

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
March 20, 2018 - 8:00 a.m.**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. February 2018 Financial Statement (Attachment 4.a)
 - b. February 2018 Invoice Report (Attachment 4.b)
 - c. February 20, 2018 Meeting Minutes (Attachment 4.c)
5. Approval of Changes to Draft Budget 2018-2019
 - a. Communications (Attachment 5.a)
 - b. Proposed changes to the DDA Budget 2018-19 (Attachment 5.b)
 - c. Comparison of Changes (Attachment 5.c)
6. Committee Information and Updates
 - a. Design Committee – Robert Miller (Attachment 6.a)
 - b. Marketing Committee – Shawn Riley (Attachment 6.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart
7. Future Meetings / Important Dates
 - a. Marketing Meeting – April 5, 2018
 - b. First Friday Experience – April 6, 2018
 - c. Executive Committee Meeting – April 11, 2018
 - d. Economic Development Meeting – April 16, 2018
 - e. DDA Board Meeting – April 17, 2018
 - f. Girls' Night Out – April 27, 2018
8. Board and Staff Communications
9. Adjournment

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 02/28/2018

% Fiscal Year Completed: 66.58

FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 02/28/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/18 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	658,692.00	658,692.00	646,844.71	0.00	11,847.29	98.20	
370-000-403.010	DDA OPERATING LEVY	57,854.00	57,854.00	54,629.47	632.28	3,224.53	94.43	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	36,177.84	0.00	(6,177.84)	120.59	
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	1,153.05	0.00	(6,153.05)	(23.06)	
PROPERTY TAXES		741,546.00	741,546.00	738,805.07	632.28	2,740.93	99.63	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	6,250.00	6,250.00	1,000.00	0.00	5,250.00	16.00	
GRANTS & OTHER LOCAL SOURCES		6,250.00	6,250.00	1,000.00	0.00	5,250.00	16.00	
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	150.00	0.00	0.00	150.00	0.00	
COMMUNITY CENTER REVENUES		150.00	150.00	0.00	0.00	150.00	0.00	
INTEREST								
370-000-664.000	INTEREST - INVESTMENT POOL	850.00	850.00	1,532.54	335.51	(682.54)	180.30	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500.00	1,500.00	3,238.44	663.70	(1,738.44)	215.90	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	933.00	(4,924.23)	(2,043.67)	5,857.23	(527.78)	
370-000-664.400	INVESTMENT POOL BANK FEES	(850.00)	(850.00)	(330.65)	(53.28)	(519.35)	38.90	
370-000-664.500	INVESTMENT ADVISORY FEES	(800.00)	(800.00)	(425.09)	0.00	(374.91)	53.14	
370-000-664.600	BANK LOCKBOX FEES	0.00	0.00	(257.82)	(22.69)	257.82	100.00	
INTEREST		700.00	1,633.00	(1,166.81)	(1,120.43)	2,799.81	(71.45)	
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
MISCELLANEOUS REVENUES		200.00	200.00	0.00	0.00	200.00	0.00	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	76,131.00	0.00	0.00	76,131.00	0.00	
FUND BALANCE RESERVE		0.00	76,131.00	0.00	0.00	76,131.00	0.00	
Total Dept 000		748,846.00	825,910.00	738,638.26	(488.15)	87,271.74	89.43	
TOTAL REVENUES		748,846.00	825,910.00	738,638.26	(488.15)	87,271.74	89.43	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,000.00	5,000.00	5,072.26	0.00	(72.26)	101.45	
370-753-707.000	WAGES - REGULAR OVERTIME	1,350.00	1,350.00	282.83	0.00	1,067.17	20.95	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00	0.00	
370-753-943.000	EQUIPMENT RENTAL - CITY	2,625.00	2,625.00	2,174.60	0.00	450.40	82.84	
370-753-967.000	FRINGE BENEFITS	5,250.00	5,250.00	5,452.24	0.00	(202.24)	103.85	
Total Dept 753 - DPW SERVICES		14,725.00	14,725.00	12,981.93	0.00	1,743.07	88.16	

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GL NUMBER	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2018 NORM (ABNORM)	MONTH 02/28/18 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	15,460.33	1,732.33	8,184.67	65.39
370-861-707.000	WAGES - REGULAR OVERTIME	0.00	0.00	45.00	0.00	(45.00)	100.00
370-861-710.000	WAGES - PART TIME	23,700.00	23,700.00	10,938.68	0.00	12,761.32	46.15
370-861-726.000	SUPPLIES	575.00	575.00	61.54	0.00	513.46	10.70
370-861-740.050	DOWNTOWN MATERIALS	13,430.00	13,430.00	5,469.24	0.00	7,960.76	40.72
370-861-801.000	CONTRACTUAL SERVICES	37,250.00	40,350.00	14,943.36	567.36	25,406.64	37.03
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	2,267.00	0.00	483.00	82.44
370-861-801.940	BRICK REPAIR & MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
370-861-803.490	TOWN SQUARE PROJECT	0.00	74,100.00	0.00	0.00	74,100.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	0.00	0.00	(283.26)	0.00	283.26	100.00
370-861-850.000	LANDSCAPE MAINTENANCE	32,000.00	32,000.00	(596.50)	0.00	32,596.50	(1.86)
370-861-920.010	ELECTRIC POWER	2,450.00	2,450.00	569.75	87.67	1,880.25	23.26
370-861-920.020	NATURAL GAS	3,850.00	3,850.00	2,452.37	0.00	1,397.63	63.70
370-861-920.030	WATER & SEWER SERVICE	7,300.00	7,300.00	5,738.45	0.00	1,561.55	78.61
370-861-967.000	FRINGE BENEFITS	11,890.00	11,890.00	7,399.04	742.46	4,490.96	62.23
370-861-976.010	STREET FURNISHINGS	3,550.00	3,550.00	1,658.00	0.00	1,892.00	46.70
Total Dept 861 - DESIGN COMMITTEE		165,390.00	242,590.00	66,123.00	3,129.82	176,467.00	27.26
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	15,748.74	1,732.31	7,896.26	66.60
370-862-710.000	WAGES - PART TIME	8,700.00	8,700.00	5,879.36	1,923.84	2,820.64	67.58
370-862-726.000	SUPPLIES	150.00	150.00	104.01	0.00	45.99	69.34
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	26,600.00	26,600.00	17,351.84	0.00	9,248.16	65.23
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700.00	2,857.00	2,857.00	0.00	0.00	100.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,500.00	44,029.90	2,663.00	21,470.10	67.22
370-862-801.340	WEB SITE MAINTENANCE	973.00	973.00	645.00	70.00	328.00	66.29
370-862-950.050	O/T TO PARKS & RECREATION	3,000.00	3,000.00	2,400.00	0.00	600.00	80.00
370-862-967.000	FRINGE BENEFITS	10,110.00	10,110.00	6,941.75	890.98	3,168.25	68.66
Total Dept 862 - MARKETING		141,378.00	141,535.00	95,957.60	7,280.13	45,577.40	67.80
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	7,880.00	7,880.00	5,153.34	577.46	2,726.66	65.40
370-863-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00	0.00
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	0.00	250.00	0.00
370-863-801.930	PARKING STRUCTURE MAINTENANCE	25,000.00	25,000.00	0.00	(170.00)	25,000.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	135,650.00	135,650.00	101,737.50	0.00	33,912.50	75.00
370-863-967.000	FRINGE BENEFITS	3,820.00	3,820.00	2,121.23	247.50	1,698.77	55.53
Total Dept 863 - PARKING		181,350.00	181,350.00	109,012.07	654.96	72,337.93	60.11
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	15,170.20	1,732.30	8,474.80	64.16
370-864-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00	0.00
370-864-726.000	SUPPLIES	1,150.00	1,150.00	246.94	46.85	903.06	21.47
370-864-730.000	POSTAGE	175.00	175.00	0.67	0.00	174.33	0.38
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	1,490.00	1,368.84	94.90	121.16	91.87

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		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2018 (NORM (ABNORM))	MONTH 02/28/18 INCR (DECR)	BALANCE (NORM (ABNORM))	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-864-801.450	DDA BOUNDARY EXPANSION	0.00	0.00	212.80	212.80	(212.80)	100.00
370-864-802.010	LEGAL SERVICES - GENERAL	2,500.00	2,500.00	1,922.16	0.00	577.84	76.89
370-864-805.000	AUDITING SERVICES	4,690.00	4,690.00	4,687.00	0.00	3.00	99.94
370-864-900.000	PRINTING & PUBLISHING	975.00	975.00	705.99	0.00	269.01	72.41
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270.00	5,270.00	4,749.00	416.00	521.00	90.11
370-864-920.000	UTILITIES	1,225.00	1,225.00	888.11	118.22	336.89	72.50
370-864-958.000	MEMBERSHIP & DUES	640.00	640.00	1,408.00	0.00	(768.00)	220.00
370-864-960.000	EDUCATION & TRAINING	1,750.00	1,750.00	539.22	58.51	1,210.78	30.81
370-864-967.000	FRINGE BENEFITS	10,110.00	10,110.00	6,378.57	760.62	3,731.43	63.09
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970.00	10,970.00	8,227.50	0.00	2,742.50	75.00
Total Dept 864 - ORGANIZATIONAL		73,355.00	73,355.00	46,570.02	3,440.20	26,784.98	63.49
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355.00	172,355.00	18,677.50	0.00	153,677.50	10.84
Total Dept 945 - DEBT SERVICE		172,355.00	172,355.00	18,677.50	0.00	153,677.50	10.84
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	293.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		293.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		748,846.00	825,910.00	349,322.12	14,505.11	476,587.88	42.30
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		748,846.00	825,910.00	738,638.26	(488.15)	87,271.74	89.43
TOTAL EXPENDITURES		748,846.00	825,910.00	349,322.12	14,505.11	476,587.88	42.30
NET OF REVENUES & EXPENDITURES		0.00	0.00	389,316.14	(14,993.26)	(389,316.14)	100.00
BEG. FUND BALANCE		408,245.53	408,245.53	408,245.53			
END FUND BALANCE		408,245.53	408,245.53	797,561.67			

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 02/01/2018 - 02/28/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Attachment 4.b

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE WIFI	11718	02/28/18	244.38	106486
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE WIFI	021718	03/10/18	263.88	106497
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	EXTENDED WIFI	5161106	03/07/18	303.48	106537
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES	022218	02/28/18	87.67	106505
Total For Dept 861 DESIGN COMMITTEE						899.41	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARCH RETAINER	3-18	03/02/18	2,000.00	106374
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	DDA SEEN AD DESIGN 1/24	015	02/14/18	75.00	106420
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	RESTAURANT GUIDE DESIGN	016	02/14/18	250.00	106420
370-862-801.000	CONTRACTUAL SERVICES	NORTHVILLE PARKS & REC	SUMMER 2018 BROCHURE AD	02232018	03/30/18	338.00	106566
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	MAILCHIMP JANUARY 2018 REIMBURSE	08723817	02/28/18	35.00	106521
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	MAIL CHIMP FEB 2018 REIMBURSE	08810941	02/28/18	35.00	106521
Total For Dept 862 MARKETING						2,733.00	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	LORI WARD	REIMBURSE - MEETING BREAKFAST	11518	02/14/18	26.72	106408
370-864-726.000	SUPPLIES	LORI WARD	MEETING SUPPLIES REIMBURSE	20618	02/28/18	20.13	106521
370-864-801.190	TECHNOLOGY SUPPORT & SERVICE	COMCAST CORPORATION	OFFICE WIFI	11618	02/28/18	75.40	106485
370-864-801.190	TECHNOLOGY SUPPORT & SERVICE	COMCAST CORPORATION	OFFICE WIFI	021618	03/09/18	94.90	106498
370-864-801.450	DDA BOUNDARY EXPANSION	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE JAN 18 (2...)	112029	02/28/18	212.80	106550
370-864-910.000	LIABILITY & PROPERTY INSURANCE	WEST BEND MUTUAL INSUR	2018 SPECIAL EVENTS POLICIES (ARTS...)	01105616000	02/28/18	416.00	106531
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE/INTERNET 2/17-3/16/18	5161420	02/28/18	43.22	106539
370-864-960.000	EDUCATION & TRAINING	LORI WARD	REIMBURSE - PARKING AT REDEVELOPME	052247	02/14/18	10.00	106408
370-864-960.000	EDUCATION & TRAINING	LORI WARD	MILEAGE - REDEVELOPMENT READY TRAIN	12518	02/14/18	48.51	106408
Total For Dept 864 ORGANIZATIONAL						947.68	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						4,580.09	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 02/01/2018 - 02/28/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		Fund Totals:					
			Fund 370 DOWNTOWN DEVELOPMENT AUTHORI			4,580.09	
			Total For All Funds:			<u>4,580.09</u>	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of February 20, 2017
Meeting Room A

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

ROLL CALL

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

Absent: *Margene Buckhave, Carolann Ayers*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Amelia Ritter/DDA Marketing and Communications Coordinator, Fred Sheill/resident, Marilyn Price/City Council member, Michelle Aniol/resident, Sue Taylor/resident, Sandi Wiktorowski/Finance Department (arrived 8:22 am for budget discussion)*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

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

Motion by Roth seconded by Miller to approve the Consent Agenda. **Motion carried unanimously.**

ELECTION OF OFFICERS

Ward noted that Riley had expressed interest in staying on as the Chair of the DDA Board. Casey is the current Vice Chair and would like to stay in that role, but wanted to offer it to anyone else on the board who may be interested. It was agreed upon that Casey would remain Vice Chair, Ayers as Treasurer, and Ritter as secretary.

Motion by Roth seconded by Miller to reelect the officers for another term and to appoint Ritter as secretary. **Motion carried unanimously.**

DDA 2018-2019 BUDGET DISCUSSION

Ward presented the proposed 2018-2019 Budget that she had prepared with the organizational chair, Ayers. She noted that it looks very similar to the previous year, as there are no new capital projects and most funds will be going toward payment of the DDA's bonds and maintenance of existing infrastructure. The DDA has a fund balance

going into next year of \$245,000, which is approximately 33% of our revenue and expenses. Changes for this year include the addition of a part-time marketing position, a Wednesday night concert series with JAG Entertainment and sponsorships, and the budget for the newly created Economic Development Committee. That budget includes a line item for Creative Many study and a line item for the DDA boundary expansion.

Long asked who Creative Many study was and Ward explained that they are an advocacy organization for the arts that was outlined as one of the recommendations of the 2017 Strategic Plan to try to develop a niche around arts and industry in Downtown Northville. The amount budgeted for the study came from Beckett and Raeder, as well as previous similar studies completed by the organization. No decision has yet been made to retain the organization, but it is in the budget as a possibility. Creative Many will meet with the Economic Development Committee in March just to start a discussion. Riley noted that there may also be money from the Redevelopment Ready grant to apply to the Creative Many study. When developing the Strategic Plan, there was a lot of discussion about how we have the opportunity to create a unique brand for Northville because of what we have downtown to work with, so this could help us put it all together.

Roth asked Ward about the part-time marketing position and where the funds are coming from. Ward said that they were always allocated, just not utilized last year when the position was vacant. It is not a new line item.

Roth also asked Ward if TIF revenues are subject to Headlee Capture. Ward noted that the 2-Mill Levy is. Sullivan said that the maximum millage rate times the value is captured, so the maximum millage rate is being rolled back each year by Headlee. Ward said that every year when the budget is put together the 2-Mill Levy is rolled back, and it is sometimes noted that it is due to Headlee. Roth noted that the number in this budget proposal may be higher than what it should be as the financial assessors for the city are still preparing their report.

The DDA has two districts, one that collects the tax increment financing and the other that levies the 2-Mill. Ward acknowledged that the DDA has big expenses coming up to maintain the parking decks and lots and the city and the DDA are working collectively to address the repairs and the funding source. Advice from the city's financial consultants was to consolidate parking expenses into one fund to try and manage them better. They are now one fund, which includes parking deck repairs, maintenance, and snow removal.

Long asked who the DDA uses for elevator inspection and repair, which is a DDA parking fund expense, but it is a project that is done through DPW. Ward and Wiktorowski both were not sure which company DPW currently works with.

Riley asked if the \$1,500 that is budgeted for the DDA boundary expansion study was sufficient. Ward said that it is probably not and that the DDA would need to get an estimate from with Miller-Canfield or Beckett and Raeder.

Motion by Casey seconded by Starring to approve Proposal of 2018-2019 DDA Budget. **Motion carried unanimously.**

APPROVAL OF TOWN SQUARE RENTAL APPLICATION

Ritter put together an application and rental contract for those interested in renting Town Square for personal events that are too small to require a special events permit. Currently the charges are based on the city's fee schedule, however the DDA would like to lower the amount to encourage more use of the plaza or possibly offer a discount for non-profit organizations.

Long pointed out that Tunes for Tuesday comes in and uses the space without any application, so why not let small groups do the same with only a hold harmless agreement. Miller also suggested that we just let groups use the space because there's not much stopping them from doing so in the first place. Currently, reserving the space does not provide exclusive use, which is an argument to keep the fee down, A larger group, maybe one using electricity, would have to go through the DDA for approval.

Roth stated that we need to figure out what the insurance required would be for a small group versus a larger event. He said the fee could be \$0, but if there is a large insurance fee it may not be worth it. Sullivan noted that if there is no application or approval process then no one is held responsible if injury does occur. Sullivan suggested that the City's insurance company and attorney look over the proposed application. Roth says that there was good feedback on the draft and Sullivan mentioned that it needs to go to City Council.

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee*

Miller said that he is hoping to have the first Design Committee meeting in March. The Committee will start talking about the piano in Old Church Square, the mural project, and a sculpture. Riley will apply for the grant for the mural through his realtor association.

The Cady Deck stairs have been repaired correctly and the nosing looks the way it was originally intended to as per the contract with RAM. The next step with these stair towers is some painting and cleaning.

The wayfinding signs are still being installed and will be finished this week.

The meter for the charging stations has been installed and we are now waiting for a line from a transformer to the new meter and the meters will be live. After that, signage will be installed and there will be a ribbon cutting in the next month or so.

Miller and Ward met with Mark Russell about the Streetscape Design Guidelines and are working on completing the changes and getting them to the Planning Commission and to City Council. They are also moving to call them Standards, not Guidelines, as they are more than just suggestions.

The DDA is working with a local Girl Scout to install a piano in Old Church Square. Ward will donate the piano, it will be painted, and the Girl Scout will coordinate the signage and a sponsor for a canopy to place over the piano to protect it from weather. Ward has spoken to Buckhave about this, as she lives above Old Church Square, and she is excited about the idea.

Ward mentioned getting a second set of oversized games similar to those in Town Square for Old Church Square so people can use them while they wait for tables at nearby restaurants.

The DDA is also working with a local Boy Scout to install a bike repair station in downtown. A bike focus group will be meeting to discuss the best location for this station.

We are working to finalize the Bank of America easement to allow ADA accessibility from Main Street to the Marquis Parking Lot.

b. Marketing Mix Committee

This committee met in early February and talked about more events, including activities to go along with Skeletons are Alive and October in the Ville.

Ritter started a video series to spotlight business owners for the DDA website and social media pages. Adorn and Chocolates by Renee were the first to be featured and next month will have a spotlight on a business for St. Patrick's Day or for National Reading Month.

The Marketing Committee has moved away from our contract with Hour Magazine and are focusing on SEEN and The Ville, in addition to the City and Parks and Recreation's newsletter. Miller also suggested that the DDA consider advertising in the Great Lakes Design magazine.

There are new members to the Marketing Committee to welcome for next month, the library and the Historical Society.

c. Parking Committee

Casey stated that the focus on the Parking Committee's latest meeting was overnight parking in the Marquis Lot. Citizens with parking passes are having to park in the middle of the lot, not in their designated spaces. The Committee expanded the number of spots that the permit holders can use. If there is still an issue, and permit holders are unable to find spots in the designated area, they can call the police department.

d. Organizational Committee

Ward and Ayers met to discuss the budget before the DDA Board Meeting.

e. *Economic Development Committee*

The two items focused on at the latest meeting were Redevelopment Ready and the DDA boundary expansion. Sullivan has gone through training for Redevelopment Ready and Ward is halfway through. The program makes sure that approval processes are transparent and efficient so that a developer knows what to expect. Because of this training the City has adjusted and amended its PUD Ordinance, the Master Plan is in the process of addressing first-floor residential, the Overlay Ordinances for Cady Street and Foundry Flask are being looked at for consistency. The City has not yet pursued certification, and would need receive authorization from City Council and complete a self-evaluation prior to becoming certified. Aniol brought up the fact that if we are not an engaged community there are several programs in community development that we are not eligible to receive benefits from. Aniol stated that the City would have needed to be engaged by October 1 and working toward certification in order to be eligible for assistance this year.

Roth asked about the Foundry Flask development and Singh's proposal. Singh's plan at this point is a 100% residential project. Sullivan noted that at his last meeting with Singh, they do not want to provide commercial space in their project. Ward said that the DDA gets a lot of requests for commercial space that the DDA cannot always accommodate. She also noted that the Tipping Point is looking to expand and this may be a good commercial space for them, and it places an emphasis on our creative community.

Another issue noted at the Planning Commission meeting is that the current ordinance requires commercial on the first floor and mapped out comes out to be a greater square footage than what our Strategic Plan tells us we can accommodate for our entire marketing plan for Downtown Northville. Roth noted that some compromise or flexibility might attract a developer who is looking for a mixed use project.

The financial information regarding the potential financial impact on the area needs to be gathered to determine what to do about DDA Boundary Expansion. From there, we can decide if we want to expand and what type of agreements would be made if we do.

Sullivan gave an update on the McGuire Building, saying the application was deemed incomplete due to a technicality where you have to put the building up for sale for a certain amount of time to prove that there is no feasible use of the historic building. The building has a For Sale Sign on it now and Sullivan is expecting the owner back soon with a new application.

The entity that has control over Northville Downs has plans to meet with the City in the coming week.

FUTURE MEETINGS/ IMPORTANT DATES

Future Meetings / Important Dates

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

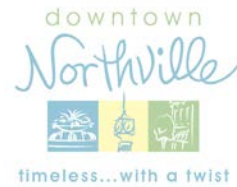
BOARD AND STAFF COMMUNICATIONS

The next DDA Board meeting is March 20, 2018
Meeting adjourned at 9:23 am

Respectfully submitted,

A handwritten signature in cursive script that reads "a. Ritter".

Amelia Ritter, Marketing and Communications Coordinator
Northville DDA



DDA Communications

To: DDA Board of Directors
From: Lori M. Ward, DDA Director
Date: March 20, 2018
Subject: Budget Discussion 2018-19

Background:

Since the DDA's February meeting, the Finance Department received information from the City Assessor on two issues that have impacted out budget in previous years:

- **Taxable Values:** This year the DDA is projected to see a 4.1% increase in taxable values for downtown commercial property. This will result in an increase in TIF revenue of roughly \$19,444.
- **Tax Appeals:** The Board of Appeals has met and there have been no significant successful appeals, which would result in a loss of revenue to the DDA.

In addition to the increase in commercial property values, the DDA is also experiencing a slight increases in investment revenue. Combined these items have resulted in a net revenue increase of roughly \$23,115. The DDA staff reviewed the budget presented to the DDA Board in February and made several changes, identified in yellow in order to address additional needed expenditures as well as achieve a budget with a small surplus for fiscal year 2018-19. These adjustments are outlined in Attachment 5.b. Of note are several increases to the Economic Development Committee's line items for Boundary Expansion and Creative Many Study. It is important to remember that budgeting for the possibility of these two items does not guarantee that the DDA will elect to pursue these items, it just plans for the possibility.

City of Northville Line Item Budget Worksheet - Details of Supplies, Services and Charge FY2018-19 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Design	Fund #	Activity #												
Prepared By:	Lori Ward	370	861												
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2021-22 Proposed Amount	2021-22 Proposed Total
370-861-706	Wages and Salaries - Full Time (1)		22,734		23,075		23,645		23,645		16,160		16,160		16,800
	Director (30%)	22,734		23,075		23,645		16,160		16,575		16,890		16,800	
370-861-707	Wages and Salaries - Overtime		47				45								
	2 Seasonals	47				45									
370-861-710	Wages and Salaries - Part Time		22,624		21,368		16,000		18,505		18,570		18,600		18,600
	3 Seasonals	14,624		19,218		16,000		16,000		16,000		16,000		16,000	
	DDA part-time staff	8,000		2,150		-		2,505		2,570		2,600		2,600	
370-861-726	Supplies		159		230		575		475		475		475		475
	Meeting supplies	-		50		50		50		50		50		50	
	Reproduction	68		-		100		100		100		100		100	
	Catering	-		122		125		125		125		125		125	
	Printing tshirts	90		-		100		100		100		100		100	
	Ambassadors														
	Maintenance Equipment	1		54		200		100		100		100		100	
	Misc.			4											
370-861-740.05	Downtown Materials		12,413		15,309		17,958		19,450		20,950		17,950		20,950
	Downtown Greenery	2,624		2,008		2,345		2,500		2,500		2,500		2,500	
	LED Tree lights 17 raised planters	1,058		500		2,390		2,400		2,400		2,400		2,400	
	Holiday Lights in Downtown	2,494		1,558		1,238		3,000		3,000		3,000		3,000	
	LED Lights for Light Poles	-		-		465		300		300		300		300	
	Town Square Christmas Tree	-		-		2,830		-4,000		2,500		2,500		2,500	
	Holiday Lighting & Decor - Town Square	2,589		7,000		5,315		4,000		7,000		4,000		7,000	
	Halloween Decorations	2,520		3,366		3,000		3,000		3,000		3,000		3,000	
	Halloween Lighting	-		-		-		-		-		-		-	
	Misc.	543		740		-		-		-		-		-	
	Maintenance Equipment	130		137		250		250		250		250		250	
	No Smoking Signs	334		-		-		-		-		-		-	
	Fall Décor	121		-		125		-		-		-		-	
370-861-801.00	Contractual Services		47,889		23,331		40,913		25,807		23,807		23,807		23,807
	Expanded WiFi - Clear Rate	3,588		3,588		3,600		3,600		3,600		3,600		3,600	
	Electrical Repairs	8,288		-		10,000		10,000		10,000		10,000		10,000	
	Detroit Edison Electrical Work	-		-		-		-		-		-		-	
	New Hire Physicals (\$81/hire)	1,114		315		300		300		300		300		300	
	Irrigation Repairs	5,283		1,609		4,500		2,500		2,500		2,500		2,500	
	Sprinkler Start Up and Winterization	350		650		957		957		957		957		957	
	Landscape/Planter Repair	1,250		3,480		-		-		-		-		-	
	Sidewalk Repair & Replacement	-		-		-		-		-		-		-	
	Umbrella Repairs	-		-		100		100		100		100		100	
	Sound System in Town Square	419		419		-		-		-		-		-	
	Brick Repair	1,400		-		-		-		-		-		-	
	Heat Melt Repair	2,603		6,293		1,500		500		500		500		500	
	Painting of Receptacles and Planters	-		-		-		1,000		1,000		1,000		1,000	
	Painting of Light Posts	-		-		1,100		2,000		2,000		2,000		2,000	
	painting	3,591		3,232		3,000		2,000		2,000		2,000		2,000	
	fence fabrication	3,516		-		-		-		-		-		-	
	landscape contracting/clean up	850		-		-		-		-		-		-	
	walkway repair	3,235		400		-		-		-		-		-	
	Misc	327		350		-		-		-		-		-	
	Security Cameras	-		340		-		250		250		250		250	
	WiFi Service Town Square - Comcast	2,125		2,655		2,100		2,100		2,100		2,100		2,100	
	Fountain Repair	-		-		1,500		500		500		500		500	
	Gas Pit Repair/Replacement	-		-		-		-		-		-		-	
	Main Street Road Repair	8,700		-		-		-		-		-		-	
	Pavillion Repair	900		-		12,000		-		-		-		-	
	Construction Sign	350		-		256		-		-		-		-	
	Survey Work														
370-861-801.16	Public Restroom Program		2,458		2,032		2,750		2,750		2,750		2,750		2,750

City of Northville Line Item Budget Worksheet - Details of Supplies, Services and Charges FY2018-19 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Design	Fund #	Activity #												
Prepared By:	Lori Ward	370	861												
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2021-22 Proposed Amount	2021-22 Proposed Total
	Porta Potty rental (\$430/mo)	2,458		2,032		2,750		2,750		2,750		2,750		2,750	
370-861-801.90	Sidewalk Repairs		15,675		-										
	Hutton Street Sidewalk Repairs	15,675		-											
370-861-801.94	Brick Repair & Maintenance		2,050		-		3,000		2,500		2,500		2,500		2,500
	Town Square	1,000				1,500									
	Downtown	1,050				1,500		2,500		2,500		2,500		2,500	
370-861-803.200	Planning Studies		15,740		43,618				-						
	Strategic Plan - DDA Portion	15,740		43,618											
	Strategic Plan - City Portion			-											
	Survey Costs	-		-		-		-		-		-		-	
370-861-803.59	Signage and Markers Projects		76,650		11,452		74,100		-		-		-		-
	Downtown Wayfinding Project	74,690		11,452		73,500		-		-		-		-	
	Non Motorized Trail Project	1,960				600									
	Cross Street Banner Poles														
370-861-803.81	Alleyway Improvements		-		-										
	Orin/Plaza														
	Rebeccas	-													
370-861-803.93	Comerica Connection Exhibit		16,323		-		-		-		-		-		-
	design	2,200													
	fabrication	14,123													
370-861-850	Landscape Maintenance & Materials		41,458		31,550		31,750		31,750		30,750		30,750		30,750
	Annuals & perennials	24,516		13,935		25,000		20,000		20,000		20,000		20,000	
	Landscape Replacement	8,000		11,970		1,000		5,000		5,000		5,000		5,000	
	Tree Maintenance and Replacement	3,255		4,497		1,000		2,000		1,000		1,000		1,000	
	Trim and Mulch	385		1,512		1,000		1,000		1,000		1,000		1,000	
	weeding & watering	1,196		-											
	Marquis Parking Lot Landscaping														
	Parking Lot Landscaping	1,995		-		1,500		1,500		1,500		1,500		1,500	
	Beautification Commission Plantings	1,886		-		2,250		2,250		2,250		2,250		2,250	
	Misc.	-		(364)											
370-861-920.01	Electrical Service (127 E Main)		1,007		1,092		2,450		1,500		1,530		1,560		1,590
	Electrical Service - Town Square	-		-		2,250		1,300		1,330		1,360		1,390	
	Walkway	1,007		1,092		200		200		200		200		200	
370-861-920.02	Natural Gas Service		2,711		3,625		3,850		3,930		4,010		4,090		4,170
	Heat Melt System & Fire Pits - Town Square	2,443		3,625		3,300		3,370		3,440		3,510		3,580	
	Walkway	268		-		550		560		570		580		590	
370-861-920.030	Water and Sewer Service		3,199		11,092		7,300		7,660		8,040		8,440		8,860
	Town Square, 120 W Main, Hutton Park	3,199		11,092		7,000		7,350		7,720		8,110		8,520	
	Walkway	-		-		300		310		320		330		340	
370-861-967	Fringe Benefits (1)		11,059		10,778		11,010		8,185		8,355		8,445		8,450
		11,059		10,778		11,010		8,185		8,355		8,445		8,450	
370-861-976.01	Street Furnishings		5,741		893		4,050		500		250		500		250
	Bike Racks	-		-		2,500									
	Newsrack			893											
	Signage - Directory	21		-		1,300		-		-		-		-	
	Light Fixtures	-		-		-		-		-		-		-	
	Umbrella	2,338		-		250		500		250		500		250	
	Furniture/Benches	1,894													
	Town Square Decorative Lighting														
	Tree Grates														

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge															
FY2018-19 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Design	Fund #	370	Activity #	861										
Prepared By:	Lori Ward														
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2021-22 Proposed Amount	2021-22 Proposed Total
	tables and Chairs														
	Bollards	1,488													
Total		299,937	299,937	199,445	199,445	239,396	239,396	139,172	139,172	138,562	138,562	136,757	136,757	139,952	139,952
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year							20.03%		-41.87%		-0.44%		-1.30%		2.34%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2018-19 Budget															
Department:		Downtown Development Authority		Account Number											
Activity:		Parking		Fund # Activity #											
Prepared By:		Lori Ward		370 863											
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-863-706	Wages and Salaries - Full Time (1)		7,578		7,653		7,880		8,080		8,290		8,395		8,400
	Director - 10%	7,578		7,653		7,880		8,080		8,290		8,395		8,400	
370-863-710	Wages and Salaries - Part Time		4,992		2,149		-		1,255		1,285		1,300		1,300
	Part time staff	4,992		2,149		-		1,255		1,285		1,300		1,300	
370-863-726	Supplies		-		-		50		50		50		50		50
	Meeting Supplies	-		-		50		50		50		50		50	
370-863-786	Downtown Parking Program		-		-		400		400		400		400		400
	Tickets - Complaints	-		-		-		-		-		-		-	
	Brochures and Maps	-		-		400		400		400		400		400	
370-863-801.00	Contractual Services		-		-		-		-		-		-		-
	Occupancy Counts	-		-		-		-		-		-		-	
370-863-801.93	Parking Structure Maintenance		11,976		32,943		-		-		-		-		-
	Moved to Parking Fund (Fund 230)														
	Painting and Repair	-		1,220		-		-		-		-		-	
	MainCentre Parking Deck Repair	8,337		-		-		-		-		-		-	
	Cady Street Parking Deck Repair	3,639		31,723		-		-		-		-		-	
370-863-950.21	O/T to General Fund		130,960		-		50,000		50,000		50,000		50,000		50,000
	Parking Deck Maintenance (3% increase)	76,960		79,270		-		-		-		-		-	
	Snow Removal (to keep parking spaces open)	4,000		4,000		-		-		-		-		-	
	Street Lighting & Parking Lot Electrical	50,000		50,000		50,000		50,000		50,000		50,000		50,000	
	Street Lighting														
370-863-950.26	O/T to Parking Fund		-		-		110,650		113,100		115,620		118,220		120,900
	parking maintenance costs					81,650		84,100		86,620		89,220		91,900	
	snow removal					4,000		4,000		4,000		4,000		4,000	
	Incl. MainCentre Parking Deck Repair					25,000		25,000		25,000		25,000		25,000	
370-863-967.00	Fringe Benefits (1)		3,292		3,041		3,145		3,300		3,385		3,430		3,435
	Per Finance Department	3,292		3,041		3,145		3,300		3,385		3,430		3,435	
370-863-977.16	Parking Maintenance and Expansion		-		-		-		-		-		-		-
	Use Parking Fund instead (Fund 230)														
Total		158,798	158,798	179,056	179,056	172,125	172,125	176,185	176,185	179,030	179,030	181,795	181,795	184,485	184,485
Difference (should be zero)															
% Variance from prior year										2.36%		1.61%		1.54%	

Line Item Budget Worksheet - Details of Supplies, Services and Ch														
FY2018-19 Budget														
Department:	Downtown Development Authority		Account Number											
Activity:	Organizational	Fund #	Activity #											
Prepared By:	Lori Ward	370	864											
Account #	Classification & Description	2015-16 Actual	2016-17 Actual	2017-18 Projected	2018-19 Proposed	2019-20 Proposed	2020-21 Proposed	2020-21 Proposed	2020-21 Proposed	2020-21 Proposed	2020-21 Proposed	2020-21 Proposed	2020-21 Proposed	2020-21 Proposed
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount
370-864-706	Wages and Salaries - Full Time (1)		9,094	9,218	9,218	23,645	23,645	20,200	20,200	20,715	20,715	20,985	20,985	21,000
	Director - 30%	9,094		9,218		23,645		20,200		20,715		20,985		21,000
370-864-710.	Wages - Temp/Part Time Reg		4,992		2,149		-		6,260		6,420		6,495	6,495
	part time staff	4,992		2,149		-		6,260		6,420		6,495		6,495
370-864-726	Supplies		4,336		1,256		1,150		1,150		1,150		1,150	1,150
	Office - Supplies	643		170		250		250		250		250		250
	Computer Software	1,021		-		250		250		250		250		250
	Computer Supplies	525		1,063		500		500		500		500		500
	Meetings Catering	226		23		150		150		150		150		150
	Computers	1,921		-										
370-864-730	Postage		177		3		175		100		100		100	100
	Postage machine & stamps	177		3		175		100		100		100		100
370-864-731	Publications		114		65		65		65		65		65	65
	Northville Record	60		65		65		65		65		65		65
	Crains	54		-										
370-864-801.19	Technology Services		3,129		2,504		1,490		1,490		1,490		1,490	1,490
	Computer Repair Service	549		302		270		270		270		270		270
	Comcast DSL (\$95/mo)	860		859										
	Email Archival Service	34		11		15		15		15		15		15
	IT support from Township	1,465		1,131		1,000		1,000		1,000		1,000		1,000
	Annual Support - Servers (\$17/mo)	221		201		205		205		205		205		205
370-864-802.01	Legal Services		2,266		5,504		3,500		3,000		3,000		3,000	3,000
	General Legal Fees	913		605		1,000		1,000		1,000		1,000		1,000
	Real Estate Legal Fees	1,312		3,416		2,500		2,000		2,000		2,000		2,000
	Steve Schwartz, labor	41		-										
	Other			1,483										
370-864-805	Auditing Services		4,386		4,645		4,690		4,930		5,030		5,130	5,230
	Plante & Moran - Per Finance Department	4,386		4,645		4,690		4,930		5,030		5,130		5,230
370-864-900	Printing & Publishing		1,408		974		975		975		975		975	975
	Notecards/Envelopes/Labels	97		-		250		250		250		250		250
	DDA Annual Report in Newspaper	419		236		425		425		425		425		425
	Slide and Photo Processing	754		-		100		100		100		100		100
	Bid Notices	138												
	Color Copying Charges	-		738		200		200		200		200		200
370-864-910	Insurance - MMRMA		2,880		1,734		5,485		5,610		5,740		5,880	5,990
	Per Schedule	2,179		1,734		4,335		4,460		4,590		4,730		4,840
	Special Event Insurance	701		-		1,150		1,150		1,150		1,150		1,150
370-864-917	Workers comp Insurance		790		-		-		-		-		-	-
	contracted staff WC Premium	790		-		-		-		-		-		-
370-864-920	Utilities		1,188		1,247		1,318		1,420		1,420		1,420	1,420
	\$75 mo reimbursement via payroll	900		900		900		900		900		900		900
	Clear Rate phone & internet (\$43/mo)	288		347		418		520		520		520		520
370-864-956	Contingencies		-		-		-		-		-		2,640	2,640
	Wage Adjustments - Per Finance Department	-		-		-		-		-		2,640		8,020
370-864-958	Memberships & Dues		1,110		1,000		1,408		958		958		958	958
	APA	220		226		243		243		243		243		243
	Chamber of Commerce	240		240		240		240		240		240		240
	NTHP - National Main Street Center	250		-		350								
	Michigan Downtown Association	400		475		575		475		475		475		475

Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2018-19 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Organizational		Fund #	Activity #											
Prepared By:	Lori Ward		370	864											
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total
	Crain's			59											
370-864-960	Education & Training		1,090		1,050		1,500		1,400		1,400		1,400		1,400
	Travel - mileage and parking	210		412		500		500		500		500		500	
	Meals	47		60		150		150		150		150		150	
	Conference Fees	625		290		350		350		350		350		350	
	Hotel Expenses	208		288		500		400		400		400		400	
	Other			-											
370-864-967	Fringe Benefits (1)		4,137		3,818		9,425		8,495		8,715		8,825		8,830
	Per Finance Department	4,137		3,818		9,425		8,495		8,715		8,825		8,830	
370-864-967.02	Overhead		9,950		10,450		10,970		11,520		12,100		12,710		13,350
	services by Finance Dept, DPW Dir, Manager	9,950		10,450		10,970		11,520		12,100		12,710		13,350	
	(5% increase)														
Total		51,047	51,047	45,617	45,617	65,796	65,796	67,573	67,573	69,278	69,278	73,223	73,223	79,473	79,473
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year								2.70%		2.52%		5.69%		8.54%	

Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2018-19 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Economic Development		Fund #	Activity #											
Prepared By:	Lori Ward		370	865											
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total
370-865-706	Wages and Salaries - Full Time (1)	-	-	-	-	-	-	20,200	20,200	20,715	20,715	20,985	20,985	21,000	21,000
370-865-710	Wages - Temp/Part Time Reg	-	-	-	-	-	-	2,505	2,505	2,570	2,570	2,600	2,600	2,600	2,600
370-865-726	Supplies	-	-	-	-	-	-	200	200		200		200		200
	Meeting supplies	-	-	-	-	-	-	50	50	50	50	50	50	50	50
	Meeting Catering	-	-	-	-	-	-	100	100	100	100	100	100	100	100
	Reproduction	-	-	-	-	-	-	50	50	50	50	50	50	50	50
370-865-785	Business Retention Program							1,000	1,000		1,000		1,000		1,000
	Recruitment Package							500	500	500	500	500	500	500	500
	Speakers							500	500	500	500	500	500	500	500
370-865-801.00	Contractual Services	-	-	-	-	-	-	5,000	5,000	-	-	-	-	-	-
	DDA Boundary Expansion							5,000	5,000						
	Redevelopment Ready														
370-865-803.200	Planning Studies	-	-	-	-	-	-	25,000	25,000						
	Creative Many Study	-	-	-	-	-	-	25,000	25,000						
		-	-	-	-	-	-								
370-865-967	Fringe Benefits (1)							8,205	8,205		8,415		8,522		8,530
	Per Finance Department	-	-	-	-	-	-	8,205	8,205	8,415	8,415	8,522	8,522	8,530	8,530
Total		-	-	-	-	-	-	62,110	62,110	32,900	32,900	33,307	33,307	33,330	33,330
Difference (should be zero)			-		-		-				-		-		-
% Variance from prior year								#DIV/0!			-47.03%		1.24%		0.07%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Cha															
FY2018-19 Budget															
Department:	Downtown Development Authority				Account Number										
Activity:	Debt		Fund #	Activity #											
Prepared By:	Lori Ward		370	945											
		2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2020-21 Proposed	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-945-950.49	O/T to DDA Debt Service Fund		175,415		171,385		172,355		173,170		173,830		174,335		174,685
	2013 DDA Refunding Bond Debt Service														
	Principal	152,707		150,693		135,000		140,000		145,000		150,000		155,000	
	Interest	22,708		20,692		37,355		33,170		28,830		24,335		19,685	
	Final payment due April 2025														
Total		175,415	175,415	171,385	171,385	172,355	172,355	173,170	173,170	173,830	173,830	174,335	174,335	174,685	174,685
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									0.47%		0.38%		0.29%		0.20%
Debt Service per capita			29		29		29		29		29		29		29
Operating Cost per capita															

Northville DDA
Changes to FY 2018-19 DDA Budget
from February – March 2018

Line Item #	Classification	Description of Amendment	Amount +/-
Revenue			
370-000-403.00	Current Property Taxes	Increase in Taxable Value of 4.1% over last year	\$19,444
370-000-403.01	DDA Operating Levy	Increase in Taxable Value of 3.2% over last year	\$221
370-000-644.00	Investment Earnings – Short Term	Provided by Finance Department	\$1,650
370-000-664.20	Investment Earnings – Long Term	Provided by Finance Department	\$3,500
370.000864.30	Unrealized Market Value	Provided by Finance Department	(\$2,000)
370-000-664.40	Investment Pool Bank Fees	Provided by Finance Department	\$250
370-000-664.50	Investment Advisory Fees	Provided by Finance Department	\$50
Total			\$23,115
DPW			
None			
Design			
370-861-740.05	LED Tree Lights and Installation/Repair	Actual cost of lighting	\$345
370-861-740.05	Holiday Decorations in Downtown	Reclassified to Downtown large planters	\$1750
370-861-740.05	LED Lights	Replacement lights based on true expenses	\$50
370-861-740.05	Town Square Christmas Tree	Contracted service to install and remove tree	\$4,000
370-861-740.05	Holiday Lighting & Décor – Town Square	Santa House, garland	\$1,000
370-861-740.05	Maintenance Equipment	Gloves, rakes, pruners	\$250
370-861-740.05	Fall Decor	Located in Marketing Budget	(\$125)
370-861-801.00	Sprinkler Winterization	New zones added	\$307
370-861-801.00	Painting of Receptacles and Planters	Paint more of the receptacles	\$600
370-861-801.00	Painting of Light Posts	Finish painting light posts	\$500
370-861-801.00	Security Cameras	Initial 3 year warranty expired	\$250
370-861-801.94	Town Square Brick Repair	Originally moved to ED Committee	\$2,500
370-861-850.00	Tree Maintenance and Replacement	Trees surrounding Northville Square replaced	\$1,000
370-861-850.00	Parking Lot Landscaping	Complete landscaping at Northville Square/mulch	\$1,500
370-861-976.01	Street Furnishing	Removed Town Square Decorative Lighting	(\$4,000)

Marketing Mix			
370-862-784.00	Skeletons Are Alive	Increased activities	\$1,000
370-862-784.00	Christmas	Increased activities	\$2,000
370-862-801.00	Print	Maintain level of media	\$2,000
370-862-801.00	Video/Photography	Producing monthly videos for downtown businesses	\$500
Parking			
370-863-786.00	Brochures and Maps	Reprinting parking brochure, increased distribution	\$150
Organization			
370-864-802.01	Real Estate Legal Fees	Anticipated expenses based on current year	\$500
370-864-958.00	MDA	Listed twice	(\$400)
370-864-958.00	APA	Annual dues	\$243
Economic Dev.			
370-861-801.00	DDA Boundary Expansion	Estimated cost of Boundary Expansion	\$3,500
370-865-801.94	Brick Repair	Moved to Design Committee	(\$1,000)
370-865-803.200	Creative Many Study	Estimated cost of Creative Many Study	\$5,000
Total			(\$22,862)

March Design Committee Update



Wayfinding Signage

The Wayfinding signage has been installed. The DDA received the final bill for the fabrication and installation and received a 5% discount on the Type A signs along 7 and 8 Mile roads, resulting in a \$2,912.07 reduction. In addition, Universal provided the sign for the Cider Mill at no charge, resulting in a \$3,275.51. Total savings \$6,187.58. Parmenter's has paid for their sign in 2017. They will receive a prorated amount as a refund. Staff is working to close out the permit process with Wayne County. Permit fees for Wayne County were \$395 and the City provided \$2,000 in bonds which will be refunded.

EV Charging Stations

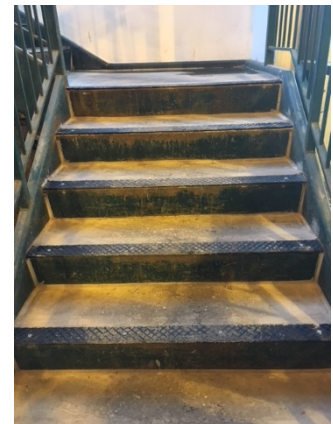
The DTE charging station have power to them. DDA staff is in the process of setting up an account with

Arcadia Power to buy renewable energy (wind) credits (REC) that will then be used to pay DTE's units of electricity. This process could be utilized on other utility costs throughout the city.

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

Parking RFP

A RFP for professional services has been prepared by DDA staff and was posted to MITN, the DDA and City websites, and emailed to several local vendors that expressed interest in the project. The RFP was reviewed by MMRMA and the City Attorney. The due date for submissions is Thursday, March 29th at 2:00 pm. DDA staff has assembled a Review Committee made up of the DPW Director, 2 members of the Parking Committee, DDA staff and a representative of the City. Interviews will be held the week of April 2nd.



Redevelopment Ready Status

DDA Director Ward completed the second module of the Redevelopment Ready training on March 8th in Lansing. Ward spoke to the City's MEDC CAT team member Dominic Romano to discuss the benefits of becoming a Redevelopment Ready Community. A memo was supplied by MEDC and was reviewed by the Executive Committee and the Economic Development Community.

Bank of America Easement

The outstanding issue with Bank of America was who owned the 17' x 17' parcel at the NW corner of Hutton and Main Streets. Bank of America did not believe that they owned it. Exhaustive research by DDA Attorney Greg Need and his title company determined that the Bank owns the corner parcel and the title company, Seaver is prepared to issue the bank a title policy for the parcel. It appears when the property was conveyed from the Northville Areas Development Corporation to the City, the assignment was never recorded. Sullivan and Ward will discuss the resolution of this issue with Need on March 14th.

Cady Street Surface Parking Lot

DDA Attorney Greg Need has been asked to confirm the ownership of the property along E. Cady Street where the City's surface parking lot is located. The title search was completed in February and Need provided a legal opinion that stated that the City has clear title to all 5 parcels that make up the surface parking lot. This information was conveyed to the group that holds the option on the Northville Downs parcel.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY February 2018:

PUBLICITY:

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

- March / April Calendar

Upcoming press materials:

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

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

- Listings of events in major daily publications

SOCIAL MEDIA:

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

PAID ADVERTISING:

- Ad in Parks & Rec Spring Brochure

UPCOMING PAID ADVERTISING:

PRINT:

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

SOCIAL MEDIA:

- Boosted Valentine's Day post on Facebook