

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
April 17, 2018 - 8:00 a.m.**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. March 2018 Financial Statement (Attachment 4.a)
 - b. March 2018 Invoice Report (Attachment 4.b)
 - c. March 20, 2018 Meeting Minutes (Attachment 4.c)
 - d. 3rd Quarter Budget Amendments (Attachment 4.d)
 - e. 2017 DDA Tax Capture (Attachment 4.e)
5. Parking Deck Evaluation, Rehabilitation & Maintenance – Lori Ward
 - a. Recommended Vendor (Attachment 5.a)
6. Committee Information and Updates
 - a. Design Committee – Robert Miller (Attachment 6.a)
 - b. Marketing Committee – Shawn Riley (Attachment 6.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart (Attachment 6.e)
7. Future Meetings / Important Dates
 - a. Girls' Night Out – April 27, 2018
 - b. Marketing Meeting – May 3, 2018
 - c. First Friday Experience – May 4, 2018
 - d. Executive Committee Meeting – May 9, 2018
 - e. Economic Development Meeting – May 14, 2018
 - f. DDA Board Meeting – May 15, 2018
8. Board and Staff Communications
9. Adjournment

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 03/31/2018

% Fiscal Year Completed: 75.07

MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 03/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/18 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	658,692.00	646,845.00	646,844.71	0.00	0.29	100.00	
370-000-403.010	DDA OPERATING LEVY	57,854.00	57,111.00	54,629.47	0.00	2,481.53	95.65	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	36,178.00	36,177.84	0.00	0.16	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	1,153.05	0.00	(6,153.05)	(23.06)	
PROPERTY TAXES		741,546.00	735,134.00	738,805.07	0.00	(3,671.07)	100.50	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	6,250.00	6,250.00	1,000.00	0.00	5,250.00	16.00	
GRANTS & OTHER LOCAL SOURCES		6,250.00	6,250.00	1,000.00	0.00	5,250.00	16.00	
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	150.00	0.00	0.00	150.00	0.00	
COMMUNITY CENTER REVENUES		150.00	150.00	0.00	0.00	150.00	0.00	
INTEREST								
370-000-664.000	INTEREST - INVESTMENT POOL	850.00	2,500.00	1,817.18	284.64	682.82	72.69	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500.00	5,000.00	3,859.00	0.00	1,141.00	77.18	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(3,700.00)	(7,811.42)	0.00	4,111.42	211.12	
370-000-664.400	INVESTMENT POOL BANK FEES	(850.00)	(600.00)	(372.34)	(41.69)	(227.66)	62.06	
370-000-664.500	INVESTMENT ADVISORY FEES	(800.00)	(750.00)	(491.29)	0.00	(258.71)	65.51	
370-000-664.600	BANK LOCKBOX FEES	0.00	(300.00)	(294.73)	(36.91)	(5.27)	98.24	
INTEREST		700.00	2,150.00	(3,293.60)	206.04	5,443.60	(153.19)	
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
MISCELLANEOUS REVENUES		200.00	200.00	0.00	0.00	200.00	0.00	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	77,648.00	0.00	0.00	77,648.00	0.00	
FUND BALANCE RESERVE		0.00	77,648.00	0.00	0.00	77,648.00	0.00	
Total Dept 000		748,846.00	821,532.00	736,511.47	206.04	85,020.53	89.65	
TOTAL REVENUES		748,846.00	821,532.00	736,511.47	206.04	85,020.53	89.65	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,000.00	7,315.00	5,606.43	534.17	1,708.57	76.64	
370-753-707.000	WAGES - REGULAR OVERTIME	1,350.00	570.00	282.83	0.00	287.17	49.62	
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	2,625.00	2,625.00	2,552.67	378.07	72.33	97.24	
370-753-967.000	FRINGE BENEFITS	5,250.00	7,750.00	6,016.59	564.35	1,733.41	77.63	
Total Dept 753 - DPW SERVICES		14,725.00	18,760.00	14,458.52	1,476.59	4,301.48	77.07	

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MARCH BENCHMARK 75%

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		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2018 NORM (ABNORM)	MONTH 03/31/18 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	17,192.72	1,732.39	6,452.28	72.71
370-861-707.000	WAGES - REGULAR OVERTIME	0.00	45.00	45.00	0.00	0.00	100.00
370-861-710.000	WAGES - PART TIME	23,700.00	16,000.00	10,938.68	0.00	5,061.32	68.37
370-861-726.000	SUPPLIES	575.00	575.00	61.54	0.00	513.46	10.70
370-861-740.050	DOWNTOWN MATERIALS	13,430.00	17,958.00	11,174.24	5,705.00	6,783.76	62.22
370-861-801.000	CONTRACTUAL SERVICES	37,250.00	40,913.00	14,943.36	0.00	25,969.64	36.52
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	2,267.00	0.00	483.00	82.44
370-861-801.940	BRICK REPAIR & MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	0.00	74,100.00	70,721.33	71,004.59	3,378.67	95.44
370-861-850.000	LANDSCAPE MAINTENANCE	32,000.00	31,750.00	6,195.50	6,792.00	25,554.50	19.51
370-861-920.010	ELECTRIC POWER	2,450.00	2,450.00	649.07	79.32	1,800.93	26.49
370-861-920.020	NATURAL GAS	3,850.00	3,850.00	3,726.66	0.00	123.34	96.80
370-861-920.030	WATER & SEWER SERVICE	7,300.00	7,300.00	5,738.45	0.00	1,561.55	78.61
370-861-967.000	FRINGE BENEFITS	11,890.00	11,010.00	8,141.52	742.48	2,868.48	73.95
370-861-976.010	STREET FURNISHINGS	3,550.00	4,050.00	1,658.00	0.00	2,392.00	40.94
Total Dept 861 - DESIGN COMMITTEE		165,390.00	239,396.00	153,453.07	86,055.78	85,942.93	64.10
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	17,481.08	1,732.34	6,163.92	73.93
370-862-710.000	WAGES - PART TIME	8,700.00	16,200.00	7,707.36	1,828.00	8,492.64	47.58
370-862-726.000	SUPPLIES	150.00	150.00	104.01	0.00	45.99	69.34
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	26,600.00	26,600.00	22,181.84	4,830.00	4,418.16	83.39
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700.00	2,357.00	2,857.00	0.00	(500.00)	121.21
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	69,500.00	49,044.90	5,015.00	20,455.10	70.57
370-862-801.340	WEB SITE MAINTENANCE	973.00	973.00	675.00	30.00	298.00	69.37
370-862-950.050	O/T TO PARKS & RECREATION	3,000.00	3,000.00	2,400.00	0.00	600.00	80.00
370-862-967.000	FRINGE BENEFITS	10,110.00	10,675.00	7,825.32	883.57	2,849.68	73.31
Total Dept 862 - MARKETING		141,378.00	153,100.00	110,276.51	14,318.91	42,823.49	72.03
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	7,880.00	7,880.00	5,730.79	577.45	2,149.21	72.73
370-863-710.000	WAGES - PART TIME	8,700.00	0.00	0.00	0.00	0.00	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	250.00	400.00	0.00	0.00	400.00	0.00
370-863-801.930	PARKING STRUCTURE MAINTENANCE	25,000.00	0.00	0.00	0.00	0.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	135,650.00	50,000.00	16,087.50	(85,650.00)	33,912.50	32.18
370-863-950.260	OPER TFR TO PARKING FUND	0.00	110,650.00	85,650.00	85,650.00	25,000.00	77.41
370-863-967.000	FRINGE BENEFITS	3,820.00	3,145.00	2,368.78	247.55	776.22	75.32
Total Dept 863 - PARKING		181,350.00	172,125.00	109,837.07	825.00	62,287.93	63.81
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	16,902.42	1,732.22	6,742.58	71.48
370-864-710.000	WAGES - PART TIME	8,700.00	0.00	0.00	0.00	0.00	0.00
370-864-726.000	SUPPLIES	1,150.00	1,150.00	446.42	199.48	703.58	38.82
370-864-730.000	POSTAGE	175.00	175.00	0.67	0.00	174.33	0.38
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	1,490.00	1,476.74	107.90	13.26	99.11

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		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2018 (NORM (ABNORM))	MONTH 03/31/18 (INCR (DECR))	BALANCE (NORM (ABNORM))	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-864-801.450	DDA BOUNDARY EXPANSION	0.00	0.00	212.80	0.00	(212.80)	100.00
370-864-802.010	LEGAL SERVICES - GENERAL	2,500.00	3,500.00	2,813.66	891.50	686.34	80.39
370-864-805.000	AUDITING SERVICES	4,690.00	4,690.00	4,687.00	0.00	3.00	99.94
370-864-900.000	PRINTING & PUBLISHING	975.00	975.00	705.99	0.00	269.01	72.41
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270.00	5,485.00	4,761.50	12.50	723.50	86.81
370-864-920.000	UTILITIES	1,225.00	1,318.00	963.11	75.00	354.89	73.07
370-864-958.000	MEMBERSHIP & DUES	640.00	1,408.00	1,408.00	0.00	0.00	100.00
370-864-960.000	EDUCATION & TRAINING	1,750.00	1,500.00	544.77	0.00	955.23	36.32
370-864-967.000	FRINGE BENEFITS	10,110.00	9,425.00	7,139.13	760.56	2,285.87	75.75
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970.00	10,970.00	8,227.50	0.00	2,742.50	75.00
Total Dept 864 - ORGANIZATIONAL		73,355.00	65,796.00	50,354.73	3,779.16	15,441.27	76.53
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355.00	172,355.00	172,355.00	153,677.50	0.00	100.00
Total Dept 945 - DEBT SERVICE		172,355.00	172,355.00	172,355.00	153,677.50	0.00	100.00
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	293.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		293.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		748,846.00	821,532.00	610,734.90	260,132.94	210,797.10	74.34
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		748,846.00	821,532.00	736,511.47	206.04	85,020.53	89.65
TOTAL EXPENDITURES		748,846.00	821,532.00	610,734.90	260,132.94	210,797.10	74.34
NET OF REVENUES & EXPENDITURES		0.00	0.00	125,776.57	(259,926.90)	(125,776.57)	100.00
BEG. FUND BALANCE		408,245.53	408,245.53	408,245.53			
END FUND BALANCE		408,245.53	408,245.53	534,022.10			

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	TREE SET UP	6323	03/30/18	2,830.00	106753
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS PARTY	LED LIGHT REPAIRS	6325	03/30/18	2,875.00	106753
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	031618	04/11/18	299.00	500296
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	CABLE	03172018	04/11/18	268.29	500297
370-861-803.590	SIGNAGE AND MARKERS PROJE	UNIVERSAL SIGN INC	DOWNTOWN WAYFINDING	20826	03/26/18	71,004.59	106659
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	FALL PLANTERS	018-14-0222	03/14/18	6,792.00	106647
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES	032218	03/28/18	79.32	106730
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 2/8/18 - 3/8/18	03082018	04/11/18	569.74	500294
Total For Dept 861 DESIGN COMMITTEE						84,717.94	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	BEGONIA BROTHERS PARTY	SKELETONS	6320	03/14/18	4,830.00	106648
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	MARCH/APRIL EVENT CARD PRINTING	55194	03/28/18	541.00	106587
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	TOWN SQUARE DIRECTORY MARCH/APRIL	54424	03/10/18	561.00	106623
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY RETAINER	NORTHVILLE4-18	04/06/18	2,100.00	106710
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	AD DESIGN	018	04/06/18	300.00	106751
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	MARCH/APRIL NEWSLETTER AND EVENT CA	017	04/06/18	425.00	106751
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	SEEN AD	255841	04/06/18	750.00	106774
370-862-801.000	CONTRACTUAL SERVICES	NORTHVILLE PARKS & REC	SUMMER BROCHURE AD	22318	03/30/18	338.00	106775
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE - MAILCHIMP SUBSCRIPTION	08895181	03/14/18	30.00	106631
Total For Dept 862 MARKETING						9,875.00	
Dept 863 PARKING							
370-863-726.000	SUPPLIES	DORNBOS SIGN & SAFETY,	CUSTOM CO-12X18 G/W HIP	INV37577	04/11/18	61.65	106802
Total For Dept 863 PARKING						61.65	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	THE OFFICE CONNECTION	TONER, COFFEE CUPS	682912	03/28/18	199.48	106734
370-864-801.190	TECHNOLOGY SUPPORT & SERV	NORTHVILLE TOWNSHIP	JANUARY IT SERVICES	1800002411	03/28/18	23.00	106725
370-864-801.190	TECHNOLOGY SUPPORT & SERV	NORTHVILLE TOWNSHIP	FEB IT SERVICES	1800002412	04/11/18	50.50	106813
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI	031618	04/06/18	84.90	106722
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL JAN 2018 (28.7	10686784	03/14/18	50.00	106607
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL COUNSEL - REAL ESTATE	112288	04/06/18	704.00	106758
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL FEB 2018 (19.3	10688222	03/28/18	137.50	106727
370-864-910.000	LIABILITY & PROPERTY INS	WEST BEND MUTUAL INSUR	LATE FEE - SPECIAL EVENTS POLICY	11054616000	03/28/18	12.50	106748
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	031618	04/11/18	43.22	500296
Total For Dept 864 ORGANIZATIONAL						1,305.10	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						95,959.69	

**DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of March 20, 2017
Meeting Room A**

The regular meeting of the DDA Board was called to order at 8:03 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shawn Riley, Robert Miller, Aaron Cozart, John Casey, Mary Starring, Jim Long, Margene Buckhave*

Absent: *Carolann Ayers, Greg Presley*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Amelia Ritter/DDA Marketing and Communications Coordinator, Fred Sheill/resident, Marilyn Price/City Council member*

AUDIENCE COMMENTS

Long asked about a line item in the Expense and Revenue Report. In the Design Committee section there is a charge for \$74,000. Long is wondering what the expense is for. Ward reviewed the document and responded that there appears to be an error in the report provided by the Finance Department. The expense should have been included as part of the Wayfinding Signage and Markers budget which has zero expenses noted. The error will be corrected for the April meeting.

Long asked about the Town Square Rental guidelines and application from the February 2018 minutes. He was under the impression that the DDA would let people use the space as they would like to, and there would be no need to reserve the space. Ward stated that that would be the case for many users, but if an individual or group wished to have exclusive use of Town Square, the space would need to be reserved. An A frame sign could note when the square is reserved. An example of this type of use would be a wedding.

Long noticed that the minutes reflected an update on an easement with Bank of America and wondered if it should have been Comerica Bank. Ward confirmed that the easement was between Bank of America and Poole's Tavern for to allow for a pedestrian easement from Main Street to the Marquise Theatre that is ADA compliant.

APPROVAL OF AGENDA AND CONSENT AGENDA

- a. February 2018 Financial Statement
- b. February 2018 Invoice Report
- c. February 16, 2018 Meeting Minutes

Motion by Casey seconded by Long to approve the Consent Agenda. **Motion carried unanimously.**

APPROVAL OF CHANGES TO THE DRAFT BUDGET 2018-2019

After the DDA adopted the budget at their February meeting, they received additional information from the City Assessor and the Board of Review. This year the taxable value is projected to increase by 4.1%, resulting in a TIF revenue increase of just under \$20,000. Each year the DDA budgets \$5,000 for lost revenue for tax appeals. There are no significant appeals at this time so the number will remain the same for 2018-2019. In addition to the increase in commercial property values, the DDA is also experiencing an increase in investment revenues. Combined there is a revenue increase of \$23,000 for fiscal year 2018-19.

Ward attached a table with explanations of each proposed change to the draft budget. A significant change in this year's proposed budget is the creation of an Economic Development Committee budget that includes both the proposed DDA boundary expansion and the Creative Many study. Pending approval of the DDA Board, these changes will go to City Council in April.

Casey asked for a further explanation of what the Creative Many Study is about. Ward explained that they are the premier arts advocacy group for the state of Michigan. If retained by the DDA, Creative Many would inventory arts related resources in Northville and determine how the city can create partnerships and present the arts as a marketing niche for the community and build on it for both businesses and visitors coming in. Creative Many has been invited to make a presentation to the Economic Development Committee in the next month. After a discussion by the Economic Development Committee, the group will make a recommendation to the DDA Board on whether to proceed with a contract with Creative many. Ward said that this process will look similar to what the Strategic Plan.

Motion by Roth seconded by Starring to approve Changes of the 2018-2019 DDA Budget. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee*

Miller has completed the process of recruiting members for the Design Committee. The Committee will meet in the upcoming weeks.

b. *Marketing Mix Committee*

Riley recapped the decision to switch advertising from HOUR to SEEN. Ward introduced the two new members of the Marketing Committee, representatives from Mill Race Village and the Northville District Library. The Committee is looking for more collaboration between organizations in the city.

Ritter is continuing a Downtown Northville Presents video series to highlight unique businesses around town. She has made videos for Adorn Fine Flowers, Chocolates by Renee, My Little Paris Café & Bookstore, and Cherie Baby Café, with the latest being very popular on the Downtown Northville Facebook page.

c. *Parking Committee*

Overnight parking was discussed at the latest meeting as there was an issue brought up on a Facebook page about a gentleman who needed to take an Uber home and leave his car parked in the lot overnight. When he returned in the morning, he had a ticket received a ticket. The Committee discussed possibly allowing overnight parking from April-November, but nothing was decided. The DDA Board suggested that instead of another layer of parking enforcement (adding more restrictions and rules on signs) the City could provide stickers to bars that patrons can place on their car to let law enforcement know that they opted to take an Uber home and will be back for their car. The number for the police station could also be posted in the restaurant, but patrons need to know their license plate number for both of those options. The other option discussed was to leave the issue as is. These instances have been few and far between. Casey, a local bar owner, said that he often calls Uber for his customers.

The Committee still needs to look at other communities to see how they handle overnight parking and overflow lots, as well the cost of the tickets. In this specific instance, the ticket was \$5. If it is determined that this isn't a huge issue that is occurring often, it may be left as is. The Parking Committee will discuss this further and bring the Board's ideas to their next meeting.

Revisions of the outdated parking map were also discussed at the last Committee meeting. The EV stations will be added, as well as bike racks and the bike repair station (location pending).

d. *Organizational Committee*

Ayers was absent from this meeting. Ward noted that the budget changes are the only Organizational Committee matter for this month.

e. *Economic Development Committee*

Cozart stated that there were a couple of agenda items that they wanted to address, like the DDA boundary expansion, but had to push them back to get to more pressing items. The main item on the agenda was changes to the Master Plan and Cady Street Overlay. Cozart was gathering feedback from the DDA Board and the Economic Development Committee to take to the Planning Commission meeting tonight. Sally Elmiger, the City's Planning Consultant, was in attendance at the Committee meeting as well. There are five key items that they discussed and will take to the Planning Commission meeting:

1. Establishing a regional identity
2. Increasing density
3. Adding public space/green space
4. Requiring/encouraging first floor commercial
5. Need to address traffic increases & congestion

Sullivan raised a concern that Singh has had the Foundry Flask property under option and has come to the Planning Commission and stated that they would like to do construct a residential development of over 100 apartments. This site has numerous obstacles to development. Sullivan said that if we change the Master Plan to require it to be a mixed use development, he hopes that Singh will continue to move forward on their project not walk away. We may be placing an obstacle in front of somebody who wants to redevelop this site by saying that it needs to be mixed use.

There was disagreement over what the position that the DDA's Economic Development Committee took following their meeting yesterday. The difference centered on whether a developer could have a single use project on the first floor.

Roth read a sheet from the previous day's meeting that stated," Creative Mixed Use shall include single-use development or mixture of office, medical research and development, or creative and industrial arts workspace. First floor and upper level residential are acceptable in this area as part of a mixed use project." Under the current ordinance, developers are prohibited from developing a single-use property.

Roth said that later in the day the Planning Commission was going to look at the overlay ordinance, after having input and discussion from City Council and the DDA Board. The wanted input from stakeholders before they processed the information. Roth did not know if a decision would be made at this meeting.

Ward suggested that the Economic Development Committee meet again to agree on what was discussed as members were not on the same page with new properties being mixed-use vs. single-use and which would be more beneficial and more attractive to developers. Cozart agreed that the majority of the Committee did not want to have an all residential development. He questioned how we could incentivize the projects to encourage commercial.

Price asked about which area specifically the committee was focusing on. She understands why the area is labeled the Creative District, but is wondering if that promotes people coming into the downtown area if it is a little further away and may not allow residential. Riley compared it to a new development in Plymouth that is set a couple blocks outside of their downtown area. Miller noted that the guidelines in the city's plan are a

suburban response to an urban development. Sullivan is still wondering if the City can be confident that there is a developer that has the same interests that the City does.

Buckhave asked how many buildings are included in the Foundry Flask site. Sullivan was not sure how many buildings would be included. He did know that they want to do over 100 apartments, have a riverwalk, and widen Cady Street to include street parking. He noted that the City would like for this area to have a warehouse feel, but has yet to see plans that capture that.

Roth noted that part of this property is part of the Historic District Commission, which is something else that will have to be looked at and dealt with as developers are considered.

Miller suggested that the Economic Development Committee and those who attended the previous night's City Council meeting stay after the DDA Board meeting to discuss the issue further.

FUTURE MEETINGS/ IMPORTANT DATES

Future Meetings / Important Dates

- a. Marketing Meeting – April 5, 2018
- b. First Friday Experience – April 6, 2018
- c. Executive Committee Meeting – April 11, 2018
- d. Economic Development Meeting – April 16, 2018
- e. DDA Board Meeting – April 17, 2018
- f. Girls' Night Out – April 27, 2018

BOARD AND STAFF COMMUNICATIONS

The next DDA Board meeting is April 17, 2018

Meeting adjourned at 9:36 am

Respectfully submitted,



Amelia Ritter, Marketing and Communications Coordinator
Northville DDA

Department: Downtown Development Authority		Account Number		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
Account #	Classification & Description	Original Budget Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-403	Current Property Taxes Formulas are on main budget document (NET) Subject to March Board of Review Changes	666,899	658,692	-	-	-	-	(20,054)	(11,847)	-	-	646,845	646,845
		(8,207)						8,207				-	
370-000-403.01	DDA Operating Levy 1.8158 mills Subject to March Board of Review Changes	57,677	57,854	-	-	-	-	(566)	(743)	-	-	57,111	57,111
		177						(177)				-	
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss Local Community Stabilization Share	30,000	30,000	-	-	-	-	6,178	6,178	-	-	36,178	36,178
370-000-417	Delinquent Personal Prop Taxes	-	-	-	-	-	-	-	-	-	-	-	-
370-000-418	Property Taxes - Other Reserve - Tax Appeals	(5,000)	(5,000)	-	-	-	-	-	-	-	-	(5,000)	(5,000)
370-000-586.02	Sponsorships Skeletons Are Alive	6,250	6,250	-	-	-	-	-	-	-	-	6,250	6,250
370-000-659.11	Rent Revenue Rental of Town Square	150	150	-	-	-	-	-	-	-	-	150	150
370-000-664	Investment Earnings - Short Term	850	850	-	-	-	-	1,650	1,650	-	-	2,500	2,500
370-000-664.20	Investment Earnings - Long Term	1,500	1,500	-	-	-	-	3,500	3,500	-	-	5,000	5,000
370-000-664.30	Unrealized Market Change	-	-	933	933	-	-	(4,633)	(4,633)	-	-	(3,700)	(3,700)
370-000-664.40	Investment Pool Bank Fees	(850)	(850)	-	-	-	-	250	250	-	-	(600)	(600)
370-000-664.50	Investment Advisory Fees	(800)	(800)	-	-	-	-	50	50	-	-	(750)	(750)
370-000-664.60	Bank Lockbox Fees	-	-	-	-	-	-	(300)	(300)	-	-	(300)	(300)
370-000-666	Misc Revenue Fountain Cleaning	200	200	-	-	-	-	-	-	-	-	200	200
370-000-699.00	Use of Fund Balance Use of Fund Balance	(293)	(293)	76,424	76,424	-	-	1,517	1,517	-	-	77,648	77,648
Total		748,553	748,553	77,357	77,357	-	-	(4,378)	(4,378)	-	-	821,532	821,532
Difference (should be zero)		-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures		748,553	748,553	77,357	77,357	-	-	(4,378)	(4,378)	-	-	821,532	821,532
Total Revenues		748,846	748,846	933	933	-	-	(5,895)	(5,895)	-	-	743,884	743,884
Use of (Increase to) Fund Balance		(293)	(293)	76,424	76,424	-	-	1,517	1,517	-	-	77,648	77,648
Difference - should be zero		-	-	-	-	-	-	-	-	-	-	-	-

City of Northville
Budget Amendment Worksheet
FY2017-18 Budget

Department: Downtown Development Authority		Account Number											
Activity: Design		Fund #	Activity #										
Prepared By: Lori Ward		370	861										
Account #	Classification & Description	Original Amount	Budget Total	1st Quarter Amount	Total	2nd Quarter Amount	Total	3rd Quarter Amount	Total	4th Quarter Amount	Total	Amended Amount	Budget Total
370-861-706	Wages and Salaries - Full Time (1) Director (30%)	23,645	23,645	-	-	-	-	-	-	-	-	23,645	23,645
370-861-707	Wages and Salaries - Overtime 2 Seasonals							45	45			45	45
370-861-710	Wages and Salaries - Part Time 3 Seasonals DDA part-time staff	15,000 8,700	23,700	-	-	-	-	1,000 (8,700)	(7,700)	-	-	16,000 -	16,000
370-861-726	Supplies Meeting supplies Reproduction Catering Printing tshirts Maintenance Equipment	50 100 125 100 200	575	-	-	-	-	-	-	-	-	50 100 125 100 200	575
370-861-740.05	Downtown Materials Downtown Greenery Holiday Bows LED Tree lights and installation/repair Raised Holiday Decorations in Town Square LED Lights for new Light Poles LED Lights for new street trees in grates Holiday Lighting & Decor - Town Square Halloween Decorations Halloween Lighting Misc. Maintenance Equipment No Smoking Signs Fall Décor	- 2,500 - 2,055 1,250 250 - 4,000 3,000 - - 250 - 125	13,430	-	-	-	-	(155) 335 (12) 215 4,145	4,528	-	-	2,345 - 2,390 1,238 465 - 8,145 3,000 - - 250 - 125	17,958
370-861-801.00	Contractual Services WiFi Service - TDS (\$325/month) Expanded WiFi - Clear Rate Electrical Repairs Detroit Edison Electrical Work New Hire Physicals (\$81/hire) Irrigation Repairs Sprinkler Winterization Landscape/Planter Repair Sidewalk Repair & Replacement Umbrella Repairs Sound System in Town Square Brick Repair Heat Melt Repair Painting of Receptacles and Planters Painting of Light Posts Painting of Walkway painting fence fabrication landscape contracting/clean up walkway repair	- 3,600 10,000 - 300 2,500 650 - - 100 - - 1,500 - - 3,000 - - -	37,250	3,100	-	-	-	563	563	-	-	- 3,600 10,000 - 300 4,500 957 - - 100 - - 1,500 - 1,100 - 3,000 - - -	40,913

City of Northville
Budget Amendment Worksheet
FY2017-18 Budget

Department: Downtown Development Authority		Account Number											
Activity: Design		Fund #	Activity #										
Prepared By: Lori Ward		370	861										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Misc											-	
	Repair Fencing											-	
	Security Cameras											-	
	WiFi Service Town Square - Comcast	2,100										2,100	
	Fountain Repair	1,500										1,500	
	Survey							256				256	
	Gas Pit Repair/Replacement											-	
	Main Street Road Repair											-	
	Pavillion Repair	12,000										12,000	
	Construction Sign											-	
370-861-801.16	Public Restroom Program		2,750										2,750
	Rent/Maintenance (\$3,975/quarter)											-	
	Porta Potty rental (\$430/mo)	2,750										2,750	
	Water (\$66/bi-monthly)	-	-									-	
	Special Event Use	-										-	
370-861-801.90	Sidewalk Repairs												
	Hutton Street Sidewalk Repairs											-	
370-861-801.94	Brick Repair & Maintenance		3,000										3,000
	Town Square	1,500										1,500	
	Mary Alexander Court	1,500										1,500	
370-861-802.20	Contracted Planning Services		-										-
	contracted staff	-										-	
370-861-803.200	Planning Studies												
	Strategic Plan - DDA Portion											-	
	Strategic Plan - City Portion											-	
	Printing, organizing focus groups, etc											-	
	Design Graphics											-	
	Creative Many Studay											-	
370-861-803.58	Comerica Community Connection		-										-
	Other											-	
370-861-803.59	Signage and Markers Projects		-		74,100								74,100
	Downtown Wayfinding Project	-		73,500								73,500	
	Non Motorized Trail Project			600								600	
	Cross Street Banner Poles											-	
	Directory Signage											-	
370-861-803.81	Alleyway Improvements												
	Orin/Plaza											-	
	Rebeccas											-	
370-861-803.93	Comerica Connection Exhibit		-										-
	design											-	
	fabrication											-	
370-861-850	Landscape Maintenance & Materials		32,000						(250)				31,750
	Annuals & perennials	25,000										25,000	

City of Northville
Budget Amendment Worksheet
FY2017-18 Budget

Department: Downtown Development Authority		Account Number											
Activity: Design		Fund #	Activity #										
Prepared By: Lori Ward		370	861										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Landscape Replacement	1,000										1,000	
	Tree Maintenance and Replacement	1,000										1,000	
	Trim and Mulch	1,000										1,000	
	weeding & watering											-	
	Landscaping on Hutton Dulap Curve, MAC	-										-	
	Brick Repair											-	
	Fountain Chemicals and Parts	250						(250)				-	
	Parking Lot Landscaping	1,500										1,500	
	Beautification Commission Plantings	2,250										2,250	
	Misc.											-	
370-861-920.01	Electrical Service		2,450										2,450
	Electrical Service - Town Square	2,250										2,250	
	Walkway	200										200	
370-861-920.02	Natural Gas Service		3,850										3,850
	Heat Melt System & Fire Pits - Town Square	3,300										3,300	
	Walkway	550										550	
370-861-920.030	Water and Sewer Service		7,300										7,300
	Town Square, 120 W Main, Hutton Park	7,000										7,000	
	Walkway	300										300	
370-861-950.46	O/T to Public Improvement Fund												
	Security Cameras												
370-861-967	Fringe Benefits (1)		11,890						(880)				11,010
		11,890						(880)				11,010	
370-861-976.01	Street Furnishings		3,550						500				4,050
	Bike Racks	2,000						500				2,500	
	Newsrack											-	
	Signage - Directory	1,300										1,300	
	Light Fixtures	-										-	
	Umbrella	250										250	
	Furniture/Benches											-	
	Bollards											-	
370-861-984	GIS Services												
Total		165,390	165,390	77,200	77,200	-	-	(3,194)	(3,194)	-	-	239,396	239,396
Difference (should be zero)													

City of Northville
Budget Amendment Worksheet
FY2017-18 Budget

Department: Downtown Development Authority		Account Number											
Activity: Marketing & Business Mix		Fund #	Activity #										
Prepared By: Lori Ward		370	862										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-706	Wages and Salaries - Full Time (1) Director -30%	23,645	23,645	-	-	-	-	-	-	-	-	23,645	23,645
370-862-710	Wages and Salaries - Part Time part time staff	8,700	8,700	-	-	-	-	7,500	7,500	-	-	16,200	16,200
370-862-726	Supplies Meeting Supplies Meeting Catering	150	150	-	-	-	-	-	-	-	-	150	150
370-862-784	Downtown Programming & Promotions Port-a-potty (\$150 * 3) Other Promotional Events Northville Chamber of Commerce Friday Night Concerts Buy Michigan Now Festival NCBA Skeletons are Alive Concours deElegance Fall Décor Christmas New Event	- - 7,500 7,000 3,500 1,250 3,250 100 1,500 2,500	26,600	-	-	-	-	-	-	-	-	- - 7,500 7,000 3,500 1,250 3,250 100 1,500 2,500	26,600
370-862-785	Business Retention Program Walking Map Recruitment Package Restaurant Guide	1,750 500 450	2,700	157	157	-	-	(500)	(500)	-	-	1,907 - 450	2,357
370-862-801.00	Contractual Services Graphic Design Newsletter IMJ Communications Advertising - misc Radio Print Direct Mail Internet/Social Media Video/Photography Event Cards and Posters Event Planning Billboard Restaurant Guides Detour Signs Event panels	5,000 1,500 24,000 - - 22,000 5,250 1,500 2,500 3,750 - - - 500 - - 3,500	65,500	-	-	-	-	4,000	4,000	-	-	5,000 1,500 24,000 - - 22,000 5,250 1,500 2,500 3,750 - - 500 - - 3,500	69,500
370-862-802.20	Contracted Planning Services contracted staff	-	-	-	-	-	-	-	-	-	-	-	-
370-862-802.30	Contracted Marketing Services contracted staff	-	-	-	-	-	-	-	-	-	-	-	-
370-862-801.34	Web Site Accunet	409	973	-	-	-	-	-	-	-	-	409	973

City of Northville
Budget Amendment Worksheet
FY2017-18 Budget

Department: Downtown Development Authority		Account Number											
Activity: Marketing & Business Mix		Fund #	Activity #										
Prepared By: Lori Ward		370	862										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Mail Chimp	360										360	
	Survey Monkey	204										204	
370-862-950.05	O/T to Parks & Recreation		3,000		-		-		-		-	3,000	3,000
	Tunes on Tuesday	3,000											
	Friday Night Concerts												
370-862-967	Fringe Benefits (1)		10,110		-		-		565		565		10,675
	Per Finance Department	10,110						565				10,675	
Total		141,378	141,378	157	157	-	-	11,565	11,565	-	-	153,100	153,100
Difference (should be zero)													

Budget Amendment Worksheet
 FY2017-18 Budget

Department:	Downtown Development Authority	Account Number	
Activity:	Organizational	Fund #	Activity #
Prepared By:	Lori Ward	370	864

Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-706	Wages and Salaries - Full Time (1)		23,645		-		-		-		-		23,645
	Director - 30%	23,645											23,645
370-864-710.	Wages - Temp/Part Time Reg		8,700		-		-		(8,700)		-		-
	Intern												-
	part time staff	8,700						(8,700)					-
370-864-726	Supplies		1,150		-		-		-		-		1,150
	Office . Supplies	250											250
	Computer Software	250											250
	Computer Supplies	500											500
	Meetings Catering	150											150
	Computers												-
370-864-730	Postage		175		-		-		-		-		175
	Postage machine & stamps	175											175
370-864-731	Publications		65		-		-		-		-		65
	Northville Record	65											65
	Crains												-
370-864-801.00	Contractual Services		-		-		-		-		-		-
		-											-
370-864-801.19	Technology Services		1,490		-		-		-		-		1,490
	Computer Repair Service	270											270
	Comcast DSL (\$95/mo)												-
	Email Archival Service	15											15
	IT support from Township	1,000											1,000
	Annual Support - Servers (\$17/mo)	205											205
	Comcast Town Square												-
370-864-801.45	DDA Plan Update and Amendment		-		-		-		-		-		-
	Amended and restated plan	-											-
	Legal & Consulting fees	-											-
	Printing, Publishing, Notice Fees												-
	Misc												-
370-864-802.01	Legal Services		2,500		-		-		1,000		-		3,500
	General Legal Fees	1,000											1,000
	Monaghan - Zoo Authority												-
	Real Estate Legal Fees	1,500						1,000					2,500
	Steve Schwartz, labor												-
	Labor Attorney												-
370-864-802.20	Contracted Planning Services		-		-		-		-		-		-
	contracted staff	-											-

Budget Amendment Worksheet
 FY2017-18 Budget

Department:	Downtown Development Authority	Account Number	
Activity:	Organizational	Fund #	Activity #
Prepared By:	Lori Ward	370	864

Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-802.30	Contracted Marketing Services		-		-		-		-		-		-
	contracted staff	-										-	
370-864-805	Auditing Services		4,690		-		-		-		-		4,690
	Plante & Moran - Per Finance Department	4,690										4,690	
370-864-900	Printing & Publishing		975		-		-		-		-		975
	Notecards/Envelopes/Labels	250										250	
	DDA Annual Report in Newspaper	425										425	
	Slide and Photo Processing	100										100	
	Bid Notices											-	
	Color Copying Charges	200										200	
370-864-910	Insurance - MMRMA		5,270		-		-		215		215		5,485
	Per Schedule	4,120							215			4,335	
	Distribution rec'd to offset premiums											-	
	Special Event Insurance	1,150										1,150	
370-864-917	Workers comp Insurance		-		-		-		-		-		-
	contracted staff WC Premium	-										-	
370-864-920	Utilities		1,225		-		-		93		93		1,318
	\$75 mo reimbursement via payroll	900										900	
	AT&T phone & fax lines (\$35.13/mo x 2)											-	
	Clear Rate phone & internet (\$27/mo)	325							93			418	
370-864-956	Contingencies		-		-		-		-		-		-
	Wage Adjustments - Per Finance Department	-										-	
370-864-958	Memberships & Dues		640		-		-		768		768		1,408
	APA								243			243	
	MDA	400							175			575	
	Chamber of Commerce	240										240	
	NTHP - National Main Street Center								350			350	
370-864-960	Education & Training		1,750		-		-		(250)		(250)		1,500
	Travel - mileage and parking	500										500	
	Meals	150										150	
	Conference Fees	350										350	
	Hotel Expenses	500										500	
	Other	250							(250)			-	
370-864-967	Fringe Benefits (1)		10,110		-		-		(685)		(685)		9,425
	Per Finance Department	10,110							(685)			9,425	
370-864-967.02	Overhead		10,970		-		-		-		-		10,970
	services by Finance Dept, DPW Dir, Manager (5% increase)	10,970										10,970	

Budget Amendment Worksheet
 FY2017-18 Budget

Department: Downtown Development Authority		Account Number											
Activity: Organizational		Fund #	Activity #										
Prepared By: Lori Ward		370	864										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
		73,355	73,355	-	-	-	-	(7,559)	(7,559)	-	-	65,796	65,796
	Total												
	Difference (should be zero)												

Budget Amendment Worksheet
 FY2017-18 Budget

Department:	Downtown Development Authority	Account Number	
Activity:	Organizational	Fund #	Activity #
Prepared By:	Lori Ward	370	864

Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-706	Wages and Salaries - Full Time (1)	-	-	-	-	-	-	-	-	-	-	-	-
370-864-710.	Wages - Temp/Part Time Reg Intern part time staff	-	-	-	-	-	-	-	-	-	-	-	-
370-864-726	Supplies Office . Supplies Computer Software Computer Supplies Meetings Catering Computers	-	-	-	-	-	-	-	-	-	-	-	-
370-864-730	Postage Postage machine & stamps	-	-	-	-	-	-	-	-	-	-	-	-
370-864-731	Publications Northville Record Crains	-	-	-	-	-	-	-	-	-	-	-	-
370-864-801.00	Contractual Services	-	-	-	-	-	-	-	-	-	-	-	-
370-864-801.19	Technology Services Computer Repair Service Comcast DSL (\$95/mo) Email Archival Service IT support from Township Annual Support - Servers (\$17/mo) Comcast Town Square	-	-	-	-	-	-	-	-	-	-	-	-
370-864-801.45	DDA Plan Update and Amendment Amended and restated plan Legal & Consulting fees Printing, Publishing, Notice Fees Misc	-	-	-	-	-	-	-	-	-	-	-	-
370-864-802.01	Legal Services General Legal Fees Monaghan - Zoo Authority Real Estate Legal Fees Steve Schwartz, labor Labor Attorney	-	-	-	-	-	-	-	-	-	-	-	-
370-864-802.20	Contracted Planning Services contracted staff	-	-	-	-	-	-	-	-	-	-	-	-

Budget Amendment Worksheet
 FY2017-18 Budget

Department:	Downtown Development Authority	Account Number	
Activity:	Organizational	Fund #	Activity #
Prepared By:	Lori Ward	370	864

Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-802.30	Contracted Marketing Services contracted staff	-	-	-	-	-	-	-	-	-	-	-	-
370-864-805	Auditing Services Plante & Moran - Per Finance Department	-	-	-	-	-	-	-	-	-	-	-	-
370-864-900	Printing & Publishing Notecards/Envelopes/Labels DDA Annual Report in Newspaper Slide and Photo Processing Bid Notices Color Copying Charges	-	-	-	-	-	-	-	-	-	-	-	-
370-864-910	Insurance - MMRMA Per Schedule Distribution rec'd to offset premiums Special Event Insurance	-	-	-	-	-	-	-	-	-	-	-	-
370-864-917	Workers comp Insurance contracted staff WC Premium	-	-	-	-	-	-	-	-	-	-	-	-
370-864-920	Utilities \$75 mo reimbursement via payroll AT&T phone & fax lines (\$35.13/mo x 2) Clear Rate phone & internet (\$27/mo)	-	-	-	-	-	-	-	-	-	-	-	-
370-864-956	Contingencies Wage Adjustments - Per Finance Department	-	-	-	-	-	-	-	-	-	-	-	-
370-864-958	Memberships & Dues APA MDA Chamber of Commerce NTHP - National Main Street Center	-	-	-	-	-	-	-	-	-	-	-	-
370-864-960	Education & Training Travel - mileage and parking Meals Conference Fees Hotel Expenses Other	-	-	-	-	-	-	-	-	-	-	-	-
370-864-967	Fringe Benefits (1) Per Finance Department	-	-	-	-	-	-	-	-	-	-	-	-
370-864-967.02	Overhead services by Finance Dept, DPW Dir, Manager (5% increase)	-	-	-	-	-	-	-	-	-	-	-	-

Budget Amendment Worksheet
 FY2017-18 Budget

Department: Downtown Development Authority		Account Number											
Activity: Organizational		Fund #	Activity #										
Prepared By: Lori Ward		370	864										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
		-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-	-	-	-	-	-
Difference (should be zero)		-	-	-	-	-	-	-	-	-	-	-	-

City of Northville													
Budget Amendment Worksheet													
FY2017-18 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Debt		Fund #	Activity #									
Prepared By:	Lori Ward		370	945									
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-945-950.49	O/T to DDA Debt Service Fund		172,355		-		-		-		-		172,355
	2013 DDA Refunding Bond Debt Service												
	Principal	135,000										135,000	
	Interest	37,355										37,355	
Total		172,355	172,355	-	-	-	-	-	-	-	-	172,355	172,355
Difference (should be zero)			-	-	-	-	-	-	-	-	-		-

Northville DDA
 FY 2018-19 Proposed DDA Budget
 3rd Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Amount +/-
Revenue			
370-000-403.00	Current Property Taxes	Actual Capture	(\$11,847)
370-000-403.01	DDA Operating Levy	Actual Capture	(\$743)
370-000-403.04	PPT Reimbursement	Actual reimbursement	\$6,178
370-000-664.00	Investment Earnings - Short Term	Actual Earnings	\$1,650
370-000-664.20	Investment Earnings - Long Term	Actual Earnings	\$3,500
370-000-664.30	Unrealized Market Change	Actual Figures	(\$4,633)
370-000-664.40	Investment Pool Bank Fees	Actual Fees	\$250
370-000-664.50	Investment Advisory Fees	Actual Fees	\$50
370-000-664.60	Bank Lockbox Fees	Actual Fees	(\$300)
370-000-699.00	Use of Fund Balance	Actual Expenses	\$1,517
DPW			
370-753-706.00	Wages and Salaries – Full Time (1)	Actual Expenses per Finance. Investigation underway	\$2,315
370-753-707.00	Wages – Regular Overtime	Actual Expenses	(\$780)
370-753-967.00	Fringe Benefits (1)	Actual Expenses per Finance. Investigation underway	\$2,500
Design			
370-861-707.00	Wages and Salaries - Overtime	Reorganized staffing budgets	\$45
370-861-710.00	Wages and Salaries - Part Time	Reorganizing staffing budget	(\$7,700)
370-861-740.05	Downtown Materials	Christmas tree installation and lighting	\$4,528
370-861-801.00	Contractual Services	Survey and Easement Expenses	\$563
370-861-803.93	Landscape Maintenance & Materials	Fountain Materials expenses less	(\$250)
370-861-967.00	Fringe Benefits (1)	Actual Expenses per Finance	(\$880)
370-861-976.01	Street Furnishings	Additional bike rack installations	\$500
Marketing Mix			
370-862-710.00	Wages and Salaries - Part Time	Reorganized staffing budget	\$7,500
370-862-785.00	Business Retention Program	Reduced cost of Business Investment Guide Printing	(\$500)

370-862-801.00	Contractual Services	Added cost of producing event panels on Directories	\$4,000
370-862-967	Fringe Benefits (1)	Actual Expenses per Finance	\$565
Parking			
370-863-710	Wages and Salaries - Part Time	Reorganized staffing budget	(\$8,700)
370-863-786	Downtown Parking Program	Updating Parking Guide	\$150
370-863-801.93	Parking Structure Maintenance	Moved to O/T Parking Fund budget	(\$25,000)
370-863-950.21	O/T to General Fund	Moved to O/T Parking Fund	(\$85,650)
370-863-950.26	O/T to Parking Fund	Transfer to O/T see above	\$110,650
370-863-967.00	Fringe Benefits (1)	Actual Expenses per Finance	(\$675)
Organization			
370-864-710	Wages - Temp/Part Time Reg	Reorganized staffing budget	(\$8,700)
370-864-802.01	Legal Services	Additional fees for Easement work with BOA/Poolles	\$1,000
370-864-910	Insurance - MMRMA	Per Schedule	\$215
370-864-920	Utilities	Increased Clear Rate fees	\$93
370-864-958	Memberships & Dues	Membership dues for NMS and APA and increase for MDA	\$768
370-864-960	Education & Training	Less travel	(\$250)
370-864-967	Fringe Benefits (1)	Actual Expenses per Finance	(\$685)



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

DATE: March 22, 2018

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: Cassandra Wiktorowski, Treasurer 

RE: 2017 Taxes Captured by the Northville Downtown Development Authority

The 2017 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.

<u>Base Year</u>	<u>Base Year</u> <u>SEV</u>	<u>2016</u> <u>P.R.E.</u> <u>Captured</u>	<u>2016</u> <u>Non-PRE</u> <u>Captured</u>	<u>Total Taxable</u> <u>Captured</u>
DDA 1978	3,935,367	1,285,317	23,089,797	24,375,114
DDA2 1993	454,300	91,555	232,372	323,927
DDA3	<u>2,413,621</u>	<u><50,027></u>	<u>100</u>	<u><49,927></u>
Total	<u>6,803,288</u>	<u>1,326,845</u>	<u>23,322,269</u>	<u>24,649,114</u>

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

PRE	26.2424
Commercial Personal (MBT)	26.2424
Non-PRE	26.2424

Based on the above 2017 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	15.2961	377,033.55
Wayne County	6.6380	163,619.02
Wayne Parks	0.2459	6,061.20
Schoolcraft Community College	1.7766	43,790.71
Huron Clinton Metropolitan Authority	0.2140	5,273.98
Northville District Library	1.1337	27,943.78
Wayne Public Safety	0.9381	23,122.47
Total		<u>\$ 646,844.71</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 .



To: DDA Board of Directors

From: Lori M. Ward, Director

Subject: Parking Deck Evaluation, Rehabilitation and Maintenance

Date: April 17, 2018

Background:

The MainCentre and Cady Street Parking Decks were designed by Rich & Associates and constructed in 1994 to serve the Northville business community. Over the years, the City/DDA has implemented a number of repairs to the structure, including patching the concrete slabs that make up the driving and parking surface of the garage, sealing the deck, painting the railings, and other maintenance tasks. In 2017 a structural beam was repaired in the western end of the Cady Street deck. While engineers were assessing the structural repair, it was determined that a more in-depth evaluation of the two decks was warranted.

In March 2018, DDA staff prepared and issued a RFP for qualified consultants 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 includes (Attachment A):

- Inspection and Data Gathering;
- Data Analysis
- Life Cycle Assessment
- Improvement Plan Development

The Improvement Plan will not only identify the physical improvements that are required to bring the two decks up to a good condition, but will include an annual 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 and associated cost estimates.

Analysis:

A RFP for professional services was prepared by DDA staff and was posted to MITN, the DDA and City websites, and emailed to several local vendors that expressed interest in the project. The RFP was reviewed by MMRMA and the City Attorney. Six proposals were received as part of the RFP process. The prices to complete the identified Scope of Work ranged from \$13,900 to \$32,280 (Attachment B). A project Selection Committee made up of the DPW Director, DDA Director and two members of the DDA's Parking Committee (Jerry Mittman and Fred Sheill) met on April 5th to review and discuss the proposals. DDA staff prepared an evaluation criteria (Attachment C)

that was distributed to the Selection Committee and utilized during the deliberation. After discussion and careful consideration, the Selection Committee recommends Carl Walker/WGI of Kalamazoo, MI (Attachment D). DDA staff contacted 5 references (some provided, some not) and each of the references were very positive. Staff determined that the engineers assigned to the Northville project were the Carl Walker/WGI personnel that had worked with the 5 communities that were contacted. Carl Walker/WGI is currently working in neighboring Plymouth on the evaluation of their parking deck. Carl Walker/has been working in Plymouth since 1991.

Once the Improvement Plan is completed and received by the City/DDA, the consultant will prepare bid specifications for the proposed improvements and assist in the bidding process. This phase of the project will be negotiated separately with the selected consultant. The project is scheduled to begin in early May and will take approximately 12 weeks to complete.

Budget:

Carl Walker/GWI proposed a fee of \$13,900 for the outlined work and an additional fee of \$1,850 for Chloride Ion testing for a total contract amount of \$15,750. The DDA has set aside \$25,000 annually for parking deck repairs as part of an O/T to the Parking Fund. There remains sufficient funds in the Parking Fund to undertake the project.

Recommendation:

It is recommended that the Northville DDA Board of Directors approve the contract award with Carl Walker/WGI of Kalamazoo, MI in the amount of \$15,750 to prepare an evaluation, rehabilitation, and maintenance plan for the MainCentre and Cady Street Parking Decks.

Request for Proposal

Professional Consulting Services

Parking Deck Evaluation, Rehabilitation & Maintenance Program

February 2018

Introduction

The City of Northville is requesting proposals from qualified consultants to perform a condition and structural assessment of the MainCentre and Cady Street Parking decks, pedestrian bridges and attached stair/elevator towers in downtown Northville. The City of Northville owns and operates two public parking decks that serve the downtown business community. Over the years, the City has implemented a number of repairs to the structure, including patching the concrete slabs that make up the driving and parking surface of the garage. There are, however, indications that more in-depth repairs may be warranted. In order to plan and allocate resources for the needed repairs and capital improvement projects that will ensure its safe and efficient operation, the City is seeking a comprehensive evaluation of the two decks. Additionally, the City wishes to maintain these assets in good condition to assure that their full service life is attained and the full value of the significant capital investment they represent is realized.

Project Goals

The goals of this project include, but are not limited to, evaluation of the condition of the decks to produce data that can be used to:

- Identify and quantify deficiencies in the architectural and structural components of the two structures;
- Provide the City with a comprehensive Improvement Plan to use in its capital planning as well as to efficiently reduce the backlog of deferred maintenance. The Plan will prioritize the repairs and maintenance recommendation and provide cost estimates, a phasing plan, and maintenance schedule;
- Enhance City decision-making by identifying highest priority needs.

Site Description

Northville is located in both Wayne and Oakland Counties, the first and second most populous counties in Michigan. First incorporated as a village in 1867, Northville has grown to become the central point of services for surrounding residential and business areas. In the past, the downtown provided retail and professional services for the

surrounding communities, and it continues to do so today. Located just 30 miles northwest of Downtown Detroit, the City of Northville has been the center of rapid suburban development over the last 30 years.

Two parking structures were designed for the City of Northville by Rich & Associates and constructed in 1994. The decks are located off of Cady Street in the first block both east, and west, of Center Street.

MainCentre Parking Deck

The MainCentre deck is rectangular in plan, and is comprised of two levels, each approximately 30,000 square feet (SF) with independent vehicle access. The lower level of MainCentre is asphalt pavement on-ground and is below grade at its north end and level with grade at its south end. Cast-in-place reinforced concrete retaining walls extend around the lower level for the full length of its north side (full height) and for the majority of the length of its east and west sides (full height and partial height). Vehicle access for the lower level is at its south end, from grade. The upper level of the MainCentre deck is comprised of precast concrete double tee beams with a cast-in-place concrete topping, supported on precast concrete inverted tee girders and precast concrete spandrel panels with a brick veneer, and brick-clad precast concrete columns. Vehicle access for the upper level is at its north end, from grade. The upper level is sloped to drain toward the central column line separating the east and west halves of the structure, and drains are spaced two bays apart along this column line. There is a traffic-bearing coating on the upper level along the central column line (low point) and along the north end of the parking structure.

The parking structure contains an open, public use stairwell at its southwest corner and an enclosed tenant-only use stairwell at its northeast corner. The stairs in both stairwells are comprised of hollow structural steel stringers and metal pan stairs with a concrete topping. The brick-clad northeast stairwell, which also contains an elevator shaft, is framed with hollow structural steel members, supporting precast hollow-core concrete plank flooring/landings with a concrete topping, a wood-framed roof, and standing seam metal roofing. The northeast stairwell is enclosed with an aluminum metal glazing system and brick cladding. An enclosed tenant-only pedestrian bridge extends from the top of the northeast stairwell to the adjacent MainCentre Apartment building to the north. The bridge is framed with hollow structural steel members, precast concrete spandrel beams with brick veneers, precast concrete wall panels and columns, and precast hollow-core concrete plank flooring with a concrete topping. The bridge roof is comprised of corrugated metal deck, and standing seam metal roofing with an integral metal gutter system. Aluminum metal glazing systems extend the full length of both sides of the bridge.

CadyCentre Parking Deck

The CadyCentre parking structure is located at the northeast corner of Cady and Center Streets, and was constructed in 1994. Cady Centre is rectangular in plan, and is comprised of two levels, each approximately 30,000 square feet (SF) with independent vehicle access. The lower level of CadyCentre is asphalt pavement on-

ground and is below grade at its north end and level with grade at its south end. Reinforced concrete retaining walls extend around the lower level for the full length of its north side (full height) and for the majority of the length of its east and west sides (partial height). Vehicle access for the lower level is at its south end, from grade. The upper level of Cady Centre is comprised of precast concrete double tee beams with a concrete topping, supported on precast concrete inverted tee girders and precast concrete spandrel panels with a brick veneer, and brick-clad precast concrete columns. Vehicle access for the upper level is at its north end, from grade. The upper level is sloped to drain toward two column lines running north-south, one on the east half of the structure and one on the west half. Drains are spaced two bays apart along both column lines. The upper level of the parking deck is coated with a traffic-bearing coating along these column lines (low points) and at the entrance drive-lane; traffic-bearing coating is also present along the east end of an attached pedestrian bridge.

The parking structure contains two enclosed public use stairwells, one at its northeast corner and one at its northwest corner. The stairs in both stairwells are comprised of hollow structural steel stringers and metal pan stairs with a concrete topping. The northeast brick-clad enclosed stairwell, contains an elevator shaft, and is framed with hollow structural steel members, with precast hollow-core concrete plank flooring/landings with concrete topping, precast concrete wall panels, wood-framed roofs, and standing seam metal roofing with integrated metal gutter systems around the perimeter of the roof. The stairwells are enclosed with an aluminum metal glazing system and brick cladding. A covered tenant-only pedestrian bridge extends from the west edge of the parking structure to the adjacent CadyCentre building to the west. The bridge is not original to the structure; it is constructed of steel framing members, a concrete deck, a standing seam metal roof, exterior insulation finish system cladding, and a cement board ceiling at the underside of the bridge.

Scope of Work

The consultant shall complete a thorough visual condition and structural assessment of both parking decks with the intent of documenting all signs of structural distress, damaged waterproofing elements and other problems potentially affecting the safety, durability, maintenance, or performance of the decks. The City anticipates that Scope of Work will be comprehensive and include all talks necessary to provide an assessment of needs, as well as a long term capital improvement plan that can be used for budget development purposes. The Scope of Work shall include the following tasks:

Inspection and Data Gathering

The selected consultant will request historical information necessary to understand the progression of improvements and the current condition of the garage. If available, requested information will be provided by the City. The consultant will obtain additional information from site visits, surveys, inspections, or other means acceptable to the City. City maintenance personnel will be made available for background information on past projects and observations. The City has complete construction

drawing from the decks' 1994 construction and additional drawings of repairs that have been completed over the years.

The consultant shall complete a thorough visual condition assessment on both parking decks, pedestrian bridges, and attached stair/elevator towers with the intent of documenting all signs of distress, damaged waterproofing elements, concrete delamination, and other problems potentially affecting the safety, durability, maintenance or performance of the decks.

The structural inspection shall include a fully detailed visual assessment and shall utilize a combination of sounding, chain drag or other approved methods of inspection of the concrete to determine areas of delamination. Depending upon the condition of the deck, inspection openings, concrete sampling and testing, and structural analysis may be warranted. The engineering inspection shall be tailored to the decks' general condition and only those tests which are necessary to determine the extent of deterioration of the existing decks shall be undertaken. The Consultant shall perform all testing required and record all observations necessary to thoroughly determine current conditions and improvements required to maintain safe and sound parking decks.

Data Analyses

Analyses should include evaluations necessary for development of the Improvement Plan. Classify, rank, and prioritize all deficient conditions and associated correction projects by building system in terms of severity and anticipated life-cycle. Provide cost estimates for correction of each project identified. Use industry standards for construction and repair cost estimating, adjusting for local labor and material costs.

Life-Cycle Assessment

An assessment of the life-cycle of the two parking decks shall be developed that considers the probable remaining life of the decks and the individual system elements. The factors to be considered when developing the life-cycle plans are as follows:

- Present conditions of the decks and major facility systems elements
- Life-cycle expectancy of existing structural and facility system elements
- Life-cycle expectancy of all proposed repairs and improvements
- Present worth costs of the various repairs or improvements

Improvement Plan Development

The Consultant shall develop a comprehensive Improvement Plan based upon the scope of repair, rehabilitation or improvement work determined during the comprehensive inspections and data analysis. The Consultant shall prepare an estimate of the probable costs associated with the rehabilitation, reconstruction, improvement or replacement of the elements for each system. Estimates shall be completed using construction cost data for the current year and incorporate anticipated escalation rates for the recommended program year(s). The Plan will include an annual maintenance plan for this facility which details routine annual

maintenance items and activities that are recommended to keep the parking decks in good condition through their entire life cycle.

The Improvement Plan shall include recommendations of priority for the work associated with each element. The recommendations shall be consistent with the life-cycle plans, life-cycle benefit to cost ratios, and project scheduling of each component of work in the Improvement Plan. The Improvement Plan in conjunction with the Life-Cycle plan for the decks shall result in the setting of priorities and serve as a framework for proposed capital improvement projects.

Selection Criteria

The selection of a consultant will be based on qualifications and the content of the proposal submitted. Critical factors in that selection will include responsiveness of the proposal to this Request For Proposal (RFP), description of approach to the services, relevant project experience, qualifications of the responding firms and principal assigned staff, readiness to undertake the required services, ability to execute an acceptable written contract, fee, and client references. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials.

Schedule

The following is the anticipated schedule for the RFP process. The City of Northville reserves the right to modify any part of this schedule.

RFP Release	March 7, 2018
Proposals Due	March 29, 2018
Review of RFPs & Firm Selection	Week of April 2, 2018
City Council Action	April 16, 2018
DDA Action	April 17, 2018
Execute Contract	April 23, 2018
Project Initiation	May 1, 2018
Project Completion	August 1, 2018

Name of Firm	Thoroughness and clarity of proposal / Scope of Work (0 - 15 pts)	Past experience of firm with similar work (0 - 10 pts)	Proposed budget (0 - 8 pts)	Past experience of personnel proposed for this project (0 -7 pts)	Proposed project schedule (0 - 5 pts)	References (0 - 5 pts)	Total Points Awarded
Walker Consultants							
O & S Associates							
Carl Walker - A Division of WGI							
Wills, Janney, Elstner							
SME							
Desman Design Management							

downtown
Northville



timeless...with a twist

Professional Consulting Services Parking Deck Evaluation, Rehabilitation and Maintenance Program



5136 Lovers Lane
Suite 200
Kalamazoo, Michigan 49002

Carl Walker a division of WGI

Mark Sampson
Restoration Manager
269.381.2222
Mark.Sampson@wginc.com

WORK PLAN

PROJECT UNDERSTANDING

We understand the City of Northville is seeking professional engineering services to perform a condition and structural assessment of the MainCentre and Cady Street Parking decks, pedestrian bridges and attached stair/elevator towers in downtown Northville. The assessment will include a life-cycle analysis that considers the probable remaining life of the decks and individual system elements. In addition, the development of a comprehensive Improvement Plan based upon the scope of repair, rehabilitation or improvement work determined during the comprehensive inspections and data analysis is requested. The Improvement Plan, in conjunction with the life-cycle analysis, will determine the priorities and will be used as the framework for future capital improvement projects.

PRELIMINARY OBSERVATIONS

We performed a brief initial review of the MainCentre and Cady Street Parking decks to get a better understanding of the structures. The following is a summary of our preliminary observations:

- Cady Street Parking Deck
 - Asphalt deterioration
 - Tee-to-tee joints appear to be leaking throughout
 - Leaking at north wall
 - Peeling paint, mild corrosion on fire protection piping
 - Moderate to severe corrosion on storm drain risers and pipe guards throughout the Lower Level.
 - Moderate to severe corrosion at steel stair treads, risers and landings
 - Worn deck coating
 - Top of slab delaminations and spalls throughout Upper Level
- MainCentre Parking Deck
 - Asphalt deterioration
 - Tee-to-tee joints appear to be leaking
 - Mild to moderate corrosion at steel stair treads, risers and landings
 - Worn deck coating
 - Top of slab delaminations and spalls at Upper Level

PROJECT APPROACH

The following is a summary of our approach to the Evaluation for each of the two decks in Northville, Michigan. The following is a detailed scope of our work.

1.0 Inspection & Data Gathering

1.1 Coordination

- A. Conduct an introductory meeting with appropriate representatives to review guidelines for the work as well as the schedule and project limitations. We will strive to minimize interference with the current parking and building operations during our field evaluation work. If necessary and more expedient for our review, we will perform our field evaluation work during the evenings. We will at no time disrupt the normal operations of the parking facilities or neighboring locations and their operations.
- B. Review the goals of the project to assure that the necessary aspects of the study are included.

1.2 Research

- A. Meet with the appropriate personnel to locate existing parking structure documentation, including original design drawings, specifications, previous repair documents, etc.
- B. Review previous reports, if available, noting the projected cost estimates by year for repair and protection of the facility.
- C. Meet with and interview the appropriate on-site building personnel to help understand the history of the parking structures. Maintenance history, including the attention given to known problems and existing damage, will be useful in developing long-term projections for repair and protection options.

1.3 On-site Assessments

Perform a detailed visual observation to note, photograph, record, and quantify existing conditions of each garage, including but not limited to the following:

- A. Perform a visual review of the structural components within the parking structure to determine quantities and locations of items of deterioration such as cracking, scaling, and spalling of concrete structural elements. This would include a chain drag mechanical sounding on representative areas of floor surfaces to identify spalled/delaminated concrete. Sounding of other elements including soffits, vertical surfaces, beams, columns, etc. would be completed as necessary to estimate quantities.
- B. Inspection of the waterproofing components of the structures, including deck coating, joint sealants, expansion joints, membrane waterproofing. Leaks through the parking levels will be reviewed.
- C. Review architectural systems, components and hardware such as perimeter rails, doors, handrails, stairways and enclosures, spandrel panels and connections, painting the building exterior, etc.
- D. Review of the mechanical, lighting, and drainage systems to determine general condition.
- E. If any immediate structural or other safety concerns are identified during the course of our field evaluation, we will notify the City as soon as possible.

1.4 Chloride Ion Analysis (Optional)

Depending on our observations during the investigation, we may determine that it would be beneficial to perform chloride ion testing. If deemed beneficial, we will remove concrete samples for chloride ion analysis to develop a slab depth/chloride-ion profile (AASHTO T260) using an independent lab. This information will be useful in providing insight as to the long-term durability and expected service life of the parking structure and repairs. Reinforcing steel embedded in chloride contaminated concrete will corrode if water and oxygen is available.

2.0 Data Analyses

- A. Provide estimated construction costs for recommended repairs, maintenance, rehabilitation, protection or replacement.
- B. Based on the data collected from the field investigation and the material testing (if warranted), we will analyze several repair and protection options. Each option will be reviewed with respect to initial construction costs, anticipated service life, and future maintenance and repair costs.
- C. An estimate of the anticipated service life of the structure will be presented for each repair and protection option.
- D. Construction cost estimates will be based on industry standards and construction cost data we have compiled for several parking structure projects in the Detroit area.

3.0 Life-Cycle Assessment

- A. A life-cycle cost analysis will be prepared using present worth analysis to compare the various repair and protection methods.
- B. The life-cycle cost analysis will be based on the current condition of the structures.
- C. The life-cycle cost analysis will consider the anticipated remaining life of the structures and recommended repairs and improvements.

4.0 Improvement Plan Development

- A. A comprehensive Improvement Plan will be developed which will include estimated construction costs for recommended repairs, maintenance, rehabilitation, protection or replacement of elements for the duration of the structure's anticipated life cycle.
- B. The Improvement Plan will include recommended annual maintenance to keep the parking decks in good condition throughout the anticipated life cycle.
- C. The Improvement Plan will include recommendations regarding the priority of the recommended repairs, maintenance, etc., so it can be used as a planning tool for future capital improvement projects.
- D. The estimated construction costs will be based on current dollars and will include anticipated escalation for inflation for future years.

5.0 Deliverables

Based on our field evaluations, analysis and research we will provide the following deliverables:

- A. A written report (with photographs) for each structure will be developed detailing the findings and recommendations serving as a planning document for City personnel. Specifically, the reports will include:
 - 1. Documentation of observed deficiencies and repair needs relative to the structural, waterproofing, mechanical, electrical and related systems.
 - 2. Various repair and waterproofing/corrosion protection methods with the advantages and disadvantages of each will be presented. Each method will be evaluated and presented with our projection of initial construction cost, projected service life, and projected maintenance and repair costs.
 - 3. Discussion and summary of the life cycle cost analyses.
 - 4. Comprehensive Improvement Plan for the duration of the structure's anticipated life cycle.
- B. A Draft Report will be provided for review.
- C. Meet with City personnel to review and discuss the report findings and recommendations.
- D. A Final Report will be provided incorporating all the comments from the Draft Report.

FIRM REFERENCES

“ The Ann Arbor Downtown Development Authority hired Carl Walker because we knew they could accurately assess the condition of our structures and recommend cost-effective repair options. They seemed to work with us and not just for us.”

Susan Pollay
Director
ANN ARBOR DDA

Susan Pollay

Director
Ann Arbor DDA
Downtown Development Authority
150 South Fifth Ave, Suite 301
Ann Arbor, MI 48104
734.994.6697
spollay@ci.ann-arbor.mi.us

Description of Services: Carl Walker developed a 20-year maintenance plan for the entire parking system. In 2007, a one level expansion of the 4th & William Parking Structure and a 4-level expansion of the Ann Ashley parking structure was completed. We recently provided an updated evaluation of all garages and are currently providing design and construction administration services for recommended repairs.

Dharmesh Joshi, PE

Design Engineer
The University of Michigan
Architecture, Engineering
and Construction
326 East Hoover, Mail Stop B
Ann Arbor MI 48109
734.763.7665
shivdhar@umich.edu

Description of Services: For multiple years, Carl Walker has provided engineering services for the evaluation and repair of six parking structures on the University of Michigan campus. The field survey of each deck included visual observations and a chain drag to determine levels of deterioration and provide repair recommendations.

Jim Van Dokkumburg

Director of Facilities
Grand Rapids Community College
Facilities, Planning and Projects
143 Bostwick NE
Grand Rapids, MI 49503-3295
616.234.4000
jvandokk@grcc.edu

Description of Services: Carl Walker conducted a structural evaluation of the GRCC Bostwick Parking Structure, prepared a report with repair options and life-cycle cost analysis, prepared construction documents to implement the selected repair option, and provided construction administrative services during the implementation of the repairs.

PROPOSED SCHEDULE

Activity	Date	Remarks/Comments
Project initiation	May 1, 2018	
Obtain existing documents and schedule onsite review	May 9, 2018	
Complete onsite review of parking decks	May 25, 2018	
Provide draft reports to the City of Northville for review	June 29, 2018	
Meet with the City of Northville to discuss draft reports	July 10, 2018	Meeting will be scheduled to accommodate City of Northville's availability.
Finalize report incorporating the City of Northville's comments	July 23, 2018	

PROPOSED FEE

Proposed Fee for Base Work Tasks

Work Task	Professional Fee	Estimated Expenses
Inspection & Data Gathering	\$3,500	\$95
Data Analyses	\$2,400	\$0
Life-Cycle Assessment	\$2,000	\$0
Improvement Plan Development	\$7,000	\$80
Total	\$14,900	\$175

Proposed Fee for Optional Work Tasks

Work Task	Professional Fee	Estimated Expenses
Optional Chloride Ion Analysis	\$1,800	\$1,300*

*Expenses include chloride testing at 6 test locations (3 in each structure) resulting in 20 samples.



April Design Committee Update

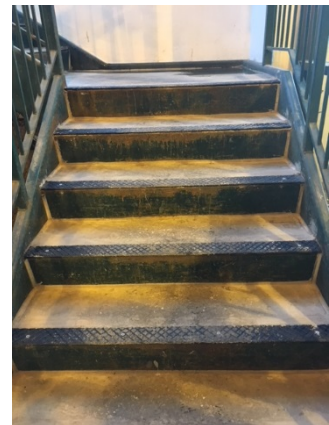
EV Charging Stations

Additional electrical work is being completed on the charging stations to install a “Fifth Jaw” per DTE. DDDA staff has consulted with Arcadia Power to buy renewable energy (wind) credits (REC) that will then be used to pay DTE’s units of electricity. In order to establish the account, the EV stations have to have several months of utilization in order to determine an average monthly cost. DDA staff is working with Up2Go, the project’s energy sponsor who has agreed to assume any additional costs associated with using Arcadia Power.

The EV signs have been fabricated and are ready to install once the Fifth Jaw is installed. The DDA has prepared a Press Release to go out to help get the word out about the new EV Stations. DDA staff is working to make sure that the units are listed on all of the EV websites that list locations of EV Stations in the area. Tesla will have electric cars available at the event for test drives.

Parking RFP

A RFP for professional services was prepared by DDA staff and was posted to MITN, the DDA and City websites, and emailed to several local vendors that expressed interest in the project. The RFP was reviewed by MMRMA and the City Attorney. Six submissions were received at a bid opening on March 29th and ranged in fees from \$13,900 - \$32,280. A project Selection Committee made up of the DPW Director, DDA Director and two members of the Parking Committee (Jerry Mittman and Fred Sheill) met on April 5th to review and discuss the proposals. The Selection Committee will make their recommendation to the City Council and DDA Board at their next meetings. The project is scheduled to begin in early May and will take approximately 12 weeks to complete. Once the repair and maintenance plan is received by the City/DDA, the consultant will prepare bid documents for distribution. This phase of the project will be negotiated separately with the selected consultant.



Redevelopment Ready Status

The Executive Committee discussed whether to proceed forward with the obtaining Redevelopment Ready Certification for the city at the Committee’s last meeting. Questions were raised about the amount of time and reporting that would be required to not only obtain the certification but to maintain the certification. Because the City has limited staff resources, the concern was raised. DDA Staff contacted City’s MEDC CAT team member Dominic Romano to discuss the requirements. Romano outlined the process below:

1. City attends training sessions for Best Practices (completed)
2. City complete the RRC Self –Evaluation Form (sample provided)
3. City Council pass a Resolution of Intent
4. Evaluation of submission by MEDC staff
5. Certification

During the evaluation period, the city will address outlined in the MEDC report. During this process a monthly report is made to City Council on the staff's progress. In addition a quarterly or biannual report is submitted to MEDC. Communities generally complete the implementation process within one year of receiving the report from MEDC. Once the community reaches RRC status, biannual reports to MEDC are required. The Economic Development Committee supports the efforts to become a RRC community.

Ford Field Project

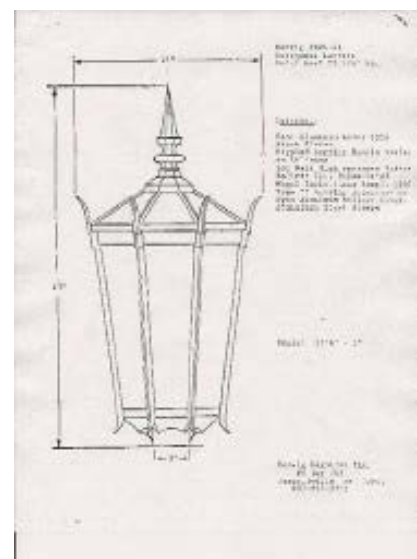


The Northville Rotary Club has been in contact with the City of Northville to express interest in contributing resources to replace the play structure at Ford Field. Rotary representative DJ Boyd met with the City Manager and Parks and Recreation Director to learn more about the project. Boyd contacted the DDA when they learned of the DDA's interest in address the access or link from downtown to Ford Field. DDA staff reached out to landscape architect Marc Russel and architect David Mielock who previously designed a comprehensive plan and comfort station for Ford Field

respectively. DDA staff met with Boyd, Russel, Mielock and Rotary member Parick Geisa to discuss a comprehensive approach to improving Ford Field. The members present at the meeting discussed a desire to pull together all of the community resources to address the project and the need to explore additional funding sources to make the project(s) happen and determine who will lead the effort.

Streetlighting

Three streetlights have been hit by a car/truck over the past month and require replacement. The three streetlights are all high pressure sodium lights. Two fixtures are located on Cady Street and one is located on E. Main Street. Discussions are underway with the DDA, DPW, and with Councilmember Geisa about the possibility of advancing the City/DDA's interest in retrofitting the remainder of downtown streetlights with higher efficiency lighting. Technology and costs have both come down quite a bit since the decision to retrofit the DDA High Pressure Sodium lights with Induction lights was made. The City is now facing the decision whether to replace the remainder of the downtown lights with Induction lights or to move to LED lights. Councilmember Geisa has offered to gather information to aid to the discussion. Recently wall mounted fixtures at the Cady Street Parking Deck were replaced by DPW with a LED light source. Please take some



time to review the new lights and to determine if the color rendition of the lights is compatible with the Induction lighting on Mary Alexander Court. The retrofit for each wall mounted light was less than \$50 in parts. DPW labor would need to be calculated to determine the total cost of retrofitting the remainder of the lights.

Yard Inventory

Last summer the DDA's summer seasonal employees prepared an inventory of DDA street furnishings and other materials stored at the DPW yard. Items stored at the yard include:

- Street lighting luminaires
- Approximately 125 tree grates
- 11 benches
- 10 square trash receptacles
- Pallets of both old and new brick
- 5 new bike racks
- Bike racks for larger areas
- 2 damaged tree fences
- Wood that was salvaged from the Comerica Community Connection

DDA staff is working with the DPW department to determine which items need to be disposed of and what method to utilize. DDA staff is seeking guidance on the process that needs to be followed to dispose of these items.

Newspaper Racks

Last year the DDA made the decision to remove the deteriorating newspaper rack at Hutton and E. Main Street and to replace the newspaper rack at W. Main Street with a smaller version. The rack on E. Main has been removed. A letter was sent to all publications that have previously occupied space in the Northville Newsracks to determine their interest in occupying a space in the new rack. To date the DDA has received confirmation from 5 publications: Metro Times, Northville Eagle, and three free real estate publications. Staff is continuing to follow up with additional publications. Several publications have indicated that they will not be continuing. Explanations include declining circulation, placement inside of stores/restaurants, and cost. DDA staff will discuss with the DDA Board whether or not to continue this service to the downtown. The cost of the single rack is \$1,786.

Bike Repair Station DDA staff is collaborating with Eagle Scout candidate Jackson Cooney to install a bike repair station downtown. The station will include Allen wrenches, screw drivers, tire levers and every other tool you would need to fix a bike. It also includes a tire pump and a rack to hold the bike off the ground while it is being worked on. All the tools are connected to the metal housing with steel cables to prevent them from being taken. DDA staff held a Bike Focus Group on April 10th to talk about the best location for the repair station to be installed, location for single hoop racks to be located and whether to install the on-street bike rack that was hit this summer.



DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY March 2018:

PUBLICITY:

Press materials that have been prepared & sent out in March 2018:

- March / April Calendar

Upcoming press materials:

- Electric Vehicle Charging Stations
- May/June calendar
- 160 Main Opening

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

- Listings of events in major daily publications

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

PAID ADVERTISING:

- Ad in Chamber Directory
- Ad in Parks & Rec Summer Brochure
- Ad in March 2018 issue of SEEN Magazine (reaches affluent communities and is mailed)

UPCOMING PAID ADVERTISING:

PRINT:

- Ads in SEEN Magazine (reaches affluent communities and is mailed)
 - April 2018
 - June 2018
- Ad in Tipping Point Theatre Season Programs

DDA economic Development Committee Meeting - 3/20/2018

Team Members Present:

Lori Ward
Shawn Riley
John Carter
Carol Maise
Michelle Aniol
John Casey
Aaron Cozart

Discussion around master plan modification:

Three main items for review of Master Plan:

1. Dwelling units per acre
2. First floor residential
3. Relaxing the height requirement

First floor residential:

- we have had 3 opportunities and all of them included first floor residential. The current opportunity is with Singh and they would like to do all residential
- Administration was receiving feedback from the developers that without first floor residential, not able to make it work. Administration proposed a change to City Council.

Most recent changes to the master plan - Cady town

- eliminating density requirements along Cady street
- Moving to form based codes rather than requirements
- Overlay district in the zoning ordinance would add the commercial component

What is the process here / next steps?

There was discussion of retail study and 50,000 sq/ft of additional retail but does that include office space or other commercial functions?

The items that the Economic Development Committee brought to planning commission:

- this region have its own identity - creative district
- Higher density
- Public Space / Green space
- First floor commercial components to this space and not strictly residential
- Potentially open up Cady street
- is this still our opinion and does the proposed modifications to the master plan and the ordinance encompass that

Would like to add:

- Brownfield Authority
- Traffic impact study

Other items discussed:

- height incentives
- Performance based incentives or standard and what does that look like?
- Could we ask the developer what they would think would work
- What are we going to do with traffic?
- Parking?

Questions to answer:

- do we have an environmental consultant to understand what is possible for a space for development?
- Are there grants available for these spaces?
- What does the pre-app meeting look like?

Redevelopment Ready Discussion:

- We now have 2 staff members certified
- Next phase is the self-evaluation
- Asked to put together tangible items for going through this process
- What is the ongoing maintenance for having this status? The city doesn't have a city planner on staff so want to understand the time associated with this
- By going through the self-evaluation, you become more proactive than reactive and being reactive lends to more cost when a developer does come in
- We received feedback that we have access to financial incentives by completing this work
- We have interest in pursuing this further. Would other committee members be willing to take this certification?

Creative many update:

- met with the leader of creative many
- Discussed our desire to create creative arts community
- They do consulting at times but mainly focus on the arts and events inventory in various communities. They are going to put a proposal together for what it would cost for them to consult us on how we further develop and grow Arts in our community

Other thoughts:

- in one of the next meetings, have a brownfield expert come talk to the city administration and this group
- Should we put together and economic development plan for the city. There are other communities that have done this and ranges in costs but other communities have paid roughly \$40,000. Lori has some information for the group to review and what some other communities have had