



**Meeting of the DDA Board of Directors
and Informational Meeting as Required by PA 57
December 19, 2023 - 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. November 2023 Financial Statement (Attachment 4.a)
 - b. November 2023 Invoice Report (Attachment 4.b)
 - c. November 28, 2022 Meeting Minutes (Attachment 4.c)
 - d. EV Monthly Usage Report (Attachment 4.d)
 - e. 2nd Quarter Budget Amendments (Attachment 4.e)
 - f. Explanation of Budget Amendments (Attachment 4.f)
5. Informational Meeting – PA 57
 - a. DDA 2023 Annual Report (Attachment 5.a)
 - b. DDA Goals and Objective 2023 – 24 (Attachment 5.b)
 - c. Committee Updates (Attachment 5.c)
6. Board Discussion on DDA Finances (Attachment 6)
 - a. DDA Use of Fund Balance (Attachment 6.a)
 - b. List of Proposed Projects to reduce/defer if needed (Attachment 6.b)
7. Information and Updates
 - a. Design Committee – Next meeting January 11, 2023
 - b. Marketing Committee – Shawn Riley
 - i. Event Updates
 - c. Parking Committee – Chief Maciag
 - d. Organizational Committee – DJ Boyd
 - i. Bylaw updates – January
 - e. Economic Development Committee – Aaron Cozart
 - i. EDC December 14th Meeting Update
8. DDA Future Meetings / Important Dates (Attachment 8)
9. Board and Staff Communications
10. Adjournment – Next Meeting – January 23, 2023

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 11/30/2023

% Fiscal Year Completed: 41.80

NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 11/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	848,243.00	848,243.00	743,300.72	1,280.38	104,942.28	87.63	
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	70,074.00	70,074.00	65,980.12	179.91	4,093.88	94.16	
	PROPERTY TAXES	<u>917,317.00</u>	<u>917,317.00</u>	<u>809,280.84</u>	<u>1,460.29</u>	<u>108,036.16</u>	<u>88.22</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	0.00	0.00	15,000.00	0.00	
	LICENSES, FEES, & PERMITS	<u>15,180.00</u>	<u>15,180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,180.00</u>	<u>0.00</u>	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	24,000.00	46,075.00	46,074.15	0.00	0.85	100.00	
	STATE REVENUES	<u>24,000.00</u>	<u>46,075.00</u>	<u>46,074.15</u>	<u>0.00</u>	<u>0.85</u>	<u>100.00</u>	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	200.00	474.62	67.00	(274.62)	237.31	
248-000-626.010	DEVELOPER REIMBURSEMENT	0.00	5,808.00	4,991.25	4,095.00	816.75	85.94	
248-000-626.110	EV CHARGING STATION REVENUE	1,515.00	1,515.00	0.00	0.00	1,515.00	0.00	
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	3,470.00	0.00	2,530.00	57.83	
	MISCELLANEOUS REVENUES	<u>7,715.00</u>	<u>13,523.00</u>	<u>8,935.87</u>	<u>4,162.00</u>	<u>4,587.13</u>	<u>66.08</u>	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	6,000.00	6,000.00	5,883.02	1,676.94	116.98	98.05	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	2,500.00	2,500.00	2,861.98	0.00	(361.98)	114.48	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500.00	5,500.00	3,668.48	0.00	1,831.52	66.70	
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(219.37)	(35.19)	(280.63)	43.87	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(272.96)	(68.33)	(427.04)	38.99	
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(164.31)	(35.82)	(385.69)	29.87	
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(51.03)	0.00	(88.97)	36.45	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	4,177.27	0.00	(4,177.27)	100.00	
	INTEREST	<u>12,110.00</u>	<u>12,110.00</u>	<u>15,883.08</u>	<u>1,537.60</u>	<u>(3,773.08)</u>	<u>131.16</u>	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	0.00	0.00	700.00	0.00	
	RENTAL INCOME	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00</u>	
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	39,000.00	0.00	24,660.00	300.00	(24,660.00)	100.00	
248-000-677.010	SPONSORSHIPS - CONCERTS	0.00	20,000.00	12,100.00	0.00	7,900.00	60.50	
248-000-677.020	SPONSORSHIPS - SKELETONS	0.00	12,000.00	3,900.00	0.00	8,100.00	32.50	
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	0.00	5,000.00	0.00	0.00	5,000.00	0.00	
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	0.00	2,000.00	0.00	0.00	2,000.00	0.00	
	GRANTS & OTHER LOCAL SOURCES	<u>39,000.00</u>	<u>39,000.00</u>	<u>40,660.00</u>	<u>300.00</u>	<u>(1,660.00)</u>	<u>104.26</u>	
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	88,008.00	172,518.00	0.00	0.00	172,518.00	0.00	
	FUND BALANCE RESERVE	<u>88,008.00</u>	<u>172,518.00</u>	<u>0.00</u>	<u>0.00</u>	<u>172,518.00</u>	<u>0.00</u>	

PERIOD ENDING 11/30/2023
% Fiscal Year Completed: 41.80
NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2023 NORM (ABNORM)	MONTH 11/30/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Total Dept 000		1,104,030.00	1,216,423.00	920,833.94	7,459.89	295,589.06	75.70
TOTAL REVENUES		1,104,030.00	1,216,423.00	920,833.94	7,459.89	295,589.06	75.70
Expenditures							
Dept 573 - DPW SERVICES							
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	5,072.46	3,959.47	3,127.54	61.86
248-573-707.000	WAGES - REGULAR OVERTIME	515.00	515.00	1,657.12	1,226.50	(1,142.12)	321.77
248-573-725.000	FRINGE BENEFITS	8,505.00	8,505.00	5,493.64	4,230.81	3,011.36	64.59
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	12.00	0.00	513.00	2.29
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150.00	11,150.00	3,743.78	2,603.21	7,406.22	33.58
Total Dept 573 - DPW SERVICES		28,895.00	28,895.00	15,979.00	12,019.99	12,916.00	55.30
Dept 741 - DESIGN COMMITTEE							
248-741-706.000	WAGES - REGULAR FULL TIME	23,175.00	23,175.00	9,761.95	3,197.10	13,413.05	42.12
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	28,603.00	2,549.00	36,277.00	44.09
248-741-725.000	FRINGE BENEFITS	14,825.00	14,825.00	6,128.16	1,201.83	8,696.84	41.34
248-741-726.000	SUPPLIES	300.00	300.00	259.62	0.00	40.38	86.54
248-741-775.200	DOWNTOWN MATERIALS	29,000.00	29,000.00	5,512.24	4,214.48	23,487.76	19.01
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000.00	3,000.00	659.00	(540.00)	2,341.00	21.97
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	119.00	0.00	881.00	11.90
248-741-801.000	CONTRACTUAL SERVICES	26,620.00	26,620.00	10,582.18	613.16	16,037.82	39.75
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	1,515.00	303.00	2,485.00	37.88
248-741-920.010	ELECTRIC POWER	5,100.00	5,100.00	1,696.45	368.82	3,403.55	33.26
248-741-920.020	NATURAL GAS	18,610.00	18,610.00	444.48	0.00	18,165.52	2.39
248-741-920.030	WATER & SEWER SERVICE	9,760.00	9,760.00	2,859.98	0.00	6,900.02	29.30
248-741-938.120	LANDSCAPE MAINTENANCE	37,810.00	37,810.00	525.63	0.00	37,284.37	1.39
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	470.00	910.00	797.00	0.00	113.00	87.58
248-741-976.010	STREET FURNISHINGS	96,000.00	96,000.00	0.00	0.00	96,000.00	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	0.00	5,000.00	2,054.05	0.00	2,945.95	41.08
248-741-979.110	BOLLARD PROJECT	0.00	96,105.00	3,734.24	0.00	92,370.76	3.89
248-741-995.204	O/T TO SDSI FUND	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
Total Dept 741 - DESIGN COMMITTEE		446,550.00	548,095.00	75,251.98	11,907.39	472,843.02	13.73
Dept 742 - MARKETING COMMITTEE							
248-742-706.000	WAGES - REGULAR FULL TIME	18,540.00	18,540.00	7,809.44	2,557.65	10,730.56	42.12
248-742-709.000	WAGES - PART TIME	31,640.00	31,640.00	12,680.93	3,142.23	18,959.07	40.08
248-742-725.000	FRINGE BENEFITS	9,425.00	9,425.00	3,771.87	1,009.01	5,653.13	40.02
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	21,095.50	61.00	33,269.50	38.80
248-742-801.340	WEB SITE MAINTENANCE	1,320.00	1,320.00	685.70	60.80	634.30	51.95
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	53,600.00	2,800.00	19,025.00	1,325.00	(16,225.00)	679.46
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	750.00	0.00	0.00	750.00	0.00
248-742-955.310	CONCERTS	0.00	32,800.00	9,100.00	0.00	23,700.00	27.74
248-742-955.320	SKELETONS EVENT	0.00	12,000.00	1,886.00	(625.00)	10,114.00	15.72
248-742-955.330	HOLIDAY TO REMEMBER EVENT	0.00	5,000.00	0.00	0.00	5,000.00	0.00
248-742-955.340	CHILI COOKOFF EVENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00

PERIOD ENDING 11/30/2023
% Fiscal Year Completed: 41.80
NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 11/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/23 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY Expenditures								
Total Dept 742 - MARKETING COMMITTEE		169,690.00	169,690.00	76,054.44	7,530.69	93,635.56	44.82	
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,270.00	9,270.00	3,904.87	1,278.86	5,365.13	42.12	
248-743-725.000	FRINGE BENEFITS	3,495.00	3,495.00	1,399.21	383.97	2,095.79	40.03	
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00	
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	0.00	250.00	0.00	
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	25,000.00	0.00	25,000.00	50.00	
248-743-995.230	O/T TO PARKING FUND	101,500.00	101,500.00	48,750.00	0.00	52,750.00	48.03	
Total Dept 743 - PARKING COMMITTEE		164,565.00	164,565.00	79,054.08	1,662.83	85,510.92	48.04	
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,905.00	13,905.00	5,857.12	1,918.28	8,047.88	42.12	
248-744-709.000	WAGES - PART TIME	20,625.00	20,625.00	8,171.42	1,982.07	12,453.58	39.62	
248-744-725.000	FRINGE BENEFITS	6,830.00	6,830.00	2,779.26	741.40	4,050.74	40.69	
248-744-726.000	SUPPLIES	4,750.00	4,750.00	0.00	0.00	4,750.00	0.00	
248-744-730.000	POSTAGE	50.00	50.00	0.00	0.00	50.00	0.00	
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,950.00	2,950.00	1,601.11	253.11	1,348.89	54.27	
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0.00	5,808.00	4,095.00	0.00	1,713.00	70.51	
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	732.50	416.00	5,767.50	11.27	
248-744-805.000	AUDITING SERVICES	5,395.00	5,395.00	2,300.00	0.00	3,095.00	42.63	
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	1,039.54	0.00	175.46	85.56	
248-744-920.000	UTILITIES	1,300.00	1,300.00	506.88	75.00	793.12	38.99	
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	845.00	0.00	255.00	76.82	
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	4,420.00	4,320.00	3,238.50	0.00	1,081.50	74.97	
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,798.00	0.00	702.00	71.92	
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,480.00	13,480.00	6,740.00	0.00	6,740.00	50.00	
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,870.00	91,578.00	39,704.33	5,385.86	51,873.67	43.36	
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,810.00	27,810.00	11,714.22	3,836.51	16,095.78	42.12	
248-745-725.000	FRINGE BENEFITS	10,475.00	10,475.00	4,197.23	1,151.86	6,277.77	40.07	
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00	
248-745-801.000	CONTRACTUAL SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	100.00	
248-745-955.190	BUSINESS RETENTION PROGRAM	0.00	2,640.00	2,312.50	0.00	327.50	87.59	
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		38,385.00	43,525.00	20,723.95	4,988.37	22,801.05	47.61	
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	170,075.00	170,075.00	5,037.50	0.00	165,037.50	2.96	
Total Dept 906 - DEBT SERVICE		170,075.00	170,075.00	5,037.50	0.00	165,037.50	2.96	
TOTAL EXPENDITURES		1,104,030.00	1,216,423.00	311,805.28	43,495.13	904,617.72	25.63	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE
 PERIOD ENDING 11/30/2023
 % Fiscal Year Completed: 41.80
 NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	11/30/2023 NORM (ABNORM)		MONTH 11/30/23 INCR (DECR)	NORM (ABNORM)	BALANCE		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:										
	TOTAL REVENUES	1,104,030.00	1,216,423.00	920,833.94		7,459.89		295,589.06		75.70
	TOTAL EXPENDITURES	1,104,030.00	1,216,423.00	311,805.28		43,495.13		904,617.72		25.63
	NET OF REVENUES & EXPENDITURES	0.00	0.00	609,028.66		(36,035.24)		(609,028.66)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 11/01/2023 - 11/30/2023
 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	GAJE WAREHOUSE	DOWNTOWN HOLIDAY GARLAND	12911	11/15/23	3,910.00	122169
248-741-775.200	DOWNTOWN MATERIALS	S&J RADIANT ACQUISITIO	HEATER FOR PODS	729711	11/15/23	304.48	122194
248-741-775.200	DOWNTOWN MATERIALS	LIGHTING SUPPLY CO	150 WATT CLEAR S55/0 MEDIUM RAT BAS	V0663538	12/12/23	94.83	122350
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	CITY HALL DOWNTOWN CAMERAS	34945	12/01/23	88.16	122184
248-741-801.000	CONTRACTUAL SERVICES	DUFF UNIVERSAL LIFE SO	GARBAGE DUTY IN OCTOBER	12281	11/15/23	525.00	122188
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	WINTERIZING IRRIGATION	225027	12/13/23	900.00	122321
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTAJOHNS DOWNTOWN	114119	11/15/23	303.00	122157
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	TOWN SQUARE RESTROOMS	I14505	12/13/23	303.00	122337
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 10/14/23 - 11/13/2	10/14/23 - 11/13/23	11/29/23	368.82	122238
Total For Dept 741 DESIGN COMMITTEE						6,797.29	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARKETING	12-2023	11/29/23	2,000.00	122222
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	PRINTING SERVICES	I-36660	11/29/23	543.00	122283
248-742-801.340	WEB SITE MAINTENANCE	ACCUNET, INC	WEB SERVICES	22744	12/13/23	45.00	122326
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	SEPTEMBER CONSTANT CONTACT	16977120	11/16/23	60.80	500542
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	CONSTANT CONTACT	1701250892	12/14/23	60.80	500546
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	AARONSON MANAGEMENT, I	SKELETON SIGNAGE	I364502	11/15/23	325.00	122149
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	DOUGLAS BARGERSTOCK	SANTA SERVICES	106	11/15/23	200.00	122193
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	DETROIT CIRCUS	SKELETONS ENTERTAINMENT	10-2023	11/29/23	800.00	122284
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	NORTHVILLE CENTRAL BUS	NCBA PROMOTION SUPPORT	1001	12/13/23	100.00	122294
248-742-955.330	HOLIDAY TO REMEMBER EVENT	AARONSON MANAGEMENT, I	HOLIDAY TO REMEMBER SIGNAGE	I36679	12/12/23	260.00	122324
248-742-955.330	HOLIDAY TO REMEMBER EVENT	AMAZON CAPITAL SERVICE	CANDYCANES FOR SANTA	2263426	12/14/23	53.99	500546
Total For Dept 742 MARKETING COMMITTEE						4,448.59	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	MONTHLY WIFI	09172023	11/16/23	253.11	500542
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	COMCAST DSL TECH SERVICES	0042047	12/14/23	253.37	500546
248-744-801.450	DDA PLAN UPDATE & AMENDMEN	OHM ENGINEERING ADVISO	OHM ENGINEERING SERVICES	69335	12/13/23	620.00	122340
248-744-801.450	DDA PLAN UPDATE & AMENDMEN	MILLER JOHNSON SNELL&	CONSULTING FEES	1903455	12/13/23	6,334.03	122380
248-744-802.010	LEGAL SERVICES - GENERAL	GIARMARCO, MULLINS, &	GENERAL LEGAL - OCT 23	4-000	11/15/23	416.00	122132
Total For Dept 744 ORGANIZATIONAL COMMITTEE						7,876.51	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						19,122.39	

Downtown Development Authority Meeting of the DDA Board of Directors November 28, 2023

The November meeting of the DDA Board of Directors was called to order at 8:05 am.

ROLL CALL

Present: DJ Boyd, Margene Buckhave, David Cole, Aaron Cozart, Ryan McKindles, Robert Miller, Shawn Riley, Brian Turnbull

Absent: Mike Jaafar, Jim Long

Also Present: Lori Ward/DDA Director, Stacy Pearson/Assistant DDA Director, George Lahanas/City Manager, Sandi Wiktorowski/Finance Director, Barbara Moroski-Browne/Mayor Pro-tem, Ashley Raden/Plante Moran

Ward noted amendments to previous October minutes, adjusting a vote cast by Long to approve the Interlocal agreement to read as 'approve'.

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by Turnbull, seconded by Boyd to approve amended minutes, agenda, and consent agenda as presented. Motion carried unanimously.

AUDIENCE COMMENTS

None

INFORMATIONAL MEETING – PA 57

Twice a year, DDA's are required by state statute to hold an information meeting and to extend an invitation to taxing jurisdictions to attend the meeting and hear what the DDA is working on. Ward presented a detailed overview of the DDA 2023 Annual Report (Attachment 7.a) and 2023-2024 Goals and Objectives as it pertains to each of the five committees to additionally include Action Steps (Attachment 7.b) as laid out in the meeting packet. Ward briefly reviewed each Committee's goals as listed in the report along with additionally summaries of each group. Ward reviewed revenue and expenses for the year.

McKindles noted that the EV chargers are occasionally not working. Ward and Turnbull shared that a meeting was upcoming on Thursday November 30 with Red E Charging to discuss the issues.

Ward stated that when reaching out to taxing jurisdictions to let them know about the meetings, Ward reminds them that the DDA meetings are open to the public and they are encouraged to attend any of the DDA meetings or committee meetings.

Riley congratulated Turnbull and Moroski-Browne on their reelection. Moroski-Browne will be staying on as a member of the Executive Committee and will continue on as Mayor Pro-tem.

DDA BOARD ISSUES

Ward walked through changes outlined in packet regarding DDA Bylaws. Questions arose on what constitutes a quorum in order for the DDA to do business. She noted that the issue was referred to the City Attorney who made recommendations that are outlined in the packet memo – Attachment 6.a. Current bylaws are silent on the quorum matter. A discussion took place by the group on what the best course of action should be regarding what constitutes a quorum. Boyd led the discussion.

Boyd included that the definition of quorum doesn't specify a number, and McKindles noted that the it should fall to Robert's Rules. McKindles asked if we currently had a problem reaching a quorum of members to conduct business. Ward stated that it was not a large problem and only happened occasionally over the years, usually in late summer. Boyd questioned whether the DDFA needed to meeting every month or could we move to a schedule of only six times a year? Timing of Board meetings was debated by the board focusing on eliminating special meetings while keeping the momentum of the board throughout the year. Turnbull requested that whatever is decided upon by the Board should be defined before future meetings begin. Boyd commented that moving the DDA's standing meeting from the 3rd to the 4th Tuesday of each month has reduced the need for special meetings. Ward suggested that the standing committee's quorum should match the language for board quorum requirement. She concluded the discussion stating that an updated copy and proposal will be brought back to group after adjustment with the attorney for a final vote. Boyd suggested that the revised bylaws include a definition of quorum in the document. Boyd suggested that that definition of quorum be phrased as "A majority of the appointed members of the Board". Ward stated that she would work with the City Attorney to address the recommendations of the Board and bring a revised document back to a future meeting of the DDA Board.

Boyd discussed Organizational Committee finances, fund balance, and upcoming design expenses that were not originally in the budget. Boyd noted fund balance is currently half of what is usually available. Project launches will be discussed at next week's meeting and how they will affect the DDA's fund balance. Boyd suggested taking extra time on this report when it comes out in order to have an informed discussion.

Ward also noted that McKindles has been the DDA liaison to the Brownfield Redevelopment Authority (BRA) and he was recently reappointed to the DDA Board for another term. Ward suggested that the DDA Board take formal action to reappoint McKindles as its liaison to the BRA. McKindles said he would be happy to continue on. McKindles noted that if there were a conflict in voting he would sit out, but it would be a rare occurrence. Moroski-Browne added that McKindles position is not a liaison, but is a full board member.

Motion by Turnbull, seconded by Cozart, to approve McKindles as a continuing member of the BRA. Motion carried unanimously.

Riley announced that Steven Huprich would no longer be serving on the DDA Board due to time commitments and conflicts. Riley noted he was a thoughtful and appreciated member of the group. Turnbull stated that a decision on a new member would be made in the upcoming week and new member would be included in the December meeting.

Riley reminded the board that the requirement for serving on the board is 75% attendance rate at meetings. He continued that adjusting the number of meetings moving forward may be impacted by this requirement and that the group needed to be thoughtful on this point.

Ward noted in the packet (Attachment 9), the proposed 2024 meeting schedule was listed. She additionally noted that the original December meeting date of 12/26/23 will be moved 12/19/23 to accommodate holiday break and travel. Notices will be sent to ensure quorum and announced to the public.

PRESENTATION OF DDA 2022-2023 AUDIT – PLANTE MORAN

Raden thanked the DDA and Wiktorowski for their help in the audit process. She stated that Plante Moran issued an unmodified opinion, a clean opinion, which is the best reporting a community can get from an audit. This opinion can be found in packet on page 18/19. Raden walked through all aspects of the audit including fund balance, TIF captures, assigned costs, income statement, revenue, and expenditures. She made special note to the board when planning out the 2024 budget to consider that the library capture would be going away in the next couple of years based on the boundary expansion for the Brownfield redevelopment plan. She concluded that the report findings are fairly consistent with prior years, and that Plante Moran would be happy to answer further questions whenever needed.

Raden reported that State of Net Position stated that as of the end of the fiscal year, June 30, 2023 the DDA had a fund balance of \$467,645 which was an increase of a fund balance of \$425,000 from the previous year. Of that fund balance, \$112,000 was considered unassigned, so this is the amount that the DDA has for future spending.

Turnbull asked for a brief final note. Raden said that audit process was very collaborative, all necessary information was gathered during field work, and that the audit was completed just over a month ago. She found everyone very helpful yielding a smooth audit for 2023. Lahanas included that changes for the future will move the DDA audit to the City's report. Lahanas noted that this is a cost-effective change for both entities yielding a single report, and that no clarity would be lost in the process. This was supported by Wiktorowski.

Boyd requested clarity on whether negative items on balance sheet should be shifted to their own page in the reporting. Raden stated that it was the purpose of the unassigned line to address this issue. The reporting format is dictated by GAAS audit standards. Ward included a note that in the past, unexpected items have been paid for by the fund balance so that budget alterations weren't necessary. In the future the DDA may want to also look at expense reductions as well as use of fund balance to fund items.

Motion by Boyd, seconded by Buckhave, to accept the auditor report as presented by Plante Moran. Motion carried unanimously.

INFORMATION and UPDATES

Design Committee – Miller noted a meeting date would be forthcoming.

Marketing Committee – No report.

- Ward noted the Holiday Lighted Parade was a wonderful event, and a post event meeting would be held in the DDA meeting room today. Ward also noted the Holiday to Remember on 12/9, 12/16, and 12/23 to include horse and wagon rides, Santa, singers, bagpiper, vendors, and more. Santa would also be present on Sundays.
- Lahanas noted that the last set of bollards would be installed in the spring.
- Cole noted that business was very good over the Thanksgiving week. Buckhave said that black Friday and the weekend were not great for sales for small businesses.
- Turnbull thanked local restaurants for helping with the community Thanksgiving event.

Parking Committee – No report.

Organizational Committee – report items already presented.

Economic Development Committee – No report.

ADJOURNMENT

Motion by Turnbull, seconded by McKindles to adjourn the DDA Board meeting. Motion carried. Meeting adjourned at 9:01am.

Respectfully submitted,
Stacy Pearson, Assistant DDA Director Northville DDA



NORTHVILLE DDA EV USAGE REPORT

Nov-23

Charger Location	Energy (KWH) AUG	Energy (KWH) SEPT	Energy (KWH)OCT	Energy (KWH) NOV
123 E Cady St	664.73	980.85	1031.96	1123.23
123 W Cady St	308.36	493.1	229.24	188.18
114 W Main St	320.16	530.21	592.51	504.96
Totals:	1293.25	2004.16	1853.71	1816.37

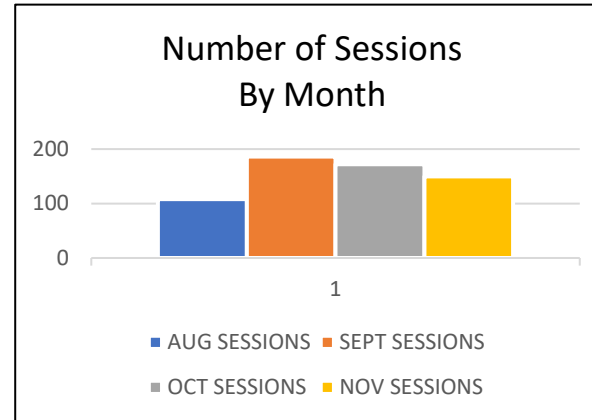
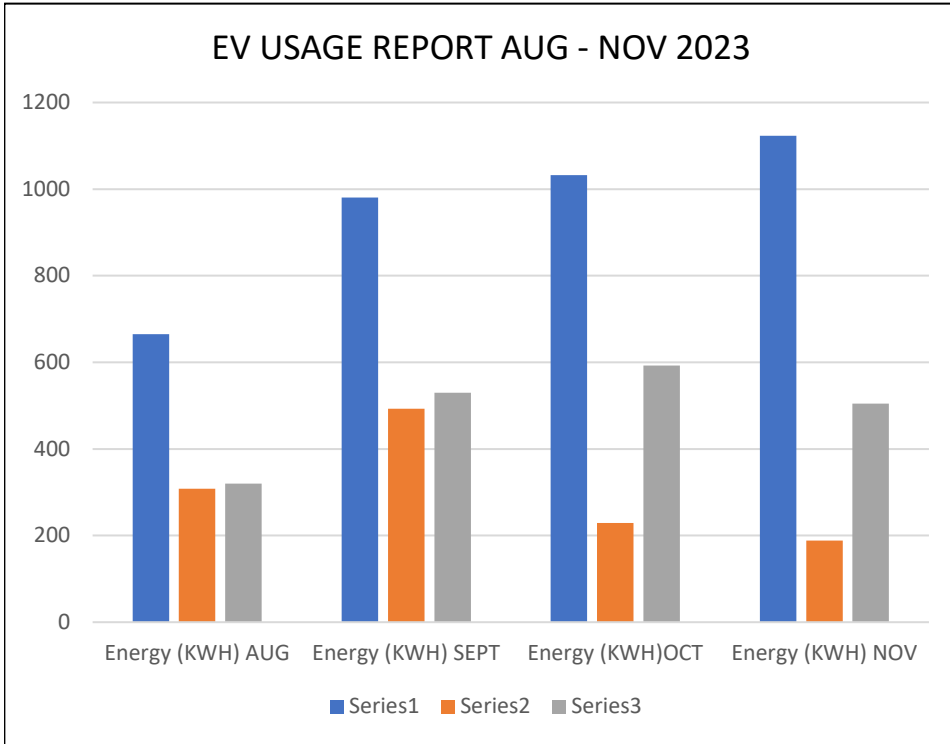
Session Totals	AUG SESSIONS	SEPT SESSIONS	OCT SESSIONS	NOV SESSIONS
	108	186	172	150

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	220.79	83	187.2	1478.73
123 W Cady St	80.84	13.03	31.36	247.74
114 W Main St	152.03	41.69	84.16	664.78
Totals:			302.72	2391.25

Annual Number of Users	
Sessions	685
Failed Sessions	52



Northville, Michigan EV Report



NOVEMBER DATA

Petroleum Dsplcmt 302.72 GAL

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2024

2ND 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									
248-000-677.000	SPONSORSHIPS	39,000	(39,000)	0	0	0	0	0	0.00
248-000-677.010	SPONSORSHIPS - CONCERTS	0	20,000	0	0	0	20,000	25,200	126.00
248-000-677.020	SPONSORSHIPS - SKELETONS	0	12,000	0	0	0	12,000	15,618	130.15
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REME	0	5,000	0	0	0	5,000	950	19.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	0	2,000	0	0	0	2,000	0	0.00
	GRANTS & OTHER LOCAL SOURCES	39,000	0	0	0	0	39,000	41,768	107.10
INTEREST									
248-000-665.000	INTEREST - INVESTMENT POOL	6,000	0	2,000	0	0	8,000	7,387	92.33
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBU	2,500	0	1,000	0	0	3,500	3,588	102.51
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500	0	0	0	0	5,500	3,668	66.70
248-000-665.400	INVESTMENT POOL BANK FEES	(500)	0	0	0	0	(500)	(219)	43.87
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700)	0	0	0	0	(700)	(273)	38.99
248-000-665.600	BANK LOCKBOX FEES	(550)	0	0	0	0	(550)	(164)	29.87
248-000-665.700	CUSTODIAL FEES	(140)	0	(110)	0	0	(250)	(51)	20.41
248-000-669.000	UNREALIZED MARKET CHANGE IN IN	0	0	0	0	0	0	4,177	0.00
	INTEREST	12,110	0	2,890	0	0	15,000	18,113	120.75
LICENSES, FEES, & PERMITS									
248-000-490.090	NEWSPAPER RACK REGISTRATION FE	180	0	0	0	0	180	0	0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT F	15,000	0	0	0	0	15,000	0	0.00
	LICENSES, FEES, & PERMITS	15,180	0	0	0	0	15,180	0	0.00
MISCELLANEOUS REVENUES									
248-000-626.000	MISCELLANEOUS REVENUE	200	0	120	0	0	320	317	99.06
248-000-626.010	DEVELOPER REIMBURSEMENT	0	5,808	0	0	0	5,808	4,991	85.94
248-000-626.110	EV CHARGING STATION REVENUE	1,515	0	0	0	0	1,515	0	0.00
248-000-678.000	INSURANCE PROCEEDS	6,000	0	0	0	0	6,000	3,470	57.83
	MISCELLANEOUS REVENUES	7,715	5,808	120	0	0	13,643	8,778	64.34
PROPERTY TAXES									
248-000-404.000	CURRENT PROPERTY TAXES	848,243	0	(29,198)	0	0	819,045	743,301	90.75
248-000-418.000	PROPERTY TAXES - OTHER	(1,000)	0	0	0	0	(1,000)	0	0.00
248-000-451.000	DDA OPERATING LEVY	70,074	0	0	0	0	70,074	65,998	94.18
	PROPERTY TAXES	917,317	0	(29,198)	0	0	888,119	809,299	91.13
RENTAL INCOME									
248-000-667.020	RENT - SHORT TERM	700	0	0	0	0	700	0	0.00
	RENTAL INCOME	700	0	0	0	0	700	0	0.00
FUND BALANCE RESERVE									
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	88,008	84,510	37,857	0	0	210,375	0	0.00
	FUND BALANCE RESERVE	88,008	84,510	37,857	0	0	210,375	0	0.00
STATE REVENUES									
248-000-573.000	LCSA - PERS PROP TAX REIMBURSE	24,000	22,075	0	0	0	46,075	46,074	100.00

Year Ended 06/30/2024

2ND 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
	STATE REVENUES	24,000	22,075	0	0	0	46,075	46,074	100.00
TOTALS FOR DEPT 000-		1,104,030	112,393	11,669	0	0	1,228,092	924,032	75.24
TOTAL Revenues		1,104,030	112,393	11,669	0	0	1,228,092	924,032	75.24
DEPT: 573-DPW SERVICES									
248-573-706.000	WAGES - REGULAR FULL TIME	8,200	0	0	0	0	8,200	5,072	61.86
248-573-707.000	WAGES - REGULAR OVERTIME	515	0	1,145	0	0	1,660	1,657	99.83
248-573-725.000	FRINGE BENEFITS	8,505	0	1,145	0	0	9,650	5,494	56.93
248-573-801.020	AUTOMOTIVE SERVICE	525	0	0	0	0	525	12	2.29
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150	0	0	0	0	11,150	6,467	58.00
TOTALS FOR DEPT 573-DPW SERVICES		28,895	0	2,290	0	0	31,185	18,702	59.97
DEPT: 741-DESIGN COMMITTEE									
248-741-706.000	WAGES - REGULAR FULL TIME	23,175	0	0	0	0	23,175	10,583	45.66
248-741-709.000	WAGES - PART TIME	64,880	0	0	0	0	64,880	29,407	45.33
248-741-725.000	FRINGE BENEFITS	14,825	0	760	0	0	15,585	6,520	41.83
248-741-726.000	SUPPLIES	300	0	0	0	0	300	260	86.54
248-741-775.200	DOWNTOWN MATERIALS	29,000	0	0	0	0	29,000	5,512	19.01
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000	0	0	0	0	3,000	659	21.97
248-741-775.900	FUEL & OIL	1,000	0	0	0	0	1,000	123	12.29
248-741-801.000	CONTRACTUAL SERVICES	26,620	0	0	0	0	26,620	10,582	39.75
248-741-801.160	RESTROOM PROGRAM	4,000	0	0	0	0	4,000	1,515	37.88
248-741-920.010	ELECTRIC POWER	5,100	0	0	0	0	5,100	1,696	33.26
248-741-920.020	NATURAL GAS	18,610	0	0	0	0	18,610	444	2.39
248-741-920.030	WATER & SEWER SERVICE	9,760	0	0	0	0	9,760	2,860	29.30
248-741-938.120	LANDSCAPE MAINTENANCE	37,810	0	0	0	0	37,810	526	1.39
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000	0	0	0	0	2,000	0	0.00
248-741-962.500	VEHICLE INSURANCE	470	440	0	0	0	910	797	87.58
248-741-976.010	SITE AMENITIES	96,000	0	1,900	0	0	97,900	0	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	0	5,000	0	0	0	5,000	2,054	41.08
248-741-979.110	BOLLARD PROJECT	0	96,105	0	0	0	96,105	3,734	3.89
248-741-995.204	O/T TO SDSI FUND	110,000	0	0	0	0	110,000	0	0.00
TOTALS FOR DEPT 741-DESIGN COMMITTEE		446,550	101,545	2,660	0	0	550,755	77,272	14.03
DEPT: 742-MARKETING COMMITTEE									
248-742-706.000	WAGES - REGULAR FULL TIME	18,540	0	0	0	0	18,540	8,466	45.66
248-742-709.000	WAGES - PART TIME	31,640	0	(770)	0	0	30,870	13,811	44.74
248-742-725.000	FRINGE BENEFITS	9,425	0	1,480	0	0	10,905	4,111	37.70
248-742-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365	0	0	0	0	54,365	21,746	40.00
248-742-801.340	WEB SITE MAINTENANCE	1,320	0	0	0	0	1,320	686	51.95
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTI	53,600	(50,800)	0	0	0	2,800	0	0.00
248-742-955.190	BUSINESS RETENTION PROGRAM	750	0	0	0	0	750	0	0.00
248-742-955.310	CONCERTS	0	32,800	0	0	0	32,800	24,900	75.91
248-742-955.320	SKELETONS EVENT	0	12,000	0	0	0	12,000	4,911	40.93
248-742-955.330	HOLIDAY TO REMEMBER EVENT	0	5,000	0	0	0	5,000	200	4.00
248-742-955.340	CHILI COOKOFF EVENT	0	1,000	0	0	0	1,000	0	0.00
TOTALS FOR DEPT 742-MARKETING COMMITTEE		169,690	0	710	0	0	170,400	78,831	46.26
DEPT: 743-PARKING COMMITTEE									
248-743-706.000	WAGES - REGULAR FULL TIME	9,270	0	0	0	0	9,270	4,233	45.66

Year Ended 06/30/2024

2ND 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
248-743-725.000	FRINGE BENEFITS	3,495	0	280	0	0	3,775	1,525	40.40
248-743-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250	0	0	0	0	250	0	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000	0	0	0	0	50,000	25,000	50.00
248-743-995.230	O/T TO PARKING FUND	101,500	0	0	0	0	101,500	48,750	48.03
TOTALS FOR DEPT 743-PARKING COMMITTEE		164,565	0	280	0	0	164,845	79,508	48.23
DEPT: 744-ORGANIZATIONAL COMMITTEE									
248-744-706.000	WAGES - REGULAR FULL TIME	13,905	0	0	0	0	13,905	6,349	45.66
248-744-709.000	WAGES - PART TIME	20,625	0	3,510	0	0	24,135	9,101	37.71
248-744-725.000	FRINGE BENEFITS	6,830	0	1,670	0	0	8,500	3,053	35.92
248-744-726.000	SUPPLIES	4,750	0	(291)	0	0	4,459	0	0.00
248-744-730.000	POSTAGE	50	0	0	0	0	50	0	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,950	0	0	0	0	2,950	1,601	54.27
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0	5,808	0	0	0	5,808	4,095	70.51
248-744-802.010	LEGAL SERVICES - GENERAL	6,500	0	0	0	0	6,500	733	11.27
248-744-805.000	AUDITING SERVICES	5,395	0	0	0	0	5,395	2,300	42.63
248-744-900.000	PRINTING & PUBLISHING	1,215	0	0	0	0	1,215	438	36.07
248-744-920.000	UTILITIES	1,300	0	0	0	0	1,300	582	44.76
248-744-958.000	MEMBERSHIP & DUES	1,100	0	0	0	0	1,100	845	76.82
248-744-960.000	EDUCATION & TRAINING	850	0	0	0	0	850	0	0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE	4,420	(100)	0	0	0	4,320	3,239	74.97
248-744-962.010	INSURANCE - SPECIAL EVENTS POI	2,500	0	0	0	0	2,500	1,798	71.92
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,480	0	0	0	0	13,480	6,740	50.00
TOTALS FOR DEPT 744-ORGANIZATIONAL COMMITTEE		85,870	5,708	4,889	0	0	96,467	40,874	42.37
DEPT: 745-ECONOMIC DEVELOPMENT COMMITTEE									
248-745-706.000	WAGES - REGULAR FULL TIME	27,810	0	0	0	0	27,810	12,699	45.66
248-745-725.000	FRINGE BENEFITS	10,475	0	840	0	0	11,315	4,575	40.44
248-745-726.000	SUPPLIES	100	0	0	0	0	100	0	0.00
248-745-801.000	CONTRACTUAL SERVICES	0	2,500	0	0	0	2,500	2,500	100.00
248-745-955.190	BUSINESS RETENTION PROGRAM	0	2,640	0	0	0	2,640	2,313	87.59
TOTALS FOR DEPT 745-ECONOMIC DEVELOPMENT COMMITTEE		38,385	5,140	840	0	0	44,365	22,087	49.78
DEPT: 906-DEBT SERVICE									
248-906-995.303	O/T TO DEBT SERVICE FUND	170,075	0	0	0	0	170,075	5,038	2.96
TOTALS FOR DEPT 906-DEBT SERVICE		170,075	0	0	0	0	170,075	5,038	2.96
TOTAL Expenditures		1,104,030	112,393	11,669	0	0	1,228,092	322,312	26.24
TOTAL FOR FUND 248		1,104,030	112,393	11,669	0	0	1,228,092	924,032	0.00
REVENUES:		1,104,030	112,393	11,669	0	0	1,228,092	924,032	0.00
EXPENDITURES		1,104,030	112,393	11,669	0	0	1,228,092	322,310	0.00
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	601,721	0.00

Northville DDA
 FY 2023-24 Proposed DDA Budget
 2nd Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Increase in Planned Earnings	Decrease in Planned Earnings
Revenue				
248-000-404.000	Current Property Taxes	Larger than anticipated capture	\$5,855	
248-000-404.000	Current Property Taxes	Larger than anticipate capture road millage	\$26	
248-000-404.000	Current Property Taxes	Library opt out reduction		(\$35,079)
248-000-626.010	Miscellaneous Revenue	Additional change in fountain	\$120	
248-000-665.000	Investment Earning Short Term	Additional return on investment	\$2,000	
248-000-665.000	Investment Earning Long Term	Additional return on investment	\$1,000	
248-000-665.190	Custodial Fees	Decrease in Investment Management Fees		(\$110)
248-000-699.000	Use of Fund Balance	Use of Fund Balance for unbudgeted Items	\$37,857	
Subtotal			\$46,858	(\$35,189)
Total			\$11,669	
			Reduction in Planned Spending	Increase in Planned Spending
DPW				
248-573-707.000	Wages Overtime	DPW – call in		\$1,145
248-573-725.000	Fringe Benefit for overtime	DPW – call in		\$1,145
Design				
248-741-725.000	Fringe Benefits	Reallocation of staff time to Committees		\$760
248-741-976.000	Site Amenities	Storage Container for the DPW yard for DDA		\$1,900
Marketing				
248-742-709.000	Part Time Wages	Reallocation of staff time to Committees	(\$770)	
248-742-725.000	Fringe Benefits	Reallocation of staff time to Committees		\$1,480
16				

Parking				
248-743-725.000	Fringe Benefits	Reallocation of staff time to Committees		\$280
Organizational				
248-744-709.000	Wages – Part Time	Reallocation of staff time to Committees		\$3,510
248-744-725.000	Fringe Benefits	Reallocation of staff time to Committees		\$1,670
248-744-726.000	Supplies	Reduction in need for supplies	(\$291)	
Economic Deve.				
248-745-725.000	Fringe Benefits	Reallocation of staff time to Committees		\$840
Sub Total			(\$1,061)	\$12,730
Total				\$11,669

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Enter Municipality Name in this cell	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)			2023
	Year AUTHORITY (not TIF plan) was created:	1978	
	Year TIF plan was created or last amended to extend its duration:	2015	
	Current TIF plan scheduled expiration date:	2040	
	Did TIF plan expire in FY22?	No	
	Year of first tax increment revenue capture:	1979	
	Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No	
	If yes, authorization for capturing school tax:		
	Year school tax capture is scheduled to expire:	n/a	

Revenue:

Tax Increment Revenue	\$	809,575
Property taxes - from DDA millage only	\$	66,728
Interest	\$	12,400
State reimbursement for PPT loss (Forms 5176 and 4650)	\$	24,431
Other income (grants, fees, donations, etc.)	\$	79,468
Total	\$	992,602

Tax Increment Revenues Received

		Revenue Captured
From counties	\$	236,709
From cities	\$	469,781
From townships	\$	-
From villages	\$	-
From libraries (if levied separately)	\$	27,652
From community colleges	\$	69,130
From regional authorities (type name in next cell)	Huron Clinton Metro Authority	\$ 6,303
From regional authorities (type name in next cell)		\$ -
From regional authorities (type name in next cell)		\$ -
From local school districts-operating	\$	-
From local school districts-debt	\$	-
From intermediate school districts	\$	-
From State Education Tax (SET)	\$	-
From state share of IFT and other specific taxes (school taxes)	\$	-
Total	\$	809,575

Expenditures

	Design Committee	\$	259,745
	Marketing Committee	\$	169,346
	Parking Committee	\$	165,315
	Organizational Committee	\$	95,768
	Public Works	\$	19,634
	Economic Development	\$	67,362
	Debt Service - Pass Through Commitment	\$	169,880
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Transfers to other municipal fund (list fund name)		\$	-
Transfers to other municipal fund (list fund name)		\$	-
	Transfers to General Fund	\$	-
	Total	\$	947,050
Total outstanding non-bonded Indebtedness	Principal	\$	155,000
	Interest	\$	14,880
Total outstanding bonded Indebtedness	Principal	\$	-
	Interest	\$	-
	Total	\$	169,880
Bond Reserve Fund Balance		\$	-
Unencumbered Fund Balance		\$	-
Encumbered Fund Balance		\$	-

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value
Ad valorem PRE Real	\$ 1,305,251	\$ 485,252	\$ 819,999
Ad valorem non-PRE Real	\$ 32,747,509	\$ 5,575,896	\$ 27,171,613
Ad valorem industrial personal	\$ -	\$ -	\$ -
Ad valorem commercial personal	\$ 2,498,680	\$ 742,140	\$ 1,756,540
Ad valorem utility personal	\$ 599,100	\$ -	\$ 599,100
Ad valorem other personal	\$ -	\$ -	\$ -
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -
IFT New Facility personal property, all other	\$ -	\$ -	\$ -
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -
Commercial Rehabilitation Act	\$ -	\$ -	\$ -
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -
Exempt (from all property tax) Real Property	\$ -	\$ -	\$ -
Total Captured Value		\$ 6,803,288	\$ 30,347,252

~ City of Northville ~		
Downtown Development Authority		
Fiscal Year 2023-24 Goals and Objectives		
Goal	Objective	Action Steps
<i>Organization Committee:</i> Provide operational support and adequate funding for DDA programs and projects.	Review options available to the DDA to strengthen the DDA's financial position and ability to facilitate projects that enhance the downtown.	Review and evaluate cost allocation arrangement with the City.
		Explore refinancing of DDA bonds to provide revenue for DDA related projects.
	Determine Best Practices for DDA operations.	Explore grants, sponsorships and other means of financing the DDA's projects and programs. Review and update governing documents and policies.
<i>Design Committee:</i> Create and maintain vibrant, attractive and environmentally friendly downtown.	Oversee construction and maintenance of Downtown amenities.	Install additional bike parking downtown.
		Repair and maintain Town Square amenities including Pavilion and Fire Pits.
	Implement sustainable practices, where feasible, throughout the downtown.	Working with DPW, investigate opportunities to increase cardboard recycling for downtown businesses.
		Monitor health of downtown trees and treat and/or replace as necessary.
		Replace High Pressure Sodium streetlights and parking lot lights in the downtown with high efficiency lighting.
<i>Parking Committee:</i> Ensure adequate, safe, aesthetically pleasing parking to support the Downtown.	Monitor parking occupancy in parking decks, lots, and on-street in order to provide an adequate supply of parking spaces and options.	Track use of EV stations to monitor success of the program and to determine when additional stations are needed.
		Work with Police Department to explore new technologies to expand parking counts and parking.
		Review impact of planned potential new development and or redevelopment projects on downtown parking.
		Participate in an update of the 2006 Parking Study.
		Explore use of additional surveillance cameras in parking lots and decks and upgrade existing surveillance program.

<i>Parking Committee:</i> Ensure adequate, safe, aesthetically pleasing parking to support the Downtown.	Maintain and repair parking lots and decks within the DDA boundaries as needed.	Continue to Implement 20-year Maintenance Plan for parking decks and surface lots.
		Identify funding sources for both parking deck and surface parking lot repairs and maintenance.
		Define responsibilities for maintenance and upkeep of the parking system between the DDA, DPW, and private vendors.
		Finalize parking agreement with Singh Development to ensure operation and upkeep of the lower level of the MainCenter Parking deck.
<i>Marketing Committee:</i> Attract more people to Downtown.	Promote the Downtown as a destination for shopping, services, and entertainment.	Work with Marketing Consultant and Marketing Committee to develop annual advertising, public relations, and social media plan for Downtown.
		Work with other Northville organizations to cross promote events and happenings in the community.
		Oversee the rental of Town Square and encourage additional use of all special event venues.
<i>Economic Development Committee -</i> Encourage quality (re)developments that are consistent with the City's Master Plan.	Attract potential developers and investors to the Downtown Area.	Review potential tools and incentives that could be utilized to encourage economic development Downtown.
		Encourage commercial uses at ground floor.
		Continue to actively market available properties and update the DDA's Business Investment Guide.
	Monitor new development and its impacts and benefits to the downtown.	Participate in the review of the economic impact of new projects on the DDA/City.
	Review Policies and documents governing downtown development.	Work with Planning Commission to update policies and ordinances impacting development in the downtown.
Track business mix and vacancy rates for the downtown.	Develop an inventory of spaces in the downtown and update monthly.	
<i>Economic Development Committee -</i> Working with City Council, develop strategy to create safe, vibrant pedestrian downtown.	Work with design and engineering consultants to develop pedestrian plan for downtown.	Develop funding strategy for Pedestrian Plan.
		Implement Pedestrian Plan.
		Work with HDC to develop guidelines for the Downtown pedestrian area.
	Develop a coordinated plan for downtown Social District.	Promote and maintain expanded Social District. DDA, in conjunction with City, provide staff to service and maintain Social District.

Design Committee Updates 2023 – 24



Downtown Pedestrian Plan

The DDA, working with the EDC/Design Committee has begun discussions regarding the next phase of work in creating a downtown pedestrian plan for Northville. The committee will explore whether to move forward with seasonal closures utilizing the bollards and structures on the streets/sidewalks or whether to pursue the development of a plan with bollards and curbsless streets. Bollards have been introduced at Main/Hutton and Center/Dunlap. Bollards are being installed at Main/Center during the week of Thanksgiving and the remainder bollards will be installed in early spring.

Boundary Expansion

The DDA has recently completed a text amendment to the DDA Development and TIF Plan as well as a boundary expansion. The boundary expansion will encompass both Central Park and River Park as part of the Northville Downs project. The DDA will present final ordinance amendments and resolution to City Council on December 4th, completing the process.

Update of Streetscape Design Guidelines

DDA, in cooperation with Carlile Wortman, will be addressing needed updates to the Streetscape Design Guidelines. The Changes will take place over the winter and be presented to the DDA for adoption. This will ensure that the site plans conform to the approved guidelines.

Conversion of Decorative Street Lights

This spring, in partnership with the Northville DPW, the remaining HPS lighting will be converted to LED lighting. In addition, the DDA has selected a new lighting fixture that is very close in design to the old Herwig lights to replace the Herwig lights when they are damaged or need to be replaced. There are approximately 100 lights that still need to be converted.

Fire Pits

The fire pits located in Town Square have proven difficult to use for a variety of reasons including their weight, difficulty to install, no remote start or shut off. New fire pits that address the current problems are being reviewed to replace the existing fire pits.

Bike Racks and Hoops

The Committee has recommended new single hoop bike racks, multi-hoop bike racks and an on-street bike be installed this year to replace old racks and to add new racks to underserved areas.

EV Stations

DDA staff will continue to work with Red E Charging to providing charging stations for electric vehicles and continue to track the use and success of the program.

Economic Development Committee
Updates
2023 - 24



Review and Comment on new Development Projects

Review proposed new development and comment on economic impact on the project on the downtown area.

Review Tools and Incentive

Review potential tools and incentives that could be utilized to promote economic development in Northville.

Pedestrian Plan

Develop funding strategies to complete Downtown Pedestrian improvements.

Available Properties

Continue to actively market available properties and update the DDA's Business Investment Guide. Utilize new building inventory tool to track building, vacancy rates, and landuses.

Social District

Promote and maintain expanded Social District.



Parking Committee Updates 2023 - 24

Parking Occupancy Counts

Continue occupancy counts with Police Department and resume daytime counts with Public Works or DDA staff. In addition, work with Police Department to explore new technologies to expand parking counts and enforcement.

Parking Deck and Lot Repairs

Continue to implement the 20-year maintenance plans for both the City's parking decks and parking lots. Identify potential funding sources to pay for the parking repairs.

Parking Requirements

Encourage the review of the current parking requirements outlined in the Zoning Ordinance particularly as it pertains to the overnight parking permits and the sale of parking credits.

Surveillance Cameras

Explore use of additional surveillance cameras in parking lots and decks and continue to upgrade existing surveillance program.

Marketing Committee Updates 2023 - 24



DDA Website

Continue to update the DDA's website, ensuring fresh and accurate content and interesting graphic.

Events

Working with other organizations to assist in the development of additional events that showcase the community throughout the year.

Print Marketing and Advertising

The DDA will continue to develop bi-monthly event cards, and monthly print ads promoting downtown Northville.

Walking Map

Update the DDA's walking maps, directory signage and website to reflect current business mix.

Town Square

Continue to oversee the rental of Town Square and encourage additional use of all special event venues.



Organizational Committee Updates 2023 - 24

Goals and Objectives

In coordination with other DDA Committees, DDA staff will prepare the annual DDA Goals and Objectives for presentation and discussion at DDA Board meeting.

DDA Budget

In coordination with other DDA Committees, draft the DDA annual operation budget for presentation and discussion at DDA Board meeting.

Quarterly Budget Amendments

DDA staff, working with the Organization Committee and City's Finance Director prepares and present quarterly budget amendments that reflect changes that have occurred to the budget through necessity and opportunity.

Grant Sponsorship

The committee will explore grants, sponsorship and other means of financing the DDA's projects and program.

DDA Bylaws

The DDA is in the process of updating the DDA Bylaws to reflect current practices and legal requirements.



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: DDA Financial Discussion

Date: December 19, 2022

Over the past month, DDA staff, DDA Vice Chair Boyd, and Finance Director Sandi Wiktorowski have met several times to discuss the DDA's financial position and the DDA's fund balance. The Finance Department will be able to provide more detailed information on projections for next year's budget as we get closer to the budget season and as the Board of Review makes their adjustments.

As we discuss the financial position of the DDA there are several items to take into consideration:

- The Northville District Library chose to opt out of the TIF capture. They are the only taxing jurisdiction to choose to opt out. The opt out will reduce the DDA's budget by approximately \$37,000 annually. This loss in revenue begins immediately.
- The DDA has two remaining years of bond payments. After fiscal year 2024-25, the bonds will be paid off and the DDA will have an additional \$170,000 annually to use for pay as you go projects or for debt service for a future project.
- Several new projects will be completed and the DDA's TIF revenue should increase.

The DDA has budgeted this year for several larger scale projects. The DDA Board should discuss each project to determine whether the DDA wants to move forward in this fiscal year with the full budget that was committed when the 2023-24 budget was prepared. The DDA may determine that other projects now are a higher priority for the City/DDA and funds can be shifted to other projects. These projects that have identified funding include:

- Repairs to the Pavilion in Town Square (\$25,000)
- Replacement of Fire Pits (\$25,000)
- Conversion of HPH lights to LED (\$25,000)
- Purchase of bike racks (\$6,000)
- Light Fixture Conversion (\$20,000)

Projects that the DDA and City may move forward that have no identified revenue source as of yet, include the implementation of traffic calming recommendations and other traffic related projects, the purchase of additional street lighting to replace broken or damaged lights, and the exploration of curbless streets or other pedestrian improvements.

City of Northville													
Budget Amendment Worksheet													
FY2023-24 Budget													
Department:		Downtown Development Authority		Account Number									
Activity:		Revenues		Fund #		Activity #							
Prepared By:		Lori Ward		248		Revenues							
Account #	Classification & Description	2023-24 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-000-404.00	Current Property Taxes		848,243				(29,198)						819,045
	Captured - non streets	824,761		-		5,855		-		-			830,616
	Captured - restricted for street improvements	23,482		-		26		-		-			23,508
	drop library capture starting FY24					(35,079)							(35,079)
248-000-451.00	DDA Operating Levy		70,074										70,074
	1.8093 mills	70,074		-		-		-		-			70,074
	uncollected	-		-		-		-		-			-
248-000-573.00	PPT Reimbursement - Small Taxpayer Loss		24,000		22,075								46,075
	Local Community Stabilization Share	24,000		22,075		-		-		-			46,075
248-000-412.00	Delinquent Personal Property Taxes												
248-000-418.00	Property Taxes - Other		(1,000)										(1,000)
	Reserve - Tax Appeals	(1,000)		-		-		-		-			(1,000)
Total Taxes		941,317	941,317	22,075	22,075	(29,198)	(29,198)	-	-	-	-	934,194	934,194
248-000-490.09	Newspaper Rack Registration Fees	180	180										180
248-000-490.10	Outdoor Dining/Retail Permits	15,000	15,000										15,000
248-000-677.00	Sponsorships - Other		39,000		(39,000)								
	Benches												
	Christmas	5,000		(5,000)		-		-		-			-
	Skeletons are alive	12,000		(12,000)		-		-		-			-
	Concerts	20,000		(20,000)		-		-		-			-
	Chili Event	2,000		(2,000)		-		-		-			-
248-000-677.010	Sponsorships - Concerts			20,000	20,000								20,000
248-000-677.020	Sponsorships - Skeletons Are Alive				12,000								12,000
248-000-677.030	Sponsorships - Christmas				5,000								5,000
248-000-677.04	Sponsorships - Chili Cook Off			2,000	2,000								2,000
248-000-667.02	Rent Revenue		700										700
	Rental of Town Square	200		-		-		-		-			200
	Rental of Stands	500		-		-		-		-			500
248-000-626.00	Misc Revenue		200				120						320
	Change in fountain	200		-		120		-		-			320
248-000-626.010	Developer Reimbursement				5,808								5,808
NEW	Northville Downs - HPH (remainder of \$20K)			5,808									5,808

City of Northville													
Budget Amendment Worksheet													
FY2023-24 Budget													
Department:		Downtown Development Authority		Account Number									
Activity:		Revenues		Fund #		248		Activity #		Revenues			
Prepared By:		Lori Ward											
Account #	Classification & Description	2023-24 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-000-626.110	EV Charging Station Revenue	1,515	1,515	-	-	-	-	-	-	-	-	1,515	1,515
248-000-678.00	Insurance Proceeds	6,000	6,000	-	-	-	-	-	-	-	-	6,000	6,000
		62,595	62,595	5,808	5,808	120	120	-	-	-	-	68,523	68,523
Misc Revenue													
248-000-665.00	Investment Earnings - Short Term	6,000	6,000	-	-	2,000	2,000	-	-	-	-	8,000	8,000
248-000-665.19	Investment Earnings - Long Term MI Class	2,500	2,500	-	-	1,000	1,000	-	-	-	-	3,500	3,500
248-000-665.20	Investment Earnings - Long Term	5,500	5,500	-	-	-	-	-	-	-	-	5,500	5,500
248-000-665.40	Investment Pool Bank Fees	(500)	(500)	-	-	-	-	-	-	-	-	(500)	(500)
248-000-665.50	Investment Advisory Fees	(700)	(700)	-	-	-	-	-	-	-	-	(700)	(700)
248-000-665.60	Bank Lockbox Fees	(550)	(550)	-	-	-	-	-	-	-	-	(550)	(550)
248-000-665.70	Custodial Fees	(140)	(140)	-	-	(110)	(110)	-	-	-	-	(250)	(250)
248-000-669.00	Unrealized Market Change	-	-	-	-	-	-	-	-	-	-	-	-
Net Investment Earnings		12,110	12,110	-	-	2,890	2,890	-	-	-	-	15,000	15,000
Total		1,016,022	1,016,022	27,883	27,883	(26,188)	(26,188)	-	-	-	-	1,017,717	1,017,717
Difference (should be zero)			-		-		-		-		-		-
Total Expenditures		1,104,030	1,104,030	112,393	112,393	11,669	11,669	-	-	-	-	1,228,092	1,228,092
Total Revenues		1,016,022	1,016,022	27,883	27,883	(26,188)	(26,188)	-	-	-	-	1,017,717	1,017,717
Use of (Increase to) Fund Balance		88,008	88,008	84,510	84,510	37,857	37,857	-	-	-	-	210,375	210,375
Difference - should be zero		-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance		467,645										467,645	
Projected Ending Fund Balance		379,637										257,270	
restricted for street improvements		7,882										7,882	
assigned for compensated absences		59,192										59,192	
non-spendable - prepaids		17,925										17,925	
assignend for bollards		96,105		(96,105)								-	
unrestricted fund balance		198,533		11,595		(37,857)		-		-		172,271	
total fund balance		379,637		(84,510)		(37,857)		-		-		257,270	
Unrestricted Fund Balance as a % of revenues		20%										17%	
For Lori's memo:													
Unassigned Fund Balance, 7/1/2023		\$ 198,533											
1st Quarter Amendments		11,595											
2nd Quarter Amendments		(37,857)											
3rd Quarter Amendments		-											
4th Quarter Amendments		-											
Estimated Unassigned Fund Balance, 6/30/2024		\$ 172,271											

City of Northville														
Budget Amendment Worksheet														
FY2023-24 Budget														
Department:	Downtown Development Authority		Account Number											
Activity:	DPW Services		Fund #	Activity #										
Prepared By:	Lori Ward		370	573										
Account #	Classification & Description	2023-24	Original	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
248-573-706	Wages and Salaries - Full Time DPW Staff (full time)	8,200	8,200	-	-	-	-	-	-	-	-	8,200	8,200	
248-573-707	Wages - Regular Overtime (DPW)	515	515			1,145	1,145						1,660	
248-573-725	Fringe Benefits (1) DPW	8,505	8,505	-	-	1,145	1,145	-	-	-	-	9,650	9,650	
248-573-801.02	Automotive Service Vehicle Repair	525	525	-	-	-	-	-	-	-	-	525	525	
248-573-943	Equipment Rental DPW Equipment Streetsweeper Contribution	5,700 5,450	11,150	-	-	-	-	-	-	-	-	5,700 5,450	11,150	
Total		28,895	28,895	-	-	2,290	2,290	-	-	-	-	31,185	31,185	
Difference (should be zero)			-		-		-		-		-		-	

City of Northville													
Budget Amendment Worksheet													
FY2023-24 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Design			Fund #		Activity #							
Prepared By:	Lori Ward			370		741							
		2023-24 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-741-706.00	Wages and Salaries - Full Time (1)		23,175										23,175
	Director 25%	23,175		-	-	-	-	-	-	-	-	23,175	
	includes vacation payout & longevity												
248-741-707.00	Wages and Salaries - Overtime												
	Seasonals												
248-741-709.00	Wages and Salaries - Part Time		64,880										64,880
	Seasonal Supervisor (20*40 hrs/wk*38 weeks)	30,400		-	-	-	-	-	-	-	-	30,400	
	Winter Seasonal (\$18*10hrs/wk*14 wks)	2,800		-	-	-	-	-	-	-	-	2,800	
	1 Seasonals (\$18 * 40 hrs/wk)*26	18,720		-	-	-	-	-	-	-	-	18,720	
	1 Seasonals (\$18 * 40 hrs/wk)*18	12,960		-	-	-	-	-	-	-	-	12,960	
	Part time office 1 (21 hrs/wk)	-		-	-	-	-	-	-	-	-	-	
248-741-725	Fringe Benefits (1)		14,825				760						15,585
		14,825		-	-	760		-	-	-	-	15,585	
248-741-726.00	Supplies		300										300
	Meeting supplies	50		-	-	-	-	-	-	-	-	50	
	Reproduction	50		-	-	-	-	-	-	-	-	50	
	Supplies for Seasonal Employees	200		-	-	-	-	-	-	-	-	200	
248-741-775.20	Downtown Materials		29,000										29,000
	Downtown Greenery	4,000		-	-	-	-	-	-	-	-	4,000	
	Town Square Christmas Tree	2,500		-	-	-	-	-	-	-	-	2,500	
	Holiday Lighting & Decor - Town Square	17,500		-	-	-	-	-	-	-	-	17,500	
	Halloween Decorations	3,500		-	-	-	-	-	-	-	-	3,500	
	Maintenance Equipment	1,500		-	-	-	-	-	-	-	-	1,500	
248-741-775.21	Social District Expenses		3,000										3,000
	Signage	1,000		-	-	-	-	-	-	-	-	1,000	
	Garbage bags	300		-	-	-	-	-	-	-	-	300	
	equipment	200		-	-	-	-	-	-	-	-	200	
	Street games	500		-	-	-	-	-	-	-	-	500	
	Trash Receptacles	1,000		-	-	-	-	-	-	-	-	1,000	
248-741-775.90	Fuel & Oil		1,000										1,000
		1,000		-	-	-	-	-	-	-	-	1,000	

City of Northville Budget Amendment Worksheet FY2023-24 Budget													
Department:	Downtown Development Authority	Account Number											
Activity:	Design	Fund #	Activity #										
Prepared By:	Lori Ward	370	741										
Account #	Classification & Description	2023-24 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-741-801.00	Contractual Services		26,620		-		-		-		-		26,620
	Expanded WiFi - Clear Rate	3,600		-	-	-	-	-	-	-	-		3,600
	WiFi Service Town Square - Comcast	3,100		-	-	-	-	-	-	-	-		3,100
	Electrical Repairs	7,500		-	-	-	-	-	-	-	-		7,500
	New Hire Physicals (\$81/hire)	400		-	-	-	-	-	-	-	-		400
	Irrigation Repairs	3,500		-	-	-	-	-	-	-	-		3,500
	Sprinkler Start Up and Winterization	1,610		-	-	-	-	-	-	-	-		1,610
	Landscape/Planter Repair	400		-	-	-	-	-	-	-	-		400
	Sidewalk Repair & Replacement			-	-	-	-	-	-	-	-		-
	Umbrella Repairs	250		-	-	-	-	-	-	-	-		250
	Sound System in Town Square - BMI Fees	420		-	-	-	-	-	-	-	-		420
	Custom Channels - Sound System	350		-	-	-	-	-	-	-	-		350
	Heat Melt Repair	500		-	-	-	-	-	-	-	-		500
	Painting of Receptacles and Planters			-	-	-	-	-	-	-	-		-
	Painting of Benches	3,000		-	-	-	-	-	-	-	-		3,000
	Painting of Light Posts/St Lights/Clock	-		-	-	-	-	-	-	-	-		-
	Cameras - annual maintenance contract	940		-	-	-	-	-	-	-	-		940
	Fountain Repair	500		-	-	-	-	-	-	-	-		500
	Window Cleaning - CCC	300		-	-	-	-	-	-	-	-		300
	Boiler Start UP	250		-	-	-	-	-	-	-	-		250
													-
248-741-801.16	Public Restroom Program		4,000		-		-		-		-		4,000
	Porta Potty rental (\$430/mo)	4,000		-	-	-	-	-	-	-	-		4,000
													-
248-741-920.01	Electrical Service		5,100		-		-		-		-		5,100
	Town Square & Walkway - 127 E Main "CC"	1,530		-	-	-	-	-	-	-	-		1,530
	Clock, outlets, band shell "J" - 150 E Main	3,570		-	-	-	-	-	-	-	-		3,570
													-
248-741-920.02	Natural Gas Service		18,610		-		-		-		-		18,610
	Heat Melt System & Fire Pits - Town Square	18,000		-	-	-	-	-	-	-	-		18,000
	Walkway	610		-	-	-	-	-	-	-	-		610
													-
248-741-920.03	Water and Sewer Service		9,760		-		-		-		-		9,760
	Town Square, 120 W Main, Hutton Park	9,400		-	-	-	-	-	-	-	-		9,400
	Walkway	360		-	-	-	-	-	-	-	-		360
													-
248-741-938.12	Landscape Maintenance & Materials		37,810		-		-		-		-		37,810
	Annuals & perennials	25,000		-	-	-	-	-	-	-	-		25,000
	Landscape Replacement	3,000		-	-	-	-	-	-	-	-		3,000
	Tree Maintenance and Replacement	3,500		-	-	-	-	-	-	-	-		3,500
	Trim and Mulch	4,000		-	-	-	-	-	-	-	-		4,000
	Beautification Commission Plantings	2,250		-	-	-	-	-	-	-	-		2,250
	Fall Décor Packet	60		-	-	-	-	-	-	-	-		60
													-
248-741-938.160	Brick Repair & Maintenance		2,000		-		-		-		-		2,000
	Downtown	2,000		-	-	-	-	-	-	-	-		2,000
													-
248-741-962.50	Vehicle Insurance		470		440		-		-		-		910
	truck #1	470		(15)		-		-		-			455
	truck #2			455									455
													-
248-741-976.01	Site Amenities		96,000		-		1,900		-		-		97,900
	Bike Racks	6,000		-	-	-		-		-			6,000
	Light Fixture Replacement	20,000		-	-	-		-		-			20,000
	Light Fixture Conversion	20,000		-	-	-		-		-			20,000
	Pavilion Repairs	25,000		-	-	-		-		-			25,000
	Fire Pit	25,000		-	-	-		-		-			25,000
	Storage Container					1,900							1,900
248-741-977.000	Capital Outlay - Equip > \$5,000				5,000								5,000
	used truck from fire			5,000									5,000
													-

City of Northville															
Budget Amendment Worksheet															
FY2023-24 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Design			Fund #	Activity #										
Prepared By:	Lori Ward			370	741										
				2023-24 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
Account #	Classification & Description			Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-741-995.204	O/T to Street, Drainage, Sidewalk Impr Fund				110,000									-	110,000
	Main Street Improvements			110,000										110,000	
														-	
248-741-995.405	O/T to Public Improvement Fund						96,105							-	96,105
	Bollards					96,105								96,105	
														-	
														-	
														-	
Total				446,550	446,550	101,545	101,545	2,660	2,660	-	-	-	-	550,755	550,755
Difference (should be zero)					-		-		-		-		-		-

City of Northville													
Budget Amendment Worksheet													
FY2023-24 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Marketing & Business Mix			Fund #	Activity #								
Prepared By:	Lori Ward			370	742								
		2023-24	Original	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-742-706.00	Wages and Salaries - Full Time (1)		18,540										18,540
	Director (20%)	18,540		-	-	-	-	-	-	-	-	18,540	
	includes vacation payout & longevity												
248-742-709.00	Wages and Salaries - Part Time		31,640										30,870
	Stacy	23,005		-	-	(3,915)	-	-	-	-	-	19,090	
	Jeri/Jessica	8,635		-	-	3,145	-	-	-	-	-	11,780	
248-742-725.00	Fringe Benefits (1)		9,425										10,905
	Per Finance Department	9,425		-	-	1,480	-	-	-	-	-	10,905	
248-742-726.00	Supplies		50										50
	Meeting Supplies	50		-	-	-	-	-	-	-	-	50	
248-742-801.00	Contractual Services		54,365										54,365
	Graphic Design	8,000		-	-	-	-	-	-	-	-	8,000	
	Logo and Branding Development			-	-	-	-	-	-	-	-		
	IMJ Communications	24,000		-	-	-	-	-	-	-	-	24,000	
	Print	17,000		-	-	-	-	-	-	-	-	17,000	
	Internet/Social Media	2,500		-	-	-	-	-	-	-	-	2,500	
	Video/Photography	2,000		-	-	-	-	-	-	-	-	2,000	
	Signs	500		-	-	-	-	-	-	-	-	500	
	BMI fees	365		-	-	-	-	-	-	-	-	365	
248-742-801.34	Web Site		1,320										1,320
	Accunet	420		-	-	-	-	-	-	-	-	420	
	Website Redesign/Consulting	250		-	-	-	-	-	-	-	-	250	
	Constant Contact	650		-	-	-	-	-	-	-	-	650	
248-742-955.16	Downtown Programming & Promotions		53,600										2,800
	Northville Chamber of Commerce			-	(50,800)	-	-	-	-	-	-	-	
	Friday Night Concerts	32,800		(32,800)		-	-	-	-	-	-	-	
	NCBA	1,000		-	-	-	-	-	-	-	-	1,000	
	Skeletons are Alive	12,000		(12,000)		-	-	-	-	-	-	-	
	Tunes on Tuesday	800		-	-	-	-	-	-	-	-	800	
	Christmas	5,000		(5,000)		-	-	-	-	-	-	-	
	Chili'in the Ville	1,000		(1,000)		-	-	-	-	-	-	-	
	Misc events	1000		-	-	-	-	-	-	-	-	1,000	
248-742-955.19	Business Retention Program		750										750
	Walking Map			-	-	-	-	-	-	-	-	-	
	Restaurant Guide	750		-	-	-	-	-	-	-	-	750	
248-742-955.31	Concerts												32,800
248-742-955.32	Skeletons are Alive												12,000
248-742-955.33	Holiday to Remember												5,000
248-742-955.34	Chili Cook Off												1,000

City of Northville															
Budget Amendment Worksheet															
FY2023-24 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Marketing & Business Mix			Fund #	Activity #										
Prepared By:	Lori Ward			370	742										
				2023-24 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
Account #	Classification & Description			Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total		
Total				169,690	169,690	-	-	710	710	-	-	-	-	170,400	170,400
Difference (should be zero)				-		-		-		-		-			

City of Northville															
Budget Amendment Worksheet															
FY2023-24 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Parking			Fund #	Activity #										
Prepared By:	Lori Ward			370	743										
				2023-24 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
Account #	Classification & Description			Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-743-706	Wages and Salaries - Full Time (1)				9,270		-		-		-		-		9,270
	Director - 10%			9,270		-		-		-		-			9,270
	includes vacation payout & longevity														-
															-
248-743-725	Fringe Benefits (1)				3,495		-		280		-		-		3,775
	Per Finance Department			3,495		-		280		-		-			3,775
															-
248-743-726	Supplies				50		-		-		-		-		50
	Meeting Supplies			50		-		-		-		-			50
															-
248-743-955.20	Downtown Parking Program				250		-		-		-		-		250
	Brochures and Maps			250		-		-		-		-			250
															-
248-743-995.101	O/T to General Fund			-	50,000	-	-	-	-	-	-	-	-	-	50,000
	Street Lighting & Parking Lot Electrical			50,000		-		-		-		-			50,000
															-
248-743-995.230	O/T to Parking Fund				101,500		-		-		-		-		101,500
	parking maintenance/operatonal costs			97,500		-		-		-		-			97,500
	snow removal			4,000		-		-		-		-			4,000
															-
Total				164,565	164,565	-	-	280	280	-	-	-	-	164,845	164,845
Difference (should be zero)					-		-		-		-		-		-

Budget Amendment Worksheet													
FY2023-24 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Organizational			Fund #	Activity #								
Prepared By:	Lori Ward			370	744								
		2023-24	Original	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-744-706.00	Wages and Salaries - Full Time (1)		13,905										13,905
	Director 15%	13,905		-	-	-	-	-	-	-	-	-	13,905
	includes vacation payout & longevity												-
													-
248-744-709.00	Wages - Temp/Part Time Reg		20,625				3,510						24,135
	Stacy	7,670		-	-	11,420		-	-	-	-	-	19,090
	Jeri/Jessica	12,955		-	-	(7,910)		-	-	-	-	-	5,045
													-
248-744-725.00	Fringe Benefits (1)		6,830				1,670						8,500
	Per Finance Department	6,830		-	-	1,670		-	-	-	-	-	8,500
													-
248-744-726.00	Supplies		4,750				(291)						4,459
	Office Supplies	250		-	-	-		-	-	-	-	-	250
	Computer Supplies	500		-	-	-		-	-	-	-	-	500
	PC Replacement (2)	3,000		-	-	(2,170)		-	-	-	-	-	830
	laptops	1,000		-	-	1,879		-	-	-	-	-	2,879
													-
248-744-730.00	Postage		50										50
	Postage machine & stamps	50		-	-	-		-	-	-	-	-	50
													-
248-744-801.19	Technology Services		2,950										2,950
	IT support from Township	2,695		-	-	-		-	-	-	-	-	2,695
	Exchange Online Licensing	145		-	-	-		-	-	-	-	-	145
	2FA Email Licensing	110		-	-	-		-	-	-	-	-	110
													-
248-744-801.45	DDA Plan Update and Amendment				5,808								5,808
	Beckett & Raeder	-		3,484		-		-	-	-	-	-	3,484
	Legal & Consulting fees	-		2,324		-		-	-	-	-	-	2,324
	Printing, Publishing, Notice Fees												-
	Topographic Survey												-
													-
248-744-802.01	Legal Services		6,500										6,500
	General Legal Fees	1,500		-	-	-		-	-	-	-	-	1,500
	Real Estate Legal Fees	5,000		-	-	-		-	-	-	-	-	5,000
	Nothville Downs Legal Fees												-
													-
248-744-805.00	Auditing Services		5,395										5,395
	audit, prep/print statements, meeting	5,395		-	-	-		-	-	-	-	-	5,395
													-
248-744-900.00	Printing & Publishing		1,215										1,215
	Notecards/Envelopes/Labels	250		-	-	-		-	-	-	-	-	250
	Slide and Photo Processing			-	-	-		-	-	-	-	-	-
	Color Copying Charges	800		-	-	-		-	-	-	-	-	800
	Personnel Ad Placement - Indeed	165		-	-	-		-	-	-	-	-	165
													-
248-744-920.00	Utilities		1,300										1,300
	cell phone allowance (\$75/mo)	900		-	-	-		-	-	-	-	-	900
	Clear Rate phone & internet (\$33/mo)	400		-	-	-		-	-	-	-	-	400
													-
248-744-958.00	Memberships & Dues		1,100										1,100
	APA	255		-	-	-		-	-	-	-	-	255
	Chamber of Commerce	270		-	-	-		-	-	-	-	-	270
	NTHP - National Main Street Center			-	-	-		-	-	-	-	-	-

Budget Amendment Worksheet													
FY2023-24 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Organizational			Fund #	Activity #								
Prepared By:	Lori Ward			370	744								
		2023-24 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Michigan Downtown Association	575		-		-		-		-		575	
248-744-960.00	Education & Training		850		-		-		-		-		850
	Travel - mileage and parking	500		-		-		-		-		500	
	Conference Fees	350		-		-		-		-		350	
	Hotel Expenses												
248-744-962.00	Insurance - MMRMA		4,420		(100)		-		-		-		4,320
	Per Schedule	4,420		(100)		-		-		-		4,320	
248-744-962.010	Insurance - Specia Events		2,500		-		-		-		-		2,500
	Special Event Insurance	2,500		-		-		-		-		2,500	
248-744-965.00	Overhead		13,480		-		-		-		-		13,480
	services by Finance Dept, DPW Dir, Manager (2% increase)	13,480		-		-		-		-		13,480	
Total		85,870	85,870	5,708	5,708	4,889	4,889	-	-	-	-	96,467	96,467
Difference (should be zero)			-		-		-		-		-		-

City of Northville													
Budget Amendment Worksheet													
FY2023-24 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Economic Development			Fund #	Activity #								
Prepared By:	Lori Ward			370	745								
		2023-24	Original	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-745-706	Wages and Salaries - Full Time		27,810										27,810
	Director (30%)	27,810		-		-		-		-		-	27,810
	includes vacation payout & longevity												-
													-
248-745-709	Wages - Temp/Part Time Reg												
	Part time office 1 (21 hrs/wk)	-		-		-		-		-		-	-
													-
248-745-725	Fringe Benefits (1)		10,475				840						11,315
	Per Finance Department	10,475		-		840		-		-		-	11,315
													-
248-745-726	Supplies		100										100
	Meeting suplies , refreshments	50		-		-		-		-		-	50
	Reproduction	50		-		-		-		-		-	50
													-
248-745-801.00	Contractual Services				2,500								2,500
	Pedestrian Plan				2,500								2,500
	Street Closure Survey												-
													-
248-745-803.200	Planning Studies												
	Retail Market Study	-		-		-		-		-		-	-
													-
248-745-955.19	Business Retention Program				2,640								2,640
	Ritter GIS - Building Inventory				2,640								2,640
													-
													-
Total		38,385	38,385	5,140	5,140	840	840	-	-	-	-	44,365	44,365
Difference (should be zero)													

City of Northville													
Budget Amendment Worksheet													
FY2023-24 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Debt			Fund #	Activity #								
Prepared By:	Lori Ward			248	906								
		2023-24 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2023-24 Amended	
Account #	Classification & Description			Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-906-995.303	O/T to DDA Debt Service Fund				170,075		-		-		-		-
	2013 DDA Refunding Bond Debt Service												
	Principal			160,000		-		-		-		-	160,000
	Interest			10,075		-		-		-		-	10,075
	use of fund balance in debt svc fund					-		-		-		-	
	Final payment due April 2025												
Total				170,075	170,075	-	-	-	-	-	-	-	-
Difference (should be zero)					-		-		-		-		-

Budgeted Fund Balance beginning of Year	
Potential use of Fund Balance	
Street Lighting	\$25,000
Projects Deferred or Reduced	
Pavilion Repair	\$25,000
Road Repair	\$110,000
Fire Pit Replacement	\$25,000
Bike Rack	\$6,000
Light Fixture Conversion	\$20,000



Future Meetings / Important Dates:

December 19, 2023 and January 9, 2024– Planning Commission Meeting

December 20, 2023 and January 17, 2024 – Historic District Commission Meeting

December 23, 2023 - A Holiday to Remember Event

December 24, 25, 31, 2023 and January 1, 15, 2024 City Hall Closed

December 27, 2023 and January 24, 2024 – Brownfield Redevelopment Authority Meeting

January 8, 18, 2024 City Council Meeting

January 10, 2024 – Executive Committee Meeting

January 22, 2024 – Sustainability Committee Meeting

January 23, 2024 – DDA Board Meeting