


**Meeting of the DDA Board of Directors  
City Hall – Meeting Room A  
215 West Main Street  
February 18, 2020 - 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 2020 Financial Statement (Attachment 4.a)
  - b. January 2020 Invoice Report (Attachment 4.b)
  - c. January 21, 2020 Meeting Minutes (Attachment 4.c)
  - d. December 17, 2019 Amended Meeting Minutes (Attachment 4.d)
  - e. December 17, 2019 Amended PA 57 Informational Meeting Minutes (Attachment 4.e)
5. Approval of Herwig Lighting Order (Attachment 5)
6. 134 N. Center Alley Repair (Attachment 6)
7. Cady Street Parking Deck (Attachment 7)
8. DDA Draft Budget 20-21 (Attachment 8)
9. Committee Information and Updates (Attachment 9)
  - a. Design Committee – DJ Boyd (Attachment 9.a)
  - b. Marketing Committee – Shawn Riley (Attachment 9.b)
    - i. Special Event Policy Update (Attachment 9.b.i)
  - c. Parking Committee – John Casey
  - d. Organizational Committee – Carolann Ayers
  - e. Economic Development Committee – Aaron Cozart
10. Future Meetings / Important Dates (Attachment 10)
11. Board and Staff Communications
12. Adjournment – Next Meeting March 17, 2020 

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 01/31/2020

% Fiscal Year Completed: 58.74

JANUARY BENCHMARK 58%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 01/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	688,553.00	717,901.00	717,832.42	87,153.03	68.58	99.99	
370-000-403.010	DDA OPERATING LEVY	60,209.00	60,084.00	57,507.58	497.31	2,576.42	95.71	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	34,144.00	34,143.93	0.00	0.07	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(2,500.00)	(2,500.00)	0.00	0.00	(2,500.00)	0.00	
PROPERTY TAXES		776,262.00	809,629.00	809,483.93	87,650.34	145.07	99.98	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	27,100.00	27,100.00	27,095.00	2,000.00	5.00	99.98	
GRANTS & OTHER LOCAL SOURCES		27,100.00	27,100.00	27,095.00	2,000.00	5.00	99.98	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	400.00	400.00	0.00	0.00	100.00	
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	291.00	0.00	(91.00)	145.50	
MISCELLANEOUS REVENUES		350.00	600.00	691.00	0.00	(91.00)	115.17	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	5,000.00	2,968.75	413.90	2,031.25	59.38	
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	750.00	464.98	0.00	285.02	62.00	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	5,415.95	0.00	(415.95)	108.32	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	572.82	0.00	(572.82)	100.00	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(400.00)	(191.99)	(32.29)	(208.01)	48.00	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(347.66)	(62.10)	(402.34)	46.35	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(550.00)	(270.75)	(50.89)	(279.25)	49.23	
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(65.43)	0.00	65.43	100.00	
INTEREST		6,100.00	9,050.00	8,546.67	268.62	503.33	94.44	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608.00	323,230.00	0.00	0.00	323,230.00	0.00	
FUND BALANCE RESERVE		62,608.00	323,230.00	0.00	0.00	323,230.00	0.00	
Total Dept 000		872,420.00	1,169,609.00	845,816.60	89,918.96	323,792.40	72.32	
TOTAL REVENUES		872,420.00	1,169,609.00	845,816.60	89,918.96	323,792.40	72.32	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	8,254.12	1,531.84	4,995.88	62.30	
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	1,170.00	353.16	0.00	816.84	30.18	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	393.64	0.00	106.36	78.73	
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800.00	4,800.00	2,478.61	404.68	2,321.39	51.64	
370-753-967.000	FRINGE BENEFITS	14,355.00	14,355.00	8,497.38	1,593.82	5,857.62	59.19	
Total Dept 753 - DPW SERVICES		34,075.00	34,075.00	19,976.91	3,530.34	14,098.09	58.63	
Dept 861 - DESIGN COMMITTEE								

PERIOD ENDING 01/31/2020  
% Fiscal Year Completed: 58.74  
JANUARY BENCHMARK 58%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2020 NORM (ABNORM)	MONTH 01/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
<b>Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>Expenditures</b>							
370-861-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,630.00	9,641.31	1,202.80	6,988.69	57.98
370-861-710.000	WAGES - PART TIME	20,620.00	27,520.00	14,257.26	140.46	13,262.74	51.81
370-861-726.000	SUPPLIES	625.00	625.00	146.82	0.00	478.18	23.49
370-861-740.050	DOWNTOWN MATERIALS	20,900.00	20,900.00	2,676.00	0.00	18,224.00	12.80
370-861-751.000	FUEL & OIL	1,000.00	1,000.00	217.27	0.00	782.73	21.73
370-861-801.000	CONTRACTUAL SERVICES	25,730.00	25,730.00	19,096.75	3,487.75	6,633.25	74.22
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,676.50	0.00	1,073.50	60.96
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750.00	30,750.00	17,067.36	0.00	13,682.64	55.50
370-861-913.000	VEHICLE INSURANCE	360.00	360.00	356.00	0.00	4.00	98.89
370-861-920.010	ELECTRIC POWER	1,330.00	1,330.00	420.63	175.12	909.37	31.63
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	2,697.49	2,307.36	1,312.51	67.27
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	6,295.26	0.00	1,744.74	78.30
370-861-967.000	FRINGE BENEFITS	8,605.00	9,295.00	4,997.26	528.09	4,297.74	53.76
370-861-976.010	STREET FURNISHINGS	85,395.00	85,395.00	18,287.80	0.00	67,107.20	21.42
<b>Total Dept 861 - DESIGN COMMITTEE</b>		<b>239,215.00</b>	<b>246,835.00</b>	<b>97,833.71</b>	<b>7,841.58</b>	<b>149,001.29</b>	<b>39.64</b>
<b>Dept 862 - MARKETING</b>							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,630.00	9,641.33	1,202.82	6,988.67	57.98
370-862-710.000	WAGES - PART TIME	15,080.00	19,090.00	6,855.36	702.28	12,234.64	35.91
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,300.00	27,931.00	4,815.00	4,369.00	86.47
370-862-785.000	BUSINESS RETENTION PROGRAM	1,910.00	1,910.00	0.00	0.00	1,910.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	69,000.00	69,000.00	41,448.88	3,570.00	27,551.12	60.07
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	674.97	0.00	165.03	80.35
370-862-967.000	FRINGE BENEFITS	7,745.00	8,060.00	4,424.65	571.55	3,635.35	54.90
<b>Total Dept 862 - MARKETING</b>		<b>143,625.00</b>	<b>147,980.00</b>	<b>90,976.19</b>	<b>10,861.65</b>	<b>57,003.81</b>	<b>61.48</b>
<b>Dept 863 - PARKING</b>							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,315.00	4,820.80	601.43	3,494.20	57.98
370-863-710.000	WAGES - PART TIME	1,510.00	1,910.00	685.57	70.22	1,224.43	35.89
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
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	115,620.00	394,134.00	67,815.00	22,605.00	326,319.00	17.21
370-863-967.000	FRINGE BENEFITS	3,405.00	3,440.00	2,000.13	264.06	1,439.87	58.14
<b>Total Dept 863 - PARKING</b>		<b>178,885.00</b>	<b>457,849.00</b>	<b>112,821.50</b>	<b>36,040.71</b>	<b>345,027.50</b>	<b>24.64</b>
<b>Dept 864 - ORGANIZATIONAL</b>							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,790.00	12,051.71	1,503.55	8,738.29	57.97
370-864-710.000	WAGES - PART TIME	7,540.00	9,545.00	3,427.66	351.12	6,117.34	35.91
370-864-726.000	SUPPLIES	1,150.00	1,150.00	1,091.04	454.43	58.96	94.87
370-864-730.000	POSTAGE	100.00	100.00	3.25	0.00	96.75	3.25
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	980.00	3,215.00	2,619.40	0.00	595.60	81.47
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,110.00	4,590.49	712.00	(1,480.49)	147.60
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	2,875.00	0.00	1,995.00	59.03
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,635.00	668.14	0.00	966.86	40.86
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	5,000.00	3,848.00	0.00	1,152.00	76.96

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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-920.000	UTILITIES	1,420.00	1,420.00	789.94	106.47	630.06		55.63
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,340.00	1,290.00	0.00	50.00		96.27
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	591.19	0.00	808.81		42.23
370-864-967.000	FRINGE BENEFITS	8,805.00	8,965.00	5,248.42	691.41	3,716.58		58.54
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	9,075.00	3,025.00	3,025.00		75.00
Total Dept 864 - ORGANIZATIONAL		69,365.00	74,705.00	48,234.26	6,843.98	26,470.74		64.57
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,790.00	12,051.48	1,503.48	8,738.52		57.97
370-865-710.000	WAGES - PART TIME	3,020.00	3,820.00	1,371.07	140.44	2,448.93		35.89
370-865-726.000	SUPPLIES	200.00	200.00	0.00	0.00	200.00		0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
370-865-967.000	FRINGE BENEFITS	8,455.00	8,525.00	4,973.40	657.33	3,551.60		58.34
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	34,335.00	18,395.95	2,301.25	15,939.05		53.58
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830.00	173,830.00	14,415.00	0.00	159,415.00		8.29
Total Dept 945 - DEBT SERVICE		173,830.00	173,830.00	14,415.00	0.00	159,415.00		8.29
TOTAL EXPENDITURES		872,420.00	1,169,609.00	402,653.52	67,419.51	766,955.48		34.43
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	1,169,609.00	845,816.60	89,918.96	323,792.40		72.32
TOTAL EXPENDITURES		872,420.00	1,169,609.00	402,653.52	67,419.51	766,955.48		34.43
NET OF REVENUES & EXPENDITURES		0.00	0.00	443,163.08	22,499.45	(443,163.08)		100.00
BEG. FUND BALANCE		472,307.69	472,307.69	472,307.69				
END FUND BALANCE		472,307.69	472,307.69	915,470.77				

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE  
 POST DATES 01/01/2020 - 01/31/2020  
 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							
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	010520	01/02/20	299.00	500379
370-861-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	ELECTRICAL WORK IN TOWN SQUARE	1118	01/15/20	662.50	112174
370-861-801.000	CONTRACTUAL SERVICES	MCNEELY & LINCOLN ASSO	BANK OF AMERICA EASEMENTS	137970	01/29/20	401.25	112218
370-861-801.000	CONTRACTUAL SERVICES	HOLMAN SURVEILLANCE SY	SURVEILLANCE REPAIR	17481	01/29/20	2,125.00	112256
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRICAL CHARGES	010220	01/02/20	82.46	112010
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES	012820	01/29/20	92.66	112228
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 12/13/19-1/14/20	010120	02/12/20	2,096.74	
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 8/7 - 9/5/19	010120	01/29/20	81.86	500382
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 9/17 - 10/16/19	101119	01/02/20	2,225.50	500377
Total For Dept 861 DESIGN COMMITTEE						8,066.97	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	BEGONIA BROTHERS RETAI	SKELETONS ALIVE - SKELETON PURCHASE	9246	01/29/20	4,815.00	112233
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	FEB MONTHLY PR RETAINER	NORTHVILLE 2-2020	01/15/20	2,000.00	112090
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	ANNUAL EVENT BOARDS	GV46079	01/15/20	214.00	112127
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	JAN/FEB EVENT BOARDS	GV46077	01/15/20	481.00	112127
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN - NOV - FEB PUBLICAT	043	01/15/20	875.00	112145
Total For Dept 862 MARKETING						8,385.00	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	STAPLES CREDIT PLAN	TONER	3432476226	01/15/20	423.73	112093
370-864-726.000	SUPPLIES	LORI WARD	CATERING FOR MEETING - REIMBURSE	1032-002	01/15/20	30.70	112135
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	REAL ESTATE LEGAL FEES - DEC 19 (6.	119335	01/15/20	712.00	112154
370-864-805.000	AUDITING SERVICES	PLANTE MORAN	AUDIT SERVICES	1776809	02/12/20	1,993.00	
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	010520	01/02/20	31.47	500379
Total For Dept 864 ORGANIZATIONAL						3,190.90	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						19,642.87	

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Regular Meeting of January 21, 2019**  
**Meeting Room A**

The regular meeting of the DDA Board was called to order at 8:07 a.m.

**ROLL CALL**

**Present:** *Mayor Brian Turnbull, Carolann Ayers, DJ Boyd, Margene Buckhave, John Casey, Ryan McKindles, Greg Presley, Shawn Riley, Mary Starring*

**Absent:** *Aaron Cozart, Jim Long*

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Marilyn Price/City Council, Barbara Moroski-Browne/City Council, Sarah Prescott/School Board, Fred Sheill/Resident, Scott Buie/Resident, Dave Gutman/Resident, Leanie Bailey/Mill Race Village*

**AUDIENCE COMMENTS**

Scott Buie spoke representing the Northville Food and Wine Festival. The event had 800 paid customers and upwards of 1500 people that attended. They had mostly positive feedback from participants, vendors, and merchants on this first-time event. Buie is concerned that if the new proposed event policies were adopted there would be only one weekend in July to have their event. Northville Food & Wine plan to partner with the Northville Education Foundation this upcoming year and the NEF would have a harder time getting volunteers in July. Buie was also concerned about the shorter planning time they would have if the event is pushed from September to July. Buie is aware there are other venues available but those come with additional costs. Buie is requesting for 2020 that the City make an exception and allow them to have their event in September. Buie stated that in 2021 they would have the time to choose a new date.

**APPROVAL OF CONSENT AGENDA**

Consent Agenda:

- a. December 2019 Financial Statement
- b. December 2019 Invoice Report
- c. December 17, 2019 DDA Board Meeting Minutes
- d. December 17, 2019 PA 57 DDA Board Meeting Minutes

Ayers commented that based on the attendance at the last DDA Board meeting in December, 3 City Council members were present which constituted a quorum. Ayers would like the City attorney to review the policy regarding what constitutes a quorum at city meetings. Turnbull said that the City just went through MML training and Chris

Johnson felt it was acceptable as long as no City Council business was discussed. Sullivan said the Attorney General has given guidelines on the Open Meetings Act and as long as they are not conducting city business at the meeting they can attend. Ayers questioned who is allowed to speak at the DDA meetings and Sullivan responded that City Council members can speak as long as they are not making decisions on City Council business.

Presley requested the minutes from the previous meeting be amended to say "Watermark has a property management company" not "just started a management company" because the management company has been in existence for 3 to 4 years.

Gutman requested the spelling of his last name be corrected.

**Motion by McKindles, seconded by Casey** to approve the Consent Agenda. **Motion carried unanimously.**

### **ELECTION OF OFFICERS**

Ward stated that every year in January the DDA elects' officers. There is no requirement that the secretary or the treasurer be DDA Board members. Ward sent out the slate of candidates in advance of the meeting. Ward asked if there were any additional Board members interested in running for an officer position. No additional names were put forward. The slate of officers for 2020-21 include:

Chair – E. Shawn Riley  
Vice Chair – John Casey  
Secretary – Jeri Johnson  
Treasure – Carolann Ayers

**Motion by McKindles, seconded by Boyd** to elect the slate of candidates from 2019 for 2020. **Motion carried unanimously.**

### **SPECIAL EVENTS POLICY**

Ward presented the background and recommendations of the Special Events committee highlighted in Attachment 6. Below is a summary of recommendations:

- All Downtown events requiring street closures must contribute to the economic enhancement, cultural enrichment, and/or promotion of Downtown Northville;
- The proposed location must be suitable for the event, with consideration given to crowd size, traffic flow, parking, electricity, health and safety, and impact on the site;
- Applications should be received at least 90 days in advance of the event date;
- If the event is an annual event, the applicant may include the following year's requested date. This is intended to ensure that community events have the ability to reserve the same date year to year;

- There is a rolling deadline for special event applications. Applications are reviewed on a first come, first served basis;
- Events with full day (6 hr.+) street closures downtown are limited to either 2 full day (6 hr.+) per month or 1 multi-day event per month;
- Events schedule in consecutive weeks will not be permitted;
- Events have to be accessible and open to the public. Exclusively private ticketed events are not permitted;

Ward also said the Special Events Committee recommended improved communication between the downtown businesses and the event coordinators. An email should be sent out prior to the event with a link to the special event application. A follow up survey after the event was also suggested so events could be evaluated and the results provided to City Council. The subcommittee advises City Council to reexamine its Ford Field rental policy so that future events will consider using the city park and other venues.

Riley said the main reason the Special Events Subcommittee formed was in response to the merchant's complaints that Main Street was closed multiple consecutive weekends in the month of September. Offering a choice of different event venues will help alleviate some of the overuse of Main Street. Turnbull said we really don't want to say no to events but rather come up with alternative venues. Ayers questioned whether we consider the economic benefit to the business community as part of our criteria when approving events. Ward said at the present time we do not consider economic benefit to merchants when approving events.

Ward pointed out there are currently no costs for renting Town Square and yet there are City costs incurred. Moving forward we should be charging enough to at least cover the City costs incurred during the event and be more in line with what other event venues are charging.

The two events currently being impacted by this new policy is Spectrum Fest and Northville Food & Wine. The hope is that they would choose an alternative weekend or new location.

Ayers suggested we adopt the new policy and exceptions would be considered on an individual basis by City Council. Riley said there was extensive research done of other communities' policies to come up with the proposed changes. Ward reiterated that closing streets in the downtown should provide value to the downtown community.

Sullivan wanted clarification on the policy change that states, "Events have to be accessible and open to the public. Exclusively private ticketed events are not permitted." Ward explained that the purpose of that policy addition is to make the community feel welcome and able to participate. A high-ticket price can discourage people from attending. After much discussion it was decided the policy should be amended to say "Events must be accessible and open to the public" and drop the "Exclusively private ticketed events are not permitted." Buckhave said it will then be up to City Council to decide if the event meets the criteria of providing economic enhancement, cultural enrichment, and/or promotion of Downtown Northville. Ward said a follow up event



survey would also give feedback to Council when making decisions for next year. McKindles suggested a line on the event application for ticket sales and prices so there would be no surprises.

**Motion by Ayers, seconded by Boyd** to approve the updated Special Events Policy language removing the line that says “Exclusively private ticketed events are not permitted”. **Motion carried unanimously.**

## **2020-21 DDA GOALS AND OBJECTIVES**

Ward said the DDA’s 5 standing committees met and updated their individual goals and objectives for the fiscal year 2020. These goals were then reviewed by the Organizational Committee and packaged into a single document. One of the goals this year was to make the objectives more aspirational. The committees also tried to identify one leading goal, down from several in previous years.

Presley questioned when the Organizational Committee plans to host a joint meeting with the DDA, City Council, HDC & PC. Ayers responded after City Council approves the DDA Goals & Objectives they will then be able to schedule a meeting. Ayers believes this meeting is needed to assure that all the different committees are on the same page. Boyd had met briefly with Sullivan regarding the meeting and Sullivan suggested drafting an agenda as to what would be discussed. Depending on what needed to be discussed it might not require all the groups be present.

Boyd is concerned about the DDA fund balance and how the DDA will prepare for some of the large expenses on the horizon. Boyd mentioned the bond debt we are currently servicing will expire in 2025. If the DDA were to maintain the \$170,000 debt service for a longer period of time how much money would we be able to collect through a bond sale? Finance Director Sandi Wiktorowski did some preliminary review of the debt and it appears the DDA could have close to 2 million dollars available with the roughly same level of debt service. Boyd wants the Board to get comfortable with the idea of accessing some of that available bond money to help with the expected future major expenses and maintaining a healthy fund balance. Ward mentioned it is not just the \$300,000 for the MainCentre Deck that will need to be financed, but also the ongoing maintenance of the two decks and the surface lots. Ayers voiced concern about the majority of our budget going to parking repairs and not funding downtown enhancement projects. McKindles agreed with Ayers and felt that a conversation with the City about their commitment level of financing the parking decks and lots is important before the DDA takes on more debt. Sullivan pointed out that the City budget is also stretched to its limits. Ayers stressed that the only way for the DDA to increase revenue is to encourage development within the DDA boundaries. Presley suggested the City Council needs to consider increasing the DDA boundaries to include the Cady Street and Cady Town.

Riley wanted the first goal of the Marketing Committee to be revised to read Marketing Mix Committee. Riley would also like the goal “Encourage the update of the City’s Special Event Policy” removed since it has been completed. Ward cautioned removing

the goal because we still have some tweaks that will need to be made on the event application moving forward.

**Motion by Boyd, seconded by McKindles** to approve the 2020-21 fiscal DDA Goals & Objectives with the amendment to the Marketing Committee as noted above. **Motion carried unanimously.**

### **FRIDAY NIGHT CONCERT SERIES**

Ward updated the Board about the Chambers desire to hand over the Friday Night Concert Series to the DDA. The DDA has been contributing about \$7,000 towards the series yearly. Last year we added an additional 2 concerts which brought our total contribution to \$10,600. Currently the total expenses for the series is \$20,000 but the goal is to increase the budget to \$25,000 to provide more and higher quality concerts. Riley said that the DDA is waiting to hear back from the Chamber about the sponsorship dollars that would transfer over to the DDA. Riley would like to see new energy put into the concert series. Casey voiced concern over being late in the game getting sponsors for this upcoming season. Turnbull would like to see bigger bands play once a month at Ford Field and he is in pursuit of sponsorship dollars. The Board had concerns taking on this concert series so late in the game.

### **COMMITTEE INFORMATION AND UPDATE**

*a. Design Committee:*

Ayers asked if we are moving forward with induction lighting and having the DPW install the conversion kits. Ward said it has not been approved yet but she will send the location of the example light for the Board to approve. Boyd said the Design Committee has been going back and forth with Buzz regarding the new signage and branding. He expects to have more clarity in the next month. Sullivan asked if the current entrance signs could be used by the event planners this summer. Ward said no because we hope to have the new signs in place by May. The two cross street banners could also be installed in the spring so the event organizers would still have locations to advertise their events.

*b. Marketing Committee:*

Riley said that Los Tres Amigos is open. The owner of Rock on Main is retiring. Haven is closing but Dear Prudence is expanding into the vacated space.

*c. Parking Committee:*

Ward said the committee met to discuss the two 15-minute parking spots assigned on N. Wing Street for Sweet Brew. The business has not been utilizing the spaces and so was it necessary to keep them short term parking. The committee agreed to not make any changes but to continue monitoring.

*d. Organizational Committee:*

No additional comments

e. *Economic Development Committee:*

Presley said Watermark received a lot of opinions during the week they visited. The Community seems to have an aversion to apartment style living. Watermark would need to do a better job educating the residents on the value of the apartment product. Presley also said the take away was less parking and more green space. Watermark is waiting on the Planning Commission to move forward with their Master Plan updates before they continue move forward on their project.

**FUTURE MEETINGS/ IMPORTANT DATES**

A list of future meeting dates and important events were provided in the Board packet.

**BOARD AND STAFF COMMUNICATION**

The next DDA Board meeting is scheduled for February 18, 2020.

**Meeting adjourned at 10:15 am**

Respectfully submitted,  
Jeri Johnson, Marketing and Communications Director  
Northville DDA

**DOWNTOWN DEVELOPMENT AUTHORITY  
Regular Meeting of December 17, 2019  
Meeting Room A**

The regular meeting of the DDA Board was called to order at 8:20 a.m.

**ROLL CALL**

**Present:** *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, John Casey, Aaron Cozart, Jim Long, Ryan McKindles, Greg Presley, Shawn Riley,*

**Absent:** *Carolann Ayers, Mary Starring*

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Marilyn Price/City Council, Barbara Moroski-Browne/City Council, Chris Alexander/Watermark, Nancy Darga/Resident, Kathy Spillane/Resident, **Dave Gutman/Resident***

**AUDIENCE COMMENTS**

Nancy Darga mentioned there will be a meeting on December 21, 2019 at 2:30 pm at Nankin Mills with the State of MI, SEMCOG and Wayne County Parks about the Heritage Trail. The trail will begin in Dearborn and continue all the way through Northville. Darga stated that there is an opportunity for the City to partner with Motor City's National Heritage and the State Heritage Trail to get assistance and funding for some of the historic markers we would like to have created in Northville. Lori Ward said the DDA has \$5,000 set aside in this year's budget for the historic markers program. Most of the historic marker sites are located within the DDA boundaries.

**APPROVAL OF CONSENT AGENDA**

Consent Agenda:

- a. November 2019 Financial Statement
- b. November 2019 Invoice Report
- c. November 19, 2019 DDA Board Meeting Minutes
- d. October 15, 2019 Amended DDA Board Meeting Minutes
- e. 2<sup>nd</sup> Quarter Budget Amendments
- f. Explanation of 2<sup>nd</sup> Quarter Budget Amendments

**Motion by Long, seconded by Casey** to approve the Consent Agenda. **Motion carried unanimously.**

## **WATERMARK DEVELOPMENT UPDATE**

Greg Presley introduced Chris Alexander from Watermark. Alexander made it clear that the Watermark development is a separate PUD application, no longer part of the larger Hunter Pasteur proposal. Hunter Pasteur has the entire Northville Downs property under contract and Watermark has an agreement with them to purchase the northern 10 acres. Watermark is a 30-year-old company based in Indiana and have built 41 properties nationally. Watermark is excited to be in Michigan because new-build class A apartment stock is low and rental rates are high. Watermark would be the general contractor hiring local subs. Alexander is here for the week meeting with invested parties to gather feedback about the project to see if there is potential to move forward. The most recent project is a PUD with many community amenities.

John Casey expressed concerns about occupancy level (300 units), whether Watermark would retain ownership of the property, and the traffic impact. Alexander reassured Casey that 300 units is not too many given what is currently available to rent in the downtown. The “renter by choice” population continues to grow across the board for all age groups. The density and walkability will provide support for the downtown businesses. Alexander said traffic is already an ongoing problem in Northville but Watermark would be willing to help with solutions. **Watermark has a Management Company and is looking to grow the number of properties they currently own and manage.** With that being said, Alexander stated there is no guarantee that Watermark will not eventually sell the property. Casey expressed concern that if there was a recession and the property is sold, the City may have a huge poorly maintained property in the downtown. Ward asked if there was the opportunity to diversify the project and have some owner-occupied condos. Alexander commented that the Hunter Pasteur project would have condos but that the Watermark Development would only be rental.

Patrick Sullivan mentioned that SEMCOG has a break down of the different types of housing and the percentages for all cities in Michigan. Currently, Plymouth has 3 times more rental opportunities than Northville. Alexander stated the average rent for the new apartments will be about \$2000/month which allows more people to get into the Northville community without needing to purchase a home. The metro Detroit occupancy rate for apartment living is 97%.

Alexander stated that Hunter Pasteur’s agreement with the Downs will expire in January but they are negotiating an extension. He feels confident that regardless of that contract renewal Watermark would still be able to move forward with their development.

Presley presented the new drawings to the Board and highlighted the changes that have been made. The project started out as one big super block and is now 3 separate blocks with a grid pattern. There has been 31,000 square feet of commercial (restaurants and office space) added to the project. Presley said one of the big criticisms was less parking and more greenspace and they have now tried to address that concern. Watermark has agreed to spend the week meeting with stakeholders and listening to feedback with the hope of deciding whether this project is viable.

Presley questioned whether the DDA wanted to grow the downtown area to include Cady Street. Jim Long expressed concern about public parking for the First Presbyterian Church and how it would impact the church's programming. Shawn Riley would like to see growth along Cady Street and believes the project would enhance the Northville community. He feels it would create more opportunities for business growth and would be a much better use of the property than a Downs parking lot. Cozart weighed in that the EDC would like to see development along Cady too but wants to make sure we get the right product and that the infrastructure can support the proposed density. Ward questioned whether the new drawing of the Farmer's Market space is sufficient. Presley stated they will be meeting with Jody Humphries (Chamber of Commerce Director) this week to specifically discuss the Farmers Market. Casey agreed that development on Cady would be good for the existing businesses in downtown. Casey was concerned that the housing should come first and then the retail, don't force commercial before you have the infrastructure to support the new and existing businesses. Presley highlighted the public space in the drawings that connects to town square as a possible food truck and event area. Presley stressed that whatever is done on Cady Street should not compete but enhance the downtown. There are also public parking lots included in the drawings which could be used by the Presbyterian Church, Farmer's Market or other local needs. The majority of apartment parking is under the buildings. Casey objected to food trucks being allowed on property given they have an unfair advantage not having to pay city taxes. Ryan McKindles shared his positive response to the plan and feels the development would be good for the City. As a resident he feels that having more restaurants and living space would only enhance the town.

Presley questioned if the new event space were in the DDA borders would the DDA be willing to program and maintain the space. Ward stated a contract would need to be negotiated with Watermark and the City/DDA would need to agree on the terms. Sullivan pointed out that restaurants would use the space for outdoor dining. Jeri Johnson stated it would be another possible event space that would not require street closures. Sullivan said we are struggling to program Town Square with activities and to have another event space might be problematic. The space as drawn is the top level of an underground parking deck. McKindles suggested since it is all cement, we would need more plantings to soften the look of the space. Presley said there is the ability to have trees even on top of a cement deck.

Darga thought the fact that Watermark is willing to listen and work with us is a big positive. She would like to see an extensive traffic study done of the entire City not just 7 Mile and Sheldon Roads. Darga would also like to see more public restrooms in the downtown area. She felt the additional plaza would be a great space for public restrooms and parking. Turnbull mentioned the special event issue of shutting down Main Street on a frequent basis. We don't want to say no to events. His hope is that we will have several options for event planners to choose from that don't require street closures.

Long had several concerns regarding the project. He feels traffic is a huge issue and the amount of apartment units is too dense. He wants development but does not agree with the scope and density of this project. Casey stated that given the price tag on the

property we may not be able to get the best development for the community. The sale price might need to come down to get less density. Alexander stated Watermark has done their due diligence on how many apartments Northville can support and feel 300 units is not too many. Kathy Spillane feels that the topography of the Downs property needs to be looked at more closely. It is the first impression you get when entering Northville's downtown and large apartment buildings would block the views from the North and South. Spillane feels the density of the apartments would negatively impact the other future residents of the Downs property. Margene Buckhave agreed that the project is too dense and would prefer more ranch style condos as part of the development. She questioned who would pay for all the city services and streets associated with the development. Sullivan stated Watermark would be responsible for building the streets but the City would maintain them. McKindles shared that he hopes we don't get paralyzed in fear by wanting this development to make everyone happy. The property will be developed and if we have a good partner to work with us, we should move forward and not send the message that we are anti-development. Long believes the Downs is the last frontier and we should hold off till we get the right plan since this is our only opportunity to do it right.

Presley summarized that it appears some folks are not sure this is the right development for the community and some are willing to work with Watermark. This developer has been willing to listen and see if there is common ground to move forward with the project. Presley was not expecting total agreement and appreciates everyone being honest and forthright. Alexander agreed with Presley and said Watermark needs to hear both the positives and negatives.

#### **SPECIAL EVENT COMMITTEE UPDATE**

Riley said the Special Event Committee has been meeting to address the concerns about multiple events requiring street closures. Ward stated that the Committee doesn't want to say no to events but would rather find other venue options that would not require consecutive street closures. Sullivan wanted to make sure the event organizers be included in the future meetings. Ward said she would be meeting with them next month. The committee will be sending a recommendation to City Council in early February.

#### **COMMITTEE INFORMATION AND UPDATE**

a. *Design Committee:*

D.J. Boyd said the Design Committee met with designer Buzz Bizzell about the new wayfinding signs for Northville. The designs were well received and Bizzell took feedback from the Committee and will be incorporating that feedback into the designs. Boyd expects to be able to present the new branding to the DDA by February. Ward drew attention to the attachment that had the Committee updates on the bench sponsorship program, Rebecca's alley, induction lighting, entranceway signs, and outdoor art.

b. *Marketing Committee:*

Riley said that the Marketing Committee has also been working on the new brand development project in coordination with the Design Committee. This year we hope to update our website and print ads using the new branding. A new subcommittee formed to look at the frequency of special events held in the downtown. Riley also mentioned an additional subcommittee that formed to look at relocating two pieces of outdoor art.

c. *Parking Committee:*

Casey said the Cady Deck repairs are complete and negotiations are still ongoing for the repairs on the MainCentre Deck. The Committee has been looking at the cost for upgrading the parking lot high pressure lighting to induction lighting. Also, at the early January meeting they will be discussing reestablishing parking lot counts and whether there is a need for additional electric charging stations.

d. *Organizational Committee:*

Boyd said the Organizational Committee is charged with helping the DDA subcommittees with their individual goals and objectives. They will be presented at the January 21<sup>st</sup> DDA meeting and then presented to the City Council on January 27<sup>th</sup>. Boyd shared a short tutorial video on goal setting with Ward to send out to the various committees. Less is best should be the strategy moving forward.

e. *Economic Development Committee:*

Cozart said that the EDC committee has not formally met but there has been a lot going on behind the scenes. There will be a meeting with the Watermark group next week.

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

A list of future meeting dates and important events were provided in the Board packet.

#### **BOARD AND STAFF COMMUNICATION**

The next DDA Board meeting is scheduled for January 21, 2020.

#### **Meeting adjourned at 10:15 am**

Respectfully submitted,  
Jeri Johnson, Marketing and Communications Director  
Northville DDA



**PA 57 INFORMATIONAL MEETING  
of the Northville DDA  
December 17, 2019  
Meeting Room A**

The PA 57 meeting of the DDA Board was called to order at 8:00 a.m.

**ROLL CALL**

**Present:** *DJ Boyd, Margene Buckhave, John Casey, Aaron Cozart, Jim Long, Greg Presley, Shawn Riley, Mayor Brian Turnbull*

**Absent:** *Carolann Ayers, Ryan McKindles, Mary Starring*

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Director, Jeri Johnson/DDA Marketing & Communications Director, Marilyn Price/City Council, Barbara Moroski-Browne/City Council, Chris Alexander/Watermark, Dave Gutman/Resident, Nancy Darga/Resident, Kathy Spillane/Resident*

**AUDIENCE COMMENTS**

None

**NEW REQUIREMENTS OF PA 57**

Lori Ward stated that with the new PA 57 regulations DDA's are required to have two informational meetings with invitations sent out to all the taxing jurisdictions in Northville. This meeting is our second for 2019 and the next meeting will take place on June 16<sup>th</sup> 2020.

a. Website Requirements

PA 57 also requires DDAs to provide a list of relevant information on either the DDA or City's website. Ward included an attachment regarding these requirements.

b. Recodified Tax Increment Revenue

Ward stated that as part of the new PA 57 requirements she has attached the DDA revenue and expenditure report.

**FINANCIAL OVERVIEW**

Ward provided a revenue and expenditure spread sheet with the amended budget for the fiscal year 2019/2020. Total revenue and expenditures was amended to take into consideration the fund balance transfer of 280,600.00 for the parking deck repairs. The DDA's fund balance is \$472,307.69 with \$275,000 earmarked for parking renovations.

## **DDA GOALS & OBJECTIVES**

Ward shared that the individual committees will be focusing on their goals and objectives at their upcoming January meetings. These will be presented at the January 21<sup>st</sup> DDA meeting and at the January 27<sup>th</sup> City Council meeting. Ward included the 2019/2020 list of goals and objectives for both the DDA and individual committees.

## **BOARD & STAFF COMMUNICATIONS**

The next Informational Meeting is June 16, 2020

**Meeting adjourned at 8:10 am**

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director  
Northville DDA



**To: DDA Board of Directors**

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

**Subject: Light Pole Purchase**

**Date: February 18, 2020**

**Background:**

The City's inventory of decorative street lighting poles and decorative luminaries has been depleted. There has been a number of recent accidents involving street lights and the City/DDA needs to replenish its inventory. Currently there are 4 locations awaiting new poles and luminaries. Herwig Lighting, Arkansas has been providing the DDA/City street lightings since the MainStreet '78 project. The product has held up well and the company has provided good customer service over the years.

DDA staff has obtained an invoice (Attachment A) for the purchase of 6 decorative street poles and 6 luminaries from Herwig Lighting. This will allow the City to replace the missing poles and have 2 spare poles and luminaries to use as needed.

**Analysis:**

There has been much discussion over the past several years about whether to replace the remaining street lighting with LED or Induction Lighting. The lighting that was converted during the Streetscape Improvement Project of 2012-13 replaced over 120 High Pressure Sodium Lights with Induction Lighting. DDA staff has requested assistance from the newly formed Sustainability Team, led by Councilmember Geisa, to evaluate both LED and Induction Lighting as the preferred lighting option for converting the remainder of the 100 streetlights in the downtown. Until a recommendation has been made, DDA is recommending that the City/DDA purchase the poles and luminaires only, and that the retrofit kits be purchased separately.

**Budget:**

The DDA will need to amend the 2019-20 budget to fund the purchase of the new poles and luminaries at a cost of \$19,182 plus shipping and handling.

**Recommendation:**

DDA staff recommends that the Northville DDA approve the purchase of 6 Herwig light poles and 6 decorative luminaries.

**HERWIG LIGHTING**

P. O. BOX 768  
 RUSSELLVILLE, ARKANSAS 72811  
 P:479-968-2621  
 F:479-968-6422

**Invoice**

Date	Invoice #
1/29/2020	9185

Bill To
NORTHVILLE DOWNTOWN DEVELOPMENT AUTHORITY ATTENTION:LORI WARD 215 WEST MAIN STREET NORTHVILLE, MICHIGAN 48167

Ship To
NORTHVILLE CITY HALL/ PUBLIC WORKS LORI WARD 650 DOHNEY DRIVE NORTHVILLE, MICHIGAN 48167 (248)349-0345

P.O. Number	Terms	Terms	Order Date	Via	F.O.B.
	50% Deposit	Balance upon receipt	1/29/2020	FED EX	Factory
Quantity	Item Code	Description	Price Each	Amount	
6	WJ-12	12' Height overall, Cast Aluminum Alloy #356, Black Finish, Tapered & Fluted Shaft, Octagonal Base W/ Hand Hole Cover Plate, 4- 5/8" x 18" Anchor Bolts, Washers & Nuts, Cast Duplex Receptacle Box and Weatherproof Cover Mounted on top of Shaft	1,972.00	11,832.00	
6	HSW-41	Post Lantern, Cast Aluminum Alloy #356, Black Finish, Rippled Polycarbonate Panels sealed in Silicone, Solid Hinged and Gasketed Roof with Type III 12" Polycarbonate Refractor on Spun Aluminum Ballast Cover, Stainless Steel Screws	1,225.00	7,350.00	
1	SHIPPING	Shipping and Handling to be Determined with Final Invoice			
Estimated Delivery 1-2 Months			<b>Total</b>	\$19,182.00	
			<b>Payments/Credits</b>	\$0.00	
			<b>Balance Due</b>	\$19,182.00	



**To:** DDA Board of Directors  
**From:** Lori M. Ward, DDA Director  
**Subject:** Rebecca's Alleyway  
**Date:** February 18, 2020

**Background:**

In 2015 the DDA was approached by the owners of 134 N. Center Street (Attachment 8.A) for assistance in replacing the alleyway between the Marquis Parking Lot and Center Street. The alleyway appears to have been improved as part of the MainStreet '78 project, however no documentation regarding agreement has been found on this, or other, projects. As part of the 2016 Strategic Plan for Downtown Northville, the Plan stated "Numerous pedestrian cut-throughs provide important linkages from parking areas to Main and Center Street. Some cut-throughs are more attractive than others, but all play an important role in providing access from parking areas to shops so customers can actually "park once" and easily connect to their destinations. The DDA should continue its ongoing discussions with property owners to ensure that all of these cut-throughs remain open and viable. Options to ensure public access can include easements, purchase, or development agreements, to name a few."

Previous discussions with the property owners ended when the cost of the project exceeded the amount that they wanted to spend. The alley has remained open to the public during this time. Recently a change in the state law impacted restaurants with outdoor dining. The change required that the restaurants be ADA accessible to facilitate indoor use of the restaurant and use of the restrooms. The City's building official sent out a letter to all City restaurants notifying them of the change and followed up with those restaurants impacted by the change. Several restaurants made modifications to their buildings to allow for ADA access. Rebecca's currently has a stoop at the front of the building that does not allow for ADA access. The alleyway is the most promising option for providing this access, but did not meet code. After meeting with the code official, the building and business owners contacted the DDA to see if the offer to work together to make improvements to the alleyway in exchange for an easement to keep the alleyway open for public use, was still on the table.

**Analysis:**

The project was presented to the DDA at their April 16, 2019 meeting. The DDA voted unanimously to share the estimated cost of the resurfacing project 50-50 with the building owners up to \$12,500. In exchange for the DDA's financial participation in the project, the building owners agreed to grant the City a perpetual easement for public access through the alleyway. (Attachment A) In addition, the City/DDA is responsible for insuring and maintaining the alleyway.



Construction took place in the fall of 2019. The contractor made several errors in the project that required the project to change scope slightly. The approved design for the project showed the paving running the length of the alley and then turning south and ramping down to existing pavement. The Contractor poured the paving straight into the parking area and had to come back and tear out the paving and ramp the paving to the south. After discussion with the City's Building official the decision was made to connect the ramp to the new sidewalk poured as part of previous parking project completed several years ago. In addition, a step was cut into the side of the ramp and a hand rail added. This was done after observing many pedestrians going around the ramp to take a shorter route if they did not require the ramp. The modification was made. In addition, the Building Inspector required to additional handrails in the alleyway that

were not previously planned for.

**Budget:**

The DDA approved matching funds to complete the project up to \$12,5000. All of the bills for the project are in and the cost of the project was slightly more than anticipated with a total of \$30,289.25. The owner has supplied copies of all of the project's paid invoices to the DDA staff. The building owners are requesting that the DDA increase their participation to \$15,000 or an additional \$2,500. The additional handrails and the extra flags of concrete that were installed to connect the two projects justify the increase in participation.

**Recommendation:**

DDA staff recommends that the Northville DDA approve an additional \$2,500 for the alleyway project at 134 N. Center Street as requested.





## ALLEY EASEMENT AGREEMENT

**THIS ALLEY EASEMENT AGREEMENT** (“Agreement”), is made this \_\_\_\_ day of July, 2019, by and between Ross Taksony, David Bolitho and Robin Bolitho f/k/a Robin Taksony, Initial Co-Trustees of the Bolitho Trust Agreement dated February 24, 2006, as amended, and Ruth Pelkey as to an undivided half interest, whose address is 875 Grace Street, Northville, Michigan 48167, hereinafter referred to as “Grantor”, and the **CITY OF NORTHVILLE, MICHIGAN**, a municipal corporation duly created and existing under and by virtue of the laws of the State of Michigan, situated in Wayne County, Michigan, hereinafter referred to as “Grantee”, whose address is 215 West Main Street, Northville, Michigan 48167.

### RECITALS:

- A. Grantor owns property more commonly known as 134 N. Center Street, Northville, Michigan 48167, as described on **Exhibit A**, attached to and made a part of this Agreement under the description of Grantor’s Land (the “Property”).
- B. Grantor desires to undertake a project to construct improvements involving the repair and/or replacement of the existing interlock brick walkway located adjacent to the north of the building located at 134 N. Center Street, Northville, Michigan, 48167, as described on **Exhibit A**, attached to and made a part of this Agreement under the description of easement area (the “Improvements”), and in connection therewith to make certain other improvements and renovations in the easement area. The easement area includes all that part of Exhibit A which lies Northerly of the Northerly face of the existing building standing upon Grantor’s Land at ground level and the Easterly and Westerly extensions of said Northerly face of the existing building to the Easterly and Westerly boundaries of Grantor’s Land (the “Easement Area”).
- C. Grantor has agreed to grant to Grantee an easement for the benefit of Grantee over, through and under the Easement Area for the purposes hereinafter specified.
- D. Grantee agrees that for consideration not to exceed the matching amount of Twelve Thousand and Five Hundred (\$12,500) Dollars, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:
1. **Recitals**. The recitals set forth above are true and correct and are incorporated herein by reference.



2. Grant of Easement. Subject to the terms and conditions hereinafter provided, Grantor hereby grants and conveys unto Grantee, its successors and assigns, an exclusive easement over, through or under the Easement Area, for the purpose of public access, repairing or replacing the Improvements and installing, repairing, or replacing any future improvements, maintaining and insuring the alleyway located to the north of 134 N. Center Street and described as the Easement Area for public use, together with the rights, easements, privileges and appurtenances in or to the Easement Area which may be required for the full enjoyment of the easement rights herein granted. The Improvements will meet ADA and accessibility requirements required by the State of Michigan.

3. Term. The easement rights granted herein shall be perpetual.

4. Construction, Maintenance and Repair. Grantor shall be solely responsible for the Improvements within the Easement Area and ensure that they are in good and workmanlike manner, free of all liens and in accordance with the requirements of all applicable governmental authorities. Once the Improvements are completed and the Grantee has accepted the work, the Easement Agreement will become effective and the Grantee shall pay the Grantor the agreed upon sum. All improvements will be made within six (6) months of the execution of this Agreement.

5. Insurance. Prior to commencing construction of the Improvements, Grantor, at its cost, shall obtain Comprehensive General Liability Insurance, including premises and operations product and completed operations, contractual liability and independent contractor's protection, with a limit of not less than One Million Dollars per occurrence, which will also name the City of Northville as an additional insured. The insurance shall be maintained in full force at all times during the construction of the Improvements to be performed by the Grantor. Thereafter, the Grantee shall maintain general liability insurance with respect to the property rights granted to it pursuant to this Agreement

The Grantor shall also cause its general contractor, subcontractor or other agents performing and/or completing the Improvements on the Property to obtain (and deliver to the City) builder's risk and Comprehensive General Liability Insurance including premises and operations product and completed operations, contractual liability and independent contractor's protection, with a limit of not less than Two Million Dollars per occurrence which will also name the City as an additional insured. This insurance must be written by an insurance company licensed to do business in Michigan and rated at least A+ by the then most current A.M. Best's rating service. This insurance must be on an occurrence basis, provide primary and non-contributory coverage to the City, and provide that it may not be amended or canceled without thirty (30) days prior notice to the City. The insurance must be maintained in full force at all times during the construction of the Improvements. Thereafter, Grantee shall maintain general liability insurance on the Property.

6. Successors and Assigns. The easement granted herein shall be exclusive, run and be appurtenant to the lands herein described, and shall run with said lands during the term of this Agreement and be binding upon and inure to the benefit of and be enforceable by the parties hereto and the successors and assigns of the parties hereto. The rights and obligations of the parties hereunder shall run with and be appurtenant to the lands described herein during the term of this

Agreement and be binding upon and inure to the benefit of and be enforceable by the parties hereto and the successors and assigns of the parties hereto.

7. Entire Agreement. This Agreement may not be amended, waived or discharged, except by instrument in writing executed by all parties hereto.

8. Contribution. The Grantee agrees to pay the Grantor an amount not to exceed Twelve Thousand Five Hundred (\$12,500) Dollars for the repair/replacement of the hardscape surface located within the Easement Area. Grantor will be paid within thirty (30) days of the completion of the Improvements and the acceptance by the Grantee.

9. Improvement Description. The Improvements involve the repair and/or the replacement of the existing interlocking brick walkway located adjacent to the north of the building located at 134 N. Center Street and described as Attachment A to this Agreement, with concrete sidewalk. In addition, future improvements may include the addition of a decorative arch at the west end of the alley denoting the opening to the walkway, and decorative festoon lighting overhead.

10. Project and Improvement Plans. The Project and the Improvements are depicted in an overall Project Plan, which was submitted to and approved by the City.

11. Improvement Responsibilities. The Grantor shall repair or replace the existing hardscape walkway described in Attachment A and ensure that the improvements meet all building and ADA and accessibility requirements.

12. Improvement Costs. All costs associated with the design and construction of the Improvements will be paid for by the Grantor. The Grantee shall reimburse the Grantor for 50% of the costs incurred in completing the repair and/or replacement of the brick walkway for a not to exceed amount of \$12,500.

13. Commencement. Design and construction of the Project shall commence in the Summer of 2019.

14. Date of Completion. The Grantor shall complete the Improvements no later than six (6) months after the execution of the Easement Agreement. The Grantor will endeavor to substantially complete the Improvements in advance of the Completion Date.

15. Site Cleanup. The Grantor will ensure that any contractors, subcontractors and/or trade contractors employed to complete the Improvements will keep the Project site clean and free from debris so as not to interfere with ongoing business operations and public use.

16. Construction Development Agreements. Upon request, the Grantor shall provide the Grantee access to full and complete copies of all construction agreements pertaining to the Improvements for the Grantee's review and inspection.

17. Construction of Site Improvements. The Grantor shall obtain all permits, licenses and approvals required by the City Ordinances and Wayne County and State requirements for the construction of the Improvements and complete the construction of the Improvements pursuant to the plans and specifications. The Grantor shall perform such construction in a good and workmanlike manner in compliance with City Ordinances. The Grantor shall pay all filing fees, inspection, and other fees and expenses, post or cause its contractors or subcontractors to post all bonds, letters of credit or other assurances as required by City Ordinances.

18. Maintenance of Improvements. The Grantor shall have the sole responsibility and obligation to repair and/or replace the brick walkway located to the north of the building located at 134 N. Center Street, with concrete sidewalks. Thereafter, the Grantee shall have the sole responsibility of maintenance, repair or replacement of the walkway and other improvements covered by this Agreement, including sweeping and snow removal.

19. Indemnity. The Grantors expressly agree to defend, indemnify, and hold harmless the Grantee, and any of its employees, contractors and agents, from and against any and all claims, losses, demands or lawsuits alleging injury to person and/or damage to property arising out of any act, error or omission on the part of the Grantors, or any of their employees, contractors or agents. Grantors agree to defend, indemnify, and hold harmless the Grantee, and any of its employees, contractors or agents, from and against any and all damages, judgments, fines, penalties, costs, expenses and/or fees (including reasonable attorney fees) awarded or assessed against the Grantee, and any of its employees, contractors and agents arising out of the Grantors' negligence.

20. Survival. The Grantee acknowledges and agrees that all of the its obligations under a certain PARKING LOT EASEMENT AGREEMENT dated \_\_\_\_\_, and this Agreement survive and shall be covenants running with the land and binding upon the Property Owner, its successors and assigns for the benefit of the City and the respective successors and assigns.

21. Notices. All notices or other communications provided for herein shall be given in the manner as follows:

If to the City:

**City Manager  
City of Northville  
215 W. Main Street  
Northville, Michigan 48167**

If to the Property Owner:

**Dave and Robin Bolitho  
875 Grace Street  
Northville, Michigan 48167**

**Ross Taksony**  
**41938 Canterbury Drive**  
**Novi, Michigan 48377**

**Ruth Pelkey**  
**875 Grace Street**  
**Northville, Michigan 48167**

23. Amendments/Entire Agreement. This Agreement shall not be modified or amended except by written agreement duly executed by the parties hereto. There are no oral arguments with respect to the subject matter of this Agreement.

24. No Third Party Rights. Nothing in this Agreement, whether expressed or implied, shall be construed to give to any person other than the parties hereto any legal or equitable right, remedy or claim under or in respect to this Agreement, which is intended for the sole and exclusive benefit of the parties hereto.

25. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

26. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their successors and assigns.

27. Dispute Resolution. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the City and the Property Owner agree that all disputes between them arising out of or relating to the Agreement shall be submitted to non-binding mediation in accordance with Michigan Court Rule 2.411, unless the parties mutually agree otherwise.

28. Counterparts. This Agreement may be executed in any number of counterparts and by the different parties hereto on separate counterparts, each of which, when so executed, shall be deemed an original, but all such counterparts shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

**GRANTOR:**

\_\_\_\_\_,  
a Michigan \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN



**To: Northville DDA Board of Directors**

**From: Lori Ward, Northville DDA Director**

**Subject: RAM Change Order Request**

**Date: February 18, 2020**

**Background:**

On September 3, 2020, the Northville City Council approved a contract with RAM construction to provide construction services for the renovation of the Cady Street Parking Deck. The contract amount was \$246,294 and Council approved a 10% contingency of \$24,629 for a project total of 270,923. The project began in mid-September and was completed ahead of schedule in less than six weeks. DDA staff worked closely with RAM and the City's engineer, WGI to minimize disruptions and to keep the project running smoothly.

WGI has designed a comparable set of plans for the MainCentre Parking Deck that is scheduled to undergo renovation later this spring. RAM has agreed to honor their existing unit prices and the DDA should have a cost estimate to bring to the DDA Board and City Council in the next few weeks.

**Budget:**

During the construction phase of the Cady Street Parking Deck project, several minor adjustments were made to the scope of the project. These changes to the project were well within the construction contingency and so were handled administratively. DDA staff is in the process of closing out the project and wanted to provide the DDA Board with a brief summary of the project.

- Change Order #1    \$3,285.35 additional items were added and other subtracted as after the initial in section of the deck with the project team. (Attachment 1)
  
- Change Order #2    \$5,650 This change order includes repairs to the overhead entrance way sign that was hit by a delivery van. The DDA has filed an insurance claim against the delivery van driver's insurance seeking reimbursement for these costs. Fixed drainage problem in pavers south of the Mary Alexander planting bed. (Attachment 2)
  
- Change Order #3    (\$28,087.82) this change order revises the final quantities used during the project. (Attachment 3)

The final RAM contract amount was modified to include the 3 change orders above. The modified amount is \$227,141.85, or \$19,152.47 (8%) less than the original contracted amount. In addition, none of the contingency earmarked for the project was utilized. The project will be returning \$44,333 to the DDA's fund balance for use on other projects.

**Recommendation:**

No action necessary.


**AIA® Document G701™ – 2017**

## Change Order

**PROJECT:** *(Name and address)*  
Cady Street Parking Structure  
Restoration 2019

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: September 4, 2019

**CHANGE ORDER INFORMATION:**  
Change Order Number: 1  
Date: November 1, 2019

**OWNER:** *(Name and address)*  
City of Northville  
Downtown Development Authority  
215 West Main Street  
Northville, MI 48167

**ARCHITECT:** *(Name and address)*  
WGI Michigan, Inc  
5136 Lovers Lane  
Kalamazoo, MI 49002

**CONTRACTOR:** *(Name and address)*  
RAM Construction Service of Michigan,  
Inc  
13800 Eckles Rd  
Livonia, MI 48150

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Revise work scope as per the attached table.

The original Contract Sum was	\$ 246,294.32
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 246,294.32
The Contract Sum will be increased by this Change Order in the amount of	\$ 3,285.35
The new Contract Sum including this Change Order will be	\$ 249,579.67

The Contract Time will be unchanged by Zero (0) days.  
The new date of Substantial Completion will be unchanged

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

WGI Michigan, Inc.

RAM Construction Service of Michigan,  
Inc.

City of Northville

\_\_\_\_\_  
**ARCHITECT** *(Firm name)*

RAM Construction Services of Michigan, Inc.

\_\_\_\_\_  
**CONTRACTOR** *(Firm name)*

\_\_\_\_\_  
**OWNER** *(Firm name)*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

Justin Thomson, Project Manager

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

Tom Szabo, Vice President

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

11/12/2019

\_\_\_\_\_  
**DATE**

November 11, 2019

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**CHANGE ORDER NO. 1**

**Project Name :** Cady Street Parking Structure Restoration 2019  
**WGI Project Number :** 24183249.01  
**Date :** November 1, 2019

**ADD**

Work Item No.	Work Item Description	Units	Unit Cost	Estimated Quantity	Total Cost
CO1.1	Remove Existing & Install Full System Deck Coating	S.F.	\$ 3.00	3,800	\$ 11,400.00
CO1.2	Fire Suppression Repairs	L.S.	\$ 1,640.00	1	\$ 1,640.00
CO1.3	Install ADA Pad	L.S.	\$ 225.00	1	\$ 225.00
CO1.4	Remove & Replace Storm Drainage Piping & Fittings	EA.	\$ 1,645.00	3	\$ 4,935.00
CO1.5	Additional Concrete Painting at Curbs & Retaining Walls	L.S.	\$ 3,650.00	1	\$ 3,650.00
CO1.6	Additional Painting at Light Pole Bases & Entry Frame	L.S.	\$ 860.00	1	\$ 860.00
					\$ 22,710.00

**REMOVE**

Work Item No.	Work Item Description	Units	Unit Cost	Estimated Quantity	Total Cost
7.7	Recoat Deck Coating	S.F.	\$ 2.00	-3,800	\$ (7,600.00)
7.8	Install Deck Coating at Entry/Exit - Full System	S.F.	\$ 4.00	-600	\$ (2,400.00)
7.9	Install Deck Coating at Ped. Bridge - Full System	S.F.	\$ 5.75	-350	\$ (2,012.50)
9.4	Clean & Paint Tube Steel at Pedestrian Bridge	L.S.	\$ 4,762.15	-1	\$ (4,762.15)
21.1	Remove & Replace Standpipe	L.F.	\$ 100.00	-10	\$ (1,000.00)
22.1	Remove & Replace Storm Drainage Piping	L.F.	\$ 55.00	-30	\$ (1,650.00)
					\$ (19,424.65)

**Value of Change Order \$ 3,285.35**




**AIA® Document G701™ – 2017**

## Change Order

**PROJECT:** *(Name and address)*  
Cady Street Parking Structure  
Restoration 2019

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: September 4, 2019

**CHANGE ORDER INFORMATION:**  
Change Order Number: 2  
Date: December 2, 2019

**OWNER:** *(Name and address)*  
City of Northville  
Downtown Development Authority  
215 West Main Street  
Northville, MI 48167

**ARCHITECT:** *(Name and address)*  
WGI Michigan, Inc  
5136 Lovers Lane  
Kalamazoo, MI 49002

**CONTRACTOR:** *(Name and address)*  
RAM Construction Service of Michigan,  
Inc  
13800 Eckles Rd  
Livonia, MI 48150

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Add the following work items to the contract.

CO2.1) Entry Sign Framing Repair at Upper Level - \$2,750 Lump Sum

CO2.2) Modify Paver Drainage at Light Well - \$2,900 Lump Sum  
- includes inspection of light well drain and concrete coring

The original Contract Sum was	\$ 246,294.32
The net change by previously authorized Change Orders	\$ 3,285.35
The Contract Sum prior to this Change Order was	\$ 249,579.67
The Contract Sum will be increased by this Change Order in the amount of	\$ 5,650.00
The new Contract Sum including this Change Order will be	\$ 255,229.67

The Contract Time will be unchanged by Zero (0) days.  
The new date of Substantial Completion will be unchanged

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

WGI Michigan, Inc.

RAM Construction Service of Michigan,  
Inc.

City of Northville

\_\_\_\_\_  
**ARCHITECT** *(Firm name)*

\_\_\_\_\_  
**SIGNATURE**

Justin Thomson, Project Manager  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**

12/5/2019  
\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CONTRACTOR** *(Firm name)*

\_\_\_\_\_  
**SIGNATURE**

Tom Szabo, Vice Pres.  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**

12/5/19  
\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**OWNER** *(Firm name)*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**DATE**


**AIA® Document G70™ – 20 7**

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Cady Street Parking Structure Restoration 2019	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: September 4, 2019	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 3 Date: January 9, 2020
<b>OWNER:</b> <i>(Name and address)</i> City of Northville Downtown Development Authority 215 West Main Street Northville, MI 48167	<b>ARCHITECT:</b> <i>(Name and address)</i> WGI Michigan, Inc 5136 Lovers Lane Kalamazoo, MI 49002	<b>CONTRACTOR:</b> <i>(Name and address)</i> RAM Construction Service of Michigan, Inc 13800 Eckles Rd Livonia, MI 48150

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Revise final quantities and values as per attached table.

The original Contract Sum was	\$ 246,294.32
The net change by previously authorized Change Orders	\$ 8,935.35
The Contract Sum prior to this Change Order was	\$ 255,229.67
The Contract Sum will be decreased by this Change Order in the amount of	\$ 28,087.82
The new Contract Sum including this Change Order will be	\$ 227,141.85

The Contract Time will be unchanged by Zero (0) days.  
 The new date of Substantial Completion will be unchanged

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

WGI Michigan, Inc.

 RAM Construction Service of Michigan,  
 Inc.

City of Northville

**ARCHITECT** *(Firm name)*
**CONTRACTOR** *(Firm name)*
**OWNER** *(Firm name)*
**SIGNATURE**
**SIGNATURE**
**SIGNATURE**

 Justin Thomson  
**PRINTED NAME AND TITLE**

 Tom Szabo  
**PRINTED NAME AND TITLE**
**PRINTED NAME AND TITLE**

 2/11/2020  
**DATE**

 2/11/2020  
**DATE**
**DATE**

## CHANGE ORDER NO. 3

Project Name : Cady Street Parking Structure Restoration 2019

WGI Project Number : 24183249

Date : January 9, 2020

Work Item Number	Work Item Description	Scheduled Quantity	Unit Price	Scheduled Value	Revised Quantity	Revised Value	Change Order Value	
		A	B	C = A*B	D	E = B*D	Over / (Under) F = E - C	
1.1	Contractor Mobilization	1	\$4,227.38	\$4,227.38	1.00	\$4,227.38	\$0.00	
1.2	Contractor General Requirements	1	\$4,227.38	\$4,227.38	1.00	\$4,227.38	\$0.00	
2.1	Remove Flooring and Prepare Substrate for Deck Coating	130	\$10.50	\$1,365.00	130.00	\$1,365.00	\$0.00	
3.1	Partial Depth Slab Repair	1,000	\$27.00	\$27,000.00	757.03	\$20,439.81	(\$6,560.19)	
3.2	Full Depth Slab Repair	100	\$50.00	\$5,000.00	127.00	\$6,350.00	\$1,350.00	
3.3	Tee Flange (Ceiling) Repair	80	\$90.00	\$7,200.00	68.00	\$6,120.00	(\$1,080.00)	
3.4	Tee Stem Repair	10	\$105.00	\$1,050.00	5.00	\$525.00	(\$525.00)	
3.5	Beam Repair	10	\$105.00	\$1,050.00	10.00	\$1,050.00	\$0.00	
3.6	Column Repair	10	\$105.00	\$1,050.00	10.00	\$1,050.00	\$0.00	
3.7	Wall/Spandrel Repair	20	\$90.00	\$1,800.00	10.00	\$900.00	(\$900.00)	
3.8	Curb Repair	20	\$90.00	\$1,800.00	10.00	\$900.00	(\$900.00)	
3.9	Inject Retaining Wall Cracks	10	\$40.00	\$400.00	15.00	\$600.00	\$200.00	
3.10	Concrete-to-Asphalt Joint Repair at Upper Level Entry	18	\$180.00	\$3,240.00	22.00	\$3,960.00	\$720.00	
4.1	Brick Repair	60	\$25.00	\$1,500.00	96.00	\$2,400.00	\$900.00	
4.2	Re-point Deteriorated Tuck Pointing	150	\$9.50	\$1,425.00	150.00	\$1,425.00	\$0.00	
5.1	Steel Tread Pan Repair	5	\$450.00	\$2,250.00	6.00	\$2,700.00	\$450.00	
5.2	Steel Landing Pan Repair	2	\$550.00	\$1,100.00	3.00	\$1,650.00	\$550.00	
7.1	Rout & Seal Cracks at Topping	100	\$4.75	\$475.00	150.00	\$712.50	\$237.50	
7.2	Remove & Replace Tee-to-Tee Joint Sealant	3,500	\$4.25	\$14,875.00	3,500.00	\$14,875.00	\$0.00	
7.3	Remove & Replace Isolation Joint Sealant	40	\$8.00	\$320.00	40.00	\$320.00	\$0.00	
7.4	Remove & Replace Cove Joint Sealants	250	\$5.00	\$1,250.00	250.00	\$1,250.00	\$0.00	
7.5	Install Cove Joint Sealants	50	\$7.00	\$350.00	50.00	\$350.00	\$0.00	
7.6	Remove & Replace Wall Sealants	280	\$7.00	\$1,960.00	280.00	\$1,960.00	\$0.00	
7.7	Recoat Deck Coating	200	\$2.00	\$400.00	0.00	\$0.00	(\$400.00)	
7.8	Install Deck Coating at Entry/Exit - Full System	0	\$4.00	\$0.00	0.00	\$0.00	\$0.00	
7.9	Install Deck Coating at Ped. Bridge - Full System	0	\$5.75	\$0.00	0.00	\$0.00	\$0.00	
7.10	Install Deck Coating at Stair Towers - Full System	380	\$5.50	\$2,090.00	460.00	\$2,530.00	\$440.00	
7.11	Apply Concrete Sealer at Supported Slab	21,300	\$0.29	\$6,177.00	21,300.00	\$6,177.00	\$0.00	
7.12	Apply Concrete Sealer at Spandrels	1,400	\$1.00	\$1,400.00	1,400.00	\$1,400.00	\$0.00	
7.13	Roof Repair at Stair #2	1	\$2,000.00	\$2,000.00	0.00	\$0.00	(\$2,000.00)	
8.1	Remove & Replace Lock Set at Stair #1	2	\$450.00	\$900.00	2.00	\$900.00	\$0.00	
8.2	Door Repair at Stair #2	1	\$688.82	\$688.82	1.00	\$688.82	\$0.00	
9.1	Clean & Paint Perimeter Railing at Upper & Lower Levels	1	\$25,081.43	\$25,081.43	1.00	\$25,081.43	\$0.00	
9.2	Clean & Paint Steel Entry Signage Frames	1	\$4,181.40	\$4,181.40	1.00	\$4,181.40	\$0.00	
9.3	Clean & Paint Steel Stair & Railing at Stair Towers	1	\$11,556.93	\$11,556.93	1.00	\$11,556.93	\$0.00	
9.4	Clean & Paint Tube Steel at Pedestrian Bridge	0	\$4,762.15	\$0.00	0.00	\$0.00	\$0.00	
9.5	Clean & Paint Standpipe System	1	\$4,065.25	\$4,065.25	1.00	\$4,065.25	\$0.00	
9.6	Clean & Paint Pipe Guard	4	\$174.23	\$696.92	5.00	\$871.15	\$174.23	
9.7	Clean & Paint Concrete Wall	2,600	\$0.94	\$2,444.00	2,600.00	\$2,444.00	\$0.00	
9.8	Clean & Paint Concrete Wall & Ceiling at Stair Towers	1	\$6,678.63	\$6,678.63	1.00	\$6,678.63	\$0.00	
21.1	Remove & Replace Standpipe	0	\$100.00	\$0.00	0.00	\$0.00	\$0.00	
22.1	Remove & Replace Storm Drainage Piping	0	\$55.00	\$0.00	0.00	\$0.00	\$0.00	
26.1	Misc. Electrical Repairs	1	\$2,000.00	\$2,000.00	0.00	\$0.00	(\$2,000.00)	
32.1	Asphalt Repair	6,600	\$9.29	\$61,314.00	4,270.03	\$39,668.58	(\$21,645.42)	
32.2	Seal Asphalt Joint/Crack	750	\$3.48	\$2,610.00	1,262.00	\$4,391.76	\$1,781.76	
32.3	Paint Pavement Markings	1	\$5,981.73	\$5,981.73	1.00	\$5,981.73	\$0.00	
32.4	Install Railing Post Cap	8	\$86.10	\$688.80	21.00	\$1,808.10	\$1,119.30	
32.5	Misc. Railing Repairs	1	\$1,000.00	\$1,000.00	1.00	\$1,000.00	\$0.00	
CO1.1	Remove Existing & Install Full System Deck Coating	3,800	\$3.00	\$11,400.00	3,800.00	\$11,400.00	\$0.00	
CO1.2	Fire Suppression Repairs	1	\$1,640.00	\$1,640.00	1.00	\$1,640.00	\$0.00	
CO1.3	Install ADA Pad	1	\$225.00	\$225.00	1.00	\$225.00	\$0.00	
CO1.4	Remove & Replace Storm Drainage Piping & Fittings	3	\$1,645.00	\$4,935.00	3.00	\$4,935.00	\$0.00	
CO1.5	Additional Concrete Painting at Curbs & Retaining Walls	1	\$3,650.00	\$3,650.00	1.00	\$3,650.00	\$0.00	
CO1.6	Additional Painting at Light Pole Bases & Entry Frame	1	\$860.00	\$860.00	1.00	\$860.00	\$0.00	
CO2.1	Entry Sign Framing Repair at Upper Level	1	\$2,750.00	\$2,750.00	1.00	\$2,750.00	\$0.00	
CO2.2	Modify Paver Drainage at Light Well	1	\$2,900.00	\$2,900.00	1.00	\$2,900.00	\$0.00	
<b>Original Contract Total</b>					<b>\$255,229.67</b>		<b>\$227,141.85</b>	<b>(\$28,087.82)</b>

Scheduled Contract Value	\$255,229.67
Actual Project Value (New Contract Value)	\$227,141.85
Value of Final Change Order	(\$28,087.82)



**To: Northville DDA Board of Directors**

**From: Lori Ward, Northville DDA Director**

**Subject: Budget Discussion**

**Date: February 18, 2020**

In fiscal year 2021, the DDA will begin the year with a fund balance of \$94,866. Of this, \$24,113 is reserved exclusively for road improvements. This will leave \$78,281 in an unrestricted fund balance at the end of the fiscal year 2021. This year, for the first time in over 20 years, the DDA drew down almost all of its fund balance to pay for the parking deck improvements to the Cady Street Deck, leaving us with a fund balance of \$94,866. This was only possible by cutting numerous projects currently scheduled in fiscal year 2020. These include:

- 3<sup>rd</sup> Directory at the Comerica Community Connection - \$3,000
- Mural - \$12,800
- Fire Pits - \$10,000
- Historic Markers - \$4,000

In order for the DDA to tackle the enormous cost of parking deck and lot repairs, a discussion with City Council will need to take place in order to discuss responsibilities and shared costs. The DDA does not have the funds to do it alone. This year the DDA's TIF capture grew by only \$13,000, however new City charges and increases in existing non-discretionary items outpaced the small increase that we received. This past week Crain's Detroit reported that the Northville Downs Race Track renewed a 5-year lease to continue to operate the track while the City goes through the Master Planning process and the developers work their way through the planning process. New revenue to the DDA will not be available in the near future.

The DDA's Organizational Committee met on February 6th to review the budget and made the following recommendations:

- Attempt to keep in the \$20,000 Pavilion repair line item. The facility is in desperate need of assistance. Staff has been meeting with Grissim Metz for assistance in assembling a bid packet for all of the projects in Town Square that need repairs.
- Consider a charge for use of the Special Event porta-potties used by event organizers.
- Need to identify new EV charging partner to sponsor electricity of explore adding a charging component to the stations.

- Agree to sponsor the Friday Night Concerts. This effort is \$25,000 of which we have approximately \$15,000 in outside sponsorship and \$10,000 comes from DDA.
- Continue to sponsor the Wednesday Night Concerts and the Skeletons are Alive event.
- Consider reducing or eliminating sponsorship all other events in the Downtown including Chamber events, Buy Michigan Now, Party in the Ville, Tunes on Tuesday.
- Reduce print advertising by \$7,000 or 30%.
- Reduction in Membership Organizations and Education and Training.

These changes will allow the DDA to continue to fund its own events and maintain a fund balance for emergencies. It is important to note that the DDA 20 - 21 budget does not include any funds for the MainCentre Parking Deck renovation project which is estimated at \$300,000. In addition, the surface lots within the DDA boundaries have been evaluated by the City's engineers and renovations are estimated at \$980,000. Ongoing maintenance for the lots and two decks total \$3,148,440 over the next 20 years or \$157,422 annually. This would be in addition to the payment of \$118,220 that the DDA currently makes to the City for operation and maintenance of the existing decks. A collaborative effort to funding the parking system repairs and maintenance is needed to tackle this enormous cost.

**Recommendation:**

DDA staff recommends that the DDA approved the budget as presented and forward to City Council for consideration. In addition, the DDA staff recommends that the DDA and City Council hold a working session to discuss the future of the shared parking system.

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Revenues			Fund #	Activity #										
Prepared By:	Lori Ward			370	Revenues										
Account #	Classification & Description	2017-18 Actual Amount	2017-18 Actual Total	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Projected Amount	2019-20 Projected 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	2023-24 Proposed Amount	2023-24 Proposed Total
370-000-403	<b>Current Property Taxes</b>		<b>646,845</b>		<b>670,195</b>		<b>717,832</b>		<b>731,471</b>		<b>746,317</b>		<b>761,467</b>		<b>776,926</b>
	Captured - non streets	646,845		670,195		694,169		707,358		721,505		735,935		750,654	
	Captured - restricted for street improvements					23,663		24,113		24,812		25,532		26,272	
	2% each year FY22-FY24			-		-		-		-		-		-	
370-000-403.01	<b>DDA Operating Levy</b>		<b>56,823</b>		<b>58,180</b>		<b>60,079</b>		<b>61,412</b>		<b>62,640</b>		<b>63,893</b>		<b>63,893</b>
	1.8158 mills	56,823		58,180		60,079		61,412		62,640		63,893		63,893	
	2% each year FY21-FY23			-		-		-		-		-		-	
370-000-403.04	<b>PPT Reimbursement - Small Taxpayer Loss</b>		<b>36,178</b>		<b>32,041</b>		<b>34,144</b>		<b>34,000</b>		<b>34,000</b>		<b>34,000</b>		<b>34,000</b>
	Local Community Stabilization Share	36,178		32,041		34,144		34,000		34,000		34,000		34,000	
370-000-417	<b>Delinquent Personal Property Taxes</b>	176	<b>176</b>	851	<b>851</b>										
370-000-418	<b>Property Taxes - Other</b>		<b>6,355</b>		<b>14</b>		<b>(2,500)</b>		<b>(2,500)</b>		<b>(2,500)</b>		<b>(2,500)</b>		<b>(2,500)</b>
	Reserve - Tax Appeals	6,355		14		(2,500)		(2,500)		(2,500)		(2,500)		(2,500)	
<b>Total Taxes</b>		<b>746,377</b>	<b>746,377</b>	<b>761,281</b>	<b>761,281</b>	<b>809,555</b>	<b>809,555</b>	<b>824,383</b>	<b>824,383</b>	<b>840,457</b>	<b>840,457</b>	<b>856,860</b>	<b>856,860</b>	<b>872,319</b>	<b>872,319</b>
370-000-586.02	<b>Sponsorships</b>		<b>1,000</b>		<b>7,953</b>		<b>27,100</b>		<b>44,000</b>		<b>29,500</b>		<b>29,500</b>		<b>29,500</b>
	Skeletons Are Alive	-		7,053		7,600		9,000		7,000		7,000		7,000	
	Wednesday Night Concerts			900		3,500		3,000		3,500		3,500		3,500	
	Friday Concerts							15,000		15,000		15,000		15,000	
	Other	1,000		-											
	Benches			-		16,000		12,000		4,000		4,000		4,000	
	Christmas							5,000							
370-000-659.11	<b>Rent Revenue</b>		<b>150</b>		<b>800</b>		<b>400</b>		<b>400</b>		<b>400</b>		<b>400</b>		<b>400</b>
	Rental of Town Square	150		800		400		400		400		400		400	
370-000-666	<b>Misc Revenue</b>		<b>-</b>		<b>1,182</b>		<b>291</b>		<b>200</b>		<b>200</b>		<b>200</b>		<b>200</b>
	Change in fountain	-		-		291		200		200		200		200	
	Surplus Disposal			1,182											
370-000-667.00	<b>Insurance Proceeds</b>		<b>-</b>	<b>7,427</b>	<b>7,427</b>		<b>8,000</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
						8,000									
370-000-673.00	<b>Gain on Disposal of Assets</b>		<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
370-000-687.01	<b>MMRMA Distribution</b>			<b>4,601</b>	<b>4,601</b>										
<b>Misc Revenue</b>		<b>1,150</b>	<b>1,150</b>	<b>21,963</b>	<b>21,963</b>	<b>35,791</b>	<b>35,791</b>	<b>44,600</b>	<b>44,600</b>	<b>30,100</b>	<b>30,100</b>	<b>30,100</b>	<b>30,100</b>	<b>30,100</b>	<b>30,100</b>

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Revenues			Fund #	Activity #										
Prepared By:	Lori Ward			370	Revenues										
Account #	Classification & Description	2017-18 Actual		2018-19 Actual		2019-20 Projected		2020-21 Proposed		2021-22 Proposed		2022-23 Proposed		2023-24 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-664	Investment Earnings - Short Term	2,531	2,531	4,754	4,754	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
370-000-664.19	Investment Earnings - Long Term MI Class	-	-	887	887	750	750	750	750	750	750	750	750	750	750
370-000-664.20	Investment Earnings - Long Term	5,630	5,630	7,448	7,448	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	(5,794)	(5,794)	6,712	6,712	-	-	-	-	-	-	-	-	-	-
370-000-664.40	Investment Pool Bank Fees	(491)	(491)	(366)	(366)	(400)	(400)	(400)	(400)	(400)	(400)	(400)	(400)	(400)	(400)
370-000-664.50	Investment Advisory Fees	(691)	(691)	(526)	(526)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)
370-000-664.60	Bank Lockbox Fees	(295)	(295)	(380)	(380)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)
370-000-664.70	Custodial Fees			(80)	(80)	(130)	(130)	(130)	(130)	(130)	(130)	(130)	(130)	(130)	(130)
<b>Net Investment Earnings</b>		890	890	18,449	18,449	8,920	8,920	8,920	8,920	8,920	8,920	8,920	8,920	8,920	8,920
<b>Total</b>		748,417	748,417	801,693	801,693	854,266	854,266	877,903	877,903	879,477	879,477	895,880	895,880	911,339	911,339
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									2.77%		0.18%		1.87%		1.73%
Total Expenditures		752,685	752,685	733,363	733,363	1,173,147	1,173,147	870,375	870,375	850,480	850,480	857,315	857,315	882,075	882,075
Total Revenues		748,417	748,417	801,693	801,693	854,266	854,266	877,903	877,903	879,477	879,477	895,880	895,880	911,339	911,339
Use of (Increase to) Fund Balance		4,268	4,268	(68,330)	(68,330)	318,881	318,881	(7,528)	(7,528)	(28,997)	(28,997)	(38,565)	(38,565)	(29,264)	(29,264)
Difference - should be zero		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Fund Balance (unassigned)						437,410		94,866		78,281		82,466		95,499	
restricted for street improvements						23,663		24,113		24,812		25,532		26,272	
Projected Ending Fund Balance (unassigned) *				437,410		94,866		78,281		82,466		95,499		98,491	
Fund Balance as a % of expenditures				60%		8%		9%		10%		11%		11%	
NOT INCLUDED: MAINCENTRE DECK															



City of Northville															
Line Item Budget Worksheet - Details of Supplies, Ser															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	DPW Services			Fund #	Activity #										
Prepared By:	Lori Ward			370	753										
		<b>2017-18 Actual</b>		<b>2018-19 Actual</b>		<b>2019-20 Projected</b>		<b>2020-21 Proposed</b>		<b>2021-22 Proposed</b>		<b>2022-23 Proposed</b>		<b>2023-24 Proposed</b>	
<b>Account #</b>	<b>Classification &amp; Description</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>
370-753-706	<b>Wages and Salaries - Full Time (1)</b>		<b>3,553</b>		<b>11,198</b>		<b>13,250</b>		<b>15,490</b>		<b>15,490</b>		<b>15,490</b>		<b>15,490</b>
	DPW Staff (full time)	3,553		11,198		13,250		13,740		13,740		13,740		13,740	
	Street Sweeping							1,750		1,750		1,750		1,750	
370-753-707	<b>Wages - Regular Overtime (DPW)</b>		<b>283</b>		<b>616</b>		<b>1,170</b>		<b>1,220</b>		<b>1,220</b>		<b>1,220</b>		<b>1,220</b>
		283		616		1,170		1,220		1,220		1,220		1,220	
370-753-939	<b>Automotive Service</b>		<b>-</b>		<b>549</b>		<b>500</b>		<b>500</b>		<b>500</b>		<b>500</b>		<b>500</b>
	Vehicle Repair	-		549		500		500		500		500		500	
370-753-943	<b>Equipment Rental</b>		<b>2,203</b>		<b>4,337</b>		<b>4,800</b>		<b>11,800</b>		<b>11,800</b>		<b>11,800</b>		<b>11,800</b>
	DPW Equipment	2,203		4,337		4,800		4,800		4,800		4,800		4,800	
	Streetsweeper							7,000		7,000		7,000		7,000	
370-753-967	<b>Fringe Benefits (1)</b>		<b>4,026</b>		<b>11,796</b>		<b>13,880</b>		<b>16,345</b>		<b>16,345</b>		<b>16,345</b>		<b>16,345</b>
	DPW	4,026		11,796		13,880		14,595		14,595		14,595		14,595	
	Streetweeping	-		-		-		1,750		1,750		1,750		1,750	
<b>Total</b>		<b>10,065</b>	<b>10,065</b>	<b>28,496</b>	<b>28,496</b>	<b>33,600</b>	<b>33,600</b>	<b>45,355</b>	<b>45,355</b>	<b>45,355</b>	<b>45,355</b>	<b>45,355</b>	<b>45,355</b>	<b>45,355</b>	<b>45,355</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>-12.36%</b>		<b>183.12%</b>		<b>17.91%</b>		<b>34.99%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>



City of Northville													
Item Budget Worksheet - Details of Supplies, Services and Char													
FY2020-21 Budget													
Department:	Downtown Development Authority		Account Number										
Activity:	Design	Fund #	370	Activity #	861								
Prepared By:	Lori Ward												
Account #	Classification & Description	2017-18 Actual	2018-19 Actual	2019-20 Projected	2020-21 Proposed	2021-22 Proposed	2022-23 Proposed	2023-24 Proposed	2020-21 Proposed	2021-22 Proposed	2022-23 Proposed	2023-24 Proposed	2020-21 Proposed
		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>23,689</b>		<b>16,108</b>		<b>16,630</b>						
	Director (30%)	23,689		16,108		16,630			16,845	16,845	16,845	16,845	16,845
<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>16,185</b>		<b>15,415</b>		<b>27,520</b>						
	Seasonals	16,185		15,415		13,200		13,200	13,200	13,200	13,200	13,200	13,200
	Seasonal Supervisor					10,500		15,000	15,000	15,000	15,000	18,000	18,000
	DDA part-time staff	-		-		3,820		3,865	3,865	3,865	3,865	15,000	15,000
<b>370-861-726</b>	<b>Supplies</b>		<b>258</b>		<b>247</b>		<b>625</b>						
	Meeting supplies	-		-		50		100	100	100	100	50	50
	Reproduction	-		-		100		100	100	100	100	100	100
	Catering	-		-		125		125	125	125	125	125	125
	Printing tshirts	99		-		100		100	100	100	100	100	100
	Ambassadors	-		-									
	Maintenance Equipment	159		196		250		250	250	250	250	250	250
	Misc.	-		51									
<b>370-861-740.05</b>	<b>Downtown Materials</b>		<b>16,252</b>		<b>18,165</b>		<b>20,900</b>						
	Downtown Greenery	2,344		2,344		2,500		2,500	2,500	2,500	2,500	2,500	2,500
	LED Tree lights/17 raised planters	-		935		2,400		2,400	2,400	2,400	2,400	2,400	2,400
	Holiday Lights in Downtown	6,968		4,473		3,000		4,000	3,000	4,000	4,000	3,000	3,000
	LED Lights for Light Poles	-		3,450		500		300	300	300	300	300	300
	Town Square Christmas Tree	2,830		1,238		2,500		2,500	2,500	2,500	2,500	2,500	2,500
	Holiday Lighting & Decor - Town Square	-		4,300		7,000		5,000	5,000	5,000	5,000	5,000	5,000
	Halloween Decorations	2,615		-		3,000		3,000	3,000	3,000	3,000	3,000	3,000
	Misc.	45		236									
	Maintenance Equipment	1,450		360									
	Landscape Supplies			829									
<b>370-861-751</b>	<b>Fuel &amp; Oil</b>			371	<b>371</b>	500	<b>500</b>	500	<b>500</b>	500	<b>500</b>	500	<b>500</b>



City of Northville															
Item Budget Worksheet - Details of Supplies, Services and Char															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Design			Fund #	Activity #										
Prepared By:	Lori Ward			370	861										
Account #	Classification & Description	2017-18 Actual Amount	2017-18 Actual Total	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Projected Amount	2019-20 Projected 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	2023-24 Proposed Amount	2023-24 Proposed Total
370-861-803.59	<b>Signage and Markers Projects</b>		69,163		-		-		-		-		-		-
	Downtown Wayfinding Project	68,566		-			-		-		-		-		-
	Historic Markers														
	Mural Project														
	Non Motorized Trail Project	597													
370-861-803.81	<b>Alleyway Improvements</b>		-				15,000								
	Rebeccas	-				15,000									
370-861-850	<b>Landscape Maintenance &amp; Materials</b>		25,690		23,182		28,750		28,810		28,810		28,810		28,810
	Annuals & perennials	18,533		18,986		18,000		18,000		18,000		18,000		18,000	
	Landscape Replacement	-		1,150		5,000		5,000		5,000		5,000		5,000	
	Tree Maintenance and Replacement	5,600		-		1,000		1,000		1,000		1,000		1,000	
	Trim and Mulch	-		802		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		2,199		2,250		2,250		2,250		2,250		2,250	
	Fall Décor Packet			45				60		60		60		60	
	Misc.	76		-		-		-		-		-		-	
370-861-913	<b>Vehicle Insurance</b>				346		360		370		380		390		400
	MMRMA			346		360		370		380		390		400	
370-861-920.01	<b>Electrical Service (127 E Main)</b>		925		826		1,330		3,360		3,430		3,500		3,570
	Town Square & Walkway	925		2,218		1,330		1,360		1,390		1,420		1,450	
	EV Charging	-		(1,392)		-		2,000		2,040		2,080		2,120	
370-861-920.02	<b>Natural Gas Service</b>		4,610		7,878		4,010		4,090		4,170		4,250		4,330
	Heat Melt System & Fire Pits - Town Square	4,610		7,878		3,440		3,510		3,580		3,650		3,720	
	Walkway	-		-		570		580		590		600		610	
370-861-920.030	<b>Water and Sewer Service</b>		6,812		4,398		8,040		8,440		8,860		9,300		9,760
	Town Square, 120 W Main, Hutton Park	6,812		4,398		7,720		8,110		8,520		8,950		9,400	
	Walkway	-		-		320		330		340		350		360	
370-861-967	<b>Fringe Benefits (1)</b>		9,895		7,046		9,300		10,490		10,490		10,490		10,490
		9,895		7,046		9,300		10,490		10,490		10,490		10,490	

City of Northville															
Item Budget Worksheet - Details of Supplies, Services and Char															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Design	Fund #	370	Activity #	861										
Prepared By:	Lori Ward														
Account #	Classification & Description	2017-18 Actual Amount	2017-18 Actual Total	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Projected Amount	2019-20 Projected 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	2023-24 Proposed Amount	2023-24 Proposed Total
370-861-973	Capital Outlay < \$5,000				1,500										
	purchase truck from DPW			1,500											
370-861-976.01	Street Furnishings		1,658		20,727		128,250		21,000		12,250		12,500		12,500
	Bike Racks	-		-		5,000									
	Newsrack	-		1,038											
	Signage - Directory	1,658		-						-		-		-	
	Light Fixture	-		14,820		20,000		8,000		8,000		8,000		8,000	
	Light Fixture Conversion					30,000									
	Umbrella	-		300		250		1,000		250		500		500	
	Furniture/Benches			-		20,000		8,000		4,000		4,000		4,000	
	Town Square Decorative Lighting			-											
	Festoon Lighting			-		18,000									
	Flags			4,556											
	Cross Street Banners					35,000									
	street light banners							4,000							
	Fire Pit														
	Misc.			13											
<b>Total</b>		199,769	199,769	145,522	145,522	296,145	296,145	193,175	193,175	167,005	167,005	165,855	165,855	182,560	182,560
<b>Difference (should be zero)</b>			-		-		-		-		-		-		-
<b>% Variance from prior year</b>			0.36%		-27.15%		103.51%		-34.77%		-13.55%		-0.69%		10.07%
						Fire Pit	\$10,000								
						mural	\$12,800								
						historic mar	\$6,000								

City of Northville															
e Item Budget Worksheet - Details of Supplies, Services and Char															
FY2020-21 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Marketing & Business Mix		Fund #	Activity #											
Prepared By:	Lori Ward		370	862											
Account #	Classification & Description	2017-18 Actual	2018-19 Actual	2019-20 Projected	2020-21 Proposed	2021-22 Proposed	2022-23 Proposed	2023-24 Proposed	2017-18 Actual	2018-19 Actual	2019-20 Projected	2020-21 Proposed	2021-22 Proposed	2022-23 Proposed	2023-24 Proposed
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-706	<b>Wages and Salaries - Full Time (1)</b>		<b>23,977</b>		<b>16,108</b>		<b>16,630</b>								
	Director -30%	23,977		16,108		16,630		16,845		16,845		16,845		16,845	
370-862-710	<b>Wages and Salaries - Part Time</b>		<b>11,648</b>		<b>3,053</b>		<b>19,090</b>								
	part time office staff	-		3,053		19,090		19,325		19,325		19,325		19,325	
		11,648													
370-862-726	<b>Supplies</b>		<b>104</b>		<b>50</b>		<b>150</b>								
	Meeting Supplies & Refreshments	104		50		150		150		150		150		150	
370-862-784	<b>Downtown Programming &amp; Promotions</b>		<b>27,531</b>		<b>41,380</b>		<b>32,300</b>								
	Other Promotional Events	1,037		-		-		-		-		-		-	
	Northville Chamber of Commerce	7,500		5,240		7,000		5,000		4,500		4,000		3,500	
	Friday Night Concerts	7,000		10,842		6,500		25,000		25,000		25,000		25,000	
	Wednesday Night Concerts	2,000		7,000		6,500		6,000		6,000		6,000		6,000	
	Buy Michigan Now Festival	3,500		3,000		2,500		2,000							
	Party in the Ville			1,000											
	NCBA	761		511		1,000		1,000		1,000		1,000		1,000	
	Skeletons are Alive	4,125		10,108		4,000		9,000		9,000		9,000		9,000	
	Fall Décor	40		-		300		300		300		300		300	
	Tunes on Tuesday			1,930		2,000		2,000		2,000		2,000		2,000	
	Christmas	1,568		1,510		2,500		5,000		5,000		5,000		5,000	
	Misc			239											
370-862-785	<b>Business Retention Program</b>		<b>2,857</b>		<b>-</b>		<b>1,910</b>								
	Walking Map	2,857		-		1,910		1,910		1,910		1,910		1,910	
	Restaurant Guide	-		-				750		750		750		750	

City of Northville															
e Item Budget Worksheet - Details of Supplies, Services and Char															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Marketing & Business Mix			Fund #	Activity #										
Prepared By:	Lori Ward			370	862										
Account #	Classification & Description	2017-18 Actual Amount	2017-18 Actual Total	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Projected Amount	2019-20 Projected 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	2023-24 Proposed Amount	2023-24 Proposed Total
<b>370-862-801.00</b>	<b>Contractual Services</b>		<b>60,720</b>		<b>57,028</b>		<b>69,000</b>		<b>57,000</b>		<b>57,000</b>		<b>57,000</b>		<b>57,000</b>
	Graphic Design	5,524		6,086		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		24,100		24,000		24,000		24,000		24,000		24,000	
	Advertising - misc	-		-											
	Print	19,967		16,570		22,000		15,000		15,000		15,000		15,000	
	Internet/Social Media	1,825		-		2,500		2,500		2,500		2,500		2,500	
	Video/Photography	1,590		-		3,000		2,000		2,000		2,000		2,000	
	Event Cards and Posters	3,991		4,387		3,500		3,500		3,500		3,500		3,500	
	Event Directory			2,821											
	Event Planning	1,100		1,100											
	Band	-		1,500											
	Restaurant Guides	-		370											
	Signs	190		94											
	Event Panels	2,191		-		3,500		3,500		3,500		3,500		3,500	
	BMI fees	342		-											
<b>370-862-801.34</b>	<b>Web Site</b>		<b>735</b>		<b>720</b>		<b>4,840</b>		<b>840</b>		<b>840</b>		<b>840</b>		<b>840</b>
	Accunet	420		420		420		420		420		420		420	
	Website Redesign			-		4,000									
	Mail Chimp	315		300		420		420		420		420		420	
	Survey Monkey	-													
<b>370-862-967</b>	<b>Fringe Benefits (1)</b>		<b>8,541</b>		<b>6,007</b>		<b>8,060</b>		<b>8,500</b>		<b>8,500</b>		<b>8,500</b>		<b>8,500</b>
	Per Finance Department	8,541		6,007		8,060		8,500		8,500		8,500		8,500	
<b>Total</b>		<b>138,513</b>	<b>138,513</b>	<b>124,346</b>	<b>124,346</b>	<b>151,980</b>	<b>151,980</b>	<b>160,620</b>	<b>160,620</b>	<b>157,370</b>	<b>157,370</b>	<b>157,620</b>	<b>157,620</b>	<b>157,120</b>	<b>157,120</b>
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year			0.61%		-10.23%		22.22%		5.68%		-2.02%		0.16%		-0.32%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and CH															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Parking			Fund #	Activity #										
Prepared By:	Lori Ward			370	863										
		<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Projected</b>	<b>2020-21 Proposed</b>	<b>2021-22 Proposed</b>	<b>2022-23 Proposed</b>	<b>2023-24 Proposed</b>							
<b>Account #</b>	<b>Classification &amp; Description</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>
370-863-706	<b>Wages and Salaries - Full Time (1)</b>		<b>7,896</b>		<b>8,089</b>		<b>8,315</b>		<b>8,425</b>		<b>8,425</b>		<b>8,425</b>		<b>8,425</b>
	Director - 10%	7,896		8,089		8,315		8,425		8,425		8,425		8,425	
370-863-710	<b>Wages and Salaries - Part Time</b>		<b>-</b>		<b>305</b>		<b>1,910</b>		<b>1,935</b>		<b>1,935</b>		<b>1,935</b>		<b>1,935</b>
	Part time staff	-		305		1,910		1,935		1,935		1,935		1,935	
370-863-726	<b>Supplies</b>		<b>61</b>		<b>-</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>140</b>		<b>250</b>		<b>-</b>		<b>500</b>		<b>-</b>		<b>500</b>		<b>-</b>
	Brochures and Maps			250				500				500			
	Signage	140													
370-863-950.21	<b>O/T to General Fund</b>		<b>-</b>	<b>50,000</b>		<b>-</b>	<b>50,000</b>		<b>-</b>	<b>50,000</b>		<b>-</b>	<b>50,000</b>		<b>-</b>
	Street Lighting & Parking Lot Electrical	50,000		50,000		50,000		50,000		50,000		50,000		50,000	
370-863-950.26	<b>O/T to Parking Fund</b>		<b>105,840</b>		<b>108,628</b>		<b>342,762</b>		<b>118,220</b>		<b>120,900</b>		<b>123,660</b>		<b>126,500</b>
	parking maintenance costs	85,650		88,100		86,620		89,220		91,900		94,660		97,500	
	snow removal	-		-		4,000		4,000		4,000		4,000		4,000	
	Cady Deck - Ram contract					227,142									
	Cady Deck - Ram contingency														
	Cady Deck - WGI contract balance					16,430									
	Cady Deck - WGI reimbursable expenses					1,500									
	Parking Deck Repairs	20,190		20,528		7,070		25,000		25,000		25,000		25,000	
	Main Centre Deck repairs														
370-863-967.00	<b>Fringe Benefits (1)</b>		<b>2,803</b>		<b>2,960</b>		<b>3,440</b>		<b>3,655</b>		<b>3,655</b>		<b>3,655</b>		<b>3,655</b>
	Per Finance Department	2,803		2,960		3,440		3,655		3,655		3,655		3,655	
<b>Total</b>		<b>166,740</b>	<b>166,740</b>	<b>170,232</b>	<b>170,232</b>	<b>406,477</b>	<b>406,477</b>	<b>182,785</b>	<b>182,785</b>	<b>184,965</b>	<b>184,965</b>	<b>188,225</b>	<b>188,225</b>	<b>190,565</b>	<b>190,565</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>-55.03%</b>		<b>2.09%</b>		<b>138.78%</b>		<b>-55.03%</b>		<b>1.19%</b>		<b>1.76%</b>		<b>1.24%</b>

Line Item Budget Worksheet - Details of Supplies, Services and Char															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Organizational			Fund #	Activity #										
Prepared By:	Lori Ward			370	864										
Account #	Classification & Description	2017-18 Actual Amount	2017-18 Actual Total	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Projected Amount	2019-20 Projected 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	2023-24 Proposed Amount	2023-24 Proposed Total
370-864-706	<b>Wages and Salaries - Full Time (1)</b>		<b>23,398</b>		<b>20,188</b>		<b>20,790</b>		<b>21,055</b>		<b>21,055</b>		<b>21,055</b>		<b>21,055</b>
	Director	23,398		20,188		20,790		21,055		21,055		21,055		21,055	
370-864-710.	<b>Wages - Temp/Part Time Reg</b>		<b>-</b>		<b>1,527</b>		<b>9,545</b>		<b>9,665</b>		<b>9,665</b>		<b>9,665</b>		<b>9,665</b>
	part time staff	-		1,527		9,545		9,665		9,665		9,665		9,665	
370-864-726	<b>Supplies</b>		<b>516</b>		<b>2,895</b>		<b>1,150</b>		<b>1,175</b>		<b>1,175</b>		<b>3,175</b>		<b>1,175</b>
	Office . Supplies	151		200		250		250		250		250		250	
	Computer Software	-		-		250		250		250		250		250	
	Computer Supplies	290		795		500		500		500		500		500	
	Meetings Catering	75		10		150		150		150		150		150	
	PC Replacement (2)	-		1,890								2,000			
	Postage machine & stamps							25		25		25		25	
370-864-730	<b>Postage</b>		<b>1</b>		<b>-</b>		<b>100</b>								
	Postage machine & stamps	1		-		100									
370-864-731	<b>Publications</b>		<b>65</b>		<b>128</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	
	Indeed Employment Ad			63											
370-864-801.19	<b>Technology Services</b>		<b>2,286</b>		<b>2,517</b>		<b>3,215</b>		<b>2,100</b>		<b>2,100</b>		<b>2,100</b>		<b>2,100</b>
	Comcast DSL (\$85/mo)	1,084		1,131		1,045									
	Email Archival Service	2		17		20		20		20		20		20	
	IT support from Township	960				-		-		-		-		-	
	IT Right - staff pc's/downtown wifi & cameras			1,369		2,080		2,080		2,080		2,080		2,080	
	battery for wifi/camera system					70									
	Annual Support - Servers (\$17/mo)	240		-		-		-		-		-		-	
370-864-802.01	<b>Legal Services</b>		<b>3,530</b>		<b>2,748</b>		<b>5,500</b>		<b>4,000</b>		<b>4,000</b>		<b>4,000</b>		<b>4,000</b>
	General Legal Fees	814		273		1,500		1,500		1,500		1,500		1,500	
	Real Estate Legal Fees	2,716		2,475		4,000		2,500		2,500		2,500		2,500	
370-864-805	<b>Auditing Services</b>		<b>4,687</b>		<b>4,754</b>		<b>4,870</b>		<b>4,965</b>		<b>5,090</b>		<b>5,220</b>		<b>5,350</b>
	audit, prep/print statements, meeting	4,687		4,754		4,870		4,965		5,090		5,220		5,350	



Line Item Budget Worksheet - Details of Supplies, Services and Char															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Organizational			Fund #	Activity #										
Prepared By:	Lori Ward			370	864										
Account #	Classification & Description	2017-18 Actual Amount	2017-18 Actual Total	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Projected Amount	2019-20 Projected 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	2023-24 Proposed Amount	2023-24 Proposed Total
370-864-900	<b>Printing &amp; Publishing</b>		1,738		2,082		1,315		1,315		1,315		1,315		1,315
	Notecards/Envelopes/Labels	477		175		250		250		250		250		250	
	DDA Annual Report in Newspaper	197		314		-		-		-		-		-	
	Slide and Photo Processing	-		-		100		100		100		100		100	
	Color Copying Charges	856		1,427		800		800		800		800		800	
	Personnel Ad Placement - Indeed	208		166		165		165		165		165		165	
370-864-910	<b>Insurance - MMRMA</b>		5,320		4,174		5,000		6,460		6,580		6,700		6,830
	Per Schedule	4,332		2,968		3,850		3,960		4,080		4,200		4,330	
	Special Event Insurance	988		1,206		1,150		2,500		2,500		2,500		2,500	
370-864-920	<b>Utilities</b>		1,318		1,419		1,420		1,420		1,420		1,420		1,420
	cell phone allowance (\$75/mo)	900		900		900		900		900		900		900	
	Clear Rate phone & internet (\$43/mo)	418		519		520		520		520		520		520	
370-864-956	<b>Contingencies</b>		-		-		-		3,000		9,110		15,470		22,530
	Wage Adjustments - Per Finance Department	-		-		-		3,000		9,110		9,110		15,470	22,530
370-864-958	<b>Memberships &amp; Dues</b>		1,408		1,338		1,340		745		745		745		745
	APA	243		243		245									
	Chamber of Commerce	240		270		270		270		270		270		270	
	NTHP - National Main Street Center	350		350		350		-		-		-		-	
	Michigan Downtown Association	575		475		475		475		475		475		475	
370-864-960	<b>Education &amp; Training</b>		611		-		1,400		1,250		1,250		1,250		1,250
	Travel - mileage and parking	237		-		500		500		500		500		500	
	Meals	35		-		150									
	Conference Fees	160		-		350		350		350		350		350	
	Hotel Expenses	179		-		400		400		400		400		400	
370-864-967	<b>Fringe Benefits (1)</b>		9,395		7,624		8,970		9,505		9,505		9,505		9,505
	Per Finance Department	9,395		7,624		8,970		9,505		9,505		9,505		9,505	
370-864-967.02	<b>Overhead</b>		10,970		11,520		12,100		12,710		13,350		14,020		14,720
	services by Finance Dept, DPW Dir, Manager	10,970		11,520		12,100		12,710		13,350		14,020		14,720	
	(5% increase)														
<b>Total</b>		65,243	65,243	62,914	62,914	76,780	76,780	79,430	79,430	86,425	86,425	95,705	95,705	101,725	101,725
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year					-3.57%		22.04%		3.45%		8.81%		10.74%		6.29%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Economic Development			Fund #	Activity #										
Prepared By:	Lori Ward			370	865										
Account #	Classification & Description	2017-18 Actual Amount	2017-18 Actual Total	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Projected Amount	2019-20 Projected 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	2023-24 Proposed Amount	2023-24 Proposed Total
370-865-706	Wages and Salaries - Full Time (1)	-	-	20,399	20,399	20,790	20,790	21,055	21,055	21,055	21,055	21,055	21,055	21,055	21,055
				20,399		20,790		21,055		21,055		21,055		21,055	
370-865-710	Wages - Temp/Part Time Reg	-	-	611	611	3,820	3,820	3,865	3,865	3,865	3,865	3,865	3,865	3,865	3,865
				611		3,820		3,865		3,865		3,865		3,865	
370-865-726	Supplies	-	-	33	33	200	200	200	200	200	200	200	200	200	200
	Meeting supplies	-	-	-	-	50	50	50	50	50	50	50	50	50	50
	Meeting Catering	-	-	33	33	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	500	500	500	500	500	500	500	500
	Recruitment Package	-	-	-	-	500	500	500	500	500	500	500	500	500	500
	Speakers	-	-	-	-	500	500	-	-	-	-	-	-	-	-
370-865-801.00	Contractual Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	DDA Boundary Expansion	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Redevelopment Ready	-	-	-	-	-	-	-	-	-	-	-	-	-	-
370-865-803.200	Planning Studies	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Creative Many Study	-	-	-	-	-	-	-	-	-	-	-	-	-	-
370-865-967	Fringe Benefits (1)	-	-	7,640	7,640	8,525	8,525	9,055	9,055	9,055	9,055	9,055	9,055	9,055	9,055
	Per Finance Department	-	-	7,640	7,640	8,525	8,525	9,055	9,055	9,055	9,055	9,055	9,055	9,055	9,055
				-	-	-	-	-	-	-	-	-	-	-	-
				-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		-	-	28,683	28,683	34,335	34,335	34,675	34,675	34,675	34,675	34,675	34,675	34,675	34,675
<b>Difference (should be zero)</b>		-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>% Variance from prior year</b>								0.99%	0.99%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and CH															
FY2020-21 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>2017-18 Actual Amount</b>	<b>2017-18 Actual Total</b>	<b>2018-19 Actual Amount</b>	<b>2018-19 Actual Total</b>	<b>2019-20 Projected Amount</b>	<b>2019-20 Projected 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>2023-24 Proposed Amount</b>	<b>2023-24 Proposed Total</b>
370-945-950.49	O/T to DDA Debt Service Fund		172,355		173,170		173,830		174,335		174,685		169,880		170,075
	2013 DDA Refunding Bond Debt Service														
	Principal	135,000		156,585		145,000		150,000		155,000		155,000		160,000	
	Interest	37,355		16,585		28,830		24,335		19,685		14,880		10,075	
	Final payment due April 2025														
<b>Total</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>170,075</b>	<b>170,075</b>
<b>Difference (should be zero)</b>			-		-		-		-		-		-		-
<b>% Variance from prior year</b>									0.29%		0.20%		-2.75%		0.11%
<b>Debt Service per capita</b>			29		29		29		29		29		28		28
<b>Operating Cost per capita</b>															



## February Project Updates

### Induction Lighting

Approximately 75 downtown streetlights remain to be converted from High Pressure Sodium to Induction Lighting. It has been suggested that the DDA consider the replacement of the existing HPS lights with LED lighting. DDA staff has researched the two alternatives and is recommending that the DDA continue with Induction lights. Rather than replacing the head of each of the HPS lights at a cost of \$1425 a piece, staff is recommending that the DDA/City retrofit the existing head at a cost of \$187.80 per light. The total to retrofit the remaining 75 lights totals \$14,085. This does not include the cost of installation that could either be contracted out or completed by DPW. DPW estimates that the conversion takes roughly 15 minutes a pole.

A sample retrofit kit was installed in front of the Presbyterian Church. In addition, there are several LED retrofit kits installed throughout the downtown. DDA staff has asked the new Sustainability Committee to review the two alternatives and assist the DDA in selecting the type of fixture to move forward with.

### Entranceway Signs

The Design Committee meeting scheduled for Monday was cancelled when Bizzell Design did not submit updated graphics in time. The entranceway signs and building sign has consensus with the Committee. The only items still being considered is a contrast color for the printing on the sign. Buzz has consistently used a pea green and the committee has encouraged him to use another color. He has been resistant. Perhaps, we only use white like the Wayfinding signs.



The Committee is suggesting that we move the entranceway signs forward and come back to the branding portion of the project where the most amount of conflict still exists. The problem with the design appears to be centered around the use of the clock as a symbol. Buzz does not agree with this approach, and many of the designs with the clock are not successful.

## Friday Night Concerts

The DDA has been approached regarding taking over the management of the Friday Night Concerts. Last year the DDA sponsored the Chamber's event and contributed \$10,600. The DDA has been exploring the option, but has not yet committed. Last year, in addition to the DDA's contribution of \$10,600 the Chamber received an additional \$14,500 in sponsorship revenue. DDA staff and Chair Riley, met with James Geitzen of JAG entertainment to review the concerts and to determine what needed to be done to improve the series. The consensus was that for this summer, JAG would book a "bigger, higher profile band" once a month on the same weekend – 2<sup>nd</sup> Friday. All concerts this summer would stay in Town Square, although consideration will be given to moving the bigger band nights to Ford Field in the Future. There is still ongoing discussions about food trucks and warm up acts. In taking on the concerts the DDA would have to agree to put in \$10,500 this year, or raise additional sponsorship funds. DDA staff is in the process of putting together a sponsorship package and meeting with potential sponsors for the Friday Night Concerts, Wednesday Night Concerts, Skeletons are Alive kickoff event and a new December Holiday event. The DDA will discuss priorities for spending at their February meeting.

## Northville DDA – Design Committee

**MEETING MINUTES**

January 13, 2020

**Meeting Called to Order:** At 8:40 am

**Attendance:** Lori Ward, Robert Miller, Suzie Cozart, Fred Sheill, Carol Maise, DJ Boyd, Chuck Murdock

**Minutes of Prior Meeting:** Motion to approve the 12/7 minutes by DJ; seconded by Fred; approved as written.

**Bench Project:** All 10 of the purchased benches have sponsors. We're still awaiting a few plaques, and then the benches will be placed in town. We still have 8 original wooden benches in town, and staff have identified 7 additional potential locations, for a total of 15 locations still available. Should we order an additional 10 benches up-front? Some discussion about assessing demand prior to a purchase. Also, is the \$2000 sponsorship the correct amount – is it competitive -- are all costs (including staff time) included, and covered by the \$2000?

**Bike Racks:** Agreed that a sponsorship program for bike racks makes sense. The plaque or recognition should be discrete in size, like the bench program.

**Induction Lighting:** There are still 75 streetlights that need to be converted to induction lighting. Staff is evaluating a retro-fit kit, which would save a lot of money. DPW will install one kit to estimate the installation costs for all 75 lamps. Then, DDA can decide if DPW or an outside contractor will do the installations. The budget includes \$30K for completion of the project.

**Fire Pits:** DDA Board has approved the project in concept. But, there are still a lot of open questions regarding implementation. It appears we will need to competitively bid the installation. Lori will talk to Grissom-Metz a complete RFQ bid package for both the fire pit and the pavilion repairs.

**New Brand Logo:** We received revised proposals from Bizzell Design. But, we still seem to have a lot of questions and open issues. Lori and Suzie will discuss our concerns with Buzz. Following was discussed:

- Colors -- we should try to start with the existing palette of our recently installed way-finding signs. The new signs need to complement the existing signs, not start from scratch.
- Green – a lot of controversy pro/con about the use of green. If we do green, we need better alternatives than those presented. It needs to be a timeless green, not a trendy green. Should all lettering simply be white? Or, is there an alternate color to green to help distinguish multiple messages?
- Clock Image -- need much more creative uses of a clock image. A number of possibilities were discussed in the meeting. Lori/Suzie will describe to Buzz.
- Rosette Logo -- still has an discontinuous fading pattern. Need to see a smooth transition.
- Backlighting -- the image shown is what we had in mind for backlighting.
- "N" Logo -- the sign with the Northville script and the "N" logo at the top seemed redundant.
- Brick Base -- where are the brick base alternatives? A suggestion of using a brick similar to the Water Wheel building.

- Audience -- we confirmed the audience for these various logos/signs/images is very broad. It could be locals viewing these signs every day, or, out of state visitors, or people searching on-line from anywhere.
- Posts -- post design is acceptable, without the small "balls" at the top.

**FY 2020-2021 Goals and Objectives:** In order to simplify, and create goals which are reasonably achievable, some of the goals have been eliminated or deferred to a future year. We will concentrate on these three goals:

- Implementing the Wayfinding and Signage Systems
- Sponsorship programs for street furnishings
- Replacement of HPS street lighting with energy efficient lighting

**2020 Meeting Schedule** -- meeting dates reviewed and agreed. All meetings at 8:30am.

**Next Meeting:** February 10, 2020 @ 8:30am

Meeting Adjourned: 5:30 pm

Submitted: C. Murdock 01/16/2020

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

## **PUBLICITY:**

### **Press Materials Sent:**

- January & February Events calendar

### **Upcoming press materials:**

- Los Tres Amigos opening
- Alexander's Custom Clothier Award Winning Commercials

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

- December 9 – Fox2 Detroit in-studio Holiday Gift Idea segment

## **SOCIAL MEDIA:**

- Facebook ~ Continued to maintain the page, including daily posts on events and business announcements
  - Promoted Skeletons are Alive Launch Party post
- 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 December issue of The Ville
- Ad in December issue of SEEN Magazine
- Tipping Point “Every Christmas Story Ever Told (And Then Some)” program
- Parks & Rec Winter Brochure
- Ad in Art House Winter Brochure

## **UPCOMING PAID ADVERTISING:**

### **PRINT:**

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
  1. Ads in January – May 2020 issues of SEEN
- Quarter-page Ads in The Ville
  1. Ads in January – April 2020 issues of The Ville
- Ad in the Art House Spring brochure
- Ad in Tipping Point 39 Steps –Show runs January 30-March 811



## CITY OF NORTHVILLE SPECIAL EVENTS POLICY

### I. Statement of Policy

The City of Northville (hereafter “City”) wishes to establish a policy for the regulation of special events held on property owned/controlled by the City of Northville. This policy shall apply to all special events and the commercial filming of locations within the City. Any organization wishing to sponsor or hold a special event in the City will be required to complete the City of Northville Special Event Application. (Please note: Mill Race Village (MRV) is operated by the Northville Historical Society – please refer to MRV use guidelines).

### II. Application Procedures

Applications are available from the City Manager’s office, the City Clerk’s office or on the City website at [www.ci.northville.mi.us](http://www.ci.northville.mi.us). Applications shall be submitted to the City Manager’s Office no later than **twenty-one (21) days** prior to the actual first day of the event.

The City may waive the twenty-one (21) day rule only in extreme cases for events that may involve some type of security issue (*i.e. Presidential Visit*), events that require immediate decision due to the circumstances of the event (emergency situations), or for commercial video or film production events.

Groups that request locations in the City for commercial video or film production shall coordinate the production with the City Manager’s Office. The City Manager or his/her designee shall have the authority to grant permission for commercial video or film production in the City and to allow use of City owned facilities for these purposes. All other conditions of the Special Event Policy shall apply to commercial video or film production events.

City administration will provide a complete review of all special event applications, at no charge to event sponsors. Review of the application may include consultation with the applicant if necessary. Other than events noted above, the City will approve special event applications at a regular or special City Council meeting.

During review of the Special Events Application, the City may place special conditions on the event. **The City Council has the right to add or waive criteria when reviewing special event applications.** The appropriate member of the City administration shall be available to meet with event organizers to review the special conditions and insure that all conditions, including insurance coverage, are met before the event begins. Some events may require that an appropriate member of the City administration or their agent be on site during the event.

Use of city park facilities must also be reserved by the Parks and Recreation Department at (248) 349-0203 or [recreation@ci.northville.mi.us](mailto:recreation@ci.northville.mi.us). If you are seeking to hold an event in Town Square and do not require a street closure, Town Square may be reserved by contacting the Northville DDA at 248-349-0345 or contacting [lward@ci.northville.mi.us](mailto:lward@ci.northville.mi.us)

### III. Definition

“Special Event” means any transient amusement enterprise, outdoor temporary (3 days or less) gathering, and any similar event, including, but not limited to parades, arts and crafts shows/fairs, weddings, festivals, photographic/promotional activities, commercial video or filming, block parties, theatrical exhibition, sporting events/tournaments, musical performance, public show, entertainment, amusement or other exhibitions.

“Full Day Event” means a special event which is longer than 6 hours in duration. This does not include parades, road races, Friday Night or Wednesday night concerts or any event shorter than 6 hours.

### IV. City Services Support

The City will provide support to special events on the following basis:

- A. **City Operated/Sponsored Events:** The City may operate certain special events directly. The City may provide financial support to these events as determined in the annual budget appropriation.
- B. **Co-Sponsored Events:** The City may co-sponsor certain events with other organizations, when it is determined that the event is of general interest to the public and advances the promotion of the community. The City may provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the special event policy, and must reimburse the City department for 100% of costs in excess of the support level authorized by the budget appropriation.
- C. **Non-Profit Events:** The City may provide a portion of the actual City labor costs, equipment rental charges, purchased or rented materials as well as park/facility rental fees to assist special events operated by non-profit organizations. These events must meet the other requirements of the special event policy, and must reimburse the City department for 100% of costs in excess of the support level authorized. Groups filing an application a Non-Profit Event must submit a current IRS 501C Statement.
- D. **For Profit Events:** The City may allow special events operated by for-profit sponsors that are beneficial to the City and the community. These events must reimburse the appropriate City department for 100 % of costs related to the event.

- E. Block Parties:** The City will make available barricades for block party street closures. Barricades must be picked up and returned to the City DPW Yard by the applicant. For a fee, the City may deliver and pick up the barricades. Block party requests must be noted on the Special Event Application and must meet the other requirements contained in the special event regulations.
- F. Political or Ballot Issue Events:** The City will allow political or ballot issue events on City owned property. These events must reimburse the appropriate City department for 100 % of costs related to the event.
- G. Weddings:** Wedding ceremonies that can be classified as a Class I – Low Risk Event, and/or that are held within Northville City Hall will not be required to file a Special Event Application, but any applicable facility use fee shall be paid to the City. All other wedding ceremonies must meet the other requirements of the Special Event Policy.
- H. Video or Film Production:** All commercial video or film productions must reimburse the appropriate City department for 100 % of costs related to the event.

#### **V. Fees For Special Events**

Fees shall be charged for City services provided to special events as follows:

- A. Hourly Rate** shall be the hourly rate for any employee working on a special event as established by the City administration. The hourly rate shall include expenses related to the employee including fringe benefits, or as established by the City.
- B. Equipment Use:** City equipment required for an event shall be charged to the event by an hourly cost. The established rate for equipment shall come from the current Equipment Rental Rate Manual “Schedule C” or as published by the Michigan Department of Transportation (MDOT).

#### **VI. Special Event Signs**

The Special Event Application shall include a description of any promotional/advertising signs proposed to be used for the event. The use of signs shall conform with the description contained in the application, or as approved during the review process. All signs must conform to the City’s Entrance Sign and Municipal Banner System Policies as well as all other City ordinances.

## VII. Liability Insurance Requirements

The City shall require that all sponsors of special events provide liability insurance. After reviewing the description of the event and potential risk factors, the City will notify the sponsor of what insurance coverage is needed. An event sponsor shall be required to provide a valid certificate of insurance in the minimum amount of \$1M general liability naming the City of Northville as an additional insured within one week of the event approval. The City may require the sponsor and/or vendor to provide higher levels of insurance, coverage, and policies as deemed necessary based on specific event risk factors and review by the City's insurer. All events with inflatable games and/or inflatable rides will require \$3M general liability with additional insured coverage.

The City may place additional requirements on any event. These requirements may include specific staffing levels for police, fire, paramedic, public works, recreation or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of this policy.

City administration will review each special event application received and assess the potential liability risk of the City, based on the following categories. Events may fall into one or more categories.

**Class I – Low Risk** involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to, block parties and picnics, wedding ceremonies of less than 20 people.

**Class II – Moderate Risk** involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, and concerts.

**Class III – High Risk** involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to, parades, festivals, craft shows, marathons or races and circus/carnivals, food vendors, inflatable games, amusement rides, animal shows, sidewalk sales, political rallies, and flea markets.

**Class IV – Maximum Risk** involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

The City Manager, or his/her designee, has the authority to cancel or stop an event if the conditions required for approval, including insurance coverage, of the event are not being met. In addition, the City Manager and City public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare is being jeopardized and/or would be better served with additional restrictions.

### **VIII. Traffic Control and Safety Requirements:**

The event sponsor shall submit a traffic control and safety plan. The event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the notice of approval, and additional requirements may be made by the City during the event as may be necessary for the safety of the public. It should be noted that the City does not allow solicitations of any kind in the street. The City accepts no responsibility or liability for the safety of persons who may, against the policy of the City, make solicitations in City streets.

The City of Northville has NO authority to grant a permit for solicitations on any Wayne County, Oakland County or State of Michigan road.

### **IX. Participant Waiver of Liability:**

The event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the City. Samples of the basic agreements are attached to these regulations. The specific requirements for each event will be indicated in the written confirmation of approval.

### **X. Vendor License Requirements**

All food/beverage vendors must have Wayne County or Oakland County Health Department approval and must post a valid food handler's license at their site, depending on which county the event is taking place within.

Food/Beverage Vendors are responsible for any and all fees related to obtaining a Wayne or Oakland County food license. Food/Beverage Vendors are required to comply with all Wayne County or all Oakland County Health Department rules and regulations for Temporary Food License Facilities.

Food/beverage vendors should contact the appropriate Health Department **WELL IN ADVANCE** of the event date. Wayne County Environmental Health 734-727-7400. Oakland County Environment Health 248-926-3300.

### **XI. Events that require Downtown Street Closures**

All Downtown Events requiring downtown street closures must contribute to the economic enhancement, cultural enrichment, and/or promotion of Downtown Northville. In addition, the proposed location must be suitable for the event, with consideration given to crowd size, traffic flow, parking, electricity, health and safety, and impact on the site. Full Day events (6 hr +) that require downtown street closures are limited to either 2 full day events (6 hr +) per month or 1 multi-day event per month. The events may not be held on consecutive weeks. Events requiring street closures must be accessible and open to the public.

## **XI. Two Or More Applications For The Same Event Date**

In the event that two or more Special Event Applications are received for the same date and time prior to the approval of either event, the date and time that each application was received by the City shall determine the order of preference. Once a special event approval has been granted, it shall be the policy of the City to not award further permits for the same date, time, and general location.

In the event that two or more Special Event Applications are received at the same time for the same date and time, City administration has authority to resolve date and time conflicts with the sponsors filing each application based on the **hierarchy established in section IV.**

## **XII. Reservation of Annual Event Dates.**

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application may include a reservation of the next year's proposed dates. However, the reservation will not constitute approval of the next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve Special Event Applications for more than one year in advance.

## **XIII. Written Confirmation of City Approval**

Upon approval of the Special Event Application, a written confirmation as to the action of the City will be forwarded to the individual or organization requesting the event. This confirmation will outline any special conditions that must be met if the event is to be held.

## **XIV. Effective Date**

Upon adoption, this policy is effective immediately. Events requested after the adoption date are subject to this policy.

**Policy Adopted: April 3, 2006**

**Policy Amended: June 15, 2009**

**Policy Amended: February 17, 2020**

## March Future Meetings / Important Dates

- Economic Development Committee – February 27, 2020
- Organizational Committee – TBD
- City Council – March 2, 2020
- Planning Commission Meeting – March 3, 2020
- Marketing Committee – March 5, 2020
- First Friday Experience – March 6, 2020
- Design Committee – March 9, 2020
- NCBA Meeting – March 10, 2020
- Executive Committee – March 11, 2020
- City Council – March 16, 2020
- DDA Board Meeting – March 17, 2020
- Planning Commission Meeting – March 17, 2020
- Historic District Commission – March 18, 2020
- Economic Development Committee – March 26, 2020