

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
February 20, 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. January 2018 Financial Statement (Attachment 4.a)
 - b. January 2018 Invoice Report (Attachment 4.b)
 - c. January 16, 2018 Meeting Minutes (Attachment 4.c)
5. Election of Officers
6. DDA 2018-19 Budget Discussion (Attachment 6)
 - a. Proposed 2018-19 DDA Budget (Attachment 6.a)
 - b. Proposed 2018-19 Parking System Maintenance Budget (Attachment 6.b)
 - c. DDA Contribution History (Attachment 6.c)
7. Approval of Town Square Rental Application
 - a. Town Square Rental Agreement (Attachment 7.a)
 - b. Town Square Rental Application (Attachment 7b)
8. Committee Information and Updates
 - a. Design Committee – Robert Miller (Attachment 8.a)
 - b. Marketing Committee – Shawn Riley (Attachment 8.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart
9. Future Meetings / Important Dates
 - a. Marketing Meeting – March 1, 2018
 - b. First Friday Experience – March 2, 2018
 - c. Executive Committee Meeting – March 14, 2018
 - d. Economic Development Meeting – March 19, 2018
 - e. DDA Board Meeting – March 21, 2018
10. Board and Staff Communications
11. Adjournment

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 01/31/2018

% Fiscal Year Completed: 58.90

JANUARY BENCHMARK 58%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 01/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/18 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	658,692.00	646,844.71	82,250.70	11,847.29	98.20	
370-000-403.010	DDA OPERATING LEVY	57,854.00	57,854.00	53,997.19	(221.18)	3,856.81	93.33	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	36,177.84	0.00	(6,177.84)	120.59	
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	741,546.00	738,172.79	82,029.52	3,373.21	99.55	
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	850.00	1,197.03	0.00	(347.03)	140.83	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500.00	1,500.00	2,574.74	0.00	(1,074.74)	171.65	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	933.00	(2,880.56)	0.00	3,813.56	(308.74)	
370-000-664.400	INVESTMENT POOL BANK FEES	(850.00)	(850.00)	(277.37)	(55.75)	(572.63)	32.63	
370-000-664.500	INVESTMENT ADVISORY FEES	(800.00)	(800.00)	(354.47)	0.00	(445.53)	44.31	
370-000-664.600	BANK LOCKBOX FEES	0.00	0.00	(235.13)	(51.86)	235.13	100.00	
INTEREST		700.00	1,633.00	24.24	(107.61)	1,608.76	1.48	
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	76,131.00	0.00	0.00	76,131.00	0.00	
FUND BALANCE RESERVE		0.00	76,131.00	0.00	0.00	76,131.00	0.00	
Total Dept 000		748,846.00	825,910.00	739,197.03	81,921.91	86,712.97	89.50	
TOTAL REVENUES		748,846.00	825,910.00	739,197.03	81,921.91	86,712.97	89.50	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,000.00	5,000.00	5,072.26	1,416.27	(72.26)	101.45	
370-753-707.000	WAGES - REGULAR OVERTIME	1,350.00	1,350.00	282.83	0.00	1,067.17	20.95	
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	2,174.60	642.06	450.40	82.84	
370-753-967.000	FRINGE BENEFITS	5,250.00	5,250.00	5,452.24	1,456.16	(202.24)	103.85	
Total Dept 753 - DPW SERVICES		14,725.00	14,725.00	12,981.93	3,514.49	1,743.07	88.16	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 01/31/2018

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JANUARY BENCHMARK 58%

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		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			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	13,728.00	1,721.81	9,917.00		58.06
370-861-707.000	WAGES - REGULAR OVERTIME	0.00	0.00	45.00	0.00	(45.00)		100.00
370-861-710.000	WAGES - PART TIME	23,700.00	23,700.00	10,938.68	0.00	12,761.32		46.15
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	13,430.00	5,469.24	0.00	7,960.76		40.72
370-861-801.000	CONTRACTUAL SERVICES	37,250.00	40,350.00	14,376.00	2,580.63	25,974.00		35.63
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
370-861-803.490	TOWN SQUARE PROJECT	0.00	74,100.00	0.00	0.00	74,100.00		0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	0.00	0.00	(283.26)	(3,275.51)	283.26		100.00
370-861-850.000	LANDSCAPE MAINTENANCE	32,000.00	32,000.00	(596.50)	0.00	32,596.50		(1.86)
370-861-920.010	ELECTRIC POWER	2,450.00	2,450.00	482.08	115.02	1,967.92		19.68
370-861-920.020	NATURAL GAS	3,850.00	3,850.00	358.32	0.00	3,491.68		9.31
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	11,890.00	6,656.58	740.44	5,233.42		55.98
370-861-976.010	STREET FURNISHINGS	3,550.00	3,550.00	1,658.00	0.00	1,892.00		46.70
Total Dept 861 - DESIGN COMMITTEE		165,390.00	242,590.00	60,899.13	1,882.39	181,690.87		25.10
Dept 862 - MARKETING								
370-862-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	14,016.43	1,721.74	9,628.57		59.28
370-862-710.000	WAGES - PART TIME	8,700.00	8,700.00	3,955.52	1,225.12	4,744.48		45.47
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	17,351.84	0.00	9,248.16		65.23
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700.00	2,857.00	2,857.00	0.00	0.00		100.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,500.00	41,366.90	5,230.40	24,133.10		63.16
370-862-801.340	WEB SITE MAINTENANCE	973.00	973.00	575.00	0.00	398.00		59.10
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	10,110.00	6,050.77	834.96	4,059.23		59.85
Total Dept 862 - MARKETING		141,378.00	141,535.00	88,677.47	9,012.22	52,857.53		62.65
Dept 863 - PARKING								
370-863-706.000	WAGES - REGULAR FULL TIME	7,880.00	7,880.00	4,575.88	573.93	3,304.12		58.07
370-863-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00		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	250.00	0.00	0.00	250.00		0.00
370-863-801.930	PARKING STRUCTURE MAINTENANCE	25,000.00	25,000.00	170.00	0.00	24,830.00		0.68
370-863-950.210	OPER TFR TO GENERAL FUND	135,650.00	135,650.00	101,737.50	33,912.50	33,912.50		75.00
370-863-967.000	FRINGE BENEFITS	3,820.00	3,820.00	1,873.73	246.80	1,946.27		49.05
Total Dept 863 - PARKING		181,350.00	181,350.00	108,357.11	34,733.23	72,992.89		59.75
Dept 864 - ORGANIZATIONAL								
370-864-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	13,437.90	1,721.72	10,207.10		56.83
370-864-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00		0.00
370-864-726.000	SUPPLIES	1,150.00	1,150.00	200.09	19.99	949.91		17.40
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	1,273.94	147.40	216.06		85.50

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		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-802.010	LEGAL SERVICES - GENERAL	2,500.00	2,500.00	1,922.16	174.50	577.84		76.89
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	89.00	269.01		72.41
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270.00	5,270.00	4,333.00	0.00	937.00		82.22
370-864-920.000	UTILITIES	1,225.00	1,225.00	769.89	118.22	455.11		62.85
370-864-958.000	MEMBERSHIP & DUES	640.00	640.00	1,408.00	0.00	(768.00)		220.00
370-864-960.000	EDUCATION & TRAINING	1,750.00	1,750.00	480.71	0.00	1,269.29		27.47
370-864-967.000	FRINGE BENEFITS	10,110.00	10,110.00	5,617.95	758.75	4,492.05		55.57
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970.00	10,970.00	8,227.50	2,742.50	2,742.50		75.00
Total Dept 864 - ORGANIZATIONAL		73,355.00	73,355.00	43,129.82	5,772.08	30,225.18		58.80
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355.00	172,355.00	18,677.50	0.00	153,677.50		10.84
Total Dept 945 - DEBT SERVICE		172,355.00	172,355.00	18,677.50	0.00	153,677.50		10.84
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	825,910.00	332,722.96	54,914.41	493,187.04		40.29
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		748,846.00	825,910.00	739,197.03	81,921.91	86,712.97		89.50
TOTAL EXPENDITURES		748,846.00	825,910.00	332,722.96	54,914.41	493,187.04		40.29
NET OF REVENUES & EXPENDITURES		0.00	0.00	406,474.07	27,007.50	(406,474.07)		100.00
BEG. FUND BALANCE		408,245.53	408,245.53	408,245.53				
END FUND BALANCE		408,245.53	408,245.53	814,719.60				

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 01/01/2018 - 01/31/2018
 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							
370-861-801.000	CONTRACTUAL SERVICES	ALLIED BUILDING SRVC C	ELECTRICAL REPAIR	00187325	11/07/18	1,781.00	106152
370-861-801.000	CONTRACTUAL SERVICES	MCNEELY & LINCOLN ASSO	PATIO SURVEY	136556	01/21/18	256.25	106187
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE WIFI	11718	02/07/18	244.38	106193
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	EXPANDED WIFI	5131422	01/31/18	299.00	106229
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICITY CHARGES	012518	01/31/18	115.02	106200
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 12/6/17-1/9/18	010918	02/14/18	2,094.05	
Total For Dept 861 DESIGN COMMITTEE						4,789.70	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	JAN/FEB EVENT CARDS	54626	01/26/18	541.00	106084
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	JAN/FEB NORTHVILLE TIMES AND JAN/FE	014	01/12/18	375.00	106141
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	FEBRUARY MONTHLY RETAINER + FACEBOO	2-18	02/02/18	2,100.00	106083
370-862-801.000	CONTRACTUAL SERVICES	MICHIGAN.COM	PRINT & DIGITAL ADS	0001091994	01/20/18	1,653.40	106101
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	JAN/FEB DIRECTORY + INSTALLATION	54280	01/25/18	561.00	106210
Total For Dept 862 MARKETING						5,230.40	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 COFFEE, POST IT FLAGS	990391780001	01/17/18	19.99	106076
370-864-801.190	TECHNOLOGY SUPPORT & SERV	NORTHVILLE TOWNSHIP	DECEMBER IT SERVICES	1800002396	01/17/18	72.00	106105
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI	11618	02/06/18	75.40	106193
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE DEC 2017 (111724	01/31/18	112.00	106237
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL DEC 2017 (21.5	10682472	01/31/18	62.50	106197
370-864-900.000	PRINTING & PUBLISHING	KIMPRINT INC	BUSINESS CARDS- AMELIA RITTER	54635	11/09/18	89.00	106084
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	JAN/FEB PHONE & INTERNET	5133609	01/31/18	43.22	106228
Total For Dept 864 ORGANIZATIONAL						474.11	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						10,494.21	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of January 16, 2017
Meeting Room A

The regular meeting of the DDA Board was called to order at 8:06 a.m.

ROLL CALL

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

Absent: Mary Starring, Jim Long

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

AUDIENCE COMMENTS

Brian Turnbull introduced himself and said he was invited to the meeting by Jim Long.

APPROVAL OF AGENDA AND CONSENT AGENDA

- a. December 2017 Financial Statement
- b. December 2017 Invoice Report
- c. December 19, 2017 Meeting Minutes

Motion by Presley seconded by Ayers to approve the Consent Agenda. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee*

The Design Committee has not yet met, but Miller gave an update on the streetscape design standards. Miller and Ward met with Marc Russell from the Planning Committee and had a discussion about planning for a secondary streetscape to compliment the Main and Center streetscapes. Miller is still waiting to hear back from Russell with his comments on updating the standards.

Ward directed the Board to the committee update in the packet and said that the wayfinding signs and EV charging station signs are made and ready to be installed once we have a few days that are above freezing temperatures. When the charging station is fully operable, there will be a press release and a ribbon cutting with Tesla and Up-2-Go.

The stairs in the Cady Parking Ramp were repaired, but they were done incorrectly. RAM was contacted and agreed to remove the concrete mortar and complete the job as outlined in the contract.

b. *Marketing Mix Committee*

The Marketing Mix Committee did not meet this month due to City Hall being closed for Christmas and New Year's. They will meet again on February 1st, 2018.

c. *Parking Committee*

There was no parking meeting last month, but Chief Carlson has asked the DDA to schedule a meeting in early February to discuss overnight parking with the Committee.

d. *Organizational Committee*

Ward presented the 2018 Goals and Objectives to City Council on January 11th. Organizational Committee Chair Carolann Ayres was in attendance. There will be minor changes to the document, for example the possible addition of bike repair units (which an Eagle Scout in town is interested in helping the DDA with) and trash/recycling receptacles. These changes will be made for the February 5th City Council meeting.

Ayers brought up a communication issue about the phone line for City Hall. She mentioned that there is a long string of options and it is hard to get to an actual person on the other end of the line.

She also mentioned that the snow removal on residential and commercial sidewalks has been lacking this winter. Ayres stated that we are a walkable city but the snow downtown has not been taken care of to accommodate a lot of walking in our community. Sullivan suggested calling in and reporting sidewalks that have not been cleared and they will get taken care of. Ward mentioned that this issue was also brought up at the merchant meeting on January 9th. There was question as to whether the DDA could pay for a machine to come and brush the sidewalks or hire someone to clear all of them. Buckhave also weighed in on this issue as she has seen the snow pile up in front of her business and her neighbors' businesses. Ward suggested contacting the snow removal vendor that works with DPW. Sullivan noted that that vendor only gets called in when there has been several inches of snowfall.

The DPW Director position has not yet been filled.

e. *Economic Development Committee*

The Economic Development Committee met on December 18, 2017 and discussed goals for the committee, expanding the DDA boundaries, and the sub-area plans. The majority of the discussion was focused on the sub-area plans for Foundry Flask and Northville Downs. Cozart said the Committee

spent quite a bit of time talking about how to become stewards of development. He appreciated and emphasized the importance of having representation from the City at meetings.

Ward said that they have a list of recommendations from the Strategic Planning Committee that the Committee went over at the last meeting to make sure each Committee was charged with appropriate tasks.

Roth expressed the importance of having a City representative present when discussing the expansion of the DDA to facilitate discussion and figure out the potential costs to the city concerning laws, taxes, and new development.

The last item noted from the Economic Development Committee was the proposed modifications to the Master Plan amendment in CadyTown, which is on the agenda for the Planning Commission tonight.

FUTURE MEETINGS/ IMPORTANT DATES

Future Meetings / Important Dates

- a. Marketing Mix Meeting – February 1, 2018
- b. First Friday Experience – February 2, 2018
- c. Executive Committee Meeting – February 14, 2018
- d. Economic Development Meeting – February 19, 2018
- e. DDA Board Meeting – February 20, 2018
- f. Parking Committee Meeting - TBD

BOARD AND STAFF COMMUNICATIONS

The next DDA Board meeting is February 20, 2018

Meeting adjourned at 8:37 am

Respectfully submitted,



Amelia Ritter, Marketing and Communications Coordinator
Northville DDA



DDA Communications

To: DDA Board of Directors
From: Lori M. Ward, DDA Director
Date: February 15, 2018
Subject: Budget Discussion 2018-19

Background:

For the past several years, the DDA has funded several capital projects by utilizing the DDA's use of Fund Balance. While these expenditures were planned, we are now in a position, where we have drawn the Fund Balance down sufficiently that we can no longer rely on Fund Balance as a resource for accomplishing project. The DDA's proposed 2018-19 budget, as well as future budgets, does not rely on fund balance. The 2018-19 budget shows the DDA beginning the fiscal year with a \$245,000 fund balance, which is approximately 33% of the DDA's revenue and expenses.

In order to increase the DDA's revenue for future projects, the DDA can look at a limited number of options: new construction, establishment of a PSD, DDA boundary expansion, grants, or charging for use of the parking system. This year's proposed DDA budget has very few changes from the approved budget for 2017-18. No new capital projects are proposed.

The changes to note include:

- Inclusion of a part time (30 hours per week) marketing coordinator. The position had been vacant for a year while we completed the updated Strategic Plan.
- The addition of a Wednesday night concert series that will be smaller and perhaps acoustic rather than amplified.
- The establishment of a new Economic Development budget for 2018-19. This is a new committee. Line items from other committee budget's were transferred to the Economic Development budget. Two new projects were added - \$20,000 for a Creative Many Study, and \$1,500 for the evaluation of DDA boundary expansion.

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. Since the parking decks were constructed in 1994, the DDA has budgeted an annual amount for parking maintenance and repairs through an Operating Transfer (O/T) to the City's General Fund. This year's budget was \$81,640. This amount automatically increases each year by 3%. In addition to the transfer for parking maintenance costs, the DDA transfers \$4,000 for snow removal from the lots. The total transferred makes up 90% of

the budget for the city's overall parking maintenance costs. Representatives from the DDA and the City have met to determine the overall costs of maintaining the system, the portion of the parking system located in the DDA and to determine what the correct portion the budget the DDA should contribute. In addition to the funds mentioned above, the DDA has budgeted, in previous years and going forward, \$25,000 for capital repairs. An example of these repairs include the recent stair nosing replacement project and the repair of the structural beam at the west end of the Cady Street parking deck. The City also has a Parking Fund that was established to handle the Parking Credit Program. The fund has been responsible for numerous construction and resurfacing projects over the years. The current fund balance in the Parking Fund is approximately \$700,000.

The City is currently working with a consulting firm to look at the City's overall long term financial obligations and how to address them. The firm, Vettraino Consulting, has recommended consolidating all of the city's revenue and expenses related to parking into one fund. This will allow the City/DDA to track the funds being spent on repairs and maintenance. The DDA is currently seeking a consultant to prepare an RFP for the evaluation of the two city parking decks and the recommended repairs and bid documents. Once the scope and estimated costs of repairs is determined, funding options can be explored with the City.

For the past six years, the City has required the DDA to contribute to the City's street lighting program. In 2012-13 the DDA contributed \$25,000 and since that time, the DDA has contributed \$50,000 annually. Currently no data on the total number of poles in the City nor the percentage in the DDA exists. DDA staff has contacted DTE to request that an audit be conducted that would provide the City/DDA with this data as well as identify poles that the City may be paying for that have been removed. Once this data has been collected and reviewed the City/DDA can discuss the DDA's percentage of the overall costs that they will be required to contribute.

Department: Downtown Development Authority		Account Number													
Activity: Revenues		Fund #	Activity #												
Prepared By: Lori Ward		370	Revenues												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	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	639,523	639,523	642,838	642,838	646,845	646,845	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000
370-000-403.01	DDA Operating Levy 1.8158 mills Subject to March Board of Review Changes	56,618	56,618	56,375	56,375	57,110	57,110	58,000	58,000	58,000	58,000	58,000	58,000	58,000	58,000
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss Local Community Stabilization Share	28,112	28,112	35,677	35,677	36,178	36,178	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000
370-000-418	Property Taxes - Other Reserve - Tax Appeals	(1,912)	(1,912)	(6,850)	(6,850)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Total Taxes		722,341	722,341	728,040	728,040	735,133	735,133	739,000	739,000	739,000	739,000	739,000	739,000	739,000	739,000
370-000-586.02	Sponsorships Skeletons Are Alive Concours d'Elegance Wednesday Night Concerts	4,007 5,288	9,295	3,973 -	3,973	6,250	6,250	5,000 3,000	8,000	5,000 3,500	5,000	5,000 4,000	5,000	5,000 4,500	5,000
370-000-659.11	Rent Revenue Rental of Town Square	-	-	-	-	150	150	150	150	150	150	150	150	150	150
370-000-666	Misc Revenue Fountain Cleaning	300	300	-	-	200	200	200	200	200	200	200	200	200	200
370-000-667.00	Insurance Proceeds	12,942	12,942												
Misc Revenue		22,537	22,537	3,973	3,973	6,600	6,600	8,350	8,350	8,850	5,350	9,350	5,350	9,850	5,350
370-000-664	Investment Earnings - Short Term	5,140	5,140	880	880	850	850	850	850	850	850	850	850	850	850
370-000-664.20	Investment Earnings - Long Term	-	-	4,647	4,647	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
370-000-664.30	Unrealized Market Change	-	-	(3,694)	(3,694)	933	933	-	-	-	-	-	-	-	-
370-000-664.40	Investment Pool Bank Fees	-	-	(723)	(723)	(850)	(850)	(850)	(850)	(850)	(850)	(850)	(850)	(850)	(850)
370-000-664.50	Investment Advisory Fees	-	-	(740)	(740)	(800)	(800)	(800)	(800)	(800)	(800)	(800)	(800)	(800)	(800)
370-000-664.60	Bank Lockbox Fees	-	-	(298)	(298)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)

Department: Downtown Development Authority		Account Number													
Activity: Revenues		Fund #	Activity #												
Prepared By: Lori Ward		370	Revenues												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
Net Investment Earnings		5,140	5,140	72	72	1,333	1,333	400	400	400	400	400	400	400	400
370-000-699.06	Operating transfer from General Fund Strategic Plan Contribution			21,000	21,000	-	-								
Total		750,018	750,018	753,085	753,085	743,066	743,066	747,750	747,750	748,250	744,750	748,750	744,750	749,250	744,750
Difference (should be zero)				-	-	-	-	-	-	3,500	3,500	4,000	4,000	4,500	4,500
% Variance from prior year								0.63%	0.63%	-0.40%	-0.40%	0.00%	0.00%	0.00%	0.00%

Department: Downtown Development Authority		Account Number													
Activity: Revenues		Fund #	Activity #												
Prepared By: Lori Ward		370	Revenues												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Total Expenditures	875,707	875,707	744,359	744,662	814,953	814,953	746,570	746,570	730,297	730,297	734,972	734,972	748,757	748,757
	Total Revenues	750,018	750,018	753,085	753,085	743,066	743,066	747,750	747,750	748,250	744,750	748,750	744,750	749,250	744,750
	Use of (Increase to) Fund Balance	125,689	125,689	(8,726)	(8,726)	71,887	71,887	(1,180)	(1,180)	(17,953)	(17,953)	(13,778)	(13,778)	(493)	(493)
	Difference - should be zero	-	-	-	303	-	-	-	-	-	3,500	-	4,000	-	4,500
	Beginning Fund Balance (unassigned)					315,913		244,026		245,206		263,159		276,937	
	Projected Ending Fund Balance (unassigned) *					244,026		245,206		263,159		276,937		277,430	
	Fund Balance as a % of expenditures					30%		33%		36%		38%		37%	
	Fund Balance as a % of revenues					33%		33%		35%		37%		37%	

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Servi
 FY2018-19 Budget

Department: Downtown Development Authority	Account Number	
Activity: DPW Services	Fund #	Activity #
Prepared By: Lori Ward	370	753

Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-753-706	Wages and Salaries - Full Time (1) DPW Staff (full time)	5,010	5,010	4,036	4,036	7,315	7,315	5,485	5,485	5,625	5,625	5,930	5,930	5,930	5,930
370-753-707	Wages - Regular Overtime (DPW)	-	-	818	818	570	570	570	570	570	570	590	590	590	590
370-753-939	Automotive Service Vehicle Repair	421	421	-	-	500	500	500	500	500	500	500	500	500	500
370-753-943	Equipment Rental DPW Equipment	3,896	3,896	1,664	1,664	2,625	2,625	2,650	2,650	2,680	2,680	2,710	2,710	2,740	2,740
370-753-967	Fringe Benefits (1) DPW	5,399	5,399	4,968	4,968	7,750	7,750	6,005	6,005	6,145	6,145	6,435	6,435	6,505	6,505
		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		14,726	14,726	11,486	11,486	18,760	18,760	15,210	15,210	15,520	15,520	16,165	16,165	16,265	16,265
	Difference (should be zero)		-		-		-		-		-		-		-
	% Variance from prior year								-18.92%		2.04%		4.16%		0.62%

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charge
 FY2018-19 Budget

Department: Downtown Development Authority		Account Number													
Activity: Design		Fund #	Activity #												
Prepared By: Lori Ward		370	861												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-706	Wages and Salaries - Full Time (1)		22,734		23,076		23,645		16,160		16,575		16,890		16,800
	Director (30%)	22,734		23,076		23,645		16,160		16,575		16,890		16,800	
370-861-707	Wages and Salaries - Overtime		47												
	2 Seasonals	47													
370-861-710	Wages and Salaries - Part Time		22,624		21,368		16,000		18,505		18,570		18,600		18,600
	3 Seasonals	14,624		19,218		16,000		16,000		16,000		16,000		16,000	
	DDA part-time staff	8,000		2,150		-		2,505		2,570		2,600		2,600	
370-861-726	Supplies		159		231		575		475		475		475		475
	Meeting supplies	-		51		50		50		50		50		50	
	Reproduction	68		-		100		100		100		100		100	
	Catering	-		122		125		125		125		125		125	
	Printing tshirts	90		-		100		100		100		100		100	
	Ambassadors														
	Maintenance Equipement	1		54		200		100		100		100		100	
	Misc.			4											
370-861-740.05	Downtown Materials		12,413		15,309		13,430		12,155		15,055		12,055		15,055
	Downtown Greenery	2,624		2,008		2,500		2,500		2,500		2,500		2,500	
	Holiday Bows	-		-											
	LED Tree lights and installation/repair Raised	1,058		500		2,055		2,055		2,055		2,055		2,055	
	Holiday Decorations in Town Square	2,494		1,558		1,250		1,250		1,250		1,250		1,250	
	LED Lights for new Light Poles	-		-		250		250		250		250		250	
	LED Lights for new street trees in grates	-		-											
	Holiday Lighting & Decor - Town Square	2,589		7,000		4,000		3,000		6,000		3,000		6,000	
	Halloween Decorations	2,520		3,366		3,000		3,000		3,000		3,000		3,000	
	Halloween Lighting	-		-											
	Misc.	543		740											
	Maintenance Equipment	130		137		250									
	No Smoking Signs	334		-				100							
	Fall Décor	121		-		125									
	Street Light Repairs	-													
370-861-801.00	Contractual Services		47,889		23,331		40,350		24,450		22,250		22,650		22,650
	Expanded WiFi - Clear Rate	3,588		3,588		3,600		3,600		3,600		3,600		3,600	
	Electrical Repairs	8,288				10,000		10,000		10,000		10,000		10,000	
	Detroit Edison Electrical Work	-		-											
	New Hire Physicals (\$81/hire)	1,114		315		300		300		300		300		300	
	Irrigation Repairs	5,283		1,609		4,500		2,500		2,500		2,500		2,500	
	Sprinkler Winterization	350		650		650		650		650		650		650	

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 FY2018-19 Budget

Department: Downtown Development Authority		Account Number													
Activity: Design		Fund #	Activity #												
Prepared By: Lori Ward		370	861												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Landscape/Planter Repair	1,250		3,480											
	Sidewalk Repair & Replacement	-		-	-										
	Umbrella Repairs	-		-	-	100		100		100		100		100	
	Sound System in Town Square	419		419											
	Brick Repair	1,400	-	-	-										
	Heat Melt Repair	2,603		6,293		1,500		500		500		500		500	
	Painting of Receptacles and Planters	-		-	-			400		400		400		400	
	Painting of Light Posts	-		-	-	1,100		1,500							
	Painting of Walkway	-		-	-			300							
	painting	3,591		3,232		3,000		2,000		2,000		2,000		2,000	
	fence fabrication	3,516		-	-										
	landscape contracting/clean up	850		-	-										
	walkway repair	3,235		400											
	Misc	327		350											
	Security Cameras	-		340											
	WiFi Service Town Square - Comcast	2,125		2,655		2,100		2,100		2,100		2,100		2,100	
	Fountain Repair	-		-	-	1,500		500		500		500		500	
	Gas Pit Repair/Replacement	-		-	-										
	Main Street Road Repair	8,700		-	-										
	Pavillion Repair	900		-	-	12,000									
	Construction Sign	350		-	-										
370-861-801.16	Public Restroom Program		2,458		2,032		2,750		2,750		2,750		2,750		2,750
	Porta Potty rental (\$430/mo)	2,458		2,032		2,750		2,750		2,750		2,750		2,750	
370-861-801.90	Sidewalk Repairs		15,675		-										
	Hutton Street Sidewalk Repairs	15,675		-											
370-861-801.94	Brick Repair & Maintenance		2,050		-		3,000								
	Town Square	1,000				1,500									
	Mary Alexander Court	1,050				1,500									
370-861-803.200	Planning Studies		15,740		43,618										
	Strategic Plan - DDA Portion	15,740		43,618											
	Strategic Plan - City Portion			-											
	Survey Costs	-		-											
370-861-803.59	Signage and Markers Projects		76,650		11,452		74,100								
	Downtown Wayfinding Project	74,690		11,452		73,500		-		-		-		-	
	Non Motorized Trail Project	1,960				600									
	Cross Street Banner Poles														
370-861-803.81	Alleyway Improvements		-		-										

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 FY2018-19 Budget

Department: Downtown Development Authority		Account Number													
Activity: Design		Fund #	Activity #												
Prepared By: Lori Ward		370	861												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Orin/Plaza														
	Rebeccas	-													
370-861-803.93	Comerica Connection Exhibit		16,323												
	design	2,200													
	fabrication	14,123													
370-861-850	Landscape Maintenance & Materials		41,458		31,550		31,750		29,250		29,250		29,250		29,250
	Annuals & perennials	24,516		13,935		25,000		20,000		20,000		20,000		20,000	
	Landscape Replacement	8,000		11,970		1,000		5,000		5,000		5,000		5,000	
	Tree Maintenance and Replacement	3,255		4,497		1,000		1,000		1,000		1,000		1,000	
	Trim and Mulch	385		1,512		1,000		1,000		1,000		1,000		1,000	
	weeding & watering	1,196		-											
	Marquis Parking Lot Landscaping														
	Parking Lot Landscaping	1,995		-		1,500									
	Beautification Commission Plantings	1,886		-		2,250		2,250		2,250		2,250		2,250	
	Misc.	-		(364)											
370-861-920.01	Electrical Service (127 E Main)		1,007		1,092		2,450		1,500		1,530		1,560		1,590
	Electrical Service - Town Square	-		-		2,250		1,300		1,330		1,360		1,390	
	Walkway	1,007		1,092		200		200		200		200		200	
370-861-920.02	Natural Gas Service		2,711		3,625		3,850		3,930		4,010		4,090		4,170
	Heat Melt System & Fire Pits - Town Square	2,443		3,625		3,300		3,370		3,440		3,510		3,580	
	Walkway	268		-		550		560		570		580		590	
370-861-920.030	Water and Sewer Service		3,199		11,093		7,300		7,660		8,040		8,440		8,860
	Town Square, 120 W Main, Hutton Park	3,199		11,093		7,000		7,350		7,720		8,110		8,520	
	Walkway	-		-		300		310		320		330		340	
370-861-967	Fringe Benefits (1)		11,059		10,778		11,010		8,185		8,355		8,445		8,450
		11,059		10,778		11,010		8,185		8,355		8,445		8,450	
370-861-976.01	Street Furnishings		5,741		893		3,550		4,000		250		250		250
	Bike Racks	-		-		2,000									
	Newsrack			893											
	Signage - Directory	21		-		1,300				-		-		-	
	Light Fixtures	-		-		-		-		-		-		-	
	Umbrella	2,338		-		250		1,000		250		250		250	
	Furniture/Benches	1,894													
	Town Square Decorative Lighting							3,000							

Department: Downtown Development Authority		Account Number													
Activity: Design		Fund #	Activity #												
Prepared By: Lori Ward		370	861												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Tree Grates tables and Chairs Bollards														
	1,488														
Total		299,937	299,937	199,448	199,448	233,760	233,760	129,020	129,020	127,110	127,110	125,455	125,455	128,900	128,900
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year							17.20%		-44.81%		-1.48%		-1.30%		2.75%

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 FY2018-19 Budget

Department: Downtown Development Authority		Account Number													
Activity: Marketing & Business Mix		Fund #	Activity #												
Prepared By: Lori Ward		370	862												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-706	Wages and Salaries - Full Time (1)		36,374		36,875		23,645		16,160		16,575		16,790		16,800
	Director -30%	36,374		36,875		23,645		16,160		16,575		16,790		16,800	
370-862-710	Wages and Salaries - Part Time		4,992		2,149		16,200		12,520		12,835		12,995		12,995
	part time office staff	4,992		2,149		16,200		12,520		12,835		12,995		12,995	
370-862-726	Supplies		56		-		150		150		150		150		150
	Meeting Supplies	-		-		150		150		150		150		150	
	Meeting Catering	56													
370-862-784	Downtown Programming & Promotions		32,617		26,280		26,600		28,300		27,800		27,300		26,300
	Other Promotional Events	-		1,960		-		-		-		-		-	
	Northville Chamber of Commerce	8,500		8,000		7,500		7,000		7,000		7,000		6,500	
	Friday Night Concerts	1,846		7,500		7,000		6,500		6,500		6,500		6,000	
	Wednesday Night Concerts							6,000		6,000		6,000		6,000	
	Buy Michigan Now Festival	4,500		2,000		3,500		3,000		2,500		2,000		2,000	
	NCBA	2,003		1,398		1,250		1,000		1,000		1,000		1,000	
	Skeletons are Alive	6,414		5,422		3,250		2,500		2,500		2,500		2,500	
	Concours deElegance	9,354		-		-		-		-		-		-	
	Fall Décor	-		-		100		300		300		300		300	
	Christmas	-		-		1,500		2,000		2,000		2,000		2,000	
	New Event			-		2,500									
370-862-785	Business Retention Program		-		784		2,857		450		2,357		450		2,357
	Walking Map	-		284		1,907				1,907				1,907	
	Recruitment Package	-		500		500									
	Restaurant Guide	-		-		450		450		450		450		450	
370-862-801.00	Contractual Services		76,768		53,318		69,500		63,000		63,000		63,000		63,000
	Graphic Design	4,057		4,452		5,000		5,000		5,000		5,000		5,000	
	Newsletter	1,395		-		1,500		1,500		1,500		1,500		1,500	
	IMJ Communications	24,000		24,000		24,000		24,000		24,000		24,000		24,000	
	Advertising - misc	-		987											
	Radio	2,500		-											
	Print	22,116		19,470		22,000		20,000		20,000		20,000		20,000	
	Direct Mail	4,903		-		5,250									
	Internet/Social Media	400		260		1,500		2,500		2,500		2,500		2,500	
	Video/Photography	3,014		1,200		2,500		2,500		2,500		2,500		2,500	
	Event Cards and Posters	4,519		2,389		3,750		3,500		3,500		3,500		3,500	
	Event Planning	6,940		-											
	Billboard	-		-											
	Restaurant Guides	1,129		560		500		500		500		500		500	
	Detour Signs	1,795													
	Event Panels					3,500		3,500		3,500		3,500		3,500	

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 FY2018-19 Budget

Department: Downtown Development Authority		Account Number													
Activity: Marketing & Business Mix		Fund #	Activity #												
Prepared By: Lori Ward		370	862												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-801.34	Web Site		1,065		800		973		840		840		840		840
	Accunet	521		415		409		420		420		420		420	
	Mail Chimp	340		385		360		420		420		420		420	
	Survey Monkey	204		-		204									
	Listserv														
370-862-950.05	O/T to Parks & Recreation		8,154		3,500		3,000		2,500		2,000		2,000		2,000
	Tunes on Tuesday	2,000		3,500		3,000		2,500		2,000		2,000		2,000	
	Friday Night Concerts	6,154													
370-862-967	Fringe Benefits (1)		14,324		13,962		10,675		7,375		7,565		7,660		7,670
	Per Finance Department	14,324		13,962		10,675		7,375		7,565		7,660		7,670	
Total		174,350	174,350	137,668	137,668	153,600	153,600	131,295	131,295	133,122	133,122	131,185	131,185	132,112	132,112
	Difference (should be zero)		-		-		-		-		-		-		-
	% Variance from prior year								-14.52%		1.39%		-1.46%		0.71%

Department: Downtown Development Authority		Account Number													
Activity: Parking		Fund #	Activity #												
Prepared By: Lori Ward		370	863												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-863-706	Wages and Salaries - Full Time (1) Director - 10%	7,578	7,578	7,653	7,653	7,880	7,880	8,080	8,080	8,290	8,290	8,395	8,395	8,400	8,400
370-863-710	Wages and Salaries - Part Time Part time staff	4,992	4,992	2,149	2,149	-	-	1,255	1,255	1,285	1,285	1,300	1,300	1,300	1,300
370-863-726	Supplies Meeting Supplies	-	-	-	-	50	50	50	50	50	50	50	50	50	50
370-863-786	Downtown Parking Program Tickets - Complaints Brochures and Maps	-	-	-	-	250	250	250	250	250	250	250	250	250	250
370-863-801.00	Contractual Services Occupancy Counts	-	-	-	-	-	-	-	-	-	-	-	-	-	-
370-863-801.93	Parking Structure Maintenance <i>Moved to Parking Fund (Fund 230)</i> Painting and Repair MainCentre Parking Deck Repair Cady Street Parking Deck Repair	-	11,976	1,220	32,943	-	-	-	-	-	-	-	-	-	-
370-863-950.21	O/T to General Fund Parking Deck Maintenance (3% increase) Snow Removal (to keep parking spaces open) Street Lighting & Parking Lot Electrical Street Lighting	-	130,960	-	133,270	-	50,000	-	50,000	-	50,000	-	50,000	-	50,000
370-863-950.26	O/T to Parking Fund parking maintenance costs snow removal Incl. MainCentre Parking Deck Repair	-	-	-	-	81,650	110,650	84,100	113,100	86,620	115,620	89,220	118,220	91,900	120,900
370-863-967.00	Fringe Benefits (1) Per Finance Department	3,292	3,292	3,041	3,041	3,145	3,145	3,300	3,300	3,385	3,385	3,430	3,430	3,435	3,435
370-863-977.16	Parking Maintenance and Expansion <i>Use Parking Fund instead (Fund 230)</i>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		158,798	158,798	179,056	179,056	171,975	171,975	176,035	176,035	178,880	178,880	181,645	181,645	184,335	184,335
Difference (should be zero)															
% Variance from prior year								2.36%		1.62%		1.55%		1.48%	

Line Item Budget Worksheet - Details of Supplies, Services and Che
FY2018-19 Budget

Department: Downtown Development Authority		Account Number													
Activity: Organizational		Fund #	Activity #												
Prepared By: Lori Ward		370	864												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-706	Wages and Salaries - Full Time (1)		9,093		9,219		23,645		20,200		20,715		20,985		21,000
	Director - 30%	9,093		9,219		23,645		20,200		20,715		20,985		21,000	
370-864-710.	Wages - Temp/Part Time Reg		4,992		2,149		-		6,260		6,420		6,495		6,495
	part time staff	4,992		2,149		-		6,260		6,420		6,495		6,495	
370-864-726	Supplies		4,336		1,256		1,150		1,150		1,150		1,150		1,150
	Office . Supplies	643		170		250		250		250		250		250	
	Computer Software	1,021		-		250		250		250		250		250	
	Computer Supplies	525		1,063		500		500		500		500		500	
	Meetings Catering	226		23		150		150		150		150		150	
	Computers	1,921		-											
370-864-730	Postage		177		3		175		100		100		100		100
	Postage machine & stamps	177		3		175		100		100		100		100	
370-864-731	Publications		114		65		65		65		65		65		65
	Northville Record	60		65		65		65		65		65		65	
	Crains	54		-											
370-864-801.19	Technology Services		2,580		2,505		1,490		1,490		1,490		1,490		1,490
	Computer Repair Service	-		-		270		270		270		270		270	
	Comcast DSL (\$95/mo)	860		859											
	Email Archival Service	34		11		15		15		15		15		15	
	IT support from Township	1,465		1,131		1,000		1,000		1,000		1,000		1,000	
	Annual Support - Servers (\$17/mo)	221		201		205		205		205		205		205	
370-864-802.01	Legal Services		2,266		5,504		2,500		2,500		2,500		2,500		2,500
	General Legal Fees	913		605		1,000		1,000		1,000		1,000		1,000	
	Real Estate Legal Fees	1,312		3,416		1,500		1,500		1,500		1,500		1,500	
	Steve Schwartz, labor	41		-											
	Other			1,483											
370-864-805	Auditing Services		4,386		4,645		4,690		4,930		5,030		5,130		5,230
	Plante & Moran - Per Finance Department	4,386		4,645		4,690		4,930		5,030		5,130		5,230	
370-864-900	Printing & Publishing		1,408		974		975		975		975		975		975
	Notecards/Envelopes/Labels	97		-		250		250		250		250		250	
	DDA Annual Report in Newspaper	419		236		425		425		425		425		425	
	Slide and Photo Processing	754		-		100		100		100		100		100	
	Bid Notices	138													
	Color Copying Charges	-		738		200		200		200		200		200	

Line Item Budget Worksheet - Details of Supplies, Services and Che
FY2018-19 Budget

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

Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-910	Insurance - MMRMA		4,865		1,734		5,485		5,610		5,740		5,880		5,990
	Per Schedule	4,164		1,734		4,335		4,460		4,590		4,730		4,840	
	Special Event Insurance	701		-		1,150		1,150		1,150		1,150		1,150	
370-864-917	Workers comp Insurance		789		-		-		-		-		-		-
	contracted staff WC Premium	789		-		-		-		-		-		-	
370-864-920	Utilities		1,188		1,247		1,318		1,420		1,420		1,420		1,420
	\$75 mo reimbursement via payroll	900		900		900		900		900		900		900	
	Clear Rate phone & internet (\$43/mo)	288		347		418		520		520		520		520	
370-864-956	Contingencies		-		-		-		-		-		2,640		2,640
	Wage Adjustments - Per Finance Department	-		-		-		-		-		2,640		8,020	
370-864-958	Memberships & Dues		1,110		1,000		1,115		1,115		1,115		1,115		1,115
	APA	220		226											
	MDA	400		-		400		400		400		400		400	
	Chamber of Commerce	240		240		240		240		240		240		240	
	NTHP - National Main Street Center	250		-											
	Michigan Downtown Association			475		475		475		475		475		475	
	Crain's			59											
370-864-960	Education & Training		1,090		1,050		1,500		1,400		1,400		1,400		1,400
	Travel - mileage and parking	210		412		500		500		500		500		500	
	Meals	47		60		150		150		150		150		150	
	Conference Fees	625		290		350		350		350		350		350	
	Hotel Expenses	208		288		500		400		400		400		400	
	Other	-		-											
370-864-967	Fringe Benefits (1)		4,137		3,818		9,425		8,495		8,715		8,825		8,830
	Per Finance Department	4,137		3,818		9,425		8,495		8,715		8,825		8,830	
370-864-967.02	Overhead		9,950		10,450		10,970		11,520		12,100		12,710		13,350
	services by Finance Dept, DPW Dir, Manager (5% increase)	9,950		10,450		10,970		11,520		12,100		12,710		13,350	
Total		52,481	52,481	45,316	45,619	64,503	64,503	67,230	67,230	68,935	68,935	72,880	72,880	79,130	79,130
Difference (should be zero)					(303)										
% Variance from prior year								4.23%		2.54%		5.72%		8.58%	

Line Item Budget Worksheet - Details of Supplies, Services and Che
 FY2018-19 Budget

Department:	Downtown Development Authority	Account Number	
Activity:	Economic Development	Fund #	Activity #
Prepared By:	Lori Ward	370	865

Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-865-706	Wages and Salaries - Full Time (1)	-	-	-	-	-	-	20,200	20,200	20,715	20,715	20,985	20,985	21,000	21,000
370-865-710.	Wages - Temp/Part Time Reg	-	-	-	-	-	-	2,505	2,505	2,570	2,570	2,600	2,600	2,600	2,600
370-865-726	Supplies	-	-	-	-	-	-	200	200	200	200	200	200	200	200
	Meeting suplies	-	-	-	-	-	-	50	50	50	50	50	50	50	50
	Meeting Catering	-	-	-	-	-	-	100	100	100	100	100	100	100	100
	Reproduction	-	-	-	-	-	-	50	50	50	50	50	50	50	50
370-862-785	Business Retention Program	-	-	-	-	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Recruitment Package	-	-	-	-	-	-	500	500	500	500	500	500	500	500
	Speakers	-	-	-	-	-	-	500	500	500	500	500	500	500	500
370-861-801.00	Contractual Services	-	-	-	-	-	-	1,500	1,500	-	-	-	-	-	-
	DDA Boundary Expansion	-	-	-	-	-	-	1,500	1,500	-	-	-	-	-	-
370-865-801.90	Sidewalk Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
370-865-801.94	Brick Repair & Maintenance	-	-	-	-	-	-	1,000	1,000	-	-	-	-	-	-
	Town Square	-	-	-	-	-	-	1,000	1,000	-	-	-	-	-	-
	Mary Alexander Court	-	-	-	-	-	-	-	-	-	-	-	-	-	-
370-865-803.200	Planning Studies	-	-	-	-	-	-	20,000	20,000	-	-	-	-	-	-
	Creative Many Study	-	-	-	-	-	-	20,000	20,000	-	-	-	-	-	-
370-865-967	Fringe Benefits (1)	-	-	-	-	-	-	8,205	8,205	8,415	8,415	8,522	8,522	8,530	8,530
	Per Finance Department	-	-	-	-	-	-	8,205	8,205	8,415	8,415	8,522	8,522	8,530	8,530
		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	54,610	54,610	32,900	32,900	33,307	33,307	33,330	33,330
Difference (should be zero)		-	-	-	-	-	-			-	-	-	-	-	-
% Variance from prior year								#DIV/0!		-39.75%		1.24%		0.07%	

Department: Downtown Development Authority		Account Number													
Activity: Debt		Fund #	Activity #												
Prepared By: Lori Ward		370	945												
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-945-950.49	O/T to DDA Debt Service Fund		175,415		171,385		172,355		173,170		173,830		174,335		174,685
	2013 DDA Refunding Bond Debt Service														
	Principal	152,707		150,693		135,000		140,000		145,000		150,000		155,000	
	Interest	22,708		20,692		37,355		33,170		28,830		24,335		19,685	
	Final payment due April 2025														
Total		175,415	175,415	171,385	171,385	172,355	172,355	173,170	173,170	173,830	173,830	174,335	174,335	174,685	174,685
Difference (should be zero)		-		-		-		-		-		-		-	
% Variance from prior year								0.47%		0.38%		0.29%		0.20%	
Debt Service per capita		29		29		29		29		29		29		29	
Operating Cost per capita															

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 2018-19 Budget

Department:	General Fund	Account Number	
Activity:	Parking System Maintenance	Fund #	Activity #
Prepared By:	Joe Vitali	230	546

Account Number	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Line Item Total	Amount	Line Item Total	Amount	Line Item Total	Amount	Line Item Total	Amount	Line Item Total	Amount	Line Item Total	Amount	Line Item Total
230-546-706	Wages / Salaries - Regular Full Time		-		-	8,255	8,255	9,350	9,350	10,050	10,050	11,255	11,255	11,255	11,255
230-546-707	Wages / Salaries OT		-		-	2,050	2,050	1,000	1,000	1,050	1,050	1,120	1,120	1,120	1,120
230-546-775	Materials		-		-		10,500		10,650		10,800		10,950		11,110
	Road Salt					7,300		7,450		7,600		7,750		7,910	
	Salt Inventory Adjustment														
	Salt sold to schools														
	Paint					1,000		1,000		1,000		1,000		1,000	
	Signs					1,000		1,000		1,000		1,000		1,000	
	Street Light Repair Materials					200		200		200		200		200	
	Ice Melt					650		650		650		650		650	
	Cash Receipt reimb														
	Other					350		350		350		350		350	
230-546-801	Contractual Services		-		-		17,785		17,885		18,380		18,610		18,840
	Snow Plowing					11,000		11,220		11,440		11,670		11,900	
	Snow Plowing Bid Advertising					200		140		140		140		140	
	Ice Melt														
	Light & Electrical Repairs					3,100		3,200		3,300		3,300		3,300	
	Mowing					3,100		3,200		3,300		3,300		3,300	
	Painting														
	Window washing					185									
	Door repair														
	Fire Extinguisher Maint					200		125		200		200		200	
230-546-801.06	Elevator Maintenance Services						6,650		6,650		6,650		6,650		6,650
	Elevator Inspection & License					500		500		500		500		500	
	Elevator Maintenance					5,150		5,150		5,150		5,150		5,150	
	Elevator Repair					1,000		1,000		1,000		1,000		1,000	
230-546-853	Telephone		-		-		400		400		400		400		400
	Clear Rate (\$33/mo)					400		400		400		400		400	
230-546-910	Insurance		-		-		5,605		5,770		5,940		6,120		6,300
	MMRMA premiums					5,605		5,770		5,940		6,120		6,300	
	distribution rec'd to offset premiums														
230-546-920.01	Electric Power		-		-		22,890		23,580		24,300		25,030		25,770
	DTE Energy - Electric Power					-		-		-		-		-	
	C - 118 E Cady (overhead lighting)					580		600		620		640		660	
	G - 127 E Cady Parking Lot					160		160		160		160		160	
	H - 127 E Cady Parking Lot					11,850		12,210		12,580		12,960		13,350	
	I - 137 E Main - Parking Lot lighting					250		260		270		280		290	
	P - 218 S Center Parking Pole					4,380		4,510		4,650		4,790		4,930	
	J - 150 E Main (clocks, outlets, band shell)					3,090		3,180		3,280		3,380		3,480	
	E - 101 W Cady lower level					2,580		2,660		2,740		2,820		2,900	
230-546-920.03	Water & Sewer Service		-		-		100		100		100		100		100
	Irrigation - Cady/Griswold Parking Lot					100		100		100		100		100	
230-546-943	Equipment Rental - City (per schedule)		-		-	10,500	10,500	10,610	10,610	10,720	10,720	10,830	10,830	10,940	10,940
230-546-967	Fringe Benefits		-		-	10,125	10,125	10,265	10,265	11,010	11,010	12,215	12,215	12,340	12,340
230-546-977	Parking Deck Structural Improvements						25,000		25,000		25,000		25,000		25,000

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 2018-19 Budget

Department:	General Fund	Account Number	
Activity:	Parking System Maintenance	Fund #	Activity #
Prepared By:	Joe Vitali	230	546

Account Number	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Line Item Total	Amount	Line Item Total	Amount	Line Item Total	Amount	Line Item Total	Amount	Line Item Total	Amount	Line Item Total	Amount	Line Item Total
	MainCentre parking deck repair					25,000		25,000		25,000		25,000		25,000	
	to be paid for by DDA														
	Total 101-546	-	-	-	-	119,860	119,860	121,260	121,260	124,400	124,400	128,280	128,280	129,825	129,825
	Difference should be zero		-		-		-		-		-		-		-

% Variance from prior year #DIV/0! 1.2% 2.6% 3.1% 1.2%

parking maintenance cost per parking space \$ - \$ - \$ 78 \$ 79 \$ 81 \$ 84 \$ 85

5 Year History of Parking System Maintenance & Street Lighting Costs
Compared to Contributions by DDA

	Budget			Actual		
	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Parking System Maintenance	94,860	91,967	94,158	121,844	129,548	105,646
Contribution from DDA						
Maintenance	81,640	79,270	76,960	74,720	72,540	70,430
Snow Removal	4,000	4,000	4,000	4,000	4,000	4,000
	<u>85,640</u>	<u>83,270</u>	<u>80,960</u>	<u>78,720</u>	<u>76,540</u>	<u>74,430</u>
% Paid for by DDA	90%	91%	86%	65%	59%	70%

Budget includes:

DPW wages, fringes, equipment rental, Snow plowing, mowing, window washing

Elevator maintenance, phones, insurance, electricity, water, misc materials and services

	Budget			Actual		
	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Street Lighting & Electrical	130,650	125,086	116,673	118,961	125,966	137,972
Contribution from DDA	50,000	50,000	50,000	50,000	50,000	25,000
% Paid for by DDA	38%	40%	43%	42%	40%	18%

Budget Includes:

DTE - Street Lighting (\$11,200 monthly)

DTE - 118 N. Center

Dte - Taft Rd Lighting

DTE - 112 N Wing

DTE - 127 Mary Alexander

DTE - 200 Griswold

DTE - 126 N Wing

DTE - 127 N Hutton

TOWN SQUARE RENTAL GUIDELINES

Facilities managed by the Northville Downtown Development Authority are made available for use in accordance with the guidelines established by the Northville Downtown Development Authority Board of Directors.

CONDITIONS OF USE:

ALCOHOLIC BEVERAGES: Alcohol is permitted within Town Square with an approved special liquor license issued through Northville City Hall. A State liquor license is required if alcohol is sold (cash bar) or if there is an admission charge to the activity.

SMOKING: There is no smoking allowed in Town Square at any time.

CHAPERONE: All groups must provide at least one (1) responsible adult chaperone for every 15 minors in attendance.

APPLICANTS MUST AGREE TO THE FOLLOWING:

Orderly Behavior

Financial responsibility for any damages due to their use of the premises.

That the activity is lawful and conforms to the regulations of State and Federal laws, community of Northville, and the Northville Downtown Development Authority.

With the exception of any event designated a "Special Event" as defined by Northville City Ordinance, Town Square may not be rented for private functions which unreasonably disrupt or interfere with the general public's use. Any renters utilizing this space must have a completed rental agreement approved and on file with the Northville Downtown Development Authority.

Tables, chairs, and umbrellas located in Town Square are to be used on a first-come, first-serve basis and shall not be reserved for future use. Tables, chairs, and umbrellas may be moved temporarily but shall be moved back to their normal positions as soon as possible.

Between late May and early October, Town Square may have a platform stage erected under the pavilion. The stage area can be rented for private functions that do not unreasonably disrupt or interfere with the general public's use.

Due to the presence of underground heating coils, no heavy equipment or vehicles are permitted on the brick pavers and no stakes may be used to stabilize an erected tent or temporary structure.

Outside equipment such as grills, tents, tables, chairs, etc. require approval from the Northville Downtown Development Authority or an approved special event application from the City of Northville.

Events in Town Square may be held between the hours of 8:00 am – 11:00 pm.

The Northville Downtown Development Authority assumes no responsibility, financial or otherwise, for accidents, injuries, or losses sustained by individuals while using the facilities.

Renters selling food must comply with current Wayne County Health Department regulations.

INSURANCE WILL BE REQUIRED FOR THE FOLLOWING RENTALS:

Events open to the public- Weekend shows or special events rented by any person or any group will require a special comprehensive general liability policy in the amount of one million dollars (\$1,000,000), combined single limit, with the Northville Downtown Development Authority and the City of Northville named "Additional Insured: from set-up to take down."

Private Events: Weddings, showers, parties, etc., rented by any person or group will require proof of property liability coverage under the renter's "homeowners" or "renter's insurance" policy.

Rentals for the purpose of providing instruction to the public - Individual(s) or group(s) renting Town Square for the purpose of providing instruction to the public, must provide a certificate of insurance for general liability in the amount of one million dollars (\$1,000,000), with Northville Downtown Development Authority and the City of Northville named "Additional Insured: from set-up to take-down."

A cash bar or if tickets are sold to an event serving alcohol: a State Liquor License is required and a separate Liquor Liability Policy is required in the amount of one million dollars (\$1,000,000), combined single limit, with Northville Downtown Development Authority and the City of Northville named "Additional Insured: from set-up to take-down."

PAYMENT AND REFUNDS:

All renters must pay the amount listed in the City of Northville fee schedule when reserving Town Square. Balance of rent is due thirty (30) days prior to event.

I have read the information and conditions of the Town Square Rental Guidelines, am familiar with the contents and agree to abide by the guidelines. I will not hold the Northville Downtown Development Authority or the City of Northville responsible for any injury or illness sustained while participating in activities at the Town Square and/or any affiliated

locations. I fully understand that medical insurance is the responsibility of the participants. I, the undersigned, have the authority to sign this agreement for the named individual or organization. Failure to abide by rental guidelines will result in termination of contract.

Name of Renter

Signature of renter

Date

Northville Downtown Development Authority Town Square Rental Form

Complete and return this application to the DDA at least 21 calendar days prior to the starting date of the event.

Attachment 7.b

Event		
Event Name:		
Describe the Event:		
Host Information		
Name:		
Address:	City:	State/Zip:
Telephone:	Email:	
Business:	Title:	
Telephone	Email:	
Type of Event (Check one - See Special Events Policy for additional information)		
<input type="checkbox"/> City Operated/Sponsored Event <input type="checkbox"/> Non-Profit Event <input type="checkbox"/> Co-sponsored Event <input type="checkbox"/> For-Profit Event <input type="checkbox"/> Video/Photography <input type="checkbox"/> Political <input type="checkbox"/> Wedding <input type="checkbox"/> Other _____		
Event Information		
Event Location(s):		
Event Date(s):		
Event Hours:		
Estimated date/time for set up:		
Estimated date/time for clean up:		
Will music be provided/included during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe type of music proposed: <input type="checkbox"/> Live <input type="checkbox"/> Amplification <input type="checkbox"/> Recorded <input type="checkbox"/> Loudspeakers Proposed time music will begin: Proposed time music will end: Proposed location of live band/disc jockey/loudspeakers/equipment:		
Do you plan to have specialevent signs? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Signs must conform to City ordinances</i> Describe signs, proposed locations, etc.		
Do you plan to use the city entrance signs? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, you must apply for use through the City Entrance Sign Policy</i>		
Do you plan to have banners? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, you must apply for use through the Municipal Banner System Policy</i>		

Application Checklist
<p>I have attached the following items:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application <input type="checkbox"/> Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval) <input type="checkbox"/> Insurance Policy Endorsement (due to City Clerk's Office within 1 week following notice of event approval) <input type="checkbox"/> Event Signage (description) <input type="checkbox"/> Driver's License of Applicant

The applicant and sponsoring organization understands and agrees to:

- Provide a certificate of insurance with all coverages deemed necessary for this event, name the Northville Downtown Development Authority as an additional insured on all applicable policies, provide a separate copy of the insurance policy Endorsement, and submit the required documents to the City Clerk's Office no later than one week following notice of event approval.
- Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.
- Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;
- Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.
- The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

I hereby apply for approval of this Town Square Rental Application and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature	Date
X _____	_____
Complete this application and return it, along with all required documentation, to the office of the Northville DDA at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year. Any questions about this application can be directed to Amelia Ritter at aritter@ci.northville.mi.us or 248-305-2734. Police, Public Works and Parks & Rec can be reached during the event through Dispatch at 248-349-1234.	Application Receipt Date



February Design Committee Update



Wayfinding Signage

Universal Signs was on site February 6th and 7th to install the Phase II sign program. Several field adjustments and the placement of finials will be completed the week of February 12th. Universal has also agreed to fabricate a curlicue piece to replace one that is missing from a Cady Street Parking Sign.

EV Charging Stations

The EV Charging Station equipment was installed on December 1st. An electrical inspection by the City took place on December 5th and the project was approved. A request to DTE was made to install the meter and hook up the service. DTE arrived on site February 12th to install the meter. DDA staff met with DTE contractor. DTE ordered a line from the transformer to the new meter and the line should be

installed within 5-10 days.

A sign indicating EV Charging Only has been fabricated and will be installed once the meters are operational. Up2Go will provide their own sponsorship sign for installation on the sign pole. Tesla declined any further recognition other than the units themselves.

The DDA has prepared a Press Release to go out to help get the word out about the new EV Stations. We are waiting for Tesla to approve the content of the Press Release. 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. Once the meter is installed, a ribbon cutting will be scheduled. Tesla will have electric cars available at the event for test drives.

Stair Tower Repair

DDA staff inspected the stairs in early January and found that the repairs had been made in a manner inconsistent with the contract. RAM was contacted immediately about the issue. RAM indicated that the supervisor on site made the decision to remove the cast iron nosing and repair the step with mortar. DDA staff discussed the issue with the DPW Director and the City Manager. RAM was contacted and directed to repair the stairs per the contract. The mortar was removed and new cast iron treads were installed February 12th. DDA staff will review the works once completed and provide a punch list for any necessary corrections.



Streetscape Design Guidelines

Design Committee Chair Robert Miller and DDA staff met with Planning Commissioner Marc Russell in early January to review additional changes to the guidelines. DDA staff is working on the revisions and will bring the draft text back to the Planning Commission and DDA in February.



Piano project

DDA staff is collaborating with Northville Girl Scout Tessa McCarthy, who is working on her Gold Award, to install an outdoor piano this year. The piano, which will be donated by DDA staff, will be painted and installed in Northville Square. McCarthy's responsibility is to seek out sponsorship for a roof structure that would be installed to provide protection for the piano from the weather. McCarthy will be in charge of having the structure fabricated, approved, and installed in Old Church Square. There will also be a sign installed recognizing the sponsor and stating the hours that the piano should be played.

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 will set up a meeting later this month with the Bike Focus Group 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.



Bank of America Easement

Final revisions were made to the Easement Agreement between the owners of Poole's Tavern (R2J) and Bank of America which would allow private property owned by Bank of America to be used to meet ADA accessibility requirements. Once the document is executed, RTJ will complete a property swap with the City. The City will acquire the property behind Poole's Tavern and the Easement Agreement will be assigned to the City. In exchange for the use of the Bank's property to provide an ADA accessible route, the City will insure and maintain the route. The revision was sent to Bank of America's legal counsel on January 10th and DDA staff is awaiting a response. Attorney Greg Need has followed up with the attorney as well.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY (December 2017 & January 2018):

PUBLICITY:

Press materials that have been prepared & sent out in November 2017:

- Adorn Fine Flowers Opening (December)
- Every Brilliant Thing (December / sent out for Tipping Point Theatre)

Upcoming press materials:

- 160 Main Opening
-

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

- December 12 – Holiday Gift ideas on Fox2
- January 12 – Preview on EncoreMichigan.com for Every Brilliant Thing

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:

- Holiday ad in Free Press Sunday Select (December 10 & 17)
- December 2017 issue of Neighborhood SEEN
- December 2017 issue of HOUR Magazine

UPCOMING PAID ADVERTISING:

PRINT:

- Ads in Neighborhood SEEN Magazine (reaches affluent communities and is mailed)
 - March 2018
 - April 2018
 - June 2018
- Ad in Tipping Point Theatre Season Programs
- Ad in Parks & Rec Winter Brochure
- Ad in Chamber Directory

SOCIAL MEDIA:

- Boosted Holiday post on Facebook