



Special Meeting of the DDA Board of Directors
City Hall - Council Chambers
215 West Main Street
Thursday, October 27, 2016 - 8:00 a.m.

A G E N D A

1. Call to Order
2. Audience Comments
3. Approval of Agenda
4. Review of 1st Quarter Budget Amendments (Attachment 4)
5. Consider closed session to discuss attorney-client privileged communication
6. Potential Action based on Closed Session
7. Future Meeting / Important Dates:
 - A. Marketing Mix Meeting – November 3, 2016
 - B. City Council Meeting to consider bid awards – November 7, 2016
 - C. Executive Committee Meeting – November 9, 2016
 - D. Joint Meeting to discuss Strategic Plan – November 17, 2016
 - E. Joint Meeting to discuss Strategic Plan – November 29, 2016
8. Communications
9. Adjournment

Department: Downtown Development Authority		Account Number											
Activity: Revenues		Fund #	Activity #										
Prepared By: Lori Ward		370	Revenues										
Account #	Classification & Description	2016-17 Proposed		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-403	Current Property Taxes Formulas are on main budget document (NE Subject to March Board of Review Changes	653,664	653,664	-	-	-	-	-	-	-	-	653,664	653,664
370-000-403.01	DDA Operating Levy 1.8158 mills Subject to March Board of Review Changes	57,474	57,474	-	-	-	-	-	-	-	-	57,474	57,474
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss Local Community Stabilization Share	28,000	28,000	-	-	-	-	-	-	-	-	28,000	28,000
370-000-417	Delinquent Personal Prop Taxes	-	-	-	-	-	-	-	-	-	-	-	-
370-000-418	Property Taxes - Other Reserve - Tax Appeals Wayne County Adjustment	(5,000)	(5,000)	-	-	-	-	-	-	-	-	(5,000)	(5,000)
370-000-476.09	Newspaper Rack Registration Fees 24 @ \$27 each	-	-	-	-	-	-	-	-	-	-	-	-
370-000-586.02	Sponsorships Movies at the Marquis Skeletons Are Alive Concours d'Elegance	- 5,000 14,000	19,000	- - (14,000)	(14,000)	-	-	-	-	-	-	- 5,000 -	5,000
370-000-659.11	Rent Revenue Rental of Town Square	150	150	-	-	-	-	-	-	-	-	150	150
370-000-664	Interest from Investments	500	500	1,275	1,275	-	-	-	-	-	-	1,775	1,775
370-000-666	Misc Revenue Ticket Sales for the Movies at the Marquis Other	-	-	-	-	-	-	-	-	-	-	-	-
370-000-666.09	Façade Grant Program Application Fee \$25 per application	-	-	-	-	-	-	-	-	-	-	-	-
370-000-667.00	Insurance Proceeds	-	-	-	-	-	-	-	-	-	-	-	-
370-000-699.06	Operating transfer from General Fund Strategic Plan Contribution	21,000	21,000	-	-	-	-	-	-	-	-	21,000	21,000
370-000-699.00	Use of Fund Balance Use of Fund Balance	56,645	56,645	12,725	12,725	-	-	-	-	-	-	69,370	69,370
Total		831,433	831,433	-	-	-	-	-	-	-	-	831,433	831,433
Difference (should be zero)		-	-	-	-	-	-	-	-	-	-	-	-

City of Northville
 Budget Amendment Worksheet
 FY2016-17 Budget

Department: Downtown Development Authority		Account Number											
Activity: Revenues		Fund #	Activity #										
Prepared By: Lori Ward		370	Revenues										
Account #	Classification & Description	2016-17 Proposed		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Total Expenditures	831,433	831,433	-	-	-	-	-	-	-	-	831,433	831,433
	Total Revenues	774,788	774,788	(12,725)	(12,725)	-	-	-	-	-	-	762,063	762,063
	Use of (Increase to) Fund Balance	56,645	56,645	12,725	12,725	-	-	-	-	-	-	69,370	69,370
	Difference - should be zero	-	-	-	-	-	-	-	-	-	-	-	-

City of Northville
 Budget Amendment Worksheet
 FY2016-17 Budget

Department:	Downtown Development Authority	Account Number	
Activity:	Business Mix	Fund #	Activity #
Prepared By:	Lori Ward	370	860

Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-860-706	Wages and Salaries - Full Time (1) Director 24%	-	-	-	-	-	-	-	-	-	-	-	-
370-860-726	Supplies Paper, folders, meeting supplies	-	-	-	-	-	-	-	-	-	-	-	-
370-860-733	Incentive Programs 5th grant cycle - Facades 6th grant cycle - Facades 6th grant cycle - Tech Assist 7th grant cycle - Facades 8th grant cycle - Facades 9th grant cycle - Facades	-	-	-	-	-	-	-	-	-	-	-	-
370-860-785	Business Retention Program Walking Map Recruitment Package Speakers/Seminars Table top display Tour the Town Demographic/Market Study misc Restaurant Guide Business Showcase	-	-	-	-	-	-	-	-	-	-	-	-
370-860-801.00	Contractual Services R&C Services	-	-	-	-	-	-	-	-	-	-	-	-
370-860-802.20	Contracted Planning Services contracted staff	-	-	-	-	-	-	-	-	-	-	-	-
370-860-802.30	Contracted Marketing Services contracted staff	-	-	-	-	-	-	-	-	-	-	-	-
370-860-967	Fringe Benefits (1) Per Finance Department	-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-	-	-	-	-	-

% Variance from prior year

City of Northville
Budget Amendment Worksheet
FY2016-17 Budget

Department: Downtown Development Authority		Account Number											
Activity: Design		Fund #	Activity #										
Prepared By: Lori Ward		370	861										
Account #	Classification & Description	Original Amount	Budget Total	1st Quarter Amount	1st Quarter Total	2nd Quarter Amount	2nd Quarter Total	3rd Quarter Amount	3rd Quarter Total	4th Quarter Amount	4th Quarter Total	Amended Budget Amount	Amended Budget Total
370-861-706	Wages and Salaries - Full Time (1) Director (30%)	22,735	22,735	-	-	-	-	-	-	-	-	22,735	22,735
370-861-707	Wages and Salaries - Overtime 2 Seasonals											-	-
370-861-710	Wages and Salaries - Part Time 3 Seasonals DDA part-time staff	16,000 8,700	24,700	-	-	-	-	-	-	-	-	16,000 8,700	24,700
370-861-726	Supplies Meeting supplies Reproduction Catering Printing Maintenance Equipement	150 100 250 250 100	850	-	-	-	-	-	-	-	-	150 100 250 250 100	850
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 Equipement No Smoking Signs	2,250 - 2,055 1,250 250 - 6,000 2,500 - - - -	14,305	-	-	-	-	-	-	-	-	2,250 - 2,055 1,250 250 - 6,000 2,500 - - - -	14,305
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 walkway repair Misc	3,600 15,000 - 300 1,500 650 - - 100 - - 370 400 300 - - - - -	24,820	-	-	-	-	-	-	-	-	3,600 15,000 - 300 1,500 650 - - 100 - - 370 400 300 - - - - -	24,820

City of Northville
Budget Amendment Worksheet
FY2016-17 Budget

Department: Downtown Development Authority		Account Number											
Activity: Design		Fund #	Activity #										
Prepared By: Lori Ward		370	861										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Repair Fencing											-	
	Security Cameras											-	
	WiFi Service Town Square - Comcast	2,100										2,100	
	Fountain Repair	500										500	
	Survey											-	
	Gas Pit Repair/Replacement											-	
370-861-801.16	Public Restroom Program		2,750										2,750
	Rent/Maintenance (\$3,975/quarter)				-		-		-		-		
	Porta Potty rental (\$430/mo)	2,750										2,750	
	Water (\$66/bi-monthly)	-			-		-		-		-		
	Special Event Use	-										-	
370-861-801.90	Sidewalk Repairs												
	Hutton Street Sidewalk Repairs											-	
370-861-801.94	Brick Repair & Maintenance												
	Crosswalks											-	
370-861-802.20	Contracted Planning Services												
	contracted staff	-	-		-		-		-		-	-	-
370-861-803.200	Planning Studies		51,000										51,000
	Strategic Plan - DDA Portion	27,900										27,900	
	Strategic Plan - City Portion	21,000										21,000	
	Printing, organizing focus groups, etc	2,100										2,100	
370-861-803.55	Sidewalk & Landscape Replacement												
	Construction Project - MDOT	-			-		-		-		-	-	
	Construction Contingency	-										-	
370-861-803.58	Comerica Community Connection												
	Construction Costs	-			-		-		-		-	-	
	Cooper Design	-										-	
	Testing											-	
	Inspection	-										-	
	Other											-	
	Detroit Edison											-	
	ATM Reimbursement											-	
	Signage											-	
370-861-803.59	Signage and Markers Projects		22,000										22,000
	Downtown Wayfinding Project	22,000										22,000	
	Non Motorized Trail Project											-	
	Cross Street Banner Poles											-	
370-861-803.81	Alleyway Improvements												
	Orin/Plaza											-	
	Rebeccas											-	
370-861-803.93	Comerica Connection Exhibit												
	design											-	
	fabrication											-	

City of Northville
 Budget Amendment Worksheet
 FY2016-17 Budget

Department: Downtown Development Authority		Account Number											
Activity: Design		Fund #	Activity #										
Prepared By: Lori Ward		370	861										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-850	Landscape Maintenance & Materials		31,750		-		-		-		-		31,750
	Annuals & perennials	25,000										25,000	
	Landscape Replacement	1,000										1,000	
	Tree Maintenance and Replacement	1,000										1,000	
	Trim and Mulch	1,000										1,000	
	weeding & watering											-	
	Landscaping on Hutton Dulap Curve, MAC	-										-	
	Brick Repair	1,000										1,000	
	Fountain Chemicals and Parts	250										250	
	Northville Square Parking Lot Landscaping											-	
	Beautification Commission Plantings	2,500										2,500	
	Misc.											-	
370-861-920.01	Electrical Service		5,020		-		-		-		-		5,020
	Electrical Service - Town Square	4,820										4,820	
	Walkway	200										200	
370-861-920.02	Natural Gas Service		3,780		-		-		-		-		3,780
	Heat Melt System & Fire Pits - Town Square	3,240										3,240	
	Walkway	540										540	
370-861-920.030	Water and Sewer Service		7,540		-		-		-		-		7,540
	Town Square, 120 W Main, Hutton Park	7,250										7,250	
	Marc Dutton - Maintenance/Repair	-										-	
	Walkway	290										290	
370-861-950.46	O/T to Public Improvement Fund												
	Security Cameras											-	
370-861-967	Fringe Benefits (1)		11,480		-		-		-		-		11,480
		11,480										11,480	
370-861-976.01	Street Furnishings		3,300		-		-		-		-		3,300
	Bike Racks											-	
	Newsrack decals											-	
	Signage - Directory	1,300										1,300	
	Light Fixtures	-										-	
	Umbrella	2,000										2,000	
	Furniture/Benches											-	
370-861-984	GIS Services		-		-		-		-		-		-
												-	
Total		226,030	226,030	-	-	-	-	-	-	-	-	226,030	226,030
Difference (should be zero)													

City of Northville
Budget Amendment Worksheet
FY2016-17 Budget

Department: Downtown Development Authority		Account Number		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
Account #	Classification & Description	Original Amount	Budget Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-706	Wages and Salaries - Full Time (1) Director -48%	36,375	36,375	-	-	-	-	-	-	-	-	36,375	36,375
370-862-710	Wages and Salaries - Part Time part time staff	8,700	8,700	-	-	-	-	-	-	-	-	8,700	8,700
370-862-726	Supplies Meeting Supplies Meeting Catering	150	150	-	-	-	-	-	-	-	-	150	150
370-862-733	Incentive Programs Cycle 10	-	-	-	-	-	-	-	-	-	-	-	-
370-862-784	Downtown Programming & Promotions Port-a-potty (\$150 * 3) Other Promotional Events Northville Chamber of Commerce Friday Night Concerts Buy Michigan Now Festival NCBA Sponsorships Skeletons are Alive Concours deElegance Fall Décor Christmas Movies at the Marquis Christmas Market Misc	- 8,000 7,500 4,000 1,500 2,500 15,250 300 1,000	40,050	-	-	-	-	-	-	-	-	- 8,000 7,500 4,000 1,500 2,500 15,250 300 1,000	40,050
370-862-785	Business Retention Program Walking Map Recruitment Package Speakers Marketing/Branding Study Restaurant Guide	1,750 500 700	2,950	-	-	-	-	-	-	-	-	1,750 500 700	2,950
370-862-801.00	Contractual Services Graphic Design Newsletter IMJ Communications Advertising - misc Radio Print Direct Mail Internet/Social Media Video/Photography Event Cards and Posters Event Planning Billboard	5,000 1,500 24,000 2,750 20,000 5,000 1,500 2,500 3,750 7,500	73,500	-	-	-	-	-	-	-	-	5,000 1,500 24,000 2,750 20,000 5,000 1,500 2,500 3,750 7,500	73,500
370-862-802.20	Contracted Planning Services contracted staff	-	-	-	-	-	-	-	-	-	-	-	-

City of Northville
 Budget Amendment Worksheet
 FY2016-17 Budget

Department: Downtown Development Authority		Account Number											
Activity: Marketing & Business Mix		Fund #	Activity #										
Prepared By: Lori Ward		370	862										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-802.30	Contracted Marketing Services contracted staff	-	-	-	-	-	-	-	-	-	-	-	-
370-862-801.34	Web Site		973	-	-	-	-	-	-	-	-	-	973
	Accunet	409										409	
	Mail Chimp	360										360	
	Website Maintenance											-	
	Survey Monkey	204										204	
370-862-950.05	O/T to Parks & Recreation		3,500	-	-	-	-	-	-	-	-	-	3,500
	Tunes on Tuesday	3,500										3,500	
	Friday Night Concerts											-	
370-862-967	Fringe Benefits (1) Per Finance Department		15,135	-	-	-	-	-	-	-	-	15,135	15,135
		15,135										15,135	
Total		181,333	181,333	-	-	-	-	-	-	-	-	181,333	181,333
Difference (should be zero)													

City of Northville
Budget Amendment Worksheet
FY2016-17 Budget

Department: Downtown Development Authority		Account Number											
Activity: Parking		Fund #	Activity #										
Prepared By: Lori Ward		370	863										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-863-706	Wages and Salaries - Full Time (1) Director - 10%	7,580	7,580	-	-	-	-	-	-	-	-	7,580	7,580
370-863-710	Wages and Salaries - Part Time Part time staff	8,700	8,700	-	-	-	-	-	-	-	-	8,700	8,700
370-863-726	Supplies Meeting Supplies	50	50	-	-	-	-	-	-	-	-	50	50
370-863-786	Downtown Parking Program Tickets - Complaints Brochures and Maps Occupancy Counts	250	250	-	-	-	-	-	-	-	-	-	250
370-863-801.00	Contractual Services Occupancy Counts	-	-	-	-	-	-	-	-	-	-	-	-
370-863-801.93	Parking Structure Maintenance Window Washing Painting and Repair MainCentre/Cady Center Parking Deck Repair	2,000 25,000	27,000	-	-	-	-	-	-	-	-	2,000 25,000	27,000
370-863-802.20	Contracted Planning Services contracted staff	-	-	-	-	-	-	-	-	-	-	-	-
370-863-950.21	O/T to General Fund Parking Deck Maintenance (3% increase) Snow Removal (to keep parking spaces open) Street Lighting & Parking Lot Electrical	79,270 4,000 50,000	133,270	-	-	-	-	-	-	-	-	79,270 4,000 50,000	133,270
370-863-967.00	Fringe Benefits (1) Per Finance Department	3,690	3,690	-	-	-	-	-	-	-	-	3,690	3,690
370-863-977.16	Parking Maintenance and Expansion Marquis Parking Lot Site Improvements	-	-	-	-	-	-	-	-	-	-	-	-
Total		180,540	180,540	-	-	-	-	-	-	-	-	180,540	180,540

Budget Amendment Worksheet
FY2016-17 Budget

Department: Downtown Development Authority		Account Number											
Activity: Organizational		Fund #	Activity #										
Prepared By: Lori Ward		370	864										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-706	Wages and Salaries - Full Time (1)		9,095		-		-		-		-	9,095	9,095
	Director - 12%	9,095										9,095	
370-864-710.	Wages - Temp/Part Time Reg		8,700		-		-		-		-		8,700
	Intern											-	
	part time staff	8,700										8,700	
370-864-726	Supplies		1,500		-		-		-		-		1,500
	Meeting Supplies	250										250	
	Computer Software	250										250	
	Computer Supplies	800										800	
	Meetings Catering	200										200	
370-864-730	Postage		175		-		-		-		-		175
	Postage machine & stamps	175										175	
370-864-731	Publications		115		-		-		-		-		115
	Northville Record	61										61	
	Crains	54										54	
370-864-801.00	Contractual Services		-		-		-		-		-		-
		-										-	
370-864-801.19	Computer Program Services		2,385		-		-		-		-		2,385
	Computer Repair Service	270										270	
	Comcast DSL (\$95/mo)	1,140										1,140	
	Email Archival Service	20										20	
	IT support from Township	750										750	
	Annual Support - Servers (\$17/mo)	205										205	
370-864-801.45	DDA Plan Update and Amendment		-		-		-		-		-		-
	Amended and restated plan	-										-	
	Legal & Consulting fees	-										-	
	Printing, Publishing, Notice Fees												
	Misc												
370-864-802.01	Legal Services		3,500		-		-		-		-		3,500
	General Legal Fees	2,000										2,000	
	Monaghan - Zoo Authority											-	
	Real Estate Legal Fees	1,500										1,500	
370-864-802.20	Contracted Planning Services		-		-		-		-		-		-
	contracted staff	-										-	
370-864-802.30	Contracted Marketing Services		-		-		-		-		-		-
	contracted staff	-										-	
370-864-805	Auditing Services		4,650		-		-		-		-		4,650

Budget Amendment Worksheet
FY2016-17 Budget

Department: Downtown Development Authority		Account Number											
Activity: Organizational		Fund #	Activity #										
Prepared By: Lori Ward		370	864										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Plante & Moran - Per Finance Department	4,650										4,650	
370-864-900	Printing & Publishing		1,125		-		-		-		-		1,125
	Notecards/Envelopes/Labels	450										450	
	DDA Annual Report in Newspaper	425										425	
	Slide and Photo Processing	50										50	
	Bid Notices											-	
	Color Copying Charges	200										200	
370-864-910	Insurance - MMRMA		5,440		-		-		-		-		5,440
	Per Schedule	4,290										4,290	
	Special Event Insurance	1,150										1,150	
370-864-917	Workers comp Insurance		-		-		-		-		-		-
	contracted staff WC Premium	-										-	
370-864-920	Utilities		1,225		-		-		-		-		1,225
	\$75 mo reimbursement via payroll	900										900	
	AT&T phone & fax lines (\$35.13/mo x 2)											-	
	Clear Rate phone & internet (\$27/mo)	325										325	
370-864-956	Contingencies		1,900		-		-		-		-		1,900
	Wage Adjustments - Per Finance Department	1,900										1,900	
370-864-958	Memberships & Dues		1,110		-		-		-		-		1,110
	APA	220										220	
	MDA	400										400	
	Chamber of Commerce	240										240	
	NTHP - National Main Street Center	250										250	
370-864-960	Education & Training		2,000		-		-		-		-		2,000
	Travel - mileage and parking	500										500	
	Meals	150										150	
	Conference Fees	350										350	
	Hotel Expenses	500										500	
	Other	500										500	
370-864-967	Fringe Benefits (1)		4,290		-		-		-		-		4,290
	Per Finance Department	4,290										4,290	
370-864-967.02 (5% increase)	Overhead services by Finance Dept, DPW Dir, Manager		10,450		-		-		-		-		10,450
		10,450										10,450	
Total		57,660	57,660		-		-		-		-		57,660
Difference (should be zero)					-		-		-		-		

City of Northville
Budget Amendment Worksheet
FY2016-17 Budget

Department: Downtown Development Authority		Account Number											
Activity: Debt		Fund #	Activity #										
Prepared By: Lori Ward		370	945										
Account #	Classification & Description	Original Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-945-950.49	O/T to DDA Debt Service Fund		171,385		-		-		-		-		171,385
	2013 DDA Refunding Bond Debt Service												
	Principal	130,000											130,000
	Interest	41,385											41,385
370-945-990.02	Interest Expense		-		-		-		-		-		-
	\$300,000 Loan from General Fund	-											-
	Early Payoff (\$12,650 savings)	-											-
370-945-990.04	Principal Expense		-		-		-		-		-		-
	\$300,000 Loan from General Fund	-											-
	Early Payoff	-											-
Total		171,385	171,385	-	-	-	-	-	-	-	-	-	171,385
Difference (should be zero)													