

NOTICE

DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Shelby Township DDA will meet hold its regular meeting on Tuesday, February 10 at 7:00 pm. in the Lobby Conference Room at the Shelby Township Municipal Building at 52700 Van Dyke, Shelby Township. The agenda for the meeting includes the following:

Call Meeting To Order: Chairman

Roll Call: Secretary

Approve Minutes:
January 20, 2015

Consultant:

Old Business:

Greg Gagnon-Pre-Development Meeting 24/VD
Jeff English-Meeting with Steve Mancini
Pat Rabaut-Miller – Invoice Processing Process

New Business:

Election of Officers

Treasurer's Report:

Financial Report

Committee Reports:

Design
Promotion
Organization
Economic Restructuring

Comments:

Correspondence:

Future Agenda Items:

(586) 731-5100 **Charter Township of Shelby** (586) 726-2731 TDD
Individuals with disabilities requiring auxiliary aids or service at the meeting should contact
the Shelby Township Clerk's Office at 586-731-5102, TDD 586-726-2731



January 20, 2015
Shelby Township DDA Board Meeting Notes
By Pat Rabaut Miller

Attending:

- Gene D'Agostini
- Jeff English
- Paula Filar (Excused)
- Bill Hellebuyck
- Greg Gagnon
- Kevin Karwowicz
- Pat Rabaut Miller
- Jeff Swartz
- Rick Stathakis

Motion made by Jeff English

Accept the invoice for \$28,000, Fazal Kahn & Associates, for updated engineering drawing based on the commitment from RicMan to complete this change request.

2nd by Gene D'Agostini

Discussion: Kevin Karwowicz requested that an additional crossing be included in the plans crossing 24 Mile Road near Mae Stecker Park for the safety of the children in the area. Jeff English will work with RicMan to discuss.

Liquor License:

Matt Schmidt, Director Township Assessing, explained that based on his assessment, the Township does qualify for these 'new' liquor licenses based a look back for 4 years on the assessments.

LSL Consultants Phase 1

We agreed that steps 1-3 have been completed. We agreed to skip step 4.

Step # 5 will be discussed at our next meeting (Feb10) which includes LSL meeting with the developers in the DDA area near 24 Mile & Van Dyke helping update plans for 55-acre "John's Lumber" property development, etc.

Motion made by Jeff English

Approve revisions for the already completed work done by LSL for an additional \$2,500 (in additional to the already approved \$30,000). This

work included meeting with the Macomb County Road Commission and some of the DDA area developers.

2nd by Gene D'Agostini

Motion carried

Next Agenda:

- Jeff English asked that we plan to discuss # 5 on LSL proposal with the intention of funding this next step.
- Pat Rabaut Miller will lead the discussion about the DDAs interaction with the Finance Department especially about bill payments.

Motion: Jeff English made a motion to end the DDA Board meeting at 8:07 PM.
Motion carried.

Shelby Township DDA Financial Processes

Shelby Township Partners with the DDA Treasurer include:

The following Shelby Township employees are incorporated into one/all of these DDA Financial processes:

Allan McDonald, Director
Financial Management
Municipal Offices - Lower Level
52700 Van Dyke
Shelby Township, MI 48316
Phone: (586) 803-2062
Fax: (586) 254-5395
Hours: 8:30 a.m. to 5:00 p.m., Monday through Friday
Email: mcdonalda@Shelbytwp.org

Glenn Wynn, Director
Planning & Zoning Department
Municipal Offices - Lower Level
52700 Van Dyke
Shelby Township, MI 48316
Phone: (586) 726-7243
Email: wynng@shelbytwp.org

Tax Exempt Organization

The DDA is a tax-exempt organization. When you go shopping, you will need a copy of the **Michigan Sales & Use Tax Certificate of Exemption** form. A copy of this form is contained in this package (under supporting materials). There is also a copy of this form on the DDA Office Computer located near the Supervisor's office.

Annual Budget Planning:

Month	Task
May	DDA Treasurer receives 'model' (information) from Assessors Office regarding the anticipated revenues for the upcoming year based on historical DDA value information.
May	Design committee receives information from the Planning Department with any anticipated building changes that have

Shelby Township DDA Financial Processes

	been approved or are in the queue. This 'modeling' assumes them opening on schedule.
May / June	Planning Department, partnering with the Design Committee, takes this information to the Assessor to determine the anticipated value or TIF / Tax Increment Funding and ultimately the potential taxation for the new businesses in the DDA.
July	DDA Board reviews the expected TIF based on historic values as well as the anticipated TIF based on input from the Planning Department.
July	DDA Chairs present anticipated budget request for their committee for the next year during the August DDA meeting.
August	<ul style="list-style-type: none"> • DDA Board reviews, discusses & approves final next budget request based on HISTORIC VALUE TIF. • At this same time, the Board can create a 'projected / potential budget based on anticipated future projects based on Planning Department input. This information will be held internally.
August	DDA Treasurer presents the approved DDA Board budget to the Finance Director to incorporate into the Township's budget.
September / October	Finance Department compiles the data from Township's department directors, including the DDA. The Township Board of Trustees will schedule budget review sessions as needed to review the budget request with the DDA Board.
October	Finance Director notifies the DDA Treasurer if additional clarification / explanation is needed regarding the budget.
December	Township Board approves the budget and notifies the DDA.

Monthly Treasurer Report:

Each month the DDA Treasurer will provide the Board with two financial reports including a monthly and a Year-To-Date report.

1. Treasurer contacts Finance Director requesting two (2) reports: Year-To-Date expenditures and previous month expenditures.
2. Finance Director emails these reports to the Treasurer for review. *If there are any questions, the Treasurer will discuss with the Finance Director.*
3. Treasurer summarizes the data and prepares reports for the Board meeting.
4. Treasurer presents and reviews the reports with the DDA Board members.
5. DDA Board agrees to 'receive and file' the Treasurer report.
 - If the Board doesn't agree, the Treasurer will lead the discussion to resolve any issues, answer any questions, etc. When this occurs, the DDA Board will note that they 'received and reviewed' the Treasurers report with questions.

Shelby Township DDA Financial Processes

- Treasurer will work with the Finance Director to resolve any outstanding issues and then bring this information back to the DDA for final approval.

Bill Approval:

The following is the process that will be used to pay any Shelby Township DDA bills. All expenditures MUST be approved by the DDA prior to using this process.

1. DDA Board approves the selected vendor and the amount during a DDA Board meeting.
2. The vendor is instructed to send the bill directly to the DDA Board member (e.g. Design Committee Chair) for approval.
 - IF the vendor mistakenly sends the bill to the Township, the Deputy Supervisor will send the bill to the DDA Treasurer to redirect the bill.
 - The DDA Treasurer will send the bill to the correct DDA Board member.
3. The DDA Board member will:
 - Ensure the work was completed.
 - Review the bill to ensure the bill matches the amount approved.
4. DDA Board member forwards the bill and approval to the DDA Treasurer.
5. DDA Treasurer will compare the amount of the billing to the amount approved along with the correct DDA 'accounting line item' to place the payment.
 - If correct, forward the bill on to the Finance Director¹ for payment.
 - If incorrect, return the bill to the Committee Chair with any needed clarification or adjustments.
6. Finance Department will submit the approved payment in the next Township "Bill Run".
7. Finance Department reviews Bill Run input from Township's Board.
 - If approved, place the payment request into the Bill Run Bucket for payment.
 - If not approved, Finance will notify DDA Treasurer of the rejection.

Once in the Accounting system for payment, the bill will be paid systematically within approximately two (2) weeks.

DDA Expenses

Township Process for Cross Charging

At times, the Township provides services to the DDA, such as clerical services (e.g. typing the DDA Board meeting minutes; renting the DDA cubical space in the Township offices).

¹ Allan McDonald, Director of the Finance Department, has agreed to accept the DDA's billings directly to reduce the time for this process. If the DDA's billings increase, this process will be reviewed.

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When providing the DDA with any service(s), the department providing the service will cross-charge the appropriate costs to the DDA as follows:

- Department identifies costs belonging to the DDA.
- Department Director submits a request to Finance to cross-charge the DDA for services provided.
- Notification is sent to the DDA Treasurer.
- DDA Treasurer reviews the cross-charge. If appropriate, no action required. At times, the DDA Treasurer may contact a board member to confirm the acceptance of the charge.
- If there is an issue with the charge, the DDA Treasurer or Board member will contact the department director to discuss and at that time the cross-charge will be reversed based on this discussion.

Expense Reimbursement Request:

The following is an example of the cover letter to use for expense reimbursements. Type the letter, submit the original receipts and send / give them to:

Michael Flynn
Township Treasurer
Main Floor Municipal Building
52700 Van Dyke
Shelby Township, MI 48316-3572

Hours of Operation - 8:30 am to 5:00 p.m. (Monday through Friday)

Phone (586) 731-5145

Shelby Township DDA Financial Processes

September 15, 20014

To: Shelby Township Treasurers office

From: Pat Rabaut Miller
Shelby Twp. DDA Organization committee

Subject: Payment for attached receipts

The DDA Organization committee is requesting payment for the attached receipt from OfficeMax for the total amount of \$58.26. This purchase was for the blank form paper to create business cards and note cards for the DDA board members. Payment should be made out to Pat Rabaut Miller.

Bill payment should be made out of the DDA

- DDA Department # 494904
- Line item # 801-001

Thank You,

Pat Rabaut Miller
Organization Committee Chair
Shelby Twp. DDA

Please mail the check to Pat at:
P. O. Box 182344
Shelby Township, MI 48318

CC: Jeff Swartz

Shelby Township DDA Financial Processes

2015 Shelby Township - Accounts Payable Schedule

The Township Board of Trustees provides final approval for all invoice payments at the regularly scheduled Township Board Meetings that take place on the first and third Tuesday of each month. Invoices are due to Finance in accordance with the dates noted on the Accounts Payable Schedule as follows:

Batches Due To Finance ²	Board Meeting Dates	Batch "Due Date" & Check Printing Dates
12/19/14	1/6/15	1/7/15
1/9/15	1/20/15	1/21/15
1/23/15	2/3/15	2/4/15
2/6/15	2/17/15	2/18/15
2/20/15	3/3/15	3/4/15
3/6/15	3/17/15	3/18/15
3/27/15	4/7/15	4/8/15
4/10/15	4/21/15	4/22/15
4/24/15	5/5/15	5/6/15
5/8/15	5/19/15	5/20/15
5/21/15	6/2/15	6/3/15
6/5/15	6/16/15	6/17/15
6/26/15	7/7/15	7/8/15
7/10/15	7/21/15	7/22/15
7/24/15	8/4/15	8/5/15
8/7/15	8/18/15	8/19/15
8/21/15	9/1/15	9/2/15
9/3/15	9/15/15	9/16/15
9/25/15	10/6/15	10/7/15
10/9/15	10/20/15	10/21/15
10/23/15	11/3/15	11/4/15
11/6/15	11/17/15	11/18/15
11/20/15	12/1/15	12/2/15
12/4/15	12/15/15	12/16/15
12/18/15	1/5/16	1/6/16

² All batches are due to Finance by Noon!