

**Meeting of the DDA Board of Directors
City Hall – Meeting Room A
215 West Main Street
October 16, 2018 - 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. September 2018 Financial Statement (Attachment 4.a)
 - b. September August 2018 Invoice Report (Attachment 4.b)
 - c. September 18, 2018 Meeting Minutes (Attachment 4.c)
5. Financial Statements
 - a. 2017 Annual Report (Attachment 5.a)
 - b. 1st Quarter Budget Amendments (Attachment 5.b)
 - c. Budget Amendment Explanations (Attachment 5.c)
6. Committee Information and Updates
 - a. Design Committee – Robert Miller (Attachment 6.a)
 - b. Marketing Committee – Shawn Riley (Attachment 6.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Jeri Johnson
 - e. Economic Development Committee – Aaron Cozart
 - i. Northville Downs Recommendation – (Attachment 6.e.i)
7. Future Meetings / Important Dates
 - a. Witches Night Out – October 19
 - b. Trick or Treat Trail – October 20
 - c. Streets of Treats – October 27
 - d. Dog Park Costume Contest – 28
 - e. Trick or Treating – October 31
 - f. Marketing Committee – November 1
 - g. Design Committee – November 13
 - h. Executive Committee – November 14
 - i. Holiday Lighted Parade – November 16
 - j. Greens Market – November 17-18
 - k. Economic Development Committee – November 19
 - l. DDA Board Meeting – November 20
8. Board and Staff Communications
9. Adjournment – Next Meeting November 20, 2018

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 09/30/2018

% Fiscal Year Completed: 25.21

SEPTEMBER BENCHMARK 25%

| GL NUMBER | DESCRIPTION | 2018-19 | | YTD BALANCE 09/30/2018 NORM (ABNORM) | ACTIVITY FOR MONTH 09/30/18 INCR (DECR) | AVAILABLE | | % BGDG USED |
|---|---|--------------------|---------------------------|--|---|--------------------------|---------|----------------|
| | | ORIGINAL BUDGET | 2018-19 AMENDED BUDGET | | | BALANCE NORM (ABNORM) | | |
| Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | | |
| Revenues | | | | | | | | |
| Dept 000 | | | | | | | | |
| PROPERTY TAXES | | | | | | | | |
| 370-000-403.000 | CURRENT PROPERTY TAXES | 669,444.00 | 669,444.00 | 580,377.47 | 0.00 | 89,066.53 | 86.70 | |
| 370-000-403.010 | DDA OPERATING LEVY | 58,211.00 | 58,211.00 | 54,046.16 | 1,760.08 | 4,164.84 | 92.85 | |
| 370-000-403.040 | LOCAL COMMUNITY STABILIZATION SHARE | 36,000.00 | 32,041.00 | 0.00 | 0.00 | 32,041.00 | 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 | | 758,655.00 | 754,696.00 | 634,423.63 | 1,760.08 | 120,272.37 | 84.06 | |
| GRANTS & OTHER LOCAL SOURCES | | | | | | | | |
| 370-000-586.020 | SPONSORSHIPS | 8,000.00 | 8,000.00 | 5,200.00 | 5,200.00 | 2,800.00 | 65.00 | |
| GRANTS & OTHER LOCAL SOURCES | | 8,000.00 | 8,000.00 | 5,200.00 | 5,200.00 | 2,800.00 | 65.00 | |
| COMMUNITY CENTER REVENUES | | | | | | | | |
| 370-000-659.110 | RENTS-SHORT TERM | 150.00 | 400.00 | 400.00 | 0.00 | 0.00 | 100.00 | |
| COMMUNITY CENTER REVENUES | | 150.00 | 400.00 | 400.00 | 0.00 | 0.00 | 100.00 | |
| INTEREST | | | | | | | | |
| 370-000-664.000 | INTEREST - COMERICA INVESTMENT POOL | 2,500.00 | 2,500.00 | 586.05 | 363.35 | 1,913.95 | 23.44 | |
| 370-000-664.190 | INTEREST - MI CLASS INVESTMENT POOL | 0.00 | 100.00 | 133.99 | 68.29 | (33.99) | 133.99 | |
| 370-000-664.200 | LONG TERM INVESTMENT EARNINGS | 5,000.00 | 5,000.00 | 1,058.74 | 0.00 | 3,941.26 | 21.17 | |
| 370-000-664.300 | UNREALIZED MARKET CHANGE IN INVESTMENTS | (2,000.00) | (2,000.00) | 520.37 | 0.00 | (2,520.37) | (26.02) | |
| 370-000-664.400 | INVESTMENT POOL BANK FEES | (600.00) | (600.00) | (65.04) | (36.26) | (534.96) | 10.84 | |
| 370-000-664.500 | INVESTMENT ADVISORY FEES | (750.00) | (750.00) | (110.68) | 0.00 | (639.32) | 14.76 | |
| 370-000-664.600 | BANK LOCKBOX FEES | (300.00) | (300.00) | (66.99) | (43.52) | (233.01) | 22.33 | |
| INTEREST | | 3,850.00 | 3,950.00 | 2,056.44 | 351.86 | 1,893.56 | 52.06 | |
| MISCELLANEOUS REVENUES | | | | | | | | |
| 370-000-666.000 | MISCELLANEOUS REVENUE | 200.00 | 200.00 | 125.00 | 125.00 | 75.00 | 62.50 | |
| 370-000-687.010 | MMRMA DISTRIBUTION | 0.00 | 2,390.00 | 2,389.50 | 733.00 | 0.50 | 99.98 | |
| MISCELLANEOUS REVENUES | | 200.00 | 2,590.00 | 2,514.50 | 858.00 | 75.50 | 97.08 | |
| FUND BALANCE RESERVE | | | | | | | | |
| 370-000-699.010 | APPROP OF PRIOR YEAR'S SURPLUS | 0.00 | 22,316.00 | 0.00 | 0.00 | 22,316.00 | 0.00 | |
| FUND BALANCE RESERVE | | 0.00 | 22,316.00 | 0.00 | 0.00 | 22,316.00 | 0.00 | |
| Total Dept 000 | | 770,855.00 | 791,952.00 | 644,594.57 | 8,169.94 | 147,357.43 | 81.39 | |
| TOTAL REVENUES | | 770,855.00 | 791,952.00 | 644,594.57 | 8,169.94 | 147,357.43 | 81.39 | |
| Expenditures | | | | | | | | |
| Dept 753 - DPW SERVICES | | | | | | | | |
| 370-753-706.000 | WAGES - REGULAR FULL TIME | 5,485.00 | 7,985.00 | 832.81 | 731.04 | 7,152.19 | 10.43 | |
| 370-753-707.000 | WAGES - REGULAR OVERTIME | 570.00 | 570.00 | 0.00 | 0.00 | 570.00 | 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 | 2,650.00 | 3,400.00 | 174.49 | 133.58 | 3,225.51 | 5.13 | |
| 370-753-967.000 | FRINGE BENEFITS | 6,005.00 | 8,205.00 | 894.64 | 792.11 | 7,310.36 | 10.90 | |

PERIOD ENDING 09/30/2018
% Fiscal Year Completed: 25.21
SEPTEMBER BENCHMARK 25%

| GL NUMBER | DESCRIPTION | 2018-19 ORIGINAL BUDGET | 2018-19 AMENDED BUDGET | YTD BALANCE 09/30/2018 (ABNORM) | ACTIVITY FOR MONTH 09/30/18 INCR (DECR) | AVAILABLE BALANCE (ABNORM) | % BDGT USED |
|--|------------------------------|-------------------------|------------------------|---------------------------------|---|----------------------------|--------------|
| Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| Expenditures | | | | | | | |
| Total Dept 753 - DPW SERVICES | | 15,210.00 | 20,660.00 | 1,901.94 | 1,656.73 | 18,758.06 | 9.21 |
| Dept 861 - DESIGN COMMITTEE | | | | | | | |
| 370-861-706.000 | WAGES - REGULAR FULL TIME | 16,160.00 | 16,160.00 | 3,105.40 | 73.84 | 13,054.60 | 19.22 |
| 370-861-710.000 | WAGES - PART TIME | 18,505.00 | 18,505.00 | 8,601.21 | 0.00 | 9,903.79 | 46.48 |
| 370-861-726.000 | SUPPLIES | 475.00 | 475.00 | 120.13 | 0.00 | 354.87 | 25.29 |
| 370-861-740.050 | DOWNTOWN MATERIALS | 19,450.00 | 19,450.00 | 122.37 | 116.01 | 19,327.63 | 0.63 |
| 370-861-751.000 | FUEL & OIL | 0.00 | 1,000.00 | 324.57 | 0.00 | 675.43 | 32.46 |
| 370-861-801.000 | CONTRACTUAL SERVICES | 25,807.00 | 25,807.00 | 7,765.62 | 3,665.88 | 18,041.38 | 30.09 |
| 370-861-801.160 | RESTROOM PROGRAM | 2,750.00 | 2,750.00 | 950.00 | 465.00 | 1,800.00 | 34.55 |
| 370-861-801.940 | BRICK REPAIR & MAINTENANCE | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| 370-861-850.000 | LANDSCAPE MAINTENANCE | 31,750.00 | 31,750.00 | 38.00 | 38.00 | 31,712.00 | 0.12 |
| 370-861-913.000 | VEHICLE INSURANCE | 0.00 | 350.00 | 86.50 | 86.50 | 263.50 | 24.71 |
| 370-861-920.010 | ELECTRIC POWER | 1,500.00 | 1,500.00 | 123.98 | 61.14 | 1,376.02 | 8.27 |
| 370-861-920.020 | NATURAL GAS | 3,930.00 | 3,930.00 | 72.17 | 0.00 | 3,857.83 | 1.84 |
| 370-861-920.030 | WATER & SEWER SERVICE | 7,660.00 | 7,660.00 | 1,952.73 | 0.00 | 5,707.27 | 25.49 |
| 370-861-967.000 | FRINGE BENEFITS | 8,185.00 | 8,185.00 | 2,011.09 | (39.69) | 6,173.91 | 24.57 |
| 370-861-973.000 | CAPITAL OUTLAY < \$5,000 | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 100.00 |
| 370-861-976.010 | STREET FURNISHINGS | 500.00 | 14,955.00 | 14,454.00 | 0.00 | 501.00 | 96.65 |
| Total Dept 861 - DESIGN COMMITTEE | | 139,172.00 | 156,477.00 | 41,227.77 | 4,466.68 | 115,249.23 | 26.35 |
| Dept 862 - MARKETING | | | | | | | |
| 370-862-706.000 | WAGES - REGULAR FULL TIME | 16,160.00 | 16,160.00 | 3,105.27 | 73.78 | 13,054.73 | 19.22 |
| 370-862-710.000 | WAGES - PART TIME | 12,520.00 | 12,520.00 | 0.00 | 0.00 | 12,520.00 | 0.00 |
| 370-862-726.000 | SUPPLIES | 150.00 | 150.00 | 6.99 | 6.99 | 143.01 | 4.66 |
| 370-862-784.000 | DOWNTOWN PROGRAMMING & PROMO | 29,800.00 | 29,800.00 | 20,955.16 | 495.00 | 8,844.84 | 70.32 |
| 370-862-785.000 | BUSINESS RETENTION PROGRAM | 2,357.00 | 2,357.00 | 0.00 | 0.00 | 2,357.00 | 0.00 |
| 370-862-801.000 | CONTRACTUAL SERVICES | 65,500.00 | 65,500.00 | 17,889.00 | 5,982.00 | 47,611.00 | 27.31 |
| 370-862-801.340 | WEB SITE MAINTENANCE | 840.00 | 840.00 | 510.00 | 30.00 | 330.00 | 60.71 |
| 370-862-950.050 | O/T TO PARKS & RECREATION | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| 370-862-967.000 | FRINGE BENEFITS | 7,375.00 | 7,375.00 | 1,262.96 | (39.72) | 6,112.04 | 17.12 |
| Total Dept 862 - MARKETING | | 137,202.00 | 137,202.00 | 43,729.38 | 6,548.05 | 93,472.62 | 31.87 |
| Dept 863 - PARKING | | | | | | | |
| 370-863-706.000 | WAGES - REGULAR FULL TIME | 8,080.00 | 8,080.00 | 1,587.92 | 577.46 | 6,492.08 | 19.65 |
| 370-863-710.000 | WAGES - PART TIME | 1,255.00 | 1,255.00 | 0.00 | 0.00 | 1,255.00 | 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 | 400.00 | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 370-863-950.210 | OPER TFR TO GENERAL FUND | 50,000.00 | 50,000.00 | 12,500.00 | 0.00 | 37,500.00 | 25.00 |
| 370-863-950.260 | OPER TFR TO PARKING FUND | 113,100.00 | 113,100.00 | 22,025.00 | 0.00 | 91,075.00 | 19.47 |
| 370-863-967.000 | FRINGE BENEFITS | 3,300.00 | 3,300.00 | 682.07 | 247.86 | 2,617.93 | 20.67 |
| Total Dept 863 - PARKING | | 176,185.00 | 176,185.00 | 36,794.99 | 825.32 | 139,390.01 | 20.88 |
| Dept 864 - ORGANIZATIONAL | | | | | | | |
| 370-864-706.000 | WAGES - REGULAR FULL TIME | 20,200.00 | 20,200.00 | 3,934.42 | 902.98 | 16,265.58 | 19.48 |
| 370-864-710.000 | WAGES - PART TIME | 6,260.00 | 6,260.00 | 0.00 | 0.00 | 6,260.00 | 0.00 |
| 370-864-726.000 | SUPPLIES | 1,150.00 | 1,150.00 | 2.50 | 0.00 | 1,147.50 | 0.22 |
| 370-864-730.000 | POSTAGE | 100.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 370-864-731.000 | PUBLICATIONS | 65.00 | 130.00 | 127.92 | 0.00 | 2.08 | 98.40 |

PERIOD ENDING 09/30/2018
% Fiscal Year Completed: 25.21
SEPTEMBER BENCHMARK 25%

| GL NUMBER | DESCRIPTION | 2018-19 | 2018-19 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED |
|--|-------------------------------|-----------------|----------------|----------------------------|----------------------------|-------------------------|-------------|
| | | ORIGINAL BUDGET | AMENDED BUDGET | 09/30/2018 (NORM (ABNORM)) | MONTH 09/30/18 INCR (DECR) | BALANCE (NORM (ABNORM)) | |
| Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| Expenditures | | | | | | | |
| 370-864-801.190 | TECHNOLOGY SUPPORT & SERVICES | 1,490.00 | 1,490.00 | 409.60 | 94.90 | 1,080.40 | 27.49 |
| 370-864-802.010 | LEGAL SERVICES - GENERAL | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 370-864-805.000 | AUDITING SERVICES | 4,930.00 | 4,930.00 | 0.00 | 0.00 | 4,930.00 | 0.00 |
| 370-864-900.000 | PRINTING & PUBLISHING | 975.00 | 975.00 | 375.26 | 375.26 | 599.74 | 38.49 |
| 370-864-910.000 | LIABILITY & PROPERTY INS POOL | 5,610.00 | 4,120.00 | 2,398.25 | 741.75 | 1,721.75 | 58.21 |
| 370-864-920.000 | UTILITIES | 1,420.00 | 1,420.00 | 354.66 | 118.22 | 1,065.34 | 24.98 |
| 370-864-958.000 | MEMBERSHIP & DUES | 958.00 | 958.00 | 825.00 | 350.00 | 133.00 | 86.12 |
| 370-864-960.000 | EDUCATION & TRAINING | 1,400.00 | 1,400.00 | 0.00 | 0.00 | 1,400.00 | 0.00 |
| 370-864-967.000 | FRINGE BENEFITS | 8,495.00 | 8,495.00 | 1,700.25 | 370.22 | 6,794.75 | 20.01 |
| 370-864-967.020 | OVERHEAD - ADMIN & RECORDS | 11,520.00 | 11,520.00 | 2,880.00 | 0.00 | 8,640.00 | 25.00 |
| Total Dept 864 - ORGANIZATIONAL | | 67,573.00 | 66,148.00 | 13,007.86 | 2,953.33 | 53,140.14 | 19.66 |
| Dept 865 - ECONOMIC DEVELOPMENT | | | | | | | |
| 370-865-706.000 | WAGES - REGULAR FULL TIME | 20,200.00 | 20,200.00 | 4,146.34 | 4,146.34 | 16,053.66 | 20.53 |
| 370-865-710.000 | WAGES - PART TIME | 2,505.00 | 2,505.00 | 0.00 | 0.00 | 2,505.00 | 0.00 |
| 370-865-726.000 | SUPPLIES | 200.00 | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 370-865-785.000 | BUSINESS RETENTION PROGRAM | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 370-865-801.000 | CONTRACTUAL SERVICES | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 370-865-803.200 | PLANNING & DESIGN STUDIES | 25,000.00 | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| 370-865-967.000 | FRINGE BENEFITS | 8,205.00 | 8,205.00 | 1,958.42 | 1,958.42 | 6,246.58 | 23.87 |
| Total Dept 865 - ECONOMIC DEVELOPMENT | | 62,110.00 | 62,110.00 | 6,104.76 | 6,104.76 | 56,005.24 | 9.83 |
| Dept 945 - DEBT SERVICE | | | | | | | |
| 370-945-950.490 | OPER TFR TO DEBT SERVICE FUND | 173,170.00 | 173,170.00 | 16,585.00 | 16,585.00 | 156,585.00 | 9.58 |
| Total Dept 945 - DEBT SERVICE | | 173,170.00 | 173,170.00 | 16,585.00 | 16,585.00 | 156,585.00 | 9.58 |
| Dept 999 - RESERVE ACCOUNTS | | | | | | | |
| 370-999-999.000 | UNALLOCATED RESERVE | 233.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 999 - RESERVE ACCOUNTS | | 233.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 770,855.00 | 791,952.00 | 159,351.70 | 39,139.87 | 632,600.30 | 20.12 |
| Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY: | | | | | | | |
| TOTAL REVENUES | | 770,855.00 | 791,952.00 | 644,594.57 | 8,169.94 | 147,357.43 | 81.39 |
| TOTAL EXPENDITURES | | 770,855.00 | 791,952.00 | 159,351.70 | 39,139.87 | 632,600.30 | 20.12 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 | 485,242.87 | (30,969.93) | (485,242.87) | 100.00 |
| BEG. FUND BALANCE | | 408,245.53 | 408,245.53 | 408,245.53 | | | |
| NET OF REVENUES/EXPENDITURES - 2017-18 | | | | (4,268.45) | | (4,268.45) | |
| END FUND BALANCE | | 408,245.53 | 408,245.53 | 889,219.95 | | | |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 09/01/2018 - 09/30/2018
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

| GL Number | GL Desc | Vendor | Invoice Desc. | Invoice | Due Date | Amount | check # |
|---|----------------------------|------------------------|-------------------------------------|------------------|----------|-----------|---------|
| Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| Dept 861 DESIGN COMMITTEE | | | | | | | |
| 370-861-740.050 | DOWNTOWN MATERIALS | HOME DEPOT CREDIT SERV | MULCH AND ZIP TIES | 6035 3220 2438 3 | 09/12/18 | 116.01 | 108088 |
| 370-861-801.000 | CONTRACTUAL SERVICES | CLEAR RATE COMMUNICATI | PHONE & INTERNET | 090418 | 09/12/18 | 299.00 | 500319 |
| 370-861-801.000 | CONTRACTUAL SERVICES | CHARLES J. BURKE | LIGHT POLE PAINTING | 1712 | 09/12/18 | 800.00 | 108054 |
| 370-861-801.000 | CONTRACTUAL SERVICES | AFP SOUND SYSTEMS | WIRELESS SYSTEM FOR TOWN SQUARE | 2849 | 09/26/18 | 1,703.00 | 108251 |
| 370-861-801.000 | CONTRACTUAL SERVICES | CHARLES J. BURKE | PAINTING LIGHT POSTS | 91818 | 09/26/18 | 600.00 | 108166 |
| 370-861-801.000 | CONTRACTUAL SERVICES | COMCAST CORPORATION | DOWNTOWN WIFI | 92418 | 09/26/18 | 168.98 | 108186 |
| 370-861-801.000 | CONTRACTUAL SERVICES | COMCAST CORPORATION | OFFICE WIFI | 91819 | 09/26/18 | 94.90 | 108187 |
| 370-861-801.160 | RESTROOM PROGRAM | JOHN'S SANITATION | SEASONAL PORTA POTTY | A-53758 | 09/26/18 | 465.00 | 108204 |
| 370-861-850.000 | LANDSCAPE MAINTENANCE | BEGONIA BROTHERS RETAI | FALL DECOR PACKET | 103 | 09/26/18 | 45.00 | 108196 |
| 370-861-913.000 | VEHICLE INSURANCE | MICHIGAN MUNICIPAL RIS | ANNUAL CONTRIBUTION 7/1/18-7/1/19 | M0001315 | 09/26/18 | 86.50 | 108195 |
| 370-861-920.010 | ELECTRIC POWER | DTE ENERGY | ELECTRICITY CHARGES | 091818 | 09/26/18 | 61.14 | 108193 |
| Total For Dept 861 DESIGN COMMITTEE | | | | | | 4,439.53 | |
| Dept 862 MARKETING | | | | | | | |
| 370-862-726.000 | SUPPLIES | LORI WARD | BATTERIES FOR MICROPHONE | 248348 | 09/26/18 | 6.99 | 108206 |
| 370-862-784.000 | DOWNTOWN PROGRAMMING & PRC | SARALINE LLC | PHOTO BOOTH - SKELETONS EVENT | 20181005002 | 09/26/18 | 495.00 | 108249 |
| 370-862-801.000 | CONTRACTUAL SERVICES | KIMPRINT INC | PRINTING SEP/OCT EVENT CARDS | 56903 | 09/12/18 | 571.00 | 108055 |
| 370-862-801.000 | CONTRACTUAL SERVICES | GRAPHIC VISIONS INC. | SEP/OCT DIRECTORY SIGNAGE | 55005 | 09/12/18 | 486.00 | 108085 |
| 370-862-801.000 | CONTRACTUAL SERVICES | SARAH KENNEDY | GRAPHIC DESIGN FOR FALL ADS | 026 | 09/12/18 | 450.00 | 108096 |
| 370-862-801.000 | CONTRACTUAL SERVICES | SARAH KENNEDY | GRAPHIC DESIGN FOR SEP/OCT EVENT CA | 025 | 09/12/18 | 675.00 | 108096 |
| 370-862-801.000 | CONTRACTUAL SERVICES | RENAISSANCE MEDIA LLC | SEPTEMBER SEEN MAGAZINE AD | 258913 | 09/12/18 | 700.00 | 108116 |
| 370-862-801.000 | CONTRACTUAL SERVICES | JEANNE A. MICALLEF | MONTHLY PR RETAINER | NORTHVILLE 10-18 | 09/26/18 | 2,000.00 | 108170 |
| 370-862-801.000 | CONTRACTUAL SERVICES | JEANNE A. MICALLEF | EVENT PLANNING AND SOCIAL MEDIA | NORTHVILLE 10-18 | 09/26/18 | 1,100.00 | 108170 |
| 370-862-801.340 | WEB SITE MAINTENANCE | LORI WARD | REIMBURSE MONTHLY LISTSERV | MC09396641 | 09/26/18 | 30.00 | 108206 |
| Total For Dept 862 MARKETING | | | | | | 6,513.99 | |
| Dept 864 ORGANIZATIONAL | | | | | | | |
| 370-864-801.190 | TECHNOLOGY SUPPORT & SERV | NORTHVILLE TOWNSHIP | AUG IT SERVICES | 1800002472 | 10/09/18 | 133.00 | 108285 |
| 370-864-801.190 | TECHNOLOGY SUPPORT & SERV | COMCAST CORPORATION | OFFICE WIFI | 91819 | 09/26/18 | 94.90 | 108187 |
| 370-864-805.000 | AUDITING SERVICES | PLANTE MORAN | AUDIT SERVICES | 1579868 | 10/09/18 | 3,220.00 | 108286 |
| 370-864-910.000 | LIABILITY & PROPERTY INS | MICHIGAN MUNICIPAL RIS | ANNUAL CONTRIBUTION 7/1/18-7/1/19 | M0001315 | 09/26/18 | 741.75 | 108195 |
| 370-864-920.000 | UTILITIES | CLEAR RATE COMMUNICATI | PHONE & INTERNET | 090418 | 09/12/18 | 43.22 | 500319 |
| 370-864-958.000 | MEMBERSHIP & DUES | NATIONAL MAIN STREET C | MEMBERSHIP | 57272 | 09/26/18 | 350.00 | 108163 |
| Total For Dept 864 ORGANIZATIONAL | | | | | | 4,582.87 | |
| Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | 15,536.39 | |

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of September 18, 2018
Meeting Room A

The regular meeting of the DDA Board was called to order at 8:05 a.m.

ROLL CALL

Present: *Mayor Ken Roth, Chairman Shawn Riley, Carolann Ayers, Margene Buckhave, John Casey, Aaron Cozart, Jeri Johnson, Jim Long, Robert Miller, Greg Presley, Mary Starring*

Absent: *None*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Marilyn Price/City Council, Fred Sheill/resident*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda

- a. August 2018 Financial Statement (Attachment 4.a)
- b. August 2018 Invoice Report (Attachment 4.b)
- c. August 21, 2018 Meeting Minutes (Attachment 4.c)

Long stated that the meeting minutes should reflect his recommendation of using 5 sack concrete as well as 5" of concrete on the sidewalk pours as part of the Secondary Streetscape Design Guidelines.

Motion by Ayers, seconded by Casey to approve the Agenda and Consent Agenda as amended. **Motion carried unanimously.**

PURCHASE OF US FLAGS FOR DOWNTOWN

Ward is requesting approval from the DDA Board to replace the US flags in the downtown area. It has been 15 years since the flags were last replaced and they are in poor shape. The flags frequently get caught on the finials of the light fixtures and snag or tear. Ward researched flag vendors in the metro area talking to several that have done previous work with the City of Northville. The original count for the flag replacement was provided by DPW. Ward has since discovered that the number provided included several areas that are not in the DDA Boundaries. These areas are located primarily along Center Street. DPW usually installs flags from 7 Mile to 8 Mile Road.

Ward is recommending that the DDA purchase the flags through Signs by Tomorrow of Novi who is a current vendor with the City. The order would include flags in the DDA area only, plastic wrapper ring attachments, and approximately 2 dozen flag poles to replace poles that are damaged.

Ward stated that she would contact DPW to determine if they want to place an order for flags to install in areas outside of the DDA boundaries. When the current flags were purchased 15 years ago, the DDA and DPW purchased the flags jointly in an effort to cover more of the City with flags and have them appear the same.

Long inquired how large the flags were. Ward responded that the nylon flags are 3' x 5' and made in the US. Long noted that the problem of the flags catching on the light poles will remain.

Price suggested that the DDA seek sponsorship from the community for the flags. They could be recognized in the Northville Record for their contribution. The cost of the flags is roughly \$26. Price thinks that there would be many community members who would be interested in sponsoring flag based on the participation level of the Chamber Veteran banner program. Long asked how many times a year flags are installed and Ward responded 3-4 times.

Miller suggested that we could explore adding counter weights to the flags to avoid the flags getting caught on the street lights.

Motion by Long, seconded by Casey to approve the purchase of flags, wrapper rings and poles within the DDA district from Signs by Tomorrow and explore sponsorship opportunities. **Motion carried unanimously.**

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee*

- Piano was installed in Old Church Square prior to Heritage Festival. The piano received a lot of use over the weekend. Buckhave supplied the DDA photos. There was a question of whether the DDA should have the piano tuned. There are a few items that still need to be addressed including adding a back panel, waterproofing the piano, adding signage, and developing a cover.
- A mural committee, led by Chuck Murdock, has been meeting to discuss location, application method and content to install a downtown mural. Currently favored location would be the side of Lucy and the Wolf. Johnson asked if the mural was permanent. Ward responded that the murals have a 5-7 year lifespan.
- Interest in continuing the program that was started by the Chamber of Commerce and led by Michelle Fecht to provide historic research and photos of the 4 corners of downtown. The Design Committee would like to expand that program to have installation recognizing other significant buildings and events. Roth asked how the DDA would address the discoloration of the

building of the fading of the brick where it is not covered up? Sullivan asked if there would be a public input process for the images. Ward stated the only public input process envisioned now is the HDC approval process.

- Ward directed the Board to the Design Committee minutes from the August Design Committee meeting for more details.
- Ayers pointed out that in the Design Committee minutes there is a section that stated that the DDA has been contacted by Ginovus, consulting firm working with Watermark developers one of the developers of the Northville Downs. Watermark expressed interest in working with the DDA to capture future TIF revenue for the Northville Downs project to help finance the project. Ward stated that she responded to the letter by requesting more information from the developer. No action has been taken. Ayers stated that this request is a kin to a tax abatement, which the City has never granted. Long asked how much money the developer was asking for. Ward responded that they are asking for 50% of new TIF revenue generated by the project over a ten year period.

b. *Marketing Mix Committee*

- The Marketing Committee did not meet in September due to a scheduling conflict.
- Skeletons are Alive kickoff party is scheduled for Friday, October 5th from 6-9 pm. The DDA has a presenting sponsor this year, Next Home All Pro Realty and Community Financial is also an event sponsor. The DDA has sold over 20 skeleton sponsors, 8 new skeleton sponsors and one donation – Northville Square. The DDA retires 8 skeletons every year and replaces with new poses to keep the event fresh. The Dale Hicks band will be playing, food trucks, photobooth, street performers, and dancers.
- Scars on 45 concert raised \$1200 for Living and Learning Center. Sunday was a slow day for the event. In the future a different date would be better.

c. *Parking Committee*

- No meeting has been held in September.
- Ward noted that she has a meeting set up with the downtown resident to discuss his concerns regarding the decision that the Parking Committee made concerning the location of Residential Overnight Parking designated spaces and the monthly permit fee.

d. *Organizational Committee*

- Ayers let the Committee know that the Organizational Committee has met to work on the 1st Quarter Budget Amendments. Ayers informed the group that shortly after the DDA's 2018-19 budget was approved by the Board and City Council that unexpected expenditures were allocated to the DDA for DPW services and downtown maintenance. These expenditures were not included in the approved budget and will need to be addressed through the budget amendment process. Ayers added that since there is not a firm number for these new expenses it makes it hard to know if we have available funds for projects like the new flag purchase.

- A goal of the Organizational Committee is to get someone into the DDA office to assist the Director with the workload. It is difficult to move forward on hiring when we do not know what funds will be available. Riley asked if there was any progress made on hiring an office employee. Ward stated that there has been on progress.
- The Organizational Committee will meet and come up with some ideas on how to move forward.

e. *Economic Development Committee*

- The majority of the discussions at the EDC meeting are surrounding the Northville Downs project. There is an October 2nd Planning Commission meeting where PUD eligibility will be discussed.
- The EDC has met twice to discuss the project further and put together a summary of the Committee's comments to share with the Planning Commission. Chair Cozart and Ward will be meeting to take all of the Committee's comments and combine them into one statement.
- Casey asked if the Committee has prioritized all of the issues surrounding the project including: traffic, density, daylighting the river, farmers marketing, commercial development. Cozart responded that the Committee will be working on prioritizing the issues.
- Presley thinks that it is important to have a grid layout for the project, similar to Northville's existing neighborhoods. Presley asked whether the layout is addressed in the City's Master Plan.
- Ayers asked if the developers were addressing the circulation and traffic. Sullivan replied that the City's traffic engineers, OHM, have reviewed the developer's proposal and suggested a roundabout at 7 Mile and Sheldon to improve the level of service. Ward suggested that another roundabout be added at Hutton extended, Hines and 7 Mile Road. This would require a bridge over Johnson creek.
- Starring attending a recent meeting held by the developers at the Garage. The issues expressed included daylighting river, farmers' market, traffic, density, and parking.
- Ayers asked how much this project would increase the population of the City. Presley responded it would increase the population by 1200 residents.
- Casey asked about how the development will impact the flood plain.
- City's attorney is looking into how to guarantee that the benefits that are being proposed by the developer are delivered in future phases of the project if the first phase of the project is getting increased density or other benefits.
- Ayers stated that she has been approached by a number of residents and neighbors with comments and concerns.
- Sullivan reminded the Board that the developer is not proposing to daylight the river, primarily due to cost. Cozart stated that with the current layout of the project, if the river was not daylighted now, it could not be accommodated in a future phase.

FUTURE MEETINGS/ IMPORTANT DATES

Future Meetings / Important Dates

- a. Marketing Committee – October 4
- b. Skeletons Are Alive – October 5
- c. Design Committee – October 8
- d. Executive Committee – October 10
- e. Great Pumpkin Festival – October 13 - 14
- f. Economic Development Committee – October 15
- g. DDA Board Meeting – October 16
- h. Witches Night Out – October 19
- i. Trick or Treat Trail – October 20
- j. Streets of Treats – October 27
- k. Dog Park Costume Contest – October 28
- l. Trick or Treating – October 31

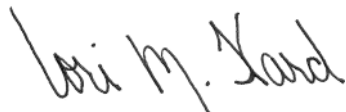
BOARD AND STAFF COMMUNICATIONS

Mayor Roth mentioned that there is a public informational meeting scheduled for September 20th at 6:00 pm at the Northville Community Center for the City to disseminate information regarding the November Road Bond. There will be another meeting held in October. There is a group that has been formed, Neighbors for Better Streets, to get information about the road bond out.

The next DDA Board meeting is October 16, 2018

Meeting adjourned at 9:45 am

Respectfully submitted,



Lori M. Ward, Director
Northville Downtown Development Authority

City of Northville

Northville DDA

Annual Report on Status of Tax Increment Financing Plan

| | |
|------------|--------------|
| TIF Plan # | For CY taxes |
| | 2017 |

Revenue:

| | | |
|--------------------------------------|-----------|----------------|
| Tax Increment Revenues July 2017 | \$ | 560,049 |
| Tax Increment Revenues December 2017 | \$ | 86,796 |
| Property taxes - from DDA levy | \$ | 56,823 |
| Interest | \$ | 890 |
| PPT TIF loss reimbursement | \$ | 36,178 |
| Other income | \$ | 7,680 |
| Total | \$ | 748,416 |

Bond Reserve

\$ -

Expenditures

| | | |
|----------------|----|---------|
| Design | \$ | 199,768 |
| Marketing | \$ | 138,513 |
| Parking | \$ | 166,741 |
| Organizational | \$ | 65,244 |
| Public Works | \$ | 10,065 |

Debt Service - LTGO Streetscape Improvement Bonds

| | | |
|-----------|----|---------|
| Principal | \$ | 135,000 |
| Interest | \$ | 37,355 |

Total \$ **752,686**

Outstanding bonded Indebtedness

| | | |
|--------------|-----------|------------------|
| Principal | \$ | 1,070,000 |
| Interest | \$ | 136,089 |
| Total | \$ | 1,206,089 |

CAPTURED VALUES

| | Current Taxable Value | Initial (base year) Assessed Value | Captured Value |
|--------------------------------|-----------------------|------------------------------------|----------------------|
| Ad valorem PRE Real | \$ 599,104 | \$ 522,019 | \$ 77,085 |
| Ad valorem non-PRE Real | \$ 28,303,498 | \$ 5,539,129 | \$ 22,764,369 |
| Ad valorem commercial personal | \$ 2,549,800 | \$ 742,140 | \$ 1,807,660 |
| | \$ 31,452,402 | \$ 6,803,288 | \$ 24,649,114 |

Tax Increment Revenues Received

| | | |
|---|-----------|----------------|
| From Wayne County | \$ | 192,802 |
| From City of Northville | \$ | 377,034 |
| From Northville District Library | \$ | 27,944 |
| From Schoolcraft Community College | \$ | 43,791 |
| From Huron Clinton Metropolitan Authority | \$ | 5,274 |
| Total | \$ | 646,845 |

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2019

Attachment 5.b

1ST QUARTER BUDGET AMENDMENTS

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- | | | | | | | | | |
| COMMUNITY CENTER REVENUES | | | | | | | | | |
| 370-000-659.110 | RENTS-SHORT TERM | 150 | 250 | 0 | 0 | 0 | 400 | 400 | 100.00 |
| | COMMUNITY CENTER REVENUES | 150 | 250 | 0 | 0 | 0 | 400 | 400 | 100.00 |
| GRANTS & OTHER LOCAL SOURCES | | | | | | | | | |
| 370-000-586.020 | SPONSORSHIPS | 8,000 | 0 | 0 | 0 | 0 | 8,000 | 5,200 | 65.00 |
| | GRANTS & OTHER LOCAL SOURCES | 8,000 | 0 | 0 | 0 | 0 | 8,000 | 5,200 | 65.00 |
| INTEREST | | | | | | | | | |
| 370-000-664.000 | INTEREST - COMERICA INVESTMENT | 2,500 | 0 | 0 | 0 | 0 | 2,500 | 586 | 23.44 |
| 370-000-664.190 | INTEREST - MI CLASS INVESTMENT | 0 | 100 | 0 | 0 | 0 | 100 | 66 | 65.70 |
| 370-000-664.200 | LONG TERM INVESTMENT EARNINGS | 5,000 | 0 | 0 | 0 | 0 | 5,000 | 1,059 | 21.17 |
| 370-000-664.300 | UNREALIZED MARKET CHANGE IN IN | (2,000) | 0 | 0 | 0 | 0 | (2,000) | 520 | (26.02) |
| 370-000-664.400 | INVESTMENT POOL BANK FEES | (600) | 0 | 0 | 0 | 0 | (600) | (65) | 10.84 |
| 370-000-664.500 | INVESTMENT ADVISORY FEES | (750) | 0 | 0 | 0 | 0 | (750) | (111) | 14.76 |
| 370-000-664.600 | BANK LOCKBOX FEES | (300) | 0 | 0 | 0 | 0 | (300) | (67) | 22.33 |
| | INTEREST | 3,850 | 100 | 0 | 0 | 0 | 3,950 | 1,988 | 50.33 |
| MISCELLANEOUS REVENUES | | | | | | | | | |
| 370-000-666.000 | MISCELLANEOUS REVENUE | 200 | 0 | 0 | 0 | 0 | 200 | 125 | 62.50 |
| 370-000-687.010 | MMRMA DISTRIBUTION | 0 | 2,390 | 0 | 0 | 0 | 2,390 | 2,390 | 99.98 |
| | MISCELLANEOUS REVENUES | 200 | 2,390 | 0 | 0 | 0 | 2,590 | 2,515 | 97.08 |
| PROPERTY TAXES | | | | | | | | | |
| 370-000-403.000 | CURRENT PROPERTY TAXES | 669,444 | 0 | 0 | 0 | 0 | 669,444 | 580,377 | 86.70 |
| 370-000-403.010 | DDA OPERATING LEVY | 58,211 | 0 | 0 | 0 | 0 | 58,211 | 54,046 | 92.85 |
| 370-000-403.040 | LOCAL COMMUNITY STABILIZATION | 36,000 | (3,959) | 0 | 0 | 0 | 32,041 | 0 | 0.00 |
| 370-000-418.000 | PROPERTY TAXES - OTHER | (5,000) | 0 | 0 | 0 | 0 | (5,000) | 0 | 0.00 |
| | PROPERTY TAXES | 758,655 | (3,959) | 0 | 0 | 0 | 754,696 | 634,423 | 84.06 |
| FUND BALANCE RESERVE | | | | | | | | | |
| 370-000-699.010 | APPROP OF PRIOR YEAR'S SURPLUS | 0 | 22,316 | 0 | 0 | 0 | 22,316 | 0 | 0.00 |
| | FUND BALANCE RESERVE | 0 | 22,316 | 0 | 0 | 0 | 22,316 | 0 | 0.00 |
| TOTALS FOR DEPT 000- | | 770,855 | 21,097 | 0 | 0 | 0 | 791,952 | 644,526 | 81.38 |
| TOTAL Revenues | | 770,855 | 21,097 | 0 | 0 | 0 | 791,952 | 644,526 | 81.38 |
| DEPT: 753-DPW SERVICES | | | | | | | | | |
| 370-753-706.000 | WAGES - REGULAR FULL TIME | 5,485 | 2,500 | 0 | 0 | 0 | 7,985 | 833 | 10.43 |
| 370-753-707.000 | WAGES - REGULAR OVERTIME | 570 | 0 | 0 | 0 | 0 | 570 | 0 | 0.00 |

Year Ended 06/30/2019

1ST QUARTER BUDGET AMENDMENTS

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 |
|--------------------------------------|------------------------------|----------------|------------------|------------------|------------------|------------------|----------------------|------------|--------------------|
| 370-753-939.000 | AUTOMOTIVE SERVICE | 500 | 0 | 0 | 0 | 0 | 500 | 0 | 0.00 |
| 370-753-943.000 | EQUIPMENT RENTAL - CITY | 2,650 | 750 | 0 | 0 | 0 | 3,400 | 174 | 5.13 |
| 370-753-967.000 | FRINGE BENEFITS | 6,005 | 2,200 | 0 | 0 | 0 | 8,205 | 895 | 10.90 |
| TOTALS FOR DEPT 753-DPW SERVICES | | 15,210 | 5,450 | 0 | 0 | 0 | 20,660 | 1,902 | 9.21 |
| DEPT: 861-DESIGN COMMITTEE | | | | | | | | | |
| 370-861-706.000 | WAGES - REGULAR FULL TIME | 16,160 | 0 | 0 | 0 | 0 | 16,160 | 4,764 | 29.48 |
| 370-861-710.000 | WAGES - PART TIME | 18,505 | 0 | 0 | 0 | 0 | 18,505 | 8,601 | 46.48 |
| 370-861-726.000 | SUPPLIES | 475 | 0 | 0 | 0 | 0 | 475 | 120 | 25.29 |
| 370-861-740.050 | DOWNTOWN MATERIALS | 19,450 | 0 | 0 | 0 | 0 | 19,450 | 122 | 0.63 |
| 370-861-751.000 | FUEL & OIL | 0 | 1,000 | 0 | 0 | 0 | 1,000 | 325 | 32.46 |
| 370-861-801.000 | CONTRACTUAL SERVICES | 25,807 | 0 | 0 | 0 | 0 | 25,807 | 7,766 | 30.09 |
| 370-861-801.160 | RESTROOM PROGRAM | 2,750 | 0 | 0 | 0 | 0 | 2,750 | 950 | 34.55 |
| 370-861-801.940 | BRICK REPAIR & MAINTENANCE | 2,500 | 0 | 0 | 0 | 0 | 2,500 | 0 | 0.00 |
| 370-861-850.000 | LANDSCAPE MAINTENANCE | 31,750 | 0 | 0 | 0 | 0 | 31,750 | 38 | 0.12 |
| 370-861-913.000 | VEHICLE INSURANCE | 0 | 350 | 0 | 0 | 0 | 350 | 87 | 24.71 |
| 370-861-920.010 | ELECTRIC POWER | 1,500 | 0 | 0 | 0 | 0 | 1,500 | 124 | 8.27 |
| 370-861-920.020 | NATURAL GAS | 3,930 | 0 | 0 | 0 | 0 | 3,930 | 72 | 1.84 |
| 370-861-920.030 | WATER & SEWER SERVICE | 7,660 | 0 | 0 | 0 | 0 | 7,660 | 1,953 | 25.49 |
| 370-861-967.000 | FRINGE BENEFITS | 8,185 | 0 | 0 | 0 | 0 | 8,185 | 2,794 | 34.14 |
| 370-861-973.000 | CAPITAL OUTLAY < \$5,000 | 0 | 1,500 | 0 | 0 | 0 | 1,500 | 1,500 | 100.00 |
| 370-861-976.010 | STREET FURNISHINGS | 500 | 14,455 | 0 | 0 | 0 | 14,955 | 14,454 | 96.65 |
| TOTALS FOR DEPT 861-DESIGN COMMITTEE | | 139,172 | 17,305 | 0 | 0 | 0 | 156,477 | 43,670 | 27.91 |
| DEPT: 862-MARKETING | | | | | | | | | |
| 370-862-706.000 | WAGES - REGULAR FULL TIME | 16,160 | 0 | 0 | 0 | 0 | 16,160 | 4,764 | 29.48 |
| 370-862-710.000 | WAGES - PART TIME | 12,520 | 0 | 0 | 0 | 0 | 12,520 | 0 | 0.00 |
| 370-862-726.000 | SUPPLIES | 150 | 0 | 0 | 0 | 0 | 150 | 7 | 4.66 |
| 370-862-784.000 | DOWNTOWN PROGRAMMING & PROMO | 29,800 | 0 | 0 | 0 | 0 | 29,800 | 20,955 | 70.32 |
| 370-862-785.000 | BUSINESS RETENTION PROGRAM | 2,357 | 0 | 0 | 0 | 0 | 2,357 | 0 | 0.00 |
| 370-862-801.000 | CONTRACTUAL SERVICES | 65,500 | 0 | 0 | 0 | 0 | 65,500 | 17,889 | 27.31 |
| 370-862-801.340 | WEB SITE MAINTENANCE | 840 | 0 | 0 | 0 | 0 | 840 | 510 | 60.71 |
| 370-862-950.050 | O/T TO PARKS & RECREATION | 2,500 | 0 | 0 | 0 | 0 | 2,500 | 0 | 0.00 |
| 370-862-967.000 | FRINGE BENEFITS | 7,375 | 0 | 0 | 0 | 0 | 7,375 | 2,046 | 27.75 |
| TOTALS FOR DEPT 862-MARKETING | | 137,202 | 0 | 0 | 0 | 0 | 137,202 | 46,171 | 33.65 |
| DEPT: 863-PARKING | | | | | | | | | |
| 370-863-706.000 | WAGES - REGULAR FULL TIME | 8,080 | 0 | 0 | 0 | 0 | 8,080 | 1,588 | 19.65 |
| 370-863-710.000 | WAGES - PART TIME | 1,255 | 0 | 0 | 0 | 0 | 1,255 | 0 | 0.00 |
| 370-863-726.000 | SUPPLIES | 50 | 0 | 0 | 0 | 0 | 50 | 0 | 0.00 |
| 370-863-786.000 | DOWNTOWN PARKING PROGRAM | 400 | 0 | 0 | 0 | 0 | 400 | 0 | 0.00 |
| 370-863-950.210 | OPER TFR TO GENERAL FUND | 50,000 | 0 | 0 | 0 | 0 | 50,000 | 12,500 | 25.00 |
| 370-863-950.260 | OPER TFR TO PARKING FUND | 113,100 | 0 | 0 | 0 | 0 | 113,100 | 22,025 | 19.47 |
| 370-863-967.000 | FRINGE BENEFITS | 3,300 | 0 | 0 | 0 | 0 | 3,300 | 682 | 20.67 |
| TOTALS FOR DEPT 863-PARKING | | 176,185 | 0 | 0 | 0 | 0 | 176,185 | 36,795 | 20.88 |
| DEPT: 864-ORGANIZATIONAL | | | | | | | | | |
| 370-864-706.000 | WAGES - REGULAR FULL TIME | 20,200 | 0 | 0 | 0 | 0 | 20,200 | 4,764 | 23.58 |

Year Ended 06/30/2019

1ST QUARTER BUDGET AMENDMENTS

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 |
|--|-------------------------------|----------------|------------------|------------------|------------------|------------------|----------------------|------------|--------------------|
| 370-864-710.000 | WAGES - PART TIME | 6,260 | 0 | 0 | 0 | 0 | 6,260 | 0 | 0.00 |
| 370-864-726.000 | SUPPLIES | 1,150 | 0 | 0 | 0 | 0 | 1,150 | 3 | 0.22 |
| 370-864-730.000 | POSTAGE | 100 | 0 | 0 | 0 | 0 | 100 | 0 | 0.00 |
| 370-864-731.000 | PUBLICATIONS | 65 | 65 | 0 | 0 | 0 | 130 | 128 | 98.40 |
| 370-864-801.190 | TECHNOLOGY SUPPORT & SERVICES | 1,490 | 0 | 0 | 0 | 0 | 1,490 | 410 | 27.49 |
| 370-864-802.010 | LEGAL SERVICES - GENERAL | 3,000 | 0 | 0 | 0 | 0 | 3,000 | 0 | 0.00 |
| 370-864-805.000 | AUDITING SERVICES | 4,930 | 0 | 0 | 0 | 0 | 4,930 | 0 | 0.00 |
| 370-864-900.000 | PRINTING & PUBLISHING | 975 | 0 | 0 | 0 | 0 | 975 | 0 | 0.00 |
| 370-864-910.000 | LIABILITY & PROPERTY INS POOL | 5,610 | (1,490) | 0 | 0 | 0 | 4,120 | 2,398 | 58.21 |
| 370-864-920.000 | UTILITIES | 1,420 | 0 | 0 | 0 | 0 | 1,420 | 355 | 24.98 |
| 370-864-958.000 | MEMBERSHIP & DUES | 958 | 0 | 0 | 0 | 0 | 958 | 825 | 86.12 |
| 370-864-960.000 | EDUCATION & TRAINING | 1,400 | 0 | 0 | 0 | 0 | 1,400 | 0 | 0.00 |
| 370-864-967.000 | FRINGE BENEFITS | 8,495 | 0 | 0 | 0 | 0 | 8,495 | 2,092 | 24.63 |
| 370-864-967.020 | OVERHEAD - ADMIN & RECORDS | 11,520 | 0 | 0 | 0 | 0 | 11,520 | 2,880 | 25.00 |
| TOTALS FOR DEPT 864-ORGANIZATIONAL | | 67,573 | (1,425) | 0 | 0 | 0 | 66,148 | 13,855 | 20.94 |
| DEPT: 865-ECONOMIC DEVELOPMENT | | | | | | | | | |
| 370-865-706.000 | WAGES - REGULAR FULL TIME | 20,200 | 0 | 0 | 0 | 0 | 20,200 | 0 | 0.00 |
| 370-865-710.000 | WAGES - PART TIME | 2,505 | 0 | 0 | 0 | 0 | 2,505 | 0 | 0.00 |
| 370-865-726.000 | SUPPLIES | 200 | 0 | 0 | 0 | 0 | 200 | 0 | 0.00 |
| 370-865-785.000 | BUSINESS RETENTION PROGRAM | 1,000 | 0 | 0 | 0 | 0 | 1,000 | 0 | 0.00 |
| 370-865-801.000 | CONTRACTUAL SERVICES | 5,000 | 0 | 0 | 0 | 0 | 5,000 | 0 | 0.00 |
| 370-865-803.200 | PLANNING & DESIGN STUDIES | 25,000 | 0 | 0 | 0 | 0 | 25,000 | 0 | 0.00 |
| 370-865-967.000 | FRINGE BENEFITS | 8,205 | 0 | 0 | 0 | 0 | 8,205 | 0 | 0.00 |
| TOTALS FOR DEPT 865-ECONOMIC DEVELOPMENT | | 62,110 | 0 | 0 | 0 | 0 | 62,110 | 0 | 0.00 |
| DEPT: 945-DEBT SERVICE | | | | | | | | | |
| 370-945-950.490 | OPER TFR TO DEBT SERVICE FUND | 173,170 | 0 | 0 | 0 | 0 | 173,170 | 16,585 | 9.58 |
| TOTALS FOR DEPT 945-DEBT SERVICE | | 173,170 | 0 | 0 | 0 | 0 | 173,170 | 16,585 | 9.58 |
| DEPT: 999-RESERVE ACCOUNTS | | | | | | | | | |
| 370-999-999.000 | UNALLOCATED RESERVE | 233 | (233) | 0 | 0 | 0 | 0 | 0 | 0.00 |
| TOTALS FOR DEPT 999-RESERVE ACCOUNTS | | 233 | (233) | 0 | 0 | 0 | 0 | 0 | 100.00 |
| TOTAL Expenditures | | 770,855 | 21,097 | 0 | 0 | 0 | 791,952 | 158,978 | 20.07 |
| TOTAL FOR FUND 370 | | | | | | | | | |
| REVENUES: | | 770,855 | 21,097 | 0 | 0 | 0 | 791,952 | 644,526 | 81.38 |
| EXPENDITURES | | 770,855 | 21,097 | 0 | 0 | 0 | 791,952 | 158,976 | 20.07 |
| NET OF REVENUES vs. EXPENDITURES | | 0 | 0 | 0 | 0 | 0 | 0 | 485,550 | 0.00 |

Northville DDA
 FY 2018-19 Proposed DDA Budget
 1st Quarter Budget Explanations

| Line Item # | Classification | Description of Amendment | Amount +/- |
|------------------------|-------------------------------|---|------------|
| Revenue | | | |
| 370-000-659.11 | Town Square Rental | Increase usage | \$250 |
| 370-000-664-19 | Interest | Actual interest earned | \$100 |
| 370-000-687.01 | MMRMA Distribution | Actual revenue distribution amount | \$2,390 |
| 370-000-403.04 | Local Community Stabilization | Lower personal property tax reimbursements | (\$3,959) |
| 370-000-699.01 | Fund Balance | Prior Year's Surplus | \$22,316 |
| DPW | | | |
| 370-753-706.00 | Wages – Regular Full Time | Additional charges assigned to DDA over prior years | \$2,500 |
| 370-753-943.00 | Equipment rental | Additional charges assigned to DDA over prior years | \$750 |
| 370-753-967.00 | Fringe Benefits | Additional charges assigned to DDA over prior years | \$2,200 |
| Design | | | |
| 370-861-751.00 | Fuel & Oil | City did not charge for gas in previous years | \$1,000 |
| 370-861-913.00 | Vehicle Insurance | DDA purchased water truck from City, required insurance | \$350 |
| 370-861-973.00 | Capital Outlay < \$1,500 | DDA purchased water truck from City | \$1,000 |
| 370-861-976.01 | Street Furnishings | Replace damaged streetlights, will be offset by insurance | \$14,455 |
| Organizational | | | |
| 370-864-731.00 | Publications | Northville Record Subscription | \$65 |
| 370-864-910.00 | Liability and Insurance Pool | Supplied by Finance Department | (\$1,490) |
| Reserve Account | | | |
| 370-999-999.00 | Reserve Account | Actual after budget amendments | (\$233) |

Northville DDA – Design Committee

MEETING MINUTES

October 8, 2018

Meeting Called to Order: At 3:02 pm

Attendance: Lori Ward, Robert Miller, Alan Somershoe, Chuck Murdock, Frederick Sheill, Suzie Cozart

Minutes of Prior Meeting: Approved.

American Flags and Poles (Lori):

- Lori surveyed every lamp post in the city to determine if: 1) it needs to be painted, 2) the type of bulb, and 3) the condition of a flag bracket. Flag brackets are still being made. Lori ordered 150 new flags plus 24 additional poles from Signs by Tomorrow. Should be shipped in two weeks. Still hope to have flags up by Veterans Day.
- Still working to changeover all lamps to LED (see agenda item below)

Piano in Old Church Square (Suzie):

- The piano has been installed at Church Square next to the big spruce tree. It received a lot of attention during the Heritage Festival. Great job Tessa.
- Tessa put a tarp over the piano to protect it. Now, it seems the tarp is discouraging people from using it. We need to figure out how to get the tarp on/off. The backside still needs to be sealed.
- We still need to look into an awning. Suzie will ask Tessa to investigate getting a “second hand” awning from Marygrove Awning Co.
- Some discussion about having various signs for different events or seasons. Like “play your favorite Christmas carol” in December. Possibly use Velcro to attach various signs to the piano.
- Still need to determine what to do with the piano during the winter. What does Traverse City do?
- It seems the paint may already be peeling. We agreed to not do anything now, and wait until spring to determine what should be done about the paint.
- Some discussion about a possible second piano in the alley next to Orin Jewelers.

Downtown Murals (Chuck):

- No new info since the last meeting.
- Still need to contact the building owner to get permission for a mural.
- The Mural Committee will meet again in the next week.

Tree Guard and Bench Memorial Plaques :

- Lori took possession of a box full of old memorial plaques from a resident who had them in her basement. Now, the question is, what to do with them? We want to get them back to the original donor family or organization.
- The ‘Ville ran an article about the plaques in a recent edition of their magazine. Lori got about 10 calls from people wanting to get a plaque back.
- We need to put together a list of all the plaques we have, and get the list out into the community – on the City website, weekly newsletter, Northville Record, etc. Get the word out, and the plaques back to owners.

- At this point, we are not going to recognize all past donors with a new consolidated plaque somewhere in City Hall.
- We need to replace about a dozen benches. We'd like to do another donor program to pay for them. But, we need to have a better method/understanding of how to retire benches in the future. Carol will benchmark other communities to see how they deal with sponsorship. Lori will contact the bench vendor to see if they have ideas.

Newspaper Racks:

- We want to remove the existing racks, as they look bad. We believe that City ordinance mandates that racks be available, they must be on City property, and they must be of an "approved" rack design. Lori has a nice rack design in mind that may only have 4-6 boxes. But, there are questions as to how many boxes need to be available, and if they are free or coin-operated. Lori will contact Jean for a media list, and we'll see who's interested in a box.

Christmas Lights:

- The existing lights we have in town are failing, and are difficult to fix. The lights on trees typically need to be replaced every few years. And, they keep blowing circuit breakers.
- Carol mentioned that Romulus is leasing holiday lights instead of buying/installing themselves. It's a big cost savings for them. Carol will get Lori some contact info.
- Lori has already ordered the holiday garland. It will be installed by DPW (and probably charge us).

Light Conversion:

- Based on Lori's survey mentioned above, about 70 post lights still need to be converted to LED. Lori will get cost estimates, and present a plan at a future DDA Board meeting. This will be an easy installation for the DPW, as they can proceed at their own pace.

Bike Racks:

- Lori has two styles of bike racks in mind. We need to find a single vendor that can supply both types. Lori will keep investigating. Some of the old racks will be given to Maybury State Park.

Fire Pits:

- DPW needs to install concrete rings in the water fountains to turn them into fire pits.
- We haven't turned the fire pits on very much in recent years, as it's labor intensive to turn them on/off. Need a better method – need a remote control or a timer unit.
- Also, the winds through Town Square keep the flames low and not very visible. Need some method to shield the flames from the wind, but keep them visible – like a glass cylinder about two feet tall.
- Fredrick will contact a fire pit manufacturer and Grissom-Metz for ideas on both the timer and the flame shielding.

Meeting Adjourned: 4:24pm

Next Meeting: **Tuesday, November 13 @ 3:00pm (this is a new date)**

Submitted: C. Murdock 09/17/2018

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY September 2018:

PUBLICITY:

Press materials that have been prepared & sent out in September 2018:

- Skeletons are Alive
- Spooky Movies at the Marquis
- September/October calendar

Upcoming press materials:

- 160 Main Opening
- Nail Salon 10th Anniversary
- Small Business Saturday & Holidays in Northville
- November / December calendar

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

- September 28 – Northville Record & Detroit Free Press – Preview that Los Tres Amigos is coming to Downtown Northville

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
- Instagram ~ Continued to maintain the page, including daily posts on events and business announcements

PAID ADVERTISING:

- Ad in September issue of The Ville
- Ad in September issue of SEEN Magazine
- Ads in Free Press for Skeletons are Alive event (September 23 & 30)
- Boosted Facebook post for Skeletons are Alive

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
 1. October 2018
 2. November 2018

3. December 2018
 4. January 2019
 5. February 2019
 6. March 2019
 7. April 2019
 8. May 2019
 9. June 2019
- Quarter-page Ads in The Ville
 1. October 2018
 2. November 2018
 3. December 2018
 4. January 2019
 5. February 2019
 6. March 2019
 7. April 2019

Downtown Development Authorities (DDA) Economic Development Committee (EDC)
Comments in response to “The Downs” PUD Eligibility Application
October 2nd 2018

The EDC is designed to be a resource for the Planning Commission, City, Developers, Residents, etc. The purpose of the Economic Development Committee is to advise the City Council on matters related to promoting vital and inviting business areas and advancing economic development within the City. The Committee shall assess the current and ongoing business climate in the City and submit recommendations to the City Council intended to maintain a strong economic base in the City. In an effort to support each of those entities, the EDC has constructed comments on The Downs PUD Eligibility Application. In reviewing the application, several consistent items come up from the discussion to include traffic, green / public space, Commercial / Retail Space, design of the residential products and density. We will provide points below for each of those items as well as overall feedback.

1. Traffic / Parking:

- a. Traffic and congestion is a concern of the teams and the community. The committee has some recommendations below that reduce the traffic impact of this development. The project needs another North to South through-road to dissipate the traffic generated from the development. The best option is an extended Hutton Street down to the mouth of East Hines Drive, where there should be a roundabout. This does a few things: takes pressure off of Sheldon (South Center) south of Main Street at peak times, takes pressure off access / egress via Beal St through Beal Town neighborhood and creates a new North to South way to get into Downtown as well as access to the project neighborhood itself.
- b. Parking: If two North to South streets are created (N-S street south of Town Square and N-S street between Hutton and Griswold) there will be more on-street parallel parking North of extended Beal Street and within walking distance of the Town Square.
- c. Parking: Parking requirements of the development should be a maximum of one car per bedroom. The developer needs to show the units by number of bedrooms, so that the area North of Beal Street can be properly evaluated.
- d. The grid road layout is consistent with the Master Plan but it does not reflect the grid pattern in the adjacent neighborhoods. For example Beal Town, the blocks are oriented with the long dimension North to South and narrower in the East to West dimension. The two super blocks North of Beal Street should be broken up into four smaller blocks that mimic Beal Town blocks. The two North to South streets suggested make this development much more walkable, like other neighborhoods in our community (Beal Town, Cabbage Town, West Orchard, Historic District). Tree-lined streets with parallel parking are more consistent with surrounding neighborhoods and far more safe than what is proposed now.

- e. Parallel parking should be added to the single family neighborhood to accommodate visitors to the neighborhood.

2. Green / Public Space:

- a. The River: A public / private partnership to “daylight” the river and create a linear park should be investigated. This could be in the form of a developer contribution to the City, which would allow the City to plan an award winning public park and apply for grants that are potentially available. Also, current site plans should reflect this as a possibility. Current design would have the river going through 6 residential parcels.
- b. If the pond is retention and always has water, it should have public access and no fence barrier. It should look like an attractive water feature, not a depression. Further the Master Plan shows a public linear park that fronts on 2 streets – River Street and a new street that bounds on the west side of the day-lighted river. The 13 homes on River Street, the 7 Single-Family lots to the west and the 13 town home lots to the west effectively mask the linear park from public view and access except at the Beal Bridge on the north end. The linear park as proposed by the Master Plan is much better than the developer’s plan. The linear park should not be so hidden and the homes on River Street are not in keeping with the Master Plan.
- c. Proper maintenance of the area should be further vetted but concerns with the HOA being in charge of the upkeep of a publicly used space. We will want to ensure that the proper maintenance and upkeep is up to City Standards.
- d. Farmers Market: The Chamber is interested in fitting into what space is available, but this proposed space is far smaller than their smallest conceivable area size. This plan must assume that the Watermark surface lot is available for public use on Market Day, so that parking does not occur in the small space allotted to the market. This needs to be confirmed, and if this is true, is there enough parking for both apartment residents and the market patrons and vendor trucks? A better choice is to expand the market surface lot south of Beal Street to extend over the west side of the bridge. This allows public parking to be in proximity to the vendors (much safer than trying to get your purchases across Beal Street bridge). If the vendor trucks are allowed to park on the Watermark surface lot south side that might work. Another issue is the availability of 2 barns in South Lyon that formerly served the harness racing industry in Northville. They quartered horse and trained drivers and horse for local races, back in the day. These barns are immediately available but will be torn down soon. They can be moved. The developer is aware of these barns and has elected to pass on them. The City should consider that these barns could make for facilities with bathrooms that give more value to the linear park use by the public as well as serve vendors on Market Day.
- e. The creation of berms was listed as a public benefit. The EDC feels that the use of berms in this project is a suburban solution and not in keeping with urban residential development. Often berms are created in a project in order to save on

the cost of hauling away excess soil that is created when the detention pond is built. The EDC suggests the elimination of these berms from the plan.

3. Commercial / Retail Space:

- a. Current design only includes 18,700 sq/ft of which we are concerned will only include private apartment amenities and sales office. A more viable option would be to extend a new North to South street South of Town Square with liner Commercial on both sides. This would allow something like restaurants on both sides that would activate this south side of town and connect to the existing Downtown via the North to South Pedestrian Link. This could be mixed-use with smaller micro residential apartments over. The nearby deck could expand to support the development on this new street North of Beal Street.
- b. As part of the DDA's 2017 Strategic Plan for Downtown Northville, a retail marketing analysis was completed by LandUSA. The results of the marketing analysis show that the City of Northville can support at least 35,000 square feet of new retail space plus a boutique hotel. Additional office and support businesses are in addition to the retail square footage.

4. Design of the Residential Products:

- a. The committee has review the residential products proposed within this application but will provide more feedback later in the development and approval process as this document is focusing on the PUD Eligibility application. That being said, we hope future designs are less suburban and generic in character.
- b. Various heights are listed within the development to include townhomes at three to three and a half stories. Three stories is enough for these products.
- c. The committee agrees with the CWA that the development should not include front facing garages in line with the front elevation of the homes. In fact this issue is currently being studied by the Planning Commission. The Master Plan specifically refers to alleyway access to rear garages as a preferred option to street curb-cuts and front-access garages. Earlier versions of the site plan show the alleyways and rear-access garages. The EDC feels that this is a better solution. Also note that the current proposal does not have any on-street parking, so guests have to park in the driveway. This is not sustainable. Rear garages off alleyways eliminates the need for street access driveways and allows for parallel parking on the streets.

5. Density:

- a. The committee agrees with the CWA's comments that it is higher than intended for the space. The idea to potentially eliminate the 13 single-family homes along River Street to increase the park area and improve the ability to Daylight the Rouge River and provide more space for the farmers market is a good one.
- b. The CWA suggest eliminating some of the townhome on either side of the pocket park on Hutton Street. The committee would like the developer to investigate continuing Hutton Street over Johnson Creek and connect with Seven Mile at East

Hines Drive. A tree-lined street with parallel parking would be very similar to our existing neighborhoods. This new North to South link to this development and the downtown is needed for numerous reasons.

- c. We agree with CWA's comments to reduce the number of townhomes on the Farmers Market property to provide usable green space. If we eliminated these units, we could have better access to the North end of the new park
- 6. Consistent with the Master Plan** The developers state in their PUD eligibility that the proposed PUD is consistent with the goals and objectives of the Master Plan but do not enumerate any of the areas in which they feel their plan is consistent with these goals and objectives.
- a. The Master Plan calls for providing parking behind buildings. The creation of a parking lot at the corner of Griswold and Cady Streets is inconsistent with the Master Plan.
- 7. Other:**
- a. Many of the amenities listed in HP's PUD eligibility application are not considered by the EDC to be public benefits, but rather are requirements of any applicant going through the development process: these include:
 - The elimination of out dating building structures, and "unsightly conditions".
 - Stormwater improvements.
 - Stormwater retention/detention ponds
 - Creation of 92 public parking spaces are a requirement of the purchase agreement with the City of Northville
 - Elimination of current race track

In addition to the feedback listed above, the committee is concerned with the timeline of the three phases of the project. Several amenities presented in this application are not part of the first phase of the project making those amenities at risk if the development is delayed or later phases are not completed. This needs to be addressed in this application to ensure that these are completed as part of the project.

The intent of this feedback is to specifically address only items in reference to the PUD Application Eligibility currently being discussed. The Economic Development Committee has additional feedback on the overall project which will be shared at later phases of the project approval process.