



**Meeting of the DDA Board of Directors  
City Council Chambers  
April 19, 2022 - 8:00 a.m.**

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. March 2022 Financial Statement (Attachment 4.a)
  - b. March 2022 Invoice Report (Attachment 4.b)
  - c. March 15, 2022 Meeting Minutes (Attachment 4.c)
  - d. March 29, 2022 Meeting Minutes (Attachment 4.d)
  - e. 3<sup>rd</sup> Quarter Budget Amendments (Attachment 4.e)
  - f. 3<sup>rd</sup> Quarter Budget Amendment Explanation (Attachment 4.f)
5. Service Support Agreement for Surveillance System (Attachment 5)
6. Downtown Street Closure Update
  - a. Survey Update
  - b. Recommendation Process
7. Committee Information and Updates
  - a. Design Committee – DJ Boyd
    - i. Downtown Planter Painting (Attachment 7.a.i)
    - ii. EV Usage Report (Attachment 7.a.ii)
    - iii. Decorative Light Conversion Project – Lori Ward
  - b. Marketing Committee – Shawn Riley (Attachment 7.b)
  - c. Parking Committee – No Report
  - d. Organizational Committee – DJ Boyd
    - i. 2021 Tax Capture Report (Attachment 7.d.i)
  - e. Economic Development Committee – Aaron Cozart
  - f. Sustainability Committee – Dave Gutman
8. Future Meetings / Important Dates
  - a. Sustainability Committee Meeting – April 25, 2022
  - b. Economic Development Committee – TBD
  - c. Planning Commission May 3 and 17, 2022
  - d. Marketing Committee Meeting – May 5, 2022
  - e. Design Committee Meeting – May 9, 2022
  - f. Executive Committee Meeting – May 13, 2022
  - g. DDA Board Meeting – May 17, 2022
  - h. Parking Committee – TBD
9. Board and Staff Communications
10. Adjournment – **Meeting May 17, 2022**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 03/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/22 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	769,414.00	767,750.00	767,750.46	0.00	(0.46)	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(500.00)	(1,090.00)	6,254.07	(9.71)	(7,344.07)	(573.77)	
248-000-451.000	DDA OPERATING LEVY	64,025.00	63,974.00	63,392.55	977.68	581.45	99.09	
PROPERTY TAXES		832,939.00	830,634.00	837,397.08	967.97	(6,763.08)	100.81	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	0.00	180.00	180.00	0.00	0.00	100.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	0.00	332.00	8,210.88	4,609.63	(7,878.88)	2,473.16	
LICENSES, FEES, & PERMITS		0.00	512.00	8,390.88	4,609.63	(7,878.88)	1,638.84	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	34,000.00	39,868.00	39,868.04	0.00	(0.04)	100.00	
STATE REVENUES		34,000.00	39,868.00	39,868.04	0.00	(0.04)	100.00	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	200.00	47.63	47.63	152.37	23.82	
MISCELLANEOUS REVENUES		200.00	200.00	47.63	47.63	152.37	23.82	
INTEREST								
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	75.00	35.00	21.08	0.00	13.92	60.23	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	8,000.00	7,000.00	4,438.70	0.00	2,561.30	63.41	
248-000-665.400	INVESTMENT POOL BANK FEES	0.00	(100.00)	(37.62)	0.00	(62.38)	37.62	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(600.00)	(750.00)	(488.27)	(61.85)	(261.73)	65.10	
248-000-665.600	BANK LOCKBOX FEES	0.00	(100.00)	(110.89)	(25.82)	10.89	110.89	
248-000-665.700	CUSTODIAL FEES	(125.00)	(125.00)	(94.14)	0.00	(30.86)	75.31	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(4,000.00)	(11,554.66)	0.00	7,554.66	288.87	
INTEREST		7,350.00	1,960.00	(7,825.80)	(87.67)	9,785.80	(399.28)	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	0.00	1,155.00	1,160.00	0.00	(5.00)	100.43	
RENTAL INCOME		0.00	1,155.00	1,160.00	0.00	(5.00)	100.43	
GRANTS & OTHER LOCAL SOURCES								
248-000-674.020	SPONSORSHIPS - HEAT IN THE STREET	3,000.00	3,000.00	625.00	0.00	2,375.00	20.83	
248-000-677.000	SPONSORSHIPS	30,000.00	30,000.00	31,195.10	8,800.00	(1,195.10)	103.98	
GRANTS & OTHER LOCAL SOURCES		33,000.00	33,000.00	31,820.10	8,800.00	1,179.90	96.42	
Total Dept 000		907,489.00	907,329.00	910,857.93	14,337.56	(3,528.93)	100.39	
TOTAL REVENUES		907,489.00	907,329.00	910,857.93	14,337.56	(3,528.93)	100.39	
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	13,740.00	13,740.00	6,501.68	305.85	7,238.32	47.32	
248-573-707.000	WAGES - REGULAR OVERTIME	1,185.00	1,185.00	98.06	0.00	1,086.94	8.28	

PERIOD ENDING 03/31/2022  
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MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 03/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-573-725.000	FRINGE BENEFITS	14,595.00	14,595.00	5,206.86	306.03	9,388.14		35.68
248-573-801.020	AUTOMOTIVE SERVICE	500.00	500.00	382.56	382.56	117.44		76.51
248-573-943.000	EQUIPMENT RENTAL - CITY	10,215.00	10,215.00	3,782.56	230.10	6,432.44		37.03
Total Dept 573 - DPW SERVICES		40,235.00	40,235.00	15,971.72	1,224.54	24,263.28		39.70
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,590.00	12,622.94	1,280.96	4,967.06		71.76
248-741-707.000	WAGES - REGULAR OVERTIME	0.00	90.00	90.00	0.00	0.00		100.00
248-741-709.000	WAGES - PART TIME	55,960.00	55,960.00	33,311.83	360.34	22,648.17		59.53
248-741-725.000	FRINGE BENEFITS	11,525.00	11,525.00	8,197.58	545.38	3,327.42		71.13
248-741-726.000	SUPPLIES	575.00	575.00	0.00	0.00	575.00		0.00
248-741-775.200	DOWNTOWN MATERIALS	20,400.00	20,400.00	21,634.52	6,427.00	(1,234.52)		106.05
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	0.00	1,800.00	601.76	0.00	1,198.24		33.43
248-741-775.900	FUEL & OIL	400.00	800.00	488.99	0.00	311.01		61.12
248-741-801.000	CONTRACTUAL SERVICES	25,930.00	25,930.00	16,877.72	2,731.50	9,052.28		65.09
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,416.50	185.00	1,583.50		60.41
248-741-920.010	ELECTRIC POWER	5,390.00	5,390.00	3,461.17	428.96	1,928.83		64.21
248-741-920.020	NATURAL GAS	8,250.00	8,250.00	15,276.07	4,529.22	(7,026.07)		185.16
248-741-920.030	WATER & SEWER SERVICE	8,860.00	8,860.00	2,051.21	0.00	6,808.79		23.15
248-741-938.120	LANDSCAPE MAINTENANCE	32,310.00	32,310.00	14,096.39	0.00	18,213.61		43.63
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
248-741-962.500	VEHICLE INSURANCE	400.00	406.00	406.00	0.00	0.00		100.00
248-741-976.010	STREET FURNISHINGS	10,700.00	10,700.00	0.00	0.00	10,700.00		0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	3,060.00	0.00	0.00	3,060.00		0.00
Total Dept 741 - DESIGN COMMITTEE		204,290.00	209,646.00	131,532.68	16,488.36	78,113.32		62.74
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,590.00	12,622.96	1,280.94	4,967.04		71.76
248-742-709.000	WAGES - PART TIME	14,595.00	14,595.00	10,955.66	1,089.16	3,639.34		75.06
248-742-725.000	FRINGE BENEFITS	8,125.00	8,125.00	5,922.50	598.88	2,202.50		72.89
248-742-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00		0.00
248-742-801.000	CONTRACTUAL SERVICES	60,000.00	60,000.00	33,248.00	4,475.00	26,752.00		55.41
248-742-801.340	WEB SITE MAINTENANCE	900.00	900.00	701.93	0.00	198.07		77.99
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,000.00	50,000.00	39,092.16	560.36	10,907.84		78.18
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	750.00	0.00	0.00	750.00		0.00
Total Dept 742 - MARKETING COMMITTEE		152,060.00	152,060.00	102,543.21	8,004.34	49,516.79		67.44
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	8,795.00	8,795.00	6,311.68	640.51	2,483.32		71.76
248-743-709.000	WAGES - PART TIME	1,460.00	1,460.00	1,095.64	108.92	364.36		75.04
248-743-725.000	FRINGE BENEFITS	3,610.00	3,610.00	2,623.09	265.82	986.91		72.66
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	37,500.00	0.00	12,500.00		75.00
248-743-995.230	O/T TO PARKING FUND	120,900.00	120,900.00	71,925.00	0.00	48,975.00		59.49
Total Dept 743 - PARKING COMMITTEE		184,815.00	184,815.00	119,455.41	1,015.25	65,359.59		64.64
Dept 744 - ORGANIZATIONAL COMMITTEE								

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		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-744-706.000	WAGES - REGULAR FULL TIME	21,990.00	21,990.00	15,778.98	1,601.23	6,211.02		71.76
248-744-709.000	WAGES - PART TIME	28,100.00	28,100.00	17,302.83	2,209.57	10,797.17		61.58
248-744-725.000	FRINGE BENEFITS	9,305.00	9,305.00	7,814.27	828.80	1,490.73		83.98
248-744-726.000	SUPPLIES	850.00	2,350.00	2,116.43	83.15	233.57		90.06
248-744-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00		0.00
248-744-731.000	PUBLICATIONS	65.00	65.00	(3.00)	0.00	68.00		(4.62)
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	4,435.00	5,435.00	4,481.61	91.90	953.39		82.46
248-744-802.010	LEGAL SERVICES - GENERAL	3,500.00	5,500.00	5,465.50	488.00	34.50		99.37
248-744-805.000	AUDITING SERVICES	5,105.00	5,105.00	5,104.00	0.00	1.00		99.98
248-744-900.000	PRINTING & PUBLISHING	1,315.00	1,315.00	587.18	106.94	727.82		44.65
248-744-920.000	UTILITIES	1,420.00	1,420.00	971.73	107.97	448.27		68.43
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	1,395.00	0.00	0.00		100.00
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	139.99	90.00	710.01		16.47
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	6,280.00	6,338.00	5,218.82	0.00	1,119.18		82.34
248-744-965.000	OVERHEAD - ADMIN & RECORDS	12,960.00	12,960.00	9,720.00	0.00	3,240.00		75.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		97,670.00	102,228.00	76,093.34	5,607.56	26,134.66		74.43
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	21,990.00	21,990.00	15,778.24	1,601.16	6,211.76		71.75
248-745-709.000	WAGES - PART TIME	2,920.00	2,920.00	2,191.10	217.84	728.90		75.04
248-745-725.000	FRINGE BENEFITS	8,970.00	8,970.00	6,515.07	660.32	2,454.93		72.63
248-745-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00		0.00
248-745-803.200	PLANNING & DESIGN STUDIES	0.00	0.00	10,000.00	0.00	(10,000.00)		100.00
248-745-955.190	BUSINESS RETENTION PROGRAM	500.00	500.00	0.00	0.00	500.00		0.00
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		34,530.00	34,530.00	34,484.41	2,479.32	45.59		99.87
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	174,685.00	174,685.00	9,842.50	0.00	164,842.50		5.63
Total Dept 906 - DEBT SERVICE		174,685.00	174,685.00	9,842.50	0.00	164,842.50		5.63
Dept 999 - RESERVE ACCOUNTS								
248-999-999.000	UNALLOCATED RESERVE	19,204.00	9,130.00	0.00	0.00	9,130.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		19,204.00	9,130.00	0.00	0.00	9,130.00		0.00
TOTAL EXPENDITURES		907,489.00	907,329.00	489,923.27	34,819.37	417,405.73		54.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		907,489.00	907,329.00	910,857.93	14,337.56	(3,528.93)		100.39
TOTAL EXPENDITURES		907,489.00	907,329.00	489,923.27	34,819.37	417,405.73		54.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	420,934.66	(20,481.81)	(420,934.66)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE  
 POST DATES 02/01/2022 - 02/28/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 741 DESIGN COMMITTEE							
248-741-775.200	DOWNTOWN MATERIALS	BEGONIA BROTHERS	REPLACE LIGHTING CENTER/MAIN, INSTA	12543	02/09/22	3,145.50	117475
248-741-775.200	DOWNTOWN MATERIALS	BEGONIA BROTHERS	NEW LIGHTS IN TOWN SQUARE	12545	02/09/22	1,950.00	117475
248-741-775.210	SOCIAL DISTRICT EXPENDITURE	ALAN MACIAG	PD VEH 11-2 CROWN VIC HEADLIGHT REP.	CPZ373734862	03/13/22	66.03	117698
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	020822	02/09/22	299.00	500468
248-741-801.000	CONTRACTUAL SERVICES	COMMUNITY FINANCIAL CR	MONTHLY INTERNET SERVICE MARCH	021722	04/06/22	258.75	117857
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	JANUARY PORTA POTTY RENTAL	14500	02/09/22	185.00	117482
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 1/14/22 - 2/14/22	1/14/22 - 2/14/22	02/23/22	101.20	117575
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 1/5/22 - 2/1/22	020122	02/23/22	4,057.50	500469
248-741-938.120	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	LANDSCAPE HOLIDAY PLANTERS	12593	02/23/22	6,896.00	117579
Total For Dept 741 DESIGN COMMITTEE						16,958.98	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	FEBRUARY MARKETING & SOCIAL MEDIA	NORTHVILLE 2-202	02/09/22	2,000.00	117448
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARCH MARKETING/PR	NORTHVILLE 3-202	02/23/22	2,000.00	117560
248-742-955.160	DOWNTOWN PROGRAMMING & PR	BEGONIA BROTHERS	NEW SKELETONS, REFURBISH SKELETON,	12547	02/09/22	4,420.00	117475
248-742-955.160	DOWNTOWN PROGRAMMING & PR	NORTHVILLE PARKS & REC	TUNES ON TUESDAY SPONSORSHIP	2072022	02/09/22	800.00	117500
248-742-955.160	DOWNTOWN PROGRAMMING & PR	WAYNE COUNTY HEALTH DE	TEMPORARY FOOD LICENSE FEE - CHILI	20222	02/09/22	126.00	117480
248-742-955.160	DOWNTOWN PROGRAMMING & PR	AARONSON MANAGEMENT, I	CE SCULPTURE SIGNS - CHILI'IN THE	I-34269	02/23/22	102.00	117578
248-742-955.160	DOWNTOWN PROGRAMMING & PR	CLEAR CUT ICE SCULPTUR	CHILI'IN THE VILLE - DDA ICE SCULPT	1473	02/23/22	350.00	117612
Total For Dept 742 MARKETING COMMITTEE						9,798.00	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-726.000	SUPPLIES	JESSICA HOWLIN	PAPER	012822	02/09/22	39.21	117512
248-744-726.000	SUPPLIES	OFFICE DEPOT	28571763 TOTES, PENCILS, WRITING PA	207412689001	02/23/22	27.98	117553
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE WIFI	02162022	02/23/22	91.90	117572
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE - DEC 21 (	126949	02/09/22	176.00	117492
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE JAN 22 (6.	127273	02/23/22	648.00	117597
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	020822	02/09/22	32.97	500468
Total For Dept 744 ORGANIZATIONAL COMMITTEE						1,016.06	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						27,773.04	

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Meeting of the DDA Board of Directors**  
**March 15, 2022**

The March meeting of the DDA Board was called to order at 8:03 am.

**ROLL CALL**

**Present:** *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Aaron Cozart, Mike Jaafar, Jim Long, Ryan McKindles, Greg Richards, Shawn Riley, Mary Starring*

**Absent:** *Greg Presley*

**Also Present:** *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Dave Gutman/Resident, Fred Sheill/Resident, Marilyn Price/City Council, Barbara Morowski-Browne/City Council, Sarah Prescott/Northville Schools Board of Education, Jim Koster/Resident*

**AUDIENCE COMMENTS**

Jim Koster, resident of St. Lawrence Estates, read a letter to the DDA regarding the February 15, 2022 Planning Commission meeting and the Gibbs Market Study presentation. Koster said the presentation was unimpressive and did not consider other development projects happening downtown, including the Foundy Flask and the Delano Condo development on Cady St. Koster added that the data included in the study was not reflective of the downtown and needs more analysis and explanation. Koster asked what the DDA stance was regarding the study. Boyd said the discussion of the market study could be added as an agenda item for a future meeting. Long said the Gibbs presentation was not credible. Long added that the analysis did not offer a real picture of the downtown and businesses were not surveyed. Retail is difficult to attract in a storefront and the downtown already has many stores that Gibbs suggested be added to the Cady corridor. Long asked that every board member be sent a copy of the letter from Koster.

Sarah Prescott introduced herself as president of the Northville Board of Education. Prescott added that the school does not take a position on the developments, however, the schools have space for the developments and would benefit from the added tax revenue.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion by McKindles, seconded by Cozart,** to approve the agenda and consent agenda. **Motion carries.**

## **2022-23 DRAFT DDA BUDGET**

Boyd said that the DDA is in a position to be additive to the fund balance instead of negative. There are adjustments to be made but there is roughly \$20,000 that is unassigned in the next budget. The changes to the budget are mostly on the revenue side due to tax capture for new construction. Boyd would like the DDA to set a benchmark for the fund balance to represent 25% of revenues. This percentage would be approximately \$245,000. The DDA would use this as a cushion to be able to utilize these funds in the event an unexpected expense comes up. Boyd pointed out that the budget document shows the unrestricted fund balance continues to grow over the next few years. McKindles said the 25% sounds like a reasonable limit to start with and asked if the DDA generally keeps this percentage. Ward said the fund varies due to different projects that come up, for example the Comerica Connections Walkway. Long asked why the wages/salaries are different from page to page and if the total is indicative of the DDA staff wages and salaries. Ward said the budget reflects a certain percent of each salary is allocated to individual categories, which are broken down by committee.

Long said he would like to see an overall summary page of the budget to better clarify details. Sullivan said there is not a summary and government budgets are always allocated by categories. Richards said that he would also appreciate an overall summary of the budget to cross reference when reading the breakdowns. Ward said the budget format has not been changed and the template is the same as it has been over the past twenty years. Sullivan said the finance department can put together a summary for the DDA Board to review. Boyd said a clarification will be beneficial and the board cannot move forward until there is understanding. Boyd would like to have the Board reconvene for a special meeting to discuss the budget before the City Council budget review on April 11th. **Motion by Long, seconded by Boyd, to table the discussion until a future meeting. Motion carries.**

## **DOWNTOWN STREET CLOSURE DISCUSSION**

Ward said it was discussed at the last EDC meeting that the street closure surveys should be jump started to this spring. The DDA anticipates doing an updated version of the survey that was conducted last year, which was facilitated by Carlisle Wortman. The survey went out digitally to a variety of email lists, including DDA newsletter subscribers, boards and commissions and was posted on social media. The DDA received over 3,000 responses from people that self-identified if they were downtown residents, business owners or outside of the community. Sullivan noted that the survey last year was designed so participants were only able to complete the survey once.

Ward said the EDC also discussed if the survey should be an open or a scientific survey. For the staff to move forward, the DDA board needs to decide which type of survey and if they would like to utilize a market research group that strictly does surveys, or a planning group such as Carlisle Wortman. Riley said the survey last year took about 30 days to gather information. Riley added that an open survey would include mailers and Carlisle Wortman does not have the staffing capability to handle this. Riley said the survey should be geared specifically on who is impacted the most by

the street closures, including retailers and residents. Jaafar said he agrees and he would also like the board to make a recommendation to open Center St. immediately since there are no indoor dining restrictions this year and people have not been utilizing the space as much as last year.

Ward said that the surveys conducted last year cost approximately \$800. The quote from Beckett Raider for this year is approximately \$5,600. The DDA Board needs to be very specific about which type of survey to conduct as the pricing varies greatly. Turnbull said he has been in contact with Dave Marold to get advice on how to take last year's survey and update it to move forward this year. Richards said the DDA should invest properly in the surveys. Sullivan added that when the City surveyed residents on the road bond issue, they found that the open survey allows anyone to vote, whereas a scientific survey only takes a percentage. Some people might be upset to not be included in the percentage.

Prescott asked why a survey needs to be done outside of the downtown area if the business owners overwhelmingly want the streets open. Turnbull said at the last Northville Business Merchants (NCBA) meeting, the entire group was in favor of keeping the streets closed. Johnson added that the NCBA group polled was a small sampling of downtown businesses.

Buckhave said the survey should start downtown then continue on to outlying groups; Starring and Boyd agreed. Sullivan suggested doing the survey in the same manner as last year, and poll the entire community at one time. Jaafar would like to see action taken on the subject, as this was also discussed last month.

**Motion by Boyd, seconded by Turnbull,** to allocate a budget up to \$3,000 to conduct a survey and use the previous survey as a foundation for the new survey. The survey will open on or before April 8, and remain open for three weeks subsequent to the open date of the survey. **Motion carries.**

## **BOARD COMMUNICATIONS**

Ward said the document outlining DDA Standing Committees highlights the committee chair and members as well as what each group does. Ward recommended that any members not currently on a committee take a look at the descriptions and select one or more to get involved in. Riley added that committee involvement is great because the committees help shape what the DDA does. Buckhave questioned why some committees do not have a board member as a chair. Ward said per DDA bylaws this is okay and can happen when no board members are interested in chairing a committee.

Riley reminded the board that board members are representative of the City in addition to the DDA and to be mindful of representation at meetings. Riley added that as a conflict-of-interest reminder, any board member with a personal interest or comment needs to remove oneself and identify if speaking on behalf of a business or personally; not from the DDA as a group. Riley also noted that the Economic Development



Committee discusses and makes recommendations based strictly on items within the DDA boundaries.

#### **COMMITTEE INFORMATION AND UPDATES**

a. *Design Committee:*

Boyd said the LED lighting shift has begun and feedback has been positive. The middle pole in front of First Presbyterian Church has already been converted for anyone interested in seeing an example of the new lighting. The DDA received its first EV charging station payment, in the amount of \$47, from the stations behind 120 Main, for two months of service. Boyd said the mural project at Lucy & The Wolf is no longer an active project. The building owners were not happy with the design and rescinded their offer to use the building. The owners would like the Design Committee to create a new design. The original mural may still be installed on another building. Boyd added that he hopes the DDA Board will move quicker to make decisions on some of the Committee's projects going forward, as this project was on the discussion table for 6 years.

b. *Marketing Committee:*

Riley said the chili cookoff was a huge success. There is also a ladies' shopping night coming up next week. The DDA is currently putting together an updated walking map. Johnson said she met with James Gietzen from JAG Entertainment. JAG is not able to accommodate a larger first Friday event this summer but may have opportunities to book a few larger acts throughout the season. At this point, the DDA will just continue with the acoustic acts on Friday and Saturday nights. Ward added that the DDA should consider whether or not to continue the longer concert season. The schedule was Memorial Day through Labor Day before the pandemic, but the past couple years it has been extended through Halloween. Ward said that Town Square doesn't have a lot of room to accommodate a larger event due to the stands and outdoor dining. Riley suggested the DDA could schedule a larger first Friday band and skip the first Saturday each month, or have the bands perform in front of the Marquis instead of Town Square. Richards said the DDA should switch to only Saturday night concerts after Labor Day.

c. *Parking Committee:*

No report

d. *Organizational Committee:*

Boyd said the Board needs to have a special meeting to approve the budget before April.

#### ***Economic Development Committee:***

Cozart said the EDC has not met since the last board meeting, but will be meeting next Thursday, March 24, at 8:30 am. The EDC is planning to dissect the entire Downs project and bring a recommendation to the DDA board after the meeting.

e. *Sustainability Committee:*

Gutman said the team is now meeting in the DDA conference room. Mike Domine has joined the committee and is a great addition. The committee now has members from DPW, DDA, Planning Commission, City Council as well as an arborist. After several meetings, the team came up with a metrics set to present to City Council showing Northville becoming more sustainable. Long was at the meeting as a public comment speaker. He inspired three members of the committee to attend and speak at the Planning Commission meeting tonight regarding the Downs and how to make the project better for the community.

**BOARD AND STAFF COMMUNICATIONS**

None

**Motion by Turnbull, seconded by Richards** to adjourn the DDA Board meeting.  
**Motion carried unanimously.**

**Meeting adjourned at 9:43 am.**

Respectfully submitted,  
Jessica Howlin, Marketing & Administrative Assistant  
Northville DDA

**DOWNTOWN DEVELOPMENT AUTHORITY  
Special Meeting of the DDA Board of Directors  
March 29, 2022**

The March Special Meeting of the DDA Board was called to order at 8:00 am.

**ROLL CALL**

**Present:** *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Greg Presley, Greg Richards, Shawn Riley, Mary Starring*

**Absent:** *Aaron Cozart, Mike Jaafar, Jim Long, Ryan McKindles*

**Also Present:** *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Dave Gutman/Resident, Barbara Morowski-Browne/City Council, Doug Wallace/Northville Chamber of Commerce*

**AUDIENCE COMMENTS**

Ward introduced Douglas Wallace as the new Chamber of Commerce Director. Wallace previously worked for the Garden City Chamber, Plymouth Chamber and Mt. Pleasant Chamber of Commerce.

**APPROVAL OF AGENDA AND CONSENT AGENDA**

**Motion by Boyd, seconded by Turnbull,** to approve the agenda and consent agenda.  
**Motion carries.**

**RETAIL MARKET STUDY**

Ward said the DDA office contacted Bob Gibbs to clarify concerns that resident Jim Koster presented at the last DDA meeting. Mr. Koster responded to the Gibbs response and both documents are included in the DDA Board packet. Ward met with Koster last Friday and discussed the Market Study. Koster would like to see Gibbs return to a DDA meeting to address his concerns. Ward said the Planning Commission has asked Gibbs to attend their April 5<sup>th</sup> meeting. He will be available via Zoom to answer questions and clarify items from his report including planned use space in the Cady Street area.

Richards suggested the DDA consider hiring Gibbs to further research downtown areas and complete a deeper study of the analysis. Presley added that the DDA Board needs to decide how to grow the downtown in relation to the Downs Development, and not to bring Gibbs back until this is figured out. Ward added that land use in is on the agenda for the Planning Commission's meeting on April 5th, but it is anticipated that the topic will be discussed over several meetings. Gutman said the Planning Commission has

summoned several committee members to attend the land use meetings including Walkability, Mobility, Traffic, Sustainability and Gibbs Planning Group.

Riley inquired how other communities are able to bridge various districts. Buckhave said the DDA really should hire a specialist to fill space downtown. Richards said the DDA needs to support building owners to find retail for first floor storefronts. Ward said one obstacle is that some building owners have a specific business in mind that they are willing to wait for to fill the space. For example, in the old Yogurtpalooza space, the owners wanted a restaurant and were able to hold out until they found a brewpub. Ward also noted there currently isn't any available retail space downtown even if a recruiter is hired by the DDA. Presley said the Downs and Foundry Flask have hired someone to fill space but it's geared only toward a small part of Cady St. Wallace said that he has seen other communities bring in recruiters from Signature or CBRE to fill space.

Ward said the DDA Board can form a subcommittee with a member from each of the EDC, Marketing, and Design Committee to meet with Gibbs and figure out potential next steps. At that time, the subcommittee can make a recommendation to the board.

#### **SURVEY PROPOSAL**

Ward said the DDA office obtained a proposal from Carlisle Wortman, with a not-to-exceed budget, for a survey that will roll out on April 8th for the street closures.

#### **SUMMER CONCERT SERIES**

Ward said the JAG Entertainment contract includes 41 concerts that will run from May – October, and include a stage band once a month for June, July and August. The contract is turn key; JAG Entertainment will handle all aspects of the concert series including talent acquisition, scheduling, event management and technical production. The total cost of the contract is \$29,100. This includes \$600 per night for the 41 acoustic concerts and \$1,500 per night for the 3 stage bands. **Motion by Boyd, seconded by Turnbull** to approve the contract with JAG Entertainment. **Motion carries.**

#### **BUDGET**

Boyd said at the last meeting the budget was tabled to get further information on wages and how they are calculated within the budget. The clarification now consists of a breakdown for each employee including not only wages, but vacation pay, social security contributions, workman's compensation, and other fringe benefits. **Motion by Boyd, seconded by Richards** to approve the budget for 2022/2023 as presented at the last meeting. **Motion carries.**

#### **BOARD AND STAFF COMMUNICATIONS**

Ward said SB 885 could benefit the DDA as it pertains to Farmers' Market grants. New legislation has eliminated Social District sunsets. Special event liquor licenses are now permitted within Social Districts, meaning events are now able to coexist within the

Social District. Ward added that P.A. 16 allows the issuance of additional development license for new construction and rehabilitation projects.

**Motion by Starring, seconded by Buckhave** to adjourn the DDA Board meeting.  
**Motion carried unanimously.**

**Meeting adjourned at 8:47 am.**

Respectfully submitted,  
Jessica Howlin, Marketing & Administrative Assistant  
Northville DDA

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2022

3RD QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS & OTHER LOCAL SOURCES									
248-000-674.020	SPONSORSHIPS - HEAT IN THE STR	3,000	0	0	(2,350)	0	650	625	96.15
248-000-677.000	SPONSORSHIPS	30,000	0	0	1,000	0	31,000	33,195	107.08
	GRANTS & OTHER LOCAL SOURCES	33,000	0	0	(1,350)	0	31,650	33,820	106.86
INTEREST									
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBU	75	0	(40)	(5)	0	30	43	142.67
248-000-665.200	LONG TERM INVESTMENT EARNINGS	8,000	0	(1,000)	(350)	0	6,650	4,987	75.00
248-000-665.400	INVESTMENT POOL BANK FEES	0	(100)	0	0	0	(100)	(38)	37.62
248-000-665.500	INVESTMENT MANAGEMENT FEES	(600)	0	(150)	0	0	(750)	(488)	65.10
248-000-665.600	BANK LOCKBOX FEES	0	(100)	0	(100)	0	(200)	(111)	55.45
248-000-665.700	CUSTODIAL FEES	(125)	0	0	(15)	0	(140)	(106)	75.39
248-000-669.000	UNREALIZED MARKET CHANGE IN IN	0	0	(4,000)	(14,000)	0	(18,000)	(18,397)	102.21
	INTEREST	7,350	(200)	(5,190)	(14,470)	0	(12,510)	(14,110)	112.78
LICENSES, FEES, & PERMITS									
248-000-490.090	NEWSPAPER RACK REGISTRATION FE	0	0	180	0	0	180	180	100.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT F	0	332	0	14,668	0	15,000	7,814	52.09
	LICENSES, FEES, & PERMITS	0	332	180	14,668	0	15,180	7,994	52.66
MISCELLANEOUS REVENUES									
248-000-626.000	MISCELLANEOUS REVENUE	200	0	0	1,230	0	1,430	996	69.64
	MISCELLANEOUS REVENUES	200	0	0	1,230	0	1,430	996	69.64
PROPERTY TAXES									
248-000-404.000	CURRENT PROPERTY TAXES	769,414	0	(1,664)	0	0	767,750	767,750	100.00
248-000-418.000	PROPERTY TAXES - OTHER	(500)	0	(590)	6,090	0	5,000	6,254	125.08
248-000-451.000	DDA OPERATING LEVY	64,025	0	(51)	(581)	0	63,393	63,393	100.00
	PROPERTY TAXES	832,939	0	(2,305)	5,509	0	836,143	837,397	100.15
RENTAL INCOME									
248-000-667.020	RENT - SHORT TERM	0	100	1,055	5	0	1,160	1,160	100.00
	RENTAL INCOME	0	100	1,055	5	0	1,160	1,160	100.00
FUND BALANCE RESERVE									
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	0	0	0	22,688	0	22,688	0	0.00
	FUND BALANCE RESERVE	0	0	0	22,688	0	22,688	0	0.00
STATE REVENUES									
248-000-573.000	LCSA - PERS PROP TAX REIMBURSE	34,000	5,868	0	0	0	39,868	39,868	100.00
	STATE REVENUES	34,000	5,868	0	0	0	39,868	39,868	100.00
TOTALS FOR DEPT 000-		907,489	6,100	(6,260)	28,280	0	935,609	907,125	96.96
TOTAL Revenues		907,489	6,100	(6,260)	28,280	0	935,609	907,125	96.96

Year Ended 06/30/2022

3RD QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 573-DPW SERVICES									
248-573-706.000	WAGES - REGULAR FULL TIME	13,740	0	0	(2,240)	0	11,500	6,952	60.46
248-573-707.000	WAGES - REGULAR OVERTIME	1,185	0	0	(685)	0	500	117	23.34
248-573-725.000	FRINGE BENEFITS	14,595	0	0	(3,595)	0	11,000	5,695	51.77
248-573-801.020	AUTOMOTIVE SERVICE	500	0	0	25	0	525	383	72.87
248-573-943.000	EQUIPMENT RENTAL - CITY	10,215	0	0	900	0	11,115	3,925	35.31
TOTALS FOR DEPT 573-DPW SERVICES		40,235	0	0	(5,595)	0	34,640	17,072	49.28
DEPT: 741-DESIGN COMMITTEE									
248-741-706.000	WAGES - REGULAR FULL TIME	17,590	0	0	45	0	17,635	13,904	78.84
248-741-707.000	WAGES - REGULAR OVERTIME	0	90	0	0	0	90	90	100.00
248-741-709.000	WAGES - PART TIME	55,960	0	0	5,890	0	61,850	34,435	55.68
248-741-725.000	FRINGE BENEFITS	11,525	0	0	1,355	0	12,880	8,816	68.44
248-741-726.000	SUPPLIES	575	0	0	(75)	0	500	0	0.00
248-741-775.200	DOWNTOWN MATERIALS	20,400	0	0	2,945	0	23,345	21,635	92.67
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	0	1,800	0	0	0	1,800	602	33.43
248-741-775.900	FUEL & OIL	400	0	400	(50)	0	750	489	65.20
248-741-801.000	CONTRACTUAL SERVICES	25,930	0	0	4,760	0	30,690	17,435	56.81
248-741-801.160	RESTROOM PROGRAM	4,000	0	0	0	0	4,000	2,602	65.04
248-741-920.010	ELECTRIC POWER	5,390	0	0	(1,000)	0	4,390	3,461	78.84
248-741-920.020	NATURAL GAS	8,250	0	0	0	0	8,250	15,276	185.16
248-741-920.030	WATER & SEWER SERVICE	8,860	0	0	0	0	8,860	2,051	23.15
248-741-938.120	LANDSCAPE MAINTENANCE	32,310	0	0	0	0	32,310	14,096	43.63
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000	0	0	(2,000)	0	0	0	0.00
248-741-955.210	SIGNAGE & MARKERS PROJECT	0	0	0	12,000	0	12,000	0	0.00
248-741-962.500	VEHICLE INSURANCE	400	6	0	0	0	406	406	100.00
248-741-976.010	STREET FURNISHINGS	10,700	0	0	12,300	0	23,000	1,380	6.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0	3,060	0	0	0	3,060	0	0.00
TOTALS FOR DEPT 741-DESIGN COMMITTEE		204,290	4,956	400	36,170	0	245,816	136,678	55.60
DEPT: 742-MARKETING COMMITTEE									
248-742-706.000	WAGES - REGULAR FULL TIME	17,590	0	0	45	0	17,635	13,904	78.84
248-742-709.000	WAGES - PART TIME	14,595	0	0	0	0	14,595	12,248	83.92
248-742-725.000	FRINGE BENEFITS	8,125	0	0	5	0	8,130	6,537	80.41
248-742-726.000	SUPPLIES	100	0	0	(100)	0	0	0	0.00
248-742-801.000	CONTRACTUAL SERVICES	60,000	0	0	(4,635)	0	55,365	33,248	60.05
248-742-801.340	WEB SITE MAINTENANCE	900	0	0	455	0	1,355	749	55.27
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTI	50,000	0	0	(5,700)	0	44,300	39,092	88.24
248-742-955.190	BUSINESS RETENTION PROGRAM	750	0	0	2,000	0	2,750	0	0.00
TOTALS FOR DEPT 742-MARKETING COMMITTEE		152,060	0	0	(7,930)	0	144,130	105,778	73.39
DEPT: 743-PARKING COMMITTEE									
248-743-706.000	WAGES - REGULAR FULL TIME	8,795	0	0	25	0	8,820	6,952	78.82
248-743-709.000	WAGES - PART TIME	1,460	0	0	0	0	1,460	1,225	83.89
248-743-725.000	FRINGE BENEFITS	3,610	0	0	5	0	3,615	2,890	79.96
248-743-726.000	SUPPLIES	50	0	0	(50)	0	0	0	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000	0	0	0	0	50,000	50,000	100.00
248-743-995.230	O/T TO PARKING FUND	120,900	0	0	0	0	120,900	95,900	79.32
TOTALS FOR DEPT 743-PARKING COMMITTEE		184,815	0	0	(20)	0	184,795	156,967	84.94
DEPT: 744-ORGANIZATIONAL COMMITTEE									
248-744-706.000	WAGES - REGULAR FULL TIME	21,990	0	0	55	0	22,045	17,380	78.84
248-744-709.000	WAGES - PART TIME	28,100	0	0	0	0	28,100	19,569	69.64
248-744-725.000	FRINGE BENEFITS	9,305	0	0	10	0	9,315	8,647	92.83
248-744-726.000	SUPPLIES	850	1,500	0	500	0	2,850	2,188	76.79

Year Ended 06/30/2022

3RD QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
248-744-730.000	POSTAGE	100	0	0	(50)	0	50	0	0.00
248-744-731.000	PUBLICATIONS	65	0	0	0	0	65	(3)	(4.62)
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	4,435	1,000	0	(120)	0	5,315	4,482	84.32
248-744-802.010	LEGAL SERVICES - GENERAL	3,500	0	2,000	0	0	5,500	5,711	103.83
248-744-805.000	AUDITING SERVICES	5,105	0	0	0	0	5,105	5,104	99.98
248-744-900.000	PRINTING & PUBLISHING	1,315	0	0	0	0	1,315	587	44.65
248-744-920.000	UTILITIES	1,420	0	0	(120)	0	1,300	1,080	83.05
248-744-958.000	MEMBERSHIP & DUES	1,395	0	0	0	0	1,395	1,395	100.00
248-744-960.000	EDUCATION & TRAINING	850	0	0	(500)	0	350	140	40.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE	6,280	58	0	0	0	6,338	5,219	82.34
248-744-965.000	OVERHEAD - ADMIN & RECORDS	12,960	0	0	0	0	12,960	12,960	100.00
TOTALS FOR DEPT 744-ORGANIZATIONAL COMMITTEE		97,670	2,558	2,000	(225)	0	102,003	84,459	82.80
DEPT: 745-ECONOMIC DEVELOPMENT COMMITTEE									
248-745-706.000	WAGES - REGULAR FULL TIME	21,990	0	0	55	0	22,045	17,379	78.84
248-745-709.000	WAGES - PART TIME	2,920	0	0	0	0	2,920	2,450	83.89
248-745-725.000	FRINGE BENEFITS	8,970	0	0	5	0	8,975	7,178	79.98
248-745-726.000	SUPPLIES	150	0	0	(50)	0	100	0	0.00
248-745-803.200	PLANNING & DESIGN STUDIES	0	0	0	15,000	0	15,000	10,000	66.67
248-745-955.190	BUSINESS RETENTION PROGRAM	500	0	0	0	0	500	0	0.00
TOTALS FOR DEPT 745-ECONOMIC DEVELOPMENT COMMITTEE		34,530	0	0	15,010	0	49,540	37,007	74.70
DEPT: 906-DEBT SERVICE									
248-906-995.303	O/T TO DEBT SERVICE FUND	174,685	0	0	0	0	174,685	174,685	100.00
TOTALS FOR DEPT 906-DEBT SERVICE		174,685	0	0	0	0	174,685	174,685	100.00
DEPT: 999-RESERVE ACCOUNTS									
248-999-999.000	UNALLOCATED RESERVE	19,204	(1,414)	(8,660)	(9,130)	0	0	0	0.00
TOTALS FOR DEPT 999-RESERVE ACCOUNTS		19,204	(1,414)	(8,660)	(9,130)	0	0	0	100.00
TOTAL Expenditures		907,489	6,100	(6,260)	28,280	0	935,609	712,646	76.17
TOTAL FOR FUND 248									
REVENUES:		907,489	6,100	(6,260)	28,280	0	935,609	907,126	96.96
EXPENDITURES		907,489	6,100	(6,260)	28,280	0	935,609	712,646	76.17
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	194,480	0.00



Northville DDA  
FY 2021-22 Proposed DDA Budget  
3<sup>rd</sup> Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Increase in Planned Earnings	Decrease in Planned Earnings
<b>Revenue</b>				
248-000-418.00	Property Taxes Other	Actual Earnings	\$6,090	
248-000-451.20	DDA Operating Levy	Actual Earnings		(\$581)
248-000-490.10	Outdoor Dining Permits	New fee collected by DDA over past 2 years	\$14,668	
248.000-626.00	Miscellaneous Revenue	Red E Charging Reimbursement for DTE	\$1,230	
248-000-665.00	Interest	Actual Earnings		(\$5)
248-000-665.20	Long Term Investment	Actual Earnings		(\$350)
248-000-665.60	Lockbox Fees	Actual Fees		(\$100)
248-000-665.70	Custodial Fees	Actual Fees		(\$15)
248-000-667.02	Rent	Actual Fees	\$5	
248-000-669.00	Unrealized Market Change	Actual Earnings		(\$14,000)
248-000-674.02	Sponsorships Heat in the Street	Reclassified to correct account		(\$2,350)
248-000-677.00	Sponsorships	Actual raised	\$1,000	
248-000-699.00	Appr. From Prior year surplus	Used to cover new expenses	\$22,688	
Subtotal			\$45,681	(\$17,401)
<b>Total</b>			<b>\$28,280</b>	
			<b>Reduction in Planned Spending</b>	<b>Increase in Planned Spending</b>
<b>DPW</b>				
248-573-706.00	DPW Full Time Wages	Used less DPW Services	(\$2,240)	
248-573-707.00	DPW Overtime	Used less DPW Services	(\$685)	
248-573-725.00	DPW Fringe	Used less DPW Services	(\$3,595)	
248-573-801.20	Automotive Services	Repair Steering Column		\$25
248-573-943.00	Rental Equipment	Additional DPW charges for equipment		\$900
Subtotal			(\$6,520)	\$925
<b>Total</b>			<b>(\$5,595)</b>	

			Reduction in Planned Spending	Increase in Planned Spending
<b>Design</b>				
248-741-706.00	Wages Full Time	Reallocating resource in different committees		\$45
248-741-709.00	Wages Part Time	Additional Seasonal employees and wages		\$5,890
248-741-725.00	Fringes Benefits	Actual costs associated with increase costs		\$1,355
248-741-726.00	Supplies	Less expenses	(\$75)	
248-741-775.20	Downtown Material	Additional Downtown Lighting		\$2,945
248-741-775.90	Fuel and Oil	Used less gas	(\$50)	
248-741-801.00	Contractual Services	Increased Electrical Repairs, Planter Painting		\$4,760
248-741-920.01	Electrical Power	Less electricity used	(\$1,000)	
248-741-938.16	Brick Repair	Brick repair postponed to 2022-23	(\$2,000)	
248-741-995.21	Signage and Marker Project	Approval of Mural Project		\$12,000
248-741-976.01	Street Furniture	Replenish lighting parts for repairs		\$12,300
Subtotal			(\$3,125)	\$39,295
<b>Total</b>				<b>\$36,170</b>
<b>Marketing</b>				
248-742-706.00	Wages Full Time	Reallocation of resource to different comm.		\$45
248-742-725.00	Fringe Benefits	Actual costs		\$5
248-742-726.00	Supplies	Less supplies purchased due to Covid	(\$100)	
248-742-801.00	Contractual Services	Reduced Ville Ad from ½ to ¼ page	(\$4,635)	
248-742-801.34	Website	Upgrade features on website		\$455
248-742-955.16	Downtown Programming	Reduced contributions to outside events	(\$5,700)	
248.742.955.19	Business Retention Program	Production of Downtown Walking Map		\$2,000
Subtotal			(\$10,435)	\$2,460
<b>Total</b>			<b>(\$7,975)</b>	
<b>Parking</b>				
248-743-706.00	Wages Full Time	Reallocation of resource to different comm.		\$25
248-743-725.00	Fringe Benefits	Actual Costs		\$5
248-743-726.00	Supplies	Did not purchase any supplies	(\$50)	
Subtotal			(\$50)	\$30
<b>Total</b>			<b>(\$20)</b>	

			<b>Reduction in Planned Spending</b>	<b>Increase in Planned Spending</b>
<b>Organizational</b>				
248-744-706.00	Wages Full Time	Reallocation of resource to different comm.		\$55
248-744-725.00	Fringe Benefits	Actual Costs		\$10
248-744-726.00	Supplies	Purchased		\$500
248-744-730.00	Postage	Did not use allocated postage	(\$50)	
248-744-801.19	Technology services	Less service needed	(\$120)	
248-744-920.00	Utilities	Reduction in Clear Rate Expenses	(\$120)	
248-744-960.00	Education and Training	Did not attend conferences during Covid	(\$500)	
Subtotal			(\$790)	\$565
<b>Total</b>			<b>(\$225)</b>	
<b>Economic Dev.</b>				
248-745-706.00	Wages Full Time	Reallocation of resource to different comm.		\$55
248-745-725.00	Fringe Benefits	Actual Costs		\$5
248-745-726.00	Supplies	Actual Cost	(\$50)	
248-745-803.20	Studies	Retail Market Study and Building Inventory		\$15,000
Subtotal			(\$50)	\$15,060
<b>Total</b>				<b>\$15,010</b>
<b>Total Impact to DDA Budget to date</b>				<b>\$9,085</b>



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Surveillance Service Support Agreement

Date: April 19, 2022

**Background:**

In 2014, the City and DDA in partnership added surveillance equipment in City Hall, Downtown Northville, Comerica Community Connection and the Cady Deck. The surveillance equipment has been utilized by the Police Department and DDA frequently to assist in identifying those involved in accidents or crimes. In addition, with the roads closed during covid and the Social District in place, the cameras have allowed the Police Department to monitor the Social District area remotely to cut down on staffing costs.

The initial cost of the DDA's portion of the equipment and installation was approximately \$5,000. The City/DDA contracted with Hollman Surveillance over the years for upkeep and maintenance of the system. In 2020, the city parted ways with Holman Surveillance and have been using the services of Camtronics.

In August 2021, the DDA authorized the expenditure of \$4,080 for the DDA to partner with the Northville Police Department to upgrade the City's aging surveillance system. The stationary DDA cameras were removed from the current system and added to a new video server at City Hall. New PTZ (pan tilt zoom) cameras replaced the old ones.

**Analysis:**

The DDA has been approached by the Police Department with a request to share the cost of the ongoing service support agreement for the surveillance camera system. The cost is \$214.90 per month (Attachment A). If the agreement was prorated based on the number of cameras, the Police Department would pay \$136.74 per month (14 cameras) and the DDA would pay \$78.16 (8 cameras) per month.

**Budget:**

The DDA originally budgeted \$4,080 for its share of the equipment and installation costs of the surveillance upgrades. However, the Police Department was able to negotiate additional funding through a grant and the DDA's share of the costs was reduced to \$3,096. This provided a savings of \$984 which will more than cover the first year of the DDA's share of the service agreement which is \$937.92 annually. In the future, the DDA would need to budget annually for its share of the service support agreement.

**Recommendation:**

DDA staff recommend that the DDA Board approve a partnership with the Northville Police Department to share the cost of a service support agreement with Camtronics with the Police Department paying \$136.74 monthly and the DDA paying \$78.16 monthly for an annual cost of \$937.92.



FROM  
Mark Wellman  
Camtronics  
P.O. Box 871057  
Canton  
48187  
[www.camsecure.com](http://www.camsecure.com)

PHONE  
(313) 538-1780

FOR  
City of Northville Q818

TO  
Alan Maciag

EMAIL  
[amaciaga@ci.northville.mi.us](mailto:amaciaga@ci.northville.mi.us)

QUOTE NUMBER  
5359

DATE  
March 13, 2022

VALID UNTIL  
April 12, 2022 at 9:00AM

## City of Northville Security Camera System, Software Service Support Agreement

### The Service Agreement Advantage

There are two types of service strategies employed by companies that rely on equipment and software systems – reactive service and proactive service. Reactive service goes by the “if it isn’t broke, don’t fix it” motto, a strategy that can sometimes save money in the short term, but often ends up costing even more in the long run. Service agreements, on the other hand, is a proactive service program where service tasks are performed routinely in order to help avoid larger, costly fixes, extended downtime, liability exposure or the disruption of activities and processes, down the line.

### Cost Savings

Companies that rely solely on reactive service are essentially waiting for a problem to happen, and this can often be a very costly move. Unplanned downtime can happen at the worst possible moment resulting in idled employees, disrupting customer operations, loss of productivity, and long-term damage to their brand. An unexpected failure can also mean having to pay technicians overtime and pay out extra money for overnight delivery of parts. In a COVID era, reactive service also leaves your system exposed to extended recovery delays due to shrinking technical support staff and supply chain delays.

### Decreased Equipment Downtime

While some service tasks require some system downtime, a service agreement program can decrease and optimize that downtime. For example, a company doesn’t experience unexpected downtime as much, as if they were to rely solely on reactive service. Companies can also use a service agreement to pre-plan service tasks at optimal times so the downtime experienced is less disruptive to employees and customers. Decreasing system downtime is a benefit that saves time in service and day-to-day operations.

### **Improved Reliability**

Service agreements can also help a company to be a more reliable business partner. Customers can count on a company to deliver products, materials, or service on time, without unnecessary delays. A resort with a failing access control system will not succeed for long. By always offering a reliable product or service, a company can enhance its customer's experience and improve its reputation.

### **Conservation of Assets**

Most equipment these days is certainly not cheap, but the better a company cares for its equipment, the longer it will last. A service agreement will prolong the life of system so a company can get more hours out the equipment, resulting in reduced costs and increased profit.

The numerous benefits of a service agreement have caused many managers to shift from reactive service to a regular, routine service plan meant to detect possible problems and optimize systems. Service agreements are the best option for companies that want to succeed long term, and therefore understand that they need a long-term plan for proper system upkeep.

### **System Coverage**

The software applications and operating systems updates, service patches, system performance, database recovery and end-user help is covered under this service agreement includes and limited to the following:

#### **Access Control System Software Coverage**

**AMAG Server: System Software, Security Updates and Symmetry Application**

**\*AMAG workstation: Software, Security Updates and Symmetry client**

#### **\*Security Camera System Software Coverage**

**Salient Server: System Software, Security Updates and Completeview Application**

**\*Salient workstation: Software, Security Updates and Completeview client**

#### **\*Unlimited End User Support**

Unlimited phone support for "System Managers only" is included under this coverage. Support will call requester back using the call-back phone number include in the support ticket. Three attempts will be made to each the requester, if there's no-response, the ticket will be closed.

Maximum software support response time is one business day from 9am to 3pm Monday to Friday. Support request tickets received after 1PM on the last business day of the week, will be responded to on the follow business day.

### **Error Detection**

Any hardware, communications or system errors discovered during a software service session will be reviewed and forwarded as a new service ticket if required. This will be done for all billable and warranty work.

### **EXCLUSIONS**

- Hardware service and repairs
- On-site service
- Hardware upgrades
- Network communications and configurations
- Alterations or configurations
- Access control reports
- Badging designs
- System management
- OS updates only apply to computers supplied by Camtronics

The customer understands and agrees that this coverage applies to software support only.

### Why are system updates important?

All the software applications you load on a computer are designed to run in the environment established and maintained by the computer's "Operating System" or OS. The OS is a complicated array of programs that integrate all of the computer's hardware and applications. Due to its overall complexity, these programs are continuously evolving as improvements (error corrections, bug fixes, synchronization and vulnerabilities) are made across the OS. Computer "Updates" are designed to apply these improvements to the computer.

Computer applications, such as an "access control system" and other security applications are also designed to run in the environment established and maintained by the computer's OS. The smoother the OS runs, the better these applications perform.

### From the Application Manufacturer's Perspective

These applications that are written to operate in the OS environment, integrating with all the OS programs required for the application to function properly. The programmers who write the application, plan on the evolution of OS and the needed updates for their application. The importance of this is realized when the manufacturer's technical support is required. A system that has been kept current with all the software updates greatly simplifies the support and lowers the possibility of accumulative corruption in the system.

<b>Security Camera System Software Coverage Monthly Charge</b>	214.90
<b>Total</b>	<b>\$214.90</b>





To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Planter Painting Project

Date: April 19, 2022

**Background:**

The DDA has budgeted to paint the planters downtown. The larger planters are located at the entrances to the social district and throughout the DDA boundaries. The planters are worn, chipped and in need of repair.



**Analysis:**

The downtown has a total of 84 planters, which includes 8 sets of "triples" and 60 small planters. Many of the planters are worn, chipped and in need of repair. There are also 3 benches in need of repainting. The DDA office solicited three proposals to scrape, sand, power wash and paint the planters and benches. MacFarland Painting quoted the DDA at \$125 per small planter, \$150 per medium planter, \$175 per large planter and \$250 per bench, for a total of \$11,850. MacFarland would be available to paint in mid to late July. CertaPro Painters quoted

the DDA \$3,100 for the entire project and are available to paint late April or beginning of May, before the summer planting season. The DDA is awaiting a third quote from Axtell Painters.

Recently, the DDA office hired a new seasonal groundskeeper that is familiar with these types of projects and is comfortable tackling the job. The paint sprayer rental fee is approximately \$108 per day, or between \$100 - \$300 to purchase. The cost of Sherwin Williams multi-surface paint per gallon is approximately \$130. Working with DPW, the planters were moved down to the DDA yard where they will be emptied, the liners removed, the planters power washed and repainted in time for the Beautification Commission to plant the planters in late May. The triples will be painted in place, as they are too heavy to move.

**Budget:**

The DDA has a budget of \$5,000 in fiscal year 2021-22 for the planters to be painted and \$5,000 in fiscal year 2022-23 for trash receptacles to be painted.

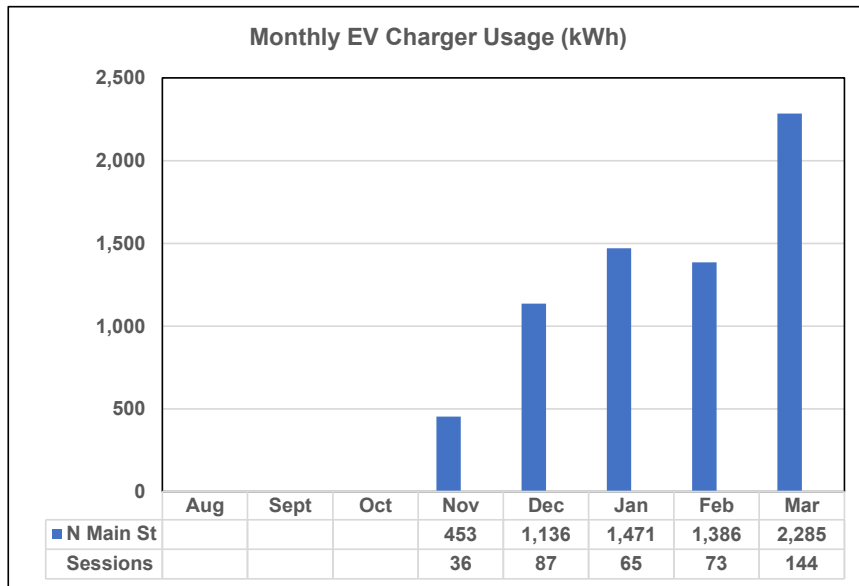
**Recommendation:**

This is just an update. No action is required.

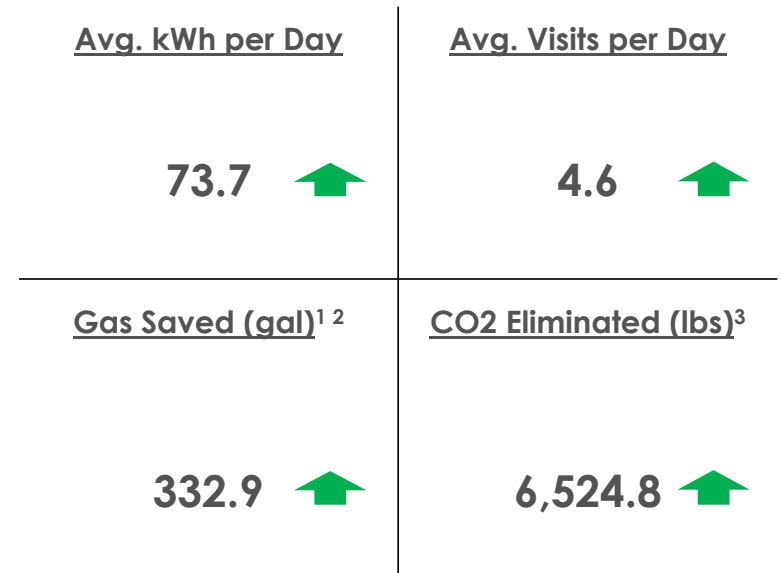
# Northville, Michigan

114 W Main St., Northville, MI

## SITE USAGE



## TRAFFIC DATA



**Assumptions:**

1. 3.7 miles per kWh based on Tesla, BMW and Chevy driving data
2. 25.4 miles per gallon based on USDOT data
3. 19.6 pounds of CO2 per gallon of gas based on EPA estimates

## **DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY March 2022:**

### **PUBLICITY:**

#### **Upcoming Press Releases:**

- Kiss My Lash Opening
- Celebrity Pets New Owners
- New Restaurants Announcement: Lava Grille Opening Little Salumi

### **SOCIAL MEDIA:**

- Began rolling out Business Spotlights every first & third Friday of the month to coincide with ad theme.
- Facebook ~ Continued to maintain the page, including daily posts on business announcements and virtual events, etc.
- Instagram ~ Continued to maintain the page, including daily posts business announcements, etc.
- Twitter ~ Continued to maintain the page, including daily posts on business announcements, etc.

### **PAID ADVERTISING:**

- Ad in March issue of The Ville
- Boosted Post for Groundskeeper Positions (Facebook)

### **UPCOMING PAID ADVERTISING:**

#### **PRINT:**

- Ad in Chamber Directory
- Ad in Maybury Park Map
- Quarter-page Ads in April issues of The Ville
  - These are final two ads on our contract and we are going to renew 12-months of 1/4-page ads.
  - Ad theme features a new shop or restaurant owner every month
- Quarter-page Ads in
  - Q2: Ad for Supporting our businesses is main & center with a photo of social district (like we did for Maybury and Chamber ads) and tag with dates of summer concerts (MAILED WEEK OF JUNE 6)
  - Q3: SKELETONS Ad (MAILED WEEK OF SEPTEMBER 19)
  - Q4: A Holiday to Remember (MAILED WEEK OF DECEMBER 5)

DATE: March 25,2022

TO: State of Michigan  
 City of Northville  
 County of Wayne  
 Northville Public Schools  
 Schoolcraft Community College  
 Wayne Regional Educational Service Authority  
 Huron-Clinton Metropolitan Authority  
 Northville District Library

FROM: Sandi Wiktorowski, Treasurer

RE: 2021 Taxes Captured by the Northville Downtown Development Authority

The 2021 Taxable Valuations captured by the Northville Downtown Development Authority, pursuant to Act 197, Public Acts of 1975, as amended, are shown in the table below.

	<u>Base Year</u>	<u>Base Year SEV</u>	<u>2021 P.R.E. Captured</u>	<u>2021 Non-PRE Captured</u>	<u>Total Captured</u>
DDA 1978		3,935,367	1,794,649	25,994,460	27,789,109
DDA2 1993		454,300	152,092	293,279	445,371
DDA3		<u>2,413,621</u>	<u>203,924</u>	<u>117,178</u>	<u>321,102</u>
Total		<u>6,803,288</u>	<u>2,150,665</u>	<u>26,404,917</u>	<u>28,555,582</u>

The total millage rates for each of the above categories are:

PRE	26.8864
Commercial Personal (MBT)	26.8864
Non-PRE	26.8864

Based on the above 2021 Taxable Value subject to capture, the taxes captured by the Northville Downtown Development Authority are shown on the following table:

<u>Taxing Jurisdiction</u>	<u>Millage Rate</u>	<u>Distribution Calculated &amp; Distributed</u>
City of Northville	15.5063	442,789.51
Wayne County	6.6220	189,093.87
Wayne Parks	0.2453	7,004.07
Schoolcraft Community College	2.2700	64,820.54
Huron Clinton Metropolitan Authority	0.2089	5,964.66
Northville District Library	1.0981	31,356.16
Wayne Public Safety	0.9358	26,721.65
Total		<u>\$ 767,750.46</u>

If you have any questions, please do not hesitate to contact me directly at 248-449-9912 or via e-mail at [swiktorowski@ci.northville.mi.us](mailto:swiktorowski@ci.northville.mi.us) .