

AGENDA

Wednesday, May 9, 2018

City Manager's Conference Room – 8:00 am

1. Current DDA Project Updates (Attachment 1)
2. Town Square Rental Policy (Attachment 2)
3. DDA/DPW Charges for Work (Attachment 3)
4. Economic Development
 - A. Brownfield Redevelopment
 - B. Redevelopment Ready
5. Ford Field Discussion
6. Next Executive Committee Meeting – Wednesday, June 13, 2018



May Executive Committee Update

Parking RFP

A contract for professional services to evaluate the City's two parking decks and develop a rehabilitation and maintenance plan was approved by City Council on April 16th and by the DDA Board on April 17th. Carl Walker/WGI was selected out of 6 proposals. Carl Walker/WGI was the second low bidder, has extensive experience and exceptional references, including over 40 years of experience working in the City of Plymouth.

A kick off meeting is scheduled for May 10th with the consultants, City Manager, DDA Director and DPW Director to discuss the Scope of Work, project deliverables and scheduling.



Redevelopment Ready Status

Dominic Romano, the City of Northville's MEDC team member is scheduled to attend the Economic Development Committee's meeting on May 14th to discuss MEDC programs that Northville might benefit from and to answer questions regarding the Redevelopment Ready Program under consideration.

Ford Field Project

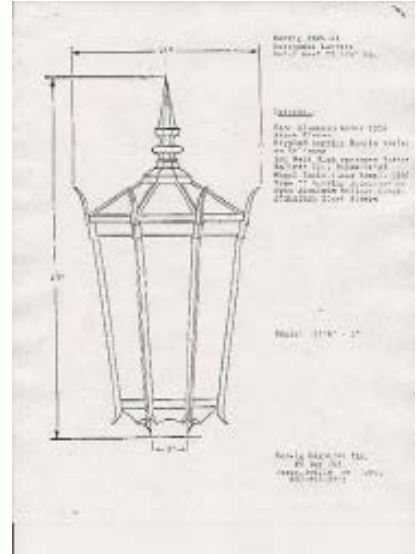


The Northville Rotary Club has been in contact with the City of Northville to express interest in contributing resources to replace the play structure at Ford Field. Rotary representative DJ Boyd met with the City Manager and Parks and Recreation Director to learn more about the project. Boyd contacted the DDA when they learned of the DDA's interest in address the access or link from downtown to Ford Field.

DDA staff reached out to landscape architect Marc Russel who prepared the initial Comprehensive Plan for Ford Field and requested a proposal to update the Plan with public input current needs. There is a desire to pull together all of the community resources to address the project and the need to explore additional funding sources to make the project(s) happen and determine who will lead the effort. DDA staff met with the Parks and Recreation Director to discuss how to proceed with the project.

Streetlighting

Three streetlights have been hit by a car/truck over the past month and require replacement. The three streetlights are all high pressure sodium lights. Two fixtures are located on Cady Street and one is located on E. Main Street. DDA staff attended the City Council's May 7th meeting to request authorization to purchase new poles and luminaires to match the original. This gives the DDA the greatest flexibility in the event that the DDA changes direction in the future. The cost of the poles and luminaires will be paid for by revenue from several insurance claims and through the Street Furnishings line item in the DDA's Design Committee budget.



Discussions are underway with the DDA, DPW, and with Councilmember Geisa about the possibility of advancing the City/DDA's interest in retrofitting the remainder of downtown streetlights with higher efficiency lighting. Technology and costs have both come down quite a bit since the decision to replace the DDA High Pressure Sodium lights with Induction lights was made. The City is now facing the decision whether to replace the remainder of the downtown lights with Induction lights or to move to LED lights. Ward has requested a proposal from QL Industries the maker of the City's Induction Lights to provide a retrofit kit for the remainder of the fixtures. DDA staff has supplied them with the requested information. Once the proposal is received, a comparison of the two technologies, conversion costs and energy savings can be compared.

Yard Inventory

Over the years numerous items have been retired for replacement by newer, safer items. These items include benches, street light fixtures, bike racks, tree guards, and paving brick. When retired, these items have been stored at the Public Works yard on Doheny. Efforts are underway to clean up and organize the yard, resulting in the need for the DDA to evaluate and develop a disposal plan for items that are no longer utilized. DDA staff is worked with the DPW department to determine which items needed to be disposed of and what method was best to utilize. The list of items was presented to City Council at their May 7th meeting and approved. The street furnishings and other materials that have been authorized for disposition include

- Street lighting luminaires
- Approximately 125 tree grates
- 11 benches
- Pallets of both old and new brick
- 5 new bike racks
- Bike racks for larger areas
- 2 damaged tree fences
- Wood that was salvaged from the Comerica Community Connection

Bike Repair Station DDA staff has met several times to is collaborating with Eagle Scout candidate Jackson Cooney to install a bike repair station downtown. The station will include Allen wrenches, screw drivers, tire levers and every other tool you would need to fix a bike. It also includes a tire pump and a rack to hold the bike off the ground while it is being worked on. All the tools are connected to the metal housing with steel cables to prevent them from being taken. The Bike Focus Group is pursuing the installation of the bike repair station at 7 Mile and Sheldon Road. DDA staff met with Mark Gasche, Parks and Recreation Director to discuss the project at this proposed location. Gasche agreed to work with the Eagle Scout to coordinate the placement.



DDA Staffing

DDA Marketing and Communications Coordinator, Amelia Ritter, advised the DDA of her departure effective May 17th. She has taken a full time position with benefits in Livingston County working with the Visitor and Convention Bureau. The position has been posted and the DDA has received a hand full of resumes for consideration.

Two seasonal employees have been identified for summer employment, including a crew chief that will be responsible for scheduling shifts and setting work tasks. The DDA is looking for one additional staff to round out our summer crew. This year the DDA will schedule a groundskeeper on Wednesday, Friday and Saturday nights in order to be available to assist with summer concerts and to remove trash on busy weekends.

~ City of Northville ~

Council Communications

TO: Mayor and City Council

FM: Lori Ward, DDA Director

SJ: Town Square Rental Policy

DT: May 21, 2018

Background:

As part of Downtown Northville's on-going marketing campaign, the DDA is continuing to promote events in the downtown area. The 2017 Downtown Strategic Plan identified the need to increase activity in Town Square as a priority. Currently Friday Night Concerts, Tunes on Tuesday Children's concerts and multi-day festivals including Heritage Festival and Buy Michigan Now are held in Town Square.

One of the DDA's identified Goals and Objectives for 2018-19 is to take over the rental of Town Square and to encourage more activities to be held in the plaza. The DDA has agreed to take over the management of Town Square from Northville Parks and Recreation and is now in charge of the reservation of the facility.

Analysis:

With a goal in mind of increasing activity in Town Square, the DDA staff and Marketing Committee discussed ways to encourage more use of the space and to bring down identified barriers to the rental of the facility. The Marketing Committee is made up, in part, of representatives from various Northville organizations that put on events in town: Chamber of Commerce, NCBA, Art House, Community Foundation, Parks and Recreation. Several identified factors that limited the use included: Rental Cost, Insurance Requirements, and lack of Information available to rent the facility.

DDA staff, with the input from the DDA Board of Directors and DDA Marketing Committee reviewed and updated the previous Town Square Rental Policy (Attachment A) and Rental Application (Attachment B) developed by the Northville Parks and Recreation.

Budget:

None.

Recommendation:

It is recommended the City Council approve the creation of a Wednesday Night Concert Series for Town Square and approve the Special Events Application (Attachment B) and approve a contract with JAG entertainment in the amount of \$6,000 to provide talent and management of the event.

Motion Recommendation:

Move to approve the Special Event Application to create a Wednesday Night Concert Series for Town Square from June 6 – August 29 and authorize the DDA Director to sign the attached contract (Attachment C) with JAG entertainment in the amount of \$6,000 to provide talent and management of the event.

Department

City Manager

TOWN SQUARE RENTAL GUIDELINES

Facilities managed by the Northville Downtown Development Authority are made available for use in accordance with the guidelines established by the Northville Downtown Development Authority Board of Directors.

CONDITIONS OF USE:

ALCOHOLIC BEVERAGES: Alcohol is not permitted within Town Square without an approved special liquor license issued through Northville City Hall. A State liquor license is required if alcohol is sold (cash bar) or if there is an admission charge to the activity.

SMOKING: There is no smoking allowed in Town Square at any time.

CHAPERONE: All groups must provide at least one (1) responsible adult chaperone for every 15 minors in attendance.

APPLICANTS MUST AGREE TO THE FOLLOWING:

Orderly Behavior

Financial responsibility for any damages due to their use of the premises.

Responsiveness to directives of department personnel.

That the activity is lawful and conforms to the regulations of State and Federal laws, community of Northville, and the Northville Downtown Development Authority.

With the exception of any event designated a "Special Event" as defined by Northville City Ordinance, Town Square may not be rented for private functions which unreasonably disrupt or interfere with the general public's use. Any renters utilizing this space must have a completed rental agreement approved and on file with the Northville Downtown Development Authority.

Tables and chairs located in Town Square are to be used on a first-come, first-serve basis and shall not be reserved for future use. Tables and chairs may be moved briefly but in any event shall be moved back to their normal positions as soon as possible.

Between late May and early October, Town Square may have a platform stage erected under the shelter. The stage area can be rented for private functions that do not unreasonably disrupt or interfere with the general public's use.

Any event which does not have a completed and approved rental agreement with the Northville Downtown Development Authority on file may be stopped immediately.

Due to the presence of underground heating coils, no heavy equipment or vehicles are permitted on the brick pavers and no stakes may be used to stabilize an erected tent or temporary structure.

Outside equipment such as grills, tents, tables, chairs, etc. are not permitted without prior approval from the Northville Parks and Recreation Department or an approved special event application from the City of Northville.

All events in Town Square must end by 11:00 p.m.

The Northville Downtown Development Authority assumes no responsibility, financial or otherwise, for accidents, injuries, or losses sustained by individuals while using the facilities.

Renters selling food must comply with current Wayne County Health Department regulations.

INSURANCE WILL BE REQUIRED FOR THE FOLLOWING RENTALS:

Events open to the public- Weekend shows or special events rented by any person or any group will require a special comprehensive general liability policy in the amount of one million dollars (\$1,000,000), combined single limit, with the Northville Downtown Development Authority and the City of Northville named "Additional Insured: from set-up to take down."

Private Events: Weddings, showers, parties, etc., rented by any person or group will require proof of property liability coverage under the renter's "homeowners" or "renter's insurance" policy.

Rentals for the purpose of providing instruction to the public - Individual(s) or group(s) renting Town Square for the purpose of providing instruction to the public, must provide a certificate of insurance for general liability in the amount of one million dollars (\$1,000,000), with Northville Downtown Development Authority and the City of Northville named "Additional Insured: from set-up to take-down."

A cash bar or if tickets are sold to an event serving alcohol: a State Liquor License is required and a separate Liquor Liability Policy is required in the amount of one million dollars (\$1,000,000), combined single limit, with Northville Downtown Development Authority and the City of Northville named "Additional Insured: from set-up to take-down."

PAYMENT AND REFUNDS:

All renters must pay \$100 for a private group, or \$50 for a nonprofit as a daily rental fee. Balance of rent is due thirty (30) days prior to event.

REFUND POLICY: If the renter cancels in excess of 45 days before the scheduled event, then Northville Downtown Development Authority will retain 50% of those funds already paid. Refunds requested received less than 45 days before the scheduled event will not be returned. There will be no exceptions.

** I have read the information and conditions of the Town Square Rental Guidelines, am familiar with the contents and agree to abide by the guidelines. I will not hold the Downtown Development Authority responsible for any injury or illness sustained while participating in activities at the Town Square and/or any affiliated locations. I fully understand that medical insurance is the responsibility of the participants. I, the undersigned, have the authority to sign this agreement for the named individual or organization. Failure to abide by rental guidelines will result in termination of contract.

Signature of Renter

Date

Northville Downtown Development Authority Town Square Rental Form

Complete and return this application to the DDA at least 21 calendar days prior to the starting date of the event.

Event		
Event Name:		
Describe the Event:		
Host Information		
Name:		
Address:	City:	State/Zip:
Telephone:	Email:	
Business:	Title:	
Telephone	Email:	
Type of Event (Check one - See Special Events Policy for additional information)		
<input type="checkbox"/> City Operated/Sponsored Event	<input type="checkbox"/> Non-Profit Event	
<input type="checkbox"/> Co-sponsored Event	<input type="checkbox"/> For-Profit Event	
<input type="checkbox"/> Video/Photography	<input type="checkbox"/> Political	
<input type="checkbox"/> Wedding	<input type="checkbox"/> Other _____	
Event Information		
Event Location(s):		
Event Date(s):		
Event Hours:		
Estimated date/time for set up:		
Estimated date/time for clean up:		

Will music be provided/included during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe type of music proposed: <input type="checkbox"/> Live <input type="checkbox"/> Amplification <input type="checkbox"/> Recorded <input type="checkbox"/> Loudspeakers	
Proposed time music will begin:	
Proposed time music will end:	
Proposed location of live band/disc jockey/loudspeakers/equipment:	
Do you plan to have special event signs? <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right;"><i>Signs must conform to City ordinances</i></div>	
Describe signs, proposed locations, etc.	
Do you plan to use the city entrance signs? <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right;"><i>If yes, you must apply for use through the City Entrance Sign Policy</i></div>	
Do you plan to have banners? <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="text-align: right;"><i>If yes, you must apply for use through the Municipal Banner System Policy</i></div>	
Application Checklist	
I have attached the following items: <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application <input type="checkbox"/> Certificate of Insurance and Indemnification (due to City Clerk's Office within 1 week following notice of event approval) <input type="checkbox"/> Insurance Policy Endorsement (due to City Clerk's Office within 1 week following notice of event approval) <input type="checkbox"/> Event Signage (description) <input type="checkbox"/> Driver's License of Applicant 	

The applicant and sponsoring organization understands and agrees to:

- Provide a certificate of insurance with all coverages deemed necessary for this event, name the Northville Downtown Development Authority as an additional insured on all applicable policies, provide a separate copy of the insurance policy Endorsement, and submit the required documents to the City Clerk's Office no later than one week following notice of event approval.
- Execute an Indemnification Agreement on the sponsoring organizations letterhead and submit it to the City Clerk's Office no later than one week following notice of the event approval.

- Comply with all City and County ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or sponsoring organization from meeting any application requirements of law or other public bodies or agencies;
- Promptly pay any billing for City services which may be rendered or deemed necessary as part of the event and event approval.
- Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application, in accordance with the City's Special Events Policy. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval may be necessary. The applicant agrees the sponsoring organization will operate the event in conformance with the written approval.

I hereby apply for approval of this Town Square Rental Application and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Applicant Signature	Date
Complete this application and return it, along with all required documentation, to the City Manager's Office at least 21 calendar days prior to the starting date of the event. Please note that a new application must be submitted each year. Any questions about this application can be directed to Amelia Ritter at aritter@ci.northville.mi.us or 248-305-2734. Police, Public Works and Parks & Rec can be reached during the event through Dispatch at 248-349-1234.	Application Receipt Date

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 04/30/2018

% Fiscal Year Completed: 83.29

APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 04/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/18 INCR (DECR)	AVAILABLE		% BGDG 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	646,845.00	646,844.71	0.00	0.29	100.00	
370-000-403.010	DDA OPERATING LEVY	57,854.00	57,111.00	54,629.47	0.00	2,481.53	95.65	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	36,178.00	36,177.84	0.00	0.16	100.00	
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED	0.00	0.00	147.18	147.18	(147.18)	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	1,153.05	0.00	(6,153.05)	(23.06)	
PROPERTY TAXES		741,546.00	735,134.00	738,952.25	147.18	(3,818.25)	100.52	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	6,250.00	6,250.00	1,000.00	0.00	5,250.00	16.00	
GRANTS & OTHER LOCAL SOURCES		6,250.00	6,250.00	1,000.00	0.00	5,250.00	16.00	
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	2,500.00	2,053.04	235.86	446.96	82.12	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500.00	5,000.00	4,085.64	0.00	914.36	81.71	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(3,700.00)	(5,163.38)	0.00	1,463.38	139.55	
370-000-664.400	INVESTMENT POOL BANK FEES	(850.00)	(600.00)	(406.47)	(34.13)	(193.53)	67.75	
370-000-664.500	INVESTMENT ADVISORY FEES	(800.00)	(750.00)	(553.96)	0.00	(196.04)	73.86	
370-000-664.600	BANK LOCKBOX FEES	0.00	(300.00)	(294.73)	0.00	(5.27)	98.24	
INTEREST		700.00	2,150.00	(279.86)	201.73	2,429.86	(13.02)	
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	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	77,648.00	0.00	0.00	77,648.00	0.00	
FUND BALANCE RESERVE		0.00	77,648.00	0.00	0.00	77,648.00	0.00	
Total Dept 000		748,846.00	821,532.00	739,672.39	348.91	81,859.61	90.04	
TOTAL REVENUES		748,846.00	821,532.00	739,672.39	348.91	81,859.61	90.04	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,000.00	7,315.00	6,479.28	872.85	835.72	88.58	
370-753-707.000	WAGES - REGULAR OVERTIME	1,350.00	570.00	282.83	0.00	287.17	49.62	
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	2,821.52	268.85	(196.52)	107.49	
370-753-967.000	FRINGE BENEFITS	5,250.00	7,750.00	6,918.13	901.54	831.87	89.27	
Total Dept 753 - DPW SERVICES		14,725.00	18,760.00	16,501.76	2,043.24	2,258.24	87.96	

GL NUMBER	DESCRIPTION	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 04/30/2018 (ABNORM)	ACTIVITY FOR MONTH 04/30/18 INCR (DECR)	AVAILABLE BALANCE (ABNORM)	% BGDG USED
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	18,925.08	1,732.36	4,719.92	80.04
370-861-707.000	WAGES - REGULAR OVERTIME	0.00	45.00	45.00	0.00	0.00	100.00
370-861-710.000	WAGES - PART TIME	23,700.00	16,000.00	10,938.68	0.00	5,061.32	68.37
370-861-726.000	SUPPLIES	575.00	575.00	61.54	0.00	513.46	10.70
370-861-740.050	DOWNTOWN MATERIALS	13,430.00	17,958.00	11,174.24	0.00	6,783.76	62.22
370-861-801.000	CONTRACTUAL SERVICES	37,250.00	40,913.00	15,242.36	(268.29)	25,670.64	37.26
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	2,267.00	0.00	483.00	82.44
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	74,100.00	69,162.48	(1,558.85)	4,937.52	93.34
370-861-850.000	LANDSCAPE MAINTENANCE	32,000.00	31,750.00	6,195.50	0.00	25,554.50	19.51
370-861-920.010	ELECTRIC POWER	2,450.00	2,450.00	728.60	79.53	1,721.40	29.74
370-861-920.020	NATURAL GAS	3,850.00	3,850.00	4,296.40	0.00	(446.40)	111.59
370-861-920.030	WATER & SEWER SERVICE	7,300.00	7,300.00	5,738.45	0.00	1,561.55	78.61
370-861-967.000	FRINGE BENEFITS	11,890.00	11,010.00	8,883.99	742.47	2,126.01	80.69
370-861-976.010	STREET FURNISHINGS	3,550.00	4,050.00	8,474.00	6,816.00	(4,424.00)	209.23
Total Dept 861 - DESIGN COMMITTEE		165,390.00	239,396.00	162,133.32	7,543.22	77,262.68	67.73
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	19,213.40	1,732.32	4,431.60	81.26
370-862-710.000	WAGES - PART TIME	8,700.00	16,200.00	9,760.64	2,053.28	6,439.36	60.25
370-862-726.000	SUPPLIES	150.00	150.00	104.01	0.00	45.99	69.34
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	26,600.00	26,600.00	22,181.84	0.00	4,418.16	83.39
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700.00	2,357.00	2,857.00	0.00	(500.00)	121.21
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	69,500.00	51,794.90	2,750.00	17,705.10	74.53
370-862-801.340	WEB SITE MAINTENANCE	973.00	973.00	705.00	30.00	268.00	72.46
370-862-950.050	O/T TO PARKS & RECREATION	3,000.00	3,000.00	2,400.00	0.00	600.00	80.00
370-862-967.000	FRINGE BENEFITS	10,110.00	10,675.00	8,726.28	900.96	1,948.72	81.75
Total Dept 862 - MARKETING		141,378.00	153,100.00	117,743.07	7,466.56	35,356.93	76.91
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	7,880.00	7,880.00	6,308.26	577.47	1,571.74	80.05
370-863-710.000	WAGES - PART TIME	8,700.00	0.00	0.00	0.00	0.00	0.00
370-863-726.000	SUPPLIES	50.00	50.00	61.65	0.00	(11.65)	123.30
370-863-786.000	DOWNTOWN PARKING PROGRAM	250.00	400.00	0.00	0.00	400.00	0.00
370-863-801.930	PARKING STRUCTURE MAINTENANCE	25,000.00	0.00	0.00	0.00	0.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	135,650.00	50,000.00	50,000.00	33,912.50	0.00	100.00
370-863-950.260	OPER TFR TO PARKING FUND	0.00	110,650.00	85,650.00	0.00	25,000.00	77.41
370-863-967.000	FRINGE BENEFITS	3,820.00	3,145.00	2,616.29	247.51	528.71	83.19
Total Dept 863 - PARKING		181,350.00	172,125.00	144,636.20	34,737.48	27,488.80	84.03
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	23,645.00	23,645.00	18,634.67	1,732.25	5,010.33	78.81
370-864-710.000	WAGES - PART TIME	8,700.00	0.00	0.00	0.00	0.00	0.00
370-864-726.000	SUPPLIES	1,150.00	1,150.00	450.21	3.79	699.79	39.15
370-864-730.000	POSTAGE	175.00	175.00	0.67	0.00	174.33	0.38
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	1,612.14	84.90	(122.14)	108.20

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 04/30/2018

% Fiscal Year Completed: 83.29

APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE 04/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/18 INCR (DECR)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2017-18 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-801.450	DDA BOUNDARY EXPANSION	0.00	0.00	212.80	0.00	(212.80)	100.00	
370-864-802.010	LEGAL SERVICES - GENERAL	2,500.00	3,500.00	3,213.66	400.00	286.34	91.82	
370-864-805.000	AUDITING SERVICES	4,690.00	4,690.00	4,687.00	0.00	3.00	99.94	
370-864-900.000	PRINTING & PUBLISHING	975.00	975.00	1,093.99	388.00	(118.99)	112.20	
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270.00	5,485.00	4,761.50	0.00	723.50	86.81	
370-864-920.000	UTILITIES	1,225.00	1,318.00	1,081.33	75.00	236.67	82.04	
370-864-958.000	MEMBERSHIP & DUES	640.00	1,408.00	1,408.00	0.00	0.00	100.00	
370-864-960.000	EDUCATION & TRAINING	1,750.00	1,500.00	603.28	58.51	896.72	40.22	
370-864-967.000	FRINGE BENEFITS	10,110.00	9,425.00	7,899.75	760.62	1,525.25	83.82	
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970.00	10,970.00	10,970.00	2,742.50	0.00	100.00	
Total Dept 864 - ORGANIZATIONAL		73,355.00	65,796.00	56,694.02	6,245.57	9,101.98	86.17	
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355.00	172,355.00	172,355.00	0.00	0.00	100.00	
Total Dept 945 - DEBT SERVICE		172,355.00	172,355.00	172,355.00	0.00	0.00	100.00	
Dept 999 - RESERVE ACCOUNTS								
370-999-999.000	UNALLOCATED RESERVE	293.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 999 - RESERVE ACCOUNTS		293.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		748,846.00	821,532.00	670,063.37	58,036.07	151,468.63	81.56	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		748,846.00	821,532.00	739,672.39	348.91	81,859.61	90.04	
TOTAL EXPENDITURES		748,846.00	821,532.00	670,063.37	58,036.07	151,468.63	81.56	
NET OF REVENUES & EXPENDITURES		0.00	0.00	69,609.02	(57,687.16)	(69,609.02)	100.00	
BEG. FUND BALANCE		408,245.53	408,245.53	408,245.53				
END FUND BALANCE		408,245.53	408,245.53	477,854.55				

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2018-19 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Revenues			Fund #	Activity #										
Prepared By:	Lori Ward			370	Revenues										
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-403	Current Property Taxes		639,523		642,838		646,845		669,444		689,527		710,213		731,519
	Formulas are on main budget document (NET)	639,523		642,838		646,845		669,444		689,527		710,213		731,519	
	Subject to March Board of Review Changes														
370-000-403.01	DDA Operating Levy		56,618		56,375		57,111		58,221		59,967		61,766		63,619
	1.8158 mills	56,618		56,375		57,111		58,221		59,967		61,766		63,619	
	Subject to March Board of Review Changes														
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss		28,112		35,677		36,178		36,000		36,000		36,000		36,000
	Local Community Stabilization Share	28,112		35,677		36,178		36,000		36,000		36,000		36,000	
370-000-418	Property Taxes - Other		(1,912)		(6,849)		(5,000)		(5,000)		(5,000)		(5,000)		(5,000)
	Reserve - Tax Appeals	(1,912)		(6,849)		(5,000)		(5,000)		(5,000)		(5,000)		(5,000)	
Total Taxes		722,341	722,341	728,041	728,041	735,134	735,134	758,665	758,665	780,494	780,494	802,979	802,979	826,138	826,138
370-000-586.02	Sponsorships		9,295		3,973		6,250		8,000		8,500		9,000		9,500
	Skeletons Are Alive	4,007		3,973		6,250		5,000		5,000		5,000		5,000	
	Concours d'Elegance	5,288		-		-		3,000		3,500		4,000		4,500	
	Wednesday Night Concerts														
370-000-659.11	Rent Revenue		-		-		150		150		150		150		150
	Rental of Town Square	-		-		150		150		150		150		150	
370-000-666	Misc Revenue		300		-		200		200		200		200		200
	Fountain Cleaning	300		-		200		200		200		200		200	
370-000-667.00	Insurance Proceeds		12,942												
		12,942													
Misc Revenue		22,537	22,537	3,973	3,973	6,600	6,600	8,350	8,350	8,850	8,850	9,350	9,350	9,850	9,850
370-000-664	Investment Earnings - Short Term	5,140	5,140	880	880	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
370-000-664.20	Investment Earnings - Long Term	-	-	4,647	4,647	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
370-000-664.30	Unrealized Market Change	-	-	(3,694)	(3,694)	(3,700)	(3,700)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
370-000-664.40	Investment Pool Bank Fees	-	-	(723)	(723)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)
370-000-664.50	Investment Advisory Fees	-	-	(740)	(740)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)
370-000-664.60	Bank Lockbox Fees	-	-	(298)	(298)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)
Net Investment Earnings		5,140	5,140	72	72	2,150	2,150	3,850	3,850	3,850	3,850	3,850	3,850	3,850	3,850
370-000-699.06	Operating transfer from General Fund				21,000										
	Strategic Plan Contribution			21,000											
Total		750,018	750,018	753,086	753,086	743,884	743,884	770,865	770,865	793,194	793,194	816,179	816,179	839,838	839,838
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year								3.63%		2.90%		2.90%		2.90%	
	Total Expenditures	874,273	874,273	744,656	744,656	821,532	821,532	770,622	770,622	746,245	746,245	752,677	752,677	764,305	764,305
	Total Revenues	750,018	750,018	753,086	753,086	743,884	743,884	770,865	770,865	793,194	793,194	816,179	816,179	839,838	839,838
	Use of (Increase to) Fund Balance	124,255	124,255	(8,430)	(8,430)	77,648	77,648	(243)	(243)	(46,949)	(46,949)	(63,502)	(63,502)	(75,533)	(75,533)
	Difference - should be zero	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Beginning Fund Balance (unassigned)					315,913		238,265		238,508		285,457		348,959	
	Projected Ending Fund Balance (unassigned) *					238,265		238,508		285,457		348,959		424,492	
	Fund Balance as a % of expenditures					29%		31%		38%		46%		56%	
	Fund Balance as a % of revenues					32%		31%		36%		43%		51%	

City of Northville Line Item Budget Worksheet - Details of Supplies, Services and Charges FY2018-19 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Design	Fund #	Activity #												
Prepared By:	Lori Ward	370	861												
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2021-22 Proposed Amount	2021-22 Proposed Total
370-861-706	Wages and Salaries - Full Time (1)		22,734	23,075	23,075	23,645	23,645	16,160	16,160	16,575	16,575	16,890	16,890	16,800	16,800
	Director (30%)	22,734		23,075		23,645									
370-861-707	Wages and Salaries - Overtime		47				45								
	2 Seasonals	47				45									
370-861-710	Wages and Salaries - Part Time		22,624	21,368	21,368	16,000	16,000	16,000	18,505	16,000	18,570	16,000	18,600	16,000	18,600
	3 Seasonals	14,624		19,218		16,000		16,000		16,000		16,000		16,000	
	DDA part-time staff	8,000		2,150		-		2,505		2,570		2,600		2,600	
370-861-726	Supplies		159	230	230	575	575	475	475	475	475	475	475	475	475
	Meeting supplies	-		50		50		50		50		50		50	
	Reproduction	68		-		100		100		100		100		100	
	Catering	-		122		125		125		125		125		125	
	Printing tshirts	90		-		100		100		100		100		100	
	Ambassadors														
	Maintenance Equipment	1		54		200		100		100		100		100	
	Misc.			4											
370-861-740.05	Downtown Materials		12,413	15,309	15,309	17,958	17,958	19,450	19,450	20,950	20,950	17,950	17,950	20,950	20,950
	Downtown Greenery	2,624		2,008		2,345		2,500		2,500		2,500		2,500	
	LED Tree lights/17 raised planters	1,058		500		2,390		2,400		2,400		2,400		2,400	
	Holiday Lights in Downtown	2,494		1,558		1,238		3,000		3,000		3,000		3,000	
	LED Lights for Light Poles	-		-		465		300		300		300		300	
	Town Square Christmas Tree	-		-		2,830		4,000		2,500		2,500		2,500	
	Holiday Lighting & Decor - Town Square	2,589		7,000		5,315		4,000		7,000		4,000		7,000	
	Halloween Decorations	2,520		3,366		3,000		3,000		3,000		3,000		3,000	
	Halloween Lighting	-		-											
	Misc.	543		740											
	Maintenance Equipment	130		137		250		250		250		250		250	
	No Smoking Signs	334		-											
	Fall Décor	121		-		125									
370-861-801.00	Contractual Services		47,889	23,331	23,331	40,913	40,913	25,807	25,807	23,807	23,807	23,807	23,807	23,807	23,807
	Expanded WiFi - Clear Rate	3,588		3,588		3,600		3,600		3,600		3,600		3,600	
	Electrical Repairs	8,288		-		10,000		10,000		10,000		10,000		10,000	
	Detroit Edison Electrical Work	-		-											
	New Hire Physicals (\$81/hire)	1,114		315		300		300		300		300		300	
	Irrigation Repairs	5,283		1,609		4,500		2,500		2,500		2,500		2,500	
	Sprinkler Start Up and Winterization	350		650		957		957		957		957		957	
	Landscape/Planter Repair	1,250		3,480											
	Sidewalk Repair & Replacement	-		-											
	Umbrella Repairs	-		-		100		100		100		100		100	
	Sound System in Town Square	419		419											
	Brick Repair	1,400		-											
	Heat Melt Repair	2,603		6,293		1,500		500		500		500		500	
	Painting of Receptacles and Planters	-		-				1,000		1,000		1,000		1,000	
	Painting of Light Posts	-		-		1,100		2,000							
	painting	3,591		3,232		3,000		2,000		2,000		2,000		2,000	
	fence fabrication	3,516		-											
	landscape contracting/clean up	850		-											
	walkway repair	3,235		400											
	Misc	327		350											
	Security Cameras	-		340				250		250		250		250	
	WiFi Service Town Square - Comcast	2,125		2,655		2,100		2,100		2,100		2,100		2,100	
	Fountain Repair	-		-		1,500		500		500		500		500	
	Gas Pit Repair/Replacement	-		-											
	Main Street Road Repair	8,700		-											
	Pavillion Repair	900		-		12,000									
	Construction Sign	350		-		256									
	Survey Work														
370-861-801.16	Public Restroom Program		2,458	2,032	2,032	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2018-19 Budget															
Department:	Downtown Development Authority				Account Number										
Activity:	Design	Fund #	Activity #												
Prepared By:	Lori Ward	370	861												
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2021-22 Proposed Amount	2021-22 Proposed Total
	Porta Potty rental (\$430/mo)	2,458		2,032		2,750		2,750		2,750		2,750		2,750	
370-861-801.90	Sidewalk Repairs		15,675		-										
	Hutton Street Sidewalk Repairs	15,675		-											
370-861-801.94	Brick Repair & Maintenance		2,050		-		3,000		2,500		2,500		2,500		2,500
	Town Square	1,000				1,500									
	Downtown	1,050				1,500		2,500		2,500		2,500		2,500	
370-861-803.200	Planning Studies		15,740		43,618				-						
	Strategic Plan - DDA Portion	15,740		43,618											
	Strategic Plan - City Portion			-											
	Survey Costs	-		-		-		-		-		-		-	
370-861-803.59	Signage and Markers Projects		76,650		11,452		74,100		-		-		-		-
	Downtown Wayfinding Project	74,690		11,452		73,500									
	Non Motorized Trail Project	1,960				600									
	Cross Street Banner Poles														
370-861-803.81	Alleyway Improvements		-		-										
	Orin/Plaza														
	Rebeccas	-													
370-861-803.93	Comerica Connection Exhibit		16,323		-		-		-		-		-		-
	design	2,200													
	fabrication	14,123													
370-861-850	Landscape Maintenance & Materials		41,458		31,550		31,750		31,750		30,750		30,750		30,750
	Annuals & perennials	24,516		13,935		25,000		20,000		20,000		20,000		20,000	
	Landscape Replacement	8,000		11,970		1,000		5,000		5,000		5,000		5,000	
	Tree Maintenance and Replacement	3,255		4,497		1,000		2,000		1,000		1,000		1,000	
	Trim and Mulch	385		1,512		1,000		1,000		1,000		1,000		1,000	
	weeding & watering	1,196		-											
	Marquis Parking Lot Landscaping														
	Parking Lot Landscaping	1,995		-		1,500		1,500		1,500		1,500		1,500	
	Beautification Commission Plantings	1,886		-		2,250		2,250		2,250		2,250		2,250	
	Misc.	-		(364)											
370-861-920.01	Electrical Service (127 E Main)		1,007		1,092		2,450		1,500		1,530		1,560		1,590
	Electrical Service - Town Square	-		-		2,250		1,300		1,330		1,360		1,390	
	Walkway	1,007		1,092		200		200		200		200		200	
370-861-920.02	Natural Gas Service		2,711		3,625		3,850		3,930		4,010		4,090		4,170
	Heat Melt System & Fire Pits - Town Square	2,443		3,625		3,300		3,370		3,440		3,510		3,580	
	Walkway	268		-		550		560		570		580		590	
370-861-920.030	Water and Sewer Service		3,199		11,092		7,300		7,660		8,040		8,440		8,860
	Town Square, 120 W Main, Hutton Park	3,199		11,092		7,000		7,350		7,720		8,110		8,520	
	Walkway	-		-		300		310		320		330		340	
370-861-967	Fringe Benefits (1)		11,059		10,778		11,010		8,185		8,355		8,445		8,450
		11,059		10,778		11,010		8,185		8,355		8,445		8,450	
370-861-976.01	Street Furnishings		5,741		893		4,050		500		250		500		250
	Bike Racks	-		-		2,500									
	Newsrack			893											
	Signage - Directory	21		-		1,300									
	Light Fixtures	-		-		-									
	Umbrella	2,338		-		250		500		250		500		250	
	Furniture/Benches	1,894		-											
	Town Square Decorative Lighting														
	Tree Grates														

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge															
FY2018-19 Budget															
Department:		Account Number													
Activity:		Fund #	Activity #												
Prepared By:		370	861												
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2021-22 Proposed Amount	2021-22 Proposed Total
	tables and Chairs														
	Bollards	1,488													
Total		299,937	299,937	199,445	199,445	239,396	239,396	139,172	139,172	138,562	138,562	136,757	136,757	139,952	139,952
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year							20.03%		-41.87%		-0.44%		-1.30%		2.34%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2018-19 Budget															
Department:		Downtown Development Authority		Account Number											
Activity:		Parking		Fund # 370 Activity # 863											
Prepared By:		Lori Ward													
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-863-706	Wages and Salaries - Full Time (1)		7,578		7,653		7,880		8,080		8,290		8,395		8,400
	Director - 10%	7,578		7,653		7,880		8,080		8,290		8,395		8,400	
370-863-710	Wages and Salaries - Part Time		4,992		2,149		-		1,255		1,285		1,300		1,300
	Part time staff	4,992		2,149		-		1,255		1,285		1,300		1,300	
370-863-726	Supplies		-		-		50		50		50		50		50
	Meeting Supplies	-		-		50		50		50		50		50	
370-863-786	Downtown Parking Program		-		-		400		400		400		400		400
	Tickets - Complaints	-		-		-		-		-		-		-	
	Brochures and Maps	-		-		400		400		400		400		400	
370-863-801.00	Contractual Services		-		-		-		-		-		-		-
	Occupancy Counts	-		-		-		-		-		-		-	
370-863-801.93	Parking Structure Maintenance		11,976		32,943		-		-		-		-		-
	Moved to Parking Fund (Fund 230)														
	Painting and Repair	-		1,220		-		-		-		-		-	
	MainCentre Parking Deck Repair	8,337		-		-		-		-		-		-	
	Cady Street Parking Deck Repair	3,639		31,723		-		-		-		-		-	
370-863-950.21	O/T to General Fund		130,960		-		50,000		-		50,000		50,000		50,000
	Parking Deck Maintenance (3% increase)	76,960		79,270		-		-		-		-		-	
	Snow Removal (to keep parking spaces open)	4,000		4,000		-		-		-		-		-	
	Street Lighting & Parking Lot Electrical	50,000		50,000		50,000		50,000		50,000		50,000		50,000	
	Street Lighting														
370-863-950.26	O/T to Parking Fund		-		-		110,650		84,100		115,620		118,220		120,900
	parking maintenance costs					81,650		84,100		86,620		89,220		91,900	
	snow removal					4,000		4,000		4,000		4,000		4,000	
	Incl. MainCentre Parking Deck Repair					25,000		25,000		25,000		25,000		25,000	
370-863-967.00	Fringe Benefits (1)		3,292		3,041		3,145		3,300		3,385		3,430		3,435
	Per Finance Department	3,292		3,041		3,145		3,300		3,385		3,430		3,435	
370-863-977.16	Parking Maintenance and Expansion		-		-		-		-		-		-		-
	Use Parking Fund instead (Fund 230)														
Total		158,798	158,798	179,056	179,056	172,125	172,125	176,185	176,185	179,030	179,030	181,795	181,795	184,485	184,485
Difference (should be zero)															
% Variance from prior year									2.36%		1.61%		1.54%		1.48%

Line Item Budget Worksheet - Details of Supplies, Services and Ch															
FY2018-19 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Organizational	Fund #	Activity #												
Prepared By:	Lori Ward	370	864												
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total
370-864-706	Wages and Salaries - Full Time (1)		9,094	9,218	9,218	23,645	23,645	20,200	20,200	20,715	20,715	20,985	20,985	21,000	21,000
	Director - 30%	9,094		9,218		23,645		20,200		20,715		20,985		21,000	
370-864-710	Wages - Temp/Part Time Reg		4,992	2,149	2,149	-	-	6,260	6,260	6,420	6,420	6,495	6,495	6,495	6,495
	part time staff	4,992		2,149		-		6,260		6,420		6,495		6,495	
370-864-726	Supplies		4,336	1,256	1,256		1,150		1,150		1,150		1,150		1,150
	Office - Supplies	643		170		250		250		250		250		250	
	Computer Software	1,021		-		250		250		250		250		250	
	Computer Supplies	525		1,063		500		500		500		500		500	
	Meetings Catering	226		23		150		150		150		150		150	
	Computers	1,921		-											
370-864-730	Postage		177	3	3		175		100		100		100		100
	Postage machine & stamps	177		3		175		100		100		100		100	
370-864-731	Publications		114	65	65	65	65	65	65	65	65	65	65	65	65
	Northville Record	60		65		65		65		65		65		65	
	Crains	54		-											
370-864-801.19	Technology Services		3,129	2,504	2,504	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490	1,490
	Computer Repair Service	549		302		270		270		270		270		270	
	Comcast DSL (\$95/mo)	860		859											
	Email Archival Service	34		11		15		15		15		15		15	
	IT support from Township	1,465		1,131		1,000		1,000		1,000		1,000		1,000	
	Annual Support - Servers (\$17/mo)	221		201		205		205		205		205		205	
370-864-802.01	Legal Services		2,266	5,504	5,504	3,500	3,500	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	General Legal Fees	913		605		1,000		1,000		1,000		1,000		1,000	
	Real Estate Legal Fees	1,312		3,416		2,500		2,000		2,000		2,000		2,000	
	Steve Schwartz, labor	41		-											
	Other			1,483											
370-864-805	Auditing Services		4,386	4,645	4,645	4,690	4,690	4,930	4,930	5,030	5,030	5,130	5,130	5,230	5,230
	Plante & Moran - Per Finance Department	4,386		4,645		4,690		4,930		5,030		5,130		5,230	
370-864-900	Printing & Publishing		1,408	974	974	975	975	975	975	975	975	975	975	975	975
	Notecards/Envelopes/Labels	97		-		250		250		250		250		250	
	DDA Annual Report in Newspaper	419		236		425		425		425		425		425	
	Slide and Photo Processing	754		-		100		100		100		100		100	
	Bid Notices	138													
	Color Copying Charges	-		738		200		200		200		200		200	
370-864-910	Insurance - MMRMA		2,880	1,734	1,734	5,485	5,485	4,460	5,610	4,590	5,740	4,730	5,880	4,840	5,990
	Per Schedule	2,179		1,734		4,335		4,460		4,590		4,730		4,840	
	Special Event Insurance	701		-		1,150		1,150		1,150		1,150		1,150	
370-864-917	Workers comp Insurance		790	-	-	-	-	-	-	-	-	-	-	-	-
	contracted staff WC Premium	790		-		-		-		-		-		-	
370-864-920	Utilities		1,188	1,247	1,247	1,318	1,318	900	1,420	900	1,420	900	1,420	900	1,420
	\$75 mo reimbursement via payroll	900		900		900		900		900		900		900	
	Clear Rate phone & internet (\$43/mo)	288		347		418		520		520		520		520	
370-864-956	Contingencies		-	-	-	-	-	-	-	-	-	2,640	2,640	8,020	8,020
	Wage Adjustments - Per Finance Department	-		-		-		-		-		2,640		8,020	
370-864-958	Memberships & Dues		1,110	1,000	1,000	1,408	1,408	243	958	243	958	243	958	243	958
	APA	220		226		243		243		243		243		243	
	Chamber of Commerce	240		240		240		240		240		240		240	
	NTHP - National Main Street Center	250		-		350									
	Michigan Downtown Association	400		475		575		475		475		475		475	

Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2018-19 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Organizational		Fund #	Activity #											
Prepared By:	Lori Ward		370	864											
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total
	Crain's			59											
370-864-960	Education & Training		1,090		1,050		1,500		1,400		1,400		1,400		1,400
	Travel - mileage and parking	210		412		500		500		500		500		500	
	Meals	47		60		150		150		150		150		150	
	Conference Fees	625		290		350		350		350		350		350	
	Hotel Expenses	208		288		500		400		400		400		400	
	Other			-											
370-864-967	Fringe Benefits (1)		4,137		3,818		9,425		8,495		8,715		8,825		8,830
	Per Finance Department	4,137		3,818		9,425		8,495		8,715		8,825		8,830	
370-864-967.02	Overhead		9,950		10,450		10,970		11,520		12,100		12,710		13,350
	services by Finance Dept, DPW Dir, Manager (5% increase)	9,950		10,450		10,970		11,520		12,100		12,710		13,350	
Total		51,047	51,047	45,617	45,617	65,796	65,796	67,573	67,573	69,278	69,278	73,223	73,223	79,473	79,473
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year								2.70%		2.52%		5.69%		8.54%	

Line Item Budget Worksheet - Details of Supplies, Services and Char														
FY2018-19 Budget														
Department:	Downtown Development Authority			Account Number										
Activity:	Economic Development			Fund #	Activity #									
Prepared By:	Lori Ward			370	865									
Account #	Classification & Description	2015-16 Actual Amount	2015-16 Actual Total	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Projected Amount	2017-18 Projected Total	2018-19 Proposed Amount	2018-19 Proposed Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	
370-865-706	Wages and Salaries - Full Time (1)	-	-	-	-	-	-	20,200	20,200	20,715	20,715	20,985	21,000	
370-865-710	Wages - Temp/Part Time Reg	-	-	-	-	-	-	2,505	2,505	2,570	2,570	2,600	2,600	
370-865-726	Supplies	-	-	-	-	-	-	200	200	200	200	200	200	
	Meeting supplies	-	-	-	-	-	-	50	50	50	50	50	50	
	Meeting Catering	-	-	-	-	-	-	100	100	100	100	100	100	
	Reproduction	-	-	-	-	-	-	50	50	50	50	50	50	
370-865-785	Business Retention Program	-	-	-	-	-	-	1,000	1,000	1,000	1,000	1,000	1,000	
	Recruitment Package	-	-	-	-	-	-	500	500	500	500	500	500	
	Speakers	-	-	-	-	-	-	500	500	500	500	500	500	
370-865-801.00	Contractual Services	-	-	-	-	-	-	5,000	5,000	-	-	-	-	
	DDA Boundary Expansion	-	-	-	-	-	-	5,000	5,000	-	-	-	-	
	Redevelopment Ready	-	-	-	-	-	-	-	-	-	-	-	-	
370-865-803.200	Planning Studies	-	-	-	-	-	-	25,000	25,000	-	-	-	-	
	Creative Many Study	-	-	-	-	-	-	25,000	25,000	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	-	-	
370-865-967	Fringe Benefits (1)	-	-	-	-	-	-	8,205	8,205	8,415	8,415	8,522	8,530	
	Per Finance Department	-	-	-	-	-	-	8,205	8,205	8,415	8,415	8,522	8,530	
		-	-	-	-	-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	-	-	
Total		-	-	-	-	-	-	62,110	62,110	32,900	32,900	33,307	33,330	
Difference (should be zero)			-		-		-				-		-	
% Variance from prior year								#DIV/0!			-47.03%		1.24%	

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Cha															
FY2018-19 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Debt		Fund #	Activity #											
Prepared By:	Lori Ward		370	945											
Account #	Classification & Description	2015-16 Actual		2016-17 Actual		2017-18 Projected		2018-19 Proposed		2019-20 Proposed		2020-21 Proposed		2020-21 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-945-950.49	O/T to DDA Debt Service Fund		175,415		171,385		172,355		173,170		173,830		174,335		174,685
	2013 DDA Refunding Bond Debt Service														
	Principal	152,707		150,693		135,000		140,000		145,000		150,000		155,000	
	Interest	22,708		20,692		37,355		33,170		28,830		24,335		19,685	
	Final payment due April 2025														
Total		175,415	175,415	171,385	171,385	172,355	172,355	173,170	173,170	173,830	173,830	174,335	174,335	174,685	174,685
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									0.47%		0.38%		0.29%		0.20%
Debt Service per capita			29		29		29		29		29		29		29
Operating Cost per capita															