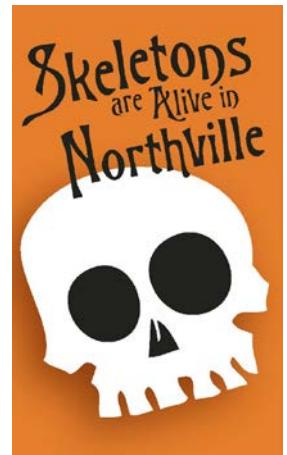


**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
September 19, 2017 - 8:00 a.m.**



AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. July 2017 Financial Statement (Attachment 4.a)
 - b. July 2017 Invoice Report (Attachment 4.b)
 - c. August 2017 Financial Statement (Attachment 4.c)
 - d. August 2017 Invoice Report (Attachment 4.d)
 - e. July 18, 2017 Meeting Minutes (Attachment 4.e)
 - f. August 15, 2017 Cancellation (Attachment 4.f)
5. Strategic Plan Implementation
6. Committee Information and Updates
 - a. Design Committee – Greg Presley (Attachment 6.a)
 - b. Marketing Mix Committee – Shawn Riley (Attachment 6.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - i. Staffing Update
7. Future Meetings / Important Dates
 - a. Marketing Mix Meeting – October 5, 2017
 - b. Skeletons are Alive Event – October 6, 2017
 - c. First Friday Experience – October 6, 2017
 - c. Executive Committee Meeting – October 11, 2017
 - d. DDA Board Meeting – October 17, 2017
 - e. Trick or Treat Trail – October 21, 2017
 - f. Streets of Treats – October 28, 2017
 - g. Halloween! – October 31, 2017
8. Board and Staff Communications
9. Adjournment

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 07/31/2017

JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 07/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/17 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 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	658,692.00	658,692.00	249,203.73	249,203.73	409,488.27	37.83	
370-000-403.010	DDA OPERATING LEVY	57,854.00	57,854.00	10,788.21	10,788.21	47,065.79	18.65	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00	
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	0.00	0.00	(5,000.00)	0.00	
PROPERTY TAXES		741,546.00	741,546.00	259,991.94	259,991.94	481,554.06	35.06	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	6,250.00	6,250.00	0.00	0.00	6,250.00	0.00	
GRANTS & OTHER LOCAL SOURCES		6,250.00	6,250.00	0.00	0.00	6,250.00	0.00	
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	850.00	850.00	(26.50)	(26.50)	876.50	(3.12)	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	
370-000-664.400	INVESTMENT POOL BANK FEES	(850.00)	(850.00)	0.00	0.00	(850.00)	0.00	
370-000-664.500	INVESTMENT ADVISORY FEES	(800.00)	(800.00)	0.00	0.00	(800.00)	0.00	
INTEREST		700.00	700.00	(26.50)	(26.50)	726.50	(3.79)	
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
MISCELLANEOUS REVENUES		200.00	200.00	0.00	0.00	200.00	0.00	
Total Dept 000		748,846.00	748,846.00	259,965.44	259,965.44	488,880.56	34.72	
TOTAL REVENUES		748,846.00	748,846.00	259,965.44	259,965.44	488,880.56	34.72	
Expenditures								
Dept 753-DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,000.00	5,000.00	256.62	256.62	4,743.38	5.13	
370-753-707.000	WAGES - REGULAR OVERTIME	1,350.00	1,350.00	0.00	0.00	1,350.00	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	2,625.00	2,625.00	303.05	303.05	2,321.95	11.54	
370-753-967.000	FRINGE BENEFITS	5,250.00	5,250.00	276.19	276.19	4,973.81	5.26	
Total Dept 753-DPW SERVICES		14,725.00	14,725.00	835.86	835.86	13,889.14	5.68	
Dept 861-DESIGN COMMITTEE								
370-861-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	1,326.73	1,326.73	22,318.27	5.61	
370-861-710.000	WAGES - PART TIME	23,700.00	23,700.00	2,973.68	2,973.68	20,726.32	12.55	
370-861-726.000	SUPPLIES	575.00	575.00	42.39	42.39	532.61	7.37	
370-861-740.050	DOWNTOWN MATERIALS	13,430.00	13,430.00	45.38	45.38	13,384.62	0.34	
370-861-801.000	CONTRACTUAL SERVICES	37,250.00	37,250.00	1,909.41	1,909.41	35,340.59	5.13	

PERIOD ENDING 07/31/2017

JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 07/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/17 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	625.00	625.00	2,125.00		22.73
370-861-801.940	BRICK REPAIR & MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
370-861-850.000	LANDSCAPE MAINTENANCE	32,000.00	32,000.00	0.00	0.00	32,000.00		0.00
370-861-920.010	ELECTRIC POWER	2,450.00	2,450.00	0.00	0.00	2,450.00		0.00
370-861-920.020	NATURAL GAS	3,850.00	3,850.00	0.00	0.00	3,850.00		0.00
370-861-920.030	WATER & SEWER SERVICE	7,300.00	7,300.00	0.00	0.00	7,300.00		0.00
370-861-967.000	FRINGE BENEFITS	11,890.00	11,890.00	851.72	851.72	11,038.28		7.16
370-861-976.010	STREET FURNISHINGS	3,550.00	3,550.00	0.00	0.00	3,550.00		0.00
Total Dept 861-DESIGN COMMITTEE		165,390.00	165,390.00	7,774.31	7,774.31	157,615.69		4.70
Dept 862-MARKETING								
370-862-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	1,615.72	1,615.72	22,029.28		6.83
370-862-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00		0.00
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00		0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	26,600.00	26,600.00	5,960.00	5,960.00	20,640.00		22.41
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700.00	2,700.00	0.00	0.00	2,700.00		0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,500.00	4,647.00	4,647.00	60,853.00		7.09
370-862-801.340	WEB SITE MAINTENANCE	973.00	973.00	35.00	35.00	938.00		3.60
370-862-950.050	O/T TO PARKS & RECREATION	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
370-862-967.000	FRINGE BENEFITS	10,110.00	10,110.00	702.22	702.22	9,407.78		6.95
Total Dept 862-MARKETING		141,378.00	141,378.00	12,959.94	12,959.94	128,418.06		9.17
Dept 863-PARKING								
370-863-706.000	WAGES - REGULAR FULL TIME	7,880.00	7,880.00	442.24	442.24	7,437.76		5.61
370-863-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00		0.00
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	25,000.00	25,000.00	0.00	0.00	25,000.00		0.00
370-863-950.210	OPER TFR TO GENERAL FUND	135,650.00	135,650.00	33,912.50	33,912.50	101,737.50		25.00
370-863-967.000	FRINGE BENEFITS	3,820.00	3,820.00	192.54	192.54	3,627.46		5.04
Total Dept 863-PARKING		181,350.00	181,350.00	34,547.28	34,547.28	146,802.72		19.05
Dept 864-ORGANIZATIONAL								
370-864-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	1,037.68	1,037.68	22,607.32		4.39
370-864-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00		0.00
370-864-726.000	SUPPLIES	1,150.00	1,150.00	0.00	0.00	1,150.00		0.00
370-864-730.000	POSTAGE	175.00	175.00	0.21	0.21	174.79		0.12
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	65.02	(0.02)		100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	1,490.00	188.80	188.80	1,301.20		12.67
370-864-802.010	LEGAL SERVICES - GENERAL	2,500.00	2,500.00	0.00	0.00	2,500.00		0.00
370-864-805.000	AUDITING SERVICES	4,690.00	4,690.00	0.00	0.00	4,690.00		0.00
370-864-900.000	PRINTING & PUBLISHING	975.00	975.00	0.00	0.00	975.00		0.00
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270.00	5,270.00	2,166.50	2,166.50	3,103.50		41.11
370-864-920.000	UTILITIES	1,225.00	1,225.00	132.62	132.62	1,092.38		10.83
370-864-958.000	MEMBERSHIP & DUES	640.00	640.00	0.00	0.00	640.00		0.00
370-864-960.000	EDUCATION & TRAINING	1,750.00	1,750.00	0.00	0.00	1,750.00		0.00
370-864-967.000	FRINGE BENEFITS	10,110.00	10,110.00	463.50	463.50	9,646.50		4.58
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970.00	10,970.00	2,742.50	2,742.50	8,227.50		25.00

PERIOD ENDING 07/31/2017

JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 07/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/17 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Total Dept 864-ORGANIZATIONAL		73,355.00	73,355.00	6,796.83	6,796.83	66,558.17		9.27
Dept 945-DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355.00	172,355.00	0.00	0.00	172,355.00		0.00
Total Dept 945-DEBT SERVICE		172,355.00	172,355.00	0.00	0.00	172,355.00		0.00
Dept 999-RESERVE ACCOUNTS								
370-999-999.000	UNALLOCATED RESERVE	293.00	293.00	0.00	0.00	293.00		0.00
Total Dept 999-RESERVE ACCOUNTS		293.00	293.00	0.00	0.00	293.00		0.00
TOTAL EXPENDITURES		748,846.00	748,846.00	62,914.22	62,914.22	685,931.78		8.40
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		748,846.00	748,846.00	259,965.44	259,965.44	488,880.56		34.72
TOTAL EXPENDITURES		748,846.00	748,846.00	62,914.22	62,914.22	685,931.78		8.40
NET OF REVENUES & EXPENDITURES		0.00	0.00	197,051.22	197,051.22	(197,051.22)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 07/01/2017 - 07/31/2017
 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							
370-861-726.000	SUPPLIES	LORI WARD	REIMBURSE FOR BEAN BAGS FOR T2 GAME	S00096-R3	07/19/17	42.39	104043
370-861-740.050	DOWNTOWN MATERIALS	LORI WARD	REIMBURSE - MEETING AND TOWN SQUARE	07192017	08/01/17	45.38	104162
370-861-801.000	CONTRACTUAL SERVICES	CHARLES J. BURKE	PAINTING AND PREP OF LAMP POSTS	72817	08/01/17	1,100.00	104113
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	MONTHLY WIFI TOWN SQUARE	71717	08/01/17	255.22	104126
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	WIFI	3972102	08/01/17	299.00	104184
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA-POTTY EXTRA CLEANING 7/6/17	A-50090	08/01/17	175.00	104156
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY RENTAL 6/22 - 7/19	A-50249	08/01/17	450.00	104156
Total For Dept 861 DESIGN COMMITTEE						2,366.99	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	LISA L DIGS DBA THE CA	SPONSORSHIP OF BUY MICHIGAN NOW FES'	2017004	08/01/17	3,500.00	104173
370-862-801.000	CONTRACTUAL SERVICES	BROADCAST MUSIC INC	2017 BMI FEES	30212098	07/19/17	342.00	104084
370-862-801.000	CONTRACTUAL SERVICES	HOOR MEDIA L.L.C.	SEPT HOUR MAGAZINE AD	2017-23022	08/01/17	2,090.00	104147
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN - SEPT HOUR MAGAZINE	006	08/01/17	50.00	104178
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MONTHLY LISTSERV	MC08196217	07/19/17	35.00	104043
Total For Dept 862 MARKETING						6,017.00	
Dept 864 ORGANIZATIONAL							
370-864-731.000	PUBLICATIONS	OBSERVER & ECCENTRIC	2017 SUBSCRIPTION	ON0011695	07/19/17	65.02	104064
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	MONTHLY OFFICE WIFI	071617	08/01/17	94.40	104126
370-864-910.000	LIABILITY & PROPERTY INS	MICHIGAN MUNICIPAL RIS	PREMIUM CONTRIBUTION 7/1/17-6/30/18	M0001315	07/05/17	2,166.50	103831
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE/INTERNET 7/17 - 8/16	3973616	08/01/17	28.81	104185
Total For Dept 864 ORGANIZATIONAL						2,354.73	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						10,738.72	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 08/31/2017

AUGUST BENCHMARK 17%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 08/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/17 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	658,692.00	658,692.00	569,178.30	319,974.57	89,513.70		86.41
370-000-403.010	DDA OPERATING LEVY	57,854.00	57,854.00	48,804.15	38,015.94	9,049.85		84.36
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	0.00	0.00	30,000.00		0.00
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	688.83	0.00	(5,688.83)		(13.78)
PROPERTY TAXES		741,546.00	741,546.00	618,671.28	357,990.51	122,874.72		83.43
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	6,250.00	6,250.00	0.00	0.00	6,250.00		0.00
GRANTS & OTHER LOCAL SOURCES		6,250.00	6,250.00	0.00	0.00	6,250.00		0.00
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	850.00	850.00	0.00	0.00	850.00		0.00
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500.00	1,500.00	0.00	0.00	1,500.00		0.00
370-000-664.400	INVESTMENT POOL BANK FEES	(850.00)	(850.00)	0.00	0.00	(850.00)		0.00
370-000-664.500	INVESTMENT ADVISORY FEES	(800.00)	(800.00)	0.00	0.00	(800.00)		0.00
INTEREST		700.00	700.00	0.00	0.00	700.00		0.00
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00		0.00
MISCELLANEOUS REVENUES		200.00	200.00	0.00	0.00	200.00		0.00
Total Dept 000		748,846.00	748,846.00	618,671.28	357,990.51	130,174.72		82.62
TOTAL REVENUES		748,846.00	748,846.00	618,671.28	357,990.51	130,174.72		82.62
Expenditures								
Dept 753-DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,000.00	5,000.00	510.64	254.02	4,489.36		10.21
370-753-707.000	WAGES - REGULAR OVERTIME	1,350.00	1,350.00	0.00	0.00	1,350.00		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	2,625.00	2,625.00	352.55	49.50	2,272.45		13.43
370-753-967.000	FRINGE BENEFITS	5,250.00	5,250.00	544.64	268.45	4,705.36		10.37
Total Dept 753-DPW SERVICES		14,725.00	14,725.00	1,407.83	571.97	13,317.17		9.56
Dept 861-DESIGN COMMITTEE								
370-861-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	3,016.91	1,690.18	20,628.09		12.76
370-861-710.000	WAGES - PART TIME	23,700.00	23,700.00	7,773.68	4,800.00	15,926.32		32.80
370-861-726.000	SUPPLIES	575.00	575.00	42.39	0.00	532.61		7.37
370-861-740.050	DOWNTOWN MATERIALS	13,430.00	13,430.00	45.38	0.00	13,384.62		0.34
370-861-801.000	CONTRACTUAL SERVICES	37,250.00	37,250.00	5,915.50	4,398.09	31,334.50		15.88

User: GBELL
DB: Northville

PERIOD ENDING 08/31/2017

AUGUST BENCHMARK 17%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 08/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/17 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	625.00	0.00	2,125.00		22.73
370-861-801.940	BRICK REPAIR & MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	0.00	0.00	597.25	597.25	(597.25)		100.00
370-861-850.000	LANDSCAPE MAINTENANCE	32,000.00	32,000.00	0.00	0.00	32,000.00		0.00
370-861-920.010	ELECTRIC POWER	2,450.00	2,450.00	61.55	61.55	2,388.45		2.51
370-861-920.020	NATURAL GAS	3,850.00	3,850.00	36.22	36.22	3,813.78		0.94
370-861-920.030	WATER & SEWER SERVICE	7,300.00	7,300.00	0.00	0.00	7,300.00		0.00
370-861-967.000	FRINGE BENEFITS	11,890.00	11,890.00	2,028.81	1,177.09	9,861.19		17.06
370-861-976.010	STREET FURNISHINGS	3,550.00	3,550.00	0.00	0.00	3,550.00		0.00
Total Dept 861-DESIGN COMMITTEE		165,390.00	165,390.00	20,142.69	12,760.38	145,247.31		12.18
Dept 862-MARKETING								
370-862-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	3,305.79	1,690.07	20,339.21		13.98
370-862-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00		0.00
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00		0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	26,600.00	26,600.00	16,460.00	10,500.00	10,140.00		61.88
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700.00	2,700.00	0.00	0.00	2,700.00		0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,500.00	11,112.00	6,465.00	54,388.00		16.96
370-862-801.340	WEB SITE MAINTENANCE	973.00	973.00	485.00	450.00	488.00		49.85
370-862-950.050	O/T TO PARKS & RECREATION	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
370-862-967.000	FRINGE BENEFITS	10,110.00	10,110.00	1,436.34	734.12	8,673.66		14.21
Total Dept 862-MARKETING		141,378.00	141,378.00	32,799.13	19,839.19	108,578.87		23.20
Dept 863-PARKING								
370-863-706.000	WAGES - REGULAR FULL TIME	7,880.00	7,880.00	1,005.62	563.38	6,874.38		12.76
370-863-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00		0.00
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	25,000.00	25,000.00	0.00	0.00	25,000.00		0.00
370-863-950.210	OPER TFR TO GENERAL FUND	135,650.00	135,650.00	33,912.50	0.00	101,737.50		25.00
370-863-967.000	FRINGE BENEFITS	3,820.00	3,820.00	437.25	244.71	3,382.75		11.45
Total Dept 863-PARKING		181,350.00	181,350.00	35,355.37	808.09	145,994.63		19.50
Dept 864-ORGANIZATIONAL								
370-864-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	2,727.65	1,689.97	20,917.35		11.54
370-864-710.000	WAGES - PART TIME	8,700.00	8,700.00	0.00	0.00	8,700.00		0.00
370-864-726.000	SUPPLIES	1,150.00	1,150.00	0.00	0.00	1,150.00		0.00
370-864-730.000	POSTAGE	175.00	175.00	0.21	0.00	174.79		0.12
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)		100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	1,490.00	283.20	94.40	1,206.80		19.01
370-864-802.010	LEGAL SERVICES - GENERAL	2,500.00	2,500.00	178.00	178.00	2,322.00		7.12
370-864-805.000	AUDITING SERVICES	4,690.00	4,690.00	600.00	600.00	4,090.00		12.79
370-864-900.000	PRINTING & PUBLISHING	975.00	975.00	321.99	321.99	653.01		33.02
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270.00	5,270.00	2,166.50	0.00	3,103.50		41.11
370-864-920.000	UTILITIES	1,225.00	1,225.00	236.43	103.81	988.57		19.30
370-864-958.000	MEMBERSHIP & DUES	640.00	640.00	350.00	350.00	290.00		54.69
370-864-960.000	EDUCATION & TRAINING	1,750.00	1,750.00	0.00	0.00	1,750.00		0.00
370-864-967.000	FRINGE BENEFITS	10,110.00	10,110.00	1,216.14	752.64	8,893.86		12.03
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970.00	10,970.00	2,742.50	0.00	8,227.50		25.00

PERIOD ENDING 08/31/2017

AUGUST BENCHMARK 17%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 08/31/2017 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/17 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Total Dept 864-ORGANIZATIONAL		73,355.00	73,355.00	10,887.64	4,090.81	62,467.36		14.84
Dept 945-DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355.00	172,355.00	0.00	0.00	172,355.00		0.00
Total Dept 945-DEBT SERVICE		172,355.00	172,355.00	0.00	0.00	172,355.00		0.00
Dept 999-RESERVE ACCOUNTS								
370-999-999.000	UNALLOCATED RESERVE	293.00	293.00	0.00	0.00	293.00		0.00
Total Dept 999-RESERVE ACCOUNTS		293.00	293.00	0.00	0.00	293.00		0.00
TOTAL EXPENDITURES		748,846.00	748,846.00	100,592.66	38,070.44	648,253.34		13.43
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		748,846.00	748,846.00	618,671.28	357,990.51	130,174.72		82.62
TOTAL EXPENDITURES		748,846.00	748,846.00	100,592.66	38,070.44	648,253.34		13.43
NET OF REVENUES & EXPENDITURES		0.00	0.00	518,078.62	319,920.07	(518,078.62)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 08/01/2017 - 08/31/2017
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							
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	ANNUAL IRRIGATION START UP	167939	08/16/17	207.70	104287
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	REPAIRS TO IRRIGATION SYSTEM	167841	08/16/17	3,226.27	104287
370-861-801.000	CONTRACTUAL SERVICES	CUSTOMCHANNELS.NET LLC	ANNUAL FEE FOR MUSIC IN TOWN SQUARE	46269	08/16/17	419.40	104342
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	MONTHLY WIFI FOR TOWN SQUARE	081717	08/30/17	245.72	104409
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	MONTHLY EXPANDED WIFI SYSTEM	4001838	08/30/17	299.00	104467
370-861-803.590	SIGNAGE AND MARKERS PROJE	FRIENDS OF MAYBURY	NON MOTORIZED TRAIL SIGNAGE	8242017	08/30/17	597.25	104472
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES	082417	08/30/17	61.55	104421
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE JULY 11 - AUGUST 5 2017	080517	08/16/17	36.22	500274
Total For Dept 861 DESIGN COMMITTEE						5,093.11	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	NORTHVILLE CHAMBER OF	2017-18 FRIDAY NIGHT CONCERT SPOSOR	23959	08/16/17	7,000.00	104294
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	NORTHVILLE CHAMBER OF	1/2 SPONSORSHIP PACKAGE FOR 2017-18	23958	08/16/17	3,500.00	104294
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER AND PHOTO SHOOT	NORTHVILLE 8-17	08/16/17	2,375.00	104267
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	SEPT MARKETING RETAINER	NORTHVILLE 9-17	08/30/17	2,000.00	104394
370-862-801.000	CONTRACTUAL SERVICES	hour MEDIA L.L.C.	hour MAGAZINE SEPTEMBER AD	2017-23012	08/30/17	2,090.00	104431
370-862-801.340	WEB SITE MAINTENANCE	ACCUNET, INC	ANNUAL WEB HOSTING	17851	08/16/17	420.00	104291
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE AUGUST MAILCHIMP	MCO8283561	08/30/17	30.00	104449
Total For Dept 862 MARKETING						17,415.00	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	MONTHLY OFFICE WIFI	081617	08/30/17	94.40	104409
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL JULY 2017 (22.	10670498	08/16/17	50.00	104282
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE JULY 2017	109974	08/16/17	128.00	104358
370-864-805.000	AUDITING SERVICES	PLANTE MORAN	AUDIT SERVICES	1461628	08/30/17	600.00	104417
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE/INTERNET 8/17-9/16/17	4003251	08/30/17	28.81	104469
370-864-958.000	MEMBERSHIP & DUES	NATIONAL MAIN STREET C	ANNUAL MEMBERSHIP FEES	5727	08/16/17	350.00	104263
Total For Dept 864 ORGANIZATIONAL						1,251.21	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						23,759.32	

09/15/2017 05:01 PM
User: Lward
DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 08/01/2017 - 08/31/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		Fund Totals:					
			Fund 370 DOWNTOWN DEVELOPMENT AUTHORI			23,759.32	
			Total For All Funds:			<u>23,759.32</u>	

**DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of July 18, 2017
Meeting Room A**

The regular meeting of the DDA Board was called to order at 8:01 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shawn Riley, Carolann Ayers, Margene Buckhave, Lynda Heaton, Natalie Kneifel, Jim Long, Robert Miller, Greg Presley, Mary Starring*

Absent: *John Casey*

Also Present: Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Fred Sheill/Resident

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent agenda as follows:

- a. June 2017 Financial Statement
- b. June 2017 Invoice Report
- c. May 16, 2017 Meeting Minutes
- d. June 6, 2017 Meeting Minutes
- e. June 20, 2017 Meeting Minutes

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

GRAPHIC PACKAGE TO MARKET NORTHVILLE

Ward informed the Board that as part of the strategic planning process, Beckett and Raeder recommended that the City/DDA put together a package of information that contains market information, graphics, and potential incentives for the Northville Downs property. This would allow the City/DDA to convey to potential developers the City's goals for the site.

At the June DDA Board meeting, discussion took place regarding whether the DDA should be involved in promoting areas that are located outside of the DDA Boundaries. Also, discussion took place regarding whether the DDA, if involved, should pay for the entire amount of the design and illustration work. City and DDA staff were directed to contact the Northville Downs to discuss the status of their property and to discuss the

potential of collaborating and sharing of costs on the development of a plan and illustration that could be used to help market the site.

Sullivan and Ward met with Northville Downs representative Mike Carlo and reviewed the City's vision for the redevelopment of the Downs property, the Master Plan, the Cady Street overlay district, and the new Strategic Plan. Carlo was in complete agreement. Discussion took place on more actively marketing the site. Sullivan inquired whether the Downs would participate in the cost of the marketing. Carlo indicated that the Downs is not interested at this time in moving forward with an active marketing campaign. Sullivan suggested that the drawings only reflect the development on the south side of Cady Street and not further south.

A meeting of the shareholders of the Driving Club was held a few weeks ago. A follow up meeting with Carlo is scheduled for July 19th to discuss the outcome of the shareholders meeting, the new FEMA maps, and discuss further a joint marketing effort that would focus on the south side of Cady Street.

Ward stated that there appears to be coordination of the owners of the Downs and the Driving Club and they are on the same page. It is just unclear on what the time frame is for redevelopment of the site. Presley asked if there was anyone that currently had a purchase interest in the site. Ward responded that it appears that there is not. There have been previous contract holders on the site, but they have all expired.

Sullivan mentioned that he is also setting up a meeting with the owners of the Foundary Flask to discuss the potential redevelopment of their site. Staff will report back to the DDA Board at their next meeting. Ayers asked what the recommendation was on the graphic package. Ward responded that the Board wait to make a decision until we have more information.

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee – Wayfinding Signs.* Wayfinding signs are in production and should be completed and installed by the end of August. The package of signs include the larger scale signs on the Mile Roads, 2 additional parking signs, the projecting sign on Comerica Community Connection, a directional sign to dining and shopping on Mary Alexander Court, and a single business sign for Northville Cider Mill and Winery.

MainCentre Parking Deck Parking Agreement – The City Manager, DPW Director and DDA staff participated in a conference call with DDA Attorney Greg Need to review the final Parking Agreement. The structure of the agreement will change from a Parking Management Agreement to a Ground Lease. Before a meeting is set up with Singh to review the proposed agreement, a better understanding of the upcoming financial obligations for deck repairs needs to be obtained. DDA staff will prepare a RFP for professional services to evaluate the deck and determine a schedule for needed repairs. In addition the DDA will request for a maintenance manual to be prepared to address annual repairs.

Presley inquired whether Singh had expressed any more interest in initiating a residential project where the MainCentre parking deck is. Ward responded that there had been no recent contact from Singh regarding any interest in the deck property. Ward indicated that the City would like to convey, in some form, the elevator/stair tower and bridge to Singh since MainCentre residents are the only ones that can access the facility. The agreement will address the ownership and responsibilities of the tower and bridge and would permit the City to inspect the bridge and tower annually to ensure that the elements over the public right-of-way are in good repair and safe.

- b. *Marketing Mix Committee – Downtown Walking Map and Directories.* DDA staff, working with the Chamber of Commerce is in the process of updating all of the data on the Walking Maps and Directories. The requested changes are currently being made by Graphic Visions and the project should go to print in the next few weeks.

Staff met with representatives of Begonia Brothers to begin the discussions on this year's Skeletons are Alive event. This year the Marquis Theatre participating by holding Saturday night movies throughout the month of October.

Riley asked how the games are being received in Town Square. Staff said that they are all getting a lot of use. The bean bags disappear from time to time and need to be replaced. It will be an ongoing expense. The games are being stored under the stage at night by Parks and Recreation staff. Buckhave mentioned that she is interested in adding games to the Old Church Square too. They recently purchased new benches for Old Church Square. Many people waiting to eat at Center Street Grill wait in the Old Church Square plaza.

M-1 will be in town at the end of the month to shoot video for an overall promotional piece for the community. Six months ago a business recruitment video was developed that is utilized when talking to prospective new business owners or developers.

- c. *Parking Committee – Electric Plug in station sponsor Manfred Shon* is in the process of getting estimates from electrician to work on the installation of the EV stations. DTE will need to install a new meter service and then the stations can be installed.
- d. *Organizational Committee – Staff met with Ayers* to develop a part time job description for the vacant DDA staff position. The job would require 24-29 hours per week and would work primarily on marketing and operational tasks. The job would be posted on MML, MDA, City and DDA websites, with hopes to have the position filled by early October.

Working with Ayers, staff reviewed the Implementation Strategy prepared by Beckett and Raeder and took all of the tasks outlined in the Plan and assigned them to one of the 5 Committees. New Board members should review the

document provided by staff and determine which of the committees they would like to participate on. A new Committee, Economic Restructuring, has been recommended and will need a Chair. Staff reminded the Board that the committees do not have to be chaired by a Board members.

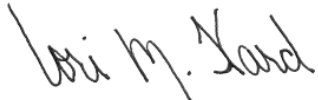
FUTURE MEETINGS/ IMPORTANT DATES

- a. Sidewalk Sale – July 21 – 22, 2017
- b. Grub Crawl – July 25, 2017
- c. Marketing Mix Meeting – August 3, 2017
- d. First Friday Experience – August 4, 2017
- e. Buy Michigan Now Festival – August 4 - 6, 2017
- f. Executive Committee Meeting – August 9, 2017
- g. DDA Board Meeting – August 15, 2017

BOARD AND STAFF COMMUNICATIONS

The next DDA Board meeting is August 15, 2017
Meeting adjourned at 9:05 am

Respectfully submitted,



Lori M. Ward, Director
Northville DDA



The August 15, 2017
meeting of the
Northville DDA
has been cancelled.

September Design Committee Update

Wayfinding Signage

DDA staff and the City Manager met with the owner of Universal Sign to discuss the progress of the project. The Project Manager appears to have made less progress on the project than has been conveyed to staff. Deadlines were set and not met. Staff contacted the company owner 2 weeks ago to get him involved in a resolution.

The meeting was productive. There still remains an issue on the fabrication of the poles that Universal and sign designer Buzz Bizzell are attempting to solve. The Cider Mill sign was installed on Thursday and the remainder of the small local signs will be installed this week. Once the pole issue is resolved it will be 3 weeks for the larger mile road signs to be installed. Universal Owner Mike Penkovich has indicated that he will reduce the overall fee for the work since there have been so many problems. He will be taking over the project and seeing it to conclusion.

Downtown Walking Map and Directories

DDA staff, working with the Chamber of Commerce completed a new 2017 reprint of the Walking Maps. The DDA's website has also been updated to allow for a printable new version of the map. The maps have been distributed to area businesses and organizations. Staff is in the process now of updating both the restaurant inserts for the maps and the Food and Beverage Guide.



There are currently 2 directories in downtown located at Town Square and Old Church Square. On one side of the business directory will be the map and list of all of the businesses in the downtown. On the other side will be a list of annual events by month and a large event listing for a two month period. This event list will be tied visually to the event cards and the Newsletter. In addition, a new kiosk was just dedicated at Maybury State Park and the park staff has given the use of one of the panels to the DDA. The Event listing has been resized to fit the dimensions of the downtown event panel. All of these will be updated bimonthly. In addition, there has been discussion of adding a 3rd director that would be wall mounted on the side of Comerica Bank on the north side of the Comerica Community Connection. Staff has requested an estimated from Graphic Visions.

Skeletons are Alive!

DDA staff met with Mike McDonald, Begonia Brothers to discuss 2017 Skeletons are Alive event and how the event can continue to improve. This year we are adding face painters and street artists that will be on stilts. The kick off event, scheduled for Friday October 6th will feature dancers, live music, food trucks, and other local food vendors. New skeletons for 2017 include 7' tall horse and a 9' tall T-Rex. We have many new merchants purchasing skeletons this year. Staff has required that in order to have a participation sign and be included on the map, the merchant has to purchase or sponsor a skeleton through the program. This provides funds to perpetuate the program.

EV Stations

EV Station sponsor Manfred Shon, DDA and DPW staff, and an electrician met on site to go over the requirements of the project. DDA staff has contacted DTE to request a new EV service be installed on the site. The City is waiting for the installation. Once the service is to the site, the electrician can install the charging units and hook them up. Up2Go will be providing the signage for the project. A contract has been signed between Up2Go and the City that spells out the terms of the agreement. DDA Staff will work with the PR consultant to market the installation of the EV units and the parking maps will be updated to show the locations on the map.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY (August 2017):

PUBLICITY:

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

- Northville Yoga Room opening in Downtown Northville
- LoveWell New name/rebranding
- September/October calendar

Upcoming press materials:

- Skeletons Are Alive
- Movies at the Marquis
- November/December calendar

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

- Detroit Free Press (July 27) – Buy Michigan Now Festival highlighted in Things to Do in August column
- Metro Parent (July 28) – Preview of Buy Michigan Now Festival
- WJR AM (July 31) – Preview of Buy Michigan Now Festival with the Paul W. Smith Show
- WDIV / Live in the D (August 1) – Preview of the Buy Michigan Now Festival on Live in the D
- TV 20 (August 3) – In-studio preview of the Buy Michigan Now Festival (Downtown Northville merchants were featured with vendors)
- Detroit Free Press – BMN Festival highlighted in The Weekend's Best column
- WWJ AM (August 4) – Interview with Lisa Diggs ran
- Fox2 (August 4) – Live in Downtown Northville for the Buy Michigan Now Festival preview (Northville Wok Asian Bistro was included in segment)
- WXYZ TV 7 (August 4) – Went live from Downtown when the festival opened
- WDIV (August 4) – BMN Festival included/highlighted in 16 Things to do
- WXYZ TV 7 (August 6) – Live in Downtown Northville for the Buy Michigan Now Festival preview
- September 2 – Live In-studio interview and demo with Northville Yoga Room to discuss grand opening

SOCIAL MEDIA:

- 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

PAID ADVERTISING:

- Ad in Tipping Point Theatre 10th Anniversary Season Programs
- August 2017 Hour Detroit

UPCOMING PAID ADVERTISING:

PRINT:

- Heritage Festival Brochure ad
- Skeletons are Alive ads in Free Press (week before and week of event/Thursdays)
- HOUR 1/2 page ads in the following issues:
 - September 2017
 - November 2017
 - December 2017
- Ads in Neighborhood SEEN Magazine (reaches affluent communities and is mailed)
 - October 2017
 - November 2017
 - December 2017
 - March 2018
 - April 2018
 - June 2018
- Ad in Tipping Point Theatre Season Programs
- Ad in Parks & Rec Winter Brochure

ADDITIONAL:

- New Photography (Date TBD)