BOARD OF DIRECTORS MEETING  
February 13, 2017

Auburn Hills City Hall, Administrative Conference Room ● 1827 N. Squirrel Road, Auburn Hills, MI 48326  
Minutes of the TIFA Board Meeting will be on file in the City Clerk’s Office ● 248-370-9402

MEETING CALLED TO ORDER

1) ROLL CALL

2) PERSONS WISHING TO BE HEARD

3) CORRESPONDENCE & PRESENTATIONS  
   a) 2017 Tax Increment Finance Authority Annual Report

4) APPROVAL OF MINUTES  
   a) Regular TIFA Meeting – January 9, 2018

5) FINANCIAL REPORT  
   a) Financial Period Ending January 31, 2018

6) OLD BUSINESS

7) NEW BUSINESS  
   a) Review and Approval of Scope of Design Work for Downtown Pathway Project - OHM  
   b) Review and Approval of 2018 Business Recruitment Grant

8) BOARD MEMBER COMMENTS

9) ADJOURNMENT
Introduction

In 1980, the Tax Increment Financing Authority (TIFA) Act was established to prevent urban deterioration and encourage economic development through the use of tax increment financing within an established district. Tax increment financing utilizes incremental tax capture above the amount established at the time a Tax Increment Financing (TIF) District is created. Auburn Hills has three TIF districts; 85-A, 85-B and 86-D. These districts are managed by the Tax Increment Finance Authority Board of Directors. The Tax Increment Financing Authority Board of Directors is prescribed powers and duties including interest in real and personal property, the creation and implementation of development plans, study and analysis of economic changes taking place in the municipality, and the impact of growth in the development districts. They develop long range plans as well as preservation and planning initiatives through the use of matching grants and strategic design and improvements.

Summary of 2017

The TIFA experienced the effects of the economic downturn just shy of a decade ago and is currently progressing strategically through the recovery era. Tax values within the development districts have declined causing the Board to take a conservative financial perspective and approach the future with strategic spending and a shift into the stabilization and preservation of its resources.

TIFA works diligently to actively market properties in the core downtown area to create higher residential and retail density and to generate more walkable traffic throughout the city. Into the future, the Board and its leadership will continue to look for strategic partnerships with local partners and the college community to establish greater connections to the businesses and individuals in which the Tax Increment Financing Authority serves.

The Tax Increment Finance Authority approved the purchase of an artificial Christmas tree to be used as the City’s official Christmas tree. Formerly, there was a large blue spruce in front of The DEN. After years of increased development and infrastructure improvements in Downtown, the tree’s root system was compromised and the tree needed to be removed. For the last two years, the Department of Public Works assisted in finding, harvesting and decorating a large blue spruce that was placed where for former live tree once was. This process took over two weeks. The purchase of the artificial tree decreased staff time down to two days. The anticipated life of the tree is between ten and fifteen years. Additionally, the TIFA Board heard many recommendations from Downtown experts about the need for more ‘greenspace” in our downtown. To pair with the multitude of events that take place near The DEN Parking...
Lot, the Board purchased artificial turf to use for events and brighten up the cement area. To date it has been used for Yoga in the Public Square which took place after the Avondale Homecoming Parade and the Tree Lighting Ceremony. In 2018, the Public Square will be the location for summer concerts while the amphitheater is under construction as well as a variety of other events.

The TIFA Board is continually working to devise events to draw people to Downtown Auburn Hills. One of the most challenging target populations to reach is the corporate community. After numerous conversations with employees of Chrysler, Comerica and Volkswagen, three patterns of answers emerged when questioned about why the employees do not leave campus for lunch. Employees responded that the walk to their car was too long, they did not want to lose parking and that lunch is currently available on campus. The TIFA Board supported Free Shuttle Fridays which made a loop from Volkswagen and Comerica to Downtown from 11:00 AM – 2:00 PM for a month. This initiative brought approximately 30 new people downtown each week and alleviated some of the leaving for lunch concerns by the local employees. Downtown Merchants said that event was successful for their business.

In 2011, the City of Auburn Hills became the first city in Michigan to introduce a comprehensive EV infrastructure ordinance that brought the installation of first generation EV charging stations. The first generation of EV stations was a partnership with Chrysler and DTE and were provided to the City at no cost. Since that time, Auburn Hills has positioned itself to meet the needs to the next generation of vehicles and higher demand for convenient charging locations. The Tax Increment Finance Authority replaced all of the first generation charging stations throughout the City with high efficiency Chargepoint stations. Chargepoint is the foremost distribution of charging stations nationally with a flexible interface that can be adapted to meet the community’s needs. The introduction of the Chargepoint EV stations has allowed the TIFA to recoup some of the cost of installation and electricity although there is no profit from the stations they are a valuable community asset, especially with the increase in electric vehicles throughout the country.

Current Fund Balances

<table>
<thead>
<tr>
<th></th>
<th>TIF 85-A</th>
<th>TIF 85-B</th>
<th>TIF 86-D</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td>$27,756,447</td>
<td>$18,258,290</td>
<td>$28,090,237</td>
<td>$74,104,974</td>
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<tr>
<td><strong>Liabilities</strong></td>
<td>$68,569</td>
<td>$46,462</td>
<td>$6,226</td>
<td>$121,257</td>
</tr>
<tr>
<td><strong>Net Position</strong></td>
<td>$27,252,970</td>
<td>$17,591,076</td>
<td>$27,796,141</td>
<td>$773,983,717</td>
</tr>
<tr>
<td><strong>Cash</strong></td>
<td>$2,907,736</td>
<td>$9,375,720</td>
<td>$2,253,745</td>
<td>$14,537,201</td>
</tr>
</tbody>
</table>

Source: TIFA Financial Statements – December, 2017 *Pre-Audit
Revenues

All of the districts have been effected by the Great Recession. TIF Districts 85-A and 85-B remain more consistent, whereas TIF District 86-D experienced a dramatic decline FY2012 and FY2013. This year, TIF District D experienced a negative capture situation due to the first phase of the exemption of personal property taxes. After completing an analysis of each TIF District’s tax base, it was determined that when TIF-D was established, the tax base makeup was 60% personal property, and 40% real property. This district includes large businesses such as Chrysler, and Comerica. With personal property beginning to come off of the tax rolls, the overall value of the district dropped below its base value that was established in 1986. The District was reimbursed by the State of Michigan. All TIF Districts are declining at a slower rate than they were from FY 2007-2013.

Staff and the TIFA Board of Directors understand the necessity to remain fiscally conservative when making decisions. As new projects begin in the districts, corresponding tax increment revenue will influence the future budgets and help sustain the future of TIFA. TIF District B maintains a healthy fund balance and The Board of directors has plans to utilize that money in 2018 for a water main replacement on Opdyke Road, a pathway connection from Opdyke Rd and Featherstone to Auburn Road as well as incentivizing new businesses to the district.

Expense Breakdown

The most impactful expenses and budgetary constraints on TIFA come from the following areas: capital investment, repair & maintenance, contractual services, events & community relations and utilities.

The following charts breakdown the proportion of these expenses on each district and gives an overview of the total of these expenses of all the districts combined.
Conclusion

The progress that TIFA has made throughout 2017 is a direct product of the Board’s steadfast dedication to furthering its vision and mission even through difficult budgetary times plagued by the Great Recession. In the future, TIFA will work closely with Auburn Hills’ newly formed Downtown Development Authority (DDA) as the two economic development entities share borders and city-owned property. The successes of the TIFA Board of Directors will be integral in helping guide the DDA Board of Directors. These two authorities will work close in the strategic planning of Auburn Hills. A Downtown Executive Committee has been established to guide and best manage events for Downtown Auburn Hills. This committee consists of two members of the
TIFA Board and two members of the DDA Board. As the community continues to build-out, the TIFA Board will continually work to preserve and maintain community assets and host a greater number of events for resident to enjoy. In 2018, the Board will work to guide Downtown through a growth spurt of construction and influx of residents within the next year. The TIFA Board set its budget for the year in September 2017 with the future in mind of Downtown Auburn Hills in mind. The Board budgeted for half a million dollars to be contributed to the completion of the Amphitheater and Splash pad project at Riverside Park, created a new Business Recruitment Grant up to $300,000 to assist in the recruitment of a destination restaurant to Downtown along with increased investment for TIF-B and the M-24/Opdyke Corridor.

The established tradition of TIFA leadership will continue to be the guiding principle for partnerships in business community and seeking out greater community involvement.

**2018 TIFA Board of Directors**

Patrick Hassett, *Chairman*
David Molnar, *Vice Chairman*
Steven Goodhall, *Secretary*

Dr. Patricia Dolly
Mike Kneffel
Dawn Price
Eveonne Roberts
Kaye Thornton
Bob Waltenspiel

Samantha Seimer, *Executive Director*
CALL TO ORDER: Chairman Hassett called the meeting to order at 4:00 PM.

ROLL CALL: Present: Dolly, Goodhall, Hassett, Kneffel, Molnar, Price, Roberts, Waltenspiel
Absent: Thornton
Also Present: Executive Director, Samantha Seimer
Guests: None.

LOCATION: City Hall Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326

PERSONS WISHING TO BE HEARD
Ms. Seimer introduced Laura Pierce to the TIFA Board. Ms. Seimer stated that Ms. Pierce is the new City Clerk, replacing Ms. Terri Kowal after her retirement. Ms. Pierce officially became the Auburn Hills City Clerk as of December 18, 2017. Ms. Pierce administered Oaths of Office to Dr. Dolly, Mr. Goodhall and Ms. Price

CORRESPONDENCE AND PRESENTATIONS
Ms. Seimer spoke briefly about the “Auburn Hills Dining Guide” left at each Board Member’s seat. She informed the Board that Mr. Brian Blain, formerly with Weiming, owns a business named My Concierge. My Concierge partners with local area restaurants and sells marketing space for print materials to be distributed at area hotels. Presented to the TIFA Board is the dining guide recently created for Auburn Hills. The Auburn Hills dining guide is unique because instead of restaurants being listed by cuisine, the Auburn Hills guide breaks out the restaurants by area of the community. Ms. Seimer stated that this is a program that the restaurant pays for, not the City. Ms. Seimer stated that is costs a restaurant approximately $60 dollars for 10,000 of the dining guides to be printed. The restaurant can choose to renew after the 10,000 dining guides are utilized.

APPROVAL OF MINUTES
A. Special Meeting Minutes – December 6, 2017
Chairman Hassett reviewed the event of the Special TIFA Board Meeting on December 6 for the purchase of property at 27 S. Squirrel. He stated that the Board overpaid for the land, however the purchase was strategic to alleviate some easement issues for the development on the Southeast corner of Auburn and S. Squirrel. TIFA will be able to sell the property in the future and collect tax increment revenues on the site.

Moved by Mr. Molnar to approve the Special TIFA Minutes from December 6, 2017, as presented. Supported by Mr. Kneffel

Yes: Dolly, Goodhall, Hassett, Kneffel, Molnar, Price, Roberts, Waltenspiel
No: none

Motion carried

FINANCIAL REPORT
A. Period ending December 31, 2017
Ms. Seimer presented the financial statements for period ending December 31, 2017. She added that the cash invested for each district has remained stable over the last several months and reminded the Board that the financial statements include the amendments made to the budget in September.
Revenues for each district are higher than anticipated. Original calculations of the Local Site Remediation Revolving Loan Fund showed that TIF-D would be the only district to receive a refund for personal property tax loss. The anticipated amount for District D was nearly double what was expected at $601,122 and TIF Districts A and B received reimbursements of $182,141 and $146,511 respectively.

Mr. Molnar asked why the full budget for marketing wasn’t being used. Ms. Seimer stated that many of the marketing mechanisms have been shifted to the DDA, as they are the marketing arm of Downtown now.

Mr. Goodhall to approve the Financial Report of December 31, 2016 as submitted.

Yes: Dolly, Goodhall, Hassett, Kneffel, Molnar, Price, Roberts, Waltenspiel
No: none

Motion carried

**OLD BUSINESS**

A. **Final 2017 Budget Amendments**

Ms. Seimer presented a memo dated January 3, 2018 for the review and approval of the final 2017 budget amendments. Ms. Seimer indicated that overall, the budgets for all districts were fairly accurate. The only amendments required are in TIF-A and most pertinent to unforeseen circumstances, including car accidents damaging signs and planter boxes in Downtown, as well is routine maintenance that was under estimated during the budget process for building maintenance and utilities. Overall, there entire budget needed to be increased by $13,157 to stay balanced.

Ms. Price asked if it is possible to recoup money from the insurance agency for damages to our property. Ms. Seimer stated that she would check with Mr. King, Manager of Municipal Properties at DPW for further clarification about Ms. Price's question.

The Board would like to send a letter to DPW to thank them for all of their hard work to make Downtown so beautiful during the holidays, especially with the new Christmas tree.

**NEW BUSINESS**

A. **2018 Election of Officers**

Ms. Seimer called for nominations for 2018 Chairperson for the TIFA Board of Directors. Mr. Hassett was nominated by Ms. Price and supported by Mr. Molnar. Ms. Seimer called roll, there were no objections or further nominations.

Ms. Seimer called for nominations for the 2018 Vice Chairperson for the TIFA Board of Directors. Mr. Molnar was nominated by Chairman Hassett and supported by Dr. Dolly. Ms. Seimer called roll, there were no objections or further nominations.
Ms. Seimer called for nominations for the 2018 Secretary of the TIFA Board of Directors. Mr. Goodhall was nominated by Chairman Hassett and supported by Dr. Dolly. Ms. Seimer called roll, there were no objections or further nominations.

Yes: Dolly, Goodhall, Hassett, Kneffel, Molnar, Price, Roberts, Waltenspiel
No: none

Motion carried

B. Adoption of 2018 Board Meeting Schedule
Ms. Seimer presented a memo dated January 3, 2016 for the adoption of the 2018 Board Meeting Schedule. Ms. Seimer reviewed that the meeting schedule remains unchanged from previous years - the second Tuesday of each month at 4:00 PM in the City Hall Administrative Conference Room. Ms. Seimer included an attachment that showed applicable dates for the Board including meetings, dates City Hall is closed as well as City Council meeting dates.

Moved by Ms. Price to approve the 2018 Auburn Hills Tax Increment Finance Authority Board of Directors meeting schedule as the second Tuesday of each month at 4:00PM in the City Hall Administrative Conference Room. Supported by Mr. Goodhall.

Yes: Dolly, Goodhall, Hassett, Kneffel, Molnar, Price, Roberts, Waltenspiel
No: none

Motion carried

BOARD MEMBER COMMENTS
Chairman Hassett stated that he expected to see alley designs at the meeting. Ms. Seimer stated that staff was waiting until after Monday’s meeting with the business owner whose property line extends into the alley. That meeting will indicate whether or not the owner is willing to work with the TIFA Board to achieve TIFA’s goal of improving the alleyway. If the outcome of the meeting is positive, staff will work on a Request for Proposals (RFP) for the design of the alley. Dr. Dolly mentioned that she has a contact in Findlay who may be able to assist with the design. Mr. Molnar added that he would like to see project cost estimates with each proposal. Ms. Seimer stated that she would include specific language in the RFP for the inclusion of estimates and design concepts.

Mr. Molnar would like himself and the Chairman to attend a meeting to fully explore what to do with money in TIF-B. He wants the Board to have a concrete plan for how the funds will be spent. Ms. Seimer stated that there is $2 million budgeted for the water main and resurfacing of Opdyke Road. However, the pathway along the Opdyke Bridge has been put off until construction is complete. Mr. Molnar asked if TIFA could contribute to the project, Ms. Seimer stated that she would check with Mr. Grice to see if we are not already party to those discussions. Mr. Molnar also suggested a kayak launch point into the Clinton River as well as river clean up. Ms. Seimer stated she would check with the appropriate staff about what remains to be cleaned up in the river. The Country Kitchen site that was to be the kayak launch point was designated as a passive park by City Council. Due to the floodplain in the area and cost of maintenance the site will not be developed, therefore it would be unwise for TIFA to pay for a kayak launch to a site without much access. Mr. Molnar asked if the $2 million for Opdyke could be placed in a reserve account to show a lesser cash position on the TIFA Balance Sheets. Ms. Seimer stated that she needed to check with Finance Director Schulz about how that can be best reported in the monthly financial statements.

The TIFA Board spoke about helping support the City with assistance in better signage and wayfinding throughout the community. Ms. Seimer stated that as of right now, most of the signs are being made in house, therefore they have been taking longer due to the demands on our Department of Public Works, especially in the winter. Ms. Seimer stated that she would schedule a meeting with Mr. Grice to understand where the City is at with its rebranding initiative and see how the TIFA might be able to fit into the greater plan and offer assistance to support and promote brand the city with signage and wayfinding.

ANNOUNCEMENT OF NEXT MEETING
The next regularly scheduled TIFA Board of Directors meeting is Tuesday, February 13, 2018 at 4:00 PM at Auburn Hills City Hall Administrative Conference Room 1827 N. Squirrel Road, Auburn Hills, MI 48326.

ADJOURNMENT
There being no objections, the TIFA Board of Directors meeting adjourned at 4:48PM.

Respectfully submitted,

Steve Goodhall
Secretary of the Board

Samantha Seimer
Executive Director
TO: Chairman Hassett and Members of the TIFA Board of Directors
FROM: Samantha Seimer, Director of Authorities
DATE: February 5, 2018
SUBJECT: Financial Report for period ending January 31, 2018

Attached for your review are the TIFA Funds financial statements for the period ending January 31, 2018. Minor changes to the layout of the financial report have been made to reflect accurate general ledger account numbers and budget classifications.

TIFA STATEMENT OF NET POSITION
- All districts have a majority of their cash invested in the following accounts:
  - 1.2 million TIF-A
    - $410,634 - Investment Pooling
    - $301,189 - Cutwater
    - $503,646 - MiClass
  - 7.84 million TIF-B - Cutwater
  - 1.29 million TIF-D - Cutwater
- The budget has now rolled over into 2018. The Amended budget on each statement includes the budget approved by the Board in September and the year to date actual includes all revenues and expenditures through January 31, 2018.

TIFA 85-A STATEMENT OF REVENUES AND EXPENDITURES
- 13% of budgeted property tax revenue has been received for TIF-A in 2018. Settlement on winter tax collection occurs in February. Expect larger increases in property taxes in the March financial statements.
- 1% of budgeted expenditures have been utilized to date, that number will drastically increase with the onset of construction and actualization of the purchase of 27 S. Squirrel Road.

TIFA 85-B STATEMENT OF REVENUES AND EXPENDITURES
- 12% of budgeted property tax revenue for has been received for TIF-B in 2018
- TIF B expenditures for 2018 to date is .18% of its budgeted amount. Again, expenditures will begin to increase as construction on Opdyke Road begins in the spring.

TIFA 86-D STATEMENT OF REVENUES AND EXPENDITURES
- .11% of budgeted revenues have been received in TIF-D. Again, in 2018 we anticipate a negative capture situation that will be offset late into the fiscal year with a state appropriation of personal property tax loss reimbursement
- 2% of budgeted expenditures have been utilized over the first month of the year
ADDITIONAL NOTES
The financial statements will be presented for approval at the Board meeting on Tuesday, February 13, 2018. You are welcome to contact myself of Michelle Schulz prior to the meeting to discuss particular budget line items, budget capital items or any of the documents mentioned in this memo.

An appropriate motion is:

City of Auburn Hills
TIFA Statement of Net Position
For the Period Ending January 31, 2018

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>TIFA 85-A</th>
<th>TIFA 85-B</th>
<th>TIFA 86-D</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$ 2,945,910</td>
<td>$ 9,498,524</td>
<td>$ 2,241,206</td>
<td>$ 14,685,639</td>
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<tr>
<td>Accounts Receivable</td>
<td>17,280</td>
<td></td>
<td>17,280</td>
<td></td>
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<tr>
<td>Land</td>
<td>5,839,465</td>
<td>2,017,211</td>
<td>7,856,676</td>
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<tr>
<td>Land Improvements (Net)</td>
<td>1,631,255</td>
<td>852,196</td>
<td>2,199,550</td>
<td>4,683,000</td>
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<tr>
<td>Buildings &amp; Building Additions (Net)</td>
<td>5,811,388</td>
<td>13,816,276</td>
<td>19,627,665</td>
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<tr>
<td>Office Equipment &amp; Furnishings (Net)</td>
<td>69,944</td>
<td>1</td>
<td>69,944</td>
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<tr>
<td>Construction in Progress</td>
<td>229,082</td>
<td>(0)</td>
<td>268,350</td>
<td>497,431</td>
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<tr>
<td>Roads &amp; Infrastructure (Net of Depreciation)</td>
<td>11,267,578</td>
<td>8,030,434</td>
<td>7,535,105</td>
<td>26,833,116</td>
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<td><strong>Total Assets</strong></td>
<td>$27,811,901</td>
<td>$18,381,153</td>
<td>$28,077,698</td>
<td>$74,270,752</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>LIABILITIES</th>
<th></th>
<th></th>
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<tr>
<td>Retainage Payable</td>
<td>2,080</td>
<td>10,000</td>
<td></td>
<td>12,080</td>
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<tr>
<td>Due to Taxpayers/Accounts Payable</td>
<td>6,987</td>
<td>18,667</td>
<td>465</td>
<td>26,119</td>
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<tr>
<td><strong>Total Liabilities</strong></td>
<td>9,067</td>
<td>28,667</td>
<td>465</td>
<td>38,199</td>
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<table>
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<tr>
<th>NET POSITION</th>
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<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Beginning Net Position 1/1/2017</td>
<td>27,252,970</td>
<td>17,591,076</td>
<td>27,796,141</td>
<td>72,640,186</td>
</tr>
<tr>
<td>Excess of Revenues over Expenditures as of January 31, 2017</td>
<td>115,978</td>
<td>141,206</td>
<td>(6,689)</td>
<td>250,495</td>
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<td>Net investment in capital assets</td>
<td>24,848,711</td>
<td>8,882,629</td>
<td>25,836,492</td>
<td>59,567,832</td>
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<tr>
<td>Unrestricted</td>
<td>2,954,122</td>
<td>9,469,857</td>
<td>2,240,741</td>
<td>14,664,720</td>
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<td><strong>Total Net Position</strong></td>
<td><strong>27,802,833</strong></td>
<td><strong>18,352,486</strong></td>
<td><strong>28,077,233</strong></td>
<td><strong>74,232,552</strong></td>
</tr>
</tbody>
</table>

| Total Liabilities and Total Net Position | $27,811,901 | $18,381,153 | $28,077,698 | $74,270,752 |
# Statement of Revenues, Expenditures, and Changes in Net Position - TIFA 85-A

## For the Period Ending January 31, 2018

**Fund 251-735**

### REVENUES

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
<th>Fav / (Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>402.000 Property Taxes</td>
<td>$890,673</td>
<td>$117,649</td>
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<tr>
<td>35</td>
<td>651.001 U&amp;A Fees - EV Charging</td>
<td>-</td>
<td>93</td>
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<tr>
<td>USEMP</td>
<td>664.000 Interest Revenue</td>
<td>8,749</td>
<td></td>
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<tr>
<td>35</td>
<td>670.001 Building Rental</td>
<td>61,577</td>
<td>20,334</td>
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<td></td>
<td><strong>Total Revenues</strong></td>
<td><strong>960,999</strong></td>
<td><strong>138,076</strong></td>
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### EXPENDITURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
<th>Fav / (Unfav)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>703.000 Salaries &amp; Wages</td>
<td>64,592</td>
<td>1,390</td>
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<tr>
<td>51</td>
<td>715.000 Fringe Benefits</td>
<td>5,194</td>
<td>145</td>
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<tr>
<td>55</td>
<td>729.000 Supplies</td>
<td>5,650</td>
<td>22</td>
</tr>
<tr>
<td>60</td>
<td>800.199 Landscape/General Maintenance</td>
<td>183,000</td>
<td>8,572</td>
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<tr>
<td>60</td>
<td>929.000 Repair &amp; Maintenance</td>
<td>273,556</td>
<td>95</td>
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<tr>
<td></td>
<td><strong>Other Expenses</strong></td>
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<tr>
<td>85</td>
<td>810.000 Investment Fees</td>
<td>466</td>
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<td>85</td>
<td>885.000 Community Relations</td>
<td>54,000</td>
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<tr>
<td>85</td>
<td>901.000 Marketing</td>
<td>5,750</td>
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<tr>
<td>85</td>
<td>957.000 Miscellaneous</td>
<td>100</td>
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<tr>
<td>85</td>
<td>958.000 Membership Dues</td>
<td>280</td>
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<tr>
<td>85</td>
<td>959.000 Property Taxes</td>
<td>3,500</td>
<td></td>
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<tr>
<td>76</td>
<td>817.000 Contractual Services</td>
<td>335,000</td>
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</tr>
<tr>
<td>59</td>
<td>850.100 Utilities</td>
<td>119,604</td>
<td>1,900</td>
</tr>
<tr>
<td>65</td>
<td>957.002 Liability Insurance</td>
<td>6,938</td>
<td>588</td>
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<tr>
<td></td>
<td><strong>Capital Expenditures</strong></td>
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<tr>
<td>70</td>
<td>970.000 Land and Improvements</td>
<td>780,000</td>
<td>-</td>
</tr>
<tr>
<td>70</td>
<td>973.000 Road and Traffic Improvements</td>
<td>63,000</td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>999.004 Administrative Charges</td>
<td>46,069</td>
<td>3,839</td>
</tr>
<tr>
<td>88</td>
<td>999.007 Interfund Services</td>
<td>66,572</td>
<td>5,548</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditures</strong></td>
<td><strong>2,013,271</strong></td>
<td><strong>22,099</strong></td>
</tr>
</tbody>
</table>

### Excess of Revenues over Expenditures as of January 31, 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1,052,272)</td>
<td>115,978</td>
</tr>
</tbody>
</table>

### Beginning Total Net Position (1/1/2017)

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>27,252,970</td>
<td>27,252,970</td>
</tr>
</tbody>
</table>

### Ending Total Net Position

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$26,200,698</td>
<td>$27,368,947</td>
</tr>
</tbody>
</table>

City of Auburn Hills
# City of Auburn Hills

## Statement of Revenues, Expenditures, and Changes in Net Position-TIFA 85-B

### For the Period Ending January 31, 2018

### Fund 252-736

<table>
<thead>
<tr>
<th></th>
<th>Amended Annual Budget</th>
<th>Year-To-Date Actual</th>
<th>Fav / (Unfav) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Property Taxes</td>
<td>$1,158,650</td>
<td>$148,765</td>
<td>$(1,009,885)</td>
</tr>
<tr>
<td>USEMP Interest Revenue</td>
<td>98,179</td>
<td>-</td>
<td>(98,179)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,256,829</td>
<td>148,765</td>
<td>(1,108,064)</td>
</tr>
</tbody>
</table>

|                      |                       |                     |                     |
| **EXPENDITURES**     |                       |                     |                     |
| 60 Landscape/General Maintenance | 107,500 | - | 107,500 |
| 60 Repair and Maintenance | 558,000 | - | 558,000 |
| **Other Expenses**   |                       |                     |                     |
| 85 Investment Fees   | 8,232                 | -                   | 8,232               |
| 85 Community Relations | 401,000              | -                   | 401,000             |
| 85 Marketing         | 1,000                 | -                   | 1,000               |
| 85 Miscellaneous     | 100                   | -                   | 100                 |
| 76 Contractual Services | 100,000              | -                   | 100,000             |
| 59 Utilities         | 15,400                | 650                 | 14,750              |
| **Capital Expenditures** |                     |                     |                     |
| 70 Land and Improvements | 180,000              | -                   | 180,000             |
| 70 W&S-Sewer Repair and Replacement | 2,000,000        | -                   | 2,000,000           |
| 70 Non-Motorized Pathways | 650,000              | -                   | 650,000             |
| 73 Administrative Charges | 29,325               | 2,444               | 26,881              |
| 88 Interfund Services | 53,574                | 4,465               | 49,110              |
| **Total Expenditures** | 4,104,131            | 7,558               | 4,096,573           |

Excess of Revenues over Expenditures as of January 31, 2018

(2,847,302) 141,206 $2,988,508

Beginning Total Net Position (1/1/2017)

17,591,076 17,591,076

Ending Total Net Position

$14,743,774 $17,732,282
# City of Auburn Hills

**Statement of Revenues, Expenditures, and Changes in Net Position-TIFA 86-D**

For the Period Ending January 31, 2018

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amended Annual Budget</th>
<th>Year-To-Date Actual</th>
<th>Fav / (Unfav) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REVENUES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>402.000 Property Taxes</td>
<td>$ (3,000)</td>
<td>$ (375) $ 2,625</td>
</tr>
<tr>
<td>35</td>
<td>651.001 U&amp;A Fees - EV Charging</td>
<td>0</td>
<td>72 72</td>
</tr>
<tr>
<td>USEMP</td>
<td>666.000 Interest Revenue</td>
<td>16,125</td>
<td>- (16,125)</td>
</tr>
<tr>
<td>25</td>
<td>573.000 Local Community Stabilization Share</td>
<td>255,375</td>
<td>- (255,375)</td>
</tr>
<tr>
<td></td>
<td>Total Revenue</td>
<td>268,500</td>
<td>(304) (268,804)</td>
</tr>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>703.000 Salaries &amp; Wages</td>
<td>15,000</td>
<td>- 15,000</td>
</tr>
<tr>
<td>51</td>
<td>715.000 Fringe Benefits</td>
<td>1,187</td>
<td>39 1,149</td>
</tr>
<tr>
<td>60</td>
<td>800.199 Landscape and General Maintenance</td>
<td>75,000</td>
<td>- 75,000</td>
</tr>
<tr>
<td>60</td>
<td>929.000 Repair and Maintenance</td>
<td>81,000</td>
<td>- 81,000</td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>85</td>
<td>810.000 Investment Fees</td>
<td>1,352</td>
<td>- 1,352</td>
</tr>
<tr>
<td>85</td>
<td>885.000 Community Relations</td>
<td>2,500</td>
<td>- 2,500</td>
</tr>
<tr>
<td>85</td>
<td>957.000 Miscellaneous</td>
<td>100</td>
<td>- 100</td>
</tr>
<tr>
<td>59</td>
<td>922.00 Utilities</td>
<td>101,590</td>
<td># 2,807 98,783</td>
</tr>
<tr>
<td>73</td>
<td>999.004 Administrative Charges</td>
<td>21,610</td>
<td>1,801 19,809</td>
</tr>
<tr>
<td>88</td>
<td>999.007 Interfund Services</td>
<td>20,860</td>
<td>1,738 19,122</td>
</tr>
<tr>
<td></td>
<td>Total Expenditures</td>
<td>320,199</td>
<td>6,385 313,814</td>
</tr>
<tr>
<td></td>
<td>Excess of Revenues over Expenditures as of January 31, 2018</td>
<td>(51,699)</td>
<td>(6,689) $ 45,010</td>
</tr>
<tr>
<td></td>
<td>Beginning Total Net Position (1/1/2017)</td>
<td>27,744,442</td>
<td>$ 27,789,452</td>
</tr>
<tr>
<td></td>
<td>Ending Total Net Position</td>
<td>$ 27,744,442</td>
<td>$ 27,789,452</td>
</tr>
</tbody>
</table>
TO: Chairman Hassett and Members of the TIFA Board of Directors

FROM: Samantha Mariuz, Director of Authorities, TIFA Executive Director; Tim Juidici, OHM Advisors, Client Representative

DATE: February 8, 2018

SUBJECT: Review and Approval of Scope of Design Work for Downtown Pathway Project

As you recall, the TIFA Board wishes to pursue improving the pathway between Astoria Park and Birmingham Ballroom in order to create a gateway from Auburn Road to Riverside Park. On January 25, OHM Engineers facilitated a charrette planning meeting with representatives from the City of Auburn Hills and Tax Increment Finance Authority. OHM focused on the development of TIFA’s goals and objectives as it relates to the pathway enhancements.

The outcome of the charrette will result in OHM developing two conceptual designs for the pedestrian alley. The targeted construction budget for the improvements is $150,000. The concepts will include plan view renderings, photography and images of the intent. OHM will present the concepts to TIFA and the City for review and discussion related to the designs opportunities and costs associated with the concepts. From there, TIFA and the City will select its preferred alternative from the concepts to explore final designs.

The final phase of the plan will include:
- Demolition plans
- Layout and materials plans
- Site grading
- Lighting plans
- Sections, elevations and details
- Specifications and special provisions for elements that are not previously specified in the Auburn Road or Riverside Park construction project.

The project will commence upon authorization to proceed. It is desirable to fit grading, demolition, conduit and hardscape work in conjunction with the Auburn Road and Riverside Park Project. The concepts may be presented as early as the March TIFA Board meeting. The services outlined in the project will be performed on an hourly basis based on the assumptions below, the total project design cost is not to exceed $21,500:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charrette/Kick Off</td>
<td>$4,000</td>
</tr>
<tr>
<td>Concept Design</td>
<td>$7,500</td>
</tr>
<tr>
<td>Design/Build Documents</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$21,500</strong></td>
</tr>
</tbody>
</table>

An appropriate motion is:

Move to authorize payment for the Scope of Design Services to OHM Advisors for 2018 Pedestrian Alley Improvements in the not-to-exceed amount of $21,500 paid from TIFA Account 251-735-817.000.
February 8, 2018

Ms. Samantha Seimer, MPA
Director of Authorities
City of Auburn Hills
1827 N. Squirrel Road
Auburn Hills, Michigan 48326

RE: 2018 Pedestrian Alley Improvements
Scope of Design Services

Dear Ms. Seimer:

Thank you for this opportunity to provide professional urban design/landscape architecture, and engineering services for the above referenced project. We have prepared the following project understanding and scope of services to be provided by OHM Advisors based on our previous discussions.

PROJECT UNDERSTANDING

The project consists of improvements within the pedestrian alley connecting the parking lot off Squirrel Court at the Smoke Shop to the Auburn Road streetscape. OHM shall design the improvements to connect into the streetscape construction project along Auburn Road. These improvements may consist of lighting, hardscape, gateway features, artwork or additional aesthetic enhancements.

SCOPE OF SERVICES

Task One: Design Charrette/Kick-off
On January 25th, OHM facilitated an alley charrette/programming meeting with the Client to gather ideas and feedback regarding potential site design elements for the proposed improvements. OHM focused on developing TIFA’s goals and objectives as they relate to the enhancements. This process will help guide the direction for the conceptual designs of these spaces in the following task.

Deliverables:
Meeting with TIFA and City to develop goals and objects of the public spaces, and site programming elements for the improvements

Task Two: Conceptual Design
Based on the Client meeting for Task One, OHM shall develop two conceptual designs for the pedestrian alley, which will focus on creating a ‘pass-thru’ space to connect the parking lot to Auburn Road businesses. These concepts will reflect the design intent and goals based on previous discussions. The proposed improvements will target a construction budget of $150,000. These concepts will include plan view renderings, and photographs/images to display the design intent. OHM will present the concepts to TIFA and the City for review and discussion related to the design opportunities and costs associated with the three concepts.

TIFA and the City will select the ‘preferred alternative’ from the two concept designs to explore final design during Task Two.
Deliverables:

- Prepare Two Conceptual Designs including:
  - Plan view rendering (1 per concept)
  - Character image board (1 per concept)
  - Meeting with TIFA and City for review and comments of the conceptual designs (Meeting #1)

Task Three: Design/Build Documents

Following TIFA’s selection of a Concept Plan, OHM will develop a Design/Build Document Set for a Contractor Change Order to the Auburn Road improvement project. The set shall illustrate and describe the program elements, relationships, forms, sizes, quantities, finishes, and appearance by means of plans, elevations, sections and construction details. The plan set shall include:

i. Demolition Plans
ii. Layout and Materials Plans
iii. Site Grading
iv. Lighting Plans
v. Sections, elevations, and details
vi. Specifications / Special Provisions for unique elements that are not previously specified in the Auburn Road or Riverside Park construction project

Deliverables:

- OHM to prepare Design/Build Document Set & Specifications including landscape architecture and engineering drawings.
- Meetings with Client Team & Auburn Road Contractor for plan review
  - 50% Design/Build Documents & Cost Estimate Meeting to review and approve set (Meeting #2)
  - 100% Design/Build Documents & Cost Estimate Meeting to review and approve set (Meeting #3)
  - Revise document set based on 100% Document Meeting and submit Final Plan Set and Specifications to Client and Contractor for installation

SCHEDULE

The project will commence upon authorization to proceed. It is our understanding that the City desires the project to be constructed this summer in conjunction with the Downtown project. We anticipate that the concept plans can be presented to the March TIFA meeting. The design/build documents could be prepared to implement with the Downtown project Contractor in May. This schedule is based upon an authorization to proceed given by February 13, 2018.

COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of twenty-one thousand five hundred dollars ($21,500.00). This amount is based on the assumptions listed below. The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

- Design Charrette/Kick-off $ 4,000
- Conceptual Design $ 7,500
- Design/Build Documents $ 10,000
- Total $ 21,500
FURTHER CLARIFICATIONS AND ASSUMPTIONS

The above-listed scope of services was prepared with the following assumptions:

- Project Delivery Method: Design/Build Documents
- The pedestrian alley will be designed to a construction budget of $150,000.00.
- Improvements to private properties will not be included as part of the project, and any construction on the structure of the adjacent buildings will be avoided.
- The survey prepared for the Auburn Road project will be used as the survey for improvements in the alley.
- It is anticipated that drainage improvements will not be required for the alley improvement area.
- City of Auburn Hills and TIFA will lead all necessary public meetings related to the project and improvements.

Sincerely,

OHM Advisors

[Signatures]

cc: Don Grice, Assistant City Manager
    Steve Cohen, Director of Community Development
    Ron Melchert, Director of Public Works
    [File]

City of Auburn Hills
2018 Pedestrian Alley Improvements
Design Services

Accepted By: [Signature]
Printed Name: [Signature]
Title: [Signature]
Date: [Signature]
TO: Chairman Hassett and Members of the TIFA Board of Directors  
FROM: Samantha Mariuz, Director of Authorities, TIFA Executive Director  
DATE: February 8, 2018  
SUBJECT: Review and Approval of 2018 Business Recruitment Grant

As you will recall, at the August Budget Meeting, the TIFA Board wished to provide a further incentive to attract businesses to Downtown Auburn Hills. A recruitment grant was suggested and incorporated into the 2018 budget. This is a grant for businesses expanding to a second location in Downtown.

Attached for your review is the new Business Recruitment Grant up to $300,000, specific to TIF District A, downtown. The TIFA Board had an opportunity to review the document and provide input from January 11, 2018 through January 26, 2018. The grant was then sent on to our attorney for review. The Business Recruitment Grant has been reviewed and found satisfactory from a legal standpoint.

The new Business Recruitment Grant begins with the program guidelines, broken out with headings and subheadings and at the end of the document is an application with a checklist of documents that must be included for the application to be considered. This grant was modeled off of similar business recruitment grants from across the region including: the Pennsylvania Department of Community and Economic Development, The City of Hillsdale TIFA Business Attraction Program and Restaurant Attraction Program, Over-the-Rhine Chamber Business First Grant, Downtown Oshkosh Recruitment Fund Grant, and Downtown Kalamazoo Incorporated Business Recruitment and Retention Incentive Program. It includes all of the pertinent information that is in the Site Improvement Grant with the inclusion of leaseholder build-out costs and higher incentive amount.

With approval from the TIFA Board, staff plans to market the Grant Program through social media, news media and direct mailers to a list of over 100 established restaurants in the region.

An appropriate motion is:

Move to approve the attached Business Recruitment Grant and authorize Executive Director to begin accepting applications for the 2018 Fiscal Year.
INTRODUCTION
The City of Auburn Hills Tax Increment Finance Authority Business Recruitment program is intended to promote economic vitality and community revitalization by providing an incentive to business and property owners and attract business into the Downtown TIF District. The program encourages business and property owners to revitalize downtown buildings and to create a vibrant downtown experience. More specifically, the program provides funding for projects that demonstrate the importance of marketing the community as a destination of choice for investment and promoting the attributes and assets of Downtown Auburn Hills.

Grants are awarded to those projects which, in the judgement of the Tax Increment Finance Authority Board of Directors, comply with the provisions of these program guidelines and meet all requirements of the application.

ELIGIBILITY

Applicants & Businesses
New businesses to the community locating in TIF District A are eligible for the Business Recruitment Grant.

Must be a commercial/retail use. Preference will be given to established businesses opening a second location and restaurants. Extended hours are preferred.

Grants are generally provided to building owners. Proof of ownership shall be required. However, funding may be granted to leaseholders whereby the tenant is in fact responsible for the costs associated with the build-out. Applicant shall show proof of lease.

Properties
The building at which the work is to be performed must be located within the boundaries of a TIFA District A in the City of Auburn Hills. The boundaries are subject to change. No projects outside of this area will be considered. (Map Attached). All property taxes and assessments owed to the City must be current at the time of approval and funding.

Activities
Build-outs specific to new business recruitment will be given consideration. Grant funds may be used for the following activities: Leasehold improvements including build-out preparation items such as electrical, plumbing, mechanical, retrofitting building, drop-ceilings and shell improvements and the like related to readying the site will be considered; Permanent fixtures becoming part of the building including lighting and built-in shelves; and signage including outdoor window, building and awning signage.

Must show proof of lease or building ownership. Highest consideration will be given to those applications
that support the goals and objectives of the TIFA Board.

The improvement must be a defined project, not part of something ongoing. No grant will be awarded for work already completed. In-house labor will not be considered as a cost covered by a Business Recruitment Grant.

PROGRAM FUNDING
The City of Auburn Hills TIFA will allocate funds each fiscal year, commencing January 1, for the Business Recruitment Grant. Grants are awarded on a dollar-for-dollar matching basis. The minimum grant application considered is $50,000 (50% of a $100,000 improvement project) up to a maximum of $300,000.

Applications will be accepted throughout the year on an availability basis. Applicants will be notified within 60 days from the date of a complete submission with an approval or denial.

Requests submitted after funding is no longer available for that year will be considered again the following year at the request of the applicant.

APPLICATION AND SELECTION PROCESS
1. Prospective applicant contacts staff and receives application
2. Applicant submits application and all required attachments to TIFA Executive Director. Only a TIFA-provided application will be accepted and must be completed in ink or typewritten. Please see checklist or required materials with the application
3. Staff reviews application and materials. Applications are due fourteen (14) days prior to the date of the TIFA Board meeting for which review is being requested. The staff and Board has up to sixty (60) days to review the application materials and provide a response.
4. The applicant may be required to attend one (1) or more TIFA Board meetings to review project with the Board. The Board meets the second Tuesday of the month, but does not necessarily meet every month, therefore, be sure to plan ahead.
5. TIFA Board takes action on the grant. If awarded, the applicant must enter into a contract with the TIFA that states the terms and amount of the grant as well as a commitment to carry out the project.
6. Grant payout occurs upon occupancy of the business identified in the application and verification that the business is open and operational. Business must be open 120 days after grant approval.

PROJECT REIMBURSEMENT
Awarded amount will only occur after the following conditions have been met:
- Proof that all proposed improvements have been completed and have passed any required state or local inspections
- Final invoicing showing that contractors have been paid
- Business is open and operational.
  - Business must be open 120 days after grant approval.
- Reimbursement will not be made for any building improvements that have occurred without an executed Grant Agreement
- Grant funds may be withheld for all or a portion of work completed if the applicant has deviated from the originally approved scope of work
GENERAL REQUIREMENTS
The TIFA reserves the right to accept or reject any application based on a review of the value, need and benefit of the project to the TIF District, and to award an amount anywhere between the minimum and maximum grant limits, regardless of the requested amount. Only one grant will be awarded per applicant.

Amendments/add-ons will not be considered.

Applicants shall be required to comply with City purchasing rules.

Where applicable, contractors shall be appropriately licensed and deemed “in good standing” by the Board of Directors. Verification will be made utilizing the State of Michigan website. It is the responsibility of the applicant to provide the TIFA with three (3) legitimate and verifiable quotes. All quotes shall utilize a similar format so that staff may easily verify that they are comparing equal and/or similar materials and labor for the project.

All contracts are required to be by and between the Contractor(s) and the property owner of leaseholder.

All landscape and/or construction plans must be approved/sealed by a registered architect.

Permits as required by local and/or other laws are the responsibility of the applicant.

The TIFA Business Recruitment Grant is in no way tied to approvals required by the Planning Commission, Zoning Board of Appeals or City Council. Applicant must have required approvals for project prior to submitting an application for the grant.

AMENDMENTS
The City of Auburn Hills TIFA has the authority and may, at its discretion, exceed any of the guidelines it has established and disregard any of the restrictions it has imposed in any case where the TIFA Board determines that the program purpose will be best served by doing so. Any such action or change to the guidelines must be approved by vote of the City of Auburn Hills TIFA Board.
APPLICATION AND PROJECT INFORMATION:

BUSINESS NAME: _________________________________________________________________

NAME OF OWNER: _______________________________________________________________

TYPE OF BUSINESS: ______________________________________________________________

STREET ADDRESS: _______________________________________________________________

PROJECT ADDRESS: ______________________________________________________________

CITY/STATE/ZIP CODE: ___________________________________________________________

TELEPHONE: (__________)________-_________ FAX: (__________)________-_________

EMAIL ADDRESS: _______________________________________________________________

APPLICATION IS FOR: $____________________________________________________________
*must be matched dollar for dollar by the applicant

ANTICIPATED START DATE OF PROJECT: _____________________________
*business must be open 120 days after grant approval

I, ________________________________ hereby submit this application for Business Recruitment Grant
funding to the Auburn Hills Tax Increment Finance Authority, and by affixing my signature below, represent that I
am authorized to do so as owner of the building/business. Furthermore, I have read the terms and conditions for
funding as stated herein and agree to abide by said terms and conditions with the knowledge that funding may be
withheld if I do not comply.

SIGNED: ________________________________         TODAY’S DATE: _______ / ______ / ______
ATTACHMENTS REQUIRED:
*all attachments must be included for your application to be complete and ready for review

- **Business Description**
  - History: start date, type of operation, business structure, legal structure, union status, markets and products
  - Current business plan
    - Customers and clients
    - Resumes of principals
    - Projected job creation/retention
    - Articles of incorporation
    - Hours of operation
    - Parking needs and how they are being met
  - Lease commitment or proof of mortgage

- **Project Description**
  - Narratives:
    - Please give a brief narrative as to how your business fits in with Downtown Auburn Hills
    - Please describe the project’s short and long term impact on Downtown Auburn Hills
    - Please add any other information you feel is significant to your project and may differentiate your application for greater consideration over another
  - Attach all information related to what the grant may support including; inventories, spec or cut sheets, drawings, plans, plant lists, etc., Include locations of work to be performed and be as specific as possible.
    - Please use scaled drawings and include a minimum of three (3) competitive quotes for your project. These are mandatory in order to make application for funding to the Tax Increment Finance Authority.

- **Financial Information**
  - Letters of financial commitment
  - Equity of investment - three years of tax information
    - *information will be kept confidential
  - Financial projections
    - Monthly cash flow
    - Debt schedule
    - Statements based on loan assumption
  - Proof of paid taxes

APPLICATIONS SHALL BE MAILED TO:

**Auburn Hills Tax Increment Finance Authority**

Attn: Site Improvement Grant
1827 North Squirrel Road
Auburn Hills, Michigan 48326

Questions may be directed to: Samantha Seimer – Director of Authorities and Executive Director of the Auburn Hills TIFA
Office: 248.364.6806
Cell: 248.732.9004
E -mail: sseimer@auburnhills.org