

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
Tuesday, January 21, 2014 - 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 December 17, 2013 (Attachment 4.a)
 - b. December 2013 Financial Statement (Attachment 4.b)
 - c. December 2013 Invoice Report (Attachment 4.c)
 - d. December PR Summary (Attachment 4.d)
 - e. Second Quarter Budget Amendments (Attachment 4.e)
5. Election of DDA Officers (Attachment 5)
6. Presentation by Carlisle Wortman
 - a. City of Northville 2014 Master Plan Update
 - b. City of Northville Non-Motorized Plan
7. Committee Appointments (Attachment 7)
 - a. Wayfinding Steering Committee and Exhibit Design Committee
8. Committee Information and Updates
 - a. Design Committee – Greg Presley
 - b. Business Mix/Marketing Committee – Shawn Riley
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Lori Ward
9. Future Meetings / Important Dates
 - a. First Friday Experience – February 7, 2014
 - b. Movies At The Marquis – February 1, 8, 15, 22
 - c. Business Mix/Marketing Committee Meeting – February 5, 2014
 - d. Executive Committee Meeting – February 12, 2014
 - e. DDA Board of Directors – February 18, 2014
10. Board and Staff Communications
11. Adjournment

**DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of December 17, 2013
Meeting Room – 8:00 AM**

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

ROLL CALL

Present: *Greg Presley, Jim Long, Shawn Riley, Margene Buckhave, Mary Starring, Chris Johnson*

Absent: *John Casey, Lynda Heaton, Carolann Ayers*

Also Present: *City Manager/Patrick Sullivan, DDA Director/Lori Ward, DDA Planning Coordinator/Kate Knight, DDA Marketing & Communications Coordinator/Christa Williams, Resident/Fred Sheill, Resident/Michelle Aniol, Resident/Paul Sherbeck, Northville School Board President/Ken Roth*

AUDIENCE COMMENTS

Paul Sherbeck, resident of Northville, commented on the DDA's capture of Tax Increment Financing. His comment was noted.

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda as follows:

- Minutes of DDA Meeting November 2013
- Financial Statement of November 2013
- Invoice Report November 2013
- PR Summary November 2013

Vote to approve the agenda and consent agenda, **carried unanimously.**

DDA GOALS AND OBJECTIVES

Lori Ward presented the DDA's 2014-2015 Goals and Objective, broken out by committee, and scheduled to be presented to Northville City Council at a special meeting on January 13, 2014.

The Business Mix Committee and the Marketing Committee are being combined into one committee. Ayers requested, in abstention, that the Goals and Objectives reflect this change.

Building projects which were present in the 2013-2014 Goals and Objectives have been removed because they will be complete by June 2014.

Michelle Aniol, resident, asked about the return on investment of the business retention efforts, in a quantifiable measure. Aniol suggested that each month DDA staff should meet with a set number of businesses in the Downtown. This will be part of the Committee process, and taken under advisement.

Motion by Riley, seconded by Buckhave, to approve the 2014-2015 Goals and Objectives, with the organizational change of the Business Mix and Marketing Committee. **Motion carried unanimously.**

INDUCTION LIGHTING PURCHASE

Lori Ward presented research and suggestion for the purchase of 20 induction lighting in the Downtown, to expand the system installed during the Streetscape Enhancement Project.

The DDA is responsible for Downtown Northville's fixtures and furnishings. One hundred and fifteen High Pressure Sodium street lights were replaced with Induction lights as part of the DDA's recent Streetscape Enhancement project. Approximately ninety-six High Pressure Sodium lights remain throughout the downtown. This next phase of implementation will collaborate with the DPW to achieve a purchasing economy of scale. The combined DDA and DPW order of 28 induction fixtures will finish the core Downtown installation, and extend the program down Center Street, south of Cady.

Motion by Johnson, seconded by Long to approve the purchase of 20 induction lighting in the Downtown for a total amount of \$28,500. **Motion carried unanimously.**

COMMITTEE UPDATES

Design Committee

The Marquis parking lot sidewalks have been poured and Nagle Paving is completing the final work. The stairway behind Northville Gallery has been installed. Bollards and benches are expected the week of December 16. The banner pole is ready for installation, pending electrical work.

WiFi service has been installed in Town Square. The system will go live the week of December 16th. The expanded WiFi system for Downtown will be active beginning in January 2014.

The winter seasonal greenery was installed in time for the November Girls' Night Out event.

Holiday LED lighting was installed in the 15 new trees installed in raised planters downtown with the emphasis on the core intersection at Center and Main Streets. This was completed the week of November 17th, in time for the Holiday Lighted Parade.

Marketing Committee

The first meeting of the Business Mix/Marketing Committee will be held in January.

Small Business Saturday (SBS) occurred on November 30, 2013. The DDA distributed door mats and posters, and promoted the event on social media. There was also an advertisement placed in the Detroit Free Press. Six participating businesses provided products which were displayed and shared by Lori Ward in an in-studio interview held at Fox2 Studio. Lori Ward was also interviewed on WJR the morning of the event.

Ten downtown businesses provided \$100 gift certificates for needy families as a participant in WDVD's Christmas With A Cause. Promotional ads for the event have been running since Thanksgiving, and will continue through the week of December 16.

Santa arrived in Town Square the weekend after Thanksgiving, and will be in the Santa House each weekend until December 15.

Movies at the Marquis will occur again in February. The theme is "Romance is in the Air". The DDA is working with the Marquis Theatre to obtain sponsors for the individual movies.

Parking Committee

The Parking Committee now meets on an as-needed basis. There was nothing to report.

Organizational Committee

The Goals and Objectives for the 2014-2015 fiscal year, are reported above under the header DDA Goals and Objectives.

COMMUNICATION

Board and Staff Communications

The January DDA Board meeting will include election of DDA Board officers.

Ken Roth responded to the audience comments. He stated that the views he was expressing were his own and did not represent any organization.

Margene Buckhave presented a draft proposal for the addition of two floors of residential units to the Northville Square building.

Meeting adjourned at 9:01a.m.

Respectfully submitted,

Christa Williams
Northville DDA
Marketing & Communication Coordinator

User: mwyman

DB: Northville

PERIOD ENDING 12/31/2013

DECEMBER 2013 BENCHMARK 50%

GL NUMBER	DESCRIPTION	2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2013 NORM (ABNORM)	MONTH 12/31/2013 INCR (DECR)	NORM	(ABNORM)	
Fund 370 - Downtown Development Authority								
Revenues								
	Contributions From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		939,933.00	939,933.00	2,371,949.68	254.79	(1,432,016.68)	252.35	
TOTAL Revenues		939,933.00	939,933.00	2,371,949.68	254.79	(1,432,016.68)	252.35	
Expenditures								
Dept 753-DPW Services								
370-753-706.000	Wages - Regular Full Time	6,660.00	6,660.00	1,455.88	44.00	5,204.12	21.86	
370-753-707.000	Wages - Regular Overtime	600.00	600.00	0.00	0.00	600.00	0.00	
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	5,000.00	5,000.00	590.52	0.00	4,409.48	11.81	
370-753-956.000	Contingencies	130.00	130.00	0.00	0.00	130.00	0.00	
370-753-967.000	Fringe Benefits	7,690.00	7,690.00	1,419.27	3.37	6,270.73	18.46	
Total Dept 753-DPW Services		20,580.00	20,580.00	3,465.67	47.37	17,114.33	16.84	
Dept 860-Business Mix Committee								
370-860-706.000	Wages - Regular Full Time	17,595.00	17,595.00	8,629.68	2,228.41	8,965.32	49.05	
370-860-726.000	Supplies	50.00	50.00	0.00	0.00	50.00	0.00	
370-860-733.000	Facade Grant	0.00	0.00	5,646.45	0.00	(5,646.45)	100.00	
370-860-785.000	Business Retention Program	3,750.00	3,750.00	2,881.83	200.00	868.17	76.85	
370-860-801.000	Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00	
370-860-802.200	Contracted Planning Services	5,090.00	5,090.00	2,654.40	542.40	2,435.60	52.15	
370-860-802.300	Contracted Marketing Services	5,090.00	5,090.00	1,972.80	516.00	3,117.20	38.76	
370-860-967.000	Fringe Benefits	7,615.00	7,615.00	3,577.97	738.87	4,037.03	46.99	
Total Dept 860-Business Mix Committee		39,190.00	39,190.00	25,363.13	4,225.68	13,826.87	64.72	
Dept 861-Design Committee								
370-861-706.000	Wages - Regular Full Time	21,990.00	21,990.00	10,787.16	2,785.52	11,202.84	49.05	
370-861-707.000	Wages - Regular Overtime	0.00	0.00	0.00	0.00	0.00	0.00	
370-861-710.000	Wages - Temp / Part Time Reg	14,000.00	14,000.00	10,704.00	384.00	3,296.00	76.46	
370-861-726.000	Supplies	300.00	300.00	13.78	0.00	286.22	4.59	
370-861-740.050	Downtown Materials	13,250.00	13,250.00	11,061.25	7,586.25	2,188.75	83.48	
370-861-801.000	Contractual Services	31,227.00	31,227.00	25,593.93	6,080.76	5,633.07	81.96	
370-861-801.160	Restroom Program	18,650.00	18,650.00	8,835.12	48.82	9,814.88	47.37	
370-861-801.900	Sidewalk Repairs	0.00	0.00	0.00	0.00	0.00	0.00	
370-861-801.940	Brick Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	
370-861-802.200	Contracted Planning Services	12,730.00	12,730.00	6,636.00	1,356.00	6,094.00	52.13	
370-861-802.300	Contracted Marketing Services	0.00	0.00	237.60	0.00	(237.60)	100.00	
370-861-803.200	Planning & Design Studies	0.00	0.00	0.00	0.00	0.00	0.00	
370-861-803.490	Town Square Project	0.00	0.00	0.00	0.00	0.00	0.00	
370-861-803.550	Downtown Sidewalk & Landscape Repl. Proj	0.00	0.00	0.00	0.00	0.00	0.00	
370-861-803.580	Comerica Community Connection	0.00	0.00	(36,760.19)	0.00	36,760.19	100.00	
370-861-803.590	Signage and Markers Projects	105,000.00	105,000.00	8,573.33	0.00	96,426.67	8.17	
370-861-803.810	Alleyway Improvements	0.00	0.00	0.00	0.00	0.00	0.00	
370-861-850.000	Landscape Maintenance	31,000.00	31,000.00	33,140.58	8,674.00	(2,140.58)	106.91	
370-861-920.010	Electric Power	2,750.00	2,750.00	2,667.05	287.94	82.95	96.98	
370-861-920.020	Natural Gas	3,570.00	3,570.00	248.42	0.00	3,321.58	6.96	

User: mwyman
DB: Northville

PERIOD ENDING 12/31/2013

DECEMBER 2013 BENCHMARK 50%

GL NUMBER	DESCRIPTION	2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2013 NORM (ABNORM)	MONTH 12/31/2013 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - Downtown Development Authority							
Expenditures							
370-861-920.030	Water & Sewer Service	6,260.00	6,260.00	3,837.65	0.00	2,422.35	61.30
370-861-943.000	Equipment Rental - City	0.00	0.00	0.00	0.00	0.00	0.00
370-861-950.010	O/T to DDA Construction Fund	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
370-861-967.000	Fringe Benefits	10,735.00	10,735.00	5,306.31	953.51	5,428.69	49.43
370-861-976.010	Street Furnishings	48,200.00	48,200.00	22,705.50	(15,140.00)	25,494.50	47.11
Total Dept 861-Design Committee		319,662.00	319,662.00	113,587.49	13,016.80	206,074.51	35.53
Dept 862-Marketing							
370-862-706.000	Wages - Regular Full Time	17,595.00	17,595.00	8,629.71	2,228.43	8,965.29	49.05
370-862-726.000	Supplies	100.00	100.00	60.91	0.00	39.09	60.91
370-862-784.000	Downtown Programming & Promo	20,950.00	20,950.00	18,118.17	2,686.99	2,831.83	86.48
370-862-784.010	Construction Marketing	0.00	0.00	0.00	0.00	0.00	0.00
370-862-801.000	Contractual Services	64,000.00	64,000.00	28,033.48	4,075.00	35,966.52	43.80
370-862-801.340	Web Site Maintenance	1,969.00	1,969.00	660.00	0.00	1,309.00	33.52
370-862-802.200	Contracted Planning Services	0.00	0.00	201.60	0.00	(201.60)	100.00
370-862-802.300	Contracted Marketing Services	15,280.00	15,280.00	6,631.20	1,548.00	8,648.80	43.40
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	7,615.00	7,615.00	3,578.00	738.88	4,037.00	46.99
Total Dept 862-Marketing		145,509.00	145,509.00	65,913.07	11,277.30	79,595.93	45.30
Dept 863-Parking							
370-863-706.000	Wages - Regular Full Time	7,330.00	7,330.00	3,595.69	928.50	3,734.31	49.05
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	202.50	0.00	47.50	81.00
370-863-801.000	Contractual Services	500.00	500.00	0.00	0.00	500.00	0.00
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	5,090.00	5,090.00	2,548.80	542.40	2,541.20	50.07
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	126,540.00	126,540.00	63,270.00	10,545.00	63,270.00	50.00
370-863-967.000	Fringe Benefits	3,172.00	3,172.00	1,490.85	307.86	1,681.15	47.00
370-863-977.160	Parking Expansion	0.00	0.00	36,914.58	3,035.00	(36,914.58)	100.00
Total Dept 863-Parking		144,412.00	144,412.00	108,022.42	15,358.76	36,389.58	74.80
Dept 864-Organizational							
370-864-706.000	Wages - Regular Full Time	8,795.00	8,795.00	4,314.81	1,114.19	4,480.19	49.06
370-864-710.000	Wages - Temp / Part Time Reg	0.00	0.00	377.50	0.00	(377.50)	100.00
370-864-726.000	Supplies	1,175.00	1,175.00	403.54	94.75	771.46	34.34
370-864-730.000	Postage	100.00	100.00	76.09	4.14	23.91	76.09
370-864-731.000	Publications	45.00	45.00	53.31	0.00	(8.31)	118.47
370-864-801.000	Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00
370-864-801.190	Computer Program Services	1,715.00	1,715.00	1,543.04	152.00	171.96	89.97
370-864-801.450	DDA Boundary Expansion	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
370-864-802.010	Legal Services - General	3,000.00	3,000.00	3,035.50	75.00	(35.50)	101.18
370-864-802.200	Contracted Planning Services	2,550.00	2,550.00	1,224.00	271.20	1,326.00	48.00
370-864-802.300	Contracted Marketing Services	5,090.00	5,090.00	2,210.40	516.00	2,879.60	43.43
370-864-805.000	Auditing Services	4,490.00	4,490.00	3,920.00	0.00	570.00	87.31
370-864-900.000	Printing & Publishing	1,000.00	1,000.00	595.40	0.00	404.60	59.54

User: mwyma

DB: Northville

PERIOD ENDING 12/31/2013

DECEMBER 2013 BENCHMARK 50%

GL NUMBER	DESCRIPTION	2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2013 NORM (ABNORM)	MONTH 12/31/2013 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - Downtown Development Authority							
Expenditures							
370-864-910.000	Liability & Property Ins Pool	5,310.00	5,310.00	3,462.00	0.00	1,848.00	65.20
370-864-917.000	Workmen's Comp Insurance	0.00	0.00	317.25	0.00	(317.25)	100.00
370-864-920.000	Utilities	1,205.00	1,205.00	601.56	100.26	603.44	49.92
370-864-950.330	Oper Tsfr to Insurance Retention Fund	0.00	0.00	0.00	0.00	0.00	0.00
370-864-956.000	Contingencies	1,390.00	1,390.00	0.00	0.00	1,390.00	0.00
370-864-958.000	Membership & Dues	940.00	940.00	1,100.00	210.00	(160.00)	117.02
370-864-960.000	Education & Training	1,500.00	1,500.00	780.82	45.77	719.18	52.05
370-864-967.000	Fringe Benefits	3,810.00	3,810.00	1,796.32	369.49	2,013.68	47.15
370-864-967.020	Overhead - Admin & Records	9,030.00	9,030.00	4,515.00	752.50	4,515.00	50.00
Total Dept 864-Organizational		58,145.00	58,145.00	30,326.54	3,705.30	27,818.46	52.16
Dept 945-Debt Service							
370-945-949.000	Financing Outlay	0.00	0.00	1,682,972.42	0.00	(1,682,972.42)	100.00
370-945-950.490	Oper Tfr To Debt Service Fund	174,185.00	174,185.00	0.00	0.00	174,185.00	0.00
370-945-990.020	Bond/Note Interest Expense	8,250.00	8,250.00	8,250.00	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
370-945-990.070	Bond Issuance Costs	0.00	0.00	26,850.00	0.00	(26,850.00)	100.00
Total Dept 945-Debt Service		212,435.00	212,435.00	1,748,072.42	0.00	(1,535,637.42)	822.87
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		939,933.00	939,933.00	2,094,750.74	47,631.21	(1,154,817.74)	222.86
Fund 370:							
TOTAL REVENUES		939,933.00	939,933.00	2,371,949.68	254.79	(1,432,016.68)	252.35
TOTAL EXPENDITURES		939,933.00	939,933.00	2,094,750.74	47,631.21	(1,154,817.74)	222.86
NET OF REVENUES & EXPENDITURES		0.00	0.00	277,198.94	(47,376.42)	(277,198.94)	100.00

01/14/2014 10:54 AM
 User: CWilliams
 DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 12/01/2013 - 12/31/2013
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 370 Downtown Development Authority					
Dept 860 Business Mix Committee					
370-860-785.000	Business Retention Program	NEW MOON VISIONS	BUSINESS RETENTION BIG	200.00	86339
370-860-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONSULTING	192.00	86178
370-860-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONSULTING SERVICES	225.60	86376
370-860-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONTRACT SERVICES	124.80	86376
370-860-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MONTHLY MARKETING CONSULTING	168.00	86177
370-860-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MARKETING CONSULTING SERVICES	211.20	86375
370-860-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MARKETING CONTRACT SERVICES	136.80	86375
Total For Dept 860 Business Mix Committee				1,258.40	
Dept 861 Design Committee					
370-861-740.050	Downtown Materials	BEGONIA BROTHERS RETAIL	HOLIDAY DECOR AND REPLACE LED LIGHTS	1,978.00	86345
370-861-740.050	Downtown Materials	BEGONIA BROTHERS RETAIL	LIGHTS IN RAISED TREE PLANTERS	3,500.00	86345
370-861-740.050	Downtown Materials	BEGONIA BROTHERS RETAIL	ADDITIONAL SKELETONS AND INSTALLATION	1,260.00	86345
370-861-740.050	Downtown Materials	GRAINGER	LADDER	848.25	86351
370-861-801.000	Contractual Services	B & C TEN AIR	ELECTRICAL REPAIRS THROUGHOUT DWNTWN	522.63	86286
370-861-801.000	Contractual Services	B & C TEN AIR	ELECTRICAL REPAIRS THROUGHOUT DWNTWN	671.38	86286
370-861-801.000	Contractual Services	OBSERVER & ECCENTRIC NEWS	SMALL BUSINESS SATURDAY AD	274.00	86327
370-861-801.000	Contractual Services	BEGONIA BROTHERS RETAIL	REPAIR OF TREE LIGHTS	305.00	86345
370-861-801.000	Contractual Services	FUTURE FENCE COMPANY	STEEL PLANTER RING	4,307.75	86388
370-861-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONSULTING	480.00	86178
370-861-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONSULTING SERVICES	564.00	86376
370-861-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONTRACT SERVICES	312.00	86376
370-861-850.000	Landscape Maintenance	STUART LEVE, INC.	LANDSCAPE MAINTENANCE	315.00	86216
370-861-850.000	Landscape Maintenance	COMMERCIAL GROUNDS SERVICE	FALL AND WINTER PLANTING FOR DOWNTOWN	7,949.00	86288
370-861-850.000	Landscape Maintenance	COMMERCIAL GROUNDS SERVICE	ADDITIONAL WINTER PLANTINGS	410.00	86389
370-861-920.010	Electric Power	DTE ENERGY	ELECTRICAL SERVICE - TOWN SQUARE	287.94	86336
370-861-920.020	Natural Gas	CONSUMERS ENERGY	GAS USAGE 11/6-12/7/13	11.65	500157
Total For Dept 861 Design Committee				23,996.60	
Dept 862 Marketing					
370-862-784.000	Downtown Programming & Promo	BEGONIA BROTHERS RETAIL	TEN SKELETONS FOR HALLOWEEN EVENT	2,250.00	86161
370-862-784.000	Downtown Programming & Promo	CHRISTA SHOPS FOR YOU LLC	CANDY CANES	20.99	86279
370-862-784.000	Downtown Programming & Promo	BEGONIA BROTHERS RETAIL	FALL DECOR REMOVAL	200.00	86345
370-862-784.000	Downtown Programming & Promo	NORTHVILLE CHAMBER OF COM	CHRISTMAS SANTA HELPER	216.00	86349
370-862-801.000	Contractual Services	JEANNE A. MICALLEF	MONTHLY MARKETING RETAINER	2,000.00	86150
370-862-801.000	Contractual Services	CUMULUS DETROIT	SMALL BUSINESS SAT. PROMO	1,425.00	86176
370-862-801.000	Contractual Services	SUSANNE DUDZIK DEYOUNG	GRAPHIC DESIGN SBS ADVTG	90.00	86217
370-862-801.000	Contractual Services	DETROIT MEDIA PARTNERSHIP	HOLIDAY AD - QUARTER PAGE	560.00	86308
370-862-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MONTHLY MARKETING CONSULTING	504.00	86177
370-862-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MARKETING CONSULTING SERVICES	633.60	86375
370-862-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MARKETING CONTRACT SERVICES	410.40	86375
Total For Dept 862 Marketing				8,309.99	
Dept 863 Parking					
370-863-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONSULTING	192.00	86178
370-863-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONSULTING SERVICES	225.60	86376
370-863-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONTRACT SERVICES	124.80	86376
370-863-977.160	Parking Expansion	CANTERBURY INTERNATIONAL	PLAZA FURNISHINGS	3,035.00	86305
Total For Dept 863 Parking				3,577.40	
Dept 864 Organizational					
370-864-726.000	Supplies	QUILL CORPORATION	INKJET CARTRIDGES	63.97	86347
370-864-726.000	Supplies	OFFICE DEPOT	28571763 ORGANIZERS, FILE FOLDERS	7.29	86416

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 12/01/2013 - 12/31/2013
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 370 Downtown Development Authority					
Dept 864 Organizational					
370-864-801.190	Computer Program Services	NORTHVILLE TOWNSHIP	IT SERVICES 11/7-12/6/13	152.00	86330
370-864-802.010	Legal Services - General	PLUNKETT COONEY	LEGAL FEES - GENERAL NOV 2013 (15.8)	75.00	86236
370-864-802.200	Contracted Planning Services	KATHERINE KNIGHT	MONTHLY PLANNING CONSULTING	96.00	86178
370-864-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONSULTING SERVICES	112.80	86376
370-864-802.200	Contracted Planning Services	KATHERINE KNIGHT	PLANNING CONTRACT SERVICES	62.40	86376
370-864-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MONTHLY MARKETING CONSULTING	168.00	86177
370-864-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MARKETING CONSULTING SERVICES	211.20	86375
370-864-802.300	Contracted Marketing Services	CHRISTA SHOPS FOR YOU LLC	MARKETING CONTRACT SERVICES	136.80	86375
370-864-920.000	Utilities	AT&T	TELEPHONE SERVICE 12/4-1/3/14	70.26	86332
370-864-958.000	Membership & Dues	AMERICAN PLANNING ASSOCIATION	APA MEMBERSHIP	210.00	86149
370-864-960.000	Education & Training	LORI WARD	MILEAGE REIMBURSEMENT	45.77	86265
Total For Dept 864 Organizational				1,411.49	
Total For Fund 370 Downtown Development Authority				38,553.88	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 12/01/2013 - 12/31/2013
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 370 Downtown Develc	38,553.88
Total For All Funds:	<u>38,553.88</u>

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY (December 2013):

PUBLICITY:

Press materials that have been prepared & sent out during November:

- Calendar of events (December/January)

Upcoming November press releases:

- Calendar (February/March events)
- Movies at the Marquis

SOCIAL MEDIA:

- Facebook ~ Continued to maintain the page, including daily posts on events and business announcements; Small Business Saturday was promoted heavily too.
- Twitter ~ Continued to maintain the page, including daily posts on events and business announcements

PAID ADVERTISING:

PRINT:

- December 12 & 15 ~ 1/4 page holiday ad to run in O&E Holiday guide which is distributed on December 12 & 15 to all communities
- December 8 & 15 ~ Detroit Free Press Select Section (Shopping) ~ 1/4 page Holiday ads (shop & dine during the holidays in Northville)

RADIO:

- Week of December 2 on WDVD (Holidays)
- Week of December 9 on WDVD (Holidays)

SOCIAL MEDIA:

- December 11-17 ~ Facebook promoted post to include page likes (Holidays)

Upcoming paid advertising:

PRINT:

- Jan. 30 & Feb. 13 ~ 1/4-page ad for February Movies in O&E communities of Northville, Novi & Plymouth / Canton
- Jan. 26 & Feb. 9 ~ 1/4 page ad for February Movies in O&E South Oakland communities which includes Berkley, Royal Oak, Southfield, Lathrup Village & more

RADIO:

- Week of January 27 (Movie Series)

Fund 370 Downtown Development Authority

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS & OTHER LOCAL SOURCES									
370-000-586.020	Sponsorships	0	0	500	0	0	500	750	150.00
370-000-592.020	Financing Proceeds	0	0	1,709,822	0	0	1,709,822	1,709,822	100.00
	GRANTS & OTHER LOCAL SOURCES	0	0	1,710,322	0	0	1,710,322	1,710,572	100.01
LICENSES, FEES, & PERMITS									
370-000-476.090	Newspaper Rack Registration Fe	648	0	0	0	0	648	540	83.33
	LICENSES, FEES, & PERMITS	648	0	0	0	0	648	540	83.33
MISCELLANEOUS REVENUES									
370-000-659.110	Rents-Short Term	100	0	0	0	0	100	75	75.00
370-000-664.000	Interest - Investment Pool	3,000	0	0	0	0	3,000	489	16.30
	MISCELLANEOUS REVENUES	3,100	0	0	0	0	3,100	564	18.20
PROPERTY TAXES									
370-000-403.000	Current Property Taxes	727,847	0	0	0	0	727,847	604,092	83.00
370-000-403.010	DDA Operating Levy	61,974	0	0	0	0	61,974	56,509	91.18
370-000-417.000	Dlnq Personal Property Taxes C	300	0	0	0	0	300	0	0.00
370-000-418.000	Property Taxes - Other	(10,000)	0	0	0	0	(10,000)	1,505	(15.05)
	PROPERTY TAXES	780,121	0	0	0	0	780,121	662,106	84.87
FUND BALANCE RESERVE									
370-000-699.010	Approp Of Prior Year's Surplus	156,064	0	298,541	0	0	454,605	0	0.00
	FUND BALANCE RESERVE	156,064	0	298,541	0	0	454,605	0	0.00
TOTALS FOR DEPT 000-		939,933	0	2,008,863	0	0	2,948,796	2,373,782	80.50
	TOTAL Revenues	939,933	0	2,008,863	0	0	2,948,796	2,373,782	80.50
DEPT: 753-DPW Services									
UNCLASSIFIED									
370-753-706.000	Wages - Regular Full Time	6,660	0	0	0	0	6,660	1,456	21.86
370-753-707.000	Wages - Regular Overtime	600	0	0	0	0	600	0	0.00
370-753-939.000	Automotive Service	500	0	0	0	0	500	0	0.00
370-753-943.000	Equipment Rental - City	5,000	0	0	0	0	5,000	591	11.81
370-753-956.000	Contingencies	130	0	0	0	0	130	0	0.00
370-753-967.000	Fringe Benefits	7,690	0	0	0	0	7,690	1,419	18.46
	UNCLASSIFIED	20,580	0	0	0	0	20,580	3,466	16.84
TOTALS FOR DEPT 753-DPW Services		20,580	0	0	0	0	20,580	3,466	16.84
DEPT: 860-Business Mix Committee									
UNCLASSIFIED									
370-860-706.000	Wages - Regular Full Time	17,595	0	85	0	0	17,680	8,630	48.81
370-860-726.000	Supplies	50	0	0	0	0	50	0	0.00
370-860-733.000	Facade Grant	0	0	47,036	0	0	47,036	5,646	12.00
370-860-785.000	Business Retention Program	3,750	0	0	0	0	3,750	2,882	76.85
370-860-802.200	Contracted Planning Services	5,090	0	0	0	0	5,090	2,794	54.88

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Year Ended 06/30/2014

DB: Northville

Fund 370 Downtown Development Authority

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
370-860-802.300	Contracted Marketing Services	5,090	0	0	0	0	5,090	2,136	41.96
370-860-967.000	Fringe Benefits	7,615	0	0	0	0	7,615	3,578	46.99
	UNCLASSIFIED	39,190	0	47,121	0	0	86,311	25,666	29.74
TOTALS FOR DEPT 860-Business Mix Committee		39,190	0	47,121	0	0	86,311	25,666	29.74
DEPT: 861-Design Committee									
UNCLASSIFIED									
370-861-706.000	Wages - Regular Full Time	21,990	0	110	0	0	22,100	10,787	48.81
370-861-710.000	Wages - Temp / Part Time Reg	14,000	0	1,450	0	0	15,450	10,704	69.28
370-861-726.000	Supplies	300	0	0	0	0	300	14	4.59
370-861-740.050	Downtown Materials	13,250	0	1,000	0	0	14,250	13,180	92.49
370-861-801.000	Contractual Services	31,227	0	50,000	0	0	81,227	27,939	34.40
370-861-801.160	Restroom Program	18,650	0	0	0	0	18,650	13,185	70.70
370-861-802.200	Contracted Planning Services	12,730	0	0	0	0	12,730	6,746	53.00
370-861-802.300	Contracted Marketing Services	0	0	0	0	0	0	238	0.00
370-861-803.580	Comerica Community Connection	0	0	43,840	0	0	43,840	(36,760)	(83.85)
370-861-803.590	Signage and Markers Projects	105,000	0	50,000	0	0	155,000	8,573	5.53
370-861-850.000	Landscape Maintenance	31,000	0	7,000	0	0	38,000	33,141	87.21
370-861-920.010	Electric Power	2,750	0	2,000	0	0	4,750	2,667	56.15
370-861-920.020	Natural Gas	3,570	0	0	0	0	3,570	260	7.28
370-861-920.030	Water & Sewer Service	6,260	0	0	0	0	6,260	3,838	61.30
370-861-967.000	Fringe Benefits	10,735	0	(10)	0	0	10,725	5,306	49.48
370-861-976.010	Street Furnishings	48,200	0	12,000	0	0	60,200	22,706	37.72
	UNCLASSIFIED	319,662	0	167,390	0	0	487,052	122,524	25.16
TOTALS FOR DEPT 861-Design Committee		319,662	0	167,390	0	0	487,052	122,524	25.16
DEPT: 862-Marketing									
UNCLASSIFIED									
370-862-706.000	Wages - Regular Full Time	17,595	0	85	0	0	17,680	8,630	48.81
370-862-726.000	Supplies	100	0	0	0	0	100	61	60.91
370-862-784.000	Downtown Programming & Promo	20,950	0	500	0	0	21,450	20,832	97.12
370-862-801.000	Contractual Services	64,000	0	11,000	0	0	75,000	35,084	46.78
370-862-801.340	Web Site Maintenance	1,969	0	0	0	0	1,969	690	35.04
370-862-802.300	Contracted Marketing Services	15,280	0	0	0	0	15,280	7,121	46.60
370-862-950.050	O/T to Parks & Recreation	18,000	0	0	0	0	18,000	9,000	50.00
370-862-967.000	Fringe Benefits	7,615	0	0	0	0	7,615	3,578	46.99
	UNCLASSIFIED	145,509	0	11,585	0	0	157,094	84,996	54.10
TOTALS FOR DEPT 862-Marketing		145,509	0	11,585	0	0	157,094	84,996	54.10
DEPT: 863-Parking									
UNCLASSIFIED									
370-863-706.000	Wages - Regular Full Time	7,330	0	35	0	0	7,365	3,596	48.82
370-863-726.000	Supplies	50	0	0	0	0	50	0	0.00
370-863-786.000	Downtown Parking Program	250	0	0	0	0	250	203	81.00
370-863-801.000	Contractual Services	500	0	20,000	0	0	20,500	0	0.00
370-863-801.930	Parking Structure Maintenance	1,480	0	0	0	0	1,480	0	0.00
370-863-802.200	Contracted Planning Services	5,090	0	0	0	0	5,090	2,688	52.81
370-863-950.210	Oper Tfr To General Fund	126,540	0	0	0	0	126,540	63,270	50.00
370-863-967.000	Fringe Benefits	3,172	0	3	0	0	3,175	1,491	46.96
370-863-977.160	Parking Expansion	0	0	50,000	0	0	50,000	36,915	73.83

Year Ended 06/30/2014

Fund 370 Downtown Development Authority

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
	UNCLASSIFIED	144,412	0	70,038	0	0	214,450	108,163	50.44
TOTALS FOR DEPT 863-Parking		144,412	0	70,038	0	0	214,450	108,163	50.44
DEPT: 864-Organizational									
UNCLASSIFIED									
370-864-706.000	Wages - Regular Full Time	8,795	0	45	0	0	8,840	4,315	48.81
370-864-710.000	Wages - Temp / Part Time Reg	0	0	378	0	0	378	378	99.87
370-864-726.000	Supplies	1,175	0	0	0	0	1,175	404	34.34
370-864-730.000	Postage	100	0	9	0	0	109	76	69.81
370-864-731.000	Publications	45	0	0	0	0	45	53	118.47
370-864-801.190	Computer Program Services	1,715	0	0	0	0	1,715	1,623	94.63
370-864-801.450	DDA Boundary Expansion	7,000	0	0	0	0	7,000	0	0.00
370-864-802.010	Legal Services - General	3,000	0	6,271	0	0	9,271	3,036	32.74
370-864-802.200	Contracted Planning Services	2,550	0	0	0	0	2,550	1,733	67.95
370-864-802.300	Contracted Marketing Services	5,090	0	0	0	0	5,090	2,374	46.63
370-864-805.000	Auditing Services	4,490	0	0	0	0	4,490	4,486	99.91
370-864-900.000	Printing & Publishing	1,000	0	0	0	0	1,000	595	59.54
370-864-910.000	Liability & Property Ins Pool	5,310	0	(190)	0	0	5,120	3,462	67.62
370-864-917.000	Workmen's Comp Insurance	0	0	320	0	0	320	317	99.14
370-864-920.000	Utilities	1,205	0	0	0	0	1,205	672	55.75
370-864-956.000	Contingencies	1,390	0	(1,390)	0	0	0	0	0.00
370-864-958.000	Membership & Dues	940	0	117	0	0	1,057	1,100	104.07
370-864-960.000	Education & Training	1,500	0	0	0	0	1,500	781	52.05
370-864-967.000	Fringe Benefits	3,810	0	0	0	0	3,810	1,796	47.15
370-864-967.020	Overhead - Admin & Records	9,030	0	0	0	0	9,030	4,515	50.00
	UNCLASSIFIED	58,145	0	5,560	0	0	63,705	31,716	49.78
TOTALS FOR DEPT 864-Organizational		58,145	0	5,560	0	0	63,705	31,716	49.78
DEPT: 945-Debt Service									
UNCLASSIFIED									
370-945-949.000	Financing Outlay	0	0	1,682,972	0	0	1,682,972	1,682,972	100.00
370-945-950.490	Oper Tfr To Debt Service Fund	174,185	0	(2,653)	0	0	171,532	32,949	19.21
370-945-990.020	Bond/Note Interest Expense	8,250	0	0	0	0	8,250	8,250	100.00
370-945-990.040	Bond/Note Principal Expense	30,000	0	0	0	0	30,000	30,000	100.00
370-945-990.070	Bond Issuance Costs	0	0	26,850	0	0	26,850	26,850	100.00
	UNCLASSIFIED	212,435	0	1,707,169	0	0	1,919,604	1,781,021	92.78
TOTALS FOR DEPT 945-Debt Service		212,435	0	1,707,169	0	0	1,919,604	1,781,021	92.78
TOTAL Expenditures		939,933	0	2,008,863	0	0	2,948,796	2,157,552	73.17
TOTAL FOR FUND 370									
REVENUES:		939,933	0	2,008,863	0	0	2,948,796	2,373,783	80.50
EXPENDITURES		939,933	0	2,008,863	0	0	2,948,796	2,157,548	73.17
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	216,235	0.00

Northville DDA
 FY 2013-14 Proposed DDA Budget
 2nd Quarter Budget Explanations

	Classification	Description of Amendment	Amount +/-
Revenue			
370-000-592.020	Grants and Other Local Sources	Refinancing of Streetscape Bonds	\$1,709,822
370-000-592.000	Grants and Other Local Sources	Sponsorship revenue for Movies at the Marquis	\$500
370-000-699.010	Use of Prior Year's Surplus	Use of Fund Balance	\$298,541
DPW			
	None		
Business Mix			
370-860-706.00	Wages-Regular Full Time	Adjustment	\$85
370-860-733.00	BAP(Commercial and Technical)	Fully funding pervious cycles	\$7,036
370-860-733.00	BAP(Commercial and Technical)	Funding for Cycle 9 for Spring 2014	\$40,000
Design			
370-861-706.00	Wages-Regular Full Time	Adjustment	\$110
370-861-710.00	Wages –Temp/ Part Time Reg	Adjustment for seasonal employees – May 2014	\$1,450
370-861-740.05	Downtown Materials	Additional purchases for skeletons	\$1,000
370-861-801.00	Contractual Services	Sidewalk Repair and Replacement – Hutton/Main	\$2,000
370-861-801.00	Contractual Services	Security Camera Costs – based on estimates	\$7,000
370-861-801.00	Contractual Services	Electrical Repairs for Town Square, Downtown, WiFi Install	\$20,000
370-861-801.00	Contractual Services	Actual cost of WiFi equipment – Carry over from 2012-13	\$3,000
370-861-801.00	Contractual Services	Sound System - Carry over 2012-13	\$10,000
370-861-801.00	Contractual Services	Fencing Repair and Replacement	\$8,000
370-861-803.58	Comerica Community Connection	Final Payment for Comerica Community Connection – Carry over 2012-13	\$43,840
370-861-803.59	Signage and Markers Project	Estimates to fully fund Wayfinding Project	\$50,000

Northville DDA
 FY 2013 - 2014 Proposed DDA Budget
 Budget Explanations

370-861-850.00	Landscape Maintenance	Tree Installation Carry over from 2012-13	\$7,000
370-861-920.01	Electric Power	Actual Costs	\$2,000
370-861-967.00	Fringe Benefits	Actual Costs	(\$10)
370-861-976.01	Street Furnishings	Purchase of 12 benches	\$12,000
Marketing			
370-862-706.00	Wages-Regular Full Time	Actual costs	\$85
370-862-784.00	Downtown Programming and Promo	Additional funds for entertainment	\$500
370-862-801.00	Contractual Services	Increase Marketing budget – replenish earlier cuts	\$5,000
370-862-801.00	Contractual Services	Increase Marketing Consultant monthly stipend	\$6,000
Parking			
370-863-706.00	Wages-Regular Full Time	Actual Costs	\$35
370-863-801.00	Contractual Services	Improvements to Mary Alexander Dumpster Enclosure	\$20,000
370-863-950.21	Fringe Benefits	Actual Costs	\$3
370-863-977.16	Parking Expansion	Marquis Plaza Project - Carry over from 2012-13	\$50,000
Organization			
370-864-706.00	Wages-Regular Full Time	Actual Costs	\$45
370-864-710.00	Wages-Temp/Part Time Reg	Actual Costs	\$378
370-864-802.01	Legal Services-General	Funding for Lawsuit for Zoo Millage – Monaghan Firm	\$6,271
370-864-910.00	Liability and Property Ins Pool	Actual Costs	(\$190)
370-864-917.00	Workmen’s Comp Insurance	Actual Costs	\$320
370-864-910.00	Contingencies	Actual Costs – wage adjustments	(\$1,390)
370-864-958.00	Membership and Dues	Timing of membership payment	\$117

Northville DDA
 FY 2013 - 2014 Proposed DDA Budget
 Budget Explanations

Debt Service			
370-945-949.00	Financing Outlay	Refinance bonds (see revenue entry)	\$1,682,972
370-945-950.49	Oper Tfr To Debt Service Fund	Actual Costs of bond payment	(\$2,653)
370-945-990.07	Bond Issuance Costs	Refinance bonds (see revenue entry)	\$26,850

Northville DDA Election of Officers 2014 - 2015

Slate of Candidates

Chair – Greg Presley

Vice Chair – John Casey

Secretary – Christa Williams

Treasurer – Carolann Ayers

DDA Board Communications

To: DDA Board of Directors
From: Lori M. Ward, Director
Subject: Appointment of Steering Committees
Date: January 21, 2014

Background: The DDA has retained professional consultants for Wayfinding and Exhibit Design projects, both projects are scheduled to begin site visits and design implementation in February. Bizzell Design, from North Carolina, was selected from ten proposal submissions, to develop a comprehensive Wayfinding and Signage program for Downtown Northville. Experience Design, from Boston, was chosen from 14 proposal submissions, to create an interpretive design installation, representative of the Northville Community, for the Comerica Community Connection in Downtown Northville.

Analysis:

The Wayfinding Committee formed to review the RFPs and interview the candidates consisted of: John Argenta, Carol Maise, Joan Potter Thomas, Allen Somershoe, Jim Gallogly, Greg Presley and DDA staff. Staff would like to request that the Committee be appointed to act as the "Steering Committee" for the project.

The Exhibit Design Committee formed to review the RFP and interview candidates consisted of: Michelle Fecht, Heidi Neilsen, Joan Potter Thomas, Alan Somershoe, Lynda Heaton, Mary Starring, and DDA staff. Staff would like to request that the Committee be appointed to act as the "Steering Committee" for the project.

Budget:

No impact to the budget.

Recommendation:

DDA staff recommends that the DDA Board of Directors appoint John Argenta, Carol Maise, Joan Potter Thomas, Allen Somershoe, Jim Gallogly, and Greg Presley to serve as the "Steering Committee" for the Wayfinding project.

DDA staff recommends that the DDA Board of Directors appoint Michelle Fecht, Heidi Neilsen, Joan Potter Thomas, Alan Somershoe, Lynda Heaton, and Mary Starring to serve as the "Steering Committee" for the Exhibit Design project.