

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
Tuesday, January 15, 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 November 20, 2012 (Attachment 4.a)
 - b. Minutes of DDA Meeting of December 18, 2012 (Attachment 4.b)
 - c. December 2012 Financial Statement (Attachment 4.c)
 - d. December 2012 Invoice Report (Attachment 4.d)
 - e. December PR Summary (Attachment 4.e)
5. Goals and Objectives Update (Attachment 5)
6. Strategic Plan Update Presentation – Lori Ward
7. Committee Information and Updates
 - a. Design Committee – Greg Presley (Attachment 7.a)
 - i. Land Committee – Poole’s Tavern
 - b. Marketing Committee – Margene Buckhave
 - i. Concours d’Elegance – July 27, 2013
 - c. Business Mix Committee – Mary Starring
 - d. Parking Committee – John Casey
 - e. Organizational Committee – Carolann Ayres
8. Future Meetings / Important Dates
 - a. First Friday Experience – February 1, 2013
 - b. Marketing Committee Meeting – February 6, 2013
 - c. Executive Committee Meeting – February 11, 2013
 - d. NCBA Meeting – February 12, 2013
 - e. Design Committee Meeting – February 14, 2013
 - f. Parking Committee Meeting – February 14, 2013
 - g. February DDA Board Meeting – February 19, 2013
 - h. Business Mix Committee Meeting – February 21, 2013
9. Board and Staff Communications
10. Adjournment

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of November 20, 2012
Meeting Room - 8:00 AM

The regular meeting of the DDA Board was called to order at 8:09 a.m.

ROLL CALL

Present: *Chair Greg Presley, John Casey, Shawn Riley, Chris Johnson, Margene Buckhave*

Absent: *Carolann Ayers, excused, Lynda Heaton, excused, Mary Starring, excused, Jim Long, excused*

Also Present: *City Manager/Patrick Sullivan, DDA Director/Lori Ward, Fred Sheill, DDA Marketing-Communications Coordinator/Christa Williams, DDA Planning Coordinator/Kate Knight, Sandi Wiktorowski, City Finance, Chris Jones, Plante Moran, Jerry Mittman, Lonnie Huhman*

AUDIENCE COMMENTS

Sheill shared concerns regarding the trash receptacles on Mary Alexander Court. Pedestrians are unable to walk down the sidewalk due to the location of the receptacles. Per Fred, the DDA spent a great deal of money improving the area, and it's an eyesore. Ward asked Jim Gallogly, DPW Director, to set up a meeting with Waste Management. Foundations for a larger enclosure were poured during the streetscape project so, it is possible to expand the enclosures. In addition, staff is exploring the installation of rolling gates to screen the dumpsters.

October in the Ville was a success, despite the weather. Two skeletons were stolen, and a police report has been filed. The parade and retail trick-or-treating was a huge success.

APPROVAL OF AGENDA AND CONSENT AGENDA

Ward asked to add Zoo Millage update as agenda item 6.e.i

Consent agenda as follows:

- Minutes for October 2012
- Financial Statement of October 2012
- Invoice Report October 2012
- PR Summary September - October 2012
-

Motion by Riley, seconded by Casey, to approve the agenda with the addition of the Zoo Millage update. **Motion carried unanimously.**

AUDIT

DDA Audit presentation was made by Chris Jones from Plante Moran. Jones stated that the financial reports are prepared and presented by the City's financial team and are presented to Plante Moran. The DDA assets are approximately \$1.3 million, with total liabilities of approximately \$500,000. This provided with \$800,000 equity for the DDA. Pressley asked if the end balance was more or less than what

was expected. More than what was budgeted, which could be that some larger projects were not completed. Jones stated that the equity balance puts the DDA in a good position to still do larger projects moving forward. Jones also noted that additional revenue has come in from grants, specifically MDOT, and the revenues have been matching expenses.

Additional information was presented to the DDA by Finance Director Sandi Wiktorowski including: the annual report, proof of notification and bond proceed summary.

Motion Riley, seconded Johnson, to accept the audit report and support documentation. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATES

Design Committee-Greg Presely

Streetscape Project – Brick cross walks were installed and completed by November 1, 2012. Noted there are a few flawed bricks which need to be tamped down. Team is working on remainder of the punch-list items in order to close out the project. Final MDOT inspection will follow.

DDA staff will be assessing street furnishings over the winter. Additional trash receptacles will be purchased, and several issues concerning accessibility will be addressed. The trees will be added to the raised planters this spring following MDOT project closeout. These final items will conclude the Streetscape Project.

Comerica Community Connection Project – Was expecting a revised schedule from Bernco, but it did not arrive. Once received, Ward will forward the schedule to the Board. The Contractor was able to salvage enough brick to complete the front façade on the inside as well as the façade on the outside. The only exterior new brick will be the rear façade, which will be a painted façade. The windows are due to be delivered on-sight 12/6/2012. Bernco is hoping to be done by the end of the year.

The delay in the Connection project has impacted the parking lot repaving plaza projects, which have been postponed until spring. There is a 20" grade difference between the north end of the Connection and the existing grade. A temporary ramping system will be constructed by DPW until the exterior work is scheduled this spring. Over the winter, work on the front projecting sign and the design of the interior banner system and wall murals will take place. The Design Committee is slated to meet December 13, 2012, regarding the Connection project, the plaza, the alleyway and the wayfinding system throughout the downtown.

Staff is working with DTE to ensure there is an accurate count of the lights in the downtown. Lights that were converted to induction lighting are all metered and should be billed for usage only. Staff is also working on technology upgrades to Town Square and the streetscape that include the addition of security cameras, expanded WiFi, and a sound system.

Marketing Committee

Girls' Night Out was NO was held on November 9, 2012 and was a great success. November 24, 2012, is Small Business Saturday and is designed to encourage shoppers to support local small rather than big box retailers. December 1st and 2nd is the first Winter Market in Downtown Northville. The event includes ice carving, juried artists, carousel, specialty foods, reindeer, horse & carriage rides.

A small working group is continuing to meet regarding the Summer Concert series. Efforts are underway to elevate the quality of the entertainment and to introduce a hospitality tent on limited concert nights. DDA staff is working with Parks & Recreation, the Chamber of Commerce and JAG Entertainment.

Business Mix Committee

The next meeting is scheduled for December 20, 2012.

Parking Committee

The owner of the UPS store has asked for time limited parking on the first floor of the Cady parking deck and that the signs which state 'compact cars only' be removed. DPW has removed the compact cars only signs, and restriped the lot to accommodate all size vehicles. In addition, the owner of 120 West Main Street requested that the row of parking to the north of 120 West Main be restricted to one hour parking (it is currently three hour parking). The Parking Committee concurred.

Motion Johnson, seconded Casey, to present to City Council a request to change the TCO at 120 W. Main for the parking spots directly behind the building from three hour to one hour parking. **Motion carried unanimously.**

Organizational

Wayne County has challenged the City's authority to collect Zoo Millage. Legal counsel, it was determined the zoo was not exempt, and taxes were continued to be captured. There are currently 19 communities within Wayne County who are continuing to collect this millage. The 19 communities in Wayne County that are continuing to capture the zoo millage have met and banned together to challenge the zoo millage collection. The concern isn't the amount of lost revenue, but rather the precedent this action would set. This could open the door to other taxing jurisdictions (i.e. DIA) trying to exempt their millage from capture. The law firm Monaghan, P.C. has been retained by to represent the City of Dearborn Heights. Monaghan has offered to represent all 19 communities in the legal challenge. All communities interested in joining in the legal challenge are asked to provide a \$2,500 retainer. Additional costs of legal services will be billed on a percentage basis based on the amount each community captures of the zoo millage revenue.

Motion Johnson, seconded Casey that the DDA consent to the \$2,500 retainer for legal counsel to the law firm of Monaghan, P.C. should City Council decide to join in the legal challenge. **Motion carried unanimously.**

Board and Staff Communications

No Report

Meeting adjourned at 9:20am.

Respectfully submitted,

Christa Williams
DDA Marketing & Communications Coordinator

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of December 18, 2012
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, Shawn Riley, Chris Johnson, Margene Buckhave, Lynda Heaton, Carolanne Ayers, Mary Starring*

Absent: *Jim Long, excused*

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

AUDIENCE COMMENTS

Presley thanked Huhman for the article in the *Northville Record* garnering new participation for the Design Committee.

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda as follows:

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

Motion by Johnson, seconded by Casey, to approve the agenda with the approval of the November meeting minutes moved to the January 2013 meeting. **Motion carried unanimously.**

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

The 2012-13 Proposed DDA Goals and Objectives were presented by Presley asked to have comments/suggestions from the brainstorming session, held on 12/13/2012, included in the Goals & Objectives. The proposed Goals & Objectives go to City Council in January 2013.

COMMITTEE UPDATES

Design Committee

A volunteer Design Committee meeting was held 12/13/2012. It was well attended by the community. A meeting structure has been established for the Design Committee in the first quarter of 2013. They will meet the second Tuesday of the month. The intent is to discuss a narrow band of topics in an effort to narrow down the ideas shared at the 12/13/2012 meeting.

Comerica Community Connection Project - Windows are in, the front façade of the walkway, the windows to the bank, and most of the back windows are installed. The crew is wrapping up the interior of the bank, with the hope that it is completed by Christmas. Cornice has been installed, and the wooden storefront is being constructed. The steel canopy is installed. The heat-melt system needs to be installed.

Delay occurring with columns which won't arrive on-site until first of January. Probably won't be until the end of January before the walkway is open.

Electrical Meter Update – Staff met with the owners, Singh, the week of December 10th. City is in the process of transferring over electrical service for the walkway, the elevator from the garage, and the MainCentre building to Singh's service. This should be completed by the end of the year. Staff also discussed the ground lease between the City and Singh for outdoor dining. The lease will need to be updated in early 2013.

Poole's Land Committee – The Committee is comprised of Carolann Ayers, Shawn Riley, Ryan McKindles, and Chris Johnson. The members were given reference materials, drawings of the property and appraisal information. The Committee was also charged with determining what should be done with the land – whether it should be sold to Poole's or retained by the city and to determine what is in the public's best interest. Next meeting scheduled for 12/20/2012.

Marketing Committee

Winter Market – First year of the event. Good weekend overall. Overall review of the event will occur at the Committee's January 2013 meeting.

Business Mix Committee

No report. The Committee is scheduled to meet on December 20, 2012.

Parking Committee

The Committee met 12/13/2012 and discussed the parking situation on West Main Street. The Committee agreed to wait three months to determine the true need for any parking changes based on the opening of the Garage Grill. Fred Sheill is collecting weekend and evening parking occupancy counts. DPW is collecting weekday parking counts. Johnson reported that City Council took action to add a "no right turn" sign at the Garage Grill parking lot exit on High Street.

Organizational Committee

No report.

COMMUNICATION

Board and Staff Communications

The DDA has received numerous requests to reinstate the Movies at the Marquis. It will be reviewed during the budgeting process and determined if it is feasible to bring the series back..

Meeting adjourned at 8:49a.m.

Respectfully submitted,

Christa Williams
DDA Marketing & Communications Coordinator

PERIOD ENDING 12/31/2012

DECEMBER 2012 BENCHMARK 50%

GL NUMBER	DESCRIPTION	2012-13	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2012 NORM (ABNORM)	MONTH 12/31/2012 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - Downtown Development Authority							
Revenues							
Dept 000							
PROPERTY TAXES							
370-000-403.000	Current Property Taxes	727,582.00	727,582.00	627,059.46	0.00	100,522.54	86.18
370-000-403.010	DDA Operating Levy	64,683.00	64,683.00	57,709.06	696.87	6,973.94	89.22
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	121.93	0.00	178.07	40.64
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	762,565.00	665,617.74	696.87	96,947.26	87.29
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	150.00	175.00	25.00	(25.00)	116.67
	COMMUNITY CENTER REVENUES	150.00	150.00	175.00	25.00	(25.00)	116.67
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	934.89	1,104.96	1,065.11	46.74
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	0.00	150.00	0.00	(150.00)	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	2,000.00	1,084.89	1,104.96	915.11	54.24
FUND BALANCE RESERVE							
370-000-699.010	Approp Of Prior Year's Surplus	44,675.00	44,675.00	0.00	0.00	44,675.00	0.00
	FUND BALANCE RESERVE	44,675.00	44,675.00	0.00	0.00	44,675.00	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	0.00	327,069.00	327,069.00	(327,069.00)	100.00

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PERIOD ENDING 12/31/2012

DECEMBER 2012 BENCHMARK 50%

GL NUMBER	DESCRIPTION	2012-13	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2012 NORM (ABNORM)	MONTH 12/31/2012 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	17,180.00	8,592.30	1,453.29	8,587.70	50.01	
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	152,320.00	568,736.42	77,472.12	(416,416.42)	373.38	
Dept 862-Marketing								
370-862-706.000	Wages - Regular Full Time	16,490.00	16,490.00	8,453.04	2,176.49	8,036.96	51.26	
370-862-726.000	Supplies	100.00	100.00	33.61	33.61	66.39	33.61	
370-862-784.000	Downtown Programming & Promo	27,950.00	27,950.00	26,106.39	2,945.81	1,843.61	93.40	
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	95,197.00	39,181.67	7,825.00	56,015.33	41.16	
370-862-801.340	City Web Site	715.00	715.00	1,495.00	0.00	(780.00)	209.09	
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	0.00	3,798.00	1,688.40	(3,798.00)	100.00	
370-862-950.050	O/T to Parks & Recreation	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00	
370-862-967.000	Fringe Benefits	12,950.00	12,950.00	6,323.71	1,162.63	6,626.29	48.83	
Total Dept 862-Marketing		171,402.00	171,402.00	85,391.42	15,831.94	86,010.58	49.82	
Dept 863-Parking								
370-863-706.000	Wages - Regular Full Time	6,870.00	6,870.00	3,260.53	906.86	3,609.47	47.46	
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	2,918.00	57.00	0.00	2,861.00	1.95	
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	0.00	1,209.60	576.00	(1,209.60)	100.00	
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	49,714.98	8,285.83	49,715.02	50.00	
370-863-967.000	Fringe Benefits	5,395.00	5,395.00	2,342.38	484.42	3,052.62	43.42	
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	146,443.00	57,555.49	10,253.11	88,887.51	39.30	
Dept 864-Organizational								
370-864-706.000	Wages - Regular Full Time	8,245.00	8,245.00	4,487.95	1,088.23	3,757.05	54.43	
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	0.00	12.78	10.53	(12.78)	100.00	
370-864-731.000	Publications	40.00	40.00	44.77	0.00	(4.77)	111.93	
370-864-801.000	Contractual Services	8,755.00	8,755.00	336.25	0.00	8,418.75	3.84	
370-864-801.190	Computer Program Services	1,725.00	1,725.00	2,462.20	0.00	(737.20)	142.74	
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	0.00	604.80	288.00	(604.80)	100.00	
370-864-802.300	Contracted Marketing Services	0.00	0.00	1,266.00	562.80	(1,266.00)	100.00	
370-864-805.000	Auditing Services	4,380.00	4,380.00	4,211.00	0.00	169.00	96.14	
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	9,640.00	5,192.00	1,010.00	4,448.00	53.86	
370-864-920.000	Utilities	1,205.00	1,205.00	461.04	100.26	743.96	38.26	

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PERIOD ENDING 12/31/2012

DECEMBER 2012 BENCHMARK 50%

GL NUMBER	DESCRIPTION	2012-13	2012-13	END BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2012 NORM (ABNORM)	MONTH 12/31/2012 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - Downtown Development Authority							
Expenditures							
370-864-950.330	Oper Tsfr to Insurance Retention Fund	833.00	833.00	0.00	0.00	833.00	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	940.00	850.00	0.00	90.00	90.43
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	6,475.00	3,030.26	581.29	3,444.74	46.80
370-864-967.020	Overhead - Admin & Records	8,600.00	8,600.00	4,300.02	716.67	4,299.98	50.00
Total Dept 864-Organizational		57,959.00	57,959.00	30,979.51	4,357.78	26,979.49	53.45
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	810,038.00	850,243.63	115,663.39	(40,205.63)	104.96
Fund 370:							
TOTAL REVENUES		810,038.00	810,038.00	993,946.63	328,895.83	(183,908.63)	122.70
TOTAL EXPENDITURES		810,038.00	810,038.00	850,243.63	115,663.39	(40,205.63)	104.96
NET OF REVENUES & EXPENDITURES		0.00	0.00	143,703.00	213,232.44	(143,703.00)	100.00

POST DATES 12/01/2012 - 12/31/2012
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND 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	ERNIE ZACK	BAP PHYSICAL ASSISTANCE GRANT CYCLE 8	3,000.00	82235
370-860-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONSULTING SERVICES	192.00	81971
370-860-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONSULTING SERV.	192.00	82133
370-860-802.200	Contracted Planning Services	KATHERINE KNIGHT	CONTRACT SERVICES	192.00	82226
370-860-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	CONTRACT SERVICES FOR MARKETING	177.60	81970
370-860-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MONTHLY MARKETING CONSULTING SERV.	193.20	82132
370-860-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MARKETING CONSULTING	192.00	82225
Total For Dept 860 Business Mix Committee				4,138.80	
Dept 861 Design Committee					
370-861-740.050	Downtown Materials	BEGONIA BROTHERS RETAIL	HALLOWEEN DECORATIONS AND INSTALLATION	510.00	81943
370-861-740.050	Downtown Materials	HOME DEPOT CREDIT SERVICES	SUPPLIES	203.02	81956
370-861-740.050	Downtown Materials	IMAGINE LANDSCAPES	WINTER PLANTER PLANTINGS	3,753.00	82136
370-861-740.050	Downtown Materials	IMAGINE LANDSCAPES	WINTER PLANTER PLANTINGS	1,040.00	82136
370-861-740.050	Downtown Materials	HOME DEPOT CREDIT SERVICES	ACCT 6035 3225 0243 3554	109.85	82206
370-861-801.000	Contractual Services	JIM FISHER HANDYMAN INC	ELECTRICAL REPAIR	245.00	82012
370-861-801.000	Contractual Services	LONG MECHANICAL SERVICE, I	GAS PIT REPAIR	135.00	82102
370-861-801.000	Contractual Services	GRAPHIC VISIONS INC.	TOWN SQUARE SCROLL REPAIR	285.00	82201
370-861-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONSULTING SERVICES	480.00	81971
370-861-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONSULTING SERV.	480.00	82133
370-861-802.200	Contracted Planning Services	KATHERINE KNIGHT	CONTRACT SERVICES	480.00	82226
370-861-803.580	Downtown Walk Through Project	COOPER DESIGN INC	CUT THROUGH CONSTRUCTION ADMIN	509.50	81994
370-861-803.580	Downtown Walk Through Project	BERNCO, INC.	PAYMENT #11 - WALKWAY PROJECT	62,371.36	82126
370-861-850.000	Landscape Maintenance	BEGONIA BROTHERS RETAIL	FALL PLANTINGS	2,179.00	82097
370-861-920.010	Electric Power	DTE ENERGY	MONTHLY BILL FOR TOWN SQUARE	171.19	82013
370-861-920.010	Electric Power	DTE ENERGY	MONTHLY BILL TOWN SQUARE	214.32	82187
370-861-920.020	Natural Gas	CONSUMERS ENERGY	GAS USAGE FOR NOV 3 - DEC 6, 2012	83.45	500117
Total For Dept 861 Design Committee				73,249.69	
Dept 862 Marketing					
370-862-726.000	Supplies	LORI WARD	SUPPLIES FOR WINTER MARKET	25.17	81958
370-862-726.000	Supplies	OFFICE DEPOT	28571763 CARD STOCK	8.44	81986
370-862-784.000	Downtown Programming & Promo	BEGONIA BROTHERS RETAIL	WINTER MARKET ARTISAN TENT	750.00	82018
370-862-784.000	Downtown Programming & Promo	SENTINEL SECURITY	SECURITY WINTER MARKET	160.00	82127
370-862-784.000	Downtown Programming & Promo	CHRISTA SHOPS FOR YOU LLC	SUPPLIES FOR SANTA HOUSE	20.00	82132
370-862-784.000	Downtown Programming & Promo	RICHARD PAUL & ASSOCIATES	ENTERTAINMENT FOR WINTER MARKET	2,700.00	82065
370-862-801.000	Contractual Services	WDVD 96.3 DETROIT	DECEMBER RADIO BUY	3,600.00	81915
370-862-801.000	Contractual Services	JEANNE A. MICALLEF	MONTHLY PR SERVICES	2,500.00	81916
370-862-801.000	Contractual Services	SUSANNE DUDZIK DEYOUNG	GRAPHICS WINTER MARKET	75.00	81991
370-862-801.000	Contractual Services	JEANNE A. MICALLEF	PR SERVICES	1,500.00	81992
370-862-801.000	Contractual Services	SARAH KENNEDY	NEWSLETTER - GRAPHIC DESIGN	150.00	82141
370-862-801.340	City Web Site	LORI WARD	MONTHLY MAIL CHIMP	30.00	82344
370-862-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	CONTRACT SERVICES FOR MARKETING	532.80	81970
370-862-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MONTHLY MARKETING CONSULTING SERV.	579.60	82132
370-862-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MARKETING CONSULTING	576.00	82225
Total For Dept 862 Marketing				13,207.01	
Dept 863 Parking					
370-863-801.000	Contractual Services	FRED SHEILL	PARKING CONTRACT SERVICES	352.50	82352
370-863-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONSULTING SERVICES	192.00	81971

POST DATES 12/01/2012 - 12/31/2012
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 370 Downtown Development Authority					
Dept 863 Parking					
370-863-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONSULTING SERV.	192.00	82133
370-863-802.200	Contracted Planning Services	KATHERINE KNIGHT	CONTRACT SERVICES	192.00	82226
Total For Dept 863 Parking				928.50	
Dept 864 Organizational					
370-864-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONSULTING SERVICES	96.00	81971
370-864-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONSULTING SERV.	96.00	82133
370-864-802.200	Contracted Planning Services	KATHERINE KNIGHT	CONTRACT SERVICES	96.00	82226
370-864-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	CONTRACT SERVICES FOR MARKETING	177.60	81970
370-864-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MONTHLY MARKETING CONSULTING SERV.	193.20	82132
370-864-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MARKETING CONSULTING	192.00	82225
370-864-910.000	Liability & Property Ins Pool	MICHIGAN MUNICIPAL RISK	MMRMA CONTRIBUTION 7/1/12-6/30/13 3RDPM	1,010.00	81942
370-864-920.000	Utilities	AT&T	PHONE SERVICE - 11/5/12-12/4/12	70.26	82086
Total For Dept 864 Organizational				1,931.06	
Total For Fund 370 Downtown Development Authority				93,455.06	
Fund Totals:					
Fund 370 Downtown Develc				93,455.06	
Total For All Funds:				93,455.06	

**DOWNTOWN NORTHVILLE
PR / ADVERTISING SUMMARY
(December 2012):**

PUBLICITY:

Press materials that have been prepared & sent out to date:

DECEMBER:

- The Garage opening
- Calendar of events

Press coverage received to date – Includes press highlights through December 31, 2012 (resulting from press materials):

- December 2012 ~ Metro Parent Magazine / Holiday Lighted Parade & Winter Market
- Listings of various December events

PAID ADVERTISING:

Print:

- December 13 & 16 ~1/2-page Holiday ad in the Observer & Eccentric's "Wrap It Up" Holiday Shopping Guide (runs twice / Thursday & Sunday)

Radio:

- Week of December 10 ~ Overall holiday shop, dine & play on WDVD (on-air and on-line)
- Week of December 17 ~ Overall holiday shop, dine & play on WDVD (on-air and on-line)

UPCOMING 2013 PAID ADVERTISING:

TBA

Northville Downtown Development Authority FY2013/14 Goals, Objectives, and Action Steps

Goal	Objective	Action Steps
<p>Work to ensure the successful implementation of the Downtown Strategic Plan.</p>	<p><i>Design</i> Complete construction of “Comerica Community Connection” project which would connect Parking Lot #3 with the Main Street businesses.</p>	<ul style="list-style-type: none"> ▪ Complete Construction of project and close out. ▪ Complete Design, Review and Construction of plaza improvements to the north of the Comerica Community Connection. ▪ Design and install Projecting Sign, Interior Banners, and Historic Markers in the Walkway.
	<p><i>Design</i> Continue Improvements and Maintenance of Town Square project.</p>	<ul style="list-style-type: none"> ▪ Initiate the upgrade of the WiFi service in Town Square . ▪ Solicit bids and install sound system in Town Square that could be expanded throughout Downtown. ▪ Review options to add security cameras to Town Square.
	<p><i>Design</i> Close out Streetscape Enhancement Project.</p>	<ul style="list-style-type: none"> ▪ Install trees in raised planter beds ▪ Review and evaluate expansion of the DDA’s WiFi service to other areas in the downtown. ▪ Review options to add security cameras to Walkway and lower level of Cady Deck ▪ Evaluate opportunities to bundle technology projects listed above. ▪ Evaluate the installation of Electric Plug-in charging stations Downtown.
	<p><i>Design</i> Address additional Physical Improvement Projects.</p>	<ul style="list-style-type: none"> ▪ Review and prioritize additional projects in the downtown to be funded by TIF revenue. ▪ Work with design firm to develop designs, estimates and construction documents for project for bidding. ▪ Construct identified projects. ▪ Continue to explore creation of physical link from Downtown to Ford Field.
	<p><i>Design</i> Implement Signage Programs</p>	<ul style="list-style-type: none"> ▪ Review, update, and implement Signage Program developed for downtown. ▪ Complete the redesign and installation of the Wayfinding Program leading visitors to Downtown Northville.
	<p><i>Design</i> Oversee landscape and design program.</p>	<ul style="list-style-type: none"> ▪ Install trees in 17 raised planters downtown. ▪ Transplant grasses from raised planters within the downtown. ▪ Work closely with Beautification Commission to plant small planters throughout the downtown. ▪ Install high quality seasonal landscaping.

	<p><i>Design</i> Develop quality maintenance program for downtown improvements.</p>	<ul style="list-style-type: none"> ▪ Continue to assist with the Northville Community Ambassadors Program to provide clean up support and information on downtown events to the public. ▪ Work with Volunteers to develop annual Northville Clean up day for Downtown. ▪ Supervise seasonal maintenance program for downtown. ▪ Continue to support Public Restrooms in downtown. ▪ Work with DPW staff to schedule regular maintenance items including: painting and repairing trash receptacles, planters, drinking fountain, and other furnishings. Power washing sidewalks, and other items required in the downtown. ▪ Oversee contractors to provide window washing, routine maintenance of irrigation system and snow melt system, tree pruning, holiday lighting, and other items required in the downtown.
	<p><i>Design</i> Improve and monitor Dumpster Program.</p>	<ul style="list-style-type: none"> ▪ Expand dumpster enclosure on Mary Alexander Court. ▪ Evaluate adding gates to screen dumpster enclosures. ▪ Review methods to screen grease enclosures. ▪ Monitor dumpster use to ensure that users are putting garbage in dumpster and cleaning up. Work with code enforcement officer.
	<p><i>Parking</i> Monitor and develop available parking to support downtown residential, office, retail and restaurant use.</p>	<ul style="list-style-type: none"> ▪ Continue to monitor monthly occupancy of each parking lot including evening and weekend counts. ▪ Determine need for additional improvements and programs to create a more bicycle friendly downtown. ▪ Continue to market available spaces in the lower level of the MainCentre Deck to downtown merchants and employees. ▪ Monitor maintenance and repair of existing parking lots and decks as required. ▪ Work with DPW to develop and expand surface parking opportunities throughout the downtown. ▪ Develop ongoing communications plan to remind employers and buildings owners of the parking goals for Downtown. ▪ Continue to update and print parking map for downtown. ▪ Continue to work with Subcommittee formed to monitor and address parking in the west end of downtown. ▪ Develop criteria to evaluate requests for changes to the parking system that require Traffic Control Orders.

	<p><i>Parking</i> Develop southwest corner of Marquis Parking lot for Public Parking.</p>	<ul style="list-style-type: none"> ▪ Work with DPW to develop the southwest corner of the Marquis Parking Lot for public parking. ▪ Sign parking area for public parking. ▪ Coordinate Marquis Parking Improvement project with Walkway Plaza, and alley improvements. ▪ Insure and maintain area as Public Parking lot.
	<p><i>Marketing</i> Implement the Marketing and Promotion Plan developed for downtown in cooperation with the Northville Chamber of Commerce and the Northville Central Business Association.</p>	<ul style="list-style-type: none"> ▪ Work with Marketing Consultant and Marketing Committee to develop annual advertising and public relations plan for downtown. ▪ Encourage coordinated and expanded store hours in downtown. ▪ Produce and distribute <i>Northville Times</i>, the DDA's bi-monthly e-newsletter. ▪ Update and distribute DDA Walking Map and Restaurant Guide annually. ▪ Develop benchmarking tool to evaluate the effectiveness of the various marketing efforts. ▪ Maintain DDA's Social Utility networks.
	<p><i>Marketing</i> Continue to provide high-quality special events for downtown with special attention to programming opportunities in Town Square.</p>	<ul style="list-style-type: none"> ▪ Develop coordinated Calendar of Events for Northville. ▪ In cooperation with the NCBA, Chamber of Commerce, Parks and Recreation, Arts Commission, and others, provide quality special events. ▪ Work with others to elevate First Fridays as a signature Northville event. ▪ Continue to sponsor Buy Michigan Now event in Downtown Northville. ▪ Expand successful October in the 'Ville events. ▪ Host Concours Preview Party in conjunction with the Concours d'Elegance event at St. Johns. ▪ Evaluate success of Northville Winter Market event. ▪ Determine feasibility of continuing movie series in Downtown. ▪ Explore new opportunities for special events to showcase Northville.
	<p><i>Business Mix</i> Continue downtown business retention efforts.</p>	<ul style="list-style-type: none"> ▪ Assist existing businesses with individual needs and act as a conduit for information and resources. ▪ Find funding for continuation of Business Assistance Program for Technical Assistance and Commercial Improvement Grants for downtown business and property owners. ▪ Provide educational workshops for business owners. ▪ Provide forum for existing businesses and property owners to discuss issues of common interest. ▪ Maintain and update DDA website

	<p><i>Business Mix</i> Continue business recruitment efforts.</p>	<ul style="list-style-type: none"> ▪ Maintain and utilize Business Investment Guide package with both prospective and existing businesses. ▪ Complete, distribute, and train staff on how to utilize “How to Open a Business” brochure. ▪ Hold semi-annual “Tour the Town” event to showcase available space in the downtown. ▪ Keep an updated list of available spaces on DDA website and Craig’s List. ▪ Update Market Information included in the DDA’s Strategic Plan for Downtown Northville. ▪ Develop list of targeted businesses for the downtown. ▪ Utilize DDA presentation boards at tradeshow, business expos, and events. ▪ Host forum to discuss desired uses for the Downtown.
	<p><i>Business Mix</i> Develop opportunities to expand housing in Downtown.</p>	<ul style="list-style-type: none"> ▪ Identify funding programs to assist in the creation of housing in Downtown. ▪ Encourage downtown property owners to develop vacant or underutilized second floors for housing. ▪ Create program showcasing available housing options downtown, similar to “Up on the Rooftops” in Holland.
	<p><i>Organization</i> Carry out required administrative actions to support the DDA office.</p>	<ul style="list-style-type: none"> ▪ Oversee all daily administrative duties required to effectively operate the DDA office. ▪ Support and staff the DDA’s five standing committees, sub-committees and City Council/DDA Executive Committee. ▪ Develop work plan for the DDA office in cooperation with the Organizational Committee and the City Council/DDA Executive Committee. ▪ Prepare budget for the DDA office in cooperation with the DDA’s Finance Sub-committee. ▪ Oversee DDA staff, interns, and volunteers. ▪ Prepare all required reports and written communications. ▪ In cooperation with the Executive Committee, develop a formal performance review process for DDA staff. ▪ Research grant and other funding opportunities for DDA projects and programs. ▪ Coordinate annual renewal for Downtown Newspaper Racks.
	<p><i>Organization</i> Review Downtown Strategic Plan</p>	<ul style="list-style-type: none"> ▪ Prepare review of Strategic Plan Implementation for DDA Board of Directors ▪ Meet with partners to review Strategic Plan and discuss outstanding projects and next steps.

	<p><i>Organization</i> Evaluate DDA Boundary Expansion to include additional commercial and civic properties.</p>	<ul style="list-style-type: none"> ▪ Review and evaluate DDA Boundary expansion. ▪ Work with consultants to prepare an Amended and Restated DDA Development and Tax Increment Financing Plan for Northville. ▪ Reconvene Downtown Citizens District Council to review and recommend action on Amended and Restated Plan.
	<p><i>Organization</i> DDA Funding</p>	<ul style="list-style-type: none"> ▪ Work diligently to protect the DDA's revenue from capture from new taxing jurisdiction. ▪ Work to ensure that all eligible TIF revenue is captured by the DDA..
	<p><i>Organization</i> Serve as the conduit for information to the downtown business community and the City of Northville.</p>	<ul style="list-style-type: none"> ▪ Work effectively with other Department Heads, Chamber of Commerce, and NCBA on collaborative projects, sharing resources, and responsibilities. ▪ Maintain memberships in organizations that provide information and education on economic and commercial district revitalization. ▪ Keep the DDA Board, City Manager, and City Council informed on the DDA's progress through verbal and written updates and regular attendance at meetings. ▪ Hold annual joint planning session with City, Planning Commission, HDC, Northville Parks and Recreation, and DDA board on issues of common interest.



January Design Committee Communications

Comerica Community Connection:

Decorative pilasters for the front façade of the Connection are scheduled to arrive on site January 18th and will be installed. Additional carpentry work and painting will follow the pilaster installation. The arched copper canopy root at the front entry will also be installed. The storefront should be completed by the end of January. Rear windows are scheduled to arrive on site January 15th and be installed by January 18th. Installation of the radiant tubing at the Connection floor slab will be completed by January 13th. The installation of the colored concrete topping slab will follow the tubing installation.

The removal of the bubble blue Comerica awning is scheduled for the week of January 13th and will be followed by the installation of the new traditional sloped blue and grey awnings.

In addition to closing out the project this year, DDA staff will be working over the winter on the design, fabrication and installation of the front projecting sign and the interior banners and historic photographs.

The next Construction Progress Meeting is scheduled for Monday, January 21st at 9:00 am in Meeting Room A.



Streetscape Enhancement Project:

Staff has received final close out papers from the Contract Administrator at AEW for the Streetscape Project. Once received, MDOT will schedule a final site inspection and release the project. Two items were excluded from the contract and will be schedule for spring installation: trees in the raised planters, and the final course of stonework and plant material in the raised planter in front of Riffles.

Design Committe

The Design Committee met on December 13th for an overall update meeting. The next meeting of the Committee is scheduled for January 15th. The topics for discussion are plaza and alley design, wayfinding and signage, and outstanding projects. All are welcome.

Glass Repair and Replacement :

One of the panels of glass in the Town Square Pavillion broke this summer. Initial estimates for removal and replacement of the glass frit glass were in excess of \$11,000. Staff has been working with the original glass fabricator to replace the piece. The estimate for the glass panel is \$5,800 and the estimate for installation is \$1,820.

