



**Meeting of the DDA Board of Directors
February 27, 2024 - 8:00 a.m.
Meeting Room A**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. January 2024 Financial Statement (Attachment 4.a)
 - b. January 2024 Invoice Report (Attachment 4.b)
 - c. February 1, 2024 Meeting Minutes (Attachment 4.c)
 - d. EV Monthly Usage Report (Attachment 4.d)
5. Award of Landscaping Contract (Attachment 5)
6. Board Discussion on DDA Finances and Draft Budget (Attachment 6)
 - a. City Cost Reallocation (Attachment 6.a)
 - b. New Format for City/DDA Budget (Attachment 6.b)
7. Outdoor Dining Permit and Entertainment Permit
 - a. Summary of Outdoor Dining (Attachment 7)
8. Committee Updates (Attachment 8)
 - a. Design Committee – Robert Miller
 - b. Marketing Committee – Shawn Riley
 - c. Parking Committee – Chief Maciag
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – Aaron Cozart
9. DDA Future Meetings / Important Dates (Handout)
10. Board and Staff Communications
11. Adjournment – Next Meeting – March 26, 2024

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 01/31/2024

% Fiscal Year Completed: 58.74

JANUARY BENCHMARK 58%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/24 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	848,243.00	819,045.00	819,047.60	65,995.72	(2.60)	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	15,220.55	(6.55)	(16,220.55)	1,522.06	
248-000-451.000	DDA OPERATING LEVY	70,074.00	70,074.00	67,292.33	682.95	2,781.67	96.03	
	PROPERTY TAXES	<u>917,317.00</u>	<u>888,119.00</u>	<u>901,560.48</u>	<u>66,672.12</u>	<u>(13,441.48)</u>	<u>101.51</u>	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	0.00	0.00	180.00	0.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00	
	LICENSES, FEES, & PERMITS	<u>15,180.00</u>	<u>15,180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,180.00</u>	<u>0.00</u>	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	24,000.00	46,075.00	46,074.15	0.00	0.85	100.00	
	STATE REVENUES	<u>24,000.00</u>	<u>46,075.00</u>	<u>46,074.15</u>	<u>0.00</u>	<u>0.85</u>	<u>100.00</u>	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	320.00	317.00	0.00	3.00	99.06	
248-000-626.010	DEVELOPER REIMBURSEMENT/CONTRIBUTION	0.00	5,808.00	5,807.55	0.00	0.45	99.99	
248-000-626.110	EV CHARGING STATION REVENUE	1,515.00	1,515.00	0.00	0.00	1,515.00	0.00	
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	3,470.00	0.00	2,530.00	57.83	
	MISCELLANEOUS REVENUES	<u>7,715.00</u>	<u>13,643.00</u>	<u>9,594.55</u>	<u>0.00</u>	<u>4,048.45</u>	<u>70.33</u>	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	6,000.00	8,000.00	8,687.49	1,300.78	(687.49)	108.59	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	2,500.00	3,500.00	4,329.36	0.00	(829.36)	123.70	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500.00	5,500.00	8,061.62	0.00	(2,561.62)	146.57	
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(297.64)	(41.09)	(202.36)	59.53	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(411.54)	0.00	(288.46)	58.79	
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(246.50)	(52.79)	(303.50)	44.82	
248-000-665.700	CUSTODIAL FEES	(140.00)	(250.00)	(76.47)	0.00	(173.53)	30.59	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	15,180.45	0.00	(15,180.45)	100.00	
	INTEREST	<u>12,110.00</u>	<u>15,000.00</u>	<u>35,226.77</u>	<u>1,206.90</u>	<u>(20,226.77)</u>	<u>234.85</u>	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	0.00	0.00	700.00	0.00	
	RENTAL INCOME	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>	<u>0.00</u>	
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	39,000.00	0.00	0.00	0.00	0.00	0.00	
248-000-677.010	SPONSORSHIPS - CONCERTS	0.00	20,000.00	25,200.00	0.00	(5,200.00)	126.00	
248-000-677.020	SPONSORSHIPS - SKELETONS	0.00	12,000.00	15,617.62	0.00	(3,617.62)	130.15	
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	0.00	5,000.00	950.00	0.00	4,050.00	19.00	
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	0.00	2,000.00	0.00	0.00	2,000.00	0.00	
	GRANTS & OTHER LOCAL SOURCES	<u>39,000.00</u>	<u>39,000.00</u>	<u>41,767.62</u>	<u>0.00</u>	<u>(2,767.62)</u>	<u>107.10</u>	
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	88,008.00	210,375.00	0.00	0.00	210,375.00	0.00	
	FUND BALANCE RESERVE	<u>88,008.00</u>	<u>210,375.00</u>	<u>0.00</u>	<u>0.00</u>	<u>210,375.00</u>	<u>0.00</u>	

PERIOD ENDING 01/31/2024
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JANUARY BENCHMARK 58%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 01/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/24 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Total Dept 000		1,104,030.00	1,228,092.00	1,034,223.57	67,879.02	193,868.43		84.21
TOTAL REVENUES		1,104,030.00	1,228,092.00	1,034,223.57	67,879.02	193,868.43		84.21
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	6,759.49	1,687.03	1,440.51		82.43
248-573-707.000	WAGES - REGULAR OVERTIME	515.00	1,660.00	1,705.56	48.44	(45.56)		102.74
248-573-725.000	FRINGE BENEFITS	8,505.00	9,650.00	6,954.19	1,460.55	2,695.81		72.06
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	25.60	0.00	499.40		4.88
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150.00	11,150.00	7,636.69	897.06	3,513.31		68.49
Total Dept 573 - DPW SERVICES		28,895.00	31,185.00	23,081.53	4,093.08	8,103.47		74.01
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	23,175.00	23,175.00	13,064.94	1,661.78	10,110.06		56.38
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	31,682.69	1,744.19	33,197.31		48.83
248-741-725.000	FRINGE BENEFITS	14,825.00	15,585.00	7,755.08	866.54	7,829.92		49.76
248-741-726.000	SUPPLIES	300.00	300.00	414.45	23.99	(114.45)		138.15
248-741-775.200	DOWNTOWN MATERIALS	29,000.00	29,000.00	8,234.31	0.00	20,765.69		28.39
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000.00	3,000.00	659.00	0.00	2,341.00		21.97
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	126.73	3.80	873.27		12.67
248-741-801.000	CONTRACTUAL SERVICES	26,620.00	26,620.00	17,128.80	1,943.61	9,491.20		64.35
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,121.00	0.00	1,879.00		53.03
248-741-920.010	ELECTRIC POWER	5,100.00	5,100.00	2,670.64	530.85	2,429.36		52.37
248-741-920.020	NATURAL GAS	18,610.00	18,610.00	1,357.72	326.58	17,252.28		7.30
248-741-920.030	WATER & SEWER SERVICE	9,760.00	9,760.00	5,420.53	0.00	4,339.47		55.54
248-741-938.120	LANDSCAPE MAINTENANCE	37,810.00	37,810.00	12,218.63	0.00	25,591.37		32.32
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
248-741-962.500	VEHICLE INSURANCE	470.00	910.00	910.00	0.00	0.00		100.00
248-741-967.000	CAPITAL OUTLAY & IMPROVEMENTS < \$5,000	0.00	0.00	1,963.00	0.00	(1,963.00)		100.00
248-741-976.010	SITE AMENITIES	96,000.00	97,900.00	0.00	0.00	97,900.00		0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	0.00	5,000.00	2,054.05	0.00	2,945.95		41.08
248-741-979.110	BOLLARD PROJECT	0.00	96,105.00	3,734.24	0.00	92,370.76		3.89
248-741-995.204	O/T TO SDSI FUND	110,000.00	110,000.00	0.00	0.00	110,000.00		0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	0.00	76,027.09	0.00	(76,027.09)		100.00
Total Dept 741 - DESIGN COMMITTEE		446,550.00	550,755.00	187,542.90	7,101.34	363,212.10		34.05
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,540.00	18,540.00	10,451.86	1,329.44	8,088.14		56.37
248-742-709.000	WAGES - PART TIME	31,640.00	30,870.00	16,798.25	1,619.44	14,071.75		54.42
248-742-725.000	FRINGE BENEFITS	9,425.00	10,905.00	5,176.34	705.72	5,728.66		47.47
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	31,527.50	2,980.00	22,837.50		57.99
248-742-801.340	WEB SITE MAINTENANCE	1,320.00	1,320.00	791.50	0.00	528.50		59.96
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	53,600.00	2,800.00	100.00	0.00	2,700.00		3.57
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	750.00	0.00	0.00	750.00		0.00
248-742-955.310	CONCERTS	0.00	32,800.00	24,900.00	0.00	7,900.00		75.91
248-742-955.320	SKELETONS EVENT	0.00	12,000.00	14,816.00	0.00	(2,816.00)		123.47

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-742-955.330	HOLIDAY TO REMEMBER EVENT	0.00	5,000.00	2,418.46	885.00	2,581.54		48.37
248-742-955.340	CHILI COOKOFF EVENT	0.00	1,000.00	876.00	750.00	124.00		87.60
Total Dept 742 - MARKETING COMMITTEE		169,690.00	170,400.00	107,855.91	8,269.60	62,544.09		63.30
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,270.00	9,270.00	5,226.13	664.75	4,043.87		56.38
248-743-709.000	WAGES - PART TIME	0.00	0.00	415.63	415.63	(415.63)		100.00
248-743-725.000	FRINGE BENEFITS	3,495.00	3,775.00	1,978.44	325.77	1,796.56		52.41
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	0.00	250.00		0.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	37,500.00	12,500.00	12,500.00		75.00
248-743-995.230	O/T TO PARKING FUND	101,500.00	101,500.00	76,125.00	25,375.00	25,375.00		75.00
Total Dept 743 - PARKING COMMITTEE		164,565.00	164,845.00	121,245.20	39,281.15	43,599.80		73.55
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,905.00	13,905.00	7,838.88	997.06	6,066.12		56.37
248-744-709.000	WAGES - PART TIME	20,625.00	24,135.00	10,627.39	554.18	13,507.61		44.03
248-744-725.000	FRINGE BENEFITS	6,830.00	8,500.00	3,812.24	493.53	4,687.76		44.85
248-744-726.000	SUPPLIES	4,750.00	4,459.00	2,878.84	0.00	1,580.16		64.56
248-744-730.000	POSTAGE	50.00	50.00	0.00	0.00	50.00		0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,950.00	2,950.00	1,421.91	0.00	1,528.09		48.20
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0.00	5,808.00	11,966.03	917.00	(6,158.03)		206.03
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	796.50	0.00	5,703.50		12.25
248-744-805.000	AUDITING SERVICES	5,395.00	5,395.00	4,242.00	0.00	1,153.00		78.63
248-744-853.000	TELEPHONE/COMMUNICATIONS	0.00	0.00	988.85	988.85	(988.85)		100.00
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	530.91	0.00	684.09		43.70
248-744-920.000	UTILITIES	1,300.00	1,300.00	32.91	(913.85)	1,267.09		2.53
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	845.00	0.00	255.00		76.82
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	0.00	850.00		0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	4,420.00	4,320.00	4,317.00	0.00	3.00		99.93
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,798.00	0.00	702.00		71.92
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,480.00	13,480.00	10,110.00	3,370.00	3,370.00		75.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,870.00	96,467.00	62,206.46	6,406.77	34,260.54		64.48
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,810.00	27,810.00	15,677.81	1,994.18	12,132.19		56.37
248-745-709.000	WAGES - PART TIME	0.00	0.00	554.17	554.17	(554.17)		100.00
248-745-725.000	FRINGE BENEFITS	10,475.00	11,315.00	5,847.94	890.35	5,467.06		51.68
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00		0.00
248-745-801.000	CONTRACTUAL SERVICES	0.00	2,500.00	2,500.00	0.00	0.00		100.00
248-745-955.190	BUSINESS RETENTION PROGRAM	0.00	2,640.00	2,312.50	0.00	327.50		87.59
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		38,385.00	44,365.00	26,892.42	3,438.70	17,472.58		60.62
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	170,075.00	170,075.00	5,037.50	0.00	165,037.50		2.96

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 01/31/2024

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JANUARY BENCHMARK 58%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	01/31/2024 NORM (ABNORM)	MONTH 01/31/24 INCR (DECR)	NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
	Total Dept 906 - DEBT SERVICE	170,075.00	170,075.00	5,037.50	0.00	165,037.50		2.96
	TOTAL EXPENDITURES	<u>1,104,030.00</u>	<u>1,228,092.00</u>	<u>533,861.92</u>	<u>68,590.64</u>	<u>694,230.08</u>		<u>43.47</u>
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
	TOTAL REVENUES	1,104,030.00	1,228,092.00	1,034,223.57	67,879.02	193,868.43		84.21
	TOTAL EXPENDITURES	<u>1,104,030.00</u>	<u>1,228,092.00</u>	<u>533,861.92</u>	<u>68,590.64</u>	<u>694,230.08</u>		<u>43.47</u>
	NET OF REVENUES & EXPENDITURES	0.00	0.00	500,361.65	(711.62)	(500,361.65)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 01/01/2024 - 01/31/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 741 DESIGN COMMITTEE							
248-741-726.000	SUPPLIES	OFFICE DEPOT	WALL CLOCK	343757394-001	01/25/24	23.99	500549
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	SECURITY CAMERA SOFTWARE	34974	01/31/24	78.16	122530
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION	223897-1	02/07/24	233.00	122674
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	REPAIR LIGHT POLE	1830	01/24/24	966.45	122635
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	EXPANDED WIFI	3650964	01/25/24	299.00	500549
248-741-801.000	CONTRACTUAL SERVICES	LONG MECHANICAL SERVIC	TOWN SQUARE BOILER	240054M	02/21/24	287.00	122780
248-741-801.000	CONTRACTUAL SERVICES	GREAT LAKES TOWER & AN	MOVE WIFI ANTENNA	23552	01/24/24	600.00	122579
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTAPOTTY MARY ALEX DECK	I14944	02/21/24	303.00	122789
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 12/15/23 - 1/16/24	12/15/23 - 1/16/24	01/24/24	530.85	122597
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 12/5/23 - 1/3/24	01032024	01/24/24	326.58	500547
Total For Dept 741 DESIGN COMMITTEE						3,648.03	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE L	DESIGN SERVICES	074	01/24/24	980.00	122617
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARKETING SERVICES	NORTHVILLE2-2024	01/24/24	2,000.00	122577
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	EVENT POSTCARDS	71344	02/07/24	482.00	122659
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	EVENT SIGNAGE MONTHLY	I-36820	02/07/24	468.00	122678
248-742-801.000	CONTRACTUAL SERVICES	HARBOR HOUSE PUBLISHER	MEMBERSHIP DIRECTORY	26492	02/07/24	535.00	122653
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	CONSTANT CONTACT	1706521312	02/22/24	60.80	
248-742-955.330	HOLIDAY TO REMEMBER EVENT	DUFF UNIVERSAL LIFE SO	HOLIDAY EVENT TRASH REMOVAL	12418	01/10/24	225.00	122532
248-742-955.330	HOLIDAY TO REMEMBER EVENT	LESLIE J BENNER	WAGON RIDES	132	01/24/24	2,400.00	122636
248-742-955.340	CHILI COOKOFF EVENT	CLEAR CUT ICE SCULPTUR	DOWNPAYMENT FOR ICE AT CHILI	1571	01/10/24	1,800.00	122535
248-742-955.340	CHILI COOKOFF EVENT	SCHENDEL CORPORATION	CHILI COOKOFF A FRAME SIGNS	70826	02/07/24	132.23	122718
Total For Dept 742 MARKETING COMMITTEE						9,083.03	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-801.190	TECHNOLOGY SUPPORT & SERV	NORTHVILLE TOWNSHIP	JAN-MAR CONTRIBUTIONS	240003782	02/07/24	674.00	122669
248-744-900.000	PRINTING & PUBLISHING	HARBOR HOUSE PUBLISHER	HARBOR HOUSE AD	CUS19822	02/21/24	535.00	122750
Total For Dept 744 ORGANIZATIONAL COMMITTEE						1,209.00	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						13,940.06	

Downtown Development Authority
Meeting of the DDA Board of Directors
February 1, 2024

The February 1, 2024 meeting of the DDA Board of Directors was called to order at 8:04 am.

ROLL CALL

Present: Amy Bonser, Margene Buckhave, David Cole, Jim Long, Ryan McKindles, Robert Miller, Shawn Riley, Mayor Brian Turnbull

Absent: DJ Boyd, Aaron Cozart, Mike Jaafar

Also Present: Lori Ward, Stacy Pearson, Councilmember Barbara Moroski-Browne, Bob Buckhave, Mary Keyes

APPROVAL OF AGENDA AND CONSENT AGENDA

Ward stated that Boyd would not be attending the Board meeting and that the discussion of DDA Financing would be put off until the February 27th meeting.

Motion by Turnbull, seconded by McKindles to approve agenda and consent agenda. **Motion carried unanimously.**

ELECTION OF OFFICERS

Ward discussed the election of officers and walked through background, timeline for elections, and service requirements. Ward sent out a reminder to the DDA Board in advance of the Board meeting to remind them that elections take place at the first DDA Board meeting of the year. Ward noted that nominations can still be offered for the positions. A slate of officers was presented to the Board which included Riley as Chair, Boyd as Vice Chair, McKindles as Treasurer and Pearson as Secretary. There were no additional nominations provided.

Motion by Cole, second by Buckhave to approve the slate of officers as presented. **Motion carried unanimously.**

CONTRACT FOR SUMMER CONCERT SERIES

Ward discussed the history of live music in downtown Northville. Since Covid the concert series have taken several different forms, including most recently providing acoustic concerts on Friday nights on Center Street and Big Bands on Saturday nights in Town Square twice a month and twice a month acoustic music on Main Street. The total for the 34 concerts last year was \$32,800. The DDA took over the summer concerts from the Chamber of Commerce in 2020.

For this upcoming summer concert series JAG entertainment has presented a proposal for 17 Saturday big band concerts in Town Square. James Geitzen of JAG recommended that the DDA hold the big band concerts on Saturday night when competition for attendees is less. The JAG proposal included big band concerts on Saturdays in Town Square, foregoing Friday night concerts until additional sponsorships can be found to program the additional Center Street location. The Board discussed the options of providing big stage bands and acoustic music on both streets or presenting big stage bands on Main Street only.

Ward noted that downtown business owners have been hosting live music more frequently these past few years which makes it possible for the DDA to stretch its music budget. Research is being done on developing an entertainment license for downtown businesses that would formalize the presentation of music. Buckhave and Bonser raised concerns over leaving Center Street out of the concert series. Ward noted that if funding can be developed reinstating the Friday concerts and Center Street activation would be revisited.

Motion by McKindles, second by Cole to approve big band Saturday night concert proposal in Town Square as proposed by JAG entertainment in the amount of \$32,800. **Cole, Long, McKindles, Miller, Riley and Turnbull voted in support of the motion and Buckhave and Bonser voting against the motion. The motion carried 6-2.**

Ward stated that the DDA would continue to seek sponsorships to fund additional acoustic concerts on Center Street. Ward noted that there were many residents who like the background music that acoustic concerts provide. Turnbull stated that the Chamber will be meeting soon to discuss how they can contribute to the summer concerts as well.

PURCHASE OF REPLACEMENT STREET LIGHTS

Ward went over the request to purchase five additional Spring City light poles as proposed in to update and replace street lights that have been damaged by drivers or are needing maintenance. Insurance claims will be covering four of the current lights needing replacement.

Cole inquired when the light conversion would take place. Ward indicated that she met recently with DPW to discuss a spring installation schedule that would include E. Main Street from Hutton to Griswold and Church and Hutton Streets between Main and Cady Streets.

Motion by Long, second by Turnbull, to approve the purchase of five Spring City light posts within the DDA boundary from Spring City in the amount of \$22,500. **Motion carried unanimously.**

BOARD DISCUSSION ON DDA FINANCES

This portion of the meeting was postponed until the February 2024 meeting to allow Boyd to lead the discussion of financing.

INFORMATION and UPDATES

Design Committee – Miller discussed cross walk restriping in the spring, working with the postal service to update post boxes throughout town that need cleaning and updates, updates around the clock tower street, bike rack installations, and potential future restructuring of the elements in Town Square. Additional discussion was had on the options for update to the planter that runs alongside the building on the west side of Town Square, maintenance to the bandshell, and fire pit updates. Miller concluded by sharing that the Façade Grant program may be revisited along with improvements to the recycling program.

Buckhave requested that the area behind Stamp Peddler be addressed for walkway striping to improve safety.

Marketing Committee – Ward noted that overall engagement is being assessed and improvements in the process of communication are being implemented.

Parking Committee – Maciag announced that the Police Department has narrowed the search down to two companies for potential parking app purchase, and the proposal should be presented to council shortly.

Economic Development Committee – Ward mentioned that outdoor dining and entertainment licenses are being finalized and should be presented to City Council in February.

Long brought up the discussion of security cameras in Town Square, specially noting that there may be an issue of vandalism to the Marquis Theater lights. Maciag said he would look into it.

Turnbull noted that packets are going digital and one hard copy will be available in City Hall if someone wants to come in and make a copy. Turnbull also announced Greg Presley will receive the Volunteer of the Year award at the upcoming Chamber of Commerce Community Awards banquet. In addition, he noted that the upcoming bicentennial committee will be forming soon.

Ward extended a warm thanks to Robert Miller for his work on the beautiful new office designs for the DDA and invited everyone to visit and check them out.

ADJOURNMENT

Motion by Turnbull, seconded by Cole to adjourn the DDA Board meeting. **Motion carried. Meeting adjourned at 9:28 am.**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

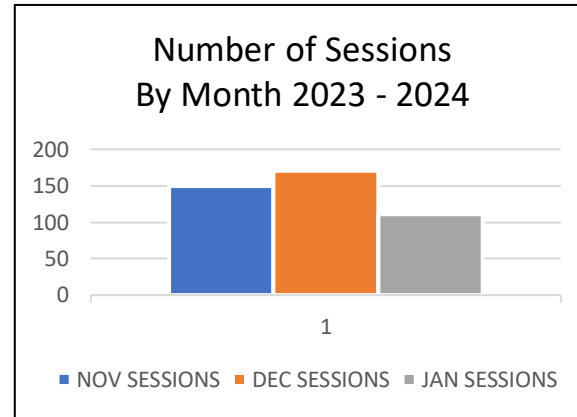
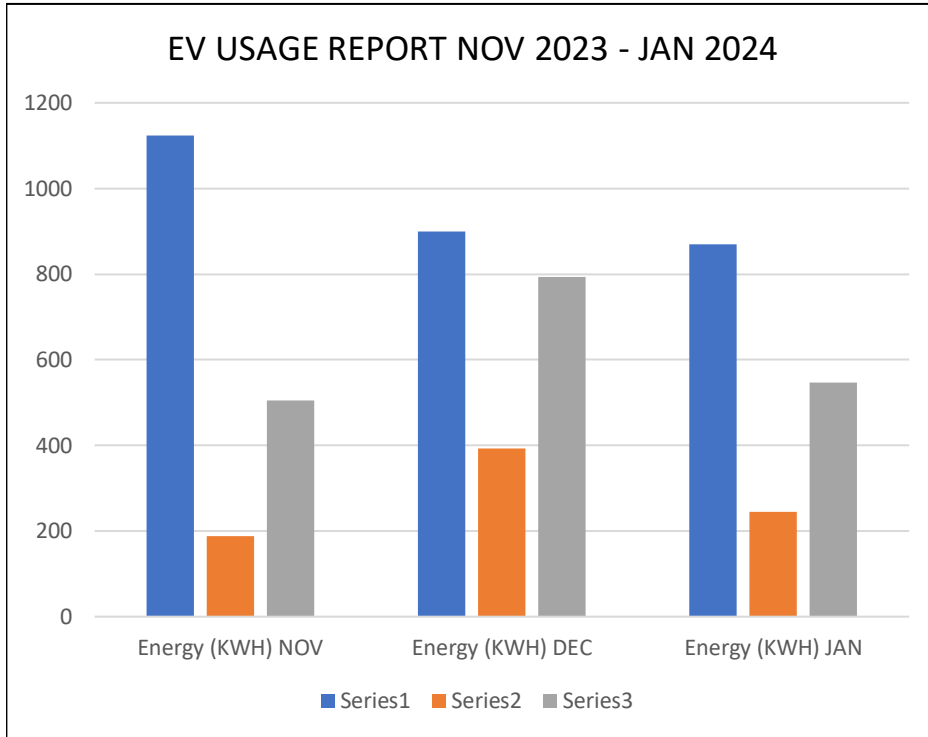
Jan-24

Charger Location	Energy (KWH) OCT	Energy (KWH) NOV	Energy (KWH) DEC	Energy (KWH) JAN
123 E Cady St	1031.96	1123.23	900	869.99
123 W Cady St	229.24	188.18	393.1	245.27
114 W Main St	592.51	504.96	792.62	546.45
Totals:	1853.71	1816.37	2085.72	1661.71

Session Totals	OCT SESSIONS	NOV SESSIONS	DEC SESSIONS	JAN SESSIONS
	172	150	171	111

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	242.1	54	145	1145.34
123 W Cady St	121.99	20	40.88	322.9
114 W Main St	150.03	37	91.08	719.4
Totals:	514.12	111	276.96	2187.64

Annual Users	2023	2024
Sessions	856	111
Failed Sessions	57	n/a



JANUARY 2024 DATA

Petroleum Dsplcmt 276.96 GAL



To: DDA Board of Directors
From: Lori M. Ward, Executive Director
Subject: Professional Service Contract – 2024 Downtown Planting Project
Date: February 27, 2024

Background:

The DDA has been working with the same landscape contractor since 2021, Begonia Brothers. We have been very happy with their services. As is the anticipated cadence of our vendor contracts, we have come to the time when it is necessary to reissue our Request for Qualifications (RFQ). DDA staff released a Request for Qualifications (RFQ) for Landscaping Services in the middle of February 2024. DDA staff posted the RFQ on MITN (Michigan Intergovernmental Trade Network), an online vendor solicitation platform and contacted area vendors directly. The RFQ contained a list of more than two dozen common plants, shrubs, and trees as well as labor and design services. In addition to landscaping, this year holiday or string lighting was added to the list of items that the DDA requested unit pricing.

The response date was February 22, 2024. Two proposals were received: Begonia Brothers (Attachment A) and CQC of Romulus. A selection of a single preferred vendor, based on personnel, qualifications, similar work, and unit prices will be awarded for the year. The DDA seeks to establish a contract with one vendor, which accommodates a range of landscape services as needed throughout the year. Work done for the DDA will be based on the unit prices submitted. In the event that a plant is not included on the initial unit price list, the price will be negotiated with the preferred vendor. This practice will maximize efficiency, cost and project management.

Analysis:

DDA staff vetted both submissions upon public opening on February 22nd. After careful consideration, DDA staff recommends awarding the contract to Begonia Brothers of Northville, MI (Attachment A). This firm has successfully completed DDA planting and maintenance projects for the Northville DDA for over ten years, including various services such as hardscape repair, holiday décor, hedging trimming, Christmas light replacement. The DDA has had a long-term partnership with Begonia Brothers with our Skeletons are Alive project that has grown from a dozen skeletons the first year to over 120 today. In addition, Begonia Brothers has experience working with municipalities,

malls, and Home Owners Associations throughout Michigan. The pricing proposed by Begonia Brothers was consistently lower than the other vendor CQC.

The RFQ, insurance requirements, indemnification language, and contract will be approved by both the City Attorney and MMRMA. The Term of the contract is one year, with the right to renew for up to 3 additional one-year terms if the DDA is satisfied with the quality, cost and timeliness of the work.

Budget:

The unit pricing has increased this year by an average of \$2/plant. The last time that the DDA requested unit pricing was in 2021, so an increase was expected. The DDA budget for landscape services in 2024-25 is \$38,000 under line item 370.861.850.00, titled, "Landscape Maintenance". The unit prices for plant material provided by Begonia Brothers will be utilized for individual project budgets.

Recommendation:

It is recommended that the Northville DDA approve the attached contract with Begonia Brothers of Northville (Attachment A) to provide professional landscape services as needed, based on the unit prices provided in the RFQ submission and forward the contract to City Council for review and consideration.

Begonia Brothers Outdoor Services



“2024 – 27 Downtown Planting Program”

City Clerk Office
215 West Main Street
Northville, MI 48167

Due Date: 2/22/24 10am

Begonia Brothers History

Begonia Brothers Outdoor Services offers full service professional landscaping, including design, maintenance, party rental, custom made holiday displays/lighting as well as snow removal and de-icing services.

For nearly 30 years, Begonia Brothers has been proud to provide a wide spectrum of landscaping services to our local communities. We work with residential and commercial clients from large corporations and homeowner associations to smaller residential projects.

Begonia Brothers is a family owned business originating in West bloomfield and then quickly relocated to Northville in 2008 due to the strong client relationships developed with both residential and commercial customers.

We are extremely proud of our long term employees and long term clients, some lasting 20+ years. Those two assets clearly separate us from others in the outdoor service industry. We have always prided ourselves in going the extra mile to keep clients satisfied.

Personnel

The outlined scope of this request for proposal would include **NO** subcontracting by Begonia Brothers. All design work would be done by Mike McDonald and installations by Begonia Brothers employees. Mike is the original founder of Begonia Brothers and focuses specifically on Seasonal outdoor accents and custom holiday design programs for downtown cities that stretches from the west side of Michigan and as far east as Cleveland, Ohio.

Related Experience and References

1) Wayne County Airport Authority- Metro Airport seasonal planter installations
Includes during a typical season four change outs, mobile watering sessions and plant upkeep. Serviced as often as every other day during the dry season.
Contact info: Angela Dominczyk - angela.Dominczyk@wcaa.us

2) Kalamazoo Parks and Recreation - Halloween decor and Holiday Lighting
Decorating for Halloween and Christmas as well as seasonal lighting from late winter-summer. Contact info: Director Patrick McVerry 269-337-8191

3). Levis Commons Mall-Seasonal Planters, Halloween decor, holiday lighting and winter marketing program-Contact Info: Rod Stanton 419-344-2988

Related Experience Continued (local relevant flower accounts)

- Chase Farms HOA
- Autumn Park HOA
- Beckenham HOA
- Woodland N HOA
- Dunbarton Pines HOA
- Maybury Park HOA
- Bradford HOA
- Orchard Ridge HOA
- Asbury Park HOA
- Mystic Forest HOA
- Timber Ridge HOA
- Maple Hill HOA
- Saratoga Circle Condo
- Camden Court Condo
- Deerbrook HOA
- Crosswinds Condo
- Arrowon Pines Condo

Unit Estimates

Quantity	Item	Description	Price Each
1	Service and Materials	18" Boxwood installed 59	73
1	Service and Materials	1 gallon Vinca installed 24 can FAT	71
1	Service and Materials	1 yard of Topsoil installed	66
1	Service and Materials	1 yard Premium Hardwood Mulch	62 69 DYOS
1	Service and Materials	1 gallon Black-Eyed Susan	16
1	Service and Materials	1 gallon Purple Coral Bells	17 21 HYBRID
1	Service and Materials	1 gallon Coneflower	16
1	Service and Materials	1 gallon Pennisetum Grass	19
1	Service and	1 gallon Salvia installed	18

	Material s		
1	Service and Material s	18" – 24" Dense Yew installed	83
1	Service and Material s	1 gallon Sedum installed	16
1	Service and Material s	1 – 3 gallon Knock Out Rose installed	44
1	Service and Material s	Proven Winners Supertunia Grande "Citrus Blend" installed	9 - 47 size/ Ft count?
1	Service and Material s	Proven Winners Lantana "Black Cherry" installed	9 - 47 size/ Ft count?

1	Service and Material s	1 gallon Purple Fountain Grass installed	15
1	Service and Material s	10" Mum / 2 Gallon	14.50
1	Service and Material s	1 gallon Ornamental Kale 1.5 gallon	12.50
1	Service and Material s	3 gallon Barberry	71

Request for Qualifications
2024-27 Downtown Planting Vendor Contract
February 2024

1	Service and Materials	1 gallon Butterfly Weed (Asclepias)	34
1	Service and Materials	1 gallon Lamium	16
1	Service and Materials	1 gallon Hosta	12 - 31 variety?
1	Service (Hourly Rate)	Landscape Design/ Landscape Architectural Professional Services	72
1	Service (Hourly Rate)	Plant Material Watering	46
1	Service and Materials	18"-24" Dense Yew Installed	Duplicate
1	Service and Materials	1 gallon Sedum installed	↓
1	Service and Materials	1-3 gallon Knock Out Rose installed	
1	Service and Materials	Proven Winners Supertunia Grande "Citrus Blend" installed	

1	Lighting Materials	LED Lighting 100 count each installed *Includes Power Supply LEAD	28
1	Service and Materials	Super pack pansy	30
1	Service and Materials	Celosia – size dependent	8-14
1	Service and Materials	Heritage Heirloom Gourds	6-28
1	Service and Materials	Red Twig Bundles 4'-6'	18-33
1	Service and Materials	Curly Willow Bundles 4'-6'	17-33
1	Service and Materials	Pussywillow Branches	22-36
1	Service and Materials	Birch Branches 3', 4', 6'	9-21
1	Service and Materials	Millet Golden Midnight Bundles	12-27
1	Service and Materials	Holiday Greens: Juniper, Frasier, Cedar, Balsam, Pine	2.10 - 4.40

SIZE / VARIETY DETERMINES PRICE

LENGTH & BUNDLE GROUPING SIZE

WEIGHT BASED PER POUND

1	Service and Materials	Winter Berry Boxes	68-128 WEIGHT & BRANCH SIZE DICTATED PRICE

Attachment A

**AGREEMENT FOR PROFESSIONAL SERVICES
PLANTING VENDOR CONTRACT**

THIS AGREEMENT made and entered into this _____ day of _____, 2024, by and between Paradek Services, Inc. dba Begonia Brothers hereinafter called the "Contractor" and the City of Northville/DDA, hereinafter called the "Owner" or the "City".

Witnessed: In consideration for the mutual covenants hereinafter stated, the parties agree for themselves, their personal representatives, successors, assigns as follows:

ARTICLE I – STATEMENT OF WORK - The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery tools, equipment and services, including utilities and transportation services, and perform and complete all work required for the removal and replacement of planting material in a proper and legal manner, all in strict accordance with these CONTRACT DOCUMENTS.

ARTICLE II – THE CONTRACT PRICE - The City/DDA will utilize the unit prices provided by the Contractor during the RFQ process, in paying the Contractor for performance of requested work. For those items not covered on the Unit Price Form, the City/DDA shall negotiate the rates with the Contractor based on individual project requirements. Unilateral changes in unit prices by the Contractor shall not be allowed.

ARTICLE III – CONTRACT - The executed contract documents shall consist of the following: Request for Qualifications, Instructions to Contractors, General Information and Requirements, Proposal Format, Agreement for Professional Services, Insurance and Indemnity Requirements, Terms and Conditions

THIS AGREEMENT, together with the other documents enumerated in the Article III, which said other documents are as fully a part of the contract as if hereto attached or herein repeated, forms the contract between the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed in two (2) original copies on the day and year first above written.

Attest:

CONTRACTOR

By: Ann Bonde, Ann Bonde

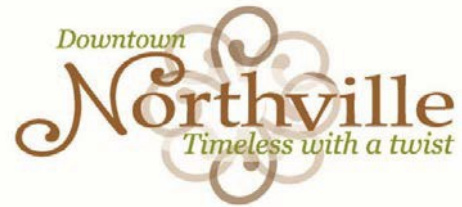
Title: owner

Attest:

CITY OF NORTHVILLE/DDA

By: _____

Title: _____



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: DDA Budget Discussion 2024 - 25

Date: February 27, 2024

At this year's February and March DDA Board meetings DDA staff and Board members will discuss funding priorities for the DDA in the coming year. The DDA has limited staff and financial resources that will need to be focused to accomplish the desired goals for the year. Today's communication will concentrate on notable changes in the budget and discussion of the budget details will be held at a future meeting.

This year the City has developed a new format for budget preparation and presentation. The budget will show revenue broken down into 4 categories: Captured taxes, Operating Levy, Personal Property Tax Reimbursement (PPT) and Other Income which includes items like event sponsorships, permit revenue, EV charging revenue, insurance proceeds and investment earnings.

The DDA's TIF revenue has been projected to increase by almost \$40,000. The exact amount of the increase is subject to change over the next few months as the City's Assessors complete their annual work and new tax revenue from recently completed projects come on line. In addition to the increased TIF revenue, the DDA operating levy is also expected to increase approximately \$3,500. Although the taxable value has increased in the downtown, the overall revenue for the year is expected to decrease slightly.

In last year's budget the DDA showed an increase in revenue from Hunter Pasteur for reimbursement of DDA expenses incurred during the DDA TIF Plan and Boundary expansion process. Additionally, revenue was higher last year for property tax appeals and PPT reimbursement. The end of year fund balance shows a surplus this year of roughly \$49,000 with revenue exceeding expenses.

The beginning fund balance as of July 1, 2024 is estimated to be \$285,00 and the ending fund balance is estimated at \$335,000. The unrestricted fund balance is estimated to be 22% of revenue or approximately \$226,000.

On the expenditure side, the new budget format combines all of the expenditures from the DDA's budget and reports them in 8 categories: Personnel services, contractual services, Other Services and Charges, Overhead/Indirect Cost Allocation, Overhead/Indirect Cost Subsidy, Debt Commitment, Capital Outlay and Transfers to Other funds.

Personnel Services include wages (including any vacation payouts and/or longevity), retirement payouts (if applicable), fringe benefits (medical, dental, vision, life, AD&D, pension or defined contribution, health care savings plan contributions, long term disability, workers compensation, social security/Medicare). This year Personnel Services is proposed at \$292,500 an increase of approximately \$10,000 over last year. This fiscal year the City began providing prorated benefits for regular part-time and Health Savings Accounts for full-time staff.

Contractual services are services provided by outside contractors that would otherwise be performed in-house. These services include electricians, irrigation contractors, boiler repair, window cleaning, marketing consulting, surveillance camera contract, WIFI service, graphic designers, printing services, port-a-potty, landscape maintenance and materials, website consulting, legal services, photography and other similar contractual work related to primarily the DDA's Design Committee and Marketing Committee. In addition, when fully developed, the pedestrian plan, future studies and associated costs will be included in contractual services. This fiscal year the estimated costs of contractual services total \$136,000, up \$1,000 from last year. DDA and DPW staff have met on several occasions to discuss ways in which the DDA and DPW can work more collaboratively to keep these payments in house by exploring professional training, shared hiring, and shared equipment. We will continue to explore these opportunities.

Other Services & Charges include miscellaneous items not belonging to other categories. Examples: supplies, materials, postage, insurance premiums, publications, software licensing, memberships and dues, conferences, training, and utilities. These costs for the proposed 2024-25 total \$235,750, down \$40,000 from last year. This is primarily due to the new format of the budget and how the cost allocation is represented in the budget.

The Capital Outlay identified in the proposed budget includes the \$20,000 budgeted for the purchase of water truck to assist seasonal DDA groundskeepers.

Operating Transfers are the transfer of funds from one city fund to another. Currently the DDA transfers approximately \$105,000 annually to the Parking Fund to assist with the expenses associated with servicing, operating and maintaining the City's Parking system, including decks and surface lots. In recent years the DDA has reflected shared expenditures as Operating Transfers. This amount varies from year to year based on what projects are underway. Last year's budget included transfers for the DDA's share of the bollard project, \$50,000 to the General Fund as a contribution to street lighting, and \$110,000 to the street fund for improvements to E. Main Street.

The DDA will retire its bond debt in 2024-25. The bonds issued 15 years ago for the design and construction of the streetscape improvement project will be retired, providing approximately \$170,000 per year in new revenue for future projects.

The DDA has \$110,000 earmarked in the current budget year for the repair of E. Main Street between Center and Hutton Streets. The black concrete bands are crumbling and there are large pieces of concrete missing. DPW has been filling the holes with cold patch until a permanent solution can be developed. The City/DDA, with input from the DDA's Economic Development Committee, are exploring options to repair the road.

Over the coming months, the City/DDA, working with the City's Engineer will explore the conditions and develop alternatives for moving forward that could range from repairing in-kind the road, explore the concept of a curbless street, and assist the City/DDA with cost estimate, funding options and a schedule. Once the decision has been made on how to move forward, changes will be required to the DDA Budget to reflect the project. Until then no new funds have been budgeted.

New Cost Allocation Charges

Overhead / Indirect Cost Allocation	
services by General Fund Admin	
Manager	24,791
Communications	4,475
Clerk	2,028
Technology	10,725
Finance	17,288
Tax & Assessing	15,213
Buildings & Grounds	7,841
DPW Admin	46,992
	129,353
Overhead/Indirect Cost Subsidy	
Subsidy by City for Admin Costs	(69,878)
Net Charge to DDA	59,475

Downtown Development Authority

Overview

The Northville Downtown Development Authority (DDA) was created in 1978 to halt the deteriorating property values in downtown Northville. In subsequent years the Development Area described in the original Tax Increment and Development Plan (Plan) has expanded, and several times the Plan was amended in scope. Most recently the Plan and the Boundaries were amended in late 2023. In 1997, the Northville City Council approved a two-mill operating levy as recommended by the DDA Board of Directors and allowed by State statute. The Plan, which expires in 2049, identifies DDA projects that will be funded by TIF revenue and provides estimates and prioritization to these projects.

The DDA staff allocates its time between physical improvement projects, economic development, parking, business recruitment and retention, planning, website maintenance, administrative duties, marketing, and special events. Time is also spent working with the Northville Central Business Association, Chamber of Commerce, and City officials to achieve and maintain a vibrant and economically viable downtown. Currently the DDA is staffed by a full time Executive Director, a part-time Assistant Director, one part-time Marketing Assistant, one part-time Administrative Assistant, and several seasonal employees.

Proposed Fiscal Year Highlights

The taxable value subject to DDA capture increased X% from last year generating an additional \$X in captured taxes. The State is anticipated to reimburse \$30,000 to the DDA for the small taxpayer exemption from personal property with taxable values of less than \$180,000. The taxable value for the DDA's special levy increased X%. The 2-mill levy has been permanently reduced to 1.8093 due to Headlee. That levy provides for an additional \$X over the prior year.

In Summer 2023, the Northville City Council voted to allow the roads to remain closed to vehicular traffic seasonally. The DDA and City Council have been working together on the development of a pedestrian plan and funding strategy for the downtown area. The unassigned fund balance for the end of fiscal year 2025 is projected at \$X, which is approximately X% of the DDA's annual expenditures.

The City and DDA jointly fund the improvements, operation, and maintenance of the City's parking system. Public Works is charged with the maintenance of the structures and the lots. Annually, the DDA makes an operating transfer to the Parking Fund for approximately X% of the parking system maintenance costs. These expenses include lighting, sweeping, salting, striping, snow plowing and removal, and minor maintenance issues.

2023 Significant Accomplishments

- Onboarding on new Assistant Director and part-time seasonal employees.
- Provided 34 concerts for downtown.
- Managed three downtown events: Skeletons are Alive, a three-weekend Holiday to Remember, and Chilin in the ‘Ville.
- Collaborated on the installation of the bollards.
- Coordinated removal of street and sidewalk structures to facilitate road opening.
- Expanded the DDA boundary.
- Updated the TIF and Development Plan and expanded plan to 2049.
- Executed Interlocal Agreement between Downtown Development Authority and Brownfield Redevelopment Authority.
- Development of Building Inventory to track square footage, usage, and occupancy of downtown buildings.
- Expansion of the Social District.

DRAFT

Downtown Development Authority

Description	2021-22	2022-23	2023-24	2024-25			
	Actual	Actual	Projected	Proposed Budget	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast
<i>Revenues</i>							
Captured Taxes	767,750	809,575	819,048	858,825	875,531	892,571	909,952
Operating Levy	63,393	66,728	70,074	73,578	75,050	76,551	78,082
Personal Property Tax Reimbursement	39,868	24,431	46,075	30,000	30,000	30,000	30,000
Other Income	35,810	91,868	141,196	103,200	96,650	96,650	96,650
Total Revenues	906,821	992,602	1,076,393	1,065,603	1,077,231	1,095,772	1,114,684
<i>Expenditures</i>							
Personnel Services	247,701	258,613	282,510	292,500	299,180	306,110	313,320
Contractual Services	119,814	138,362	135,045	136,795	129,545	127,795	127,795
Other Services & Charges	141,900	203,941	275,001	235,750	202,160	208,870	211,615
Overhead/Indirect Cost Allocation	12,960	13,220	13,480	129,353	133,230	137,230	141,350
Overhead/Indirect Cost Subsidy	-	-	-	(69,878)	(71,970)	(74,130)	(76,350)
Debt Commitment	174,685	169,880	170,075	167,518	-	-	-
Capital Outlay	-	-	5,000	20,000	-	-	-
Transfers to Other Funds	147,807	163,035	377,605	104,430	107,440	110,540	113,740
Total Expenditures	844,867	947,051	1,258,716	1,016,468	799,585	816,415	831,470
<i>Fund Balance Analysis</i>							
Beginning Fund Balance			467,645	285,322	334,457	612,103	891,460
Revenues			1,076,393	1,065,603	1,077,231	1,095,772	1,114,684
Expenditures			1,258,716	1,016,468	799,585	816,415	831,470
Projected Ending Fund Balance			285,322	334,457	612,103	891,460	1,174,674
<i>Fund Balance Constraints</i>							
Restricted for Street Improvements			7,908	31,416	54,924	78,432	101,940
Assigned for Compensated Absences			59,192	59,192	59,192	59,192	59,192
Non-spendable - Prepays			17,925	17,925	17,925	17,925	17,925
Unrestricted Fund Balance			200,297	225,924	480,062	735,911	995,617
Total Fund Balance			285,322	334,457	612,103	891,460	1,174,674
Unrestricted Fund Balance as a % of Expenditures			16%	22%	60%	90%	120%



To: DDA Board of Directors

From: Lori Ward, DDA Director

Subject: Outdoor Dining

Date: February 22, 2024

DDA and City staff are working together to update the Outdoor Dining Applications, prepare new entertainment forms and update several City Ordinances that require City Council action. Last Thursday, City Council held a first reading of the Outdoor Dining Ordinance. On March 18th the City Council will consider the Outdoor Dining Ordinance for 2nd reading and adoption. Also, on March 18th, the City Council will hold a first reading for the revised Entertainment Ordinance. The 2nd reading and adoption of the Entertainment Ordinance will be held on April 1st. Once these Ordinances are vetted through Council, Outdoor Dining applications will be distributed to all downtown restaurants interested in obtaining an Outdoor Dining permit. DDA staff, working with the Police Department will host an informational meeting to walk applicants through the changes in the Ordinance and application form.

New this year is the requirement to obtain an Entertainment license for establishments wishing to have on site (indoor or outdoor) entertainment including music, trivia, karaoke, and other types of entertainment. There is an annual \$25 fee for the local permit that can be obtained through the City Clerk's office. Those establishments that hold a license through the Michigan Liquor Control Commission, and who wish to host live entertainment, can obtain an Entertainment permit when renewing their annual license and permits. There is no charge for the permit, however a one-time \$70 in section fee is required.

In advance of the updated applications and approved ordinances, a summary has been prepared enumerating the changes that will be taking place this year so that applicants can begin to pull their information together to complete the application when approved.

Beginning in 2024 the following changes will take place:

1. Outdoor dining, with an approved permit, will be allowed on sidewalks beginning April 1st each year. On May 1st Outdoor dining, with approved permits, will also be allowed in the street (description of how to calculate the size of the area below). November 1st of each year the site furnishings in the street must be removed and

stored off site. December 1st of each year, sidewalk dining must cease and site furnishings must be stored off site.

2. The outdoor dining area cannot exceed the width of the building where the applicant's establishment is located.
3. Five feet of sidewalk clearance, adjacent to the building, must be kept clear for use by pedestrians and to meet ADA requirements.
4. After the 5-foot clearance is met, the outdoor dining area can be situated on the sidewalk and 8 foot out from the curb into the street. The outdoor dining area cannot protrude further than the depth of a parking space.
5. No Outdoor Dining may occur in the travel lane of the road.
6. An outdoor dining area may extend past the width of its own building with the permission of the City. It is recommended that a letter of support from the adjacent building and business owner(s) be submitted with the Outdoor Dining application.
7. The square footage charge for outdoor dining will increase \$.25 per square foot. The increase in cost will help offset the cost of electricity, upkeep, garbage removal and staffing.
8. Applicant's wishing to provide entertainment including live or amplified music, trivia, karaoke and other types of entertainment enumerated in Section 436.1916 Act 58 of 1998 must apply for an Entertainment permit through the City. The annual cost of an Entertainment permit is \$25. This applies to all types of businesses and applies to both indoor and outdoor entertainment.
9. If an applicant has either an outdoor dining permit or a Class C or other license through the MLCC and wishes to provide entertainment, they must acquire an Entertainment and/or Dance permit through the MLCC when renewing their liquor license and permits. There is no charge from the state for this license. There is a one-time \$70 inspection fee.
10. If an applicant is providing live or amplified music that can be heard outside of the establishment, they must coordinate with their adjacent neighbors to ensure that they do not have music booked at the same time and date as their adjacent neighbors to avoid conflict between the two musical performances. If this does not take place, the dance/entertainment permit can be revoked
11. Outdoor dining or retail areas cannot be used for storage.

12. No additional signage may be added to the seating area. The only signage allowed, is what has been approved by the Planning Commission.
13. The area permitted for outdoor dining or retail must be utilized and cannot be used for storage or to restrict the use of the space in front of a building by others.



DDA Standing Committees

Design

Co-chairs: Robert Miller

Members: Allan Somershoe, Carol Maise, Fred Sheill, Suzie Cozart

Meets:

Responsible for all Design related projects in the downtown, big and small. Including projects like Town Square, Streetscapes, Comerica Community Connection, murals, historic markers, newspaper racks, bike racks, road and parking lot resurfacing.

Economic Development

Chair: Aaron Cozart

Members: Greg Presley, Robert Miller, Jeff Hamilton, Shawn Riley, Michelle Aniol, Carol Maise, John Carter, Margene Buckhave, Will Hundley, David Cole

Meets: 2nd Friday of the month at 3:00 pm in Meeting Room A

Responsible for monitoring the impact of proposed projects on Downtown Northville. Researching programs that could assist the Downtown with economic development. Projects include review and participation in the Northville Downs project, Delano project, Foundry Flask. Traffic and Circulation.

Marketing

Chair: Shawn Riley

Members: Jeanne Micallef, Margene Buckhave, Liz Cezat, Amy Bonser, Brandon Beuter, Diana Wallace, Jaimee Kasperlik, Katie Rothley, Ryan Kaltenbach, Matt Zook

Meeting: 1st Thursday of the month at 8:00 am, location varies

Responsible for all of the social media, marketing, advertising and special events in Downtown. Projects include Skeletons are Alive, Wednesday night concerts, print advertising. Coordination with other organizations to support events and businesses.

Parking

Chair: Carol Maise

Members: Fred Sheill, Jim Long, Mike Jaafar, Jerry Mittman, Alan Maciag, Mike Domine, Bob Buckhave

Meeting: Meetings scheduled as needed, Meeting Room A

Responsible for ensuring that existing decks and surface lots are maintained. Monitoring parking supply and demand. Providing parking information through map and social media. Reviews requests for changes to parking and time limits.

Organization

Chair: DJ Boyd

Members: Ryan McKindles

Meeting: As needed

Responsible for all organizational issues including preparation of the DDA budget, annual Goals and Objectives, quarterly budget amendments, updated bylaws, HR issues.