

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
Thursday, February 28, 2013 - 8:00 a.m.**

AGENDA

1. Call to Order – Greg Presley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. Minutes of DDA Meeting of January 15, 2012 (Attachment 4.a)
 - b. January 2013 Financial Statement (Attachment 4.b)
 - c. January 2013 Invoice Report (Attachment 4.c)
5. DDA 2013-14 Budget – Lori Ward
 - a. DDA 2013-2014 Budget (Attachment 5.a)
 - i. Budget Comparison (Attachment 5.a.i)
 - ii. Budget Discussion Items (Attachment 5.a.ii)
6. Committee Information and Updates
 - a. Design Committee – Greg Presley
 - i. Land Committee – Poole’s Tavern
 - ii. Comerica Community Connection Update
 - b. Marketing Committee – Margene Buckhave
 - c. Business Mix Committee – Mary Starring
 - i. Merchant Meetings – February 25th and 26th
 - ii. Building Owner Meeting – March 12th
 - d. Parking Committee – John Casey
 - e. Organizational Committee – Carolann Ayres
 - i. Strategic Plan Update – April 29, 2013
 - ii. Zoo Millage Update
7. Future Meetings / Important Dates
 - a. Merchant Meetings – February 25 – 26, 2013
 - b. First Friday Experience – March 1, 2013
 - c. Marketing Committee Meeting – March 6, 2013
 - d. Executive Committee Meeting – March 11, 2013
 - e. NCBA Meeting – February 12, 2013
 - f. Design Committee Meeting – TBD
 - g. Parking Committee Meeting – March 14, 2013
 - h. March DDA Board Meeting – March 19, 2013
 - i. Business Mix Committee Meeting – March 21, 2013
8. Board and Staff Communications
9. Adjournment

**DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of January 15, 2013
Meeting Room - 8:00 AM**

The regular meeting of the DDA Board was called to order at 8:07 a.m.

ROLL CALL

Present: *Chair Greg Presley, John Casey, Chris Johnson, Margene Buckhave, Lynda Heaton, Carolann Ayers, Mary Starring*

Absent: *Jim Long, excused, Shaw Riley, excused*

Also Present: *City Manager/Patrick Sullivan, DDA Director/Lori Ward, Fred Sheill, DDA Marketing-Communications Coordinator/Christa Williams, DDA Planning Coordinator/Kate Knight*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda as follows:

- Financial Statement of December 2012
- Invoice Report December 2012
- PR Summary December 2012

Motion by Johnson, seconded by Starring to approve the agenda and consent agenda with the amended November meeting minutes.. **Motion carried unanimously.**

PROPOSED 2012-2013 DDA GOALS & OBJECTIVES (LORI WARD)

Each of the standing committees are to meet in January to prioritize and approve the Goals & Objectives, as it pertains to their committee. There was a change in the Design area to conglomerate the multiple objectives, into one category. **Motion by Ayers, seconded by Casey** to approve the DDA Goals & Objectives with the changes made. **Motion carried unanimously.**

STRATEGIC PLAN

Ward presented an update on the Strategic Plan. This included all of the projects which have been completed as of 2012. It also included projects which are still outstanding, as well as those which have been determined no longer viable. Johnson proposed presentation of the Strategic Plan updates at the City Council meeting, followed by a public forum meeting to bring everyone up to speed.

COMMITTEE UPDATES

Design Committee

January committee communication included as an attachment. This communication provides update on the current projects. January 11th was the closeout inspection by MDOT for the streetscape project. In the spring, the trees and decorative planters will be installed. The next Design Committee meeting is scheduled for January 17th.

Land Committee

The committee met to review the three proposals from the owners of Poole's. The committee's next meeting January 28th.

Marketing Committee

The committee determined to have the Concours d'Elegance event again, on July 28th.

Business Mix Committee

No report. The Committee is scheduled to meet on January 17th.

Parking Committee

The committee received a request to change a parking ordinance. Per Chief Goss, any parking ordinance change request needs to benefit the public-at-large, not just an individual property owner. The owners of Garage Grill are working with their patrons and employees to educate them on parking options. A request was made to investigate who owns what land (parking area and surrounding walkway, which surrounds the Community Center and the Library).

Organizational Committee

The Committee spent the first couple weeks of January working on the Goals & Objectives and the Strategic Plan. The next step is to work on the budget for 2013-2014.

COMMUNICATION

Board and Staff Communications

None

Meeting adjourned at 9:18a.m.

Respectfully submitted,

Christa Williams
DDA Marketing & Communications Coordinator

User: mwymann
DB: Northville

PERIOD ENDING 01/31/2013

JANUARY 2013 BENCHMARK 58%

GL NUMBER	DESCRIPTION	2012-13	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2013 NORM (ABNORM)	MONTH 01/31/2013 INCR (DECR)	NORM	(ABNORM)	
Fund 370 - Downtown Development Authority								
Revenues								
Dept 000								
Property Taxes								
370-000-403.000	Current Property Taxes	727,582.00	701,353.00	726,686.29	99,626.83	(25,333.29)		103.61
370-000-403.010	DDA Operating Levy	64,683.00	64,600.00	57,679.30	(29.76)	6,920.70		89.29
370-000-403.020	Capture Reduction due to 2604 State Rpt	0.00	0.00	0.00	0.00	0.00		0.00
370-000-417.000	Dlnq Personal Property Taxes Collected	300.00	300.00	433.72	311.79	(133.72)		144.57
370-000-417.020	Reserve- Pers Prop Tax Appeals	0.00	0.00	0.00	0.00	0.00		0.00
370-000-418.000	Property Taxes - Other	(30,000.00)	(30,000.00)	(19,272.71)	0.00	(10,727.29)		64.24
	Property Taxes	762,565.00	736,253.00	765,526.60	99,908.86	(29,273.60)		103.98
Licenses, Fees, & Permits								
370-000-476.090	Newspaper Rack Registration Fees	648.00	648.00	0.00	0.00	648.00		0.00
	Licenses, Fees, & Permits	648.00	648.00	0.00	0.00	648.00		0.00
Grants & Other Local Sources								
370-000-586.000	Private Contributions/Donations	0.00	0.00	0.00	0.00	0.00		0.00
370-000-586.020	Sponsorships	0.00	0.00	0.00	0.00	0.00		0.00
370-000-592.020	Financing Proceeds	0.00	0.00	0.00	0.00	0.00		0.00
	Grants & Other Local Sources	0.00	0.00	0.00	0.00	0.00		0.00
Community Center Revenues								
370-000-659.110	Rents-Short Term	150.00	175.00	175.00	0.00	0.00		100.00
	Community Center Revenues	150.00	175.00	175.00	0.00	0.00		100.00
Park Revenues								
370-000-660.000	Concessions	0.00	0.00	0.00	0.00	0.00		0.00
	Park Revenues	0.00	0.00	0.00	0.00	0.00		0.00
Grants								
370-000-660.060	Federal Grants	0.00	0.00	0.00	0.00	0.00		0.00
	Grants	0.00	0.00	0.00	0.00	0.00		0.00
Miscellaneous Revenues								
370-000-664.000	Interest - Investment Pool	2,000.00	2,000.00	1,273.78	338.89	726.22		63.69
370-000-666.000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00		0.00
370-000-666.090	Facade Grant Program	0.00	150.00	150.00	0.00	0.00		100.00
370-000-667.000	Insurance Proceeds	0.00	0.00	0.00	0.00	0.00		0.00
370-000-673.000	Gain on Disposal of Assets	0.00	0.00	0.00	0.00	0.00		0.00
370-000-695.070	Sale Of City Property	0.00	0.00	0.00	0.00	0.00		0.00
	Miscellaneous Revenues	2,000.00	2,150.00	1,423.78	338.89	726.22		66.22
Fund Balance Reserve								
370-000-699.010	Approp Of Prior Year's Surplus	44,675.00	151,426.00	0.00	0.00	151,426.00		0.00
	Fund Balance Reserve	44,675.00	151,426.00	0.00	0.00	151,426.00		0.00
Contributions From Other Funds								
370-000-699.030	Oper Tsfr From Public Improv	0.00	0.00	0.00	0.00	0.00		0.00
370-000-699.060	Oper Trfr From General Fund	0.00	0.00	0.00	0.00	0.00		0.00
370-000-699.250	O/T from Downtown Dev Construction Fund	0.00	464,014.00	464,013.38	0.00	0.62		100.00

User: mwyma
DB: Northville

PERIOD ENDING 01/31/2013

JANUARY 2013 BENCHMARK 58%

GL NUMBER	DESCRIPTION	2012-13	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2013 NORM (ABNORM)	MONTH 01/31/2013 INCR (DECR)	NORM	(ABNORM)	
Fund 370 - Downtown Development Authority								
Expenditures								
370-861-950.010	O/T to DDA Construction Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
370-861-950.220	Oper Tfr To Major Street Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
370-861-967.000	Fringe Benefits	17,180.00	17,580.00	9,864.21	1,271.91	7,715.79	56.11	
370-861-976.010	Street Furnishings	5,693.00	5,693.00	1,404.00	0.00	4,289.00	24.66	
Total Dept 861-Design Committee		152,320.00	663,917.00	621,558.84	52,822.42	42,358.16	93.62	
Dept 862-Marketing								
370-862-706.000	Wages - Regular Full Time	16,490.00	17,410.00	9,719.58	1,266.54	7,690.42	55.83	
370-862-726.000	Supplies	100.00	100.00	33.61	0.00	66.39	33.61	
370-862-784.000	Downtown Programming & Promo	27,950.00	32,950.00	26,124.09	17.70	6,825.91	79.28	
370-862-784.010	Construction Marketing	0.00	0.00	0.00	0.00	0.00	0.00	
370-862-801.000	Contractual Services	95,197.00	74,000.00	41,583.52	2,401.85	32,416.48	56.19	
370-862-801.340	City Web Site	715.00	1,675.00	1,525.00	0.00	150.00	91.04	
370-862-802.200	Contracted Planning Services	0.00	0.00	0.00	0.00	0.00	0.00	
370-862-802.300	Contracted Marketing Services	0.00	14,976.00	5,022.00	1,224.00	9,954.00	33.53	
370-862-950.050	O/T to Parks & Recreation	18,000.00	21,000.00	9,000.00	0.00	12,000.00	42.86	
370-862-967.000	Fringe Benefits	12,950.00	13,090.00	7,301.85	978.14	5,788.15	55.78	
Total Dept 862-Marketing		171,402.00	175,201.00	100,309.65	5,888.23	74,891.35	57.25	
Dept 863-Parking								
370-863-706.000	Wages - Regular Full Time	6,870.00	7,255.00	3,788.25	527.72	3,466.75	52.22	
370-863-726.000	Supplies	50.00	50.00	0.00	0.00	50.00	0.00	
370-863-786.000	Downtown Parking Program	300.00	300.00	0.00	0.00	300.00	0.00	
370-863-801.000	Contractual Services	2,918.00	410.00	409.50	0.00	0.50	99.88	
370-863-801.190	Computer Program Services	0.00	0.00	0.00	0.00	0.00	0.00	
370-863-801.930	Parking Structure Maintenance	1,480.00	1,480.00	0.00	0.00	1,480.00	0.00	
370-863-802.200	Contracted Planning Services	0.00	4,992.00	1,627.20	417.60	3,364.80	32.60	
370-863-802.300	Contracted Marketing Services	0.00	0.00	0.00	0.00	0.00	0.00	
370-863-950.210	Oper Tfr To General Fund	99,430.00	99,430.00	58,000.81	8,285.83	41,429.19	58.33	
370-863-967.000	Fringe Benefits	5,395.00	5,455.00	2,749.94	407.56	2,705.06	50.41	
370-863-977.160	Parking Expansion	30,000.00	30,000.00	971.00	0.00	29,029.00	3.24	
Total Dept 863-Parking		146,443.00	149,372.00	67,546.70	9,638.71	81,825.30	45.22	
Dept 864-Organizational								
370-864-706.000	Wages - Regular Full Time	8,245.00	8,705.00	5,121.21	633.26	3,583.79	58.83	
370-864-710.000	Wages - Temp / Part Time Reg	0.00	0.00	0.00	0.00	0.00	0.00	
370-864-726.000	Supplies	1,925.00	1,925.00	1,013.27	0.00	911.73	52.64	
370-864-730.000	Postage	0.00	25.00	21.38	8.60	3.62	85.52	
370-864-731.000	Publications	40.00	45.00	44.77	0.00	0.23	99.49	
370-864-801.000	Contractual Services	8,755.00	340.00	336.25	0.00	3.75	98.90	
370-864-801.190	Computer Program Services	1,725.00	2,725.00	2,529.15	66.95	195.85	92.81	
370-864-801.450	DDA Boundary Expansion	0.00	0.00	0.00	0.00	0.00	0.00	
370-864-802.010	Legal Services - General	2,500.00	2,500.00	812.50	0.00	1,687.50	32.50	
370-864-802.200	Contracted Planning Services	0.00	2,496.00	813.60	208.80	1,682.40	32.60	
370-864-802.300	Contracted Marketing Services	0.00	4,992.00	1,674.00	408.00	3,318.00	33.53	
370-864-805.000	Auditing Services	4,380.00	4,380.00	4,381.00	170.00	(1.00)	100.02	
370-864-900.000	Printing & Publishing	1,046.00	1,046.00	731.15	0.00	314.85	69.90	
370-864-910.000	Liability & Property Ins Pool	9,640.00	5,192.00	5,192.00	0.00	0.00	100.00	
370-864-920.000	Utilities	1,205.00	1,205.00	561.30	100.26	643.70	46.58	

User: mwyma

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PERIOD ENDING 01/31/2013

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		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2013 NORM (ABNORM)	MONTH 01/31/2013 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - Downtown Development Authority							
Expenditures							
370-864-950.330	Oper Tsfr to Insurance Retention Fund	833.00	0.00	0.00	0.00	0.00	0.00
370-864-956.000	Contingencies	0.00	0.00	0.00	0.00	0.00	0.00
370-864-958.000	Membership & Dues	940.00	1,150.00	850.00	0.00	300.00	73.91
370-864-960.000	Education & Training	1,650.00	1,650.00	1,163.52	0.00	486.48	70.52
370-864-967.000	Fringe Benefits	6,475.00	6,545.00	3,521.66	491.40	3,023.34	53.81
370-864-967.020	Overhead - Admin & Records	8,600.00	8,600.00	5,733.36	1,433.34	2,866.64	66.67
Total Dept 864-Organizational		57,959.00	53,521.00	34,500.12	3,520.61	19,020.88	64.46
Dept 945-Debt Service							
370-945-950.490	Oper Tfr To Debt Service Fund	171,017.00	171,017.00	27,783.62	0.00	143,233.38	16.25
370-945-990.020	Bond/Note Interest Expense	9,900.00	9,900.00	9,900.00	0.00	0.00	100.00
370-945-990.040	Bond/Note Principal Expense	30,000.00	30,000.00	30,000.00	0.00	0.00	100.00
Total Dept 945-Debt Service		210,917.00	210,917.00	67,683.62	0.00	143,233.38	32.09
Dept 999-Reserve Accounts							
370-999-956.000	Contingencies	0.00	0.00	0.00	0.00	0.00	0.00
370-999-999.000	Unallocated Reserve	0.00	0.00	0.00	0.00	0.00	0.00
370-999-999.030	Reserved for Special Projects	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999-Reserve Accounts		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures		810,038.00	1,354,666.00	939,990.30	80,364.17	414,675.70	69.39
Fund 370:							
TOTAL REVENUES		810,038.00	1,354,666.00	1,231,138.76	100,247.75	123,527.24	90.88
TOTAL EXPENDITURES		810,038.00	1,354,666.00	939,990.30	80,364.17	414,675.70	69.39
NET OF REVENUES & EXPENDITURES		0.00	0.00	291,148.46	19,883.58	(291,148.46)	100.00

02/12/2013 02:48 PM
 User: CWilliams
 DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 01/01/2013 - 01/31/2013
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 370 Downtown Development Authority					
Dept 860 Business Mix Committee					
370-860-733.000	Facade Grant	ROSS TAKSONY	BAP GRANT AWARD	4,702.00	82580
370-860-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONS SERVICE	196.80	82474
370-860-802.200	Contracted Planning Services	KATHERINE KNIGHT	CONTRACTUAL PLANNING SERVICES	220.80	82577
370-860-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MICTG CONSULTING SERVICES	196.80	82473
370-860-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	CONTRACTUAL MARKETING SERVICES	211.20	82576
Total For Dept 860 Business Mix Committee				5,527.60	
Dept 861 Design Committee					
370-861-726.000	Supplies	CHRISTA SHOPS FOR YOU LLC	REIMBURSE FOR CATERING EXPENSES	81.66	82576
370-861-740.050	Downtown Materials	BEGONIA BROTHERS RETAIL	TOWN SQUARE HOLIDAY LIGHTING	2,216.00	82331
370-861-801.000	Contractual Services	STUART LEVE, INC.	REPAIR OF PLANTER	940.00	82304
370-861-801.000	Contractual Services	TDS METROCOM	MONTHLY WIFI TOWN SQUARE	325.00	82330
370-861-801.000	Contractual Services	TDS METROCOM	MONTHLY WIFI	325.00	82547
370-861-801.160	Restroom Program	BUCKHAVE DEVELOPMENT, INC.	2ND QUARTER RESTROOM FEES	4,350.00	82311
370-861-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONS SERVICE	492.00	82474
370-861-802.200	Contracted Planning Services	KATHERINE KNIGHT	CONTRACTUAL PLANNING SERVICES	552.00	82577
370-861-803.580	Downtown Walk Through Project	COOPER DESIGN INC	WALKWAY PROFESSIONAL FEES	3,000.00	82308
370-861-803.580	Downtown Walk Through Project	COOPER DESIGN INC	CONSTRUCTION ADMIN. SERVICES	1,128.50	82308
370-861-803.580	Downtown Walk Through Project	MCDOWELL & ASSOCIATES	TESTING	411.00	82325
370-861-803.580	DOWNTOWN WALK THROUGH PROJECT	BERNCO, INC.	WALKWAY PAY APPLICATION #12	34,722.01	82409
370-861-920.010	Electric Power	DTE ENERGY	ELECTRICITY FOR TOWN SQUARE	299.02	82544
370-861-920.020	Natural Gas	CONSUMERS ENERGY	GAS USAGE FOR 12/7 - 1/9	499.16	500122
Total For Dept 861 Design Committee				49,341.35	
Dept 862 Marketing					
370-862-801.000	Contractual Services	JEANNE A. MICALLEF	MONTHLY PR & MKTG SERVICES	1,500.00	82307
370-862-801.000	Contractual Services	SLC METER SERVICE INC.	ADVERTISING WINTER MKT HOLIDAY ACTIVITY	901.85	82374
370-862-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MICTG CONSULTING SERVICES	590.40	82473
370-862-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	CONTRACTUAL MARKETING SERVICES	633.60	82576
Total For Dept 862 Marketing				3,625.85	
Dept 863 Parking					
370-863-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONS SERVICE	196.80	82474
370-863-802.200	Contracted Planning Services	KATHERINE KNIGHT	CONTRACTUAL PLANNING SERVICES	220.80	82577
Total For Dept 863 Parking				417.60	
Dept 864 Organizational					
370-864-801.190	Computer Program Services	COMCAST CORPORATION	MONTHLY INTERNET SERVICE	66.95	82320
370-864-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONS SERVICE	98.40	82474
370-864-802.200	Contracted Planning Services	KATHERINE KNIGHT	CONTRACTUAL PLANNING SERVICES	110.40	82577
370-864-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MICTG CONSULTING SERVICES	196.80	82473
370-864-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	CONTRACTUAL MARKETING SERVICES	211.20	82576
370-864-805.000	Auditing Services	PLANTE MORAN	AUDIT SERVICES - FINAL	170.00	82378
370-864-920.000	248-349-1301 8360	AT&T	TELEPHONE SERVICE 1/4/13-2/3/13	70.26	82379
Total For Dept 864 Organizational				924.01	
Total For Fund 370 Downtown Development Authority				59,836.41	
Fund Totals:					
Fund 370 Downtown Develc				59,836.41	

Department: Downtown Development Authority		Account Number													
Activity: Revenues		Fund #	Activity #												
Prepared By: Lori Ward		370	Revenues												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-403	Current Property Taxes Formulas are on main budget document (NET) PPT Reform (loss of parcels < 40,000)	766,114	766,114	783,094	783,094	726,686	726,686	690,368	690,368	690,368 (34,180)	656,188	690,368 (34,180)	656,188	690,368 (34,180)	656,188
370-000-403.01	DDA Operating Levy 1.8255 mills	67,537	67,537	68,207	68,207	62,385	62,385	59,266	59,266	59,266	59,266	59,266	59,266	59,266	59,266
370-000-417	Delinquent Personal Prop Taxes	395	395	1,193	1,193	500	500	300	300	300	300	300	300	300	300
370-000-418	Property Taxes - Other Reserve - Tax Appeals	(22,328)	(22,328)	(81,874)	(81,874)	(20,000)	(20,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
370-000-476.09	Newspaper Rack Registration Fees 24 @ \$27 each	-	-	600	600	648	648	648	648	648	648	648	648	648	648
370-000-586.00	Private Donations/Contributions Northville ADC - Walkway Project	-	-	126,377	126,377	-	-	-	-	-	-	-	-	-	-
370-000-586.02	Sponsorships Movies at the Marquis	11,754	11,754	4,914	4,914	-	-	-	-	-	-	-	-	-	-
370-000-659.11	Rent Revenue Rental of Town Square	100	100	175	175	175	175	100	100	100	100	100	100	100	100
370-000-660.06	Federal Grants MDOT Grant - Streetscape	359,564	359,564	-	-	-	-	-	-	-	-	-	-	-	-
370-000-664	Interest from Investments	6,524	6,524	2,918	2,918	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
370-000-666	Misc Revenue Ticket Sales for the Movies at the Marquis	5,034	5,034	2,663	2,663	-	-	-	-	-	-	-	-	-	-
370-000-666.09	Façade Grant Program Application Fee \$25 per application	150	150	500	500	150	150	-	-	-	-	-	-	-	-
370-000-699.06	Operating transfer from General Fund 50% of Special Event Insurance	-	-	175	175	-	-	-	-	-	-	-	-	-	-
370-000-699.250	Operating transfer from Downtown Development Construction Fund	-	739,108	-	600,332	-	491,499	-	-	-	-	-	-	-	-
	Remaining Bond Proceeds 6/30/12=\$491,038 + FY13Interest on Bond Proceeds (\$461)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streetscape Project	710,353		600,332		136,944		-		-		-		-	
	Walkway Project	28,755		-		354,555		-		-		-		-	
370-000-699.00	Use of Fund Balance Walkway Project	-	-	-	-	-	(369,826)	-	(120,713)	-	(24,565)	-	(26,567)	-	(24,446)
	General Operations	-	-	-	-	(369,826)		(120,713)		(24,565)		(26,567)		(24,446)	
Total		1,933,952	1,933,952	1,509,274	1,509,274	894,217	894,217	621,969	621,969	683,937	683,937	681,935	681,935	684,056	684,056
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									-30.45%		9.96%		-0.29%		0.31%

Department: Downtown Development Authority		Account Number													
Activity: Revenues		Fund #	Activity #												
Prepared By: Lori Ward		370	Revenues												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Total Expenditures	1,796,611	1,796,611	1,610,429	1,610,429	1,633,869	1,633,869	863,395	863,395	733,067	733,067	735,069	735,069	732,948	732,948
	Total Revenues	1,933,952	1,933,952	1,509,274	1,509,274	1,264,043	1,264,043	742,682	742,682	708,502	708,502	708,502	708,502	708,502	708,502
	Use of (Increase to) Fund Balance	(137,341)	(137,341)	101,155	101,155	369,826	369,826	120,713	120,713	24,565	24,565	26,567	26,567	24,446	24,446
	Difference - should be zero	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Beginning Fund Balance			1,170,237		1,069,082		699,256		578,543		553,978		527,411	
	Projected Ending Fund Balance	1,170,237		1,069,082		699,256		578,543		553,978		527,411		502,965	
								79%		76%		73%		73%	

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: DPW Services		Fund #	Activity #												
Prepared By: Lori Ward		370	753												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Projected		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-753-706	Wages and Salaries - Full Time (1) DPW Staff (full time)	-	10,176	5,522	5,522	6,660	6,660	6,660	6,660	6,660	6,660	6,660	6,660	6,660	6,660
370-753-707	Wages - Regular Overtime (DPW)	-	513	541	541	600	600	600	600	600	600	600	600	600	600
370-753-939	Automotive Service Vehicle Repair	-	-	-	-	500	500	500	500	500	500	500	500	500	500
370-753-943	Equipment Rental DPW Equipment	-	7,136	1,751	1,751	5,000	5,000	3,000	3,000	3,060	3,060	3,120	3,120	3,180	3,180
370-753-956	Contingency Wage Adj.	-	-	-	-	-	-	70	70	140	140	210	210	280	280
370-753-967	Fringe Benefits (1) DPW	12,837	12,837	7,885	7,885	9,420	9,420	7,540	7,540	8,070	8,070	8,630	8,630	9,230	9,230
Total		30,662	30,662	15,699	15,699	22,180	22,180	18,370	18,370	19,030	19,030	19,720	19,720	20,450	20,450
	Difference (should be zero)		-		-		-		-		-		-		-
	% Variance from prior year								-17.18%		3.59%		3.63%		3.70%

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: Design		Fund #	Activity #												
Prepared By: Lori Ward		370	861												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Projected		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-706	Wages and Salaries - Full Time (1)		19,536		20,672		21,765		21,990		21,990		21,990		21,990
	Director (30%)	19,536		20,672		21,765		21,990		21,990		21,990		21,990	
370-861-710	Wages and Salaries - Part Time		10,787		11,687		15,450		14,000		14,000		14,000		14,000
	2 Seasonals	10,787		11,687		15,450		14,000		14,000		14,000		14,000	
370-861-726	Supplies		120		140		300		300		200		200		200
	Meeting supplies	37		70		100		50		50		50		50	
	Reproduction	-		18		50		50		50		50		50	
	Catering	83		-		-		100		-		-		-	
	Printing	-		44		50		50		50		50		50	
	Ambassadors	-		8		100		50		50		50		50	
370-861-740.05	Downtown Materials		5,209		25,194		8,140		12,750		5,050		5,050		5,050
	Downtown Greenery (Lafer's)	1,670		1,894		2,100		2,000		2,000		2,000		2,000	
	Holiday Bows (Garden Club)	600		600		600		-		-		-		-	
	LED Tree lights and installation	-		9,610		550		5,000		550		550		550	
	Decorations in Town Square	1,780		11,680		1,780		2,300		2,300		2,300		2,300	
	LED Lights for new Light Poles	220		1,253		610		200		200		200		200	
	LED Lights for new trees	-		-		-		750		-		-		-	
	Banner brackets & installation	-		85		-		-		-		-		-	
	Downtown Holiday Lighting	939		-		-		-		-		-		-	
	Halloween Decorations	-		72		2,500		2,500		-		-		-	
370-861-801.00	Contractual Services		18,703		23,233		46,225		8,227		7,227		7,227		7,227
	R&C Services	934		-		-		-		-		-		-	
	CMW Services (\$24x32*50) 10%	4,412		5,185		86		-		-		-		-	
	Container Plantings (Beautification comm)	-		2,824		2,415		2,415		2,415		2,415		2,415	
	WiFi Service - TDS (\$325/month)	3,915		3,691		3,900		3,900		3,900		3,900		3,900	
	Expanded WiFi	-		-		-		-		-		-		-	
	Electrical Repairs	3,989		6,304		4,968		-		-		-		-	
	Electrical Work	-		-		8,295		-		-		-		-	
	Pavillior Repair	1,690		-		7,545		-		-		-		-	
	New Hire Physicals (\$81/hire)	252		96		162		162		162		162		162	
	Irrigation Repairs	3,311		-		1,684		1,000		-		-		-	
	Sprinkler Winterization	-		650		650		650		650		650		650	
	Sidewalk Repair & Replacement	-		-		11,000		-		-		-		-	
	Umbrella Repairs	-		-		100		100		100		100		100	
	Installation of Sound System in Town Square	-		-		5,000		-		-		-		-	
	Brick Repair	-		1,585		-		-		-		-		-	
	Heat Melt Repair	-		2,558		-		-		-		-		-	
	Paintinng of Receptacles and Palnters	-		-		-		-		-		-		-	
	Misc	200		340		420		-		-		-		-	
	Security Cameras	-		-		-		-		-		-		-	
370-861-801.16	Public Restroom Program		18,100		18,622		18,650		18,650		18,650		18,650		18,650
	Rent/Maintenance (\$3,975/quarter)	17,400		17,400		17,400		17,400		17,400		17,400		17,400	
	Water (\$66/bi-monthly)	200		222		250		250		250		250		250	
	Special Event Use	500		1,000		1,000		1,000		1,000		1,000		1,000	
370-861-802.20	Contracted Planning Services		-		-		12,480		12,730		12,980		13,240		13,500

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: Design		Fund #	Activity #												
Prepared By: Lori Ward		370	861												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Projected		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Kate Knight	-				12,480		12,730		12,980		13,240		13,500	
370-861-803.55	Sidewalk & Landscape Replacement		1,069,918		430,674		140,473		-		-		-		-
	Construction Project - MDOT	821,138		408,376		136,944		-		-		-		-	
	Additional Scope of Work	-		8,000		-		-		-		-		-	
	Design - JJR Phase II	25,403		5,081		-		-		-		-		-	
	Construction Management & Testing - AEW	206,117		-		-		-		-		-		-	
	Easements and Recording Easements	193		900		-		-		-		-		-	
	Construction Contingency	17,067		-		3,529		-		-		-		-	
	AEW Additional Scope of Work	-		-		-		-		-		-		-	
	Detroit Edison Work			8,031											
	Signage			286											
370-861-803.58	Comerica Community Connection	-	28,755		296,035		585,744		-		-		-		-
	Construction Costs	-		262,760		455,808		-		-		-		-	
	Cooper Design	26,036		24,737		22,436		-		-		-		-	
	Testing			2,562		16,500									
	Environmental Remediation	-		6,615		-		-		-		-		-	
	Survey Costs	2,719		-		-		-		-		-		-	
	Inspection	-		13,500		7,500		-		-		-		-	
	Other			5,852		36									
	Detroit Edison			1,577		2,740									
	Contingency					80,724									
	ATM Reimbursement			(21,568)											
370-861-803.59	Signage and Markers Projects		-		215		-		105,000		-		-		-
	MDOT signage	-				-				-		-		-	
	Downtown signage	-						75,000		-		-		-	
	Historic Markers Project	-		215		-		30,000		-		-		-	
370-861-803.60	Alleyway Improvements		-		-		-		-		-		-		-
	Orin/Plaza	-		-		-		-		-		-		-	
	Rebeccas														
370-861-850	Landscape Maintenance & Materials		24,531		54,226		42,000		31,000		28,000		28,000		28,000
	Annuals & perennials	20,961		28,646		27,500		27,500		25,000		25,000		25,000	
	Landscape Replacement	751		2,344				1,000		1,000		1,000		1,000	
	Tree Replacement	-		2,000		12,000		1,000		1,000		1,000		1,000	
	Trim and Mulch	895		405				1,500		1,000		1,000		1,000	
	Landscaping on Hutton Dulap Curve, MAC	1,924		16,539		-		-		-		-		-	
	Brick Repair			4,292											
	Marquis Parking Lot Landscaping					2,500									
	Tree completion - Riffles														
370-861-920.01	Electrical Service		1,742		2,159		2,700		2,750		2,800		2,850		2,900
	Electrical Service - Town Square	1,742		2,159		2,500		2,550		2,600		2,650		2,700	
	Walkway					200		200		200		200		200	
370-861-920.02	Natural Gas Service		4,792		1,928		3,500		3,570		3,640		3,710		3,780
	Heat Melt System & Fire Pits - Town Square	4,792		1,928		3,000		3,060		3,120		3,180		3,240	

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: Design		Fund #	Activity #												
Prepared By: Lori Ward		370	861												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Projected		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Walkway					500		510		520		530		540	
370-861-920.030	Water and Sewer Service		6,044		1,328		9,250		6,260		6,570		6,900		7,240
	Town Square, 120 W Main, Hutton Park	4,242		965		9,000		6,000		6,300		6,620		6,950	
	Marc Dutton - Maintenance/Repair	1,802		363		-		-		-		-		-	
	Walkway	-				250		260		270		280		290	
370-861-950.22	O/T to Major Streets		-		86,398		-		-		-		-		-
	Beal St Bridge Sidewalks & Decorative Lighting	-				-		-		-		-		-	
	Center Street Resurfacing	-		66,398		-		-		-		-		-	
	Lighting Purchase			20,000											
	Snow Removal on Sidewalks														
	Improve Dumpster at Mary Alexander Court														
370-861-967	Fringe Benefits (1)		8,323		14,173		17,580		10,735		11,405		12,115		12,875
	Director	8,323		14,173		16,365		9,520		10,190		10,900		11,660	
	Part-time maintenace	-				1,215		1,215		1,215		1,215		1,215	
370-861-976.01	Street Furnishings		2,648		25,423		3,950		1,700		1,700		1,700		1,700
	Newsrack decals	-				150		150		150		150		150	
	Signage - Directory	1,233		18,600		1,300		1,300		1,300		1,300		1,300	
	Light Fixtures	-				-		-		-		-		-	
	Umbrella	-		1,472		2,000		250		250		250		250	
	Furniture/Benches					500									
	Restroom Signage	-													
	Town Square Decorative Lighting														
	Tree Grates			5,351											
	Misc	1,415													
Total		1,219,208	1,219,208	1,012,107	1,012,107	928,207	928,207	249,662	249,662	134,212	134,212	135,632	135,632	137,112	137,112
Difference (should be zero)															
% Variance from prior year										-73.10%	-46.24%	1.06%	1.09%		

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: Marketing		Fund #	Activity #												
Prepared By: Lori Ward		370	862												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Projected		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-706	Wages and Salaries - Full Time (1)		17,467		16,538		17,410		17,595		17,595		17,595		17,595
	Director - 24%	17,467		16,538		17,410		17,595		17,595		17,595		17,595	
370-862-726	Supplies		31		-		100		100		100		100		100
	Meeting Supplies & Catering	31				100		100		100		100		100	
370-862-784	Downtown Programming & Promotions		10,507		25,567		27,950		20,950		17,450		15,950		13,450
	Port-a-potty (\$150 * 3)	167		167		450		450		450		450		450	
	Other Promotional Events	2,582		4,227						-		-		-	
	Northville Chamber of Commerce	3,500		8,500		10,000		9,000		8,000		7,500		7,000	
	Buy Michigan Now Festival	2,500		2,500		5,000		5,000		4,000		3,500		2,500	
	NCBA	1,758		2,500		2,500		2,000		1,500		1,500		1,000	
	Halloween Promotions			5,400		2,500		2,000		1,500		1,500		1,500	
	Concours deElegance			173		2,500		2,500		2,000		1,500		1,000	
	Christmas Market			2,100		5,000									
370-862-784-01	Construction Marketing		2,280		-		-		-		-		-		-
	Construction Tool Kit	480													
	Adverstising	1,800		-											
370-862-801.00	Contractual Services		93,682		82,993		74,200		64,000		62,000		59,500		57,000
	R & C Services	2,180				-		-		-		-		-	
	CMW Services (50%)	10,294		12,098		200		-		-		-		-	
	Graphic Design	2,655		1,370		6,000		4,000		4,000		4,000		4,000	
	Street Marketing			17,500											
	IMJ Communications	26,000		3,889		21,000		18,000		18,000		18,000		18,000	
	Movies at the Marquis	11,000		7,225											
	Advertising - misc	2,500		259											
	Radio	20,175		24,500		20,000		10,000		10,000		10,000		10,000	
	Print	14,796		7,425		17,000		15,000		13,000		12,500		10,000	
	Direct Mail	352		11		2,000									
	Internet	2,500				3,000		12,000		12,000		10,000		10,000	
	Cable	1,230		8,016		5,000		5,000		5,000		5,000		5,000	
	Entertainment			700											
370-862-801.34	Web Site		1,070		943		1,675		1,969		1,969		1,969		1,969
	Accunet	395		257		385		355		355		355		355	
	Mail Chimp	328		330		360		360		360		360		360	
	Website Maintenance	347		356		930		1,050		1,050		1,050		1,050	
	Survey Monkey							204		204		204		204	
370-862-802.30	Contracted Marketing Services		-		-		14,976		15,280		15,590		15,900		16,220
	Christa Williams	-		-		14,976		15,280		15,590		15,900		16,220	
370-862-950.05	O/T to Parks & Recreation		18,000		18,000		18,000		18,000		14,000		10,500		9,000
	Tunes on Tuesday	6,000		6,000		6,000		6,000		4,000		3,000		3,000	
	Friday Night Concerts	12,000		12,000		12,000		12,000		10,000		7,500		6,000	
370-862-967	Fringe Benefits (1)		7,112		9,850		13,090		7,615		8,150		8,720		9,330
	Per Finance Department	7,112		9,850		13,090		7,615		8,150		8,720		9,330	

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: Marketing		Fund #	Activity #												
Prepared By: Lori Ward		370	862												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Projected		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
		150,149	150,149	153,891	153,891	167,401	167,401	145,509	145,509	136,854	136,854	130,234	130,234	124,664	124,664
Total															
Difference (should be zero)															
% Variance from prior year								-13.08%		-5.95%		-4.84%		-4.28%	

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: Parking		Fund #	Activity #												
Prepared By: Lori Ward		370	863												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Projected		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-863-706	Wages and Salaries - Full Time (1) Director - 10%	6,729	6,729	6,891	6,891	7,255	7,255	7,330	7,330	7,330	7,330	7,330	7,330	7,330	7,330
370-863-726	Supplies Meeting Supplies	-	-	-	-	50	50	50	50	50	50	50	50	50	50
370-863-786	Downtown Parking Program Tickets - Complaints Brochures and Maps PR for Electric Plug In Project (hold)	-	776	-	-	50	300	250	250	250	250	250	250	-	250
370-863-801.00	Contractual Services R&C Services CMW Services (5%) Occupancy Counts	624	3,564	3,457	3,457	57	410	500	500	-	-	-	-	-	-
370-863-801.93	Parking Structure Maintenance Window Washing Repair	-	4,883	455	455	1,480	1,480	1,480	1,480	1,480	1,480	1,480	1,480	1,480	1,480
370-863-802.20	Contracted Planning Services Kate Knight	-	-	-	-	4,992	4,992	5,090	5,090	5,190	5,190	5,290	5,290	5,400	5,400
370-863-950.21	O/T to General Fund Parking Deck Maintenance Snow Removal (to keep parking spaces open) Street Lighting & Parking Lot Electrical	66,387	70,387	68,379	72,379	70,430	99,430	72,540	122,540	74,720	124,720	76,960	126,960	79,270	129,270
370-863-967.00	Fringe Benefits (1) Per Finance Department	2,771	2,771	4,460	4,460	5,455	5,455	3,172	3,172	3,390	3,390	3,630	3,630	3,880	3,880
370-863-977.16	Parking Maintenance and Expansion Marquis Parking Lot Site Improvements	-	-	1,814	1,814	50,000	50,000	-	-	-	-	-	-	-	-
Total		89,110	89,110	89,456	89,456	169,372	169,372	140,412	140,412	142,410	142,410	144,990	144,990	147,660	147,660
Difference (should be zero)															
% Variance from prior year															

Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: Organizational		Fund #	Activity #												
Prepared By: Lori Ward		370	864												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Projected		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-706	Wages and Salaries - Full Time (1)		8,263		8,269		8,705		8,795		8,795		8,795		8,795
	Director - 12%	8,263		8,269		8,705		8,795		8,795		8,795		8,795	
370-864-726	Supplies		2,804		1,716		1,925		1,175		1,175		1,175		1,175
	Meeting Supplies	932		661		50		50		50		50		50	
	Misc Equipment < \$1,000	11				650		650		650		650		650	
	Computer Software	-				125		125		125		125		125	
	Computer Upgrades/Supplies	171		143		250		250		250		250		250	
	New PC - (Catherine FY11; Both in FY 14)	537				-		-		-		-		-	
	Laptop	774		863		750				-		-		-	
	Office Furniture	316													
	Meetings Catering	63		49		100		100		100		100		100	
370-864-730	Postage		-		-		100		100		100		100		100
	Postage machine & stamps	-		-		100		100		100		100		100	
370-864-731	Publications		-		80		45		45		45		45		45
	Northville Record	-		80		45		45		45		45		45	
370-864-801.00	Contractual Services		7,128		6,913		340		-		-		-		-
	R&C Services	1,246				-		-		-		-		-	
	CMW Services (15%)	5,882		6,913		115		-		-		-		-	
	Allied Telephone repair/programming					225		-		-		-		-	
370-864-801.19	Computer Program Services		2,179		1,914		2,775		1,775		1,775		1,775		1,775
	Computer Repair Service	470				270		270		270		270		270	
	Comcast DSL (\$67/mo)	704		1,101		805		805		805		805		805	
	Gracon Assistance w/ pc's (\$95/hr)	667		475		1,300									
	IT support from Township					200		500		500		500		500	
	Annual Support - Servers	338		338		200		200		200		200		200	
370-864-801.45	DDA Plan Update and Amendment		-		-		-		7,000		-		-		-
	Amended and restated plan	-				-		5,000		-		-		-	
	Legal & Consulting fees	-				-		1,500		-		-		-	
	Printing, Publishing, Notice Fees	-				-		500		-		-		-	
370-864-802.01	Legal Services		7,601		2,904		5,000		2,500		2,500		2,500		2,500
	General Legal Fees	7,601		2,904		2,500		2,500		2,500		2,500		2,500	
	Monaghan - Zoo Authority					2,500									
370-864-802.20	Contracted Planning Services		-		-		2,496		2,550		2,600		2,650		2,700
	Kate Knight	-		-		2,496		2,550		2,600		2,650		2,700	
370-864-802.30	Contracted Marketing Services		-		-		4,992		5,090		5,190		5,290		5,400
	Christa Williams	-		-		4,992		5,090		5,190		5,290		5,400	

Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: Organizational		Fund #	Activity #												
Prepared By: Lori Ward		370	864												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Projected		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-805	Auditing Services		4,310		4,380		4,490		4,620		4,760		4,900		5,050
	Plante & Moran - Per Finance Department	4,310		4,380		4,490		4,620		4,760		4,900		5,050	
370-864-900	Printing & Publishing		415		503		1,000		1,000		1,000		1,000		1,000
	Notecards/Envelopes/Labels	61		5		475		450		450		450		450	
	DDA Annual Report in Newspaper	354		498		475		500		500		500		500	
	Slide and Photo Processing	-		50		50		50		50		50		50	
	Bid Notices	-		-		-		-		-		-		-	
370-864-910	Insurance - MMRMA		6,938		9,710		5,192		5,792		5,912		6,042		6,172
	Per Schedule	6,938		9,360		4,042		4,160		4,280		4,410		4,540	
	Special Event Insurance			350		1,150		1,632		1,632		1,632		1,632	
370-864-920	Utilities		851		1,273		1,205		1,205		1,205		1,205		1,205
	\$30 mo reimbursement via payroll	360		360		360		360		360		360		360	
	AT&T phone & fax lines (\$35.13/mo x 2)	491		913		845		845		845		845		845	
370-864-950.33	O/T to MMRMA Retention Fund		270		833		-		-		-		-		-
	Per Finance Department	270		833		-		-		-		-		-	
370-864-956	Contingencies		-		-		-		1,390		2,790		4,230		5,700
	Wage Adjustments - Per Finance Department	-		-		-		1,390		2,790		4,230		5,700	
370-864-958	Memberships & Dues		1,095		1,160		1,150		940		940		940		940
	APA	220		220		210									
	MDA	400		400		400		400		400		400		400	
	NCBA	-		50		50		50		50		50		50	
	Chamber of Commerce	225		240		240		240		240		240		240	
	NTHP - National Main Street Center	250		250		250		250		250		250		250	
370-864-960	Education & Training		-		232		1,650		1,500		1,500		1,500		1,500
	Travel - mileage and parking	-		137		500		500		500		500		500	
	Meals	-		95		150		150		150		150		150	
	Conference Fees	-		95		500		350		350		350		350	
	Hotel Expenses	-		-		500		500		500		500		500	
370-864-967	Fringe Benefits (1)		3,354		5,358		6,545		3,810		4,080		4,370		4,680
	Per Finance Department	3,354		5,358		6,545		3,810		4,080		4,370		4,680	
370-864-967.02	Overhead		7,800		8,190		8,600		9,030		9,480		9,950		10,450
	Per Finance Department (5% increase)	7,800		8,190		8,600		9,030		9,480		9,950		10,450	
Total		53,008	53,008	53,435	53,435	56,210	56,210	58,317	58,317	53,847	53,847	56,467	56,467	59,187	59,187
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									3.75%		-7.67%		4.87%		4.82%

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: Debt		Fund #	Activity #												
Prepared By: Lori Ward		370	945												
Account #	Classification & Description	2010-11 Actual		2011-12 Actual		2012-13 Projected		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed		2016-17 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-945-950.49	O/T to DDA Debt Service Fund 2010 DDA Development Bond Debt Service	166,900	166,900	172,362	172,362	171,017	171,017	174,185	174,185	171,689	171,689	173,881	173,881	170,550	170,550
370-945-990.02	Interest Expense \$300,000 Loan from General Fund	13,200	13,200	11,550	11,550	9,900	9,900	8,250	8,250	6,600	6,600	4,950	4,950	3,300	3,300
370-945-990.04	Principal Expense \$300,000 Loan from General Fund Final Payment due 9/1/17	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Total		210,100	210,100	213,912	213,912	210,917	210,917	212,435	212,435	208,289	208,289	208,831	208,831	203,850	203,850
	Difference (should be zero)		-		-		-		-		-		-		-
	% Variance from prior year							0.72%		-1.95%		0.26%		-2.39%	

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 FY2014 Budget

Department: Downtown Development Authority		Account Number													
Activity: Reserves		Fund #	Activity #												
Prepared By: Lori Ward		370	999												
Account #	Classification & Description	2010-11 Actual Amount	2010-11 Actual Total	2011-12 Actual Amount	2011-12 Actual Total	2012-13 Projected Amount	2012-13 Projected Total	2013-14 Proposed Amount	2013-14 Proposed Total	2014-15 Proposed Amount	2014-15 Proposed Total	2015-16 Proposed Amount	2015-16 Proposed Total	2016-17 Proposed Amount	2016-17 Proposed Total
370-999-956.00	Contingencies General	-	-	-	-	-	-	-	-	-	-	-	-	-	-
370-999-999	Unallocated Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Difference (should be zero)		-													
% Variance from prior year															
		#DIV/0!													

City of Northville
Amortization Schedule - Loan from General Fund to DDA

Principal \$ 300,000
Interest Rate 5.5%
Period (years) 10
Date of funds transfer 12/1/2007

Year #	Date	Principal	Interest*	Total		Unpaid
						300,000
1	9/1/2008	30,000	12,375	42,375	Pd	270,000
2	9/1/2009	30,000	14,850	44,850	Pd	240,000
3	9/1/2010	30,000	13,200	43,200	Pd	210,000
4	9/1/2011	30,000	11,550	41,550	Pd	180,000
5	9/1/2012	30,000	9,900	39,900	Pd	150,000
6	9/1/2013	30,000	8,250	38,250		120,000
7	9/1/2014	30,000	6,600	36,600		90,000
8	9/1/2015	30,000	4,950	34,950		60,000
9	9/1/2016	30,000	3,300	33,300		30,000
10	9/1/2017	30,000	1,650	31,650		-
		<u>300,000</u>	<u>86,625</u>	<u>386,625</u>		

* Year one interest is based on nine months.

Northville DDA
 FY 2013-14 Proposed DDA Budget
 Budget Explanations

	Classification	Description of Amendment	Amount +/-
Revenue			
370-000-000.00	Property Taxes	TIF revenues are estimated to drop 5.4%. This number is subject to change after the March Board of Review	(\$36,318)
370-000-000.00	Property Taxes	In year 2014-15 the Personal Property Tax will be eliminated from DDA capture	(\$34,180)
370-000-403.01	Operating Levy	The DDA's 2 mill levy is estimated to drop by 5%	(\$3,119)
370-000-418.00	Property Taxes	\$10,000 of revenue has been set aside for property tax appeals.	(\$10,000)
370-000-666.09	Grant Application Fees	BAP was eliminated, no fees generated	(\$150)
370-000-699.00	O/T Fund Balance	Transfer from Fund Balance	()
DPW			
370-753-943.00	Equipment Rental	Decrease based on actual charges	(\$2,000)
370-753-967.00	Fringe Benefits	DPW Fringe decreased by 20% - Retiree medical costs are now charged directly to departments they worked rather than part of the actives fringe benefit allocation	(\$1,880)
Business Mix			
370-860-733.00	BAP(Commercial and Technical)	BAP Program eliminated in 2013 - 14	(\$29,334)
370-860-785.00	Business Retention Program	Speakers/Seminars line item reduced by \$500	(\$500)
370-860-785.00	Business Retention Program	Eliminated Table Top Display updates	(\$100)
370-860-785.00	Business Retention Program	Eliminated Tour the Town Event	(\$750)
370-860-967.00	Fringe Benefits	Fringe decreased by 42%	(\$5,475)
Design			
370-861-710.00	Wages and Salaries Part Time	Reduced Seasonal Employment hours	(\$1,450)

Northville DDA
 FY 2013 - 2014 Proposed DDA Budget
 Budget Explanations

370-861-726.00	Supplies	Increase in catering for Design Committee Meetings	\$100
370-861-726.00	Supplies	Decrease line item for Ambassadors Programs	(\$50)
370-861-726.00	Supplies	Decrease line item for supplies	(\$50)
370-861-740.00	Downtown Materials	Holiday Bows from the Garden Club eliminated	(\$600)
370-861-740.00	Downtown Materials	LED tree lights need to be replaced every 2-3 years	\$4,450
370-861-740.00	Downtown Materials	Actual cost of decorating Town Square seasonally	\$520
370-861-740.00	Downtown Materials	LED lights for new trees in Raised Planters	\$750
370-861-740.00	Downtown Materials	Reduce cost of replacement lights on poles. Most new in 2012-13	(\$410)
370-861-803.55	Contractual Services	Eliminated Expanded Wifi System	(\$15,000)
370-861-803.55	Contractual Services	Eliminated sidewalk, tree, grate replacement at NW corner of Hutton and Main Street to match other improvements	(\$18,000)
370-861-803.55	Contractual Services	No budget for security cameras	\$0
370-861-803.55	Signage and Markers	MDOT Signage Program – Eliminated	(\$5,000)
370-861-803.55	Signage and Markers	Downtown Wayfinding System Design and Implementation	\$75,000
370-861-803.55	Signage and Markers	Historic Markers/banners for Comerica Community Connection	\$30,000
370-861-803.60	Alley Improvements	Eliminated alley improvements at Rebecca’s Restaurant	(\$12,000)
370-861-850.00	Landscape Maintenance		
370-861-850.00	Landscape Maintenance	Landscape Replacement	(\$1,000)
370-861-850.00	Landscape Maintenance	Trees will be planted in Raised planters in 2012-13	(\$11,000)
370-861-850.00	Landscape Maintenance	Trim vines and bushes, add mulch	\$1,500
370-861-850.00	Landscape Maintenance	Landscape and stone work at tree in front of Riffler to close out streetscape project	\$2,500
370-861-967.00	Fringe Benefits	Reduced by 39%	(\$6,845)

Northville DDA
 FY 2013 - 2014 Proposed DDA Budget
 Budget Explanations

Marketing			
370-862-784.00	Downtown Promotions	Decreased support to Chamber of Commerce over the next 4 years	(\$1,000)
370-862-784.00	Downtown Promotions	Decreased support to Buy Michigan Now beginning in 2014 - 15	(\$1,000)
370-862-784.00	Downtown Promotions	Decreased support to NCBA over next 4 years	(\$500)
370-862-784.00	Downtown Promotions	Decreased support to Halloween promotion over next 4 years	(\$500)
370-862-784.00	Downtown Promotions	Decreased support to Concours promotion over next 4 years	(\$500)
370-862-784.00	Downtown Promotions	Decreased DDA support to Christmas Market	(\$5,000)
370-862-801.00	Contractual Services	Reduced Graphic Design Services	(\$2,000)
370-862-801.00	Contractual Services	Reduced outside Consulting for PR/Marketing Services	(\$3,000)
370-862-801.00	Contractual Services	Reduced Media Placement over the next 4 years	(\$5,000)
370-862-801.34	Contractual Services	Newsletter Support - 6 issues	\$1,050
370-862-801.34	Web Site	Purchased Annual Survey Monkey Plan	\$204
370-862-950.05	O/T to Parks & Recreation	Reduced support to Tunes for Tuesday over next 4 years beginning in 2014-15	(\$2,000)
370-862-950.05	O/T to Parks & Recreation	Reduced support to Friday Night Concerts over next 4 years beginning in 2014-15	(\$2,000)
370-862-967.00	Fringe Benefits	Reduced by 42%	(\$5,475)
Parking			
370-863-786.00	Downtown Parking Program	Removed the funds to cover parking complaints	(\$50)
370-863-801.00	Contractual Services	Costs to conduct weekend and evening occupancy counts	\$147
370-863-950.21	O/T General Fund	Eliminated snow removal from parking lots	(\$4,000)
370-863-950.21	O/T General Fund	DDA Charged for portion of City Electrical bill for Street Lights	\$50,000

Northville DDA
 FY 2013 - 2014 Proposed DDA Budget
 Budget Explanations

370-863-950.21	O/T General Fund	Parking Deck Increase 3%	\$2,110
370-863-967.00	Fringe Benefits	Decrease by 42%	\$2,283
Organization			
370-864-801.45	DDA Boundary Expansion	Complete Amended and Restate Plan	\$7,000
370-864-958.00	Membership and Dues	Eliminated membership to APA	(\$220)
370-864-910.00	Insurance – MMRMA	Annual Special Event Insurance Policy	\$482
370-864-910.00	Membership Dues	Dropped APA Membership	(\$210)
370-864-960.00	Education & Training	Reduced Conference Fees	(\$150)
370-864-967.00	Fringe Benefits	Decrease by 42%	(\$2,735)

Northville DDA
 FY 2013-14 Proposed DDA Budget
 Budget Discussion Items

Committee	Classification	Description of Amendment	Amount +/-
DPW			
No discussion			
Business Mix			
370-860-733.00	Incentive Programs	No budget for BAP, previous cycles have been funded between \$12,500 - \$45,000. Big Impact Program.	\$12,500 - \$45,000
370-860-785.00	Market Study	Business Mix Committee recommended at their February meeting to issue an RFP for both a commercial and housing study to provide information on what types and the amount of commercial and housing that could be supported in or Trade Area.	Estimated cost \$10,000 - \$15,000
Design			
370-861-801.00	WiFi Expansion	Removed the funds from the budget for 2012-13	\$15,000
370-861.801.00	Sidewalk Repair & Replacement	No funds budgeted for new sidewalks, trees and grates at the northeast corner of Hutton and Main, next to Monroe bank to match other downtown improvements.	\$18,000
370-861.801.00	Sound System	Should we spend \$5,000 expanding Sound System in Town Square budgeted for this year, 2012-13?	\$5,000
370-861-801.00	Security Cameras	No funds budgeted for Security Cameras in Town Square, the lower level of Cady Parking deck or the Comerica Community Connection	No Estimate
370-861-803.59	MDOT Signage	No funds budgeted to complete wayfinding project directing visitors from the highway to the downtown.	\$5,000
370-861-803.59	Downtown Signage	Should we budget for a Wayfinding project for 2013-14?	\$75,000

Northville DDA
 FY 2013 - 2014 Proposed DDA Budget
 Budget Discussion Items

370-861-803.59	Historic Markers Project	Should we budget for Historic Marker and banner design and implementation program for Comerica Community Connection	\$30,000
370-861-803.59	Alleyway Improvements	No funds budgeted for alleyway improvements connecting Marquis Parking Lot to Center Street next to Rebecca's	\$10,000
370-861-850.00	Landscape Maintenance	Eliminated funding for landscaping project at Marquis Parking Lot spread over two years	\$16,000
370-861-950.22	O/T Major Streets	Recent discussion of snow removal on downtown sidewalks, estimated in 2009 by DPW	\$10,000
370-861-950.22	O/T Major Streets	No funds budgeted for dumpster enclosure expansion on Mary Alexander Court	No estimate
370-861-976.01	Street Furnishing	Light Fixture Purchase for Remaining core downtown locations and purchase of inventory for repairs	\$45,000
370-861-976.01	Street Furnishing	Decorative Lighting at Town Square – Spot installed over Fountain	\$1,500
	Marketing		
370-862-784.00	Downtown Promotions	Reduce Sponsorship to Chamber of Commerce in 2013-14	(\$1,000)
370-862-784.00	Downtown Promotions	Reduce Support to NCBA 2013-14	(\$500)
370-862-784.00	Downtown Promotions	Reduce Support to Halloween Event	(\$500)
370-862-784.00	Downtown Promotions	Eliminate Christmas Market	(\$2,500)
370-862-784.00	Downtown Promotions	Reduce Support to Concours Event in 2014-15	(\$500)
370-862-784.00	Downtown Promotions	Reduce Support to Buy Michigan Now in 2014-15	(\$1,000)
370-862-784.00	Downtown Promotions	Should we continue to support Concours d'Elegance Event?	\$2,500
370-862-801.00	Contractual Services	Reduced Graphic Design Services	(\$2,000)
370-862-801.00	Contractual Services	Reduced outside Consulting for PR/Marketing Services	(\$3,000)
370-862-801.00	Contractual Services	Reduced media placement in 2013-14	(\$5,000)

Northville DDA
 FY 2013 - 2014 Proposed DDA Budget
 Budget Discussion Items

370-862-950.05	O/T to Parks and Recreation	Reduced Support to Tunes for Tuesday in 2014-15	(\$2,000)
370-862-950.05	O/T to Parks and Recreation	Reduced Support to Friday Night Concerts in 2014-15	(\$2,000)
Parking			
370-863-950.21	O/T to General Fund	Eliminated Snow Removal from Parking Lots	(\$4,000)
370-863-977.16	Parking Maintenance & Expansion	Should we spend \$50,000 on Plaza, sidewalk and Alley improvements budgeted for this year, 2012-13?	\$50,000
Organization			
370-864-801.45	DDA Boundary Expansion	Added funding to Amended and Restate DDA Plan	\$7,000
Larger Scale Projects not yet Budgeted			
Replace outdated brick at plaza next to Hutton Open Space with colored concrete and brick, replace two decorative lights from High Pressure Sodium to Induction.			\$80,000 - \$100,000
Complete the Induction Lighting System for the DDA, metered separately.			\$150,000
Banner Poles at Gateways to Downtown			\$66,000
Trellis in Town Square			\$100,000
Downtown Sound System			\$30,000
Railing on Center Street			\$4,000
Connection to Ford Field			\$350,000 - \$500,000
Extend Main Street Streetscape Improvements from Hutton to Cadytown			\$350,000