



**Special Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
Tuesday, February 28, 2012 - 8:00 a.m.**

AGENDA

1. Call to Order – John Casey
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda - none
5. DDA 2012-13 Budget Discussion (Attachment 5)
6. Future Meetings / Important Dates
 - a. Chamber of Commerce Breakfast – February 29, 2012 from 7:30 – 9:00 a.m.
 - b. First Friday Experience - March 2, 2012
 - c. Taste of Northville Business Showcase - March 10, 2012 from 12 - 3:00 p.m.
 - d. Next DDA Board Meeting - March 20, 2012
7. Board and Staff Communications
8. Adjournment

Northville DDA
FY 2012-13 Proposed DDA Budget
Budget Explanations

	Classification	Description of Amendment	Amount
Revenue			
370-000-000.00	Property Taxes	TIF revenues are estimated to drop 7.1%	(\$55,926)
370-000-403.01	Operating Levy	The DDA's 2 mill levy is estimated to drop by 6.5%	(\$4,189)
370-000-418.00	Property Taxes	\$30,000 of revenue has been set aside for property tax appeals.	(\$30,000)
370-000-586.02	Sponsorships	DDA discontinued Movies at the Marquis for 2012 -13	(\$11,400)
370-000-666.00	Misc. Revenue – ticket sales	DDA discontinued Movies at the Marquis for 2012 -13	(\$7,500)
370-000-666.09	Grant Application Fees	BAP was eliminated, no fees generated	(\$200)
370-000-699.00	O/T Fund Balance	Transfer from Fund Balance	(\$45,105)
DPW			
370-753-967.00	Fringe Benefits	DPW Fringe increased by 9.2%	\$795
Business Mix			
370-860-733.00	Supplies	Decreased in office supplies	(\$50)
370-860-733.00	BAP(Commercial and Technical)	BAP Program eliminated in 2012 - 13	(\$32,000)
370-860-785.00	Speakers/Seminars	Reduced programs	(\$1,000)
370-860-785.00	Tour the Town	Reduced program amount	(\$750)
370-860-785.00	Demographic Study	Budgeted to update demographic study contained in BIG	\$5,000
370-860-967.00	Fringe Benefits	All Fringe increased by 15%	
3Design			
370-861-726.00	Wages–part time	Increase in seasonal wages to cover additional plantings areas, barrels and raised tree planters	\$2,570
370-861-726.00	Supplies	Decrease in meeting supplies	(\$50)
370-861-726.00	Supplies	Decrease line item for Ambassadors Programs	(\$50)

Northville DDA
 FY 2012 - 2013 Proposed DDA Budget
 Budget Explanations

370-861-740.00	Downtown Materials	Increase in greenery for downtown to cover light post bows	\$205
370-861-740.00	Downtown Materials	Remove cost of bows from Mother's Club	(\$600)
370-861-740.00	Downtown Materials	Holiday Lighting Project Removed – Outline buildings	(\$25,000)
370-861-740.00	Downtown Materials	Remainder of skeletons purchased for downtown	\$5,000
370-861-803.55	Contractual Services	Eliminate Historic Markers from Walkway budgeted 2011 - 12	(\$50,000)
370-861-801.00	Public Restrooms	Increase by \$500 annually for Special Event charges	\$500
370-861-801.00	Public Restrooms	Adjusted for actual contract amount	(\$300)
370-861-850.00	Landscape Maintenance	Increase line item for new planters and landscaping. \$15,000 carry over for new tree installation	\$2,500
370-861-920.00	Electrical Services	Increased for new ongoing costs associated with Walkway	\$200
370-861-920.02	Natural Gas Service	Increased for new ongoing costs associated with Walkway	\$500
370-861-920.03	Water and Sewer Service	Increased for new ongoing costs associated with Walkway	\$250
370-861-976.01	Street Furnishing	Remove future Induction Lighting Expansion	(\$200,000)
370-861-976.01	Street Furnishing	Removed Decorative Lighting for Town Square	(\$25,000)
Marketing			
370-862-726.00	Supplies	Decreased in office supplies	(\$50)
370-860-733.00	Supplies	Removed Meeting Catering	(\$50)
370-862-784.00	Downtown Promotions	Removed Additional Downtown Promotions	(\$8,000)
370-862-784.00	Downtown Promotions	Added Halloween Promotions	\$2,500
370-862-784.00	Downtown Promotions	Added Concours d'Elegance Promotion	\$2,500
370-862-784.00	Downtown Promotions	Added Christmas Market Promotion	\$2,500
370-862-784.00	Downtown Promotions	Added City Requirement for Event Insurance	\$5,000
370-862-801.00	Contractual Services	Reduced Graphic Design	(\$4,000)
370-862-801.00	Contractual Services	Reduced outside Consulting for PR/Marketing Services	(\$9,000)
370-862-801.00	Contractual Services	Reduced expenses by eliminating Movies at the Marquis	(\$12,150)

Northville DDA
 FY 2012 - 2013 Proposed DDA Budget
 Budget Explanations

370-862-801.00	Contractual Services	Reduced radio advertising by \$10,000	(\$10,000)
370-862-801.00	Contractual Services	Increased print ads	\$5,000
370-862-801.34	Web Site	Cancel Film Friendly Website	(\$357)
Parking			
370-863-950.21	O/T General Fund	DDA Charged for portion of City Electrical bill for Street Lights	\$25,000
370-863-977.16	Parking Expansion	Previously budgeted for 2011-12, split over two years	
Organization			
370-864-710.00	Wages and Salaries – Part Time	Removed stipends for interns	(\$2,000)
370-864-726.00	Supplies	Purchase of lap top for new clerical	\$750
370-864-900.00	Printing and Publishing	Reduce Stationary	(\$500)
370-864-958.00	Membership and Dues	Eliminated membership to APA	(\$220)
370-864-960.00	Education and Training	Reduced overall travel and training budget by \$1,000	(\$1,000)
370-864-967.02	Overhead	Increased by 5%	\$410

City of Northville - Downtown Development Authority
 Condensed Summary - Line Item Budget
 Proposed Long Term Plan through FY 2016

	2010-11 Actual	2011-12 Proposed	2012-13 Proposed	2013-14 Proposed	2014-15 Proposed	2015-16 Proposed
REVENUES						
Current Property Taxes	766,114	783,094	727,168	727,168	727,168	727,168
DDA Operating Levy	67,537	68,856	64,667	64,667	64,667	64,667
Delinquent Personal Prop Taxes	395	910	300	300	300	300
Property Taxes - Other	(22,328)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Newspaper Rack Registration	-	648	648	648	648	648
Private Donations/Contributions	-	126,377	-	-	-	-
Sponsorships	11,754	11,400	-	-	-	-
Town Square Rental	100	125	150	100	100	100
Federal Grants	359,564	326,316	-	-	-	-
Miscellaneous	5,034	7,500	-	-	-	-
Façade Grant Program	150	325	-	-	-	-
Transfer fro City General Fund	-	175	-	-	-	-
Operating Transfer from						
Downtown Development Construction Fund	739,108	1,090,855	-	-	-	-
Interest from Investments	6,524	1,900	2,000	2,000	2,000	2,000
	<u>1,933,952</u>	<u>2,388,481</u>	<u>764,933</u>	<u>764,883</u>	<u>764,883</u>	<u>764,883</u>
EXPENDITURES						
DPW SERVICES	30,662	21,377	22,230	23,350	24,490	25,740
BUSINESS MIX	43,874	103,152	48,767	44,967	46,397	48,717
DESIGN COMMITTEE	1,219,208	2,229,568	152,320	135,385	132,715	134,675
MARKETING	147,649	194,982	171,402	172,702	174,132	175,702
PARKING	89,110	112,099	146,443	144,088	146,858	149,748
ORGANIZATIONAL	53,008	56,666	57,959	59,764	64,444	65,224
DEBT	210,100	213,913	210,917	212,435	208,289	208,831
Contingency	-	-	-	-	-	-
Total Expenditures	<u>1,793,611</u>	<u>2,931,757</u>	<u>810,038</u>	<u>792,691</u>	<u>797,325</u>	<u>808,637</u>
Net Increase/(Decrease) to Fund Balance	140,341	(543,276)	(45,105)	(27,808)	(32,442)	(43,754)
Beginning Fund Balance	1,029,896	1,170,237	626,961	581,856	554,048	521,606
Ending Fund Balance	<u>1,170,237</u>	<u>626,961</u>	<u>581,856</u>	<u>554,048</u>	<u>521,606</u>	<u>477,852</u>

City of Northville Downtown Development Authority
Summary - Line Item Budget Worksheet
Proposed Long Term Plan through 2016

Account #	Classification & Description	2010-11 Actual	2011-12 Proposed	2012-13 Proposed	2013-14 Proposed	2014-15 Proposed	2015-16 Proposed
REVENUES							
370-000-403	Captured Property Taxes	766,114	783,094	727,168	727,168	727,168	727,168
370-000-403.01	DDA Operating Levy	67,537	68,856	64,667	64,667	64,667	64,667
370-000-417	Delinquent Personal Prop Taxes	395	910	300	300	300	300
307-000-418.00	Property Taxes - Other	(22,328)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
370-000-476.09	Newspaper Rack Registration	-	648	648	648	648	648
370-000-586.00	Private Donations/Contributions	-	126,377	-	-	-	-
370-000-586.02	Sponsorships	11,754	11,400	-	-	-	-
370-0000-659.11	Town Square Rental	100	125	150	100	100	100
370-000-660.06	Federal Grants	359,564	326,316	-	-	-	-
370-000-666	Miscellaneous	5,034	7,500	-	-	-	-
370-000-666.09	Façade Grant Program	150	325	-	-	-	-
370-000-699.09	Transfer from City General Fund	-	175	-	-	-	-
370-000-699.new	Operating Transfer from Downtown Development Construction Fund	739,108	1,090,855	-	-	-	-
370-000-664	Interest from Investments	6,524	1,900	2,000	2,000	2,000	2,000
Total		<u>1,933,952</u>	<u>2,388,481</u>	<u>764,933</u>	<u>764,883</u>	<u>764,883</u>	<u>764,883</u>
DPW SERVICES							
370-753-706	Wages and Salaries	10,176	6,660	6,660	6,660	6,660	6,660
370-753-707	Wages and Salaries - Overtime	513	542	600	600	600	600
370-753-939	Automotive Service	-	500	500	500	500	500
370-753-943	Equipment Rental	7,136	5,000	5,000	5,100	5,200	5,300
370-753-956	Contingency	-	-	-	70	70	70
370-753-967	Fringe Benefits	12,837	8,675	9,470	10,420	11,460	12,610
		<u>30,662</u>	<u>21,377</u>	<u>22,230</u>	<u>23,350</u>	<u>24,490</u>	<u>25,740</u>
BUSINESS MIX							
370-860-706	Wages and Salaries	16,526	16,475	16,490	16,490	16,490	16,490
370-860-726	Supplies	17	150	50	50	50	50
370-860-733	Façade Grant	11,268	61,352	-	-	-	-
370-860-785	Retention Program	2,580	6,250	9,600	4,500	4,500	5,250
370-860-801	Contracted Support Staff	7,128	7,680	9,677	9,677	9,677	9,677
370-860-967	Fringe Benefits	6,355	11,245	12,950	14,250	15,680	17,250
		<u>43,874</u>	<u>103,152</u>	<u>48,767</u>	<u>44,967</u>	<u>46,397</u>	<u>48,717</u>
DESIGN COMMITTEE							
370-861-706	Wages and Salaries	19,536	20,595	20,610	20,610	20,610	20,610
370-861-710	Wages and Salaries - Part time	10,787	9,930	12,500	12,500	12,500	12,500
370-861-726	Supplies	120	650	550	550	550	550
370-861-740.05	Downtown Materials	5,209	27,289	9,630	9,080	4,630	4,630
370-861-801	Contracted Support Staff	18,703	37,887	12,167	12,167	12,167	12,167
370-861-801.16	Public Restroom Program	18,100	18,590	18,290	18,290	18,290	18,290
370-861-803.20	Planning & Design Studies	-	-	-	-	-	-
370-861-803.55	Streetscape Project	1,069,918	1,068,310	-	-	-	-
370-861-803.58	Downtown Cut Through	28,755	787,088	-	-	-	-
370-861-803.59	Signage & Markers Projects	-	75,000	-	-	-	-
370-861-850	Landscape Maintenance & Materials	24,531	56,500	42,500	28,500	28,500	28,500
370-861-920.01	Electrical Service - Town Square	1,742	2,000	2,200	2,200	2,200	2,200
370-861-920.02	Natural Gas Service - Town Square	4,792	5,000	5,500	5,500	5,500	5,500
370-861-920.03	Water & Sewer Service	6,044	5,250	5,500	5,500	5,500	5,500
370-861-950.22	O/T to Major Streets	-	80,000	-	-	-	-
370-861-967	Fringe Benefits (1)	8,323	15,055	17,180	18,795	20,575	22,535
370-861-976.01	Street Furnishings	2,648	20,424	5,693	1,693	1,693	1,693
		<u>1,219,208</u>	<u>2,229,568</u>	<u>152,320</u>	<u>135,385</u>	<u>132,715</u>	<u>134,675</u>

City of Northville Downtown Development Authority
Summary - Line Item Budget Worksheet
Proposed Long Term Plan through 2016

Account #	Classification & Description	2010-11 Actual	2011-12 Proposed	2012-13 Proposed	2013-14 Proposed	2014-15 Proposed	2015-16 Proposed
MARKETING							
370-862-706	Wages and Salaries	17,467	16,475	16,490	16,490	16,490	16,490
370-862-726	Supplies	31	200	100	100	100	100
370-862-784	Downtown Programming & Promotions	10,507	28,400	27,950	27,950	27,950	27,950
370-862-784.10	Construction Marketing	2,280	2,000	-	-	-	-
370-862-801	Contractual services	91,182	117,590	95,197	95,197	95,197	95,197
370-862-801.34	Web Site	1,070	1,072	715	715	715	715
370-862-950.05	O/T to Parks & Recreation	18,000	18,000	18,000	18,000	18,000	18,000
370-862-967	Fringe Benefits (1)	7,112	11,245	12,950	14,250	15,680	17,250
		<u>147,649</u>	<u>194,982</u>	<u>171,402</u>	<u>172,702</u>	<u>174,132</u>	<u>175,702</u>
PARKING							
370-863-706	Wages and Salaries	6,729	6,865	6,870	6,870	6,870	6,870
370-863-726	Supplies	-	50	50	50	50	50
370-863-786	Downtown Parking Program	776	300	300	300	300	300
370-863-801	Contracted Support Staff	3,564	3,840	2,918	2,918	2,918	2,918
370-863-801.93	Parking Structure Maintenance	4,883	3,980	1,480	1,480	1,480	1,480
370-863-950.21	O/T to General Fund	70,387	72,379	99,430	126,540	128,720	130,960
370-863-967	Fringe Benefits (1)	2,771	4,685	5,395	5,930	6,520	7,170
370-863-977.16	Parking Expansion	-	20,000	30,000	-	-	-
		<u>89,110</u>	<u>112,099</u>	<u>146,443</u>	<u>144,088</u>	<u>146,858</u>	<u>149,748</u>
ORGANIZATIONAL							
370-864-706	Wages and Salaries	8,263	8,240	8,245	8,245	8,245	8,245
370-864-710	Wages & Salaries - Part Time	-	-	-	-	-	-
370-864-726	Supplies	2,804	1,575	1,925	1,175	3,175	1,175
370-864-731	Publications	-	38	40	40	40	40
370-864-801	Contracted Support Staff	7,128	7,680	8,755	8,755	8,755	8,755
370-864-801.19	Computer Program Services	2,179	1,689	1,725	1,725	1,725	1,725
370-864-801.45	DDA Boundary Expansion	-	-	-	-	-	-
370-864-802.01	Legal Services	7,601	2,500	2,500	2,500	2,500	2,500
370-864-805	Auditing Services	4,310	4,380	4,380	4,510	4,650	4,790
370-864-900	Printing & Publishing	415	1,546	1,046	1,046	1,046	1,046
370-864-910	Insurance - MMRMA	6,938	9,360	9,640	9,930	10,230	10,540
370-864-920	Utilities	851	1,205	1,205	1,205	1,205	1,205
370-864-950.33	O/T to MMRMA Retention Fund	270	833	833	833	833	833
370-864-956	Contingencies	-	-	-	1,060	2,140	3,220
370-864-958	Memberships & Dues	1,095	1,160	940	940	940	940
370-864-960	Education & Training	-	2,645	1,650	1,650	1,650	1,650
370-864-967	Fringe Benefits (1)	3,354	5,625	6,475	7,120	7,830	8,610
370-864-967.02	Overhead	7,800	8,190	8,600	9,030	9,480	9,950
		<u>53,008</u>	<u>56,666</u>	<u>57,959</u>	<u>59,764</u>	<u>64,444</u>	<u>65,224</u>
DEBT							
370-945-950.49	Transfer to DDA Debt Service Fund	166,900	172,363	171,017	174,185	171,689	173,881
370-945-990.02	Interest Expense - GF Loan	13,200	11,550	9,900	8,250	6,600	4,950
370-945-990.04	Principal Expense - GF Loan	30,000	30,000	30,000	30,000	30,000	30,000
		<u>210,100</u>	<u>313,913</u>	<u>310,917</u>	<u>312,435</u>	<u>308,289</u>	<u>308,831</u>
	Total Expenditures	1,793,611	2,931,757	810,038	792,691	797,325	808,637
	Revenues Over/<Under> Expenditures	140,341	(543,276)	(45,105)	(27,808)	(32,442)	(43,754)
	Beginning Fund Balance	1,029,896	1,170,237	626,961	581,856	554,048	521,606
	Ending Fund Balance	<u>1,170,237</u>	<u>626,961</u>	<u>581,856</u>	<u>554,048</u>	<u>521,606</u>	<u>477,852</u>

Department: Downtown Development Authority		Account Number											
Activity: Revenues		Fund #	Activity #										
Prepared By: Lori Ward		370	Revenues										
Account #	Classification & Description	2010-11 Actual		2011-12 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		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) FY12 thru FY15 still to be calculated	766,114	766,114	783,094	783,094	727,168	727,168	727,168	727,168	727,168	727,168	727,168	727,168
370-000-403.01	DDA Operating Levy Formulas are on main budget document projected boundary expansion revenue	67,537	67,537	68,856	68,856	64,667	64,667	64,667	64,667	64,667	64,667	64,667	64,667
370-000-417	Delinquent Personal Prop Taxes	395	395	910	910	300	300	300	300	300	300	300	300
370-000-418	Property Taxes - Other Reserve - Tax Appeals	(22,328)	(22,328)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
370-000-476.09	Newspaper Rack Registration Fees 24 @ \$27 each	-	-	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	11,400	11,400	-	-	-	-	-	-	-	-
370-000-659.11	Rent Revenue Rental of Town Square	100	100	125	125	150	150	100	100	100	100	100	100
370-000-660.06	Federal Grants (\$685,880 total) MDOT Grant - Streetscape	359,564	359,564	326,316	326,316	-	-	-	-	-	-	-	-
370-000-664	Interest from Investments	6,524	6,524	1,900	1,900	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	7,500	7,500	-	-	-	-	-	-	-	-
370-000-666.09	Façade Grant Program Application Fee \$25 per application	150	150	325	325	-	-	-	-	-	-	-	-
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	-	1,090,855	-	-	-	-	-	-	-	-
	Remaining Bond Proceeds 6/30/11=\$1,089,355 + FY12Interest on Bond Proceeds (\$565	-	-	1,500	1,500	-	-	-	-	-	-	-	-
	Streetscape Project	710,353	710,353	741,994	741,994	-	-	-	-	-	-	-	-
	Walkway Project	28,755	28,755	347,361	347,361	-	-	-	-	-	-	-	-
370-000-699.00	Use of Fund Balance Walkway Project	-	-	311,850	543,276	(45,105)	(45,105)	(27,808)	(27,808)	(32,442)	(32,442)	(43,754)	(43,754)
	General Operations	-	-	231,426	231,426	(45,105)	(45,105)	(27,808)	(27,808)	(32,442)	(32,442)	(43,754)	(43,754)
Total		1,933,952	1,933,952	2,931,757	2,931,757	719,828	719,828	737,075	737,075	732,441	732,441	721,129	721,129

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 FY2013 Budget

Department: Downtown Development Authority		Account Number											
Activity: Revenues		Fund #	Activity #										
Prepared By: Lori Ward		370	Revenues										
Account #	Classification & Description	2010-11 Actual		2011-12 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
Difference (should be zero)		-		-		-		-		-		-	
% Variance from prior year				51.59%		-75.45%		2.40%		-0.63%		-1.54%	

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 FY2013 Budget

Department: Downtown Development Authority		Account Number											
Activity: Revenues		Fund #	Activity #										
Prepared By: Lori Ward		370	Revenues										
Account #	Classification & Description	2010-11 Actual		2011-12 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Total Expenditures	1,793,611	1,793,611	2,931,757	2,931,757	810,038	810,038	792,691	792,691	797,325	797,325	808,637	808,637
	Total Revenues	1,933,952	1,933,952	2,388,481	2,388,481	764,933	764,933	764,883	764,883	764,883	764,883	764,883	764,883
	Use of (Increase to) Fund Balance	(140,341)	(140,341)	543,276	543,276	45,105	45,105	27,808	27,808	32,442	32,442	43,754	43,754
	Difference - should be zero	-	-	-	-	-	-	-	-	-	-	-	-
	Beginning Fund Balance			1,170,237		626,961		581,856		554,048		521,606	
	Projected Ending Fund Balance			1,170,237		626,961		581,856		554,048		521,606	

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2013 Budget

Department: Downtown Development Authority		Account Number											
Activity: Business Mix		Fund #	Activity #										
Prepared By: Lori Ward		370	860										
Account #	Classification & Description	2010-11 Actual		2011-12 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-860-706	Wages and Salaries - Full Time (1) Director 24%	16,526	16,526	16,475	16,475	16,490	16,490	16,490	16,490	16,490	16,490	16,490	16,490
370-860-726	Supplies Paper, folders, meeting supplies	17	17	150	150	50	50	50	50	50	50	50	50
370-860-733	Incentive Programs Façade Grant Program (Cycle 4) Façade Grant Program (Cycle 5) 6th grant cycle (Fall 2011) - Facades 6th grant cycle (Fall 2011) - Tech Assist New grant cycles - Facades Spring 2012 New grant cycles - Tech Assist. Spring 12 New grant cycles - Facades New grant cycles - Tech Assist.	11,268	11,268	642	61,352	-	-	-	-	-	-	-	-
370-860-785	Business Retention Program Walking Map Recruitment Package Speakers/Seminars Table top display Tour the Town Demographic/Market Study	1,748	2,580	1,750	6,250	1,750	9,600	1,750	4,500	1,750	4,500	1,750	5,250
370-860-801.00	Contractual Services R&C Services CMW Services (\$24*32*50) 20% Clerical Assistant (\$12*16*50) 20%	1,246	7,128	-	7,680	-	9,677	-	9,677	-	9,677	-	9,677
370-860-967	Fringe Benefits (1) Per Finance Department	6,355	6,355	11,245	11,245	12,950	12,950	14,250	14,250	15,680	15,680	17,250	17,250
Total		43,874	43,874	103,152	103,152	48,767	48,767	44,967	44,967	46,397	46,397	48,717	48,717
Difference (should be zero)													
% Variance from prior year				135.11%		-52.72%		-7.79%		3.18%		5.00%	

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2013 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 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-706	Wages and Salaries - Full Time (1)		19,536		20,595		20,610		20,610		20,610		20,610
	Director (30%)	19,536		20,595		20,610		20,610		20,610		20,610	
370-861-710	Wages and Salaries - Part Time		10,787		9,930		12,500		12,500		12,500		12,500
	May - Jun (2 x 40 x \$10 x 14)	2,762		3,000									
	Contractual Services	8,025		6,930		12,500		12,500		12,500		12,500	
370-861-726	Supplies		120		650		550		550		550		550
	Meeting supplies	37		150		100		100		100		100	
	Reproduction	-		100		100		100		100		100	
	Catering	83		100		100		100		100		100	
	Printing	-		50		50		50		50		50	
	Ambassadors	-		250		200		200		200		200	
370-861-740.05	Downtown Materials		5,209		27,289		9,630		9,080		4,630		4,630
	Downtown Greenery (Lafer's)	1,670		1,895		2,100		2,100		2,100		2,100	
	Holiday Bows (Garden Club)	600		600									
	LED Tree lights and installation	-		6,760		550		5,000		550		550	
	Decorations in Town Square	1,780		1,781		1,780		1,780		1,780		1,780	
	LED Lights for new Light Poles	220		1,253		200		200		200		200	
	Banner brackets & installation	-		-									
	Downtown Holiday Lighting	939		15,000									
	Halloween Decorations					5,000							
370-861-801.00	Contractual Services		18,703		37,887		12,167		12,167		12,167		12,167
	R&C Services	934		-		-		-		-		-	
	CMW Services (\$24x32*50) 10%	4,412		5,760		3,840		3,840		3,840		3,840	
	Container Plantings (Beautification comm)	-		2,415		2,415		2,415		2,415		2,415	
	WIFI Service - TDS (\$325/month)	3,915		3,900		5,000		5,000		5,000		5,000	
	Electrical Repairs	3,989											
	Pavillior Repair to Scrollwork	1,690											
	New Hire Physicals (\$81/hire)	252		162		162		162		162		162	
	Irrigation Repairs	3,311											
	Sprinkler Winterization	-		650		650		650		650		650	
	Umbrella Repairs	-		-		100		100		100		100	
	Installation of Sound System in Town Square	-		25,000									
	Misc	200											
370-861-801.16	Public Restroom Program		18,100		18,590		18,290		18,290		18,290		18,290
	Rent/Maintenance (\$3,975/quarter)	17,900		17,700		17,400		17,400		17,400		17,400	
	Water (\$66/bi-monthly)	200		390		390		390		390		390	
	Special Event Use			500		500		500		500		500	
				-		-		-		-		-	
370-861-803.20	Planning & Design Studies		-		-		-		-		-		-
	Planning	-		-		-		-		-		-	
370-861-803.55	Sidewalk & Landscape Replacement		1,069,918		1,068,310		-		-		-		-

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2013 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 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Construction Project - MDOT	821,138		756,122		-		-		-		-	
	Additional Scope of Work	-		115,710		-		-		-		-	
	Design - JJR Phase II	25,403		5,081		-		-		-		-	
	Construction Management & Testing - AEW	206,117		11,234		-		-		-		-	
	Easements and Recording Easements	193		-		-		-		-		-	
	Construction Contingency	17,067		167,820		-		-		-		-	
	AEW Additional Scope of Work	-		12,343		-		-		-		-	
370-861-803.58	Downtown Cut Through	-	28,755		787,088		-		-		-		-
	Construction Costs	-		708,000		-		-		-		-	
	Cooper Design - Const. Admin	26,036		10,190		-		-		-		-	
	Cooper Design - Bidding & Award Svcs	-		2,498		-		-		-		-	
	Environmental Remediation	-		10,000		-		-		-		-	
	Survey Costs	2,719		-		-		-		-		-	
	Contingency	-		35,400		-		-		-		-	
	Inspection	-		21,000		-		-		-		-	
370-861-803.59	Signage and Markers Projects		-		75,000		-		-		-		-
	MDOT signage	-		-		-		-		-		-	
	Downtown signage	-		75,000		-		-		-		-	
	Historic Markers Project	-		-		-		-		-		-	
370-861-850	Landscape Maintenance & Materials		24,531		56,500		42,500		28,500		28,500		28,500
	Bulb Planting	-		5,000									
	Annuals & perennials	20,961		20,000		27,500		27,500		27,500		27,500	
	Landscape Replacement	751		-									
	Tree Replacement	-		500		15,000		1,000		1,000		1,000	
	Other	895		1,000									
	Landscaping on Hutton Dulap Curve, MAC	1,924		30,000		-		-		-		-	
370-861-920.01	Electrical Service		1,742		2,000		2,200		2,200		2,200		2,200
	Electrical Service - Town Square	1,742		2,000		2,000		2,000		2,000		2,000	
	Cable	-											
	Walkway					200		200		200		200	
370-861-920.02	Natural Gas Service		4,792		5,000		5,500		5,500		5,500		5,500
	Heat Melt System & Fire Pits - Town Square	4,792		5,000		5,000		5,000		5,000		5,000	
	Boiler License	-											
	Walkway					500		500		500		500	
370-861-920.030	Water and Sewer Service		6,044		5,250		5,500		5,500		5,500		5,500
	Town Square, 120 W Main, Hutton Park	4,242		5,250		5,250		5,250		5,250		5,250	
	Marc Dutton - Maintenance/Repair	1,802		-		-		-		-		-	
	Walkway	-				250		250		250		250	
370-861-950.22	O/T to Major Streets		-		80,000		-		-		-		-
	Beal St Bridge Sidewalks & Decorative Lighting	-		20,000		-		-		-		-	

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2013 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 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed			
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total		
	Center Street Resurfacing	-		60,000		-		-		-		-			
370-861-967	Fringe Benefits (1)		8,323		15,055		17,180		18,795		20,575		22,535		
	Director - (FY10 includes DPW)	8,323		14,060		16,185		17,800		19,580		21,540			
	Part-time maintenace	-		995		995		995		995		995			
370-861-976.01	Street Furnishings		2,648		20,424		5,693		1,693		1,693		1,693		
	Newsrack decals	-		143		143		143		143		143			
	Signage - Directory	1,233		1,300		1,300		1,300		1,300		1,300			
	Light Fixtures	-		17,481		4,000									
	Umbrella Parts	-		1,500		250		250		250		250			
	Restroom Signage	-													
	Town Square Decorative Lighting														
	Misc	1,415													
Total		1,219,208	1,219,208	2,229,568	2,229,568	152,320	152,320	135,385	135,385	132,715	132,715	134,675	134,675		
	Difference (should be zero)														
	% Variance from prior year				82.87%		-93.17%		-11.12%		-1.97%		1.48%		

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2013 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 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-706	Wages and Salaries - Full Time (1)		17,467		16,475		16,490		16,490		16,490		16,490
	Director - 24%	17,467		16,475		16,490		16,490		16,490		16,490	
370-862-726	Supplies		31		200		100		100		100		100
	Meeting Supplies	-		150		100		100		100		100	
	Meeting Catering	31		50		-		-		-		-	
370-862-784	Downtown Programming & Promotions		10,507		28,400		27,950		27,950		27,950		27,950
	Downtown Promotions	-		8,000		-		-		-		-	
	Port-a-potty (\$150 * 3)	167		450		450		450		450		450	
	Other Promotional Events	2,582		-		-		-		-		-	
	Northville Chamber of Commerce	3,500		7,500		7,500		7,500		7,500		7,500	
	Buy Michigan Now Festival	2,500		5,000		5,000		5,000		5,000		5,000	
	NCBA	1,758		2,500		2,500		2,500		2,500		2,500	
	Halloween Promotions			4,950		2,500		2,500		2,500		2,500	
	Concours deElegance					2,500		2,500		2,500		2,500	
	Christmas Market					2,500		2,500		2,500		2,500	
	Insurance for Events					5,000		5,000		5,000		5,000	
370-862-784-01	Construction Marketing		2,280		2,000		-		-		-		-
	Construction Tool Kit	480		-		-		-		-		-	
	Adverstising	1,800		2,000		-		-		-		-	
370-862-801.00	Contractual Services		91,182		117,590		95,197		95,197		95,197		95,197
	R & C Services	2,180		-		-		-		-		-	
	CMW Services (50%)	10,294		13,440		19,200		19,200		19,200		19,200	
	Clerical Assistant (20%)					1,997		1,997		1,997		1,997	
	Graphic Design	2,655		10,000		6,000		6,000		6,000		6,000	
	PR Services	26,000		30,000		21,000		21,000		21,000		21,000	
	Movies at the Marquis	11,000		12,150									
	Advertising - misc	2,500											
	Radio	20,175		30,000		20,000		20,000		20,000		20,000	
	Print	14,796		10,000		17,000		17,000		17,000		17,000	
	Direct Mail	352		7,000		2,000		2,000		2,000		2,000	
	Internet	-		2,500		3,000		3,000		3,000		3,000	
	Cable	1,230		2,500		5,000		5,000		5,000		5,000	
	.												
370-862-801.34	Web Site		1,070		1,072		715		715		715		715
	Accunet	395		355		355		355		355		355	
	Mail Chimp	328		360		360		360		360		360	
	Film Firendly Web Site	347		357									
370-862-950.05	O/T to Parks & Recreation		18,000		18,000		18,000		18,000		18,000		18,000
	Tunes on Tuesday	6,000		6,000		6,000		6,000		6,000		6,000	
	Friday Night Concerts	12,000		12,000		12,000		12,000		12,000		12,000	
370-862-967	Fringe Benefits (1)		7,112		11,245		12,950		14,250		15,680		17,250
	Per Finance Department	7,112		11,245		12,950		14,250		15,680		17,250	

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2013 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 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
Total		147,649	147,649	194,982	194,982	171,402	171,402	172,702	172,702	174,132	174,132	175,702	175,702
Difference (should be zero)				-		-		-		-		-	
% Variance from prior year				32.06%		-12.09%		0.76%		0.83%		0.90%	

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2013 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 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		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	6,865	6,865	6,870	6,870	6,870	6,870	6,870	6,870	6,870	6,870
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	50	300	50	300	50	300	50	300
370-863-801.00	Contractual Services R&C Services CMW Services (5%) Clerical Assistant (10%)	624	3,564	-	3,840	-	2,918	-	2,918	-	2,918	-	2,918
370-863-801.93	Parking Structure Maintenance Painting Window Washing Repair	-	4,883	2,500	3,980	1,480	1,480	1,480	1,480	1,480	1,480	1,480	1,480
370-863-950.21	O/T to General Fund Parking Deck Maintenance Snow Removal (to keep parking spaces open) Street Lighting & Parking Lot Electrical	-	70,387	-	72,379	-	99,430	-	126,540	-	128,720	-	130,960
370-863-967	Fringe Benefits (1) Per Finance Department	-	2,771	4,685	4,685	5,395	5,395	5,930	5,930	6,520	6,520	7,170	7,170
370-863-977.16	Parking Expansion Marquis Parking Lot Site Improvements	-	-	20,000	20,000	30,000	30,000	-	-	-	-	-	-
Total		89,110	89,110	112,099	112,099	146,443	146,443	144,088	144,088	146,858	146,858	149,748	149,748
Difference (should be zero)		-		-		-		-		-		-	
% Variance from prior year				25.80%		30.64%		-1.61%		1.92%		1.97%	

FY2010 Budget
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2013 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 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-706	Wages and Salaries - Full Time (1) Director - 12%	8,263	8,263	8,240	8,240	8,245	8,245	8,245	8,245	8,245	8,245	8,245	8,245
370-864-710	Wages and Salaries - Part Time Intern(s) Stipend(s)	-	-	-	-	-	-	-	-	-	-	-	-
370-864-726	Supplies		2,804		1,575		1,925		1,175		3,175		1,175
	Meeting Supplies	932		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		250		250		250		250		250	
	New PC - (Catherine FY11; Both in FY 15)	537		-		-		-		2,000		-	
	Laptop	774		-		750		-		-		-	
	Office Furniture	316		500									
	Meetings Catering	63				100		100		100		100	
370-864-731	Publications		-		38		40		40		40		40
	Northville Record	-		38		40		40		40		40	
370-864-801.00	Contractual Services		7,128		7,680		8,755		8,755		8,755		8,755
	R&C Services	1,246		-		-		-		-		-	
	CMW Services (15%)	5,882		7,680		5,760		5,760		5,760		5,760	
	Clerical Assistant (30%)					2,995		2,995		2,995		2,995	
370-864-801.19	Computer Program Services		2,179		1,689		1,725		1,725		1,725		1,725
	Computer Repair Service	470		270		270		270		270		270	
	Comcast DSL (\$67/mo, increased Dec 11)	704		769		805		805		805		805	
	Gracon Assistance w/ pc's (\$95/hr)	667		300		300		300		300		300	
	Gracon Annual Support - Servers	338		350		350		350		350		350	
370-864-801.45	DDA Boundary Expansion		-		-		-		-		-		-
	Amended and restated plan	-		-		-		-		-		-	
	Legal & Consulting fees	-		-		-		-		-		-	
	Printing, Publishing, Notice Fees	-		-		-		-		-		-	
370-864-802.01	Legal Services		7,601		2,500		2,500		2,500		2,500		2,500
	General Legal Fees	7,601		2,500		2,500		2,500		2,500		2,500	
370-864-805	Auditing Services		4,310		4,380		4,380		4,510		4,650		4,790
	Plante & Moran - Per Finance Department	4,310		4,380		4,380		4,510		4,650		4,790	
370-864-900	Printing & Publishing		415		1,546		1,046		1,046		1,046		1,046
	Notecards/Envelopes/Labels	61		1,000		500		500		500		500	
	DDA Annual Report in Newspaper	354		500		500		500		500		500	
	Slide and Photo Processing	-		46		46		46		46		46	
	Bid Notices	-		-		-		-		-		-	

FY2010 Budget
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2013 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 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-910	Insurance - MMRMA	-	6,938		9,360		9,640		9,930		10,230		10,540
	Per Schedule	6,938		9,360		9,640		9,930		10,230		10,540	
370-864-920	Utilities		851		1,205		1,205		1,205		1,205		1,205
	\$30 mo reimbursement via payroll	360		360		360		360		360		360	
	AT&T phone & fax lines (\$35.13/mo x 2)	491		845		845		845		845		845	
370-864-950.33	O/T to MMRMA Retention Fund		270		833		833		833		833		833
	Per Finance Department	270		833		833		833		833		833	
370-864-956	Contingencies	-	-		-		-		1,060		2,140		3,220
	Wage Adjustments - Per Finance Department	-		-		-		680		1,370		2,060	
	CMW Services	-		-		-		380		770		1,160	
370-864-958	Memberships & Dues		1,095		1,160		940		940		940		940
	APA	220		220									
	MDA	400		400		400		400		400		400	
	NCBA	-		50		50		50		50		50	
	Chamber of Commerce	225		240		240		240		240		240	
	NTHP - National Main Street Center	250		250		250		250		250		250	
370-864-960	Education & Training	-	-		2,645		1,650		1,650		1,650		1,650
	Travel - mileage and parking	-		600		500		500		500		500	
	Meals	-		200		150		150		150		150	
	Conference Fees	-		845		500		500		500		500	
	Chamber Luncheon	-											
	Hotel Expenses	-		1,000		500		500		500		500	
370-864-967	Fringe Benefits (1)		3,354		5,625		6,475		7,120		7,830		8,610
	Per Finance Department	3,354		5,625		6,475		7,120		7,830		8,610	
370-864-967.02	Overhead		7,800		8,190		8,600		9,030		9,480		9,950
	Per Finance Department	7,800		8,190		8,600		9,030		9,480		9,950	
Total		53,008	53,008	56,666	56,666	57,959	57,959	59,764	59,764	64,444	64,444	65,224	65,224
Difference (should be zero)													
% Variance from prior year					6.90%		2.28%		3.11%		7.83%		1.21%

City of Northville
Line Item Budget Worksheet - Details of Supplies, Services and Charges
FY2013 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 Proposed		2012-13 Proposed		2013-14 Proposed		2014-15 Proposed		2015-16 Proposed	
		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	172,363	172,363	171,017	171,017	174,185	174,185	171,689	171,689	173,881	173,881
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
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
Total		210,100	210,100	213,913	213,913	210,917	210,917	212,435	212,435	208,289	208,289	208,831	208,831
Difference (should be zero)		-		-		-		-		-		-	
% Variance from prior year				1.81%		-1.40%		0.72%		-1.95%		0.26%	

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 FY2013 Budget

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