

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
November 19, 2019 – DDA Board Meeting**

AGENDA

1. Call to Order – Shawn Riley
2. Introduction of Mayor Brian Turnbull
3. Audience Comments
4. Approval of Agenda and Consent Agenda
5. Consent Agenda
 - a. October 2019 Financial Statement (Attachment 5.a)
 - b. October 2019 Invoice Report (Attachment 5.b)
 - c. October 15, 2019 DDA Board Meeting Minutes (Attachment 5.c)
 - d. August 20, 2019 Amended DDA Board Meeting Minutes (Attachment 5.d)
 - e. August 20, 2019 Amended Informational Meeting Minutes (Attachment 5.e)
6. Presentation of DDA Audit – Plante & Moran
 - a. Audit Letter (Attachment 6.a)
 - b. DDA Financial Report (Attachment 6.b)
7. Parking Rehabilitation Projects
 - a. Final report for Cady Street Parking Deck (Attachment 7.a)
 - b. RAM Change Order (Attachment 7.b)
 - c. MainCentre Parking Deck Repairs (Attachment 7.c)
 - d. WGI Change Order (Attachment 7.d)
8. Committee Information and Updates
 - a. Design Committee – DJ Boyd (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
 - i. Master Plan Update ([Handout](#))
 - ii. Watermark Development (Attachment 8.e.ii)
9. Future Meetings / Important Dates (Attachment 9)
10. Board and Staff Communications
11. Adjournment – Next Meeting December 17, 2019

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 10/31/2019

% Fiscal Year Completed: 33.61

OCTOBER BENCHMARK 33%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 10/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/19 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	688,553.00	688,553.00	626,082.26	0.00	62,470.74	90.93	
370-000-403.010	DDA OPERATING LEVY	60,209.00	60,209.00	56,765.44	1,251.18	3,443.56	94.28	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	34,143.93	34,143.93	(4,143.93)	113.81	
370-000-418.000	PROPERTY TAXES - OTHER	(2,500.00)	(2,500.00)	0.00	0.00	(2,500.00)	0.00	
PROPERTY TAXES		776,262.00	776,262.00	716,991.63	35,395.11	59,270.37	92.36	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	27,100.00	27,100.00	19,095.00	1,845.00	8,005.00	70.46	
GRANTS & OTHER LOCAL SOURCES		27,100.00	27,100.00	19,095.00	1,845.00	8,005.00	70.46	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	350.00	400.00	0.00	(50.00)	114.29	
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
MISCELLANEOUS REVENUES		350.00	550.00	400.00	0.00	150.00	72.73	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	2,138.78	1,499.09	361.22	85.55	
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	250.00	235.41	0.00	14.59	94.16	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	2,534.09	0.00	2,465.91	50.68	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(405.00)	459.06	0.00	(864.06)	(113.35)	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(98.01)	0.00	(501.99)	16.34	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(155.49)	(55.90)	(594.51)	20.73	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(291.00)	(139.25)	0.00	(151.75)	47.85	
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(30.46)	0.00	30.46	100.00	
INTEREST		6,100.00	5,704.00	4,944.13	1,443.19	759.87	86.68	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608.00	343,208.00	0.00	0.00	343,208.00	0.00	
FUND BALANCE RESERVE		62,608.00	343,208.00	0.00	0.00	343,208.00	0.00	
Total Dept 000		872,420.00	1,152,824.00	741,430.76	38,683.30	411,393.24	64.31	
TOTAL REVENUES		872,420.00	1,152,824.00	741,430.76	38,683.30	411,393.24	64.31	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	1,820.66	496.36	11,429.34	13.74	
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	1,170.00	244.42	0.00	925.58	20.89	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	386.14	386.14	113.86	77.23	
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800.00	4,800.00	426.51	168.28	4,373.49	8.89	
370-753-967.000	FRINGE BENEFITS	14,355.00	14,355.00	1,990.35	531.52	12,364.65	13.87	
Total Dept 753 - DPW SERVICES		34,075.00	34,075.00	4,868.08	1,582.30	29,206.92	14.29	
Dept 861 - DESIGN COMMITTEE								

PERIOD ENDING 10/31/2019
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OCTOBER BENCHMARK 33%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2019 NORM (ABNORM)	MONTH 10/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-861-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	4,438.72	1,183.68	12,161.28	26.74
370-861-710.000	WAGES - PART TIME	20,620.00	20,620.00	10,998.07	2,416.25	9,621.93	53.34
370-861-726.000	SUPPLIES	625.00	625.00	95.82	85.83	529.18	15.33
370-861-740.050	DOWNTOWN MATERIALS	20,900.00	20,900.00	201.63	0.00	20,698.37	0.96
370-861-751.000	FUEL & OIL	1,000.00	1,000.00	217.27	45.05	782.73	21.73
370-861-801.000	CONTRACTUAL SERVICES	25,730.00	25,730.00	7,162.50	820.50	18,567.50	27.84
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,676.50	479.00	1,073.50	60.96
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750.00	30,750.00	1,457.36	19.88	29,292.64	4.74
370-861-913.000	VEHICLE INSURANCE	360.00	360.00	267.00	0.00	93.00	74.17
370-861-920.010	ELECTRIC POWER	1,330.00	1,330.00	179.64	61.73	1,150.36	13.51
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	276.69	103.65	3,733.31	6.90
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	2,763.21	950.64	5,276.79	34.37
370-861-967.000	FRINGE BENEFITS	8,605.00	8,605.00	2,754.70	694.41	5,850.30	32.01
370-861-976.010	STREET FURNISHINGS	85,395.00	85,395.00	8,300.00	0.00	77,095.00	9.72
Total Dept 861 - DESIGN COMMITTEE		239,215.00	239,215.00	40,789.11	6,860.62	198,425.89	17.05
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	4,438.75	1,183.68	12,161.25	26.74
370-862-710.000	WAGES - PART TIME	15,080.00	15,080.00	3,609.35	981.24	11,470.65	23.93
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,300.00	20,786.00	1,709.00	11,514.00	64.35
370-862-785.000	BUSINESS RETENTION PROGRAM	1,910.00	1,910.00	0.00	0.00	1,910.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	69,000.00	69,000.00	24,913.03	5,136.03	44,086.97	36.11
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	514.99	34.99	325.01	61.31
370-862-967.000	FRINGE BENEFITS	7,745.00	7,745.00	2,183.04	583.36	5,561.96	28.19
Total Dept 862 - MARKETING		143,625.00	143,625.00	56,445.16	9,628.30	87,179.84	39.30
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,300.00	2,219.42	591.86	6,080.58	26.74
370-863-710.000	WAGES - PART TIME	1,510.00	1,510.00	360.97	98.14	1,149.03	23.91
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	25,000.00	12,500.00	25,000.00	50.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620.00	394,134.00	45,210.00	22,605.00	348,924.00	11.47
370-863-967.000	FRINGE BENEFITS	3,405.00	3,405.00	979.79	261.33	2,425.21	28.78
Total Dept 863 - PARKING		178,885.00	457,399.00	73,770.18	36,056.33	383,628.82	16.13
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	5,548.47	1,479.62	15,201.53	26.74
370-864-710.000	WAGES - PART TIME	7,540.00	7,540.00	1,804.65	490.62	5,735.35	23.93
370-864-726.000	SUPPLIES	1,150.00	1,150.00	627.63	19.16	522.37	54.58
370-864-730.000	POSTAGE	100.00	100.00	3.25	0.00	96.75	3.25
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	980.00	2,080.00	2,377.60	183.80	(297.60)	114.31
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	2,082.50	1,137.50	917.50	69.42
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	2,875.00	0.00	1,995.00	59.03
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,635.00	253.90	0.00	1,381.10	15.53
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	5,000.00	2,886.00	0.00	2,114.00	57.72

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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-920.000	UTILITIES	1,420.00	1,420.00	472.88	118.22	947.12		33.30
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,340.00	1,035.00	265.00	305.00		77.24
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	175.00	0.00	1,225.00		12.50
370-864-967.000	FRINGE BENEFITS	8,805.00	8,805.00	2,581.58	690.03	6,223.42		29.32
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	6,050.00	3,025.00	6,050.00		50.00
Total Dept 864 - ORGANIZATIONAL		69,365.00	71,255.00	28,838.48	7,408.95	42,416.52		40.47
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	5,548.31	1,479.56	15,201.69		26.74
370-865-710.000	WAGES - PART TIME	3,020.00	3,020.00	721.86	196.25	2,298.14		23.90
370-865-726.000	SUPPLIES	200.00	200.00	0.00	0.00	200.00		0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
370-865-967.000	FRINGE BENEFITS	8,455.00	8,455.00	2,435.38	649.45	6,019.62		28.80
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	33,425.00	8,705.55	2,325.26	24,719.45		26.05
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830.00	173,830.00	14,415.00	0.00	159,415.00		8.29
Total Dept 945 - DEBT SERVICE		173,830.00	173,830.00	14,415.00	0.00	159,415.00		8.29
TOTAL EXPENDITURES		872,420.00	1,152,824.00	227,831.56	63,861.76	924,992.44		19.76
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	1,152,824.00	741,430.76	38,683.30	411,393.24		64.31
TOTAL EXPENDITURES		872,420.00	1,152,824.00	227,831.56	63,861.76	924,992.44		19.76
NET OF REVENUES & EXPENDITURES		0.00	0.00	513,599.20	(25,178.46)	(513,599.20)		100.00
BEG. FUND BALANCE		472,307.69	472,307.69	472,307.69				
END FUND BALANCE		472,307.69	472,307.69	985,906.89				

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 10/01/2019 - 10/31/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 753 DPW SERVICES							
370-753-939.000	AUTOMOTIVE SERVICE	USA BLUE BOOK	DDA TRUCK REPAIR - WATER PUMP	013798	10/23/19	386.14	111413
						386.14	
Total For Dept 753 DPW SERVICES							
Dept 861 DESIGN COMMITTEE							
370-861-726.000	SUPPLIES	NORTHVILLE STITCHING P	GROUNDS KEEPER SHIRTS	38-6007235	10/09/19	33.00	111281
370-861-726.000	SUPPLIES	LORI WARD	MAINTENANCE SUPPLIES	2762	10/23/19	52.83	111417
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	100519	10/09/19	299.00	500367
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE WIFI	101719	10/23/19	521.50	111389
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY	A-57082	10/23/19	479.00	111412
370-861-850.000	LANDSCAPE MAINTENANCE	LORI WARD	REIMBURSE - MULCH	2704	10/09/19	19.88	111283
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES	10/23/19	10/23/19	61.73	111397
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 9/17-10/16/19	101119	11/06/19	103.65	500370
						1,570.59	
Total For Dept 861 DESIGN COMMITTEE							
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	AARONSON MANAGEMENT, I	SKELETON SIGNS	1-30884	10/09/19	209.00	111269
370-862-784.000	DOWNTOWN PROGRAMMING & PR	JAG ENTERTAINMENT	SKELETON ALIVE BAND	2066	10/09/19	1,500.00	111296
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	SEPT/OCT EVENT BOARDS/SIGNS	GV45715	10/09/19	486.00	111274
370-862-801.000	CONTRACTUAL SERVICES	DETROIT MEDIA PARTNERS	FREE PRESS & NEWS ADVERTISING - SKE	0002865006	10/23/19	1,143.53	111375
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR & MARKETING	NORTHVILLE 11-19	10/23/19	2,000.00	111376
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	SKELETON MAP	60905	10/23/19	759.00	111377
370-862-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	SKELETON SIGNS	1-30921	10/23/19	47.50	111403
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	SEEN MAGAZINE AD	264641	10/23/19	700.00	111452
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MAILCHIMP NEWSLETTER SERV	MC10423653	10/23/19	34.99	111417
						6,880.02	
Total For Dept 862 MARKETING							
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	LORI WARD	REIMBURSE FOR MEETING CATERING	041372	10/09/19	19.16	111283
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI	101619	10/23/19	183.80	111388
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL AUG 19 (36.9)	10735415	10/23/19	1,032.50	111394
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL SEPT 2019 (21)	10737815	10/23/19	105.00	111394
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	100519	10/09/19	43.22	500367
370-864-958.000	MEMBERSHIP & DUES	NORTHVILLE CHAMBER OF	NORTHVILLE CHAMBER MEMBERSHIP DUES	338	10/09/19	265.00	111270
						1,648.68	
Total For Dept 864 ORGANIZATIONAL							
						10,485.43	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of October 15, 2019
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, Carolann Ayers, DJ Boyd, Margene Buckhave, John Casey, Aaron Cozart, Jim Long, Greg Presley, Shawn Riley*

Absent: *Ryan McKindles, Mary Starring*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Marilyn Price/City Council, Brian Turnbull/Resident, Fred Sheill/Resident, Jeremy Goodman/Resident, Dave Gutman/Resident, Nancy Darga/City Council*

ORGANIZATIONAL DISCUSSION

Boyd clarified the process for audience comments at DDA meetings. Comments from the audience will be solicited by the Board Chair. If the comment is regarding a topic that is part of the agenda it will be discussed during that line item on the agenda. If the comment is regarding a topic that is not part of the agenda Boyd suggested adding it to the agenda. This would keep things moving in an orderly fashion. Long was concerned that this process would stifle dialogue with the audience and fellow Board members. Ayers clarified it would just be for audience comments and not Board member discussions. Roth too was concerned that this might stifle audience comments and that adding additional agenda items may not be necessary since most comments are not that lengthy. Boyd agreed that not every topic would need to be added to the agenda just ones that needed more discussion and Board input. The Board Chair would have the discretion whether it would be necessary to add a topic to the agenda.

Boyd stated that when adjustments are made to the minutes they should be brought back to the Board at the next meeting for review and approval. This could be done under the Consent Calendar.

The Organizational Committee would like to see better DDA representation at City Council meetings. They suggested a DDA Board representative attend all Council meetings since we have a vested interest in what they discuss. The Board members could take turns attending. Roth said it would be nice if the Board representative could do a short presentation to City council outlining what the DDA has been accomplishing.

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda:

- a. September 2019 Financial Statement
- b. September 2019 Invoice Report
- c. September 17, 2019 Informational Meeting Minutes
- d. September 17, 2019 DDA Board Meeting Minutes
- e. June 18, 2019 Amended DDA Board Meeting Minutes

Roth requested to amend the September 17th Informational Meeting Minutes and the DDA Board Meeting Minutes to reflect that he was not present. **Motion by Ayers, seconded by Buckhave** to approve the Agenda and Consent Agenda as amended. **Motion carried unanimously.**

SEMI-PERMANENT FOOD TRUCKS

Ward stated the Planning Commission was contacted by Slows BBQ with a request for an interpretation of the current codes and ordinances to see if there was a location in the City where Slows, and other food trucks, could locate on a temporary or seasonal basis to set up a food truck area with picnic tables. The trucks would be parked in the same spot for up to 5 days (and nights) a week, for a 3-5 month period.

The Planning Commission will discuss food trucks at its October 15th meeting. The DDA was asked for their opinion about food trucks generally and specifically in the downtown.

The DDA's Economic Development Committee met on September 24, 2019 and discussed the topic of food trucks. The Committee discussed the pros and cons of allowing food trucks, with no bricks and mortar presence in the downtown to set up for an extended time. There were several varying opinions expressed with no conclusion being reached. The EDC decided to bring the discussion back to the DDA Board.

Ward stated that some of the EDC members were concerned that food trucks are not brick and mortar so don't have the burden of paying taxes. This gives them an unfair advantage. Other EDC committee members said there is a "cool factor" associated with food trucks and this would bring people to Northville. There was also discussion about limiting the geographic area where a pop-up food truck could park which might mitigate the impact they would have on downtown restaurants.

Casey is very concerned about the impact this would have on downtown restaurants. He reached out to several restaurants to get their opinions and they were equally concerned. Casey wrote a letter on behalf of several downtown restaurants that he will present at the next Planning Commission meeting. The restaurant owners that Casey spoke to were frustrated that they have paid property taxes for years and food trucks would have an unfair advantage because they can set up during peak season and not pay any taxes. Buckhave asked if there is a fee structure that food trucks pay to set up on City property. Ward said the City does not charge for special events and if they set up on private property, the City has an annual registration fee. Ward requested

guidance on locations that may be acceptable within the City borders for food trucks to locate. Casey said he did not have a problem with food trucks outside the CBD and Cady Street overlay borders. Sullivan suggested requiring a site plan review for food trucks wanting to set up in the City. This would address parking concerns and other unforeseen issues. Roth asked if there was a consensus of the Board to recommend to the Planning Commission that no food trucks be allowed in the CBD and Cady overlay with the exception of special events. Cozart mentioned the discussion at the EDC meeting included favorable opinions on food trucks as well. Food trucks cater to a younger demographic in turn driving more foot traffic into town. This increased traffic is good for retailers who also pay taxes. Riley and Casey will attend the Planning Commission Meeting on behalf of the DDA.

Motion by Boyd, seconded by Ayers to prohibit the setup of mobile semi-permanent food trucks inside the DDA boundaries with an exception for special events. **Motion carried unanimously.** Casey recused himself from voting.

CADY STREET PARKING REHABILITATION UPDATE

Ward drew attention to attachment 7 in the Board packet that highlights the work and progress on the Cady Street deck. RAM Construction is ahead of schedule and the deck should be reopened by the end of this week. The project took a total of 5 weeks. Ward will send out a note to all our internet subscribers and the downtown businesses letting them know the when deck will be reopened. Ward said that working with WGI and RAM has been seamless and she was very pleased with the outcome.

COMMITTEE INFORMATION AND UPDATE

a. Design Committee:

Ward mentioned that the Design committee will be participating in a workshop with Buzz Bizzell on November 11th at 3:00 pm to discuss the new branding and entranceway signage for the City.

b. Marketing Committee:

Riley stated that at the Marketing Committee meeting, the Committee spent a great deal of time discussing all the various downtown events that require street closures. The Committee decided a sub-committee should be formed to examine the City's event policies in more depth. Darga questioned the need for street closures at events that have poor attendance. Ward agreed that there needs to be more scrutiny during the event application process to look at attendance from previous years. Sullivan expressed concern that we survey all businesses to find out if they are opposed or in favor of events. Riley agreed to follow up with the Marketing Committee to get a sub-committee formed to address all event policy issues.

Amended: Riley said the Marketing Committee discussed the amendments to the Town Square Use Policy and they agreed with all the proposed changes.

- c. *Parking Committee*: No update
- d. *Organizational Committee*: Ayers stated she reviewed her copy of the Northville Downtown Strategic Plan Update from 2017. The plan is very clear about DDA Committee responsibilities. For example, the Organizational Committee has several action plans with designated as high priority. Ayers feels it is important to revisit the Strategic Pan on occasion to make sure we are staying focused on the high priority action items laid out for all the DDA Committees.
- e. *Economic Development Committee*:
 - i. Master Plan Update: Cozart said the Master Plan has been reopened and updates are being made. Sullivan said the Planning Commission is just starting to address how they move forward with meetings to discuss the reopened master Plan. The schedule moving forward was outlined in the attachment 8.e.i. Sullivan stated that FEMA came out and approved the modifications to the flood plain the developers had requested. The developer is pursuing two different options regarding the flood plain, one with daylighting the river and one without.
 - ii. Post Office Update: Roth stated that Sullivan has emailed and called and has received no response. Sullivan has written a letter with the City's recommendation for the relocation of the post office. The City would like to have a split operation with a retail location in downtown and the larger processing center outside the central business district. The City has reached out to U.S. Representative Haley Stevens and she is in full support of the City's recommendation.

FUTURE MEETINGS/ IMPORTANT DATES

- a. Planning Commission Meeting – October 15, 2019
- b. Trick or Treat Trail – October 19, 2019
- c. Economic Development Committee – October 24, 2019
- d. Streets of Treats – October 26, 2019
- e. Happy Halloween! – October 31, 2019
- f. Marketing Committee – November 7, 2019
- g. Design Committee – November 11, 2019
- h. NCBA Meeting – November 12, 2019
- j. Executive Committee – November 13, 2019
- k. DDA Boards Meeting – November 19, 2019

BOARD AND STAFF COMMUNICATION

Long would like the City to address the waste disposal receptacle behind Table 5 on Mary Alexander Court. It is an eyesore and needs to be cleaned.

Long also inquired about the NextHome All Pro Reality condo development on Center Street. Long stated the development seems to have stalled with no progress being made for the last several weeks. Riley said the development had stalled because of engineering issues. Sullivan assured Long that there are time limits on building permits.

Long was concerned that a Cannabis retail outlet might pursue a storefront in Northville. Sullivan stated that Northville has banned Cannabis outlets in the City.

The next DDA Board meeting is November 19, 2019

Meeting adjourned at 9:15 am

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director
Northville DDA

**DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of September 17, 2019
Meeting Room A**

The regular meeting of the DDA Board was called to order at 9:00 a.m.

ROLL CALL

Present: *Carolann Ayers, DJ Boyd, Margene Buckhave, Aaron Cozart, Jim Long, Ryan McKindles, Shawn Riley, Mary Starring*

Absent: *John Casey, Greg Presley, Ken Roth*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Marilyn Price/City Council, Sandi Wiktorowski/City Finance Director, Barbara Moroski-Browne/Resident, Brian Turnbull/Resident*

AUDIENCE COMMENTS

Moroski-Browne introduced herself and stated she was running for City Council.

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda:

- a. August 2019 Financial Statement
- b. August 2019 Invoice Report
- c. August 20, 2019 Meeting Minutes

Motion by Ayers, seconded by Starring to approve the Agenda and Consent Agenda as amended. **Motion carried unanimously.**

BUDGET AMENDMENTS

- a. 1st Quarter Budget Amendments

Ward provided an attachment (5.a) with the complete first quarter budget amendments.

- b. Explanation of 1st Quarter Budget Amendments

Ward highlighted three line items in the amended budget. First, Town Square rental is up because there have more rentals of the facility. Second, Ward stated that funds have been transferred from the DDA to the City's Parking Fund to fund the cost of the Cady Street Parking Deck rehabilitation. Lastly, the increase in Technology Support & Services have been higher this year because of increased fees charged by IT Right, the City's new IT.

Motion by McKindles, seconded by Starring to approve the Agenda and Consent Agenda as amended. **Motion carried unanimously.**

TOWN SQUARE USE POLICY

Ward stated that the DDA took over the management of Town Square from Parks and Rec 18 months ago. There was a rental agreement in place but not a use policy. Of late there have been some problems with people reserving city owned tables and chairs for concerts in advance and blocking patrons from using Town Square. Ward has created a Town Square Use Policy to address some of these issues.

Long brought up vaping and asked if we should include that with the no smoking policy. Sullivan said that other communities are also struggling with how to address vaping.

Boyd suggested signage to alert patrons about the new use policy for Town Square. McKindles requested the Use Policy be amended to also include no reserving of “space” in Town Square prior to events.

Motion by McKindles, seconded by Buckhave to approve the Town Square Use Policy as amended. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATE

- a. *Design Committee* – No update
- b. *Marketing Committee* – No update
- c. *Parking Committee* – No update
- d. *Organizational Committee* – No update
- e. *Economic Development Committee* –
 - i. Post Office update

Sullivan stated that the Post Office has given the City notification that they will not be renewing their lease that expires in November 2022. The Post Office is currently located in a privately owned property. The Post Office is looking to build a new USPS owned 16,000 square foot facility in Northville on a 2.5 acre site. The Post Office gave the City 30 days from September 3rd, 2019 to provide public comments regarding a new location for the Post Office. The City suggested 3 locations, the old McDonald Ford Plant on 7 Mile, Foundry Flask off of Cady Street and the City owned property directly South of the Post Office. The Post Office replied that the 2 adjacent lots directly South of the Post Office was not a big enough site. Sullivan sent a note to the USPS asking for clarification about whether they could separate the retail center from the sorting facility and keep the retail office function in downtown Northville. The Post Office does not want to separate the 2 functions because it requires more staffing. Sullivan stated that the USPS has separated the 2 functions in other Cities.

Ayers commented that the Post Office is not in the DDA boundaries. She questioned what the current property is zoned and if it could be rezoned if the

Post Office were to move. Sullivan replied that the property could be rezoned but the City would be sensitive to the residential community on Wing Street. Long commented that sensitivity to the surrounding neighborhood is important. Long lives in close proximity and hears truck noise in the middle of the night. Long suggested the property on the SW corner of Griswold and Cady would be an excellent location if the Watermark development does not go forward.

FUTURE MEETINGS/ IMPORTANT DATES

- a. Spectrum Fest – September 20, 2019
- b. Economic Development Committee – September 26, 2019
- c. Marketing Committee – October 3, 2019
- d. Skeletons are Alive – October 4, 2019
- e. Executive Committee – October 9, 2019
- f. Witches Night Out – October 10, 2019
- g. Handcrafters' Fall Fair – October 11 – 12, 2019
- h. Great Pumpkin Festival – October 12 – 13, 2019
- i. Design Committee – October 14, 2019
- j. DDA Boards Meeting – October 15, 2019
- k. Trick or Treat Trail – October 19, 2019
- l. Streets of Treats – October 26, 2019

BOARD AND STAFF COMMUNICATION

The next DDA Board meeting is November 19, 2019

Meeting adjourned at 10:05 am

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director
Northville DDA

**PA 57 INFORMATIONAL MEETING
of the Northville DDA
September 17, 2019
Meeting Room A**

The PA 57 meeting of the DDA Board was called to order at 8:04 a.m.

ROLL CALL

Present: *Carolann Ayers, DJ Boyd, Margene Buckhave, Aaron Cozart, Jim Long, Ryan McKindles, Shawn Riley, Mary Starring*

Absent: *John Casey, Greg Presley, Ken Roth*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Director, Marilyn Price/City Council, Sandi Wiktorowski/City Finance Director, Barbara Moroski-Browne/Resident, Brian Turnbull/Resident, Mike Zopf/Assistant Superintendent of Northville Public Schools*

AUDIENCE COMMENTS

None

NEW REQUIREMENTS OF PA 57

a. Informational Meetings

Ward shared as part of the new Public Act 57 (PA57), DDAs are now required to have 2 public meeting that all of the taxing jurisdictions are invited to attend. The informational meetings can be held at any time throughout the year. The DDA's second Informational Meeting is scheduled for December 17, 2019.

b. Website Requirements

PA 57 also requires DDAs to provide a list of relevant information on either the DDA or City's website. Ward said that about 80% of the required records and documents were already posted on the DDA's website prior to the change in the legislation. Ward has reached out to the DDA's web designer to update the look of the existing site and will be working with them to post all the missing documents by the December 31st deadline.

c. Reporting Requirements

Ward stated that Sandi Wiktorowski, Finance Director, prepares an annual report for the City/DDA. Ward said the PA 57 has additional requirements beyond what was previously required. DDA staff will be working with the Finance Department to ensure that the new data is included in the annual report by the December 31st deadline.

FINANCIAL OVERVIEW

Ward provided a revenue and expenditure spread sheet for the fiscal year 2018/2019. Total revenue was \$801,692.15 and expenditures were \$733,361.54. The DDA's fund balance is \$472,307.69 with \$275,000 earmarked for parking renovations. Boyd questioned the depletion of the DDA fund balance for the upcoming parking repairs and maintenance. Ward said that the new PA 57 encourages DDA's to not sit on tax payers dollars by accruing a large fund balance. The DDA is required to report how the fund balance will be spent as part of the annual report. Riley expressed concern that the DDA fund balance not get too low and eliminate an emergency cushion. Sullivan spoke to the depletion of the City's Parking Fund and the need to build the revenue stream up again. In the past the City has established a Special Assessment District to pay for public parking. There are ongoing discussions about funding parking repairs for the long term. Boyd suggested a separate meeting to discuss in more detail, the DDA's fund balance.

DDA GOALS & OBJECTIVES

Ward provided an attachment with the DDA's 2019-20 Goals and Objectives. Each Committee Chair or representative provided a summary of their Committee's planned activities for the year:

a. Design Committee

Boyd and Ward talked about the new entranceway signs and logo branding for the City of Northville. There will be a special meeting of the Design Committee to look at the various design proposals created by Bizzell Design.

b. Marketing Committee

Riley said the Marketing Committee is working with the Design Committee on a new and easily recognizable brand package for the DDA. Riley also made mention of the new improvements for the website, enhancing the downtown Holiday Event, continuing to do print marketing and advertising in various publications, and promoting the usage of Town Square for events.

c. Parking Committee

Ward reported for Casey. The committee is continuing to collect occupancy counts on the lots provided by the Police Department. The committee is also overseeing the parking deck and lot repairs, managing the conversion of lot lighting to LED, reviewing current parking requirements outlined in the zoning ordinance, and monitoring the usage of the electric charging stations.

d. Organizational Committee

Ayers talked about coordinating with the other DDA Committees to draft the annual goals and objectives for the DDA. The Committee also drafts the annual operation budget, makes quarterly budget amendments, and coordinates the Joint Planning Committee Meeting.

e. Economic Development Committee

Cozart said the EDC is one of the newer committees that was formed to be a resource for the Historic District Commission and Planning Commission. The EDC is a very diverse group of individuals with varying expertise. The work this past year has been focused on the Downs Project and Foundry Flask.

BOARD & STAFF COMMUNICATIONS

Moroski-Browne suggested returning plaques from the retired benches to sponsors or their family members. She also suggested giving those families a price break on purchasing a new bench if they so choose. Moroski-Browne expressed concern about the challenges of retaining a good business mix in downtown Northville. She made note of the increase in service businesses versus retail in the main floor storefronts. Moroski-Browne suggested more conversations around the business mix in the downtown with the various stakeholders.

Turnbull asked if there is a priority to develop an entertainment district along the Cady Corridor. Cozart said the EDC is encouraging development in that area and needs to ensure the infrastructure will support any planned development projects.

The next Informational Meeting is December 17, 2019

Meeting adjourned at 8:47 am

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director
Northville DDA

October 24, 2019

To the Board of Directors
Northville Downtown Development Authority

We have audited the financial statements of Northville Downtown Development Authority (the "DDA") as of and for the year ended June 30, 2019 and have issued our report thereon dated October 24, 2019. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated August 26, 2019, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of Northville Downtown Development Authority. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our meeting about planning matters on September 6, 2019.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Northville Downtown Development Authority are described in Note 1 to the financial statements.

No new accounting policies were adopted, and the application of existing policies was not changed during 2019.

We noted no transactions entered into by the DDA during the year for which there is a lack of authoritative guidance or consensus.

We noted no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

There were no significant balances, amounts, or disclosures in the financial statements based on sensitive management estimates.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report.

We are pleased to report that no such disagreements arose during the course of our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

We did not detect any misstatements as a result of audit procedures.

Significant Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the DDA, and business plans and strategies that may affect the risks of material misstatement, with management each year prior to our retention as the DDA's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition of our retention.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 24, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the DDA's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

To the Board of Directors
Northville Downtown Development Authority

October 24, 2019

This information is intended solely for the use of Northville Downtown Development Authority and management of City of Northville, Michigan and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Plante & Moran, PLLC



Kristin Hunt, CPA



Joe Kowalski, CPA

Northville Downtown Development Authority

(a component unit of the City of Northville, Michigan)

Financial Report
with Supplemental Information
June 30, 2019

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Independent Auditor's Report

To the Board of Directors
Northville Downtown Development Authority

Report on the Financial Statements

We have audited the accompanying financial statements of the General Fund and the governmental activities of Northville Downtown Development Authority (the "DDA"), a component unit of City of Northville, Michigan, as of and for the year ended June 30, 2019 and the related notes to the financial statements, which collectively comprise Northville Downtown Development Authority's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the General Fund and the governmental activities of Northville Downtown Development Authority as of June 30, 2019 and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the Board of Directors
Northville Downtown Development Authority

Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the major fund budgetary comparison schedule, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Plante & Moran, PLLC

October 24, 2019

Northville Downtown Development Authority

Management's Discussion and Analysis

June 30, 2019

The following discussion and analysis of the financial performance of Northville Downtown Development Authority (the "DDA") provides an overview of the DDA's financial activities for the fiscal year ended June 30, 2019. Please read it in conjunction with the DDA's financial statements.

Financial Highlights

The DDA staff allocates its time between marketing, business recruitment and retention, planning, parking, administrative duties, and special events. Time is also spent working with the City of Northville, the Northville Central Business Association, and the Chamber of Commerce to achieve and maintain a vibrant and economically viable downtown.

The DDA captured \$670,195 in tax increment revenue. This was an increase of 3.6 percent from the prior year. The DDA levied 1.8158 mills for operations, which generated \$58,180, up 2.4 percent from the prior year.

The State of Michigan reimbursed the DDA \$32,041 for losses related to the small taxpayer exemption on personal property taxes.

The DDA sponsors popular downtown events such as the Friday Night Concerts, Tunes on Tuesday Concerts, the Buy Michigan Now Festival, Skeletons are Alive, and various other events in cooperation with Northville Parks and Recreation, the Northville Arts Commission, and the Chamber of Commerce.

The DDA continues to operate, maintain, and provide service to all of the physical facilities in downtown Northville. Seasonal maintenance workers are utilized to weed, water, and maintain the landscape material downtown. Contract services are utilized for landscape installation, irrigation, electrical work, and concrete and brick maintenance. In cooperation with the city's department of public works, the DDA ensures that downtown Northville operates at a high level, both functionally and aesthetically.

Using this Annual Report

This annual report consists of a series of financial statements. The statement of net position/governmental fund balance sheet and the statement of activities/governmental fund revenue, expenditures, and changes in fund balance provide information about the activities of the DDA as a whole and present a longer-term view of the DDA's finances. This longer-term view uses the accrual basis of accounting so that it can measure the cost of providing services during the current year and whether the taxpayers have funded the full cost of providing government services.

The fund financial statements present a short-term view; they tell us how the taxpayers' resources were spent during the year, as well as how much is available for future spending. Fund financial statements also report the DDA's operations in more detail than the government-wide financial statements.

Northville Downtown Development Authority

Management's Discussion and Analysis (Continued)

June 30, 2019

The DDA as a Whole

The following table shows, in a condensed format, the current year's net position compared to the two prior years:

	2017	2018	2019	Changes from Prior Year	
				In Dollars	Percent
Assets - Current assets	\$ 446,735	\$ 419,793	\$ 488,539	\$ 68,746	16
Liabilities - Current liabilities	55,175	37,450	42,066	4,616	12
Net Position - Unrestricted	\$ 391,560	\$ 382,343	\$ 446,473	\$ 64,130	17

The increase in current assets was expected in order to reserve funds for the parking deck restoration projects that will commence in the next fiscal year. The increase in the leave payout liability accounts for the increase in the current liabilities.

The following table shows the changes in net position during the current year in comparison with the two prior years:

Summary Condensed Statement of Activities

	2017	2018	2019	Changes from Prior Year	
				In Dollars	Percent
Revenue					
Captured taxes	\$ 642,838	\$ 646,845	\$ 670,195	\$ 23,350	4
Operating levy	56,375	56,823	58,180	1,357	2
Other income	18,195	8,570	41,277	32,707	382
Personal Property Tax Loss Resimbursement	35,677	36,178	32,041	(4,137)	(11)
Total revenue	753,085	748,416	801,693	53,277	7
Expenditures					
Design committee	200,465	201,252	146,359	(54,893)	(27)
Marketing committee	139,296	140,888	125,186	(15,702)	(11)
Parking committee	179,396	167,236	170,650	3,414	2
Organizational committee	46,021	65,837	63,966	(1,871)	(3)
Public works	11,486	10,065	29,548	19,483	194
Economic Development	-	-	28,684	28,684	100
Debt service - Pass-through commitment	171,385	172,355	173,170	815	0
Total expenditures	748,049	757,633	737,563	(20,070)	(3)
Excess of Expenditures (Over) Under Revenue	\$ 5,036	\$ (9,217)	\$ 64,130	\$ 73,347	(796)

Northville Downtown Development Authority

Management's Discussion and Analysis (Continued)

June 30, 2019

The increase in other income was the result of higher investment income, additional sponsorships received, insurance proceeds for damaged property, and a distribution from the property insurance carrier.

Total expenditures decreased \$20,070, or 3 percent, from the prior year. This is primarily related to additional costs last year for downtown wayfinding signage offset by additional public works labor costs this year. The economic development committee is a cost center this fiscal year. Therefore, expenditures were shifted from other committees to this new committee.

The DDA's Fund

The DDA maintains one fund, the General Fund. The fund provides detailed information about the DDA as a whole. The use of this fund helps to manage money for specific purposes, as well as to show accountability for certain activities.

General Fund Budgetary Highlights

The General Fund accounts for all programming, maintenance, construction, and administrative functions of the DDA within the DDA boundaries. The budget is monitored closely and amended quarterly.

Capital Asset and Debt Administration

The DDA contributes financial support to the City of Northville for some of the construction and maintenance of assets within the DDA's boundaries. Most of those costs are recorded in the financial statements under the category of design committee expense. The DDA does not have any capital assets of its own.

Captured tax revenue is pledged to pay for the 2013 refunding bonds issued by the City of Northville for completed streetscape improvements.

Economic Factors and Next Year's Budgets and Rates

The DDA will continue to focus attention and resources on business recruitment and retention efforts in the downtown area. Expenditures continue to grow at a faster rate than revenue, which will continue to be a challenge for the DDA. Fund balance will be utilized for capital projects next year.

Contacting the DDA's Management

This financial report is intended to provide the citizens, taxpayers, customers, and investors with a general overview of the DDA's finances and to show the DDA's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact Northville Downtown Development Authority's office at 215 West Main Street, Northville, Michigan 48167, or via the DDA's website at www.downtownnorthville.com.

Northville Downtown Development Authority

Statement of Net Position/Governmental Fund Balance Sheet

June 30, 2019

	General Fund	Adjustments (Note 3)	Statement of Net Position - Full Accrual Basis
Assets			
Cash and cash equivalents	\$ 80,458	\$ -	\$ 80,458
Investments (Note 4)	394,962	-	394,962
Other receivables	4,057	-	4,057
Prepaid expenses and other assets	9,062	-	9,062
	<u>\$ 488,539</u>	-	488,539
Liabilities			
Accounts payable	\$ 12,051	-	12,051
Accrued liabilities and other	4,180	25,835	30,015
	16,231	25,835	42,066
Fund Balance/Net Position			
Fund balance:			
Nonspendable - Prepaids	9,062	(9,062)	-
Assigned:			
Assigned for compensated absences	25,835	(25,835)	-
Assigned for capital projects	278,514	(278,514)	-
Unassigned	158,897	(158,897)	-
	<u>472,308</u>	<u>(472,308)</u>	-
	<u>\$ 488,539</u>		
		<u>\$ 446,473</u>	<u>\$ 446,473</u>
Net position - Unrestricted			

Northville Downtown Development Authority

Statement of Activities/Governmental Fund Revenue, Expenditures, and Changes in Fund Balance

Year Ended June 30, 2019

	General Fund	Adjustments (Note 3)	Statement of Activities - Full Accrual Basis
Revenue			
Captured taxes (Note 5)	\$ 670,195	\$ -	\$ 670,195
Operating levy	58,180	-	58,180
Other income	41,277	-	41,277
Personal property tax loss reimbursement	32,041	-	32,041
Total revenue	801,693	-	801,693
Expenditures			
Design committee	145,519	840	146,359
Marketing committee	124,346	840	125,186
Parking committee	170,230	420	170,650
Organizational committee	62,915	1,051	63,966
Public works	28,497	1,051	29,548
Economic Development	28,684	-	28,684
Debt service - Pass-through commitment	173,170	-	173,170
Total expenditures	733,361	4,202	737,563
Net Change in Fund Balance/Net Position	68,332	(4,202)	64,130
Fund Balance/Net Position - Beginning of year	403,976	(21,633)	382,343
Fund Balance/Net Position - End of year	\$ 472,308	\$ (25,835)	\$ 446,473

June 30, 2019

Note 1 - Significant Accounting Policies

The accounting policies of Northville Downtown Development Authority (the "DDA") conform to accounting principles generally accepted in the United States of America (GAAP) applicable to governmental units. The following is a summary of the significant accounting policies used by Northville Downtown Development Authority.

Reporting Entity

Northville Downtown Development Authority was formed under Act 197 of the Public Acts of 1975 to develop downtown Northville. A revised development plan was adopted in 1993 that provided the financing framework for the construction of downtown parking facilities. The final payment was made during the year ended June 30, 2009.

During fiscal year 2015, the DDA amended and restated its development plan and tax increment financing plan. The development area boundary was expanded to have the same geographic limits as the DDA district.

The DDA is governed by an appointed 11-member board of directors (the "board").

The accompanying financial statements pertain to the financial activities of the DDA. In accordance with governmental accounting principles, there are no separate legal entities appropriate to be reported within these financial statements. The DDA financial activities have also been presented within the financial statements of the City of Northville, Michigan (the "City") as a component unit.

Report Presentation

The government-wide financial statements report information on all of the activities of the DDA. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities are normally supported by taxes.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenue. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenue includes: (1) charges to customers or applicants for goods, services, or privileges provided and (2) operating grants and contributions that are restricted to meeting the operational or capital requirements of a particular function.

Basis of Accounting

The governmental funds use the current financial resources measurement focus and the modified accrual basis of accounting. This basis of accounting is intended to better demonstrate accountability for how the government has spent its resources.

Expenditures are reported when the goods are received or the services are rendered. In addition, debt service expenditures, claims, and judgments are recorded only when payment is due.

Revenue is not recognized until it is collected or collected soon enough after the end of the year that it is available to pay for obligations outstanding at the end of the year. For this purpose, the DDA considers amounts collected within 60 days of year end to be available for recognition.

Revenue is recognized in the accounting period in which it becomes both measurable and available to finance expenditures of the fiscal period. All other revenue items are considered to be available only when cash is received by the DDA.

When an expense is incurred for the purpose for which both restricted and unrestricted net position or fund balance are available, the DDA's policy is to first apply restricted resources. When an expense is incurred for the purpose for which amounts in any of the unrestricted fund balance classifications could be used, it is the DDA's policy to spend funds in this order: committed, assigned, and unassigned.

Note 1 - Significant Accounting Policies (Continued)

The General Fund is the DDA's only operating fund. It accounts for all financial resources of the general government.

Specific Balances and Transactions

Cash and Cash Equivalents and Investments

Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value. Pooled investment income is allocated using a weighted average of balance for the principal.

Capital Assets

Capital assets are defined by the DDA as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. The DDA has no assets that meet this criterion.

Compensated Absences (Vacation and Sick Leave)

It is the DDA's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. After 10 years of service, employees may receive payment of the accumulated sick leave balance at the rate of 50 percent upon retirement or 25 percent for other types of termination. A liability is accrued when incurred in the government-wide financial statements.

Fund Equity

Nonspendable - Amounts that are not in spendable form or are legally or contractually required to be maintained intact

Restricted - Amounts that are legally restricted by outside parties, constitutional provisions, or enabling legislation for use for a specific purpose

Committed - Amounts that have been formally set aside by the DDA's board of directors for use for specific purposes. Commitments are made and can be rescinded only via resolution of the DDA's board of directors.

Assigned - Intent to spend resources on specific purposes expressed by the DDA's board of directors

Unassigned - Amounts that do not fall into any other category above

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

Note 2 - Stewardship, Compliance, and Accountability

Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles and state law for the General Fund. All annual appropriations lapse at fiscal year end. The annual budget is prepared by the director and then reviewed by the DDA board. After the budget is approved by the DDA board, it is then presented to the City of Northville, Michigan for approval prior to the start of the fiscal year. The budget is reviewed by the DDA board and the City on a quarterly basis and amended as necessary.

Note 2 - Stewardship, Compliance, and Accountability (Continued)

The budget document presents information by fund, function, department, and line items. The legal level of budgetary control adopted by the governing bodies is the department level. Unexpended appropriations lapse at year end; encumbrances are not included as expenditures. During the current year, the budget was amended in a legally permissible manner. The budget has been prepared in accordance with accounting principles generally accepted in the United States of America. The comparison of actual results of operations to the General Fund budget is presented for analytical purposes only.

Note 3 - Reconciliation of Government-wide and Fund Financial Statements

Total fund balances and the net change in fund balances of the DDA's governmental funds differ from net position and changes in net position of the governmental activities reported in the statement of net position/governmental fund balance sheet and statement of activities/governmental fund revenue, expenditures, and changes in fund balance. This difference results primarily from the long-term economic focus of the statement of net position and statement of activities versus the financial resources measurement focus of the governmental fund balance sheet and statement of revenue, expenditures, and changes in fund balance.

The reconciliation of fund balance to net position relates to compensated absences that are included as a liability for the statement of net position/governmental fund balance sheet. The reconciliation of the net change in fund balance to net change in net position relates to the increase in the accrual for long-term compensated absences, which are reported as expenditures in the statement of activities, but are not reported as expenditures in the governmental fund.

Note 4 - Deposits and Investments

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The law also allows investments outside the state of Michigan when fully insured. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications that matures not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions that are rated as investment grade; mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan; and investment pools organized under the Surplus Funds Investment Pool Acts of the State of Michigan. The investment policy adopted is in accordance with Public Act 196 of 1997 and has authorized investment in all vehicles covered by the state statute listed above.

Cash and investments are subject to several types of risk. At year end, the carrying amount of the DDA's cash and investments is included with the City's cash and investments pool. For the purpose of risk disclosure, it is not practical to allocate risk to each entity in the investment fund. The disclosures below are related to the overall risk for the cash and investments totals that are presented in the City's financial statements. The DDA's cash and investments, however, represent approximately 3.1 percent of the total portfolio managed by the City.

Note 4 - Deposits and Investments (Continued)

Custodial Credit Risk of Bank Deposits

Custodial credit risk is the risk that, in the event of a bank failure, the entity's deposits may not be returned to it. The policy for custodial credit risk limits bank options to those approved by the DDA. All banks must supply audited financial statements, proof of state registration, and certification of compliance with the investment policy. Overall, the DDA had \$56,723 in bank deposits (checking and savings accounts) that were uninsured and uncollateralized. Each financial institution with which funds are deposited is evaluated to assess the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories. As of June 30, 2019, five banks are utilized for the deposit of DDA funds.

Interest Rate Risk

Interest rate risk is the risk that the value of investments will decrease as a result of a rise in interest rates. The DDA's investment policy does not restrict investment maturities other than commercial paper, which can only be purchased with a 270-day maturity.

At year end, the DDA had the following investments:

Investment	Fair Value	Weighted-average Maturity (Days)
Primary Government		
U.S. Treasury securities	\$ 146,877	377
Federal agency bonds	74,192	100
Federal agency mortgage-backed securities	1,733	824
Federal agency collateralized mortgage obligations	5,627	824
Supranational agency bonds	8,064	523
Municipal bonds	65,124	719
Total	<u>\$ 301,617</u>	

Credit Risk

State law limits investments in commercial paper to the top two ratings issued by nationally recognized statistical rating organizations. The DDA has no investment policy that would further limit its investment choices. As of year end, the credit quality ratings of debt securities (other than the U.S. government) are as follows:

Investment	Percentage of DDA Portfolio Allocation	Rating	Rating Organization
Money market fund	8.00 %	AAAm	S&P
Pooled funds	9.00	AAAm	S&P
U.S. Treasury securities	40.00	AA+	S&P
Federal agency bonds	20.00	AA+	S&P
Federal agency mortgage-backed securities	1.00	AA+	S&P
Federal agency collateralized mortgage obligations	2.00	AA+	S&P
Supranational agency bonds	2.00	AA+	S&P
Municipal bonds	15.00	AA+ to AA-	S&P
Municipal bonds	3.00	Aa1	Moody's

Note 4 - Deposits and Investments (Continued)

Concentration of Credit Risk

It is the City's policy to diversify its investment portfolio with a goal of 5 percent maximum exposure to any one credit risk at the time of purchase. This requirement does not apply to investments issued by the U.S. government or its agencies, investments in mutual funds, external investment pools, and other pooled investments. At June 30, 2019, more than 5 percent of the City's investments are in the following agency securities:

Fannie Mae	11 %
Freddie Mac	7

Fair Value Measurements

The DDA categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using net asset value per share (NAV) (or its equivalent) as a practical expedient are not classified in the fair value hierarchy below.

In instances whereby inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The DDA's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset.

The DDA has the following recurring fair value measurements as of June 30, 2019:

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Balance at June 30, 2019
Debt securities:				
U.S. Treasury securities	\$ -	\$ 146,877	\$ -	\$ 146,877
Federal agency bonds	-	74,192	-	74,192
Federal agency mortgage- backed securities	-	1,733	-	1,733
Federal agency collateralized mortgage obligations	-	5,627	-	5,627
Supranational agency bonds	-	8,064	-	8,064
Municipal bonds	-	65,124	-	65,124
Total debt securities	-	301,617	-	301,617
Equity securities - Money market fund	30,640	-	-	30,640
Total	\$ 30,640	\$ 301,617	\$ -	332,257
Investments measured at NAV - Michigan CLASS Investment Pool				31,705
Total assets				\$ 363,962

The fair value of equity securities at June 30, 2019 was determined primarily based on Level 1 inputs. The DDA estimates the fair value using prices quoted in active markets for those securities.

Note 4 - Deposits and Investments (Continued)

The fair value of debt securities at June 30, 2019 was determined primarily based on Level 2 inputs. The DDA estimates the fair value of these investments using quoted market prices and other market data for the same or comparable instruments and transactions in establishing prices, discounted cash flow models, and other pricing models.

Investments in Entities that Calculate Net Asset Value per Share

The DDA holds investments through the Michigan CLASS investment pool. These investments are measured at net asset value per share (or its equivalent). The Michigan CLASS investment pool invests in U.S. Treasury obligations, federal agency obligations of the U.S. government, high-grade commercial paper (rated "A1" or better), collateralized bank deposits, repurchase agreements (collateralized at 102 percent by treasuries and agencies), and approved money market funds. The program is designed to meet the needs of Michigan public sector investors. It purchases securities that are legally permissible under state statutes and are available for investment by Michigan counties, cities, townships, school districts, authorities, and other public agencies.

Note 5 - Captured Taxes

Captured taxes represent the property taxes on the increment in taxable value of the downtown development district property since the adoption of the development plan. These taxes are earmarked for debt retirement purposes and other purposes consistent with the development plan.

Based on the 2018 taxable value subject to capture, the taxes captured by Northville Downtown Development Authority are as shown below:

City of Northville, Michigan	\$ 389,988
Wayne County, Michigan	170,278
Wayne County Parks	6,307
Schoolcraft Community College	45,306
Huron Clinton Metropolitan Authority	5,461
Northville District Library	28,791
Wayne County Public Safety	24,064
	<hr/>
Total	<u>\$ 670,195</u>

Note 6 - Commitments

The DDA has pledged future tax increment revenue for the payment of the 2013 refunding bonds issued by the City of Northville, Michigan for the completed streetscape improvement project. Future debt service payments on those refunded bonds are as follows:

Years Ending	Principal	Interest	Total
2020	\$ 145,000	\$ 28,830	\$ 173,830
2021	150,000	24,335	174,335
2022	155,000	19,685	174,685
2023	155,000	14,880	169,880
2024	160,000	10,075	170,075
2025	165,000	5,114	170,114
	<hr/>	<hr/>	<hr/>
Total	<u>\$ 930,000</u>	<u>\$ 102,919</u>	<u>\$ 1,032,919</u>

June 30, 2019

Note 7 - Retirement Plan

The City of Northville, Michigan sponsors the pension plan on behalf of Northville Downtown Development Authority. The employer of record for the DDA is the City of Northville, Michigan. The DDA has only one employee who participates in the defined contribution pension plan; however, this individual is not eligible to participate in the City's postretirement healthcare plan. Accordingly, the employee of the DDA participates in the City's employee benefit programs and policies and is pooled with city employees for benefits administration subject to specific benefits outlined in an employment contract with the DDA director. The City charges the DDA for its pro rata share of employee fringe benefit costs in the same manner as city departments are charged for fringe benefits. Employees are eligible to participate in the defined contribution pension plan from the date of employment. As established by City Council action, the DDA contributes 11 to 11.5 percent of employees' gross earnings for eligible full-time employees. The DDA's contribution plus investment earnings are fully vested by the affected employee after seven years of service. There are no retirees of the DDA. A description of the pension plan and related overall funding levels may be obtained from the City of Northville, Michigan's financial statements. Those statements may be obtained by contacting the City of Northville, Michigan, 215 West Main Street, Northville, MI 48167.

The DDA's total payroll during the current year was \$113,619. The current year contribution was calculated based on covered payroll of \$80,809, resulting in an employer contribution of \$9,086. Total payroll is greater than covered payroll because part-time staff's and the Department of Public Works' wages are specifically not included in the DDA's covered payroll.

Required Supplemental Information

Northville Downtown Development Authority

Required Supplemental Information Budgetary Comparison Schedule - General Fund

Year Ended June 30, 2019

	Original Budget	Amended Budget	Actual	Variance with Amended Budget
Revenue				
Captured taxes	\$ 669,444	\$ 670,195	\$ 670,195	\$ -
Operating levy	58,211	58,180	58,180	-
Other income	7,200	34,803	41,277	6,474
Personal property tax loss reimbursement	36,000	32,041	32,041	-
Total revenue	770,855	795,219	801,693	6,474
Expenditures/Expenses				
Design committee	139,172	163,010	145,519	17,491
Marketing committee	137,202	131,855	124,346	7,509
Parking committee	176,185	175,185	170,230	4,955
Organizational committee	67,573	63,760	62,915	845
Public works	15,210	33,040	28,497	4,543
Economic Development	62,110	29,815	28,684	1,131
Debt service - Pass-through commitment	173,170	173,170	173,170	-
Total expenditures/expenses	770,622	769,835	733,361	36,474
Net Change in Fund Balance	233	25,384	68,332	42,948
Fund Balance - Beginning of year	403,976	403,976	403,976	-
Fund Balance - End of year	\$ 404,209	\$ 429,360	\$ 472,308	\$ 42,948



Progress Meeting Minutes #3

PROJECT: City of Northville DDA - Cady Street Parking Structure Restoration 2019
WGI Project No. 24183249.01

MEETING DATE: Thursday, October 17, 2019

TIME: 11:00 am

LOCATION: 215 West Main Street, Northville, MI

ATTENDEES:

NAME	COMPANY	PHONE	EMAIL
Lori Ward	Northville DDA	248-349-0345	lward@ci.northville.mi.us
Peter Brady	RAM	313-319-6592	pbrady@ramservices.com
Ron Clapper	RAM	810-523-2398	rclapper@ramservices.com
Justin Thomson	WGI	269-381-2222	Justin.Thomson@wginc.com

CC:

NAME	COMPANY	PHONE	EMAIL
Loyd Cureton	Northville DPW	248-305-2708	lcureton@ci.northville.mi.us
Mike Domine	Northville DPW	248-305-2840	mdomine@ci.northville.mi.us
Dan Canedo	RAM	734-564-3305	dcanedo@ramservices.com
Mark Sampson	WGI	269-381-2222	Mark.Sampson@wginc.com

1.0 OLD BUSINESS

1.1. Material Testing

- WGI has a signed contract with SME and will provide the total cost to DDA.
- SME will provide testing reports after 28-days for the two concrete pours (9/20/2019 and 9/30/2019).

1.2. RAM removed the existing damaged deck coating and installed a full system deck coating system rather than the recoat system identified in the construction documents. A total quantity of 3,800 square feet.

1.3. RAM completed the concrete-to-asphalt joint repair at the Upper Level entrance, including the new waterproofing system and the curb replacement. The existing irrigation line has been cut back approximately 3-feet and capped, and the planted bed has been re-mulched. The snow melt piping and other utilities below the entry were located and did not interfere with excavation.

1.4. The retaining walls have been painted at the Lower Level along the east and west elevations. The curb along the south elevation and tree well (outside & top faces) are still to be completed.

- There is an approximate 1-foot vertical strip of painted concrete wall on the exterior of Stair #2 at the Lower Level that should be painted similar to the retaining walls.
- DDA requested that the two light pole concrete bases at the Upper Level be cleaned and painted white.

- 1.5. RAM has been provide a padlock key for the cage in Stair #2, and a master key for the storage rooms in Stair #1 and the electrical room adjacent Stair #2.

2.0 STATUS OF SUBMITTALS

- 2.1. WGI approved the substitute waterproofing system by W. R. Meadows on 9/23/2019.
- 2.2. WGI approved the revised mix design from Superior on 9/20/2019.
- 2.3. WGI approved the use of an epoxy primer (Neogard) at concrete patches that have not been air dried for 28-days after curing period to expedite the deck coating process.
- 2.4. Revised product submittals were approved on 10/16/2019.

3.0 SCHEDULE

3.1. Current Activities:

- Sealants at exterior and Upper Level
- Painting of standpipe system at the Upper Level
- Painting at Stair #1 and Stair #2
- Painting of concrete walls at Lower Level

3.2. Upcoming Activities:

- Painting will continue next week
- Remove and replace lock sets at Stair #1
- Door repair at Stair #2
- Roof repair at Stair #2
- Electrical repairs

4.0 INTERFERNECES

- 4.1 No complaints or interferences were reported.

5.0 SAFETY

- 5.1 No accidents, injuries, or safety concerns were reported.

6.0 ANTICIPATED CHANGES / RFI'S

- 6.1. RAM has provided pricing for the following items. WGI will prepare a change order for approval.

- Removal of deteriorated deck coating and install of full system deck coating (3,800 S.F.)
- Install of ADA pad in curb adjacent Stair #2
- Replacement of additional standpipe fittings and piping adjacent to Stair #1
- Replacement of additional storm drain fittings and piping at the Lower Level.
- Painting of perimeter retaining walls/curbs at Lower Level along east, south and west elevations and at the Upper Level tree well.

6.2. WGI will prepare a final change order at project closeout to update the contract value to reflect the actual quantities performed.

7.0 NEW BUSINESS

7.1. Repairs to pedestrian bridge have been by others.

7.2. RAM suggested painting or replacing the bumper bars handing at the entrance. WGI will review.

7.3. WGI will perform a punch list walkthrough today following the meeting.

7.4. RAM plans to demobilize tomorrow (Oct 18) and will open the majority of the structure by Monday, Oct 21.

- Stair #1 and the row of parking (approx. 16 spaces) along the south elevation at the Lower Level will remain closed for painting.
- Additional isolated closures may be need to complete other remaining and/or punch list items.

8.0 NEXT MEETING

8.1 Tuesday, October 29 at 10:30 am


AIA Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
Cady Street Parking Structure
Restoration 2019

CONTRACT INFORMATION:
Contract For: General Construction
Date: September 4, 2019

CHANGE ORDER INFORMATION:
Change Order Number: 1
Date: November 1, 2019

OWNER: *(Name and address)*
City of Northville
Downtown Development Authority
215 West Main Street
Northville, MI 48167

ARCHITECT: *(Name and address)*
WGI Michigan, Inc
5136 Lovers Lane
Kalamazoo, MI 49002

CONTRACTOR: *(Name and address)*
RAM Construction Service of Michigan,
Inc
13800 Eckles Rd
Livonia, MI 48150

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Revise work scope as per the attached table.

The original Contract Sum was	\$ 246,294.32
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 246,294.32
The Contract Sum will be increased by this Change Order in the amount of	\$ 3,285.35
The new Contract Sum including this Change Order will be	\$ 249,579.67

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be unchanged

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

WGI Michigan, Inc.

RAM Construction Service of Michigan,
Inc.

City of Northville

ARCHITECT *(Firm name)*

RAM Construction Services of Michigan, Inc.

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*



SIGNATURE



SIGNATURE

SIGNATURE

Justin Thomson, Project Manager

Tom Szabo, Vice President

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

11/12/2019

November 11, 2019

DATE

DATE

DATE

CHANGE ORDER NO. 1

Project Name : Cady Street Parking Structure Restoration 2019
WGI Project Number : 24183249.01
Date : November 1, 2019

ADD

Work Item No.	Work Item Description	Units	Unit Cost	Estimated Quantity	Total Cost
CO1.1	Remove Existing & Install Full System Deck Coating	S.F.	\$ 3.00	3,800	\$ 11,400.00
CO1.2	Fire Suppression Repairs	L.S.	\$ 1,640.00	1	\$ 1,640.00
CO1.3	Install ADA Pad	L.S.	\$ 225.00	1	\$ 225.00
CO1.4	Remove & Replace Storm Drainage Piping & Fittings	EA.	\$ 1,645.00	3	\$ 4,935.00
CO1.5	Additional Concrete Painting at Curbs & Retaining Walls	L.S.	\$ 3,650.00	1	\$ 3,650.00
CO1.6	Additional Painting at Light Pole Bases & Entry Frame	L.S.	\$ 860.00	1	\$ 860.00
					\$ 22,710.00

REMOVE

Work Item No.	Work Item Description	Units	Unit Cost	Estimated Quantity	Total Cost
7.7	Recoat Deck Coating	S.F.	\$ 2.00	-3,800	\$ (7,600.00)
7.8	Install Deck Coating at Entry/Exit - Full System	S.F.	\$ 4.00	-600	\$ (2,400.00)
7.9	Install Deck Coating at Ped. Bridge - Full System	S.F.	\$ 5.75	-350	\$ (2,012.50)
9.4	Clean & Paint Tube Steel at Pedestrian Bridge	L.S.	\$ 4,762.15	-1	\$ (4,762.15)
21.1	Remove & Replace Standpipe	L.F.	\$ 100.00	-10	\$ (1,000.00)
22.1	Remove & Replace Storm Drainage Piping	L.F.	\$ 55.00	-30	\$ (1,650.00)
					\$ (19,424.65)

Value of Change Order \$ 3,285.35



DDA Memorandum

To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: MainCentreParking Deck Repairs

Date: November 14, 2019

The MainCentre Parking Decks was designed by Rich & Associates and constructed in 1994 to serve the Northville business community. The construction of the parking deck was financed through a Special Assessment levied on downtown property owners and bonds issued by the City that were repaid using Tax Increment Financing revenue. Annual operating costs and maintenance have been paid for primarily by the DDA with an annual Operating Transfer to the City's Parking Fund.

In 1994 the City of Northville and Singh Development entered into a Parking Management Agreement for the operation, management, leasing, and maintenance of the lower level reserved parking area of the MainCentre Parking Deck.

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 repair work was required on one of the decks, and while engineers were assessing the repair, it was determined that a more in-depth evaluation of the two decks was warranted.

In April 2018, DDA staff retained parking consultants, Carl Walker/WGI to perform a condition and structural assessment of the MainCentre and Cady Street Parking Decks, pedestrian bridges, and attached stair/elevator towers. The Scope of the work included:

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

The Improvement Plan identified the physical improvements required to bring the two decks up to good condition and developed an annual maintenance plan for the decks which detailed routine annual maintenance items to keep the parking decks in good condition through their entire life cycle and associated cost estimates.

Carl Walker/WGI prepared two reports: MainCentre Parking Deck repairs and Cady Street Parking Deck repairs. The MainCentre Parking Deck report identified needed physical improvements totally \$291,100. Of the repair costs, Carl Walker attributed

\$131,725 (41%) to the first floor, elevator/stair tower and pedestrian bridge utilized exclusively for the benefit of MainCentre residents. It is important to note that the numbers provided in this memorandum do not include the costs associated with the repair, replacement or upgrade of the electrical fixtures in the deck. Carl Walker/WGI is currently exploring the option of converting the existing High-Pressure Sodium and Metal Halide lights to more energy efficient LED lighting.

In the report Carl Walker indicated that, if repaired and maintained annually, the decks could last an additional 25-30 years. Carl Walker prepared an annual maintenance plan for the next 19 years (following the initial repairs), providing a schedule and estimates for annual budgeting purposes totaling \$910,500. In order to keep up with the annual maintenance, the City/DDA would need to budget an of \$47,921 annually to meet the maintenance needs of the MainCentre Parking Deck. In addition, The DDA currently contributes \$113,100 to the Parking fund that is used for operational and repair costs to the two decks.

Name	Total	City/DDA	MainCentre Parking Deck
Cost of Renovation – year 1	\$322,350	\$190,625	\$131,725
Maintenance Costs – years 2-20	\$910,500	\$301,150	\$609,350
Annual Maintenance Cost	\$47,921	\$15,850	\$32,071
Total Cost for Renov/Mainten	\$1,232,850	\$491,775	\$741,075
Annual Cost of Renov/Mainten	\$61,643	\$24,589	\$37,054
Monthly Cost of Renov/Mainten	\$5,137	\$2,049	\$3,088
Number of Parking Spaces	184	91	93
Annual cost per Space	\$335	\$270	\$398
Monthly cost per Space	\$28	\$23	\$33

The chart above indicates that in order for Singh to contribute the necessary funds to meet both the immediate repairs and future maintenance needs of the deck, the City needs to charge users of the lower level of the deck approximately \$33/month. The cost of the parking permit has been \$10/month since it was established in 1994.

The first floor of the MainCentre Parking Deck is utilized by the tenants who live in MainCentre. It is the intent of the City/DDA to set up a residential parking system within the MainCentre parking deck that generates adequate revenue to offset the expenses of maintaining the MainCentre Deck.

The elevator/stair tower and pedestrian bridge are utilized exclusively by the tenants of the MainCentre. Residents of the City cannot utilize the elevator or stair as a pass card is required. Because it is utilized exclusively by the tenants of MainCentre, the City/DDA wishes to divest itself of the cost and liability of owning and operating the facilities.

Two scenarios have been discussed: Sell the stair/elevator tower and the pedestrian connection to Singh development. If Singh wishes to continue to keep it open it would be at their expense. Singh would need to agree to let the City of Northville have annual access to the facilities to check on the condition of the facilities as they are

located over the City right-of-way. The second option would be to close down the facility or eliminate it to avoid future costs associated with its operation and upkeep. Several large expenses of the stair/elevator tower and pedestrian bridge are scheduled to be addressed in the next few years. In the year 2021 the lift equipment in the lower level needs to be replaced at a cost of \$20,000 and in 2023 the report indicates that the elevator should be replaced at a cost of \$150,000. If the City/DDA were to remove the stair/elevator tower and pedestrian bridge from the repair list and either sell or give it to Singh, the monthly cost of monthly permits would come down.

The total cost of repairs for the MainCentre Parking Deck over the next year is estimated at \$322,350 and the additional 19 years of maintenance totals \$910,550. The City/DDA explored several options to address the financing of the MainCentre Parking Deck. In addition to raising the rates of overnight covered parking or leasing the lower level of the MainCentre Parking Deck to Singh and divesting of the stair tower and pedestrian bridge, the City/DDA is reviewing other options including establishing a Special Assessment District or refinancing outstanding bonds.

Sullivan and Ward met recently with representatives of Singh to discuss the ground lease. Singh indicated that they were not willing to contribute to the cost of the renovation or maintenance of the decks and indicated that they believe that the existing Amended and Restated Parking Credit Agreement dated 1994 does not require them to do so. Sullivan and Ward have met several times with legal counsel to explore the best route to move the construction forward. Greg Need, legal counsel will reach out to Singh's legal counsel to see if there is any middle ground. Staff will keep the board informed.



DDA Communications

To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: WGI Change Order

Date: November 19, 2019

Background:

In 2018, the City/DDA retained Carl Walker/WGI to conduct an Engineering Condition Assessment of both the Cady Street and Main Centre parking decks. The WGI study identified major renovation costs that would need to be completed immediately and ongoing annual maintenance. The DDA/City are currently in negotiations with Singh Development to identify their share of the expenses associated with the MainCentre Parking Deck and to determine a financing strategy to collect their contribution. For this reason, the renovation project for the two parking structures was divided into two separate projects with the Cady Street Parking Deck project scheduled for this fall and the MainCentre Parking Deck project scheduled for spring 2020.

Budget:

While separating the projects into two separate bid packets has allowed the City/DDA more flexibility in negotiating the MainCentre Parking Deck costs with Singh, it has added to the consulting costs of the project. WGI is proposing an increase of \$19,600 in fees and \$800 in reimbursables. In addition, the DDA asked WGI to run the testing through their contract instead of setting up a contract separately with SME. The cost of testing per phase is an additional \$1,600. Staff has evaluated the additional work required to separate and stage the project over two separate construction seasons. Staff has calculated the additional time that is estimated for the work and is satisfied that the request is appropriate. Originally the projects were scheduled to be completed back to back and WGI was going to take advantage of other projects in the area for shared travel and inspection costs. The delay of the project does not allow this to happen.

Phase 1 of the project was ahead of schedule and under budget. DDA staff had a good experience working with both WGI and RAM. Staff is recommending that the spring Phase 2 project be awarded to RAM under a change order. This would also save resources by not having to rebid the project. The unit pricing will be extended and RAM will provide pricing for the additional items.

The total request of the Change Order is \$19,600 and \$800 in reimbursables. In addition, the Change Order includes \$3,200 for testing for the two project phases.

Recommendation:

DDA staff recommends that the DDA Board of Directors approve the October 31, 2019 Change Order Request for WGI totaling \$62,300, including testing and \$2,300 in reimbursable.

PROJECT NAME: City of Northville DDA – Parking Structures Repairs
 WGI PROJECT NO: 24183249.01
 OWNER: City of Northville
 PREPARED BY: Justin Thomson
 WGI Michigan, Inc.
 DATE OF ISSUE: October 31, 2019

DESCRIPTION:

Original scope of services included the restoration of the Cady Street and MainCentre parking structures as one project. Additional Engineering Services will be required to perform the work as two separate projects.

Original scope of services did not include material testing. A sub-contractor will be required to perform the material testing for each project.

The 2020 repair project will be negotiated with RAM Construction Services.

Phase	Year	Description	Original Fees	Change Order Value	New Fees
2404	2019 – Cady Street	Construction Documents	\$15,900	\$3,400	\$19,300
2405		Bidding	\$3,300	\$0	\$3,300
2406		Construction Administration – Office	\$9,500	(\$2,000)	\$7,500
2407		Construction Administration – Field	\$10,800	(\$2,700)	\$8,100
2408		Material Testing Sub-consultant	\$0	\$1,600	\$1,600
2414	2020 – MainCentre	Construction Documents	\$0	\$3,500	\$3,500
2415		Negotiating	\$0	\$1,800	\$1,800
2416		Construction Administration – Office	\$0	\$7,500	\$7,500
2417		Construction Administration – Field	\$0	\$8,100	\$8,100
2418		Material Testing Sub-consultant	\$0	\$1,600	\$1,600
TOTAL			\$39,500	\$22,800	\$62,300

9999	2019 2020	Reimbursable Expenses	\$1,500	\$800	\$2,300
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Northville DDA – Design Committee

MEETING MINUTES

November 11, 2019

Meeting Called to Order: At 3:20 pm**Attendance:** Lori Ward, Robert Miller, Chuck Murdock, Fred Sheill, Carol Maise, DJ Boyd, Alan Somershoe, Buzz Bizzell (Bizzell Design Inc)**Minutes of Prior Meeting:** Not discussed.**New Brand Logo:**

Buzz Bizzell, of Bizzell Design Inc., was present to review his proposals for a new branding image. The logo consists of a graphic symbol (a double swirl pattern of two main colors). This graphic can be a seal, flower, snowflake for use in various seasons or applications. The “Northville” text is a unique font designed just this application, and includes a “dropped V”. The logo and text are used in various combinations, depending on usage:

- For DDA specific usage (such as DDA letterhead), the text would be “Downtown Northville Timeless with a Twist”.
- For City or Downtown specific usage (like Skeletons are Alive, or City letterhead), the text would be “City of Northville, Michigan”.
- For broader applications, which would include City & Township usage (like Chamber of Commerce Events), the text would be “Northville”.
- Also, the graphic symbol may be visually displayed in various ways with the text. For example, the logo may be positioned in multiple positions relative to the text, or the logo may be sized differently relative to the text, or the logo may be only partially shown or faded into the background (as a watermark).
- There are five main colors recommended. Lori will investigate the addition of some long-standing, traditional colors we’ve used in the past.

Buzz presented multiple visual concepts on how the logo could be used on various products, like signage, cars, pens, shirts, letterhead, binders, etc. We had a long discussion about the proposal, with the following comments:

- Agreed with Buzz’ recommendation to concentrate on proposal three of the presentation, which placed the symbol behind the center of “Northville”. Except, fade the symbol top-to-bottom, such that it’s faded in the area of the text. Also, look into deleting the central disc for this specific application.
- Like the “dropped V” image.
- Move the “City of” to be nestled in the “N” of Northville.
- Colors looked good (except Lori to look into adding existing colors).
- The letterhead and binder proposals looked great.
- If other graphics are added, such as the bike in the presentation, use the five main colors, if at all possible.

We discussed Gateway Signage, with the following comments or questions:

- Large monument sign, with masonry base, is about \$14,000 (not installed). The smaller post sign is about \$1400.
- For the monument sign, look into brick instead of stone, as a more Victorian look.
- Locations considered are: For monument signs, 8-Mile & Novi Road, East Main near Waterwheel, and add another monument sign to Center and 8 Mile Road. For the post signs, 8-Mile & Randolph island, Griswold north of Mill Race Village. Signage on South Center Street at 7 Mile Road is TBD at this point.
- Building signage City Hall, Police Department and DPW could also be explored.
- The post sign in the 8-Mile & Randolph island, should be a directional sign to downtown.
- Look into backlighting the monument signs (solar?)
- Signs should not say “Historic Downtown” unless they are actually placed at the edge of downtown, or they are used with a directional arrow.

A number of process or application comments or questions were discussed:

- Who else should be involved in reviewing and/or approving the logo? We should review with the Chamber and the Marketing Committee. Approvals would be with DDA Board and City Council.
- DDA will purchase the logo design/usage rights from Bizzell Design, Inc., and use it freely.
- For “outside groups” (like Handcrafters), if they make banners or signs, we will make the logo graphic available for their use, but, they are not required to use it.
- Interesting applications for the logo would be manhole covers, trash receptacle lids, Town Square clock.
- Bizzell Design Inc. will provide all graphics in various formats – vector files, PNG, JPEG, etc.

Meeting Adjourned: 5:30 pm

Submitted: C. Murdock 11/13/2019

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY October 2019:

PUBLICITY:

Press Releases sent:

- November & December calendar of events
- Skeletons Are Alive Launch Party

Upcoming press materials:

- Stampeddler Business Milestone – 36 years in Downtown Northville
- Los Tres Amigos opening

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

- October 3 – Little Guide Detroit – Spotlight on Skeleton Launch Event
- October 8 – Northville Record – Photo Gallery of the Skeletons
- October 11 – WDIV – Story on “The City of Northville takes Halloween to the next level” featuring skeletons, Parmenter’s and Rebecca’s
- October 21 – The Detroit News – Photo Gallery of the Skeletons

SOCIAL MEDIA:

- Facebook ~ Continued to maintain the page, including daily posts on events and business announcements
 - Promoted Skeletons are Alive Launch Party post
- Twitter ~ Continued to maintain the page, including daily posts on events and business announcements
- Instagram ~ Continued to maintain the page, including daily posts on events and business announcements

PAID ADVERTISING:

- Ad in October issue of The Ville
- Ad in October issue of SEEN Magazine
- Tipping Point “A Doll’s House Part 2” program
- Skeletons Launch Party ads in the Free Press (print and online);
 - 1/8th page Play & Go Entertainment section Run date: 10/3
 - 1/24th page Main paper Run date: 10/2
 - Digital ads on freep.com Run dates: 10/1-10/5

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
 1. Ads in November 2019 – May 2020 issues of SEEN

- Quarter-page Ads in The Ville
 1. Ads in November 2019 – April 2020 issues of The Ville
- Ad in Parks & Rec Winter brochure
- Ad in the Art House Winter brochure
- Ad in Tipping Point Every Christmas Story Ever Told (And Then Some!) –Show runs Nov. 14 - Dec. 22

Presley Architecture LLC

108 N. Center, Suite 205, Northville, Michigan 48167

Pat Sullivan
City Manager, City of Northville
215 W. Main, Northville, MI 48167

Pat:

Per our discussion today, on behalf of Watermark Residential I request that their revised project proposal be placed on the earliest Planning Commission agenda. Watermark would like to have an informal "study session" with PC members regarding their new proposal for the north end of the Downs property.

We will bring at "sketch-level":

- site plan with associated grading
- floor plans at all levels
- pertinent site sections
- building elevations on Cady Street

Our purpose is get PC member feedback on this new proposal before we begin preparation of documents for the PUD Eligibility process. We feel that this collaborative process will make for a better project overall.

Please advise on PC availability and "study session" submittal deadlines/deliverables.

Best regards,

Greg Presley, Presley Architecture LLC
108 N. Center, Suite 205, Northville, MI 48167

RECEIVED
OCT 30 2019
BUILDING DEPT

Presley Architecture LLC

108 N. Center, Suite 205, Northville, Michigan 48167

Zoning:

Current Zoning: CBD and RTD

Proposed Zoning: PUD

Lot Area:

Area: 335,500 SF + 82,200 SF ROW = 410,795 SF = 9.6 acres

Building Totals:

-Habitable Space: 421,300 SF

-Parking Deck: 150,050 SF

Proposed Uses:

1) Mixed-Use (Buildings A, B, C and D), 381,300 SF

-Commercial: 30,950 SF

-office/retail: 19,250 SF

-restaurant: 11,700 SF

-Residential: 350,350 SF, 280 units

2) Single-Use Buildings (Buildings E,F,G and H), 40,000 SF

-20 townhomes @ 2,000 SF

Parking:

Required: 618.4 spaces

-Residential Flats: 1.54*/unit x 280 units = 431.2

-Townhomes: 2 spaces @20 units = 40 spaces

-Commercial: 147.2 spaces

-Retail/Office: 19,250 SF @ 1/250 SF = 73.1 **

-Restaurant: 11,700 SF @1/150 SF = 74.1 **

Provided: 807 spaces

-Private parking under Buildings A,B, C and D: 282 spaces

-Private parking under townhomes: 40 spaces

-Public surface lot parking on Blocks 1, 2, 3 and 4: 360 spaces

- Public surface on-street parking: 125 spaces ***

Net Provided over Minimum: 807- (618 + 92****) = 97 spaces

*weighted average based on unit distribution, @ CBD standard of 1 space

for studio/1-BR units, 2 spaces for 2-BR units, and 2.5 spaces for 3-BR units

**net of exterior walls

*** net of existing Cady Street and Griswold public on-street spaces

**** spaces to compensate for 92 spaces in E. Cady Street Lot

PUD Benefits:

1) Public Plaza: 13,200 SF, due south of Town Square

2) N-S Pedestrian Link through site on Block 3/4

3) Market Site and public parking on Block 3/4

4) On-Street public spaces

Master Plan Conformity:

-creative place-making (plaza, pathway, market space, pocket parks)

-grid blocks similar in size and orientation to city pattern

-3 new streets in grid block pattern

-extension of downtown commercial

-underground parking

-Beal Street buildings

-screened surface parking lots



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

MEMORANDUM

TO: City of Northville Planning Commission

FROM: Sally M. Elmiger, AICP

DATE: November 13, 2019

RE: Cady St. Mixed-Use Development - Conceptual Discussion

Thompson Thrift Development, Inc. (doing business as Watermark Residential) has been working to design a mixed-use development on the south side of E. Cady Street, between S. Center and Griswold. This same developer was part of The Downs Planned Unit Development (PUD) project proposed in 2018-2019. As you know, The Downs project has been withdrawn. However, Watermark would like to continue its efforts as a separate, independent project.

They have requested time with the Planning Commission to discuss a concept plan, and gather Commissioner's general comments. This is not a formal procedure, but an informal discussion to communicate your initial thoughts on a concept plan. Your comments will be used to guide refinements to the project, and possibly included in a formal application in the future.

Background

As encouraged/required by the ordinance, the developer has met with City staff in two Pre-Application Meetings since formal withdrawal of The Downs PUD project. The intent of these meetings is to go over a sketch plan of the proposal, and provide initial comments on the layout and design, and how it meets Master Plan goals and ordinance requirements. No written, comprehensive reviews of the proposal are prepared for these meetings; we just offer initial observations and general comments. However, I often jot down comments to help me prepare for the meeting.

I am passing these notes on to you. The last Pre-Application meeting with this developer was held on October 24, 2019 where we discussed the sketch you will be looking at (dated October 21, 2019). A summary of my notes includes the following:

Density:

- Previous plan: 300 dwelling units; this plan approximately the same; however, some apartments replaced with townhomes.
- Will need traffic analysis of this proposal.
- This plan shows a 50% increase of commercial space from the previous plan. Positive change, especially at corner of Griswold & Cady.

Parking:

- Can't calculate "base" parking because no property lines shown. Underlying zoning = RTD & CBD. Need to know how many bedrooms & square footage of restaurant/office/retail in each underlying district.
- Using information presented (but need to confirm with additional information described above):
 - Meets parking requirement for townhomes.
 - Deviation of parking for apartments (by 149 spaces).
 - Deviation to use CBD for all restaurant/retail/office uses (since some are in RTD underlying)
Building A (RTD): Prof. Office/Retail: 14,350 s.f./200 = 72 spaces (vs. 57 spaces using CBD)
Building B (RTD): Restaurant: 2,000 s.f./100 = 20 spaces (vs. 13 spaces using CBD)
Total Deviation for RTD: 22 spaces (or 24% reduction – within allowable 30%).
- Like underground parking.

Setbacks:

- Cady St.: 12-20 feet. First floor residential must be 15-foot setback; req. met.
- Griswold: Approx. 10 feet. (Note: CSO doesn't have a setback requirement for secondary streets).
Griswold St. ROW currently has jagged edge, but not shown this way on plan. Is the applicant suggesting they are going to acquire some of this property?
- New East St. (both east and west sides): approx. 5 feet. (CSO has no req. setback).
- New Hutton St. (both east and west sides): approx. 5-7 feet. (CSO has no req. setback).
- New Beal St. Townhomes: approx. 10 feet.
- S. Center St.: 10 feet.

Building Height:

- Number of stories meets CSO District.

Stormwater Management:

- Assuming proposing underground stormwater storage?

Building Arrangement:

- Like the smaller blocks.
- Like the buildings framing the new secondary streets (at least half-way).
- Like the townhomes along Beal. Reduce pavement behind these units? Too wide. Could use this space to add wider landscape island.
- Like the plaza & connection to downtown.
- Could the "landscaped area" be swapped out for the building so that the green space is next to the plaza? Seems like "left-over" space vs. usable.
- How would the farmers market space work?

Watermark – Cady St. Development Conceptual Discussion
November 13, 2019

I look forward to the upcoming discussion of this concept.



CARLISLE/WORTMAN ASSOC., INC.

Sally M. Elmiger, AICP, LEED AP

Principal

Cc: Pat Sullivan
Dianne Massa
Brent Strong

December Future Meetings / Important Dates

- Santa in Town Square – Saturdays and Sundays until Christmas
- November Planning Commission Meeting – November 19, 2019
- Holiday Lighted Parade – November 22, 2019
- Greens Market – November 23, 24, 2019
- Economic Development Committee – TBD
- Organizational Committee - TBD
- Shop till you Drop – December 6, 2019
- Marketing Committee – November 7, 2019
- Design Committee – December 9, 2019
- NCBA Meeting – December 10, 2019
- Executive Committee – December 11, 2019
- DDA Boards Meeting – December 17, 2019