DOWNTOWN DEVELOPMENT AUTHORITY BOARD
INFORMATIONAL MEETING
Wednesday, October 30, 2019 6:15 pm
City Hall City Council Chambers, 611 E. Grand River- Howell, MI 48843

Members and other officials normally in attendance:

1. Nick Proctor
   Mayor
2. Brian Walker
   President
3. Marc Harlow
   Vice-President
4. Kathryn Tuck
   Treasurer
5. Richard Lim
   Secretary
6. Mary Helfmann
7. Jonathan Myers
8. Kate Litwin
   Director

1. Meeting Called to Order
2. Citizen's Comments (items not on the agenda)
3. Review of projects completed over the last year
4. FY 2019-2020 Plans
5. Motion to Adjourn (Motion required for adjournment.)

Next Informational Meeting: April, 2020 (Exact Date TBD)

WELCOME!
Visitors are cordially invited to attend all meetings of the DDA.
If you wish to address the Board, you will be recognized by the President during Citizen's Comments.
Please refer to the printed guidelines at the bottom of the agenda.
As discussed earlier this year, new legislation has taken effect which creates reporting requirements for tax increment finance authorities in Michigan. The legislation requires that authorities include certain information on their website, such as: board minutes, annual budgets and audits, currently adopted development and TIF plan, staff contact information, a listing of current contracts and an updated synopsis of authority activities. A yearly report of the authority’s activities must also be sent to the Department of Treasury. The goal of the new legislation is to provide more transparency on the activities of the authorities collecting TIF revenue.

The legislation also requires an authority to hold at least two informational meetings every year. These meetings are to be used to provide information on the authority’s activities. Prior to the informational meeting, a notice must be sent out to each taxing jurisdiction that has taxes that are subject to capture by the authority.

It is anticipated that the second required informational meeting will be held prior to our regularly scheduled DDA Board meeting on Wednesday, October 23 beginning at 6:30 p.m. However, we must ensure we have quorum so the final meeting of the year, December 4, is also an option.

**Requested Action:** Consensus to set date for the final Informational Meeting of 2019 for either October 23 or December 4, 2019.
Tax Increment Financing Act - Act 57 of 2018
Reporting Requirements and Timeline

TIMELINE

January 1, 2019: 2018 PA 57 takes effect.

March 1, 2019: Department of Treasury must publish form to be used for reporting by authorities.

April 1, 2019: Deadline for authorities to provide a copy, or a hyperlink to a copy, of the currently adopted TIF plan (or development plan/TIF plan if a combined single document) to the Department of Treasury.

Send information to:
Treas-StateSharePropTaxes@michigan.gov

180 days after authority's Fiscal Year 2019 ends: Post on a municipal or authority website, (or if no website, maintained in a physical location within the municipality that is open to the public) all items listed in Sec. 910 (1). See column to the right.

180 days after authority’s Fiscal Year 2019 ends: Submit to the Department of Treasury, the governing body of the municipality, and the governing body of a taxing unit whose taxes are capture by the authority a report including all items listed in Sec. 911 (1). See back of this page.

Semi-annually beginning January 1, 2019: Authorities must hold two “informational meetings.” Informational meetings are meetings for the purpose of informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year. They are not for the purpose of voting on policy, budgets or other operational matters. Please reference PA 57, Sec. 910 for guidelines regarding public notice.

DETAILS

Sec. 910 (1).

◊ Minutes of all board meetings
◊ Annual budget, including encumbered and unencumbered fund balances
◊ Annual audits
◊ Currently adopted development plan, if not included in a tax increment financing plan
◊ Currently adopted tax increment finance plan, if currently capturing tax increment revenues
◊ Current authority staff contact information
◊ A listing of current contracts with a description of those contracts and other documents related to management of the authority and services provided to the authority
◊ An updated annual synopsis of activities of the authority

◊ For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides:
  ◊ The reasons for accumulating those funds & uses for which those funds will be expended
  ◊ A time frame when the fund will be expended

◊ If any funds have not been expended within 10 years of their receipt:
  ◊ The amount of those funds
  ◊ A written explanation of why those funds have not been expended

◊ List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.

◊ List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year

◊ List of authority events and promotional campaigns for the immediately preceding fiscal year

5 years of above records must be on website as the years progress.
 DETAILS

**Sec. 911.**

Annually, an authority that is capturing tax increment revenues must submit to Treasury the form Treasury provides. The authority *must also* submit to the governing body of the municipality and the governing body of a taxing unit levying taxes subject to capture by an authority, Treasury’s form OR electronically may submit a report that includes all of the following:

◊ Name of authority
◊ Date authority was formed, date tax increment financing (TIF) plan is set to expire or terminate, and whether the TIF plan expired during the immediately preceding fiscal year
◊ Date authority began capturing tax increment revenues
◊ Current base year taxable value of the TIF district
◊ Unencumbered fund balance for the immediately preceding fiscal year
◊ Encumbered fund balance for the immediately preceding fiscal year
◊ Amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction
◊ Amount in any bond reserve account
◊ Amount and purpose of expenditures from account
◊ Amount of principal and interest on any outstanding bonded indebtedness
◊ Initial assessed value of the development area or authority district by property tax classification
◊ Captured assessed value retained by the authority by property tax classification
◊ Tax increment revenues received for the immediately preceding fiscal year
◊ Whether the authority amended its development plan or TIF plan within the immediately preceding fiscal year and if the authority amended either plan, a link to the current development plan or TIF plan that was amended

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**The MDA thanks you for your support of our on-going Legislative and Advocacy Fund**

The Legislative and Advocacy Fund allows representatives from the MDA the opportunity to help shape laws directly affecting downtowns and TIFAs across the state. Your support also helps our organization disseminate timely and accurate information regarding TIF legislation. For more information regarding the MDA Legislative and Advocacy Fund and how you can contribute, please visit [www.michigandowntowns.com](http://www.michigandowntowns.com).

Be a Champion for Downtowns!
Downtown Development Authority  
Tax Capture  
F/Y/E 06/30/2019

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<td><strong>Total Capture 18/19</strong></td>
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2018-2019 HOWELL DDA PAST PROJECTS

Projects –
• Peanut Row Alley Project
• State Street and adjoining alley Construction Project
• Futures of Downtown Development Report led by Howell Main Street Inc.
• Downtown Garbage Cans – clean and maintain in cooperation with DPS
• Benches put out seasonally
• Holiday Décor
• Flower Pot Maintenance
• Maintain planted beds and mulch throughout DDA
• Irrigation Systems for planted areas throughout DDA
• Coordinate Snow Removal, Litter pick-up, salt, etc. with DPS throughout DDA District

Contracts –
• Contract with Howell Main Street Inc. for events and downtown activities in the CBD

UPCOMING/ONGOING 2019-2020 HOWELL DDA PROJECTS

Projects –
• Work with City and MDOT for improvements along Grand River Ave. in district
• Installation and removal of fall décor, streetlight garland & holiday décor in CBD
• Parking lot and sidewalk maintenance
• Downtown garbage cans – clean and maintenance with DPS
• Benches put out seasonally
• Flower pot maintenance
• Maintain planted beds and mulch throughout DDA
• Maintain irrigation Systems for planted areas throughout DDA
• Coordinate Snow Removal, litter pick-up, salt, etc. with DPS throughout DDA District
• Potential Monthly Community Conversations regarding Parking, Commercial Development, Community Spaces, Residential, Storm water, etc.
• Potential Parking Study in coordination with City to address CBD parking concerns
• Coordinate with City staff & RRC team to market downtown priority sites
• Participate in MSU Designing Great Neighborhoods project as approved by City Council and coordinated by Community Development Director and HPD.

Contracts –
• Contract with Howell Main Street Inc. for managing events and downtown projects in the CBD
2018-2019 HOWELL MAIN STREET INC. PAST PROJECTS

Projects by Committee:

Design Committee:
- Howell Art Project
- Seasonal Décor including Spring/Summer flowers, Fall mums & cornstalks
- Façade and Sign Incentive Grants
- Historic Preservation & Design Awards

Outreach Committee:
- Applause Awards
- Volunteer Recruitment & Retention
- Donor Appreciation/VIP Events
- Volunteer Appreciation Program
- Organizational Outreach and PR Campaign

Business Development & Promotions Committee:
- Rock the Block
- Food Truck Events
- Holiday Storefront Decorating Contest
- Small Business Saturday
- Holiday Girls Night Out
- Downtown Guides
- Rental Subsidy Assistance Program

UPCOMING/ONGOING 2019-2020 HOWELL MAIN STREET INC. PROJECTS

Projects by Committee:

Design Committee:
- Howell Art Project Art Week, Unveiling Party & LuminoCity Light Show (New)
- Seasonal Décor including Spring/Summer flowers, Fall mums & cornstalks
- Façade and Sign Incentive Grants
- Historic Preservation & Design Awards
- Vibrancy Grant Program (New)
- Historic Preservation Education Program (New)
- KaBoom! Grant Project (New)

Outreach Committee:
- Applause Awards
- Volunteer Recruitment & Retention
- Donor Appreciation/VIP Events
- Volunteer Appreciation Program
- Organization Outreach and ‘We Are Main Street’ PR Campaign
- Instagram Photo Contests (New)
- HMS 15th Anniversary Party (New)
Business Development & Promotions Committee:

- Rock the Block
- Food Truck Events
- Holiday Storefront Decorating Contest
- Small Business Saturday
- Witches Night Out/Holiday Girls Night Out
- Downtown Guides
- Rental Subsidy Assistance Program
- Annual Fundraiser Event (New)
- Winter Event (New)
- Mobile App (New)