

**Meeting of the DDA Board of Directors  
City Hall – Meeting Room A  
215 West Main Street  
February 19, 2019 - 8:00 a.m.**

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. January 2019 Financial Statement (Attachment 4.a)
  - b. January 2019 Invoice Report (Attachment 4.b)
  - c. January 15, 2018 Meeting Minutes (Attachment 4.c)
5. Review of Amended Goals and Objectives 2019 – 20 (Attachment 5)
6. Review of Proposed DDA Budget 2019 – 20 (Attachment 6)
7. Approval of Parking Deck Repair Contract (Attachment 7)
8. Committee Information and Updates (Attachment 8)
  - a. Design Committee – Robert Miller (Attachment 8.a)
  - b. Marketing Committee – Shawn Riley (Attachment 8.b)
  - c. Parking Committee – John Casey
  - d. Organizational Committee – Carolann Ayers (budget and G & O)
  - e. Economic Development Committee – Aaron Cozart (Attachment 8.e)
9. Future Meetings / Important Dates
  - a. First Friday Experience – March 1, 2019
  - b. Marketing Committee – March 7, 2019
  - c. Northville Marketplace – March 9, 2019
  - d. Design Committee – March 11, 2019
  - e. Executive Committee – March 13, 2018
  - f. Economic Development Committee - TBD
  - g. DDA Board Meeting – March 19, 2019
10. Board and Staff Communications
11. Adjournment – Next Meeting **March 19, 2019**

02/04/2019 11:20 AM  
 User: GBELL  
 DB: Northville

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE  
 PERIOD ENDING 01/31/2019  
 % Fiscal Year Completed: 58.90  
 JANUARY BENCHMARK 58%

Attachment 4.a

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 01/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/19 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	669,444.00	669,444.00	670,194.98	89,408.53	(750.98)		100.11
370-000-403.010	DDA OPERATING LEVY	58,211.00	58,211.00	55,844.52	31.92	2,366.48		95.93
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	36,000.00	32,041.00	32,041.08	0.00	(0.08)		100.00
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	0.00	0.00	(5,000.00)		0.00
PROPERTY TAXES		758,655.00	754,696.00	758,080.58	89,440.45	(3,384.58)		100.45
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	8,000.00	8,000.00	7,053.00	0.00	947.00		88.16
GRANTS & OTHER LOCAL SOURCES		8,000.00	8,000.00	7,053.00	0.00	947.00		88.16
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	400.00	400.00	0.00	0.00		100.00
COMMUNITY CENTER REVENUES		150.00	400.00	400.00	0.00	0.00		100.00
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	2,765.50	0.00	(265.50)		110.62
370-000-664.190	INTEREST - MI CLASS 1 DIST	0.00	217.00	489.81	97.74	(272.81)		225.72
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	3,588.83	0.00	1,411.17		71.78
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	(2,000.00)	(2,000.00)	2,568.84	0.00	(4,568.84)	(128.44)	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(193.68)	(33.71)	(406.32)		32.28
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(227.67)	(57.98)	(522.33)		30.36
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(300.00)	(132.86)	(51.12)	(167.14)		44.29
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(21.83)	0.00	21.83		100.00
INTEREST		3,850.00	4,067.00	8,836.94	(45.07)	(4,769.94)		217.28
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	1,182.00	1,182.00	0.00	0.00		100.00
370-000-667.000	INSURANCE PROCEEDS	0.00	6,427.00	7,427.00	0.00	(1,000.00)		115.56
370-000-687.010	MMRMA DISTRIBUTION	0.00	2,390.00	2,389.50	0.00	0.50		99.98
MISCELLANEOUS REVENUES		200.00	9,999.00	10,998.50	0.00	(999.50)		110.00
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	22,846.00	0.00	0.00	22,846.00		0.00
FUND BALANCE RESERVE		0.00	22,846.00	0.00	0.00	22,846.00		0.00
Total Dept 000		770,855.00	800,008.00	785,369.02	89,395.38	14,638.98		98.17
TOTAL REVENUES		770,855.00	800,008.00	785,369.02	89,395.38	14,638.98		98.17
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,485.00	12,985.00	8,341.54	1,716.05	4,643.46		64.24
370-753-707.000	WAGES - REGULAR OVERTIME	570.00	1,170.00	530.68	0.00	639.32		45.36
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00		0.00
370-753-943.000	EQUIPMENT RENTAL - CITY	2,650.00	4,800.00	3,332.83	886.53	1,467.17		69.43

PERIOD ENDING 01/31/2019  
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JANUARY BENCHMARK 58%

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2019 NORM (ABNORM)	MONTH 01/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-753-967.000	FRINGE BENEFITS	6,005.00	14,705.00	8,985.71	1,661.69	5,719.29	61.11
Total Dept 753 - DPW SERVICES		15,210.00	34,160.00	21,190.76	4,264.27	12,969.24	62.03
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	9,302.10	1,175.07	6,887.90	57.46
370-861-710.000	WAGES - PART TIME	18,505.00	18,810.00	8,601.21	0.00	10,208.79	45.73
370-861-726.000	SUPPLIES	475.00	475.00	247.06	0.00	227.94	52.01
370-861-740.050	DOWNTOWN MATERIALS	19,450.00	19,450.00	3,043.05	2,442.26	16,406.95	15.65
370-861-751.000	FUEL & OIL	0.00	1,000.00	324.57	0.00	675.43	32.46
370-861-801.000	CONTRACTUAL SERVICES	25,807.00	25,807.00	20,343.45	6,328.74	5,463.55	78.83
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,415.00	0.00	1,335.00	51.45
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	31,750.00	31,750.00	9,187.00	1,150.00	22,563.00	28.94
370-861-913.000	VEHICLE INSURANCE	0.00	350.00	346.00	0.00	4.00	98.86
370-861-920.010	ELECTRIC POWER	1,500.00	1,500.00	356.50	84.02	1,143.50	23.77
370-861-920.020	NATURAL GAS	3,930.00	3,930.00	462.66	0.00	3,467.34	11.77
370-861-920.030	WATER & SEWER SERVICE	7,660.00	7,660.00	3,684.66	0.00	3,975.34	48.10
370-861-967.000	FRINGE BENEFITS	8,185.00	8,305.00	4,439.88	505.78	3,865.12	53.46
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00	1,500.00	1,500.00	0.00	0.00	100.00
370-861-976.010	STREET FURNISHINGS	500.00	19,655.00	19,323.50	300.00	331.50	98.31
Total Dept 861 - DESIGN COMMITTEE		139,172.00	161,632.00	82,576.64	11,985.87	79,055.36	51.09
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,190.00	9,301.91	1,175.04	6,888.09	57.45
370-862-710.000	WAGES - PART TIME	12,520.00	6,035.00	0.00	0.00	6,035.00	0.00
370-862-726.000	SUPPLIES	150.00	150.00	49.75	0.00	100.25	33.17
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	29,800.00	32,300.00	29,228.36	4,390.00	3,071.64	90.49
370-862-785.000	BUSINESS RETENTION PROGRAM	2,357.00	2,357.00	0.00	0.00	2,357.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,500.00	36,470.76	4,107.00	29,029.24	55.68
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	630.00	30.00	210.00	75.00
370-862-950.050	O/T TO PARKS & RECREATION	2,500.00	0.00	0.00	0.00	0.00	0.00
370-862-967.000	FRINGE BENEFITS	7,375.00	6,885.00	3,691.67	505.82	3,193.33	53.62
Total Dept 862 - MARKETING		137,202.00	130,257.00	79,372.45	10,207.86	50,884.55	60.94
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,080.00	8,095.00	4,686.31	587.53	3,408.69	57.89
370-863-710.000	WAGES - PART TIME	1,255.00	605.00	0.00	0.00	605.00	0.00
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	400.00	400.00	250.00	0.00	150.00	62.50
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	37,500.00	12,500.00	12,500.00	75.00
370-863-950.260	OPER TFR TO PARKING FUND	113,100.00	113,100.00	66,075.00	22,025.00	47,025.00	58.42
370-863-967.000	FRINGE BENEFITS	3,300.00	3,255.00	1,896.43	252.90	1,358.57	58.26
Total Dept 863 - PARKING		176,185.00	175,505.00	110,407.74	35,365.43	65,097.26	62.91
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	11,680.33	1,468.79	8,559.67	57.71
370-864-710.000	WAGES - PART TIME	6,260.00	3,020.00	0.00	0.00	3,020.00	0.00

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		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-726.000	SUPPLIES	1,150.00	1,150.00	461.49	0.00	688.51		40.13
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00		0.00
370-864-731.000	PUBLICATIONS	65.00	130.00	127.92	0.00	2.08		98.40
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	1,921.00	2,092.31	86.90	(171.31)		108.92
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	1,129.50	471.00	1,870.50		37.65
370-864-805.000	AUDITING SERVICES	4,930.00	4,930.00	4,754.00	0.00	176.00		96.43
370-864-900.000	PRINTING & PUBLISHING	975.00	1,975.00	1,265.01	71.10	709.99		64.05
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,610.00	4,120.00	2,967.00	0.00	1,153.00		72.01
370-864-920.000	UTILITIES	1,420.00	1,420.00	827.54	75.00	592.46		58.28
370-864-958.000	MEMBERSHIP & DUES	958.00	1,338.00	1,338.00	0.00	0.00		100.00
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	0.00	0.00	1,400.00		0.00
370-864-967.000	FRINGE BENEFITS	8,495.00	8,255.00	4,808.94	650.31	3,446.06		58.25
370-864-967.020	OVERHEAD - ADMIN & RECORDS	11,520.00	11,520.00	8,640.00	2,880.00	2,880.00		75.00
Total Dept 864 - ORGANIZATIONAL		67,573.00	64,519.00	40,092.04	5,703.10	24,426.96		62.14
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,240.00	11,892.02	1,468.77	8,347.98		58.76
370-865-710.000	WAGES - PART TIME	2,505.00	1,210.00	0.00	0.00	1,210.00		0.00
370-865-726.000	SUPPLIES	200.00	200.00	33.30	0.00	166.70		16.65
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
370-865-801.000	CONTRACTUAL SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
370-865-803.200	PLANNING & DESIGN STUDIES	25,000.00	25,000.00	0.00	0.00	25,000.00		0.00
370-865-967.000	FRINGE BENEFITS	8,205.00	8,115.00	4,994.21	632.21	3,120.79		61.54
Total Dept 865 - ECONOMIC DEVELOPMENT		62,110.00	60,765.00	16,919.53	2,100.98	43,845.47		27.84
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,170.00	173,170.00	16,585.00	0.00	156,585.00		9.58
Total Dept 945 - DEBT SERVICE		173,170.00	173,170.00	16,585.00	0.00	156,585.00		9.58
Dept 999 - RESERVE ACCOUNTS								
370-999-999.000	UNALLOCATED RESERVE	233.00	0.00	0.00	0.00	0.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		233.00	0.00	0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		770,855.00	800,008.00	367,144.16	69,627.51	432,863.84		45.89
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		770,855.00	800,008.00	785,369.02	89,395.38	14,638.98		98.17
TOTAL EXPENDITURES		770,855.00	800,008.00	367,144.16	69,627.51	432,863.84		45.89
NET OF REVENUES & EXPENDITURES		0.00	0.00	418,224.86	19,767.87	(418,224.86)		100.00
BEG. FUND BALANCE		403,977.08	403,977.08	403,977.08				
END FUND BALANCE		403,977.08	403,977.08	822,201.94				

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE  
 POST DATES 01/01/2019 - 01/31/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322024383196	1232019	01/16/19	98.66	109173
370-861-740.050	DOWNTOWN MATERIALS	GAJE WAREHOUSE	GARLAND AND BOWS	287	01/16/19	2,343.60	109188
370-861-801.000	CONTRACTUAL SERVICES	ALLIED BUILDING SRVC C	REPAIR OF ELECTRICAL OUTLETS ON LIG	00211248	01/03/19	900.00	109053
370-861-801.000	CONTRACTUAL SERVICES	ALLIED BUILDING SRVC C	REPAIR OF BOILER IN CADY PARKING DE	00212424	01/16/19	5,173.00	109198
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	011719	02/13/19	299.00	
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	WIFI TOWN SQUARE	1172019	01/30/19	255.74	109255
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	FALL LANDSCAPE CLEAN UP	18-14-121518	01/03/19	1,150.00	109045
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES	012419	01/30/19	84.02	109265
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USGAE 12/6/18 - 1/8/19	010819	02/13/19	1,804.46	
370-861-976.010	STREET FURNISHINGS	GREENCORNER	UMBRELLA STAND WHEELS	GC15150	01/30/19	300.00	109237
Total For Dept 861 DESIGN COMMITTEE						12,408.48	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	KURT KINDE	SANTA SERVICES	117	01/03/19	1,510.00	109063
370-862-784.000	DOWNTOWN PROGRAMMING & PR	BEGONIA BROTHERS PARTY	SPIDER WEB AND INSTALLATION	7792	01/30/19	2,880.00	109298
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	JAN FEB EVENT CARDS	58004	01/03/19	576.00	109011
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	DECEMBER SEEN AD	260360	01/03/19	700.00	109061
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	AD IN SEEN MAGAZINE	260671	01/16/19	700.00	109207
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	JANUARY 2019 THE VILLE AD	1295	01/16/19	375.00	109214
370-862-801.000	CONTRACTUAL SERVICES	HARBOR HOUSE PUBLISHER	CHAMBER DIRECTORY AD	1719	01/30/19	435.00	109231
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	JAN FEB 2019 DIRECTORIES	55374	01/30/19	471.00	109276
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	JAN FEB 2019 GRAPHIC DESIGN NEWSLET'	032	01/30/19	350.00	109294
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN DEC & JAN 2019 ADS	031	01/30/19	500.00	109294
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	FEBRUARY MARKETING RETAINER	NORTHVILLE 2-19	02/13/19	2,000.00	
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MONTHLY LISTSERV	MC09718605	01/16/19	30.00	109174
Total For Dept 862 MARKETING						10,527.00	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE WIFI	01162019	01/30/19	86.90	109256
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL DEC 2018 (25.1	10714251	01/16/19	35.00	109153
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE - DECEMBER	115843	01/30/19	436.00	109306
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	011719	02/13/19	43.22	
Total For Dept 864 ORGANIZATIONAL						601.12	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						23,536.60	

**DOWNTOWN DEVELOPMENT AUTHORITY  
Regular Meeting of January 15, 2019  
Meeting Room A**

The regular meeting of the DDA Board was called to order at 8:02 a.m.

**ROLL CALL**

**Present:** *Mayor Ken Roth, Chairman Shawn Riley, Carolann Ayers, Margene Buckhave, John Casey, Aaron Cozart, Jeri Johnson, Jim Long, Robert Miller, Greg Presley, Mary Starring*

**Absent:**

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Fred Sheill/resident, Sarah Prescott/Northville School Board, Alyssa Spence/baby*

**AUDIENCE COMMENTS**

Chair Riley wished everyone a Happy New Year. Rile welcomed Mary Starring's granddaughter, Alyssa Spence to the meeting. Alyssa is 4 months old

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent Agenda

- a. December 2018 Financial Statement
- b. December 2018 Invoice Report
- c. December 18, 2018 Meeting Minutes

**Motion by Miller, seconded by Buckhave** to approve the Agenda and Consent Agenda as presented. **Motion carried unanimously.**

**ELECTION OF OFFICERS**

Ward directed Board members to the Slate of Officers in their packet. Ward sent out a notice to all of the Board members gauging interest in the Officer positions. All current officers responded that they were interested in continuing to serve. Johnson agreed to fill the vacant position of Board Secretary. The Slate of Officers for 2019 is Shawn Riley, Chair, John Casey, Vice Chair, Carolann Ayers, Treasurer, Jeri Johnson, Secretary.

**Motion by Presley, seconded by Buckhave** to approve the slate of candidates as presented. **Motion carried unanimously.**

## **PURCHASE OF MOBILE UMBRELLA STANDS**

Ward directed the Board to Attachment 6 in their board packet which consists of a DDA Communications, photograph and an invoice for 8 sets of wheels for the existing Market Umbrellas located in Town Square. The bases for the umbrellas weigh 133 lbs. each, and while they keep the umbrellas in place, they are extremely hard to use. This past summer, there was an increase in Town Square rentals for music and programming. Renters had a difficult time moving the umbrellas to utilize Town Square. Often the events occurred hours after the seasonal employees were gone for the day. Ward recommends that the DDA Board authorize the purchase of 8 wheel assembly sets for the umbrellas for an amount of \$300. Shipping is free for the order.

**Motion by Long, seconded by Casey** to approve the purchase of 8 wheel assembly sets for the umbrellas in Town Square from GreenCorner in the amount of \$300.  
**Motion carried unanimously.**

## **COMMITTEE INFORMATION AND UPDATES**

- a. *Design Committee* – Miller updated the Board on the Design Committee's meeting held the previous day.
  - Committee addressing how to move the piano out of Old Church Square. It was suggested that the adjacent businesses be contacted to let them know that the piano was being relocated. Buckhave noted that the harsh weather really impacted the piano.
  - Committee is working on the mural project. The initial project will be at Main and Center. Chuck Murdock is heading up the effort
  - The Committee is getting pricing to replace the heavy and hard to use fire pits with a lighter weight model that can be started remotely and/or be used on a timer.
  - Design Committee will be assisting the City in the design process of developing new Entranceway Signs for the City.
- b. *Marketing Committee* – Riley updated the Board on the Marketing Committee's recent meeting.
  - Dan Ferrara is heading up a committee that is looking at ways to rejuvenate the Heritage Festival. The committee has met several times and received lots of good input on how to encourage additional organizations to participate in the event. Each of these organizations would contribute to a unique item during the festival.
- c. *Parking Committee* – No meeting was held. Casey asked when the bike racks would be installed. Ward said they will be installed prior to Memorial Day. Sullivan asked if the on street parking rack would be installed this year. Ward stated that the Design Committee is looking at a sturdier model to replace the one that was hit by a car last year.
- d. *Organizational Committee* – No meeting was held.

- e. *Economic Development Committee* – Update by Cozart.
- DDA had a meeting with HPH set up and it was cancelled by Randy Wertheimer. Randy met with the City officials and the Planning consultant Sally Elmiger. Cozart asked Sullivan to update the group.
  - Sullivan disclosed that HPH is moving the Cady Street project forward as a Matter of Right project. The lower acreage will be developed later. Watermark the Cady Street developer is ready to go and does not want to be slowed down while the entire project negotiates the PUD. Watermark is scheduled to go before the Historic District Commission on Wednesday to show the HDC a concept design and receive feedback. Ayers asked if Watermark was still seeking Tax Abatements. Sullivan responded that there was no mention of any public funding.
  - 335 E. Cady Street is on the Planning Commission's agenda for tonight for Final Site Plan approval.

#### **FUTURE MEETINGS/ IMPORTANT DATES**

##### Future Meetings / Important Dates

- a. First Friday Experience – February 1, 2019
- b. Marketing Committee – February 7, 2019
- c. Art Crush – February 9, 2019
- d. Design Committee – February 11, 2019
- e. Executive Committee – February 13, 2018
- f. Economic Development Committee - TBD
- g. DDA Board Meeting – February 26, 2019

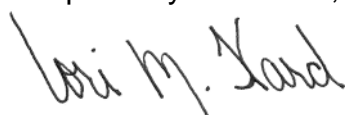
#### **BOARD AND STAFF COMMUNICATIONS**

Long mentioned that in the recent Chamber of Commerce Newsletter he read about the Veteran's banners. He was concerned that there might be families who wanted to honor their loved ones but could not afford the \$250 charge to participate. Johnson mentioned that after expenses of production and installation of the banners is met, the remainder is being donated to the American Legion and VFW. The second year there is only a small fee for installation. Long expressed concern over the cost. Cozart suggested that he and Long talk after the meeting. Cozart is the current Chair of the Chamber and offered to continue the talk. Miller mentioned that the Design Committee voted at their meeting the day before to assist the Chamber in purchasing more banner arms to accommodate the successful Veteran's Banner program.

The next DDA Board meeting is March 19, 2019

**Meeting adjourned at 9:06 am**

Respectfully submitted,



Lori M. Ward, Director  
Northville Downtown Development Authority





## DDA Communications

**To:** DDA Board of Directors

**From:** Lori Ward, DDA Director

**Subject:** DDA Goals and Objectives 2019-20

**Date:** February 19, 2019

### **Background:**

DDA staff drafted the DDA Goals and Objectives for fiscal year 2019-20 and distributed the Draft to each of the Committee Chairs for review and input. Their comments were incorporated into the Draft Plan and it was forwarded to the Organizational Committee who met to discuss the format and substance of the document.

The DDA Board of Directors met on December 18, 2018 to discuss the 2019-20 Goals and Objects and voted unanimously to approve the document and forward to City Council for consideration at a Special City Council meeting held on February 4, 2019. Several requests were made by members of the City Council to change or add new language to the DDA Goals and Objectives that related to:

- Inclusion of a Goal to fill the vacant part time DDA staff position
- Work with the Northville Historical Society to develop a walking map and app to highlight Downtown's history and architecture.
- Explore creating a dark-sky program to reduce light pollution and providing lighting regulations for Downtown Northville's public streetlights.
- Work with DDA consultant LandUSA to clarify the terms commercial and retail used in the Target Market Analysis developed as part of the DDA's 2017 Strategic Plan for Downtown Northville and to determine the amount of commercial development the City of Northville can sustain.

DDA staff revised the DDA's Goals and Objectives to address the 4 issues raised at the City Council meeting. The changes in the revised Goals and Objectives are highlighted in red on Attachment 3.

### **Recommendation:**

DDA Staff recommends that the DDA Board of Directors approve the revised DDA Goals and Objectives for 2019-20 and notify City Council of this action.

## Northville Downtown Development Authority FY 2019-20 Goals and Objectives

The work of all committees will support the implementation of the vision created during the Updated Strategic Planning process.

Goal	Objective	Action Steps
<i>Organization Committee</i> Evaluate the operational structure and funding of the DDA.	Review options available to the DDA to strengthen the DDA's financial position and ability to facilitate projects that could enhance the downtown.	<ul style="list-style-type: none"> <li>▪ Review and evaluate cost sharing arrangements with the City.</li> <li>▪ Explore grants and other funding options for DDA projects and programs.</li> <li>▪ Hire part-time staff person to assist in the DDA office.</li> </ul>
<i>Organization Committee</i> Ensure the successful and smooth operation of the DDA.	Oversee the daily administrative duties required to effectively operate the DDA office.	<ul style="list-style-type: none"> <li>▪ Ensure DDA compliance with new legislative requirement impacting TIF capture.</li> <li>▪ Review Committee structure to ensure Board members are engaged and active participants in the Committee's efforts.</li> </ul>
<i>Design Committee:</i> Implement Wayfinding and Signage Systems for Downtown to assist residents and visitors in navigating our community and in learning about Northville's unique heritage.	Work with other Northville Organizations to develop Signage, Historic Markers and Walking Tour Programs	<ul style="list-style-type: none"> <li>▪ Using the design standards developed in the Wayfinding and Signage Program, work with the others to develop prototype for Historic Markers Program to tell Northville's unique story.</li> <li>▪ Work with the Northville Historical Society to develop a walking map and app to highlight Downtown Northville's history and architecture.</li> <li>▪ Research funding sources to assist with the implementation of the Historic Markers program.</li> <li>▪ Implement, where appropriate mural projects that receive the support of the community and HDC.</li> </ul>
	Add additional directory locations in the Downtown	<ul style="list-style-type: none"> <li>▪ Acquire Easement to allow design and installation of a wall mounted directory sign near the Comerica Community Connection.</li> </ul>

<p><i>Design Committee:</i> Develop sponsorship and memorial program</p>	<p>Develop guidelines to allow for sponsorship of street furnishings.</p>	<ul style="list-style-type: none"> <li>▪ Retire old program, return plaques.</li> <li>▪ Develop guidelines for new program to allow the sponsorship of street furnishings and trees.</li> </ul>
<p><i>Design Committee:</i> Continue to develop connections in the Downtown area that make the Downtown more accessible and easier to navigate.</p>	<p>Continue to explore creation of physical link from Downtown to Ford Field and other areas.</p>	<ul style="list-style-type: none"> <li>▪ Work with Parks and Recreation Department and Northville Rotary to explore design solutions and funding options to visually and physically link Ford Field with the Downtown.</li> <li>▪ Explore foundation or other grant support for project.</li> </ul>
	<p>Continue to promote and develop Northville as a non-motorized community.</p>	<ul style="list-style-type: none"> <li>▪ Encourage citizens to ride, for recreation and for their health, including the placement of more bicycle racks.</li> </ul>
	<p>Provide high quality maintenance in the Downtown and ensure that the infrastructure systems are operational.</p>	<ul style="list-style-type: none"> <li>▪ Work with DPW staff to perform regular maintenance items including: painting and repair of trash receptacles, planters, drinking fountains and other furnishings.</li> <li>▪ Supervise seasonal maintenance staff responsible for daily upkeep of the Downtown.</li> <li>▪ Oversee contractor routine maintenance of irrigation system and snow melt systems, tree pruning, holiday lighting, and other repairs as necessary.</li> <li>▪ Explore opportunities to contract maintenance work out with outside vendors.</li> </ul>
	<p>Continue to Replace High Pressure Sodium lighting in the Downtown with Energy efficient lighting.</p>	<ul style="list-style-type: none"> <li>▪ Develop and Implement phasing plan for the replacement of High Pressure Sodium lights in the downtown with high efficiency Induction lighting.</li> <li>▪ Review options to replace parking lot lighting with high efficiency lighting.</li> <li>▪ Explore creating a dark-sky program to reduce light pollution and provide lighting regulations for Downtown Northville.</li> </ul>
<p><i>Design Committee:</i> Create energy efficient and environmentally friendly Downtown.</p>	<p>Provide recycling opportunities for visitors.</p>	<ul style="list-style-type: none"> <li>▪ Explore adding recycling receptacles to high traffic locations, particularly for special events.</li> </ul>

	Participate in sustainable practices with the City of Northville	<ul style="list-style-type: none"> <li>▪ Explore projects and operational methods that provide energy efficiency and positively impact the environment.</li> </ul>
	Monitor parking occupancy in parking decks, lots, and on-street.	<ul style="list-style-type: none"> <li>▪ Investigate/implement other high tech options of collecting parking count data to provide accurate and comprehensive information.</li> <li>▪ Develop a parking app using parking count data collected.</li> <li>▪ Improve buffering of the surface parking lots.</li> </ul>
<i>Parking Committee:</i> Ensure adequate, safe aesthetically pleasing parking to support the Downtown.	Maintain and repair of existing parking lots and decks as required.	<ul style="list-style-type: none"> <li>▪ Begin the renovation of the Cady Street and MainCentre parking decks as adopted in the Carl Walker Report.</li> <li>▪ Define responsibilities for maintenance and upkeep of the parking system.</li> <li>▪ Develop new program/plan to address management of the lower level residential parking at the MainCentre Parking Deck.</li> <li>▪ Convert Parking lot/deck parking to high efficiency lighting.</li> </ul>
<i>Marketing Committee:</i> Attract more people to Downtown.	Promote the Downtown as a destination for shopping, design and entertainment.	<ul style="list-style-type: none"> <li>▪ Work with Marketing Consultant and Marketing Mix Committee to develop annual advertising and public relations plan for Downtown.</li> <li>▪ Monitor analytics to evaluate the effectiveness of the various marketing efforts.</li> <li>▪ Update the DDA website.</li> </ul>
	Attract more visitors to the Downtown area for events.	<ul style="list-style-type: none"> <li>▪ Evaluate the DDA's role in Special Events.</li> <li>▪ Oversee the rental of Town Square and encourage additional use of the facility.</li> </ul>
	Attract potential new businesses to the Downtown Area	<ul style="list-style-type: none"> <li>▪ Have ongoing discussions with property owners to determine when vacancies will be occurring in the Downtown and assist owners in filling those spaces.</li> <li>▪ Actively Market Available Properties.</li> </ul>

<p><i>Economic Development Committee</i> Leverage market opportunities to attract new development and redevelopment projects.</p>	<p>Attract potential developers and investors to the Downtown Area.</p>	<ul style="list-style-type: none"> <li>▪ Work with LandUSA to better understand and communicate the results of the Target Market Analysis in terms of the definition of commercial space and how much commercial square footage Downtown Northville can support.</li> <li>▪ Utilize Target Market Analysis, provided as part of the Update Strategic Plan, to attract developers to Northville.</li> <li>▪ Prepare an Executive Summary of Retail and Residential Target Market Analysis.</li> <li>▪ Informational meeting with local realtors and regional developers to provide information on available development sites and incentives.</li> </ul>
	<p>Support existing downtown businesses.</p>	<ul style="list-style-type: none"> <li>▪ Provide workshops and training opportunities that provide downtown businesses support and skills to compete in the market.</li> </ul>
	<p>Monitor new development and its impacts and benefits to the downtown.</p>	<ul style="list-style-type: none"> <li>▪ Participate in the review of the economic impact of new projects on the DDA/City.</li> </ul>
<p><i>Economic Development Committee</i> Review policies and documents governing downtown development.</p>	<p>Refine Sub Area Plans.</p>	<ul style="list-style-type: none"> <li>▪ Review potential E. Main Street sub area plan.</li> </ul>
	<p>Assist businesses with specific needs.</p>	<ul style="list-style-type: none"> <li>▪ Develop a Business Assistance Team to meet with businesses in need of additional support.</li> </ul>
	<p>Develop downtown as an entertainment and arts district.</p>	<ul style="list-style-type: none"> <li>▪ Explore the creation of an Arts and Creative Industries Master Plan for Downtown.</li> </ul>



## DDA Communications

**To:** DDA Board of Directors

**From:** Lori M. Ward, DDA Director

**Date:** February 19, 2018

**Subject:** Budget Discussion 2019-20

### **Background:**

The 2019-20 budget shows the DDA revenue up slightly by \$20,000. The final assessment numbers will be available at the end of February and will provide a more accurate estimate. In addition, several new projects located in the DDA District have either received Planning Commission approval or are involved in the planning process. While these projects will most likely not be completed in this fiscal year, they will have an impact on future DDA revenues. The DDA will begin the fiscal year on July 1, 2019 with a fund balance of roughly \$350,000.

The Organizational Committee met to review the Draft Budget prepared by staff and elected to include all of the Capital Projects that are currently in the planning stages of the various committees and allow discussion by the Board on whether to use Fund Balance in order to complete the projects. The draft budget calls for the use of \$64,744 in fund balance. The changes in this year's budget to note include:

- Increase in DPW salaries, fringe benefits, and equipment rental in the amount of \$25,000. This budget has increased as the DDA is picking up the cost for services previously provided by the City as part of the General Fund Budget.
- Inclusion of a part time (30 hours per week) marketing coordinator. The position had been vacant since May of 2018.
- Addition of funding for an Historic Markers Program and Downtown Mural project each in the amount of \$5,000.
- Addition of a new Directory sign north of the Comerica Community Connection in the amount of \$3,000. This sign will be compatible with the two directories already installed at Old Church Square and Town Square.
- Addition of \$15,000 to complete the conversion of existing High Pressure Sodium lights to Induction lighting. Part of the project is funding in the current 2018-19 year.
- Replacement of Town Square's Festoon lighting - \$20,000.
- Replacement of the remainder of the old wooden benches with new benches - \$16,600. These charges will be offset by sponsorship revenue.
- Fabrication and installation of two sets of Cross Street Banners - \$29,000.

- Logo and Branding Development. A project that was started with the Wayfinding project - \$4,000.

The biggest challenge facing the DDA over the next several years will be the immediate and long term plan to address the maintenance of the city's parking system. The MainCentre and Cady Street Parking Decks were constructed in 1994 to serve the Northville business community. Over the years, the City/DDA has implemented a number of repairs to the structure, including patching the concrete slabs that make up the driving and parking surface of the garage, sealing the deck, painting the railings, and other maintenance tasks.

In April 2018 The DDA retained the Parking Consulting firm Carl Walker/WGI to evaluate the two parking decks and develop an Improvement Plan to bring the two decks up to good condition and develop a long term maintenance plan for the decks which details routine annual maintenance items that are recommended to keep the parking decks in good condition through their entire life cycle. The cost of the Improvement Plan was \$15,075. The Improvement Plan was completed in September and identified an initial repair plan that is estimated at \$725,185 and the next 18 year of maintenance is estimated at \$1,713,000. The next step in the process is to have construction documents prepared of the identified capital projects in the first 2 years totaling \$725,185. In addition to the Carl Walker Study, the City has retained Fleis and Vandenberg, the City Engineers, to evaluate the surface parking lots and to determine a repair/replacement plan for the next 20 years.

Carlise Wortman has been assisting the City/DDA with a financial strategy to pay for the needed improvements. There are a limited number of options that are available to pay for the project: paid parking, Special Assessment District, Parking Fund, TIF revenue or a combination of the four sources. Once the City/DDA has all of the costs assembled, a plan will be put together and presented to the DDA and City Council.

The DDA will need to decide how much of the Fund Balance to use on this year's recommended capital projects described above. The Draft 2019-20 budget recommends utilizing \$64,744. This will still provide the DDA with a Fund Balance at the end of the year of 35% of revenue or \$282,438. The only new non-capital project that is included in this year's budget is the increase in DPW services of \$25,000. In this or future budgets, in order to balance the DDA budget, \$25,000 in reductions would need to be made on operational costs which would target either part time staff, marketing, or ongoing event support.

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge															
FY2019-20 Budget															
Department:	Downtown Development Authority				Account Number										
Activity:	Revenues				Fund #	Activity #									
Prepared By:	Lori Ward				370	Revenues									
	2016-17 Actual		2017-18 Actual		2018-19 Projected		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed		2022-23 Proposed		
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Total	
<b>370-000-403</b>	<b>Current Property Taxes</b>		<b>642,838</b>	<b>646,845</b>	<b>646,845</b>	<b>670,195</b>	<b>670,195</b>	<b>686,280</b>	<b>686,280</b>	<b>700,006</b>	<b>700,006</b>	<b>714,006</b>	<b>714,006</b>	<b>728,286</b>	
	Formulas are on main budget document (NET)	642,838		646,845		670,195		686,280		700,006		714,006		728,286	
	2.4% Inc for FY20, 2% each year after					-		-		-		-		-	
<b>370-000-403.01</b>	<b>DDA Operating Levy</b>		<b>56,375</b>	<b>56,823</b>	<b>56,823</b>	<b>58,932</b>	<b>58,932</b>	<b>60,346</b>	<b>60,346</b>	<b>61,553</b>	<b>61,553</b>	<b>62,784</b>	<b>62,784</b>	<b>64,040</b>	
	1.8158 mills	56,375		56,823		58,932		60,346		61,553		62,784		64,040	
	2.4% Inc for FY20, 2% each year after					-		-		-		-		-	
<b>370-000-403.04</b>	<b>PPT Reimbursement - Small Taxpayer Loss</b>		<b>35,677</b>	<b>36,178</b>	<b>36,178</b>	<b>32,041</b>	<b>32,041</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	
	Local Community Stabilization Share	35,677		36,178		32,041		30,000		30,000		30,000		30,000	
<b>370-000-417</b>	<b>Delinquent Personal Property Taxes</b>			<b>176</b>	<b>176</b>										
<b>370-000-418</b>	<b>Property Taxes - Other</b>		<b>(6,849)</b>	<b>6,355</b>	<b>6,355</b>	<b>(1,000)</b>	<b>(1,000)</b>	<b>(2,500)</b>	<b>(2,500)</b>	<b>(2,500)</b>	<b>(2,500)</b>	<b>(2,500)</b>	<b>(2,500)</b>	<b>(2,500)</b>	
	Reserve - Tax Appeals	(6,849)		6,355		(1,000)		(2,500)		(2,500)		(2,500)		(2,500)	
<b>Total Taxes</b>		<b>728,041</b>	<b>728,041</b>	<b>746,377</b>	<b>746,377</b>	<b>760,168</b>	<b>760,168</b>	<b>774,126</b>	<b>774,126</b>	<b>789,059</b>	<b>789,059</b>	<b>804,290</b>	<b>804,290</b>	<b>819,826</b>	
<b>370-000-586.02</b>	<b>Sponsorships</b>		<b>3,973</b>	<b>1,000</b>	<b>1,000</b>	<b>10,000</b>	<b>10,000</b>	<b>7,000</b>	<b>27,100</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>	
	Skeletons Are Alive	3,973		-		7,000		7,000		7,000		7,000		7,000	
	Concours d'Elegance	-		-											
	Wednesday Night Concerts					3,000		3,500		3,500		3,500		3,500	
	Other			1,000											
	Benches							16,600							
<b>370-000-659.11</b>	<b>Rent Revenue</b>		<b>-</b>	<b>150</b>	<b>150</b>	<b>400</b>	<b>400</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	
	Rental of Town Square	-		150		400		150		150		150		150	
<b>370-000-666</b>	<b>Misc Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,118</b>	<b>1,118</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	
	Change in fountain	-		-		200		200		200		200		200	
	Other					918									
<b>370-000-667.00</b>	<b>Insurance Proceeds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>6,427</b>	<b>6,427</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>370-000-673.00</b>	<b>Gain on Disposal of Assets</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>64</b>	<b>64</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>370-000-687.01</b>	<b>MMRMA Distribution</b>					<b>2,390</b>	<b>2,390</b>								
<b>Misc Revenue</b>		<b>3,973</b>	<b>3,973</b>	<b>1,150</b>	<b>1,150</b>	<b>20,399</b>	<b>20,399</b>	<b>27,450</b>	<b>27,450</b>	<b>10,850</b>	<b>10,850</b>	<b>10,850</b>	<b>10,850</b>	<b>10,850</b>	



City of Northville																
Line Item Budget Worksheet - Details of Supplies, Services and Charge																
FY2019-20 Budget																
Department:	Downtown Development Authority		Account Number													
Activity:	Revenues		Fund #	Activity #												
Prepared By:	Lori Ward		370	Revenues												
			2016-17 Actual		2017-18 Actual		2018-19 Projected		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed		2022-23 Proposed	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-000-664	Investment Earnings - Short Term	880	880	2,531	2,531	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
370-000-664.19	Investment Earnings - Long Term MI Class	-	-	-	-	217	217	250	250	250	250	250	250	250	250	
370-000-664.20	Investment Earnings - Long Term	4,647	4,647	5,630	5,630	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
370-000-664.30	Unrealized Market Change	(3,694)	(3,694)	(5,794)	(5,794)	-	-	-	-	-	-	-	-	-	-	
370-000-664.40	Investment Pool Bank Fees	(723)	(723)	(491)	(491)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	
370-000-664.50	Investment Advisory Fees	(740)	(740)	(691)	(691)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	
370-000-664.60	Bank Lockbox Fees	(298)	(298)	(295)	(295)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	(300)	
<b>Net Investment Earnings</b>		<b>72</b>	<b>72</b>	<b>890</b>	<b>890</b>	<b>6,067</b>	<b>6,067</b>	<b>6,100</b>	<b>6,100</b>	<b>6,100</b>	<b>6,100</b>	<b>6,100</b>	<b>6,100</b>	<b>6,100</b>	<b>6,100</b>	
370-000-699.06	Operating transfer from General Fund		21,000		-											
	Strategic Plan Contribution	21,000		-												
<b>Total</b>		<b>753,086</b>	<b>753,086</b>	<b>748,417</b>	<b>748,417</b>	<b>786,634</b>	<b>786,634</b>	<b>807,676</b>	<b>807,676</b>	<b>806,009</b>	<b>806,009</b>	<b>821,240</b>	<b>821,240</b>	<b>836,776</b>	<b>836,776</b>	
<b>Difference (should be zero)</b>			-		-		-		-		-		-		-	
<b>% Variance from prior year</b>									2.67%		-0.21%		1.89%		1.89%	
	Total Expenditures	744,656	744,656	752,685	752,685	810,372	810,372	872,420	872,420	786,535	786,535	799,395	799,395	801,490	801,490	
	Total Revenues	753,086	753,086	748,417	748,417	786,634	786,634	807,676	807,676	806,009	806,009	821,240	821,240	836,776	836,776	
	Use of (Increase to) Fund Balance	(8,430)	(8,430)	4,268	4,268	23,738	23,738	64,744	64,744	(19,474)	(19,474)	(21,845)	(21,845)	(35,286)	(35,286)	
	Difference - should be zero	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Beginning Fund Balance (unassigned)					370,920		347,182		282,438		301,912		323,757		
	Projected Ending Fund Balance (unassigned) *					347,182		282,438		301,912		323,757		359,043		
	Fund Balance as a % of expenditures					43%		32%		38%		41%		45%		
	Fund Balance as a % of revenues					44%		35%		37%		39%		43%		

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Se															
FY2019-20 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	DPW Services		Fund #	Activity #											
Prepared By:	Lori Ward		370	753											
<b>Account #</b>	<b>Classification &amp; Description</b>	<b>2016-17 Actual</b>		<b>2017-18 Actual</b>		<b>2018-19 Projected</b>		<b>2019-20 Proposed</b>		<b>2020-21 Proposed</b>		<b>2021-22 Proposed</b>		<b>2022-23 Proposed</b>	
		<b>Amount</b>	<b>Total</b>	<b>Amount</b>	<b>Total</b>	<b>Amount</b>	<b>Total</b>	<b>Amount</b>	<b>Total</b>	<b>Amount</b>	<b>Total</b>	<b>Amount</b>	<b>Total</b>	<b>Amount</b>	<b>Total</b>
<b>370-753-706</b>	<b>Wages and Salaries - Full Time (1)</b>		<b>4,036</b>		<b>3,553</b>		<b>12,985</b>		<b>13,250</b>		<b>13,675</b>		<b>13,675</b>		<b>13,675</b>
	DPW Staff (full time)	4,036		3,553		12,985		13,250		13,675		13,675		13,675	
<b>370-753-707</b>	<b>Wages - Regular Overtime (DPW)</b>		<b>817</b>		<b>283</b>		<b>1,170</b>		<b>1,170</b>		<b>1,225</b>		<b>1,225</b>		<b>1,225</b>
		817		283		1,170		1,170		1,225		1,225		1,225	
<b>370-753-939</b>	<b>Automotive Service</b>		<b>-</b>		<b>-</b>		<b>500</b>		<b>500</b>		<b>500</b>		<b>500</b>		<b>500</b>
	Vehicle Repair	-		-		500		500		500		500		500	
<b>370-753-943</b>	<b>Equipment Rental</b>		<b>1,664</b>		<b>2,203</b>		<b>4,800</b>		<b>4,800</b>		<b>4,800</b>		<b>4,800</b>		<b>4,800</b>
	DPW Equipment	1,664		2,203		4,800		4,800		4,800		4,800		4,800	
<b>370-753-967</b>	<b>Fringe Benefits (1)</b>		<b>4,968</b>		<b>4,026</b>		<b>13,535</b>		<b>14,355</b>		<b>14,980</b>		<b>14,980</b>		<b>14,980</b>
	DPW	4,968		4,026		13,535		14,355		14,980		14,980		14,980	
		-		-		-		-		-		-		-	
<b>Total</b>		<b>11,485</b>	<b>11,485</b>	<b>10,065</b>	<b>10,065</b>	<b>32,990</b>	<b>32,990</b>	<b>34,075</b>	<b>34,075</b>	<b>35,180</b>	<b>35,180</b>	<b>35,180</b>	<b>35,180</b>	<b>35,180</b>	<b>35,180</b>
<b>Difference (should be zero)</b>			<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
<b>% Variance from prior year</b>									<b>3.29%</b>		<b>3.24%</b>		<b>0.00%</b>		<b>0.00%</b>

City of Northville															
Item Budget Worksheet - Details of Supplies, Services and Cha															
FY2019-20 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Design			Fund #	Activity #										
Prepared By:	Lori Ward			370	861										
Account #	Classification & Description	2016-17 Actual		2017-18 Actual		2018-19 Projected		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed		2022-23 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
<b>370-861-706</b>	<b>Wages and Salaries - Full Time (1)</b>		<b>23,075</b>		<b>23,689</b>		<b>16,190</b>		<b>16,600</b>		<b>16,815</b>		<b>16,815</b>		<b>16,815</b>
	Director (30%)	23,075		23,689		16,190		16,600		16,815		16,815		16,815	
<b>370-861-707</b>	<b>Wages and Salaries - Overtime</b>				<b>45</b>										
	2 Seasonals			45											
<b>370-861-710</b>	<b>Wages and Salaries - Part Time</b>		<b>21,368</b>		<b>16,185</b>		<b>18,470</b>		<b>20,620</b>		<b>20,620</b>		<b>20,620</b>		<b>20,620</b>
	3 Seasonals	19,218		16,185		17,600		17,600		17,600		17,600		17,600	
	DDA part-time staff	2,150		-		870		3,020		3,020		3,020		3,020	
<b>370-861-726</b>	<b>Supplies</b>		<b>230</b>		<b>258</b>		<b>475</b>		<b>625</b>		<b>625</b>		<b>625</b>		<b>625</b>
	Meeting supplies	50		-		50		50		50		50		50	
	Reproduction	-		-		100		100		100		100		100	
	Catering	122		-		125		125		125		125		125	
	Printing tshirts	-		99		100		100		100		100		100	
	Ambassadors			-											
	Maintenance Equipement	54		159		100		250		250		250		250	
	Misc.	4		-											
<b>370-861-740.05</b>	<b>Downtown Materials</b>		<b>15,309</b>		<b>16,252</b>		<b>-</b>		<b>-</b>		<b>20,700</b>		<b>20,700</b>		<b>20,700</b>
	Downtown Greenery	2,008		2,344		2,500		2,500		2,500		2,500		2,500	
	LED Tree lights17 raised planters	500		-		2,400		2,400		2,400		2,400		2,400	
	Holiday Lights in Downtown	1,558		6,968		3,000		3,000		3,000		3,000		3,000	
	LED Lights for Light Poles	-		-		300		500		300		300		300	
	Town Square Christmas Tree	-		2,830		4,000		2,500		2,500		2,500		2,500	
	Holiday Lighting & Decor - Town Square	7,000		-		4,000		7,000		7,000		7,000		7,000	
	Halloween Decorations	3,366		2,615		3,000		3,000		3,000		3,000		3,000	
	Halloween Lighting	-		-											
	Misc.	740		45											
	Maintenance Equipment	137		1,450		250									
<b>370-861-751</b>	<b>Fuel &amp; Oil</b>					<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

City of Northville															
Item Budget Worksheet - Details of Supplies, Services and Cha															
FY2019-20 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Design		Fund #	Activity #											
Prepared By:	Lori Ward		370	861											
Account #	Classification & Description	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Actual Amount	2017-18 Actual Total	2018-19 Projected Amount	2018-19 Projected Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2021-22 Proposed Amount	2021-22 Proposed Total	2022-23 Proposed Amount	2022-23 Proposed Total
<b>370-861-801.00</b>	<b>Contractual Services</b>		<b>23,331</b>		<b>21,410</b>		<b>27,820</b>		<b>25,730</b>		<b>23,730</b>		<b>23,730</b>		<b>23,730</b>
	Expanded WiFi - Clear Rate	3,588		3,640		3,600		3,600		3,600		3,600		3,600	
	Electrical Repairs			3,102		10,000		10,000		10,000		10,000		10,000	
	New Hire Physicals (\$81/hire)	315		490		300		300		300		300		300	
	Irrigation Repairs	1,609		5,858		2,500		2,500		2,500		2,500		2,500	
	Sprinkler Start Up and Winterization	650		1,000		960		960		960		960		960	
	Landscape/Planter Repair	3,480		-		-		-		-		-		-	
	Umbrella Repairs	-	-	-	-	100		250		250		250		250	
	Sound System in Town Square	419		419		420		420		420		420		420	
	Radio Licensing Fees					350		350		350		350		350	
	Heat Melt Repair	6,293		1,610		500		500		500		500		500	
	Painting of Receptacles and Planters	-	-	-	-	1,000		1,000		1,000		1,000		1,000	
	Painting of Light Posts	-	-	1,100	-	2,000		-		-		-		-	
	Painting	3,232		-		2,000		-		-		-		-	
	walkway repair	400		-		-		-		-		-		-	
	Misc	350		-		-		-		-		-		-	
	Security Cameras	340		1,128		590		350		350		350		350	
	WiFi Service Town Square - Comcast	2,655		2,807		3,000		3,000		3,000		3,000		3,000	
	Fountain Repair	-	-	-	-	500		2,500		500		500		500	
	Survey Work			256		-		-		-		-		-	
<b>370-861-801.16</b>	<b>Public Restroom Program</b>		<b>2,032</b>		<b>3,177</b>		<b>2,750</b>		<b>2,750</b>		<b>2,750</b>		<b>2,750</b>		<b>2,750</b>
	Porta Potty rental (\$430/mo)	2,032		3,177		2,750		2,750		2,750		2,750		2,750	
<b>370-861-801.94</b>	<b>Brick Repair &amp; Maintenance</b>		<b>-</b>		<b>-</b>		<b>2,500</b>		<b>2,500</b>		<b>2,500</b>		<b>2,500</b>		<b>2,500</b>
	Town Square			-		-		-		-		-		-	
	Downtown			-		2,500		2,500		2,500		2,500		2,500	
<b>370-861-803.200</b>	<b>Planning Studies</b>		<b>43,618</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
	Strategic Plan - DDA Portion	43,618		-		-		-		-		-		-	
<b>370-861-803.59</b>	<b>Signage and Markers Projects</b>		<b>11,452</b>		<b>69,163</b>		<b>-</b>		<b>10,000</b>		<b>5,000</b>		<b>5,000</b>		<b>5,000</b>
	Downtown Wayfinding Project	11,452		68,566		-		-		-		-		-	
	Historic Markers							5,000		5,000		5,000		5,000	
	Mural Project							5,000		5,000		5,000		5,000	
	Non Motorized Trail Project			597											
<b>370-861-850</b>	<b>Landscape Maintenance &amp; Materials</b>		<b>31,550</b>		<b>25,690</b>		<b>31,750</b>		<b>30,750</b>		<b>30,750</b>		<b>30,750</b>		<b>30,750</b>
	Annuals & perennials	13,935		18,533		20,000		20,000		20,000		20,000		20,000	
	Landscape Replacement	11,970		-		5,000		5,000		5,000		5,000		5,000	
	Tree Maintenance and Replacement	4,497		5,600		2,000		1,000		1,000		1,000		1,000	
	Trim and Mulch	1,512		-		1,000		1,000		1,000		1,000		1,000	
	Parking Lot Landscaping	-		-		1,500		1,500		1,500		1,500		1,500	
	Beautification Commission Plantings	-		1,481		2,250		2,250		2,250		2,250		2,250	
	Misc.	(364)		76		-		-		-		-		-	

City of Northville															
Item Budget Worksheet - Details of Supplies, Services and Cha															
FY2019-20 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Design			Fund #	Activity #										
Prepared By:	Lori Ward			370	861										
Account #	Classification & Description	2016-17 Actual		2017-18 Actual		2018-19 Projected		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed		2022-23 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-913	Vehicle Insurance						350		360		370		380		390
	MMRMA					350		360		370		380		390	
370-861-920.01	Electrical Service (127 E Main)		1,092		925		1,300		1,330		1,360		1,390		1,420
	Town Square & Walkway	1,092		925		1,300		1,330		1,360		1,390		1,420	
		-		-		-		-		-		-		-	
370-861-920.02	Natural Gas Service		3,625		4,610		3,930		4,010		4,090		4,170		4,250
	Heat Melt System & Fire Pits - Town Square	3,625		4,610		3,370		3,440		3,510		3,580		3,650	
	Walkway	-		-		560		570		580		590		600	
370-861-920.030	Water and Sewer Service		11,092		6,812		7,660		8,040		8,440		8,860		9,300
	Town Square, 120 W Main, Hutton Park	11,092		6,812		7,350		7,720		8,110		8,520		8,950	
	Walkway	-		-		310		320		330		340		350	
370-861-967	Fringe Benefits (1)		10,778		9,895		8,280		8,605		8,690		8,690		8,690
		10,778		9,895		8,280		8,605		8,690		8,690		8,690	
370-861-973	Capital Outlay < \$5,000						1,500								
	purchase truck from DPW					1,500									
370-861-976.01	Street Furnishings		893		1,658		28,655		85,395		500		5,250		500
	Bike Racks	-		-		5,000		-							
	Newsrack	893		-		1,000									
	Signage - Directory	-		1,658				3,000				-		-	
	Light Fixture Conversions	-		-		14,455		15,545				-		-	
	Umbrella	-		-		500		250		500		250		500	
	Furniture/Benches							16,600				5,000			
	Town Square Decorative Lighting														
	Festoon Lighting							20,000							
	Flags					4,700									
	tables and Chairs														
	Banner Brackets					3,000									
	Cross Street Banners							30,000							
<b>Total</b>		199,445	199,445	199,769	199,769	172,080	172,080	239,215	239,215	147,940	147,940	153,230	153,230	149,040	149,040
<b>Difference (should be zero)</b>			-		-		-		-		-		-		-
<b>% Variance from prior year</b>									39.01%		-38.16%		3.58%		-2.73%

City of Northville															
e Item Budget Worksheet - Details of Supplies, Services and Char															
FY2019-20 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Marketing & Business Mix		Fund #	Activity #											
Prepared By:	Lori Ward		370	862											
Account #	Classification & Description	2016-17 Actual Amount	2016-17 Actual Total	2017-18 Actual Amount	2017-18 Actual Total	2018-19 Projected Amount	2018-19 Projected Total	2019-20 Proposed Amount	2019-20 Proposed Total	2020-21 Proposed Amount	2020-21 Proposed Total	2021-22 Proposed Amount	2021-22 Proposed Total	2022-23 Proposed Amount	2022-23 Proposed Total
<b>370-862-706</b>	<b>Wages and Salaries - Full Time (1)</b>		<b>36,875</b>		<b>23,977</b>		<b>16,190</b>		<b>16,600</b>		<b>16,815</b>		<b>16,815</b>		<b>16,815</b>
	Director -30%	36,875		23,977		16,190		16,600		16,815		16,815		16,815	
<b>370-862-710</b>	<b>Wages and Salaries - Part Time</b>		<b>2,149</b>		<b>11,648</b>		<b>4,350</b>		<b>15,080</b>		<b>15,080</b>		<b>15,080</b>		<b>15,080</b>
	part time office staff	2,149		-		4,350		15,080		15,080		15,080		15,080	
				11,648											
<b>370-862-726</b>	<b>Supplies</b>		<b>-</b>		<b>104</b>		<b>150</b>		<b>150</b>		<b>150</b>		<b>150</b>		<b>150</b>
	Meeting Supplies & Refreshments	-		104		150		150		150		150		150	
<b>370-862-784</b>	<b>Downtown Programming &amp; Promotions</b>		<b>26,280</b>		<b>27,531</b>		<b>32,300</b>		<b>32,300</b>		<b>31,300</b>		<b>30,300</b>		<b>30,300</b>
	Other Promotional Events	1,960		1,037		-		-		-		-		-	
	Northville Chamber of Commerce	8,000		7,500		7,000		7,000		7,000		6,500		6,500	
	Friday Night Concerts	7,500		7,000		6,500		6,500		6,500		6,000		6,000	
	Wednesday Night Concerts			2,000		6,000		6,500		6,000		6,000		6,000	
	Buy Michigan Now Festival	2,000		3,500		3,000		2,500		2,000		2,000		2,000	
	NCBA	1,398		761		1,000		1,000		1,000		1,000		1,000	
	Skeletons are Alive	5,422		4,125		3,500		4,000		4,000		4,000		4,000	
	Fall Décor	-		40		300		300		300		300		300	
	Tunes on Tuesday					2,500		2,000		2,000		2,000		2,000	
	Christmas	-		1,568		2,500		2,500		2,500		2,500		2,500	
<b>370-862-785</b>	<b>Business Retention Program</b>		<b>784</b>		<b>2,857</b>		<b>2,657</b>		<b>1,910</b>		<b>2,660</b>		<b>1,910</b>		<b>2,660</b>
	Walking Map	284		2,857		1,907		1,910		1,910		1,910		1,910	
	Recruitment Package	500		-											
	Restaurant Guide	-		-		750				750				750	
<b>370-862-801.00</b>	<b>Contractual Services</b>		<b>53,318</b>		<b>60,720</b>		<b>65,000</b>		<b>69,000</b>		<b>65,000</b>		<b>65,000</b>		<b>65,000</b>
	Graphic Design	4,452		5,524		5,000		5,000		5,000		5,000		5,000	
	Logo and Branding Development							4,000							
	Newsletter	-		-		1,500		1,500		1,500		1,500		1,500	
	IMJ Communications	24,000		24,000		24,000		24,000		24,000		24,000		24,000	
	Advertising - misc	987		-											
	Print	19,470		19,967		22,000		22,000		22,000		22,000		22,000	
	Direct Mail	-		-											
	Internet/Social Media	260		1,825		2,500		2,500		2,500		2,500		2,500	
	Video/Photography	1,200		1,590		3,000		3,000		3,000		3,000		3,000	
	Event Cards and Posters	2,389		3,991		3,500		3,500		3,500		3,500		3,500	
	Event Planning	-		1,100											
	Billboard	-		-											
	Restaurant Guides	560		-											
	Signs			190											
	Event Panels			2,191		3,500		3,500		3,500		3,500		3,500	
	BMI fees			342											

City of Northville															
e Item Budget Worksheet - Details of Supplies, Services and Char															
FY2019-20 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Marketing & Business Mix		Fund #	Activity #											
Prepared By:	Lori Ward		370	862											
Account #	Classification & Description	2016-17 Actual		2017-18 Actual		2018-19 Projected		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed		2022-23 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
<b>370-862-801.34</b>	<b>Web Site</b>		<b>800</b>		<b>735</b>		<b>3,340</b>								
	Accunet	415		420		420		420		420		420		420	
	Website Redesign					2,500									
	Mail Chimp	385		315		420		420		420		420		420	
	Survey Monkey	-		-											
<b>370-862-950.05</b>	<b>O/T to Parks &amp; Recreation</b>		<b>3,500</b>		<b>2,400</b>		<b>-</b>								
	Tunes on Tuesday	3,500		2,400		-		-		-		-		-	
	moved up to contractual services														
<b>370-862-967</b>	<b>Fringe Benefits (1)</b>		<b>13,962</b>		<b>8,541</b>		<b>6,775</b>								
	Per Finance Department	13,962		8,541		6,775		7,745		7,825		7,825		7,825	
<b>Total</b>		<b>137,668</b>	<b>137,668</b>	<b>138,513</b>	<b>138,513</b>	<b>130,762</b>	<b>130,762</b>	<b>143,625</b>	<b>143,625</b>	<b>139,670</b>	<b>139,670</b>	<b>137,920</b>	<b>137,920</b>	<b>138,670</b>	<b>138,670</b>
<b>Difference (should be zero)</b>			<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
<b>% Variance from prior year</b>									<b>9.84%</b>		<b>-2.75%</b>		<b>-1.25%</b>		<b>0.54%</b>

City of Northville																	
Line Item Budget Worksheet - Details of Supplies, Services and Ch																	
FY2019-20 Budget																	
Department:		Downtown Development Authority		Account Number													
Activity:		Parking		Fund #		Activity #											
Prepared By:		Lori Ward		370		863											
		2016-17 Actual		2017-18 Actual		2018-19 Projected		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed		2022-23 Proposed			
Account #		Classification & Description		Amount		Total		Amount		Total		Amount		Total			
370-863-706	<b>Wages and Salaries - Full Time (1)</b>		<b>7,653</b>		<b>7,896</b>		<b>8,095</b>		<b>8,300</b>		<b>8,410</b>		<b>8,410</b>		<b>8,410</b>		
	Director - 10%		7,653		7,896		8,095		8,300		8,410		8,410		8,410		
370-863-710	<b>Wages and Salaries - Part Time</b>		<b>2,149</b>		<b>-</b>		<b>435</b>		<b>1,510</b>		<b>1,510</b>		<b>1,510</b>		<b>1,510</b>		
	Part time staff		2,149		-		435		1,510		1,510		1,510		1,510		
370-863-726	<b>Supplies</b>		<b>-</b>		<b>61</b>		<b>50</b>		<b>50</b>		<b>50</b>		<b>50</b>		<b>50</b>		
	Meeting Supplies				61		50		50		50		50		50		
370-863-786	<b>Downtown Parking Program</b>		<b>-</b>		<b>140</b>		<b>500</b>		<b>-</b>		<b>500</b>		<b>-</b>		<b>500</b>		
	Brochures and Maps						500				500				500		
	Signage				140												
370-863-801.93	<b>Parking Structure Maintenance</b>		<b>32,943</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		
	Moved to Parking Fund (Fund 230)																
	Painting and Repair		1,220		-		-		-		-		-		-		
	MainCentre Parking Deck Repair		-		-		-		-		-		-		-		
	Cady Street Parking Deck Repair		31,723		-		-		-		-		-		-		
370-863-950.21	<b>O/T to General Fund</b>		<b>-</b>		<b>133,270</b>		<b>-</b>		<b>50,000</b>		<b>-</b>		<b>50,000</b>		<b>50,000</b>		
	Parking Deck Maintenance (3% increase)		79,270		-		-		-		-		-		-		
	Snow Removal (to keep parking spaces open)		4,000		-		-		-		-		-		-		
	Street Lighting & Parking Lot Electrical		50,000		50,000		50,000		50,000		50,000		50,000		50,000		
	Street Lighting																
370-863-950.26	<b>O/T to Parking Fund</b>		<b>-</b>		<b>105,840</b>		<b>113,100</b>		<b>115,620</b>		<b>118,220</b>		<b>120,900</b>		<b>123,660</b>		
	parking maintenance costs				85,650		84,100		86,620		89,220		91,900		94,660		
	snow removal				-		4,000		4,000		4,000		4,000		4,000		
	Parking Deck Repairs				20,190		25,000		25,000		25,000		25,000		25,000		
370-863-967.00	<b>Fringe Benefits (1)</b>		<b>3,041</b>		<b>2,803</b>		<b>3,245</b>		<b>3,405</b>		<b>3,450</b>		<b>3,450</b>		<b>3,450</b>		
	Per Finance Department		3,041		2,803		3,245		3,405		3,450		3,450		3,450		
<b>Total</b>			<b>179,056</b>		<b>179,056</b>		<b>166,740</b>		<b>166,740</b>		<b>175,425</b>		<b>175,425</b>		<b>178,885</b>		
<b>Difference (should be zero)</b>				<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>	
<b>% Variance from prior year</b>										<b>1.97%</b>		<b>1.82%</b>		<b>1.20%</b>		<b>1.77%</b>	



Line Item Budget Worksheet - Details of Supplies, Services and C															
FY2019-20 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Organizational		Fund #	Activity #											
Prepared By:	Lori Ward		370	864											
Account #	Classification & Description	2016-17 Actual		2017-18 Actual		2018-19 Projected		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed		2022-23 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
<b>370-864-706</b>	<b>Wages and Salaries - Full Time (1)</b>		<b>9,218</b>		<b>23,398</b>		<b>20,240</b>		<b>20,750</b>		<b>21,020</b>		<b>21,020</b>		<b>21,020</b>
	Director - 30%	9,218		23,398		20,240		20,750		21,020		21,020		21,020	
<b>370-864-710.</b>	<b>Wages - Temp/Part Time Reg</b>		<b>2,149</b>		<b>-</b>		<b>2,175</b>		<b>7,540</b>		<b>7,540</b>		<b>7,540</b>		<b>7,540</b>
	part time staff	2,149		-		2,175		7,540		7,540		7,540		7,540	
<b>370-864-726</b>	<b>Supplies</b>		<b>1,256</b>		<b>516</b>		<b>3,150</b>		<b>1,150</b>		<b>1,150</b>		<b>1,150</b>		<b>1,150</b>
	Office . Supplies	170		151		250		250		250		250		250	
	Computer Software	-		-		250		250		250		250		250	
	Computer Supplies	1,063		290		500		500		500		500		500	
	Meetings Catering	23		75		150		150		150		150		150	
	PC Replacement (2)	-		-		2,000									
<b>370-864-730</b>	<b>Postage</b>		<b>3</b>		<b>1</b>		<b>100</b>		<b>100</b>		<b>100</b>		<b>100</b>		<b>100</b>
	Postage machine & stamps	3		1		100		100		100		100		100	
<b>370-864-731</b>	<b>Publications</b>		<b>65</b>		<b>65</b>		<b>65</b>		<b>65</b>		<b>65</b>		<b>65</b>		<b>65</b>
	Northville Record	65		65		65		65		65		65		65	
<b>370-864-801.19</b>	<b>Technology Services</b>		<b>2,504</b>		<b>2,286</b>		<b>2,440</b>		<b>980</b>		<b>980</b>		<b>980</b>		<b>980</b>
	Computer Repair Service	302		-		-		-		-		-		-	
	Comcast DSL (\$85/mo)	859		1,084		1,050									
	Email Archival Service	11		2		20		20		20		20		20	
	IT support from Township	1,131		960		166		-		-		-		-	
	IT Right					1,112		960		960		960		960	
	Annual Support - Servers (\$17/mo)	201		240		92		-		-		-		-	
<b>370-864-802.01</b>	<b>Legal Services</b>		<b>5,504</b>		<b>3,530</b>		<b>3,000</b>		<b>3,000</b>		<b>3,000</b>		<b>3,000</b>		<b>3,000</b>
	General Legal Fees	605		814		1,000		1,000		1,000		1,000		1,000	
	Real Estate Legal Fees	3,416		2,716		2,000		2,000		2,000		2,000		2,000	
	Other	1,483		-											
<b>370-864-805</b>	<b>Auditing Services</b>		<b>4,645</b>		<b>4,687</b>		<b>4,755</b>		<b>4,870</b>		<b>4,990</b>		<b>5,110</b>		<b>5,240</b>
	Plante & Moran - Per Finance Department	4,645		4,687		4,755		4,870		4,990		5,110		5,240	
<b>370-864-900</b>	<b>Printing &amp; Publishing</b>		<b>974</b>		<b>1,738</b>		<b>1,630</b>		<b>1,635</b>		<b>1,635</b>		<b>1,635</b>		<b>1,635</b>
	Notecards/Envelopes/Labels	-		477		250		250		250		250		250	
	DDA Annual Report in Newspaper	236		197		315		320		320		320		320	
	Slide and Photo Processing	-		-		100		100		100		100		100	
	Color Copying Charges	738		856		800		800		800		800		800	
	Personnel Ad Placement			208		165		165		165		165		165	
<b>370-864-910</b>	<b>Insurance - MMRMA</b>		<b>1,734</b>		<b>5,320</b>		<b>4,120</b>		<b>4,210</b>		<b>4,300</b>		<b>4,390</b>		<b>4,490</b>
	Per Schedule	1,734		4,332		2,970		3,060		3,150		3,240		3,340	
	Special Event Insurance	-		988		1,150		1,150		1,150		1,150		1,150	

Line Item Budget Worksheet - Details of Supplies, Services and C															
FY2019-20 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Organizational		Fund #	Activity #											
Prepared By:	Lori Ward		370	864											
Account #	Classification & Description	2016-17 Actual		2017-18 Actual		2018-19 Projected		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed		2022-23 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
<b>370-864-920</b>	<b>Utilities</b>		<b>1,247</b>		<b>1,318</b>		<b>1,420</b>		<b>1,420</b>		<b>1,420</b>		<b>1,420</b>		<b>1,420</b>
	cell phone allowance (\$75/mo)	900		900		900		900		900		900		900	
	Clear Rate phone & internet (\$43/mo)	347		418		520		520		520		520		520	
<b>370-864-956</b>	<b>Contingencies</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>2,910</b>		<b>8,850</b>	<b>15,030</b>	<b>15,030</b>
	Wage Adjustments - Per Finance Department	-		-		-		-		2,910		8,850		15,030	
<b>370-864-958</b>	<b>Memberships &amp; Dues</b>		<b>1,000</b>		<b>1,408</b>		<b>1,340</b>		<b>1,340</b>		<b>1,340</b>		<b>1,340</b>		<b>1,340</b>
	APA	226		243		245		245		245		245		245	
	Chamber of Commerce	240		240		270		270		270		270		270	
	NTHP - National Main Street Center	-		350		350		350		350		350		350	
	Michigan Downtown Association	475		575		475		475		475		475		475	
	Crain's	59		-											
<b>370-864-960</b>	<b>Education &amp; Training</b>		<b>1,050</b>		<b>611</b>		<b>1,400</b>		<b>1,400</b>		<b>1,400</b>		<b>1,400</b>		<b>1,400</b>
	Travel - mileage and parking	412		237		500		500		500		500		500	
	Meals	60		35		150		150		150		150		150	
	Conference Fees	290		160		350		350		350		350		350	
	Hotel Expenses	288		179		400		400		400		400		400	
<b>370-864-967</b>	<b>Fringe Benefits (1)</b>		<b>3,818</b>		<b>9,395</b>		<b>8,190</b>		<b>8,805</b>		<b>8,910</b>		<b>8,910</b>		<b>8,910</b>
	Per Finance Department	3,818		9,395		8,190		8,805		8,910		8,910		8,910	
<b>370-864-967.02</b>	<b>Overhead</b>		<b>10,450</b>		<b>10,970</b>		<b>11,520</b>		<b>12,100</b>		<b>12,710</b>		<b>13,350</b>		<b>14,020</b>
	services by Finance Dept, DPW Dir, Manager	10,450		10,970		11,520		12,100		12,710		13,350		14,020	
	(5% increase)														
<b>Total</b>		<b>45,617</b>	<b>45,617</b>	<b>65,243</b>	<b>65,243</b>	<b>65,545</b>	<b>65,545</b>	<b>69,365</b>	<b>69,365</b>	<b>73,470</b>	<b>73,470</b>	<b>80,260</b>	<b>80,260</b>	<b>87,340</b>	<b>87,340</b>
<b>Difference (should be zero)</b>			<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
<b>% Variance from prior year</b>									<b>5.83%</b>		<b>5.92%</b>		<b>9.24%</b>		<b>8.82%</b>

Line Item Budget Worksheet - Details of Supplies, Services and Ch															
FY2019-20 Budget															
Department:		Downtown Development Authority		Account Number											
Activity:		Economic Development		Fund #	370	Activity #	865								
Prepared By:		Lori Ward													
Account #	Classification & Description	2016-17 Actual		2017-18 Actual		2018-19 Projected		2019-20 Proposed		2020-21 Proposed		2021-22 Proposed		2022-23 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-865-706	Wages and Salaries - Full Time (1)	-	-	-	-	20,240	20,240	20,750	20,750	21,020	21,020	21,020	21,020	21,020	21,020
370-865-710	Wages - Temp/Part Time Reg	-	-	-	-	870	870	3,020	3,020	3,020	3,020	3,020	3,020	3,020	3,020
370-865-726	Supplies	-	-	-	-		200		200		200		200		200
	Meeting suplies	-	-	-	-	50	50	50	50	50	50	50	50	50	50
	Meeting Catering	-	-	-	-	100	100	100	100	100	100	100	100	100	100
	Reproduction	-	-	-	-	50	50	50	50	50	50	50	50	50	50
370-865-785	Business Retention Program						1,000		1,000		1,000		1,000		1,000
	Recruitment Package					500	500	500	500	500	500	500	500	500	500
	Speakers					500	500	500	500	500	500	500	500	500	500
370-865-801.00	Contractual Services	-	-	-	-		5,000	-	-	-	-	-	-	-	-
	DDA Boundary Expansion					5,000	5,000								
	Redevelopment Ready														
370-865-803.200	Planning Studies	-	-	-	-		25,000	-	-	-	-	-	-	-	-
	Creative Many Study	-	-	-	-	25,000	25,000	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-	-	-	-
370-865-967	Fringe Benefits (1)	-	-	-	-		8,090	8,455	8,455	8,560	8,560	8,560	8,560	8,560	8,560
	Per Finance Department	-	-	-	-	8,090	8,090	8,455	8,455	8,560	8,560	8,560	8,560	8,560	8,560
						-	-								
<b>Total</b>		-	-	-	-	60,400	60,400	33,425	33,425	33,800	33,800	33,800	33,800	33,800	33,800
Difference (should be zero)			-		-		-				-		-		-
% Variance from prior year									-44.66%		1.12%		0.00%		0.00%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2019-20 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Debt		Fund #	Activity #											
Prepared By:	Lori Ward		370	945											
<b>Account #</b>	<b>Classification &amp; Description</b>	<b>2016-17 Actual Amount</b>	<b>2016-17 Actual Total</b>	<b>2017-18 Actual Amount</b>	<b>2017-18 Actual Total</b>	<b>2018-19 Projected Amount</b>	<b>2018-19 Projected Total</b>	<b>2019-20 Proposed Amount</b>	<b>2019-20 Proposed Total</b>	<b>2020-21 Proposed Amount</b>	<b>2020-21 Proposed Total</b>	<b>2021-22 Proposed Amount</b>	<b>2021-22 Proposed Total</b>	<b>2022-23 Proposed Amount</b>	<b>2022-23 Proposed Total</b>
<b>370-945-950.49</b>	<b>O/T to DDA Debt Service Fund</b>		<b>171,385</b>		<b>172,355</b>		<b>173,170</b>		<b>173,830</b>		<b>174,335</b>		<b>174,685</b>		<b>169,880</b>
	2013 DDA Refunding Bond Debt Service														
	Principal	150,693		135,000		140,000		145,000		150,000		155,000		155,000	
	Interest	20,692		37,355		33,170		28,830		24,335		19,685		14,880	
	Final payment due April 2025														
<b>Total</b>		<b>171,385</b>	<b>171,385</b>	<b>172,355</b>	<b>172,355</b>	<b>173,170</b>	<b>173,170</b>	<b>173,830</b>	<b>173,830</b>	<b>174,335</b>	<b>174,335</b>	<b>174,685</b>	<b>174,685</b>	<b>169,880</b>	<b>169,880</b>
<b>Difference (should be zero)</b>			-		-		-		-		-		-		-
<b>% Variance from prior year</b>									<b>0.38%</b>		<b>0.29%</b>		<b>0.20%</b>		<b>-2.75%</b>
<b>Debt Service per capita</b>			29		29		29		29		29		29		28
Operating Cost per capita															



**To: DDA Board of Directors**

**From: Lori M. Ward, Director**

**Subject: Parking Deck Evaluation, Rehabilitation and Maintenance**

**Date: February 19, 2019**

**Background:**

In April 2018, the DDA Board voted to retain Carl Walker/WGI to perform a condition and structural assessment of the MainCentre and Cady Street Parking, pedestrian bridges, and attached stair/elevator towers. The Scope of the project included:

- Inspection and Data Gathering;
- Data Analysis
- Life Cycle Assessment
- Improvement Plan Development (capital and maintenance)

Carl Walker completed the assessment of the two decks in later August 2018. The report identified capital projects in the amount of \$725,185 for the two decks. In addition, the report outlined necessary maintenance for an additional 18 years totaling \$1,713,000. The DDA and City have been working with Carlisle Wortman to develop a financing plan to implement the recommendations. The options that are being explored are the creation of a Special Assessment District, developing a paid parking program, utilization of the Parking Fund, utilization of DDA TIF revenue (directly or to service a bond debt) or a combination of any of the 4 items.

In addition to the Carl Walker Study, the City has retained Fleis and Vandenbrink, the City Engineers, to evaluate the surface parking lots and to determine a repair/replacement plan for the next 20 years. The two projects may be combined for funding. Once a financing plan has been developed, the plan will be presented to the DDA and City Council for review and approval.

The next step in the process is to develop construction documents for the project.

**Analysis:**

Carl Walker has provided the DDA with a proposal to develop the construction documents for the recommended repairs, assist in the bidding and award process, and complete all construction administration and observations during the construction process. (Attachment A) The schedule for the project is roughly 10 months.

**Budget:**

Carl Walker/GWI proposed a fee of \$39,500 plus reimbursable expenses estimated at \$1,500 for the outlined work. The DDA has set aside \$25,000 annually for parking deck repairs as part of an O/T to the Parking Fund. There is approximately \$20,500 remaining in this year's budget and an additional \$25,000 will be available after July 1<sup>st</sup>.

**Recommendation:**

It is recommended that the Northville DDA Board of Directors approve the contract award with Carl Walker/WGI of Kalamazoo, MI in the amount of \$39,500 plus reimbursables to prepare construction documents, assist in the bidding and award process, and oversee construction administration and observation.



August 7, 2018 **(DRAFT)**

Ms. Lori Ward  
Director  
Northville Downtown Development Authority  
215 West Main Street  
Northville, MI 48167  
E-Mail: loriwardddd@conmcast.net

RE: Northville Street Parking Structures Repairs  
Proposal for Construction Documents and Construction Administration Services  
WGI (formerly Carl Walker, Inc.) Proposal # R1-18-125

Dear Ms. Ward:

WGI appreciates the opportunity to submit this proposal for professional engineering services to implement repairs at the City of Northville Parking Structures. We recently completed an evaluation of the MainCentre and Cady Street Parking Structures to determine the overall condition of the facilities and to develop repair and waterproofing protection recommendations for the structures.

#### **PROJECT UNDERSTANDING**

Northville has requested a proposal from WGI to prepare bid documents to address the repair and maintenance items for both Parking Structures listed in the base cost estimate table from our Engineering Condition Assessments dated August 6, 2018. We assumed that all the repairs would be performed in 2019. The probable construction budget is \$600,000, not including soft costs. Bid documents will be prepared for obtaining competitive bids from multiple Contractors.

#### **PROJECT APPROACH**

Our consulting services will be provided in four phases. Listed below is a breakdown of our proposed services for each phase.

##### **Phase 4 – Construction Documents**

During this phase, we will prepare drawings and specifications to implement the repairs. Specifically, we will provide the following services:

- Review the repair work scope with Northville.
- Provide plan drawings for each level that identify the scope of work and locate specific repair details.
- Provide details for each specific type of repair.
- Provide technical specifications to complete the work. These specifications will include recommended materials, preparation requirements, and installation requirements.
- In addition, the specifications will include the front end of the specification (i.e., Bid Forms, General Conditions, General Requirements, etc.) so that Construction Documents may be submitted for the bid process.

- Review appropriate construction controls with Northville including phasing, noise control, dust and fume control, work hours, etc.
- Review the bid package with Northville before issuing to Contractors.

### **Phase 5 – Bidding**

During this phase, we will assist Northville in obtaining and reviewing bids. Specifically we will perform the following services:

- WGI will provide electronic PDF format files of bid documents to Consumers Energy.
- WGI will distribute electronic PDF format files of bid documents to potential bidders. Our proposal does not include the cost of printing and distributing paper copies of bid documents to Contractors. If desired, we can make arrangements with reprographic services where Contractors can order and pay for paper copies of bid documents.
- Schedule, attend, and chair a pre-bid conference.
- Be available to respond to contractors' questions, and if necessary issue project addenda.
- Evaluate contractor bids.
- Provide our comments and recommendations for the award of the contract.

### **Phase 6 – Construction Administration – Office**

During this phase we will coordinate project related activities. Specifically we will perform the following services:

- Review contractor submittals.
- Review contractor pay requests, and assist in documentation of construction quantities where unit pricing is used.
- Prepare change orders as necessary to document changes in the work based on field conditions.
- Prepare, distribute, and update punch list for construction contract.
- General construction administrative services.

### **Phase 7 – Construction Observation – Field**

During this phase we will provide periodic field observation of the construction. Specifically we will perform the following services:

- Schedule, attend, and chair the preconstruction meeting and the progress meetings as required during construction.
- Visit the construction site at intervals appropriate to the stage of construction to monitor the progress and verify that, in general, the work complies with the intent of the documents. For each site visit a report will be prepared and submitted. We anticipate 14 site visits during construction (including the preconstruction meeting and punch list) based upon a 12-week construction schedule. Additional site visits may be performed on a time and expense basis.



- Prepare a final punch list with Northville and the contractor.

**ANTICIPATED PROJECT SCHEDULE**

Our proposal is based on the anticipated project schedule as shown below.

<b>Task/Event</b>	<b>Anticipated Schedule</b>
Design	October 1, 2018 through December 21, 2019
Bidding	January 14, 2019 through February 7, 2019
Construction	April 29, 2019 through July 12, 2019

**WGI FEE SUMMARY**

Our proposal for Consulting Services is based on a lump sum fee plus reimbursable expenses for the Construction Document and Bidding phases. The Construction Administration phases will be performed on an hourly fee plus reimbursable expenses basis. The following table summarizes our proposed fees and anticipated expenses:

<b>WGI Professional Fees</b> Parking Structure 2019 Repairs			
<b>Phase</b>	<b>Description</b>	<b>WGI Fees</b>	<b>Estimated Expenses</b>
4	Construction Documents	\$15,900	\$100
5	Bidding	\$3,300	\$100
6	Construction Administration – Office	\$9,500	\$100
7	Construction Administration – Field	\$10,800	\$1,200
	<b>TOTAL</b>	<b>\$39,500</b>	<b>\$1,500</b>

Please let us know if you have any questions. Thank you for the opportunity and we look forward to being of service to you.

Very truly yours,  
 WGI

*Mark L. Sampson*

Justin Thomson  
 Project Manager

Mark Sampson  
 Restoration Manager





## DDA February Project Updates

### Parking Deck Repairs

The City and DDA have been working with consultants Carlisle Wortman on the preparation of a financing strategy to pay for the parking deck repairs and ongoing maintenance. Carlisle Wortman is putting together a spread sheet to show what the SAD would need to be over 10 and 20 years in order to pay for the deck repairs.

The DDA has been contacted by the DPW with concerns over the condition of the parking deck flooring. The upper level parking floor is leaking badly through to the lower level. DPW Director Cureton contacted Carl Walker to get input on how to proceed. Unfortunately the temperatures do not permit the type of repairs that need to be made. Carl Walker urged the City/DDA to authorize the construction documents to be completed to that the repairs can be done this summer. If they do not start soon, we will lose a full year before we can begin repairs. It is the recommendation of the DDA and DPW Directors to identify a short term funding strategy for the initial capital improvements, while we sort through the Special Assessment District or paid parking program.

### Downtown Murals

Chuck Murdoch is heading up a small group that is working to develop a prototype for a joint mural/historic marker program. Michelle Fecht has researched the selected building, 102 E. Main Street, and the original murals that were on the west façade of the building and has developed text to tell the story. Both the mural and marker would be installed on the buildings west façade. The group is scheduled to meet later this week with a represented of the building owners. A Draft Easement between the City and the Property owner has been drafted by Plunkett and Cooney.

### Entranceway Signs

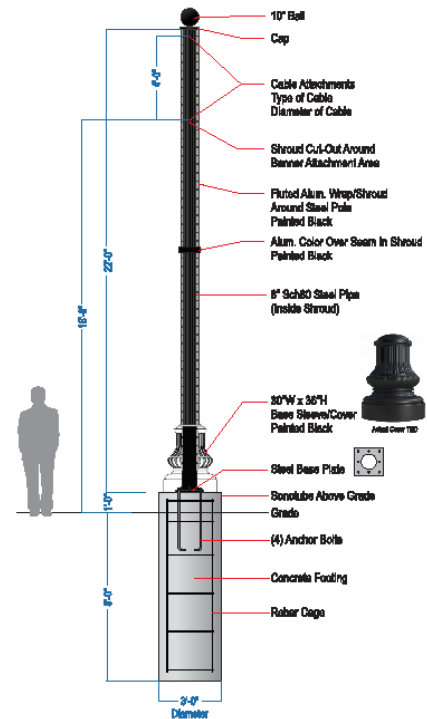
The City, working with the Design Committee, has kicked off the design process for the Entranceway Signs. Buzz Bizzell, the designer of the wayfinding sign system will be retained to develop design concepts for the City's major entryways. The signs will be compatible with the existing wayfinding system already in place.



## Cross Street Banner Poles

Signs by Crannie has provided the DDA with a quote to design and install 2 sets of cross street banners. One pair would be installed on Center Street south of Cady Street and the other would be installed on Main Street, just west of Griswold Street. The cost of manufacturing is \$21,474 and the cost of installation is \$7,264. The DDA will contact DPW to determine if this is a project that DPW could assist with the installation on.

The new estimate provides for a decorative fluted pole similar to the DDA street lights with a decorative base. The foundation would be 8 feet deep and 3 feet wide. The pole will be 22' tall with the banners allowing for a 18' 8" clearance by vehicles. The decorative base will be 3' tall.



**Signs by Crannie**  
A FULL SERVICE SIGN COMPANY

4144 Market Place  
P.O. Box 1000  
Northville, MI 48167  
www.SignsByCrannie.com

Customer: City of Northville  
Address: X  
Salesperson: Dan Cassels

Date: 12-10-18  
DTP: X  
Filmmaker: City of Northville-Banner Pole  
Scale: 1/4"=1'-0"

Drawn By: G.A. Ambush  
Reviewed: GA 12-13-18  
QA 1-21-19  
QA 1-28-19

Several estimates for banner production have been gathered and range from \$300 – \$1080, per double sided banner that would be 3' x 30' long. DDA staff spoke to the Chamber of Commerce about the possibility of a new method of announcing events and received positive feedback.

## Bench Plaque Project



The DDA has supported the creation of a sponsorship program for benches, planters and trash receptacles. The DDA office gets frequent requests to sponsor site furnishings and currently has no program in place to facilitate the request. Ward reached out to Conceptual Site Furnishings to discuss the possibility of ordering future benches with a plaque. The benches, made of cast aluminum, would have an inset bronze plaque on the



back of the bench. The benches are \$1,375 each and the plaque is \$350. They offer a 5% discount for orders of 10 or more which would bring the cost down to \$1306. This price does not include shipping or installation. Approximately 13 of the old wooden benches are left to be replaced. In addition, there are additional locations that could accept additional site furnishings. DDA staff is waiting for photographs of both the plaque and the laser engraving on a black benches before recommending which way to go.

## Northville Downs

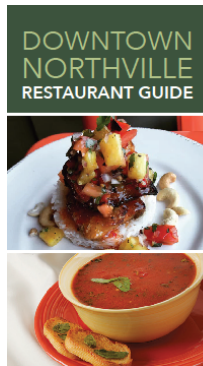
The project was presented to the Planning Commission on December 18, 2018. After a presentation by the developer, HPH, comments from the Planning Commission and citizens, the project was referred back to the application for modifications based on input they had received from the meeting. The City met with the developer again on January 10<sup>th</sup> to provide a list of compiled comments and to provide direction to the developer.

The Economic Development Committee scheduled a special meeting for January 10<sup>th</sup> with HPH to discuss their request for financial assistance. HPH cancelled the meeting, so the EDC did not meet. The EDC will reschedule their meeting for later in January.

## Downtown Ice Cream Social – Heritage Festival

The Chamber of Commerce, let by volunteer Dan Ferrara, have held several meetings with the community to brainstorm ways to improve the event. At a recent meeting, the idea of having the DDA participate in an event on Saturday was discussed. The event would be a Community Ice Cream Social. The DDA could work with the local ice cream vendors to put on a community event in Town Square. The Marketing Committee will discuss the idea at its March meeting and bring a recommendation back to the full DDA Board of Directors.

## Restaurant Guide



### COFFEE, SPECIALTY FOODS, ICE CREAM, YOGURT

1. Great Harvest Bread Company\*  
(Cafe, Coffee, Sweets and Bread, \$)  
135 E. Main Street  
(248) 344-4404 / www.greatharvestnorthville.com

2. Housh Northville\*  
(Smoothies, Juices, and Vitamin Supplements, \$)  
112 W. Main Street  
(248) 755-2128

3. Red Dot Coffee Company\*  
(Coffee and Treats \$)  
505 N. Center Street  
(248) 308-3987 / www.reddotcoffee.com

4. Starbucks Coffee  
(Cafe and Coffee, \$)  
302 E. Main Street  
(248) 344-1875 / www.starbucks.com

5. URGE Juice  
(Cold Pressed Raw Juice, \$\$)  
137 E. Main Street  
(248) 308-3499 / www.urgejuice.com

6. Yogurt Palooza\*  
(Frozen Yogurt, \$)  
101 Main Center  
(248) 308-3947 / www.yogurt-palooza.com

### RESTAURANTS AND CAFES

7. 160 Main\*  
(Southern Italian Cuisine \$\$\$)  
160 E. Main Street  
(248) 952-1999 / www.onecitymain.com

8. BalBar\*  
(Cafe/Bakery, \$)  
157 E. Main Street  
(248) 347-3740

9. Rick's of Northville  
(Modern Sports Bar and Grill, \$\$)  
123 W. Main Street, Suite 201  
(248) 924-2135 / www.ricksouthville.com

10. Browndog, Treats, Drinks & Eat\*  
(Dog Treats, Small Plates and Craft Cocktails, \$\$)  
120 E. Main Street  
(248) 615-2953 / www.browndogbar.com

11. Center Street Grill\*  
(American Grill, \$\$)  
125 N. Center Street  
(248) 924-3135  
www.centerstreetgrillnorthville.com

12. Cherie Baby Ice Cream Cafe\*  
(Ice Cream, Shakes, and Steaks, \$)  
123 W. Main Street, Suite 212  
(248) 497-2057 / www.cheriebabynorthville.com

13. Early Bird of Northville  
(Traditional Breakfast and Lunch Restaurant, \$\$)  
333 E. Main Street  
(248) 348-1900

14. Edward's Cafe & Caterer\*  
(Gourmet Deli and Pastries, \$\$)  
115 E. Main Street  
(248) 344-1550 / www.edwardscafe.com

15. Garage Grill & Fuel Bar\*  
(American Grill, \$\$)  
202 W. Main Street  
(248) 924-8347 / www.garagenorthville.com

16. Joseph's Coney Island  
(Coney Island, \$)  
113 W. Main Street  
(248) 380-6111

DDA staff has updated the Downtown Restaurant Guide to include new businesses that have been added since the last publication. In addition, the DDA is working with the Chamber of Commerce to put out a guide that contains not only the Downtown businesses, but the other restaurants in Northville that are Chamber members. The guide would then include additional Northville Restaurants like the Garage, North Center

Brewing, Pizza Cutter, Red Dot Coffee, and the Wagon Wheel. The Chamber members are designated with an asterisk. In checking all of the information it was discovered that Cherie Baby is closing. Discussions with Northville Square Property Manager Tim Cain, they are close to securing a food related business for that spot, but are not ready to go public.

## Northville DDA – Design Committee

**MEETING MINUTES**

January 14, 2019

Meeting Called to Order: At 3:08 pm

Attendance: Lori Ward, Robert Miller, Chuck Murdock, Frederick Sheill, Suzie Cozart, Carol Maise, Alan Somershoe

Minutes of Prior Meeting: Approved.

**Piano in Old Church Square:** (Suzie):

- The piano has not yet been moved from Church Square. New plan to move it to the Comerica Walkway. After some discussion, **Suzie will ask her husband and some other volunteers to move the piano to the Walkway.** The piano will still be available to the public for playing music.

**Downtown Murals:** (Chuck):

- Chuck reviewed a draft of the eye-level marker, which will explain the purpose and background of the large mural. The draft is also being reviewed by the Mural Committee, and **Chuck hopes to have a more refined draft at the next meeting.**
- Lori has contacted Stacy Tardish, who represents the building owner. Lori summarized the mural project for her, and Stacy is very excited to participate. **Lori/Chuck to meet again with Stacy to provide more details.**
- There's a question about whether this mural needs to somehow comply with city ordinances for "signs". **Lori and Carol to investigate.**

**Fire Pits (Frederick):**

- Frederick met with a representative American Fireplace, Inc. at the Fountain Fire Pit structure to review the present design and assess the possibility for a new system. Frederick also showed a potential new pit which has a short glass cylinder, which could help block the wind from affecting the flame.
- Issues which still need to be addressed include: electrical power, remote ignition, timer shutoff, emergency shutoff buttons, and the glass ring barrier. **Frederick has asked American Fireplace for a proposed system design and cost estimates.**

**Banner Pole Hardware:**

- Lori reviewed a little history – the Chamber of Commerce bought 31 new pole brackets back in October to increase the number of Memorial Banners to 56 total, which were hung up in November. For the next phase of the banner program this coming May, the Chamber would like to increase the total number by another roughly 30 banners, so more brackets are required. The Chamber is asking if the DDA would be willing to share the costs (about \$3-4,000). We agreed to partner in the cost sharing for the new brackets which are actually located within the DDA.
- There's still a question about whether all the banner brackets are all the same dimensions. **Lori will check.**



### **Light Conversion to QL Induction:**

- After some discussion and review of the proposal, Robert expressed some concern about the efficiency of the induction lamps – it's just difficult to believe that induction is more efficient than LED.
- Based on the evidence presented in the supplier's report, it appears to be a very good project. A motion was made for **Lori to present the proposal to the DDA Board at their next meeting in February**. But, to verify the cost savings, **Chuck volunteered to try to estimate the actual cost savings** for our specific application.

### **Bench Memorial Plaques :**

- Lori has a quote for a bench from Conceptual Site Furnishings, Inc (NCF) for a bench two different plaque designs. One plaque is laser cut into the steel slats of the bench. The second is a more traditional bronze plaque with block letters inset into the back of the bench. **Lori asked the supplier to provide a mock-up of a black powder coated version.**

### **Entranceway Signs:**

- The City has asked if the Design Committee would take over the design and development responsibility for the Gateway signs. The Design Committee actually did the Wayfinding signs over the past few years, so there has been precedent for this. There was agreement in the group that "yes", we would do this.

### **Wheels on Town Square Umbrellas:**

- Users of Town Square are having difficulty moving the large umbrellas around the square to make the area usable for their specific purpose. The umbrellas are very large and heavy, and mounted on heavy metal plate bases. Lori has a quote from Greencorner, USA for wheel sets, which will be mounted under the existing metal plate bases. Eight wheel sets for \$300 total. A motion was made and passed unanimously to purchase the wheel sets.

### **Christmas Lights:**

- Discussion deferred to next meeting.

Meeting Adjourned: 4:19pm

Next Meeting: Monday , February 11, 2019 @ 3:00pm

# **DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY January 2019:**

## **PUBLICITY:**

### **Press materials that have been prepared & sent out in December 2018:**

- Amity Coworking– New business
- New Hope Center for Grief Support – Expansion in Downtown Northville
- January / February 2019 calendar

### **Upcoming press materials:**

- Los Tres Amigos opening
- March / April 2019 calendar

### **Press Coverage Received & Upcoming (Highlights/major press hits):**

- January 10 – Crain’s Detroit – Preview of Amity Coworking opening in Downtown Northville
- January 17 – MetroMode – Preview of Amity Coworking opening in Downtown Northville

## **SOCIAL MEDIA:**

- Facebook ~ Continued to maintain the page, including daily posts on events and business announcements
- Twitter ~ Continued to maintain the page, including daily posts on events and business announcements
- Instagram ~ Continued to maintain the page, including daily posts on events and business announcements

## **PAID ADVERTISING:**

- Ad in January issue of The Ville
- Ad in January issue of SEEN Magazine

## **UPCOMING PAID ADVERTISING:**

### **PRINT:**

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
  1. February 2019
  2. March 2019
  3. April 2019
  4. May 2019

5. June 2019

- Quarter-page Ads in The Ville
  1. February 2019
  2. March 2019
  3. April 2019





VIEW LOOKING SOUTHWEST FROM GADY STREET

STUDIO M  
ARCHITECTURE & PLANNING

Watermark  
RESIDENTIAL

CONCEPTUAL  
DESIGN  
NOV 9, 2018

NORTHVILLE DOWNS  
NORTHVILLE, MI

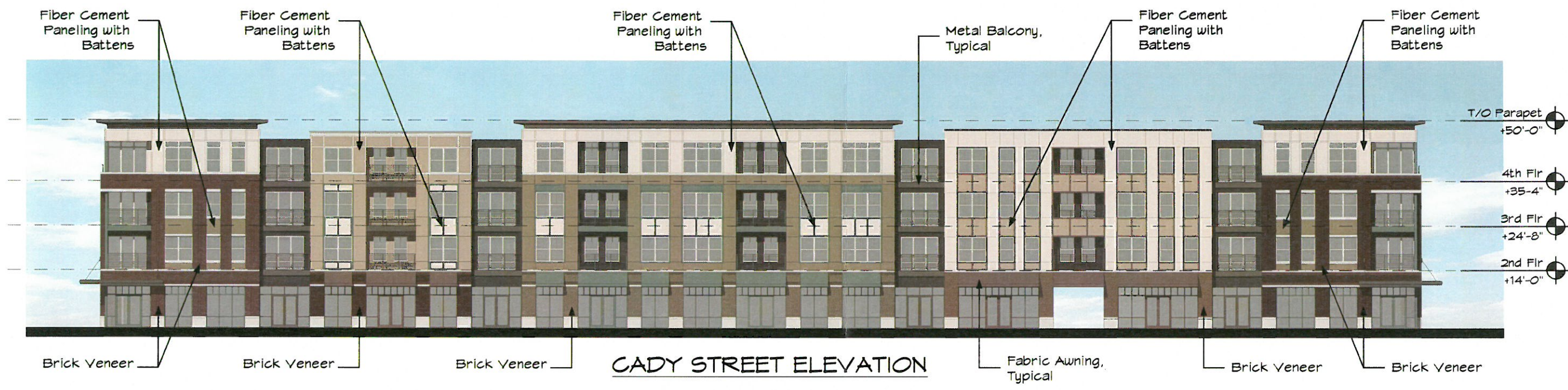
A10



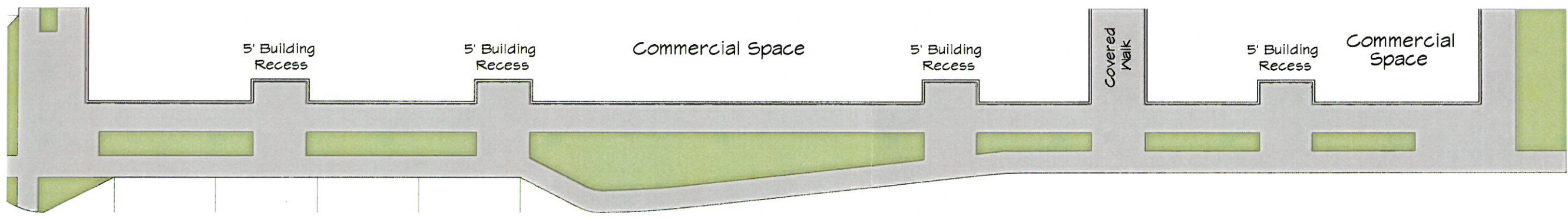


VIEW LOOKING NORTHEAST FROM BEAL STREET





CADY STREET ELEVATION



CADY STREET PARTIAL PLAN