

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
Tuesday March 21, 2017 - 8:00 a.m.**

AGENDA

1. Call to Order – Shawn Riley
2. Introduction of new School Board Liaison – Sarah Prescott
3. Audience Comments
4. Approval of Agenda and Consent Agenda
5. Consent Agenda
 - a. February 21, 2017 DDA Meeting Minutes (Attachment 5.a)
 - b. February 2017 Financial Statement (Attachment 5.b)
 - c. February 2017 Invoice Report (Attachment 5.c)
6. Draft DDA Budget 2017-18 (Attachment 6)
7. Committee Information and Updates
 - a. Design Committee – Greg Presley (Attachment 7.a)
 - b. Marketing Mix Committee – Shawn Riley (Attachment 7.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
8. Future Meetings / Important Dates
 - a. Marketing Mix Meeting – April 6, 2017
 - b. First Friday Experience – March 7, 2017
 - c. Executive Committee Meeting – April 12, 2017
 - d. DDA Board Meeting – April 18, 2017
9. Board and Staff Communications
10. Adjournment

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of February 21, 2017
Meeting Room A

The regular meeting of the DDA Board was called to order at 8:03 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shawn Riley, Carolann Ayers, Margene Buckhave, John Casey, Jim Long, Greg Presley, Mary Starring*

Absent: *Lynda Heaton*

Also Present: Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Aaron Cozart/Resident

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda as follows:

- a. October 18, 2016 DDA Meeting
- b. October 27, 2016 Special DDA Meeting Minutes
- c. November 15, 2016 DDA Meeting Minutes
- d. November 17, 2016 Special DDA Meeting Minutes
- e. November 17, 2016 Closed Meeting Minutes
- f. January 2017 Financial Statement
- g. January 2017 Invoice Report

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

DRAFT DDA BUDGET 2017 -18

Ward directed Board members to the Budget Communication that was included in the Board packet. The Communications provided background information and identified areas that the Board needs to address in this year's budget. For several years the DDA has been relying on fund balance to accomplish several large scale projects including the Comerica Community Connection Exhibit, Wayfinding Signage and parking repairs. While these expenditures were planned, the DDA is now in the position that they no longer can continue this practice as much of the fund balance has been drawn down.

The DDA is starting out the fiscal year 2017-18 with \$189,705 which is roughly 24% of the DDA's budget. The DDA will need to review possible areas to reduce costs, as the

budget currently relies on approximately \$15,456 in fund balance. The DDA should determine what level of revenue it wants to keep in fund balance. Ward identified several areas in the budget that could be reviewed for possible reductions, these include:

- Downtown WiFi
- Vacant DDA Staff position
- Charge event organizers for use of Port-a-potties
- Reduction in contributions for outside organizations for events
- Reduction in overall marketing and advertising – which has taken a hit in several previous years.
- Operating Transfers to City for Parking system maintenance, snow removal or street lighting.

In addition, to these possible reductions there are a number of items that were not included in this year's proposed budget due to lack of funds. These items that are not currently funded include:

- Any funds for the implementation of the Strategic Plan
- Updating our branding and logo to match the Wayfinding Signs
- Update print items
- Wayfinding Signage III
- Crossroad banners
- Parking Deck Repairs – overall long term repairs. Fund for this project could be accessed from the Parking Credit Fund.

Ayers reviewed the proposed budget with staff the previous week. Ayers reminded the Board that the reserve fund is not growing. There are many things we could do to tweak the budget, but the DDA should stop relying on the Fund Balance to balance our budget.

Presley inquired whether the budget included any projections for growth in coming years. Ward answered that it does not, the budget is very conservative. Presley asked when Cornerhouse project would be coming online. Sullivan responded that the project has been in the pipeline for several years. Ayers reminded the group that there are still success tax appeals that occur each year in the downtown that impact the DDA's capture.

Roth suggested that we could approach the budget in two ways, we could make some line by line reductions or a hundred small cuts to reduce the budget by roughly \$15,000. Roth also suggested that we explore the idea of selling advertising on our public WiFi. Many places rely on the advertising revenue to offset the cost of delivering the service. Ayers reminded the group that the DDA is not only responsible for the debt service on previously issued bonds, but also water, gas, electricity for streetlights, landscaping, irrigation.

Roth expressed concern with the uncertainty of the DDA's funding sources in the future with the discussions that have been going on in Lansing. It was suggested that the DDA should plan for the inevitable where funding is decreased. Ayers stated that the DDA

has until recently the DDA has had the luxury of relying on Fund Balance for projects, but we no longer have that option as we have drawn down a lot of the Fund Balance. Roth suggested that one solution might be to remove the Pavilion repair in the upcoming year, which would balance the budget and wait to see what happens with the legislature. Long asked if the DDA could continue to not address the Pavilion. Discussion took place on when the repair to the Pavilion glass should be repaired.

Riley asked what happens to the funds that are collected by the sale of parking credits. Sullivan responded that the funds are used for parking repair and expansion. Ward stated that she had met with the Finance Director and the DPW Director in preparation for the DDA Board meeting and that the group discussed this fund as a possible revenue source for the parking deck repairs. Examples of the use of the funds were discussed including the Marquis Parking Lot recent repairs and the development of the parking lot behind Starbuck. Starring asked if the fund could be used for parking deck repairs. Sullivan answered that it could be used, but then there would be no funds for future expansion when opportunities came up. Riley asked how much the DDA paid annually for the maintenance of the decks/lots. Ward responded that the DDA pays to the City in an operating transfer approximately \$81,650 annually. This amount increases 3% annually.

Ayers asked if we have the ability to bond. Ward responded that the DDA does, but it would be difficult to find the revenue to service the debt.

Riley asked what would happen if the City approved a Principal Shopping District, would that free up more funds to utilize for other items. Ward responded that it would free up funds and address the need for marketing with a stable stream of revenue. The DDA's existing budget shows several years of continued decline of funds earmarked for marketing. A PSD would address that issue. Presley asked how the idea of a PSD was received by the public at the Town Hall Meeting. Ward responded that it is a fairly technical issue to explain in a large group meeting.

Ward asked the Board for direction on how to proceed with the DDA's 2017-18 Budget. The Board discussed how to address the Pavilion repair. Long asked if our insurance would cover the Pavilion repair. Sullivan asked whether staff had pursued an insurance claim. Ward said that she had spoken to the Clerk when the damage occurred and was advised that the City has a high deductible that would make it difficult to claim. Sullivan checked with the City Clerk and the City's deductible is \$1,000 and Sullivan suggested the DDA submit the claim.

Ward discussed her meeting with the Finance Director and DPW Director. Ward requested that the Finance Director investigate the division on which the electrical bill for street lighting is divided by the City and the DDA. Currently the DDA pays 50% of the cost or \$50,000 annually in street lighting costs, however the majority of the DDA's poles are Induction lights that are energy efficient. Ward said the goal would be to make sure that the DDA is paying only lighting for the poles located in the downtown. Buckhave asked why the City charges the DDA for any of the street lighting. Riley asked what the DDA gets for the \$81,650. Ward responded street sweeping, snow removal, light repairs.

DDA staff was given the task of reducing a series of small ticket items of the budget to ensure that we have a positive cash flow. In addition, staff was directed to look for additional sponsors for items like WiFi and porta-potties, submit an insurance claim on the Pavilion repair, and explore the real cost associated with providing street lighting for the downtown.

WAYFINDING PHASE II CONTRACT AWARD

Ward provided background information on the Wayfinding program. Phase I was installed in the fall of 2015 and included 20 Downtown Directional signs and 27 Parking signs. Staff is now working on the Phase II signs which include the Mile Road signs directing visitors to Downtown Northville. We reached a snag with Wayne County Road Commission permitting process and hired engineer Cheryl Gregory of Spaulding DeDecker to help the DDA navigate through the approval process.

The DDA bid the fabrication and installation of the Phase II signs out and received 3 bids:

- WCI - \$53,800
- Universal Signs, Inc. – \$73,187.52
- Signs by Crannie - \$91,075

DDA staff and Architect John Argenta, a member of the DDA's Design Committee, met with the low bidder WCI in mid-December to discuss the project and ensure that representatives from WCI clearly understood the project. During the meeting with WCI it was discovered that PCR had substituted poles for the project that were not specified. Staff followed up with sign designer Bizzell, and determined that the poles were inadequate to carry the load of the signs. WCI's bid was rejected. DDA staff contacted the 2nd low bidder, Universal Signs to review their bid and go over the project. Universal has recently worked with the DDA on the installation of the Exhibit project in the Comerica Community Connection. Rather than rebidding the project, it is the DDA staff recommendation to award the bid to Universal Signs.

Motion by Presley, seconded by Long, to approve the Wayfinding Contract with Universal Signs for the Phase II Wayfinding signs. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATES

- Design Committee* – Ward directed the Board to Attachment 8.a the Design Committee update. Ward informed the Board that the repairs to the Cady Street Parking Deck are underway and are expected to take roughly 4 weeks. RAM Construction has noticed additional work that needs to be accomplished in the deck. Ward stated that the DDA needs to prepare an RFP for engineering services to prepare an evaluation of work to be performed on the two parking deck. Sullivan suggested that Ward just obtain 3 quotes for professional services to perform the work. Because it is a professional service contract, it does not need to be bid. The Board concurred with this approach.

- b. *Marketing Mix Committee* – Riley updated the Board on the recent Marketing Mix Committee where discussion took place on adding an event to early spring that would bring visitors in to downtown for an entire month with a program similar to Skelton's are Alive. A subcommittee has been formed to explore the possibilities of collaborating the Art House, Chamber, and Merchants organization. In addition, the Marketing Mix Committee discussed having the Reel Michigan event spin off to a separate winter event. It is currently part of Arts and Acts.
- c. *Parking Committee* – No recent Committee meetings. Casey stated that the recent surveys completed as part of the Strategic Plan show that those surveyed do not feel that there is a parking shortage in downtown.

Riley had shared with the Board information that he had received from a restaurant owner in the downtown. When patrons have had too much to drink and Uber home, they leave their cars in the parking lot overnight had receive tickets. The owner asked if there was a way to encourage more people to be responsible and leave their cars in the lot and not drive. Casey stated that you can call the Police Department and provide your license plate number and leave your car. Riley stated that the problem is that patrons don't know this is an option or do not remember to do it. Discussion took place and the issue was referred to the Parking Committee for consideration.

- d. *Organizational Committee* – Ward recapped the recent Town Hall Meeting. Approximately 75 residents participated. Riley noted that crowd was positive.

FUTURE MEETINGS/ IMPORTANT DATES

- a. Marketing Mix Meeting – March 2, 2017
- b. First Friday Experience – March 3, 2017
- c. Executive Committee Meeting – March 8, 2017
- d. Northville Business Showcase – March 18, 2017
- e. DDA Board Meeting – March 21, 2017

BOARD AND STAFF COMMUNICATIONS

Presley informed the Board that the option that was held on Foundary Flask has expired and a new group of local individuals is pursuing the project. Presley asked if the City/DDA was going to pursue creating and sharing the community's vision for the Foundary Flask and Northville Downs. He suggested that a volunteer design group could work with Beckett and Raeder to take the existing data that has been developed as part of the Master Plan update and create a perspective drawing and support material that could be shared with the development community. There was discussion about how much an effort like this would cost and what it would address.

Casey mentioned that new FEMA maps would be available on June 24, 2017 that may very well impact this site. Sullivan mentioned that he had met recently with Wane County where the Northville Downs project was discussed. The City's interest in

daylighting the middle Rouge River was mentioned and the County was receptive to working with the City to help identify funding sources.

The next DDA Board meeting is March 21, 2017

Meeting adjourned at 9:38 am

Respectfully submitted,

Lori M. Ward, Director
Northville DDA

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Attachment 5.b

PERIOD ENDING 02/28/2017

FEB BENCHMARK 67%

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 02/28/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/17 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	653,664.00	642,838.00	642,838.22	0.00	(0.22)	100.00	
370-000-403.010	DDA OPERATING LEVY	57,474.00	56,758.00	54,824.63	472.33	1,933.37	96.59	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	28,000.00	35,677.00	35,677.26	0.00	(0.26)	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	(2,033.68)	0.00	(2,966.32)	40.67	
PROPERTY TAXES		734,138.00	730,273.00	731,306.43	472.33	(1,033.43)	100.14	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	19,000.00	5,000.00	3,973.00	0.00	1,027.00	79.46	
GRANTS & OTHER LOCAL SOURCES		19,000.00	5,000.00	3,973.00	0.00	1,027.00	79.46	
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	150.00	0.00	0.00	150.00	0.00	
COMMUNITY CENTER REVENUES		150.00	150.00	0.00	0.00	150.00	0.00	
INTEREST								
370-000-664.000	INTEREST - INVESTMENT POOL	500.00	500.00	603.11	2,046.77	(103.11)	120.62	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	0.00	0.00	3,138.98	3,138.98	(3,138.98)	100.00	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	(4,322.85)	(4,658.75)	4,322.85	100.00	
370-000-664.400	INVESTMENT POOL BANK FEES	0.00	0.00	(598.34)	(49.84)	598.34	100.00	
370-000-664.500	INVESTMENT ADVISORY FEES	0.00	0.00	(459.36)	0.00	459.36	100.00	
INTEREST		500.00	500.00	(1,638.46)	477.16	2,138.46	(327.69)	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	56,645.00	126,124.00	0.00	0.00	126,124.00	0.00	
FUND BALANCE RESERVE		56,645.00	126,124.00	0.00	0.00	126,124.00	0.00	
CONTRIBUTIONS FROM OTHER FUNDS								
370-000-699.060	OPER TRFR FROM GENERAL FUND	21,000.00	21,000.00	0.00	0.00	21,000.00	0.00	
CONTRIBUTIONS FROM OTHER FUNDS		21,000.00	21,000.00	0.00	0.00	21,000.00	0.00	
Total Dept 000		831,433.00	883,047.00	733,640.97	949.49	149,406.03	83.08	
TOTAL REVENUES		831,433.00	883,047.00	733,640.97	949.49	149,406.03	83.08	
Expenditures								
Dept 753-DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,000.00	5,000.00	1,233.80	62.72	3,766.20	24.68	
370-753-707.000	WAGES - REGULAR OVERTIME	500.00	664.00	663.63	0.00	0.37	99.94	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00	0.00	
370-753-943.000	EQUIPMENT RENTAL - CITY	2,600.00	2,600.00	819.93	65.88	1,780.07	31.54	
370-753-956.000	CONTINGENCIES	80.00	80.00	0.00	0.00	80.00	0.00	
370-753-967.000	FRINGE BENEFITS	5,805.00	5,805.00	1,791.96	64.58	4,013.04	30.87	
Total Dept 753-DPW SERVICES		14,485.00	14,649.00	4,509.32	193.18	10,139.68	30.78	

User: GBELL

DB: Northville

PERIOD ENDING 02/28/2017

FEB BENCHMARK 67%

GL NUMBER	DESCRIPTION	2016-17	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2017 NORM (ABNORM)	MONTH 02/28/17 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 861-DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	22,735.00	23,060.00	15,059.47	1,648.80	8,000.53	65.31
370-861-710.000	WAGES - PART TIME	24,700.00	22,200.00	13,038.31	0.00	9,161.69	58.73
370-861-726.000	SUPPLIES	850.00	850.00	172.58	0.00	677.42	20.30
370-861-740.050	DOWNTOWN MATERIALS	14,305.00	14,305.00	6,333.15	3,240.00	7,971.85	44.27
370-861-801.000	CONTRACTUAL SERVICES	24,820.00	36,291.00	19,934.86	542.68	16,356.14	54.93
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,581.79	0.00	1,168.21	57.52
370-861-802.200	CONTRACTED PLANNING SERVICES	51,000.00	0.00	0.00	0.00	0.00	0.00
370-861-803.200	PLANNING & DESIGN STUDIES	0.00	51,000.00	41,950.92	1,777.50	9,049.08	82.26
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	22,000.00	80,000.00	9,651.67	0.00	70,348.33	12.06
370-861-850.000	LANDSCAPE MAINTENANCE	31,750.00	31,750.00	13,169.05	6,983.00	18,580.95	41.48
370-861-920.010	ELECTRIC POWER	5,020.00	3,020.00	734.41	190.74	2,285.59	24.32
370-861-920.020	NATURAL GAS	3,780.00	3,780.00	2,672.90	730.47	1,107.10	70.71
370-861-920.030	WATER & SEWER SERVICE	7,540.00	9,540.00	9,039.94	0.00	500.06	94.76
370-861-967.000	FRINGE BENEFITS	11,480.00	11,660.00	7,531.46	710.02	4,128.54	64.59
370-861-976.010	STREET FURNISHINGS	3,300.00	3,000.00	893.23	0.00	2,106.77	29.77
Total Dept 861-DESIGN COMMITTEE		226,030.00	293,206.00	141,763.74	15,823.21	151,442.26	48.35
Dept 862-MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	36,375.00	36,895.00	24,095.76	2,638.08	12,799.24	65.31
370-862-710.000	WAGES - PART TIME	8,700.00	6,200.00	2,149.34	0.00	4,050.66	34.67
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	40,050.00	26,300.00	24,463.50	0.00	1,836.50	93.02
370-862-785.000	BUSINESS RETENTION PROGRAM	2,950.00	2,700.00	500.00	0.00	2,200.00	18.52
370-862-801.000	CONTRACTUAL SERVICES	73,500.00	73,500.00	39,551.50	4,000.00	33,948.50	53.81
370-862-801.340	WEB SITE MAINTENANCE	973.00	973.00	625.00	0.00	348.00	64.23
370-862-950.050	O/T TO PARKS & RECREATION	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
370-862-967.000	FRINGE BENEFITS	15,135.00	15,400.00	10,028.40	1,136.04	5,371.60	65.12
Total Dept 862-MARKETING		181,333.00	165,618.00	101,413.50	7,774.12	64,204.50	61.23
Dept 863-PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	7,580.00	7,685.00	5,019.94	549.61	2,665.06	65.32
370-863-710.000	WAGES - PART TIME	8,700.00	6,200.00	2,149.47	0.00	4,050.53	34.67
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	0.00	250.00	0.00
370-863-801.930	PARKING STRUCTURE MAINTENANCE	27,000.00	35,000.00	13,260.00	0.00	21,740.00	37.89
370-863-950.210	OPER TFR TO GENERAL FUND	133,270.00	133,270.00	66,635.00	0.00	66,635.00	50.00
370-863-967.000	FRINGE BENEFITS	3,690.00	3,745.00	2,221.36	236.70	1,523.64	59.32
Total Dept 863-PARKING		180,540.00	186,200.00	89,285.77	786.31	96,914.23	47.95
Dept 864-ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	9,095.00	9,225.00	6,023.93	659.51	3,201.07	65.30
370-864-710.000	WAGES - PART TIME	8,700.00	6,200.00	2,149.25	0.00	4,050.75	34.67
370-864-726.000	SUPPLIES	1,500.00	1,500.00	854.01	0.00	645.99	56.93
370-864-730.000	POSTAGE	175.00	175.00	2.72	0.00	172.28	1.55
370-864-731.000	PUBLICATIONS	115.00	119.00	65.02	0.00	53.98	54.64
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	2,385.00	2,385.00	1,927.88	84.90	457.12	80.83
370-864-802.010	LEGAL SERVICES - GENERAL	3,500.00	5,000.00	3,781.00	25.00	1,219.00	75.62

PERIOD ENDING 02/28/2017

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		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-805.000	AUDITING SERVICES	4,650.00	4,650.00	4,645.00	0.00		5.00	99.89
370-864-900.000	PRINTING & PUBLISHING	1,125.00	1,125.00	794.74	0.00		330.26	70.64
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,440.00	2,470.00	1,733.71	416.00		736.29	70.19
370-864-920.000	UTILITIES	1,225.00	1,225.00	860.43	103.81		364.57	70.24
370-864-956.000	CONTINGENCIES	1,900.00	0.00	0.00	0.00		0.00	0.00
370-864-958.000	MEMBERSHIP & DUES	1,110.00	1,110.00	1,000.00	0.00		110.00	90.09
370-864-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	898.53	135.00		1,101.47	44.93
370-864-967.000	FRINGE BENEFITS	4,290.00	4,355.00	2,753.69	303.06		1,601.31	63.23
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,450.00	10,450.00	5,225.00	0.00		5,225.00	50.00
Total Dept 864-ORGANIZATIONAL		57,660.00	51,989.00	32,714.91	1,727.28		19,274.09	62.93
Dept 945-DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	171,385.00	171,385.00	20,692.50	0.00		150,692.50	12.07
Total Dept 945-DEBT SERVICE		171,385.00	171,385.00	20,692.50	0.00		150,692.50	12.07
TOTAL EXPENDITURES		831,433.00	883,047.00	390,379.74	26,304.10		492,667.26	44.21
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		831,433.00	883,047.00	733,640.97	949.49		149,406.03	83.08
TOTAL EXPENDITURES		831,433.00	883,047.00	390,379.74	26,304.10		492,667.26	44.21
NET OF REVENUES & EXPENDITURES		0.00	0.00	343,261.23	(25,354.61)		(343,261.23)	100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 02/01/2017 - 02/28/2017
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-740.050	DOWNTOWN MATERIALS	BEGONIA BROTHERS PARTY	SKELETONS	3872	03/01/17	3,240.00	102554
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	MONTHLY WIFI BILL TOWN SQUARE	021717	03/01/17	243.68	102501
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	EXPANDED WIFI - DOWNTOWN	3827502	03/01/17	299.00	102556
370-861-803.200	PLANNING & DESIGN STUDIES	CHERYL MCGUIRE	JAN 2017 MEETING MINUTES	2-5-17	02/15/17	225.00	102437
370-861-803.200	PLANNING & DESIGN STUDIES	BECKETT AND RAEDER, IN	STRATEGIC PLAN	2017102	03/01/17	1,552.50	102526
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	PLANTER REPAIRS AND PLANTING	017-14-0116	03/01/17	3,542.00	102553
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	WINTER PLANTING	17-14-0117	03/01/17	3,441.00	102553
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC USAGE	02012017	02/01/17	105.65	102226
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC SERVICE	022417	03/02/17	85.09	102514
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 1/10 - 2/9/17	020717	03/02/17	730.47	500260
Total For Dept 861 DESIGN COMMITTEE						13,464.39	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY MARKETING CONSULTING RETAIN	NORTHVILLE 2-17	02/15/17	2,000.00	102367
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR AND MARKETING SERVICES	NORTHVILLE 3-17	03/01/17	2,000.00	102487
Total For Dept 862 MARKETING						4,000.00	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI MONTHLY BILL	021617	03/01/17	84.90	102501
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL DEC 2016 (16.3	10655658	02/15/17	25.00	102384
370-864-910.000	LIABILITY & PROPERTY INS F	WEST BEND MUTUAL INSUR	ACCT 011054616000 2017 SPECIAL E	011054616000	02/27/17	416.00	102546
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET 2/17-3/16/17	3828621	03/02/17	28.81	102558
370-864-960.000	EDUCATION & TRAINING	MICHIGAN DOWNTOWN ASSO	MDA CONFERENCE AND LEGISLATIVE DAY	E1408	03/01/17	135.00	102486
Total For Dept 864 ORGANIZATIONAL						689.71	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						18,154.10	

Department: Downtown Development Authority		Account Number													
Activity:	Revenues	Fund #	Activity #												
Prepared By:	Lori Ward	370	Revenues												
Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Projected		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 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) Subject to March Board of Review Changes	636,713	636,713	639,523	639,523	642,838	642,838	666,899 (8,207)	658,692	676,903 (8,330)	668,573	687,056 (8,455)	678,601	697,362 (8,582)	688,780
370-000-403.01	DDA Operating Levy 1.8158 mills Subject to March Board of Review Changes	55,561	55,561	56,618	56,618	56,759	56,759	57,677 177	57,854	57,798 923	58,721	57,919 1,683	59,602	58,041 2,454	60,495
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss Local Community Stabilization Share Insurance Proceeds	26,597	26,597	28,112	28,112	35,677	35,677	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
370-000-417	Delinquent Personal Prop Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
370-000-418	Property Taxes - Other Reserve - Tax Appeals	4,593	4,593	(1,912)	(1,912)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
370-000-476.09	Newspaper Rack Registration Fees 6 @ \$30 each	189	189	-	-	-	-	-	-	-	-	-	-	-	-
370-000-586.02	Sponsorships Skeletons Are Alive Concours d'Elegance	4,405 8,150	12,555	4,007 5,288	9,295	5,000 -	5,000	6,250 -	6,250	6,500 -	6,500	7,000 -	7,000	7,000	7,000
370-000-659.11	Rent Revenue Rental of Town Square	138	138	-	-	150	150	150	150	150	150	150	150	150	150
370-000-664	Investment Earnings - Short Term	816	816	5,140	5,140	850	850	850	850	850	850	850	850	850	850
370-000-664.20	Investment Earnings - Long Term	-	-	-	-	5,350	5,350	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
370-000-664.30	Unrealized Market Change	-	-	-	-	(4,550)	(4,550)	-	-	-	-	-	-	-	-
370-000-664.40	Investment Pool Bank Fees	-	-	-	-	(850)	(850)	(850)	(850)	(850)	(850)	(850)	(850)	(850)	(850)
370-000-664.50	Investment Advisory Fees	-	-	-	-	(800)	(800)	(800)	(800)	(800)	(800)	(800)	(800)	(800)	(800)
370-000-666	Misc Revenue Fountain Cleaning	-	-	300	300	200	200	200	200	200	200	200	200	200	200
370-000-667.00	Insurance Proceeds	5,576	5,576	12,942	12,942	-	-	-	-	-	-	-	-	-	-
370-000-699.06	Operating transfer from General Fund Strategic Plan Contribution	-	-	-	-	21,000	21,000	-	-	-	-	-	-	-	-
370-000-699.00	Use of Fund Balance Use of Fund Balance	81,270	81,270	124,617	124,617	112,054	112,054	(293)	(293)	(31,476)	(31,476)	(33,105)	(33,105)	(38,072)	(38,072)
Total		824,008	824,008	874,635	874,635	868,678	868,678	748,553	748,553	728,368	728,368	738,148	738,148	744,253	744,253
	Difference (should be zero)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	% Variance from prior year							-13.83%		-2.70%		1.34%		0.83%	

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charges
 FY2017-18 Budget

Department: Downtown Development Authority		Account Number													
Activity: Revenues		Fund #	Activity #												
Prepared By: Lori Ward		370	Revenues												
Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Projected		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Total Expenditures	824,008		874,635	874,635	868,678	868,678	748,553	748,553	728,368	728,368	738,148	738,148	744,253	744,253
	Total Revenues	742,738		750,018	750,018	756,624	756,624	748,846	748,846	759,844	759,844	771,253	771,253	782,325	782,325
	Use of (Increase to) Fund Balance	81,270		124,617	124,617	112,054	112,054	(293)	(293)	(31,476)	(31,476)	(33,105)	(33,105)	(38,072)	(38,072)
	Difference - should be zero	-		-	-	-	-	-	-	-	-	-	-	-	-
	Beginning Fund Balance					315,310		203,256		203,549		235,025		268,130	
	Projected Ending Fund Balance (unassigned) *			315,310		203,256		203,549		235,025		268,130		306,202	
	Fund Balance as a % of expenditures			36%		23%		27%		32%		36%		41%	
	Fund Balance as a % of revenues			42%		27%		27%		31%		35%		39%	

City of Northville
Line Item Budget Worksheet - Details of Supplies, Servi
FY2017-18 Budget

Department: Downtown Development Authority	Account Number	
Activity: DPW Services	Fund #	Activity #
Prepared By: Lori Ward	370	753

Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Proposed		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 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)	5,371	5,371	5,010	5,010	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
370-753-707	Wages - Regular Overtime (DPW)	679	679	-	-	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350
370-753-939	Automotive Service Vehicle Repair	160	160	421	421	500	500	500	500	500	500	500	500	500	500
370-753-943	Equipment Rental DPW Equipment	3,379	3,379	3,896	3,896	2,600	2,600	2,625	2,625	2,650	2,650	2,680	2,680	2,710	2,710
370-753-967	Fringe Benefits (1) DPW	6,284	6,284	5,399	5,399	5,200	5,200	5,250	5,250	5,300	5,300	5,350	5,350	5,400	5,400
		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		15,873	15,873	14,726	14,726	14,650	14,650	14,725	14,725	14,800	14,800	14,880	14,880	14,960	14,960
Difference (should be zero)															
% Variance from prior year										0.51%	0.51%	0.54%	0.54%	0.54%	0.54%

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charge
 FY2017-18 Budget

Department: Downtown Development Authority		Account Number		2015-16 Actual		2016-17 Proposed		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-706	Wages and Salaries - Full Time (1) Director (30%)	22,244	22,244	22,734	22,734	23,060	23,060	23,645	23,645	24,245	24,245	24,855	24,855	25,175	25,175
370-861-707	Wages and Salaries - Overtime 2 Seasonals			47	47										
370-861-710	Wages and Salaries - Part Time 3 Seasonals DDA part-time staff	10,785	10,785	14,624	22,624	16,000	19,000	15,000	23,700	15,000	23,700	15,000	23,700	15,000	23,700
370-861-726	Supplies Meeting supplies Reproduction Catering Printing tshirts Maintenance Equipment	41	380	-	159	150	850	50	575	50	475	50	475	50	475
370-861-740.05	Downtown Materials Downtown Greenery Holiday Bows LED Tree lights and installation/repair Raised Holiday Decorations in Town Square LED Lights for new Light Poles LED Lights for new street trees in grates Holiday Lighting & Decor - Town Square Halloween Decorations Halloween Lighting Misc. Maintenance Equipment No Smoking Signs Fall Décor Street Light Repairs	-	20,850	-	12,777	-	14,305	-	13,430	-	11,055	-	15,055	-	11,055
370-861-801.00	Contractual Services WiFi Service - TDS (\$325/month) Expanded WiFi - Clear Rate Electrical Repairs Detroit Edison Electrical Work New Hire Physicals (\$81/hire) Irrigation Repairs Sprinkler Winterization Landscape/Planter Repair Sidewalk Repair & Replacement Umbrella Repairs Sound System in Town Square Brick Repair Heat Melt Repair Painting of Receptacles and Planters Painting of Railings in Town Square Painting of Walkway painting fence fabrication landscape contracting/clean up		54,075		47,889		36,291		37,250		23,150		22,750		23,150

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charge
 FY2017-18 Budget

Department: Downtown Development Authority		Account Number													
Activity: Design		Fund #	Activity #												
Prepared By: Lori Ward		370	861												
Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Proposed		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	walkway repair			3,235											
	Misc	285		327											
	Repair Fencing	2,692		-											
	Security Cameras	4,671		-											
	WiFi Service Town Square - Comcast	1,627		2,125		2,100		2,100		2,100		2,100		2,100	
	Fountain Repair	3,602		-		500		1,500		500		500		500	
	Survey	750		-											
	Gas Pit Repair/Replacement			-											
	Main Street Road Repair			8,700											
	Pavillion Repair			900				12,000							
	Construction Sign			350											
370-861-801.16	Public Restroom Program		1,771		2,458		2,750		2,750		2,750		2,750		2,750
	Rent/Maintenance (\$3,975/quarter)														
	Porta Potty rental (\$430/mo)	1,720		2,458		2,750		2,750		2,750		2,750		2,750	
	Water (\$66/bi-monthly)	51		-		-		-		-		-		-	
	Special Event Use	-		-		-		-		-		-		-	
370-861-801.90	Sidewalk Repairs				15,675										
	Hutton Street Sidewalk Repairs			15,675											
370-861-801.94	Brick Repair & Maintenance				2,050				3,000						
	Town Square			1,000				1,500							
	Mary Alexander Court			1,050				1,500							
370-861-802.20	Contracted Planning Services		11,388		-		-		-		-		-		-
	contracted staff	11,388		-		-		-		-		-		-	
370-861-803.200	Planning Studies				15,740		51,000								
	Strategic Plan - DDA Portion			15,740		27,900									
	Strategic Plan - City Portion					21,000									
	Printing, organizing focus groups, etc					2,100									
	Design Graphics														
	Creative Many Studay														
370-861-803.58	Comerica Community Connection		565		-		-		-		-		-		-
	Other	565		-		-		-		-		-		-	
370-861-803.59	Signage and Markers Projects		14,242		76,650		80,000		-		-		-		-
	Downtown Wayfinding Project	14,242		74,690		80,000		-		-		-		-	
	Non Motorized Trail Project			1,960											
	Cross Street Banner Poles														
	Directory Signage														
370-861-803.81	Alleyway Improvements		-		-		-		-		-		-		-
	Orin/Plaza	-		-		-		-		-		-		-	
	Rebeccas	-		-		-		-		-		-		-	
370-861-803.93	Comerica Connection Exhibit		-		16,323		-		-		-		-		-
	design			2,200											
	fabrication			14,123											
370-861-850	Landscape Maintenance & Materials		28,451		41,458		31,750		32,000		30,500		30,500		30,500

City of Northville
 Line Item Budget Worksheet - Details of Supplies, Services and Charge
 FY2017-18 Budget

Department: Downtown Development Authority		Account Number													
Activity: Design		Fund #	Activity #												
Prepared By: Lori Ward		370	861												
Account #	Classification & Description	2014-15 Actual Amount	2014-15 Actual Total	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Proposed Amount	2016-17 Proposed Total	2017-18 Proposed Amount	2017-18 Proposed Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total
	Annuals & perennials	14,866		24,516		25,000		25,000		25,000		25,000		25,000	
	Landscape Replacement	8,617		8,000		1,000		1,000		1,000		1,000		1,000	
	Tree Maintenance and Replacement	443		3,255		1,000		1,000		1,000		1,000		1,000	
	Trim and Mulch	408		385		1,000		1,000		1,000		1,000		1,000	
	weeding & watering			1,196											
	Landscaping on Hutton Dulap Curve, MAC	2,370		-		-		-		-		-		-	
	Brick Repair			225		1,000									
	Fountain Chemicals and Parts			-		250				250		250		250	
	Parking Lot Landscaping			1,995				1,500							
	Beautification Commission Plantings	1,679		1,886		2,500		2,250		2,250		2,250		2,250	
	Misc.	68		-											
370-861-920.01	Electrical Service		2,349		1,007		3,020		2,450		2,500		2,550		2,600
	Electrical Service - Town Square	1,762		-		2,820		2,250		2,300		2,350		2,400	
	Walkway	587		1,007		200		200		200		200		200	
370-861-920.02	Natural Gas Service		4,391		2,711		3,780		3,850		3,930		4,010		4,090
	Heat Melt System & Fire Pits - Town Square	3,293		2,443		3,240		3,300		3,370		3,440		3,510	
	Walkway	1,098		268		540		550		560		570		580	
370-861-920.030	Water and Sewer Service		8,483		3,199		9,540		7,300		7,660		8,040		8,440
	Town Square, 120 W Main, Hutton Park	6,362		2,829		9,250		7,000		7,350		7,720		8,110	
	Walkway	2,121		370		290		300		310		320		330	
370-861-950.46	O/T to Public Improvement Fund		5,211												
	Security Cameras	5,211		-											
370-861-967	Fringe Benefits (1)		12,368		11,059		11,220		11,890		12,070		12,615		12,740
		12,368		11,059		11,220		11,890		12,070		12,615		12,740	
370-861-976.01	Street Furnishings		4,506		5,741		3,000		3,550		2,300		1,550		1,550
	Bike Racks	1,158		-				2,000							
	Newsrack					1,700									
	Signage - Directory	-		21		1,300		1,300		1,300		1,300		1,300	
	Light Fixtures	3,312		-		-		-		-		-		-	
	Umbrella	36		2,338		-		250		1,000		250		250	
	Furniture/Benches			1,894											
	Bollards			1,488											
370-861-984	GIS Services		252												
		252		-		-		-		-		-		-	
Total		202,311	202,311	300,301	300,301	289,566	289,566	165,390	165,390	144,335	144,335	148,850	148,850	146,225	146,225
	Difference (should be zero)														
	% Variance from prior year							-42.88%		-12.73%		3.13%		-1.76%	

City of Northville
 Item Budget Worksheet - Details of Supplies, Services and Charge
 FY2017-18 Budget

Department: Downtown Development Authority		Account Number													
Activity: Marketing & Business Mix		Fund #	Activity #												
Prepared By: Lori Ward		370	862												
Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Proposed		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-706	Wages and Salaries - Full Time (1)		35,590		36,374		36,895		23,645		24,245		24,855		25,175
	Director -30%	35,590		36,374		36,895		23,645		24,245		24,855		25,175	
370-862-710	Wages and Salaries - Part Time				4,992		3,000		8,700		8,700		8,700		8,700
	part time staff			4,992		3,000		8,700		8,700		8,700		8,700	
370-862-726	Supplies		-		56		150		150		150		150		150
	Meeting Supplies	-		-		150		150		150		150		150	
	Meeting Catering	-		56											
370-862-784	Downtown Programming & Promotions		37,770		32,617		26,300		26,600		21,600		21,100		20,600
	Port-a-potty (\$150 * 3)														
	Other Promotional Events	2,070		-		-		-		-		-		-	
	Northville Chamber of Commerce	9,500		8,500		8,000		7,500		7,000		7,000		7,000	
	Friday Night Concerts			1,846		7,500		7,000		6,500		6,500		6,500	
	Buy Michigan Now Festival	5,000		4,500		4,000		3,500		3,000		2,500		2,000	
	NCBA	1,800		2,003		1,500		1,250		1,000		1,000		1,000	
	Skeletons are Alive	8,140		6,414		4,000		3,250		2,500		2,500		2,500	
	Concours deElegance	8,397		9,354		-		-		-		-		-	
	Fall Décor	60		-		300		100		100		100		100	
	Christmas	2,571		-		1,000		1,500		1,500		1,500		1,500	
	New Event	232						2,500							
370-862-785	Business Retention Program		2,823		-		2,700		2,700		2,700		2,700		2,700
	Walking Map	2,116		-		1,750		1,750		1,750		1,750		1,750	
	Recruitment Package	-		-		500		500		500		500		500	
	Restaurant Guide	707		-		450		450		450		450		450	
370-862-801.00	Contractual Services		80,088		76,768		73,500		65,500		65,500		65,500		65,500
	Graphic Design	5,701		4,057		5,000		5,000		5,000		5,000		5,000	
	Newsletter	-		1,395		1,500		1,500		1,500		1,500		1,500	
	IMJ Communications	24,000		24,000		24,000		24,000		24,000		24,000		24,000	
	Advertising - misc	1,900		-		-		-		-		-		-	
	Radio	1,318		2,500		2,750		-		-		-		-	
	Print	25,366		22,116		20,000		22,000		22,000		22,000		22,000	
	Direct Mail	6,625		4,903		5,000		5,250		5,250		5,250		5,250	
	Internet/Social Media	2,337		400		1,500		1,500		1,500		1,500		1,500	
	Video/Photography	6,405		3,014		2,500		2,500		2,500		2,500		2,500	
	Event Cards and Posters	4,036		4,519		3,750		3,750		3,750		3,750		3,750	
	Event Planning			6,940		7,500									
	Billboard	2,400		-											
	Restaurant Guides			1,129											
	Detour Signs			1,795											
370-862-802.20	Contracted Planning Services		4,555		-		-		-		-		-		-
	contracted staff	4,555		-		-		-		-		-		-	
370-862-802.30	Contracted Marketing Services		20,449		-		-		-		-		-		-
	contracted staff	20,449		-		-		-		-		-		-	
370-862-801.34	Web Site		943		1,065		973		973		973		973		973
	Accunet	409		521		409		409		409		409		409	
	Mail Chimp	330		340		360		360		360		360		360	

City of Northville
 Item Budget Worksheet - Details of Supplies, Services and Charge
 FY2017-18 Budget

Department: Downtown Development Authority		Account Number													
Activity: Marketing & Business Mix		Fund #	Activity #												
Prepared By: Lori Ward		370	862												
Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Proposed		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Survey Monkey	204		204		204		204		204		204		204	
370-862-950.05	O/T to Parks & Recreation		15,000		8,154		3,500		3,000		2,500		2,000		2,000
	Tunes on Tuesday	5,000		2,000		3,500		3,000		2,500		2,000		2,000	
	Friday Night Concerts	10,000		6,154											
370-862-967	Fringe Benefits (1)		19,789		14,324		14,960		10,110		10,285		10,835		10,960
	Per Finance Department	19,789		14,324		14,960		10,110		10,285		10,835		10,960	
Total		217,007	217,007	174,350	174,350	161,978	161,978	141,378	141,378	136,653	136,653	136,813	136,813	136,758	136,758
	Difference (should be zero)														
	% Variance from prior year									-12.72%	-3.34%	0.12%	0.12%	-0.04%	-0.04%

Department: Downtown Development Authority		Account Number													
Activity: Parking		Fund #	Activity #												
Prepared By: Lori Ward		370	863												
Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Proposed		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-863-706	Wages and Salaries - Full Time (1)		7,415		7,578		7,685		7,880		8,080		8,285		8,395
	Director - 10%	7,415		7,578		7,685		7,880		8,080		8,285		8,395	
370-863-710	Wages and Salaries - Part Time		-		4,992		3,000		8,700		8,700		8,700		8,700
	Part time staff	-		4,992		3,000		8,700		8,700		8,700		8,700	
370-863-726	Supplies		-		-		-		50		50		50		50
	Meeting Supplies	-		-		-		50		50		50		50	
370-863-786	Downtown Parking Program		10		-		250		250		250		250		250
	Tickets - Complaints	10		-		-		-		-		-		-	
	Brochures and Maps	-		-		250		250		250		250		250	
	Occupancy Counts														
370-863-801.00	Contractual Services		-		-		-		-		-		-		-
	Occupancy Counts	-		-		-		-		-		-		-	
370-863-801.93	Parking Structure Maintenance		7,187		11,976		35,000		25,000		25,000		25,000		25,000
	Painting and Repair	2,600		-		-		-		-		-		-	
	MainCentre Parking Deck Repair	4,587		8,337		35,000		25,000		25,000		25,000		25,000	
	Cady Street Parking Deck Repair			3,639											
370-863-802.20	Contracted Planning Services		4,555		-		-		-		-		-		-
	contracted staff	4,555		-		-		-		-		-		-	
370-863-950.21	O/T to General Fund		128,720		130,960		133,270		135,650		138,100		140,620		143,220
	Parking Deck Maintenance (3% increase)	74,720		76,960		79,270		81,650		84,100		86,620		89,220	
	Snow Removal (to keep parking spaces open)	4,000		4,000		4,000		4,000		4,000		4,000		4,000	
	Street Lighting & Parking Lot Electrical	50,000		50,000		50,000		50,000		50,000		50,000		50,000	
370-863-967.00	Fringe Benefits (1)		4,123		3,292		3,300		3,820		3,880		4,060		4,105
	Per Finance Department	4,123		3,292		3,300		3,820		3,880		4,060		4,105	
370-863-977.16	Parking Maintenance and Expansion		4,647		-		-		-		-		-		-
	Marquis Parking Lot Site Improvements	4,647		-		-		-		-		-		-	
Total		156,657	156,657	158,798	158,798	182,505	182,505	181,350	181,350	184,060	184,060	186,965	186,965	189,720	189,720
Difference (should be zero)															
% Variance from prior year										-0.63%	1.49%	1.58%	1.58%	1.47%	1.47%

Line Item Budget Worksheet - Details of Supplies, Services and Cha
FY2017-18 Budget

Department:	Downtown Development Authority	Account Number	
Activity:	Organizational	Fund #	Activity #
Prepared By:	Lori Ward	370	864

Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Proposed		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-706	Wages and Salaries - Full Time (1)		8,898		9,093		9,225		23,645		24,245		24,855		25,175
	Director - 30%	8,898		9,093		9,225		23,645		24,245		24,855		25,175	
370-864-710.	Wages - Temp/Part Time Reg		350		4,992		3,000		8,700		8,700		8,700		8,700
	Intern	350													
	part time staff			4,992		3,000		8,700		8,700		8,700		8,700	
370-864-726	Supplies		908		4,336		1,500		1,150		1,650		1,150		1,150
	Office . Supplies	141		643		250		250		250		250		250	
	Computer Software	-		1,021		250		250		250		250		250	
	Computer Supplies	509		525		800		500		1,000		500		500	
	Meetings Catering	258		226		200		150		150		150		150	
	Computers			1,921											
370-864-730	Postage		476		177		175		175		175		175		175
	Postage machine & stamps	476		177		175		175		175		175		175	
370-864-731	Publications		54		114		119		65		65		65		65
	Northville Record	-		60		65		65		65		65		65	
	Crains	54		54		54									
370-864-801.00	Contractual Services		-		-		-		-		-		-		-
		-		-		-		-		-		-		-	
370-864-801.19	Technology Services		2,680		3,129		2,630		1,490		1,490		1,490		1,490
	Computer Repair Service	-		-		270		270		270		270		270	
	Comcast DSL (\$95/mo)	950		860		1,140									
	Email Archival Service	26		34		15		15		15		15		15	
	IT support from Township	1,704		1,465		1,000		1,000		1,000		1,000		1,000	
	Annual Support - Servers (\$17/mo)	-		221		205		205		205		205		205	
	Comcast Town Square			549											
370-864-801.45	DDA Plan Update and Amendment		12,798		-		-		-		-		-		-
	Amended and restated plan	1,170		-		-		-		-		-		-	
	Legal & Consulting fees	8,734		-		-		-		-		-		-	
	Printing, Publishing, Notice Fees	2,888													
	Misc	6													
370-864-802.01	Legal Services		(1,118)		2,266		5,000		2,500		2,500		2,500		2,500
	General Legal Fees	937		913		1,000		1,000		1,000		1,000		1,000	
	Monaghan - Zoo Authority	(2,055)		-											
	Real Estate Legal Fees			1,312		4,000		1,500		1,500		1,500		1,500	
	Steve Schwartz, labor			41											
	Labor Attorney														
370-864-802.20	Contracted Planning Services		2,278		-		-		-		-		-		-
	contracted staff	2,278		-		-		-		-		-		-	

Line Item Budget Worksheet - Details of Supplies, Services and Cha
FY2017-18 Budget

Department:	Downtown Development Authority	Account Number	
Activity:	Organizational	Fund #	Activity #
Prepared By:	Lori Ward	370	864

Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Proposed		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-802.30	Contracted Marketing Services		5,069		-		-		-		-		-		-
	contracted staff	5,069		-		-		-		-		-		-	
370-864-805	Auditing Services		4,604		4,386		4,650		4,690		4,740		4,830		4,930
	Plante & Moran - Per Finance Department	4,604		4,386		4,650		4,690		4,740		4,830		4,930	
370-864-900	Printing & Publishing		2,530		1,408		1,125		975		975		975		975
	Notecards/Envelopes/Labels	868		97		450		250		250		250		250	
	DDA Annual Report in Newspaper	445		419		425		425		425		425		425	
	Slide and Photo Processing	-		754		50		100		100		100		100	
	Bid Notices			138											
	Color Copying Charges	1,217		-		200		200		200		200		200	
370-864-910	Insurance - MMRMA		3,884		2,880		2,470		5,270		5,390		5,520		5,650
	Per Schedule	5,021		4,164		4,005		4,120		4,240		4,370		4,500	
	Distribution rec'd to offset premiums	(1,850)		(1,985)		(2,685)									
	Special Event Insurance	713		701		1,150		1,150		1,150		1,150		1,150	
370-864-917	Workers comp Insurance		610		789		-		-		-		-		-
	contracted staff WC Premium	610		789		-		-		-		-		-	
370-864-920	Utilities		1,526		1,188		1,225		1,225		1,225		1,225		1,225
	\$75 mo reimbursement via payroll	900		900		900		900		900		900		900	
	AT&T phone & fax lines (\$35.13/mo x 2)	70		-		-		-		-		-		-	
	Clear Rate phone & internet (\$27/mo)	556		288		325		325		325		325		325	
370-864-956	Contingencies		-		-		-		-		-		-		4,160
	Wage Adjustments - Per Finance Department	-		-		-		-		-		-		4,160	
370-864-958	Memberships & Dues		1,110		1,110		1,110		640		640		640		640
	APA	220		220		220									
	MDA	400		400		400		400		400		400		400	
	Chamber of Commerce	240		240		240		240		240		240		240	
	NTHP - National Main Street Center	250		250		250									
370-864-960	Education & Training		1,941		1,090		2,000		1,750		1,750		1,750		1,750
	Travel - mileage and parking	941		210		500		500		500		500		500	
	Meals	56		47		150		150		150		150		150	
	Conference Fees	506		625		350		350		350		350		350	
	Hotel Expenses	369		208		500		500		500		500		500	
	Other	69		-		500		250		250		250		250	
370-864-967	Fringe Benefits (1)		4,947		4,137		3,915		10,110		10,285		10,835		10,960
	Per Finance Department	4,947		4,137		3,915		10,110		10,285		10,835		10,960	
370-864-967.02	Overhead		9,480		9,950		10,450		10,970		11,520		12,100		12,710
	services by Finance Dept, DPW Dir, Manager (5% increase)	9,480		9,950		10,450		10,970		11,520		12,100		12,710	

Line Item Budget Worksheet - Details of Supplies, Services and Cha
 FY2017-18 Budget

Department: Downtown Development Authority		Account Number													
Activity: Organizational		Fund #	Activity #												
Prepared By: Lori Ward		370	864												
Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Proposed		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
Total		63,025	63,025	51,045	51,045	48,594	48,594	73,355	73,355	75,350	75,350	76,810	76,810	82,255	82,255
Difference (should be zero)		-		-		-		-		-		-		-	
% Variance from prior year								50.95%		2.72%		1.94%		7.09%	

Department:	Downtown Development Authority	Account Number	
Activity:	Debt	Fund #	Activity #
Prepared By:	Lori Ward	370	945

Account #	Classification & Description	2014-15 Actual		2015-16 Actual		2016-17 Proposed		2017-18 Proposed		2018-19 Proposed		2019-20 Proposed		2020-21 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		169,135		175,415		171,385		172,355		173,170		173,830		174,335
	2013 DDA Refunding Bond Debt Service														
	Principal	120,000		152,707		130,000		135,000		140,000		145,000		150,000	
	Interest	49,135		22,708		41,385		37,355		33,170		28,830		24,335	
Total		169,135	169,135	175,415	175,415	171,385	171,385	172,355	172,355	173,170	173,170	173,830	173,830	174,335	174,335
	Difference (should be zero)		-		-		-		-		-		-		-
	% Variance from prior year								0.57%		0.47%		0.38%		0.29%

DDA Communications

To: DDA Board of Directors
From: Lori M. Ward, DDA Director
Date: March 21, 2017
Subject: Budget Discussion 2017-18

Background:

The DDA Draft 2017-18 Budget was presented to the DDA Board at the February 21st meeting. The budget showed a small, \$12,000 budget deficit that would have relied on fund balance. Staff presented several options to the DDA Board for ways to reduce expenses as a way to eliminate the reliance of fund balance. The DDA discussed several possibilities including: reducing a series of small ticket items of the budget to ensure that we have a positive cash flow, look for additional sponsors for items like WiFi and porta-potties, submit an insurance claim on the Pavilion repair, and explore the real cost associated with providing street lighting for the downtown.

Analysis:

Since the DDA's March meeting, the Finance Department received information from the City Assessor showing to items that impact the DDA budget:

- 4% increase in taxable values for downtown commercial property that resulted in an additional increase in revenue of roughly \$18,250.
- Board of Revue action that resulted in a loss of TIF revenue of \$8,207.

Combining the two items above provides a net revenue increase of roughly \$10,000. In addition, DDA staff reviewed the budget and made several changes, identified in yellow in order to achieve a budget with a small surplus for fiscal year 2017-18. These adjustments are outlined in Attachment 6.a.i.

Recommendation:

Staff will continue to look for outside sponsorship of events and programs and to seek insurance reimbursement for the Pavilion glass repair. Staff recommends approval of the proposed budget for fiscal year 2017-18 presented to the DDA on March 21, 2017.

Northville DDA Changes to FY 2017-18 DDA Budget

Line Item #	Classification	Description of Amendment	Amount +/-
Revenue			
370-000-403.00	Current Property Taxes	Increase in Taxable Value of 4%	\$18,265
370-000-403.00	Current Property taxes	Successful Board of Appeals	(\$8,207)
370-000-403.01	DDA Operating Levy	Increase in Taxable Value	\$585
370-000-699.00	Use of Fund Balance	Required use of Fund Balance	(\$293)
DPW			
None			
Design			
370-861-740.05	Downtown Materials	Maintenance Equipment for Seasonal Help	\$250
370-861-740.05	Downtown Materials	Fall Décor	\$125
370-861-801.00	Contractual Services	New Hire Physicals	(\$75)
370-861-801.00	Contractual Services	Fountain Repair	\$1,000
370-861-801.00	Contractual Services	Pavilion Repair	(\$3,000)
370-861-850.00	Landscape Maintenance & Material	Marquis Parking Lot Landscaping	(\$1,500)
370-861-850.00	Landscape Maintenance & Material	Beautification Commission Plantings	(\$250)
370-869-920.01	Electrical Service	Actual Expenses	(\$630)
370-861-976.01	Street Furnishing	Bike Rack Purchase and Installation	\$2,000
370-861-976.01	Street Furnishing	Umbrella repair	\$250
Marketing Mix			
370-862-784.00	Downtown Programming & Promotions	Christmas	\$500
370-862-785.00	Business Retention Program	Printing restaurant guide	\$450
370-862-801.00	Contractual Services	Internet Social Media	(\$500)
370-862-801.00	Contractual Services	Restaurant Guide	(\$500)
Parking			

None			
Organization			
370-864-726.00	Supplies	Meeting Catering	(\$50)
370-864-900.00	Printing & Publishing	Notecards/Envelops	(\$200)
370-864-900.00	Printing & Publishing	Photos and Slide Reproduction	\$50
370-864-958.00	Membership Dues	Drop membership in APA	(\$220)
370-864-958.00	Membership Dues	Drop membership in National Trust	(\$250)
370-864-960.00	Education & Training	Reduction	(\$250)



March Design Committee Update

Wayfinding Signage

All forms have been updated and submitted to the WCRC. Staff has been in contact with the Plan Reviewer Simon Yusif and he has assured staff that all material has been submitted and the signs are in the review process. Staff will follow up with Oakland County Road Commission to revive the application submitted last year.

Cady Street Parking Deck Beam Repair

The contracted work to repair the beam has been completed and an invoice submitted. Staff has requested that Desai Engineering inspect the work to make sure that it was done to their specifications. A site visit will occur later this week. DDA staff requested and received a bid from RAM to seal the joint where the deck and the bridge come together. The proposal to do the work totaled \$1300. The DDA and the building owners S4Cady have agreed to share the cost of the installation of an aluminum sill plate. The building owners have contracted with RAM to do approximately \$8500 of additional work to the bridge to ensure that it safe and well maintained. The aluminum sill plate will be installed when RAM is doing the work for S4Cady later this month.

DDA staff, DPW Director and Finance Director met earlier this month to discuss the responsibilities of the maintenance of the parking decks. All parties agreed that the DPW would be in charge of the review and maintenance of the decks and that funds budgeted through an operating transfer from the DDA to the General Fund would be utilized to make the necessary annual repairs. A discussion took place about who would be responsible for the capital projects associated with the deck, and how those repairs would be made. The use of Parking Credit Funds was discussed as a mechanism to fund the needed repairs. The fund currently has \$577,590 in fund balance. There has been follow up discussions about what to do if the cost of the repairs exceeds this amount. DDA staff has requested that DPW take over the preparation of the RFP for evaluation of the decks. DPW has declined. DDA staff will attempt to identify another way to accomplish the goal. Once the evaluation has been completed the required repairs can be bid out for construction along with a phasing plan and maintenance manual.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY (February 2017):

PUBLICITY:

Press materials that have been prepared & sent out in January 2017:

- March / April Calendar
- Browndog Expansion

Upcoming press materials:

- Nourish Northville Opening

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

Received in February 2017:

- Between the Lines (Feb. 23) – Browndog Expansion in Northville

SOCIAL MEDIA:

- Promoted Valentine's Day Post
- Facebook ~ Continued to maintain the page, including daily posts on events and business announcements
- Twitter ~ Continued to maintain the page, including daily posts on events and business announcements

UPCOMING PAID ADVERTISING:

PRINT:

- HOUR 1/2 page ads in the following issues:
 - May 2017
 - June 2017
 - August 2017
 - September 2017
 - November 2017
 - December 2017
- Chamber Directory (February)
- Ad in Parks & Rec Spring/Summer Brochure
- Ad in Tipping Point Theatre 10th Anniversary Season Programs

ADDITIONAL:

- Consumer Videos (Date TBD)
- New Photography (Date TBD)