



Meeting of the DDA Board of Directors
City Council Chambers
August 23, 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. July 2022 Financial Statement (Attachment 4.a)
 - b. July 2022 Invoice Report (Attachment 4.b)
 - c. July 19, 2022 Meeting Minutes (Attachment 4.c)
 - d. July EV Charging Usage (Attachment 4.d)
5. Northville Downs
 - a. Presentation of Northville Downs Project – Seth Herkowitz, Hunter Pasteur Homes
 - b. Citizens District Council (Attachment 5.b)
 - c. DPAC Update – Brian Turnbull / Shawn Riley
6. Downtown Street Closure Update
 - a. City Council Decision – Brian Turnbull
 - b. RFP for Design Service with schedule (Attachment 6.b)
 - c. Advisory Board (Attachment 6.c)
 - d. Cost of Road Closures (Attachment 6.d)
 - e. Volunteers for Selection Committee
7. Committee Information and Updates
 - a. Design Committee – No Report
 - b. Marketing Committee – Shawn Riley (Attachment 7.b)
 - c. Parking Committee – No Report
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – No Report
 - f. Sustainability Committee – Dave Gutman
8. Future Meetings / Important Dates
 - a. Sustainability Committee Meeting – No meeting
 - b. Economic Development Committee/Advisory Committee - August 29, 2022
 - c. Marketing Committee Meeting – September 1, 2022
 - d. Design Committee Meeting – September 12, 2022
 - e. **Special DDA Board Meeting – September 13, 2022**
 - f. Executive Committee Meeting – September 14, 2022
 - g. Parking Committee – TBD
9. Board and Staff Communications
10. Adjournment – **Next Meeting September 13, 2022**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 07/31/2022
% Fiscal Year Completed: 8.49
JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	814,558.00	814,558.00	0.00	0.00	814,558.00	0.00	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	0.00	(1,000.00)	0.00	
248-000-451.000	DDA OPERATING LEVY	67,216.00	67,216.00	11,463.07	11,463.07	55,752.93	17.05	
	PROPERTY TAXES	<u>880,774.00</u>	<u>880,774.00</u>	<u>11,463.07</u>	<u>11,463.07</u>	<u>869,310.93</u>	<u>1.30</u>	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	0.00	0.00	180.00	0.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	15,000.00	1,034.00	1,034.00	13,966.00	6.89	
	LICENSES, FEES, & PERMITS	<u>15,180.00</u>	<u>15,180.00</u>	<u>1,034.00</u>	<u>1,034.00</u>	<u>14,146.00</u>	<u>6.81</u>	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	36,000.00	36,000.00	0.00	0.00	36,000.00	0.00	
	STATE REVENUES	<u>36,000.00</u>	<u>36,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>36,000.00</u>	<u>0.00</u>	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	1,610.00	1,610.00	1,512.81	1,512.81	97.19	93.96	
248-000-626.110	EV CHARGING STATION REVENUE	0.00	0.00	(1,512.81)	(1,512.81)	1,512.81	100.00	
	MISCELLANEOUS REVENUES	<u>1,610.00</u>	<u>1,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,610.00</u>	<u>0.00</u>	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	0.00	0.00	(8.77)	(8.77)	8.77	100.00	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	30.00	30.00	82.33	82.33	(52.33)	274.43	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650.00	6,650.00	326.69	326.69	6,323.31	4.91	
248-000-665.400	INVESTMENT POOL BANK FEES	(100.00)	(100.00)	0.00	0.00	(100.00)	0.00	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750.00)	(750.00)	0.00	0.00	(750.00)	0.00	
248-000-665.600	BANK LOCKBOX FEES	(200.00)	(200.00)	0.00	0.00	(200.00)	0.00	
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(6.45)	(6.45)	(133.55)	4.61	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	1,023.96	1,023.96	(1,023.96)	100.00	
	INTEREST	<u>5,490.00</u>	<u>5,490.00</u>	<u>1,417.76</u>	<u>1,417.76</u>	<u>4,072.24</u>	<u>25.82</u>	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	140.00	140.00	560.00	20.00	
	RENTAL INCOME	<u>700.00</u>	<u>700.00</u>	<u>140.00</u>	<u>140.00</u>	<u>560.00</u>	<u>20.00</u>	
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	38,000.00	38,000.00	12,335.00	12,335.00	25,665.00	32.46	
	GRANTS & OTHER LOCAL SOURCES	<u>38,000.00</u>	<u>38,000.00</u>	<u>12,335.00</u>	<u>12,335.00</u>	<u>25,665.00</u>	<u>32.46</u>	
Total Dept 000		<u>977,754.00</u>	<u>977,754.00</u>	<u>26,389.83</u>	<u>26,389.83</u>	<u>951,364.17</u>	<u>2.70</u>	
TOTAL REVENUES		<u>977,754.00</u>	<u>977,754.00</u>	<u>26,389.83</u>	<u>26,389.83</u>	<u>951,364.17</u>	<u>2.70</u>	
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	11,500.00	11,500.00	189.30	189.30	11,310.70	1.65	

PERIOD ENDING 07/31/2022
% Fiscal Year Completed: 8.49
JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 07/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-573-707.000	WAGES - REGULAR OVERTIME	500.00	500.00	0.00	0.00	500.00		0.00
248-573-725.000	FRINGE BENEFITS	11,000.00	11,000.00	187.10	187.10	10,812.90		1.70
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	0.00	0.00	525.00		0.00
248-573-943.000	EQUIPMENT RENTAL - CITY	11,135.00	11,135.00	48.10	48.10	11,086.90		0.43
Total Dept 573 - DPW SERVICES		34,660.00	34,660.00	424.50	424.50	34,235.50		1.22
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	22,605.00	22,605.00	864.66	864.66	21,740.34		3.83
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	5,158.78	5,158.78	59,721.22		7.95
248-741-725.000	FRINGE BENEFITS	13,540.00	13,540.00	821.22	821.22	12,718.78		6.07
248-741-726.000	SUPPLIES	500.00	500.00	0.00	0.00	500.00		0.00
248-741-775.200	DOWNTOWN MATERIALS	27,145.00	27,145.00	318.16	318.16	26,826.84		1.17
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	800.00	800.00	0.00	0.00	800.00		0.00
248-741-775.900	FUEL & OIL	400.00	400.00	0.00	0.00	400.00		0.00
248-741-801.000	CONTRACTUAL SERVICES	31,470.00	31,470.00	1,039.68	1,039.68	30,430.32		3.30
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	303.00	303.00	3,697.00		7.58
248-741-920.010	ELECTRIC POWER	1,420.00	1,420.00	372.91	372.91	1,047.09		26.26
248-741-920.020	NATURAL GAS	8,410.00	8,410.00	0.00	0.00	8,410.00		0.00
248-741-920.030	WATER & SEWER SERVICE	9,300.00	9,300.00	0.00	0.00	9,300.00		0.00
248-741-938.120	LANDSCAPE MAINTENANCE	35,310.00	35,310.00	0.00	0.00	35,310.00		0.00
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
248-741-955.210	SIGNAGE & MARKERS PROJECT	500.00	500.00	0.00	0.00	500.00		0.00
248-741-962.500	VEHICLE INSURANCE	420.00	420.00	226.00	226.00	194.00		53.81
248-741-976.010	STREET FURNISHINGS	37,500.00	37,500.00	25,289.08	25,289.08	12,210.92		67.44
Total Dept 741 - DESIGN COMMITTEE		260,200.00	260,200.00	34,393.49	34,393.49	225,806.51		13.22
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,085.00	18,085.00	704.53	704.53	17,380.47		3.90
248-742-709.000	WAGES - PART TIME	30,865.00	30,865.00	1,370.11	1,370.11	29,494.89		4.44
248-742-725.000	FRINGE BENEFITS	8,625.00	8,625.00	390.03	390.03	8,234.97		4.52
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-742-801.000	CONTRACTUAL SERVICES	55,865.00	55,865.00	8,000.00	8,000.00	47,865.00		14.32
248-742-801.340	WEB SITE MAINTENANCE	1,355.00	1,355.00	0.00	0.00	1,355.00		0.00
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,100.00	50,100.00	0.00	0.00	50,100.00		0.00
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	750.00	490.00	490.00	260.00		65.33
Total Dept 742 - MARKETING COMMITTEE		165,695.00	165,695.00	10,954.67	10,954.67	154,740.33		6.61
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,045.00	9,045.00	352.26	352.26	8,692.74		3.89
248-743-709.000	WAGES - PART TIME	0.00	0.00	6.42	6.42	(6.42)		100.00
248-743-725.000	FRINGE BENEFITS	3,445.00	3,445.00	142.70	142.70	3,302.30		4.14
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	500.00	500.00	0.00	0.00	500.00		0.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	12,500.00	12,500.00	37,500.00		25.00
248-743-995.230	O/T TO PARKING FUND	123,660.00	123,660.00	24,665.00	24,665.00	98,995.00		19.95
Total Dept 743 - PARKING COMMITTEE		186,700.00	186,700.00	37,666.38	37,666.38	149,033.62		20.17

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		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,565.00	13,565.00	560.41	560.41	13,004.59		4.13
248-744-709.000	WAGES - PART TIME	20,120.00	20,120.00	970.10	970.10	19,149.90		4.82
248-744-725.000	FRINGE BENEFITS	5,745.00	5,745.00	302.39	302.39	5,442.61		5.26
248-744-726.000	SUPPLIES	2,750.00	2,750.00	0.00	0.00	2,750.00		0.00
248-744-730.000	POSTAGE	50.00	50.00	0.00	0.00	50.00		0.00
248-744-731.000	PUBLICATIONS	65.00	65.00	0.00	0.00	65.00		0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,530.00	2,530.00	91.90	91.90	2,438.10		3.63
248-744-802.010	LEGAL SERVICES - GENERAL	11,000.00	11,000.00	0.00	0.00	11,000.00		0.00
248-744-805.000	AUDITING SERVICES	5,250.00	5,250.00	0.00	0.00	5,250.00		0.00
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	94.78	94.78	1,120.22		7.80
248-744-920.000	UTILITIES	1,300.00	1,300.00	107.97	107.97	1,192.03		8.31
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	0.00	0.00	1,395.00		0.00
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	0.00	850.00		0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	6,450.00	6,450.00	2,145.00	2,145.00	4,305.00		33.26
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	0.00	0.00	1,406.00	1,406.00	(1,406.00)		100.00
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,220.00	13,220.00	3,305.00	3,305.00	9,915.00		25.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,505.00	85,505.00	8,983.55	8,983.55	76,521.45		10.51
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,125.00	27,125.00	1,040.76	1,040.76	26,084.24		3.84
248-745-709.000	WAGES - PART TIME	0.00	0.00	12.86	12.86	(12.86)		100.00
248-745-725.000	FRINGE BENEFITS	10,340.00	10,340.00	421.21	421.21	9,918.79		4.07
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00		0.00
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		38,065.00	38,065.00	1,474.83	1,474.83	36,590.17		3.87
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	169,880.00	169,880.00	0.00	0.00	169,880.00		0.00
Total Dept 906 - DEBT SERVICE		169,880.00	169,880.00	0.00	0.00	169,880.00		0.00
Dept 999 - RESERVE ACCOUNTS								
248-999-999.000	UNALLOCATED RESERVE	37,049.00	37,049.00	0.00	0.00	37,049.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		37,049.00	37,049.00	0.00	0.00	37,049.00		0.00
TOTAL EXPENDITURES		977,754.00	977,754.00	93,897.42	93,897.42	883,856.58		9.60
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		977,754.00	977,754.00	26,389.83	26,389.83	951,364.17		2.70
TOTAL EXPENDITURES		977,754.00	977,754.00	93,897.42	93,897.42	883,856.58		9.60
NET OF REVENUES & EXPENDITURES		0.00	0.00	(67,507.59)	(67,507.59)	67,507.59		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 07/01/2022 - 07/31/2022
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	MARK'S OUTDOOR POWER E	TRIMMER PARTS	220263	07/13/22	27.99	118489
248-741-775.200	DOWNTOWN MATERIALS	JESSICA HOWLIN	BINS FOR OUTDOOR GAMES	71522	07/27/22	13.59	118680
248-741-775.200	DOWNTOWN MATERIALS	JESSICA HOWLIN	BEAN BAGS FOR SOCIAL DISTRICT	1120081771	07/27/22	80.52	118680
248-741-775.200	DOWNTOWN MATERIALS	NORTHVILLE PAINT COMPA	PAINT FOR TOWN SQUARE RAILINGS	N0186726	07/27/22	60.99	118594
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322538839337	71322	07/27/22	135.07	118633
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	SECURITY SYSTEM CAMERA SOFTWARE	34704	07/31/22	78.16	118544
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	070822	07/13/22	299.00	500484
248-741-801.000	CONTRACTUAL SERVICES	DORNBOSS SIGN & SAFETY,	EV CHARGING STATION SIGNS	INV63594	07/27/22	271.52	118599
248-741-801.000	CONTRACTUAL SERVICES	BROADCAST MUSIC INC	MUSIC LICENSE FEE TOWN SQUARE	43397434	07/27/22	391.00	118664
248-741-801.000	COMCAST TOWN SQ WIFI JULY	COMMUNITY FINANCIAL CR	JULY COMCAST, MAILCHIP, CONSTANT CO	073122	08/10/22	248.11	118747
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY RESTROOM PROGRAM	16915	07/27/22	303.00	118631
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 6/16/22 - 7/15/22	6/16/22 - 7/15/22	07/27/22	372.91	118617
248-741-962.500	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RIS	M0001315-2023 PREMIUM CONTRUBUTIONS	M0001315.2023	07/27/22	226.00	118622
248-741-976.010	STREET FURNISHINGS	SPRING CITY ELECTRICAL	LIGHT FIXTURES	0207622	07/27/22	3,158.08	118654
Total For Dept 741 DESIGN COMMITTEE						5,665.94	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR RETAINER - AUGUST	NORTHVILLE 8-202	07/27/22	2,000.00	118593
248-742-801.340	CONSTANT CONTACT MONTHLY S	COMMUNITY FINANCIAL CR	JULY COMCAST, MAILCHIP, CONSTANT CO	073122	08/10/22	109.24	118747
248-742-955.190	BUSINESS RETENTION PROGRAM	SARAH KENNEDY	GRAPHIC DESIGN FEES	061	07/27/22	490.00	118651
Total For Dept 742 MARKETING COMMITTEE						2,599.24	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE WIFI	071622	07/27/22	91.90	118610
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	070822	07/13/22	32.97	500484
248-744-962.000	LIABILITY & PROPERTY INSUF	MICHIGAN MUNICIPAL RIS	M0001315-2023 PREMIUM CONTRUBUTIONS	M0001315.2023	07/27/22	2,145.00	118622
Total For Dept 744 ORGANIZATIONAL COMMITTEE						2,269.87	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						10,535.05	

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
July 19, 2022

The July meeting of the DDA Board was called to order at 8:00 am.

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Mike Jaafar, Jim Long, Greg Presley, Greg Richards, Mary Starring*

Absent: *Aaron Cozart, Ryan McKindles, Shawn Riley*

Also Present: *Lori Ward/DDA Executive Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Patrick Sullivan/City Manager, Dave Gutman/Sustainability Committee, Barbara Morowski-Browne/City Council, Marilyn Price/City Council*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

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

DOWNTOWN STREET CLOSURE UPDATE

Ward said attachment 5.b outlines the expenditures and revenues related to the closures. Pre-Covid the DDA had budgeted \$18,000 and since the pandemic it has become \$65,000. The increased costs have largely been related to labor and equipment. The DDA is responsible for all downtown maintenance, removing garbage, weeding, watering and weekend trash pickup, which includes shifts on Friday night, Saturday morning/night and Sunday. The DDA currently has five part-time and one full-time employee. DPW has been maintaining trash pickup during the week. The DDA is now responsible for general upkeep for area, adding expenses such as leaf blowers and other equipment.

The music budget has almost doubled. Concerts used to be Friday nights, and when Covid hit, the DDA took over this from Chamber, and added an additional concert each week. While this has been an increased expenditure, the DDA has been able to cover most from fundraising efforts. The DDA has increased event programming to also include Chili'in the Ville and Holiday to Remember. Insurance costs have increased and there have been added costs of tables, chairs, banners and trash receptacles. Ward said that the DDA will be looking at several items depending on whether the street closures continue, including electrical use,

bollards, Tivoli lighting and other amenities. Ward said the advisory committee will need to figure out long term solutions for daily access to the closed streets if closures continue.

Part of the survey was whether to expand the social district to include Great White Buffalo, Lava Grille, Garage, Sports Den and Tiramisu. Over the past couple years, these establishments have expressed interested in being included in the social district. This would increase staffing to maintain the extra areas. Boyd asked if the DDA is charging for people to utilize services within the social district. Ward said in some communities, the DDA charges a cup fee or adds services to the outdoor permits. Turnbull said that theoretically some of the outdoor permit dining fee covers the costs. Sullivan said that the City increased costs last year. Ward said the fees were increased but not the per square foot cost and what produced revenue was that the outdoor areas became larger and the length of time was 12 months instead of 8 months. Pre-covid the DDA did not receive revenues from outdoor dining permits, but since the pandemic the DDA received over \$20,000 in 2021 and over \$10,000 this year. Retail permits are currently being processed by the DDA, with the first \$282 going to the City and the balance to the DDA. Most retailers are not large enough for the outdoor footprint to go beyond this, and the DDA isn't seeing any revenue from retail permits. Sullivan said he would like to review the fee with Dianne Massa and it seems the fee could be increased.

Presley asked if the new committee has met yet. Boyd said the DDA needs to consider the appropriate way to equitably distribute the costs to the people that are receiving economic benefit. Sullivan said that Northville was one of the first to do this, maybe now there are other communities that have a different fee structure. Boyd asked that DDA staff compile a list of tasks for the advisory committee to consider with closures and possible expansion of the social district.

CITIZENS DISTRICT COUNCIL

Ward said the DDA sent out a letter to all the residents downtown and have received three responses to date; one of which was qualified. The other two applicants live in the historic district but not within DDA boundaries. Ward said to qualify the resident has to live within DDA boundaries. This group is required by state law if the DDA wants to update the TIF and development plan.

PLACEMAKING

Gutman said this is being postponed due to scheduling conflicts.

DPAC

Sullivan said DPAC held its first meeting on Friday. The mayor was elected as chairperson and Pat McGow, chair of Brownfield, was elected as vice-chair. The committee is tasked with ensuring funding if any infrastructure and public improvements are needed for the Downs project and recommending where the funding will come from. The committee hired Carol Rossetti to develop an agreement. OHM created a spreadsheet for cost estimates. The committee needs to confirm new tax revenue within the DDA and there needs to be a DDA

agreement to collect this. Sullivan said the entire 48-acre project is being discussed and considered as a brownfield. Sullivan said he will get the spreadsheet to share with the group.

Boyd asked what fraction does the DDA bond in anticipation of future revenues. Long asked if increased DPW, police staff and various staffing is also included in these budgets. Sullivan said the Planning Commission has begun to look at this and rather than breaking it down by department, they will look at a per capita or per acre basis. Sullivan added that the brownfield is a reimbursement program, and the city gets a tax abatement on eligible expenditures.

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee:* Ward welcomed Starring as newest member of Design Committee. The EV charging stations are being utilized and as of July 5, the stations have all become fee based.
- b. *Marketing Committee:* The packet includes the update restaurant guide and walking map. In addition to Friday and Saturday concerts, there will be dancing in Town Square through August 31.
- c. *Parking Committee:* No report.
- d. *Organizational Committee:* It has been decided to change the date for future DDA Board meetings. They will now be held on the fourth Tuesday. The Organizational Committee is planning to create a primer for what TIF financing is and its importance.
- e. *Economic Development Committee:* No report.
- f. *Sustainability Committee:* No report. The next meeting is scheduled for July 25.

BOARD COMMUNIATION

Presley asked if it's been determined how much parking is needed downtown, starting with the SE quadrant. Consultants have recommended that parking is necessary for planning. Long said that there are 24 parking spaces next to the church, that will be gone with the new developments. Ward said there has been discussion over the past couple years about updating the parking study, which was last done in 2006. Ward said the question is how to finance current parking as well as new parking. Currently all parking is free.

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

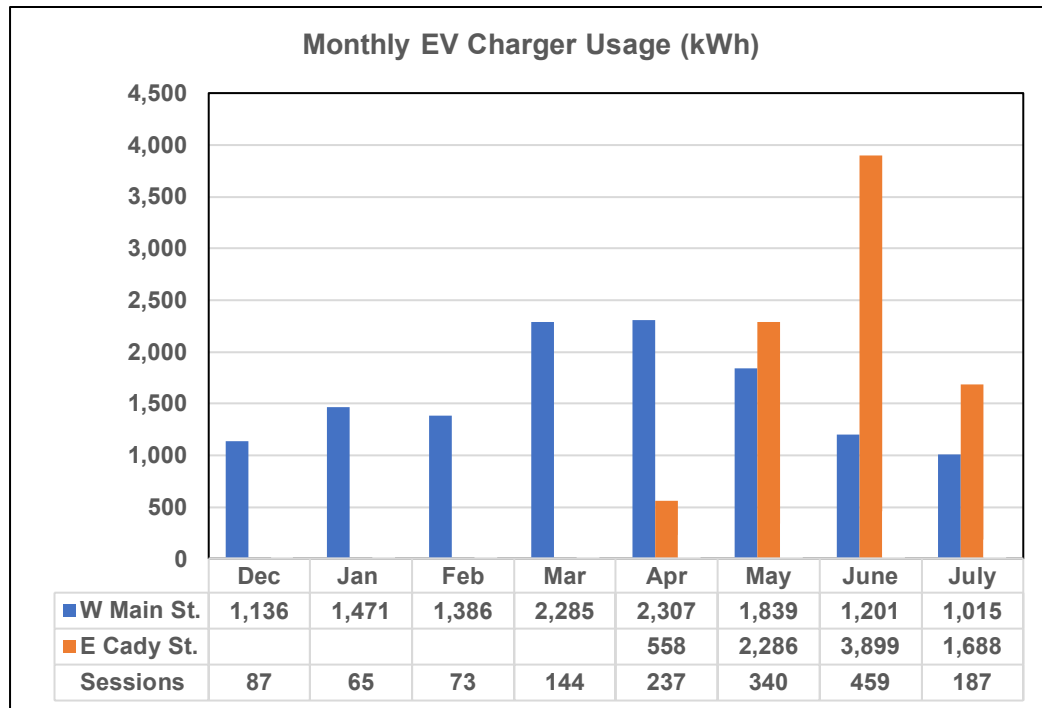
Meeting adjourned at 8:56 am.

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

Northville, Michigan

W Main St. & E Cady St. Parking Deck

SITE USAGE



TRAFFIC DATA

<u>Avg. kWh per Day</u>	<u>Avg. Visits per Day</u>
90.1	6.2
<u>Gas Saved (gal)^{1 2}</u>	<u>CO2 Eliminated (lbs)³</u>
393.7	7,717.0

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



Citizens District Council

Agreed to serve:

Michelle Fecht – 330 MainCentre

Dan Delano – 325 E. Cady Street (New Victorian)

Elani Lionas – 425 E. Main Street

Margene Buckhave – 145 N. Center Street

Andrew Daily - 325 E. Cady Street (New Victorian)

Bob Buckhave – 145 N. Center Street

Ken or Maureen Szczupka – MainCentre

We still need two more members. We have recently sent out a flyer through mail requesting volunteers and have put the notice out on social media as well. DDA staff reached out to MainCentre staff to put out another flyer to their residents. If anyone has any suggestions, please contact the DDA office at 248-349-0345.

City of Northville, Michigan
Request for Proposals
Professional Consulting Services
for the development of a
Placemaking - Pedestrian Plan for Downtown

Overview

During the Covid 19 Pandemic, the City of Northville closed two main downtown streets to vehicular traffic in order to allow downtown restaurants to expand their outdoor dining and retailers to merchandise on the streets and sidewalks. The street closures and the introduction of a Social District had a very positive impact on the community and the downtown businesses. Many retail and restaurant owners reported record years during 2020 and 2021. The City Council, at its August 1st meeting, voted to keep both streets closed to vehicular traffic permanently.

The Northville Downtown Development Authority (DDA) requests proposals from qualified consultants to assist the Northville community in developing a plan to transform 2 temporary road closures into a permanent closure for pedestrian activity only in Downtown Northville. In addition to physical improvements, the selected consultants will work with an established Advisory Committee to address management and operational issues associated with the creation of the permanent pedestrian area.

General Instructions

1. Issuing Office. This Request for Proposals (RFP) is issued by the Northville Downtown Development Authority, Northville, Michigan.
2. Questions. All questions may be directed to the following contact person:
Lori M. Ward, Director
Northville DDA
Phone: 248-349-0345
Email: lward@ci.northville.mi.us
3. Response Date. eight (8) copies of the proposal must be submitted in a sealed envelope marked "Pedestrian Plan for Downtown" to the City Clerk's office, 215 West Main Street, Northville, Michigan 48167 by 2:00 pm on **Thursday September 1, 2022**. All proposals will be held, unopened, until the deadline. The proposals will then be forwarded to a

Selection Committee established by the DDA. The Selection Committee will review the proposals and determine if interviews will be required. A digital copy of the proposal should be made available if the City of Northville requests one to facilitate the selection review process.

4. Content. To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected. Proposals must be clearly prepared and legible and must be signed by an official authorized to bind the Consultant to the provisions in the proposal.
5. Related Information. Firms wishing to submit proposals will be provided with all related studies, plans, upon request. This includes:
 - Northville Downtown Strategic Plan, prepared by Beckett and Raeder Inc., 2006 and 2017
 - Historic District Ordinance and Design Guidelines
 - Map of the DDA Boundaries
 - Carlisle Wortman 2022 Survey responses
 - Secondary Streetscape Design Guidelines
 - Northville Master Plan Update
 - Traffic and Crash Data

In addition, most of these documents can be accessed online and downloaded at the City's website at www.ci.northville.mi.us

6. Right of Refusal. The Northville DDA reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any proposal if it is in the best interest of the DDA and the City of Northville. All proposals, plans, and other documents submitted shall become the property of the Northville DDA. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
7. Liability of Costs. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the DDA, if any.

Request for Proposals

Permanent Pedestrian Plan for Downtown Northville

August 2022

Background

The City of Northville was incorporated by Charter on December 19, 1955 as a Home Rule City under Michigan Statutes. The City operates under the Council-manager form of government with an elected Mayor and 4 City Council members appointing a full-time City Manager. The City's population is approximately 6,500. The City of Northville has a well-defined urban core, which serves as a business and cultural center for a regional population of over 100,000.

The City established the DDA by ordinance in August 1978. The DDA is led by an Executive Director who serves a volunteer board of directors comprised of eleven residents, business and property owners. The DDA has an annual operating budget of \$975,000 and is supported by tax increment financing revenue and a 1.8-mill levy.

Since its formation, the DDA has undertaken several key redevelopment projects. In 1978, the DDA's first project included the construction of a comprehensive streetscape and infrastructure improvement project. Over the course of a year and a half, four blocks of the downtown area were completely rebuilt with new sidewalk, brick paving, street lights, trees, decorative furnishings and planters. In addition, several streets were resurfaced and utilities upgraded to support the increased activity in the downtown. In 1993, the DDA completed the construction of two table-top parking decks in the downtown to replace a deteriorating deck and to increase the number of available parking spaces in downtown. Both decks were recently evaluated, a series of capital improvements were completed, and a 20-year plan for maintenance was developed.

In 2007, the DDA completed the redevelopment of Northville's Town Square which doubled the size of the previous open space area in the heart of downtown. The new project includes a new pavilion, decorative heated sidewalks and plaza, a fountain/fire pit, overhead festoon lights, wireless internet connection, new landscaping. In addition to these three major efforts, the DDA

has continued to enhance the downtown annually through physical improvement projects and initiatives aimed at promoting and marketing Downtown Northville.

An extensive upgrade was completed in 2013 to the original streetscape improvement project - "Mainstreet 78". After 35 years, the project was in need of an update. New sidewalks, upgraded utilities, replacement of High-Pressure Sodium lighting with more energy efficient lighting, and new landscaping were completed.

Recent Happenings

In the spring of 2020, the Pandemic arrived and with it, the closure of businesses both inside and outside. From March 2020 until late May 2020, the downtown businesses were closed to indoor service and relied, if possible, on carryout business. The DDA, working with the business owners, developed a Reopening Plan for Downtown that took effect on June 16, 2020. The Plan provided the downtown businesses the opportunity to reopen safely and with the maximum capacity allowed under the Governor's Executive Orders at the time. The DDA/City approved a Special Event Application that closed E. Main Street between Center and Hutton and N. Center Street between Main and Dunlap. This allowed the restaurants to expand their outdoor dining areas onto public property including the sidewalks, parking lanes, streets, and city plazas. Retail establishments were allowed to display merchandise on City sidewalks for the first time.

In August 2020 the DDA/City established the Northville Social District – The Twist - which allowed participating restaurants the ability to sell alcohol, in a designated cup, that can be carried out of the restaurant and consumed in a delineated Commons Area. The Twist was one of the first Social Districts in Michigan, now there are 91 Social Districts established in 41 counties with over 600 participating restaurants – 12 in Northville. The DDA is in the process of exploring the feasibility of expanding the Social District to include several more adjacent restaurants.

The street closures and the introduction of the Social District had a very positive impact on the community and the downtown businesses. Many retail and restaurant owners reported record years during 2020 and 2021. In December 2020 the DDA introduced outdoor structures that were used for vending when the restaurants could not serve indoors. In addition, the DDA provided pods, which are stand up heated structures that residents and visitors use to gather.

Over the past 2 years, the DDA/City extended the duration of the street closures 3 more times. This provided the DDA/City the opportunity to view the actual use of the structures through all 4 seasons and determine if there was a need for the streets to remain closed.

In addition to observing the use of the closed streets, the DDA/City also conducted a street closure survey on the subject to gather more input. In April, working in conjunction with City's Planners, Carlisle Wortman, the DDA administered a survey on whether to continue to keep the streets closed to vehicular traffic or reopen them. The survey closed on May 2nd and over 4000 surveys were completed and roughly 2000 comments were received on the issue. The DDA/City then hosted a Town Hall meeting to share the survey results and to listen to comments from the community. In addition to the DDA Board members, City Council members, and City staff in attendance, approximately 30 people participated in the meeting in person and 40 via zoom.

The survey results provided at the Town Hall meeting showed that 74% of those surveyed felt that the street closures should continue in some form. When asked when the streets should be closed, 60% of them felt the street closures should be extended continuously, unless action was taken by the City Council. A survey report was prepared by Carlisle Wortman and presented at the Town Hall meeting and will be provided to the selected consultants.

Following the Town Hall meeting, City Council members requested additional information to assist them in preparing for a discussion and vote on whether the streets would remain closed to vehicular traffic. Crash data, traffic counts, impact on Act 51 funding, staffing, and funding sources were all researched by City/DDA staff and provided to City Council in advance of the Council's August meeting. At the August 1st meeting, City Council discussed the collected data, heard comments from business owners and residents and at the conclusion of the deliberation, voted to permanently close E. Main between Center and Hutton Streets and N. Center between Main and Dunlap Streets to vehicular traffic.

The DDA was charged with developing a plan to transform the temporary closures into a permanent pedestrian environment. The DDA's Economic Development Committee (EDC) will be working closely with the selected consultants to develop and implement a plan to transform the area, addressing both physical improvement and management and maintenance issues. act as an Advisory Committee for the selected consultant to provide information and feedback on proposed improvements. A list of management and maintenance issues has been developed by DDA staff and will be shared and fine-tuned by the EDC and selected consultant.

Intent

The intent of this Request for Proposals is to invite qualified and experienced consultants to present proposals to develop a Pedestrian Plan for Downtown Northville. For the past two years, the DDA/City have provided a temporary solution to support the businesses during the pandemic. We believe that it is time

to develop a long term/permanent solution to the appearance and function of the area in and around the closed streets. This Pedestrian Plan will serve as the conceptual blueprint for all improvements in the area and will assist the DDA in making decisions on how to spend the DDA's finite resources. It is the intent of the DDA to negotiate with the selected design firm for design development, construction documentation, bid award, and other future services associate with projects that are implemented from the Pedestrian Plan.

The City of Northville will be working with a traffic engineer to address impacts to the residential areas surrounding the downtown that have been caused by the rerouting of traffic due to the road closures. The selected consultant will work closely with the City's traffic engineer to share information on issues relevant to both efforts.

Project Objectives

This project has the goal of creating an enticing environment for residents and visitors alike. The DDA expects that the development and implementation of the Pedestrian Plan will:

1. Repair and replace all deteriorating conditions in the Pedestrian area
2. Meet all current code and safety ordinances and standards
3. Create a unique visual experience while ensuring compatibility with the improvements made in the downtown previously
4. Improve pedestrian connections into and around the downtown area
5. Improve the entrance areas to the Pedestrian area with new features, including bollards, overhead Tivoli lighting, planters, signage
6. Balance parking needs with other objectives
7. Evaluate impact of street closures on surrounding areas and recommend solutions
8. Address operational and maintenance issues of the Pedestrian Area.

The Pedestrian Plan will address these issues in a way that is sensitive to the history, scale, and charm of downtown Northville while ensuring that the recommendations are compatible with physical improvements that have been completed in downtown over the past few years.

Project Area

East Main Street between N. Center and Hutton and N. Center between Main and Dunlap Street will be the primary focus of the study, however there may be other areas impacted if the Social District is expanded. There is a two-block core area within the downtown where most of the design work as requested in the RFP will be implemented. The entire DDA District, including this project, is within the boundaries of a local, state, and nationally registered Historic District. The

City of Northville has an active Historic District Commission that will play an active role in the review of any physical improvements made to the downtown.

Project Process

The DDA's existing Economic Development Committee (EDC) will be serving as the Advisory Committee for the project. The Consultant will meet with the Advisory Committee to review the scope of services and discuss the specifics of the project. Over the course of the project, the Consultant will meet a minimum of 3 - 4 times with a group of community volunteers. It is recommended that the Advisory Committee be utilized to provide feedback for the concept designs and management and operational recommendations. Additional meetings with DDA/City staff will be required through the course of the project. The selected consultant will engage the community in creative strategies to solicit feedback, with the outcome to present a final plan to the DDA and City Council for approval.

Submissions

All proposals must be received in their entirety at or before 2:00 pm on Thursday, September 1, 2022. Applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified. At a minimum each respondent shall submit the following information:

1. Firm History. Name, address, and brief history of the firm. The proposal must be signed by an appropriate authorized official for the firm submitting the proposal. In addition, include relevant information of any firm that you intend to subcontract with for any portion of the project.
2. Personnel. Include resumes of key personnel to be assigned to this project, indicating relevant qualifications and experience. Indicate the role that they will be playing in the development of the Pedestrian Plan.
3. Related Experience. Include information on projects where the firm rendered professional services similar to those requested in this RFP. List the name of key personnel assigned to each project.
4. Work Plan. Provide the technical approach recommended to accomplish the required work. Include tasks, methodologies, and a description of the client/stakeholders involvement in the process.
5. References. Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.

6. **Timeline.** Provide a project schedule with key meetings and deliverables noted. Given the planning initiatives accomplished over the past year, it is anticipated that the design phase of the project will be substantially completed in order to bid out the identified projects for a Spring 2023 installation/construction season.
7. **Project Budget.** The selected consultant will be expected to establish project costs and assist in the identification of any possible funding sources.
8. **Fees.** Provide a firm fixed fee quotation for the services outlined in the consultant's work plan. Proposed fees should include hourly rates, a not-to-exceed amount, and costs for reimbursable expenses. If any additional services are proposed, they should be clearly identified. Please include a separate rate sheet for the firm, which would be used for contracting additional services or meetings.
9. **Deliverables.** Provide a detailed list of work products that will be developed as a result of the Pedestrian Plan development process. The final product should be a conceptual plan with budgets for all proposed improvements. Great care must be given to consideration of available DDA funds and funding capabilities. All items delivered as part of this project will be the sole property of the Northville DDA. The Conceptual Plan should include all the elements as requested in the scope of services section of this request for proposals. Both hard and electronic versions of the final design plans will be provided to the DDA.
10. You are invited to include one page of additional information not provided above if you feel that it would be useful and applicable to the project.
11. The Selected Consultant shall not commence work on this contract until they have obtained the insurance required outlined in Attachment A. All coverage shall be with insurance companies licensed to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to the City of Northville

Evaluation

Proposals will be reviewed by a Selection Committee. Each proposal will be reviewed and evaluated based on the following:

- Thoroughness and clarity of proposal
- Proposed budget and timeline
- Past experience of firm with similar work
- Past experience of personnel proposed for this project

- Consultant's reputation for quality, integrity, ability to meet established budgets, meeting schedule
- Understanding of the issues impacting the community
- Demonstrated civil engineering, transportation, pedestrian safety and traffic expertise

Anticipated Schedule

August 11, 2022	Request for Proposals Issued
September 1, 2022	Proposals Due
Week of September 5th	Selection of Proposals for Interview if necessary
Special Meeting	Interviews
September 19, 2022	Recommendation to DDA
September 26, 2022	Recommendation to City Council
January 15, 2023	Project Begins
Spring 2023	Conceptual Design Plan Delivered
	Construction of Identified Projects

INDEMNITY AND INSURANCE

Consultant agrees to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Owner, its employees, elected and appointed officials, agents, and volunteers from and against any and all claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), or liability (including actual attorneys' fees and cost of defense), proceedings, orders, and decrees of every nature and description arising before, during, or after completion of the Consultant work caused or alleged to have been caused by, arising out of, or resulting from or occurring in connection with the performance of the work, lack of performance of the work, and / or any activity associated with the work of the contractor, its agents, employees, subcontractors, or sub-consultants.

Nothing in this agreement requires the Consultant to defend and/ or indemnify the Owner for claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), proceedings, orders, and decrees caused by, arising out of, or resulting from the sole negligence of the Owner, its employees, elected and appointed officials, agents, and volunteers, or for any amount greater than the degree of fault of the contractor and that of his or her respective sub-consultants or subcontractors. The obligation of the contractor to defend, indemnify and hold harmless the Owner shall survive and continue after final payment, completion of the work, and completion and/or termination of this agreement.

The Consultant shall procure and maintain during the life of this Agreement the insurance requirements as listed below and furnish within fifteen (15) working days of Notice of Award, Certificates of Insurance as well as **required endorsements** providing insurance coverage as follows:

- (A) Workers' Compensation Insurance – including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- (B) Comprehensive General Liability Insurance – on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor Coverage; (D) Broad Form General Liability Extensions or equivalent, including Explosion, Collapse, and underground (XCU), if applicable.
- (C) Automobile Liability Insurance - Including Michigan No-Fault Coverage's with limits of liability no less than \$1,000,000 per occurrence, combined single limit for bodily Injury, and Property

Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and hired vehicles.

- (D) Additional Insured – commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be additional Insured: The City of Northville, all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Northville as additional insured coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.
- (E) Cancellation Notices – All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, ten (10) days for non-payment of premium, Advance Written notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Dianne Massa, Clerk, Cit of Northville, 215 W. Main Street, Northville, Michigan 48167.
- (F) Proof of Insurance – The contractor shall provide the Owner at the time that the contracts are returned by him/her for execution, a copy of Certificates of Insurance as well as **required endorsements** for all coverage's as listed above.

If any of the above coverage expires during the term of this agreement, the consultant shall deliver renewal certificates and/or policies and endorsements to the Owner at least ten (10) days prior to the expiration date. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Owner. The requirement above should not be interpreted to limit the liability of the consultant. All deductibles and SIR's are the responsibility of the Contractor.

It shall be the Consultant's responsibility to provide similar insurance for each subcontractors or to provide evidence that each subcontractor carries such insurance in like amount showing the City of Northville as "ADDITIONAL INSURED" prior to the time such subcontractor proceeds to perform under the contract.

Questions for Advisory / Design Team to address

Methodology

- How do street(s) remain closed? Currently closed as part of a Special Event Application. Staff recommends other action by Council
- Special Event Insurance, is it still required?
- Who receives revenue from Outdoor permits?
- Review and set fees for outdoor permits
- Do we continue to allow outdoor retail sales?

Design

- Design plan for entrances, structures, overhead lighting, planters and other amenities
- If we install Bollards, do we still need Type 3 barricades?
- How do we heat the outdoor structures?
- What types of utility upgrades will be necessary to be compliant with year-round/permanent use vs. the extension cords and special event panels?
- Current structures and future amenities are required to go through HDC approval.
- If structures stay, placement and size need to be more equitable. How do we determine?
- If structures stay in place, how do we secure?
- What do we do with Pods and Stands? Continue to use, put in storage, sell? If we continue to use, upgrades to pods/stands required
- Review use of games, develop rules for use.

Maintenance

- Year-round help will be required.
- Need for assistance from DPW to manage closure
- Who enforces ordinances?
- Who keeps area clean?
- Requirement to power wash frequently. How to enforce?
- Repair of roadway around clock area needed.
- How to address snow removal.

Traffic /Circulation / Parking

- How to address Detours/Rerouting to reduce congestion.
- How to connect HPH development/historic downtown
- How to address Drop Off / Loading Zone locations and Signage
- How to address Handicapped Parking Requirements

Social District

- Do we extend?
- Review the hours of operation
- Is there a local charge for the Social District to offset garbage collection and maintenance? Do we charge for cups?
- Future expansion will be on sidewalks only, how do we sign and enforce? What happens during a special event that closes the road?
- How do we heat? We need to have plan to address outdoor heating to extend the life of the structures into the winter.
- Is there a requirement for restaurants/retailers who have outdoor structures to be open for a set amount of time (Lunch time, winter)
- How do we enforce?

Town Square

- Upgrade pavilion, fire pits, fountain
- Reevaluate cables on walls of Town Square
- Do we allow private use events in Town Square? (weddings, classes)
- How much do we charge for rental of Town Square? What is included in rental?
- Do we need to continue to provide free public WIFI?

Events/Programming

- Are additional events necessary, if so what is the schedule and who will provide?
- DDA role during other non-DDA events
- How do we accommodate parades?
- How do we accommodate larger events downtown?
- How many events is enough?

To: Pat Sullivan, City Manager

From: Lori Ward, DDA Director

Subject: Cost for Street Closures

Date: July 14, 2022

Background:

Over the past 2 years, the DDA/City extended the duration of the street closures 2 times. In December of 2021, the DDA recommended and the City Council approved the extension of the street closures through November 1, 2022. This provided the DDA/City opportunity to view the actual use of the structures through all 4 seasons and determine if there was a need for the streets to remain closed. This past winter, there was a noticeable decline in the use of the outdoor structures and spaces when patrons could select to sit inside in a heated space.

In addition to observing the use of the closed streets, the DDA/City also conducted a street closure survey on the subject to gather more input. In April, working in conjunction with City's Planners, Carlisle Wortman, the DDA administered a survey on whether to continue to keep the streets closed to vehicular traffic or reopen them. The survey closed on May 2nd and over 4,000 surveys were completed and roughly 2,000 comments were received on the issue. The DDA/City then together hosted a Town Hall meeting in early May to share the survey results and to listen to comments from the community. In addition to the DDA Board members, City Council members and City staff that attended the meeting, approximately 30 people participated in the meeting in person and 40 via zoom.

The survey results provided at the Town Hall meeting showed that 74% of those surveyed felt that the street closures should continue in some form. In June 2022, City Council voted to keep both streets closed until the original date of November 7th and to utilize the time until then to review more information and develop a plan for the downtown after November 7th.

Several members of City Council requested that additional information be provided to assist in the decision-making process. The information requested includes crash data, traffic counts, Act 51 funding impact, financial impacts, and other items. City staff members are compiling the information for the August 1st meeting. The DDA was asked to compile information on the cost of maintaining the road closures.

Once the decision on a long-term plan is made by the City Council, the DDA's newly appointed Advisory Committee can meet to advise the DDA on operational and design issues surrounding the downtown plan. The recommendation at the last DDA Board meeting was to utilize the existing EDC as the Advisory Committee with the addition of several downtown merchants. DDA staff is working on an RFP for professional design services. Once a decision on whether to continue to keep the streets closed past November 1st is made, the DDA will issue the RFP to select a design firm. In the interim, the Advisory Committee can begin work on non-design related issues.

Budget:

The increased costs associated with the street closures are largely related to labor and equipment. The DDA is responsible for wiping down tables, taking out garbage, weeding, watering, maintenance and general care of the downtown. Previously the DDA provided Groundskeeping services seasonally from May 1st through Labor Day and was assisted before May and after September from DPW. The DDA's budget for 3 seasonal employees for the summer was approximately \$18,000. Trash removal was/is provided by DPW M – F mornings.

Since the Pandemic, the DDA has been providing increased groundskeeping due to the street closures. More maintenance and upkeep come with the increased use of Downtown. In addition, the DDA now provides year-round garbage pickup on Friday nights, Saturday mornings, Saturday night and Sunday afternoon. The cost of the year-round coverage for groundskeeping and trash removal is budgeted this year at \$65,000. In addition to the personnel costs of maintaining the Social District, the DDA has purchased equipment including a ladder, chain saws, leaf blowers, power washers and other equipment used daily to provide downtown maintenance.

The DDA has also more than doubled its budget for live music, sponsoring performances each Friday and Saturday nights May – November. Previously the DDA budgeted \$7,374 towards Wednesday and Friday concerts when the concerts were managed by the Chamber of Commerce prior to Covid. In the DDA's 2022-23 budget, the DDA has budgeted \$29,100 with almost all of the funds coming from outside sponsors. The DDA has worked hard to identify additional sponsors to minimize the impact of the increase on the overall budget. The DDA has increased activities in the downtown this past year by extending the concert series to include 44 concerts and hosting two new events – A Holiday to Remember and the Chillin' in the Ville a chili cookoff. The cost of these additional events was approximately \$7,000. Special event insurance has increased by \$1,000 to cover the year-round events. Additional table and chairs have been added to the downtown to increase the seating capacity. A table and 4 chairs cost the DDA approximately \$700 per set. The DDA purchased 8 new sets to provide additional outdoor seating in the Social District area. The DDA has also purchased additional street banners, trash receptacles and games.

Currently, many of the downtown restaurants and retailers are utilizing electricity from the City street lights or raised planter beds to run outdoor lighting at no charge. Going forward, the Advisory Committee will discuss the use of electricity and make a recommendation to the DDA/City on how to charge for this, and other services.

Should the street(s) remain closed, funding would need to be identified to implement the physical improvements to the downtown which could include more substantial/permanent solutions to the barricades, installation of overhead lighting, utility upgrades, storage of DDA structures, additional site furnishings, and increased programming.

Bollards to secure each end of the closed streets have been estimated at \$60,000 for movable bollards per street end. Tivoli overhead lighting has been estimated at \$25,000 per street for a total of \$50,000. This would require easements from each property owner to provide an overhead attachment to the buildings. New fire pits, repairs and upgrades to the Stage and Pavilion area, and other improvements will all be considered should the streets remain closed.

The DDA has been asked to explore the expansion of the DDA’s Social District to include restaurants adjacent to the current Social District. This could include Great White Buffalo Brewing Company, Lava Grill, The Garage, Northville Sports Den, and Tiramisu. With the addition of more restaurants to the Social District, DDA support for cleanup and trash removal will increase. We anticipate that this could add another hour to all of the weekend shifts for the DDA groundskeepers or roughly \$4,000 annually. Additional banners, signage, trash receptacles, and print material would also need to be provided to educate users of the Social District requirements. The estimate for these amenities is \$2,500.

Item	Pre Covid Cost	Present Cost
Groundskeeping	\$18,000	\$65,000
Music	\$13,500	\$29,100
Addition of Special Events	\$0	\$7,000
Special Event Insurance	\$5,495	\$6,450
Tables and Chairs	\$0	\$5,500
Expanded Social District		\$2,500
Labor for expanded Social District		\$4,000

Please let me know if the DDA can provide additional information.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY July 2022:

PUBLICITY:

Press Releases Sent:

- Combined press release on restaurant announcements and openings (Mithai & Chai, Exchange Bar & Grill patio, Toria New Chef)

Upcoming Press Releases:

- Great White Buffalo Brewing Company opening

SOCIAL MEDIA:

- Continuing Business Spotlights every month to coincide.
- 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 July issue of The Ville
- Ad in Q2 of Northville Today (mailed week of June 6)
- Ad in Chamber Directory
- Ad in Maybury Park Map

UPCOMING PAID ADVERTISING:

PRINT:

- Quarter-page Ads in The Ville
 - 12-months of 1/4-page ads.
 - Ad theme features a new shop or restaurant owner every month
- Quarter-page Ads in Northville Today
 - Mailed to 21,000 households
 - Q3: SKELETONS Ad (MAILED WEEK OF SEPTEMBER 19)
 - Q4: A Holiday to Remember (MAILED WEEK OF DECEMBER 5)