



**ADA TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
MONDAY, OCTOBER 14, 2019 SEMI-ANNUAL INFORMATIONAL MEETING, 8:00 A.M.  
ADA TOWNSHIP OFFICES, 7330 THORNAPPLE RIVER DR. SE  
ADA, MICHIGAN**

**AGENDA**

- I. Call to Order/Roll Call
- II. Information on DDA Events and Projects
- III. Public Comment
- IV. Adjournment



## MEMORANDUM

Date: 10/10/19

**TO:** Ada Township DDA Board  
**FROM:** Brian Hilbrands, DDA Coordinator  
**RE:** Semi-annual Informational Meetings

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. The Ada Township DDA only captures taxes from Ada Township. All other taxing jurisdictions opted out of the tax capture.

Included in your packet is a summary of the new reporting requirements compiled by the Michigan Downtown Association, as well as a summary of the events and activities taken on by the Ada Township DDA in 2018 and 2019.

**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](mailto: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

**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!



## **2018 ADA TOWNSHIP DDA COMPLETED PROJECTS AND EVENTS**

### **Events –**

- Three Beers at the Bridge events – June 22, July 20, August 17
- Brats & Bonfires – October 19
- Ada Village Leprechaun Hunt – March 16
- Sponsorship of Tinsel, Treats & Trolleys

### **Projects –**

- Street sweeping of Village streets
- Design, purchase and installation of Village banners
- Installation and removal of streetlight garland
- Streetlight fixture replacement

### **Contracts –**

- Contract with Woods Landscaping for Village sidewalk snow removal services

## **2019 ADA TOWNSHIP DDA PLANNED PROJECTS AND EVENTS**

### **Events –**

- Three Beers at the Bridge events – June 21, July 19, August 16
- Brats & Bonfires – October
- Ada Village Leprechaun Hunt – March
- Sponsorship of Tinsel, Treats & Trolleys

### **Projects –**

- Street sweeping of Village streets
- Restriping of public parking spaces
- Installation and removal of streetlight garland
- Development of a Year-End Report summarizing the DDA's activities
- Have budgeted for the installation of community entry sign
- Have budgeted for a contract for sidewalk snow removal services

### **Contracts –**

- Contract with Seyferth PR for event coordination for the Beers at the Bridge and Brats and Bonfires events