Developer is willing to fund the city's 20% allocation towards the construction of the round-a-bout. This contribution will cover any financial responsibility the City of Northville might incur from a round-a-bout.

The Developer is prepared to accept and provide financial support to whatever traffic mitigation measures are required and approved. The Developer is aware that two other intersections (Cady Street/Center Street and 7 Mile Road/Northville Road) are also being evaluated for potential traffic mitigation. If the process to make these determinations is ongoing, we respectfully recommend that a PUD grant be made conditional upon that resolution so as not to unfairly delay the balance of the development planning process based upon an issue that is not within the Developer's authority to resolve.

CWA Issue #4:

Refinements to Density

Developer Response:

The development team fully understands that the density of the Project is an issue and as a result previously reduced the overall density from 577 units in its October 2, 2018 proposal to 546 units in its December 18, 2018 proposal.

As illustrated in the attached site plan drawing, the current proposal assumes that a round-a-bout will be implemented for traffic mitigation purposes. This further reduces the number of previously planned units a further 4 units.

Lastly, the development team would like to point out that in a likely scenario that the first phase of the Project, located on the North Property along Cady Street, is developed first, and the South Property is developed as a second phase, the density of the project will be at the low end of the range set forth in the Master Plan.

The portion of the Project south of Beal Street is approximately 36 acres and is being proposed for 236 single family homes and townhomes. Subtracting approximately five acres for right of ways, the net result of buildable acreage is approximately 31 acres. The proposed density of 236 units on approximately 31 acres results in approximately 7.6 units per acre, which falls at the lower end of Northville's Master Plan, which calls for density of between 6 and 12 dwellings per acre.

CWA Issue #5:

Pocket park status (public or private) and size.

Developer Response:

The developer is proposing that the pocket parks located within the project are public and can be used by all residents of Northville. The size of the pocket parks has not yet been finalized but are expected to be between one and two acres and will be considered as part of site plan approval. As with the proposed public park space associated with the river day lighting, all costs related to maintenance of the pocket parks will be covered by the Home Owners Association.

CWA Issue #6:

Input from the Chamber of Commerce regarding the re-located Farmer's Market.

Developer Response:

The Development team met with Ms. Jody Humphries from the Northville Chamber of Commerce on December 7th, 2018. At that meeting, the development team proposed two potential locations for the relocated Farmer's Market; the first location would be at the northern part of the 8.3-acre linear park and the second location would be in the surface parking lot behind the proposed apartment complex, north of Beal Street.

At the Planning Commission meeting on December 18, 2018, Mr. Aaron Cozart from the Chamber of Commerce spoke publicly about the Chamber's desire to relocate the Farmer's Market to the second proposed location, in the surface parking north of Beal Street.

The development team views the relocation of the Farmer's Market to the surface parking lot behind the proposed multi-family project and north of Beal Street as a resolved matter and one that the Chamber of Commerce has voiced their full support.

The estimated cost of the land for the proposed Farmer's Market site is approximately \$300,000. The Developer is not including this \$300,000 cost as a public benefit at this time.

CWA Issue #7:

Use of parking spaces by the public on private streets in townhouse development.

Developer Response:

The development team is open to making the streets within the Project public, allowing residents of Northville to park on them. If the streets are private, the developer is also willing to allow public parking on them during certain times.

CWA Issue #8:

Five-story height of the proposed apartment building and three-story height of the townhomes.

Developer Response:

The proposed multi-family apartment building along Cady Street will be **four** stories tall, not five. The height of the townhomes will be between two and a half and three stories tall.

CWA Issue #9:

Lack of greenspace in townhome cluster on northwest corner of S. Center Street /7-Mile Intersection.

Developer Response:

The developer is open to additional green space in this cluster of townhomes located at the northwest corner of Seven Mile Road and South Center Street. As previously noted, the attached proposed site plan assumes that Wayne County supports a round-about at this intersection. This reduces the number of proposed units in this cluster and increases green space to accommodate a buffer from the round-a-about.

CWA Issue #10:

Gateway features that emphasize the entrance to the City of Northville (vs. The Downs development).

Developer Response:

The attached site plan includes an illustrative example of a potential gateway feature, developed by Grissim Metz Andriese Associates. The Developer will work with the City and its design team during the site plan approval process to refine this design to achieve the desired City gateway feature.

CWA Issue #11:

Non-motorized bicycle and pedestrian amenities along S. Center and to Hines Park pathway.

Developer Response:

The proposed traffic improvements outlined in the Fleis & VandenBrink traffic impact study, which the Developer is committed to implementing at its sole cost, does not eliminate the bicycle and pedestrian amenities along South Center Street. Given their importance to the community, the Developer is committed to keeping the existing bicycle and pedestrian amenities in place.

In addition to the 11 issues detailed in the CWA Review Letter, the Developer has discussed other issues with Mr. Sullivan and Ms. Elmiger, including input received by Mr. Sullivan and Ms. Elmiger from Planning Commission members following the December 18, 2018 Planning Commission meeting, as follows:

1. Townhome and Single-Family Location:

Included with this letter is Exhibit A, which is a letter from Seiber Keast Engineering, the development team's civil engineer, thoroughly detailing the issues with ground water, soil conditions and site grading that led to single family homes being located in the middle of the site and the townhomes being located at the southern portion of the site. In summary, property grade and groundwater levels that were not considered in the Master Plan process account for the currently proposed locations of townhomes and single-family homes.

2. Apartment Parking Requirements

An important benchmark worth highlighting for urban apartment complex parking in Northville is the Main Centre apartment complex, which has 74 units with 108 bedrooms and has 92 parking spots.

Additionally, the Developer wants to emphasize that the financial and business interests of the developer and apartment owner are fully aligned with the City's interest to assure that there is fully adequate resident parking. In this instance, the apartment developer, Watermark Residential, will also manage the apartment building and as such will have an interest independent of but consistent with the City of Northville's interests, to assure that its tenants have fully satisfactory and adequate parking facilities.

3. Economic Development Program

The development team fully understands that there are a number of details that will need to be worked out for any sort of incentive programs that are part of the Project; however, it is important that it is understood that **NO** funds or incentives are being sought for the costs of daylighting the river or the linear park.

The Developer would like to fully engage with the City of Northville staff to discuss potential economic development programs to address public infrastructure improvements and environmental remediation at the appropriate time.

4. **Architecture**

Some questions have been raised about the architecture, and in particular, the extent to which the architecture will conform to the character of the City of Northville and how it will influence appearances on the Center Street Gateway. As previously indicated, the developer believes that its interests and those of the City of Northville are aligned in this regard and the Developer will be working with Presely Architecture and the city during the site plan approval process to address this issue.

Other important issues have been raised by members of the Planning Commission and by the public in the course of our PUD application process, and the Developer is committed to appropriately addressing these issues in the subsequent course of site plan review and approval.

The Developer respectfully submits that its prior applications, this application and draft site plan positively and compellingly address all of the criteria applicable to the grant of the requested PUD eligibility.

Regards,



Randy Wertheimer
CEO of Hunter Pasteur Homes

Exhibit A

SEIBER KEAST ENGINEERING, LLC ENGINEERING CONSULTANTS

Clif Seiber, P.E.
Patrick G. Keast, P.E.
Azad W. Awad
Robert J. Emerine, P.E.
Jason M. Emerine, P.E.

100 Main Centre, Suite 10
Northville, MI 48167
Phone No. 248.308.3331
E-mail: be@selberkeast.com

February 8, 2019

Mr. Randy Wertheimer
Hunter Pasteur Northville, LLC
32300 Northwestern Highway, Suite 230
Farmington Hills, MI 48334

Re: The Downs - Site Grading and Product Location

Dear Mr. Wertheimer:

As a part of the City of Northville's review of The Downs PUD Eligibility Site Plan, it was noted the proposed location of the townhomes and single-family homes did not align with the proposed densities and product types shown in the Master Plan.

As noted in Hunter Pasteur's letter dated November 27th, 2018 to the City of Northville, the reason for placing the single-family homes between Beal Street and Fairbrook Street and the townhomes south of Fairbrook Street is due to the topography of the site. The townhome units are typically constructed on low sloping areas due to the closely spaced driveways and limited space in front of and between the buildings. The existing ground slope in the areas between Beal Street and Fairbrook Street is approximately 6%-8%. The proposed townhome units will have the same Garage Floor Elevation within a particular building. In order to keep the driveway slopes reasonable (9% maximum) the access road between the buildings cannot be sloped greater than 2-3%. (Please see the attached preliminary grading sketch for the units along Center Street.) Additional engineered fill (4'-6' of fill) will need to be provided on site to accommodate the site grading around the townhome units if they are located between Beal Street and Fairbrook Street.

Additionally, the groundwater elevations south of Fairbrook Street create problems for single-family homes in this area. All of the single-family homes will have basements and the basement footings will need to be placed a minimum 1' above the groundwater elevations to prevent water from infiltrating the basements and to keep sump pumps from continuously running. In general, the groundwater in the area south of Fairbrook Street is 3'-4' below existing grade. Therefore, an additional 6'-8' of fill would be required to keep the single-family basement elevations above the ground water across the entire area south of Fairbrook Street.

The proposed Site Plan layout addresses both of these concerns. Placing the single-family homes between Beal Street and Fairbrook Street offers greater flexibility for grading as the units are spaced much further apart and the changes in grade can be made up more easily on the lots. Additionally,

Mr. Randy Wertheimer
February 8, 2019
Page 2

the groundwater depths in this area are 7' to 14' below grade which are acceptable depths to accommodate basements.

Very Truly Yours,

SEIBER KEAST ENGINEERING, LLC

Robert J. Emerine, P.E.

Exhibit B

Northville Downs Property Estimated Costs to "Daylight" River & Park	
Item	Dec. 12, 2018 Estimated Cost
Costs	
Design and Planning	\$ 300,000
De-Watering	\$ 250,000
Legal	\$ 50,000
Environmental Clean-Up	\$ 100,000
Mobilization	\$ 10,000
Demolition Existing Concrete Structures	\$ 215,000
Build New River (Earthwork)	\$ 400,000
Silt Fence	\$ 17,500
Temporary Fence	\$ 7,500
Permits & Agency Review Fees (Application)	\$ 100,000
Bank Stabilization (Channel Restoration)	\$ 725,000
Testing - Soil Testing	\$ 40,000
Staking	\$ 30,000
Engineering & Engineering Review	\$ 175,000
Relocate Sanitary Pipe in River	\$ 60,000
Construction Management & Permitting	\$ 150,000
Landscape Design & Cleanup	\$ 100,000
Landscaping in River Area	\$ 180,000
Bridge & Headwall	\$ 150,000
Wetland / River Consulting (King & McGregor)	
Wetland Flagging	\$ 1,030
Geo Survey	\$ 24,870
Stream Relocation	\$ 25,350
MDEQ Permit	\$ 21,300
ESA Compliance	\$ 6,250
Contingency	\$ 500,000
Cost for Daylighting the River	\$ 3,638,800
10% Cost Increase Due to Work Being Done in 2021	\$ 363,880
TOTAL COSTS:	\$ 4,002,680



Note Key

1. Pedestrian River Access
2. Existing Pedestrian Connection to Downtown
3. Substation
4. Mid-Block Pedestrian Connectors
5. Townhome Unit Landscape
6. Landscape Enhancement at Parking Lots
7. Seven Mile / Center Street Gateway
8. Existing Wooded Area and Stream
9. Pocket Parks
10. North South Pedestrian Link
11. Seven Mile / River Street Gateway (River Park Entrance)
12. Native Planted Side Slopes
13. Bio Swales
14. River Park Pedestrian Spine with Lighting and Benches
15. Existing Underground Stream Culvert
16. Meadow Planting
17. Pond Edge Planting
18. Detention Pond
19. Forebay
20. Pedestrian Connection to Neighborhood
21. River Park Gateway Icon
22. Pedestrian Connection to Hines Trailhead
23. New River Course, Min. 30' Wide Bankfull Channel and 90' Wide Floodplain
24. New Pedestrian Connection to Town Square Plaza
25. Pedestrian Bridge