



**Meeting of the DDA Board of Directors
February 1, 2024 - 8:00 a.m.
City Council Chambers**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. December 2023 Financial Statement (Attachment 4.a)
 - b. December 2023 Invoice Report (Attachment 4.b)
 - c. December 19, 2023 Meeting Minutes (Attachment 4.c)
 - d. EV Monthly Usage Report (Attachment 4.d)
5. Election of Officers (Attachment 5)
6. Contract for Summer Concert Series (Attachment 6)
7. Purchase of Replacement Street Lights (Attachment 7)
8. Board Discussion on DDA Finances (Attachment 8)
 - a. DDA Fund Balance (Attachment 8.a)
 - b. Potential Use of Fund Balance (Attachment 8.b)
 - c. City Cost Reallocation (Attachment 8.c)
9. Information and Updates
 - 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
10. DDA Future Meetings / Important Dates (Attachment 10)
11. Board and Staff Communications
12. Adjournment – Next Meeting – February 27, 2024

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 12/31/2023

% Fiscal Year Completed: 50.27

DECEMBER BENCHMARK 50%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 12/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/23 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	848,243.00	819,045.00	753,051.88	9,751.16	65,993.12	91.94	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	15,227.10	15,227.10	(16,227.10)	1,522.71	
248-000-451.000	DDA OPERATING LEVY	70,074.00	70,074.00	66,609.38	629.26	3,464.62	95.06	
PROPERTY TAXES		917,317.00	888,119.00	834,888.36	25,607.52	53,230.64	94.01	
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		15,180.00	15,180.00	0.00	0.00	15,180.00	0.00	
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		24,000.00	46,075.00	46,074.15	0.00	0.85	100.00	
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	0.00	5,808.00	5,807.55	816.30	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		7,715.00	13,643.00	9,594.55	816.30	4,048.45	70.33	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	6,000.00	8,000.00	7,386.71	1,503.69	613.29	92.33	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	2,500.00	3,500.00	3,587.82	0.00	(87.82)	102.51	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500.00	5,500.00	6,987.72	0.00	(1,487.72)	127.05	
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(256.55)	(37.18)	(243.45)	51.31	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(340.73)	0.00	(359.27)	48.68	
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(193.71)	(29.40)	(356.29)	35.22	
248-000-665.700	CUSTODIAL FEES	(140.00)	(250.00)	(63.86)	0.00	(186.14)	25.54	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	9,914.58	0.00	(9,914.58)	100.00	
INTEREST		12,110.00	15,000.00	27,021.98	1,437.11	(12,021.98)	180.15	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	0.00	0.00	700.00	0.00	
RENTAL INCOME		700.00	700.00	0.00	0.00	700.00	0.00	
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	950.00	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		39,000.00	39,000.00	41,767.62	950.00	(2,767.62)	107.10	
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		88,008.00	210,375.00	0.00	0.00	210,375.00	0.00	

PERIOD ENDING 12/31/2023
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DECEMBER BENCHMARK 50%

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	12/31/2023 NORM (ABNORM)	MONTH 12/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Total Dept 000		1,104,030.00	1,228,092.00	959,346.66	28,810.93	268,745.34	78.12
TOTAL REVENUES		1,104,030.00	1,228,092.00	959,346.66	28,810.93	268,745.34	78.12
Expenditures							
Dept 573 - DPW SERVICES							
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	5,072.46	0.00	3,127.54	61.86
248-573-707.000	WAGES - REGULAR OVERTIME	515.00	1,660.00	1,657.12	0.00	2.88	99.83
248-573-725.000	FRINGE BENEFITS	8,505.00	9,650.00	5,493.64	0.00	4,156.36	56.93
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	12.00	0.00	513.00	2.29
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150.00	11,150.00	6,739.63	2,995.85	4,410.37	60.45
Total Dept 573 - DPW SERVICES		28,895.00	31,185.00	18,974.85	2,995.85	12,210.15	60.85
Dept 741 - DESIGN COMMITTEE							
248-741-706.000	WAGES - REGULAR FULL TIME	23,175.00	23,175.00	11,403.16	1,641.21	11,771.84	49.20
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	29,938.50	1,335.50	34,941.50	46.14
248-741-725.000	FRINGE BENEFITS	14,825.00	15,585.00	6,888.54	760.38	8,696.46	44.20
248-741-726.000	SUPPLIES	300.00	300.00	274.71	15.09	25.29	91.57
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
248-741-920.900	FUEL & OIL	1,000.00	1,000.00	122.93	0.00	877.07	12.29
248-741-801.000	CONTRACTUAL SERVICES	26,620.00	26,620.00	13,482.34	2,000.16	13,137.66	50.65
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	1,818.00	0.00	2,182.00	45.45
248-741-920.010	ELECTRIC POWER	5,100.00	5,100.00	2,139.79	443.34	2,960.21	41.96
248-741-920.020	NATURAL GAS	18,610.00	18,610.00	1,031.14	586.66	17,578.86	5.54
248-741-920.030	WATER & SEWER SERVICE	9,760.00	9,760.00	5,420.53	2,560.55	4,339.47	55.54
248-741-938.120	LANDSCAPE MAINTENANCE	37,810.00	37,810.00	8,296.63	0.00	29,513.37	21.94
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	113.00	0.00	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	172,434.96	9,455.89	378,320.04	31.31
Dept 742 - MARKETING COMMITTEE							
248-742-706.000	WAGES - REGULAR FULL TIME	18,540.00	18,540.00	9,122.42	1,312.98	9,417.58	49.20
248-742-709.000	WAGES - PART TIME	31,640.00	30,870.00	15,178.81	2,497.88	15,691.19	49.17
248-742-725.000	FRINGE BENEFITS	9,425.00	10,905.00	4,470.62	698.75	6,434.38	41.00
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	21,745.50	0.00	32,619.50	40.00
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	4,911.00	0.00	7,089.00	40.93
248-742-955.330	HOLIDAY TO REMEMBER EVENT	0.00	5,000.00	356.01	(157.98)	4,643.99	7.12

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-742-955.340	CHILI COOKOFF EVENT	0.00	1,000.00	126.00	126.00		874.00	12.60
Total Dept 742 - MARKETING COMMITTEE		169,690.00	170,400.00	81,701.86	4,477.63		88,698.14	47.95
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,270.00	9,270.00	4,561.38	656.51		4,708.62	49.21
248-743-725.000	FRINGE BENEFITS	3,495.00	3,775.00	1,652.67	253.46		2,122.33	43.78
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00		50.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	0.00		250.00	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	25,000.00	0.00		25,000.00	50.00
248-743-995.230	O/T TO PARKING FUND	101,500.00	101,500.00	50,750.00	0.00		50,750.00	50.00
Total Dept 743 - PARKING COMMITTEE		164,565.00	164,845.00	81,964.05	909.97		82,880.95	49.72
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,905.00	13,905.00	6,841.82	984.70		7,063.18	49.20
248-744-709.000	WAGES - PART TIME	20,625.00	24,135.00	10,073.21	1,901.79		14,061.79	41.74
248-744-725.000	FRINGE BENEFITS	6,830.00	8,500.00	3,318.71	539.45		5,181.29	39.04
248-744-726.000	SUPPLIES	4,750.00	4,459.00	0.00	0.00		4,459.00	0.00
248-744-730.000	POSTAGE	50.00	50.00	0.00	0.00		50.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,950.00	2,950.00	1,854.48	0.00		1,095.52	62.86
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0.00	5,808.00	11,049.03	0.00		(5,241.03)	190.24
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	796.50	64.00		5,703.50	12.25
248-744-805.000	AUDITING SERVICES	5,395.00	5,395.00	4,242.00	1,942.00		1,153.00	78.63
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	438.27	0.00		776.73	36.07
248-744-920.000	UTILITIES	1,300.00	1,300.00	913.85	75.00		386.15	70.30
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	1,078.50		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	6,740.00	0.00		6,740.00	50.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,870.00	96,467.00	53,227.87	6,585.44		43,239.13	55.18
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,810.00	27,810.00	13,683.63	1,969.41		14,126.37	49.20
248-745-725.000	FRINGE BENEFITS	10,475.00	11,315.00	4,957.59	760.36		6,357.41	43.81
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	23,453.72	2,729.77		20,911.28	52.87
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	170,075.00	170,075.00	5,037.50	0.00		165,037.50	2.96
Total Dept 906 - DEBT SERVICE		170,075.00	170,075.00	5,037.50	0.00		165,037.50	2.96
TOTAL EXPENDITURES		1,104,030.00	1,228,092.00	436,794.81	27,154.55		791,297.19	35.57

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE
 PERIOD ENDING 12/31/2023
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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	12/31/2023 NORM (ABNORM)	MONTH 12/31/23 INCR (DECR)	NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
	TOTAL REVENUES	1,104,030.00	1,228,092.00	959,346.66	28,810.93	268,745.34		78.12
	TOTAL EXPENDITURES	1,104,030.00	1,228,092.00	436,794.81	27,154.55	791,297.19		35.57
	NET OF REVENUES & EXPENDITURES	0.00	0.00	522,551.85	1,656.38	(522,551.85)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 12/01/2023 - 12/31/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 741 DESIGN COMMITTEE							
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	FLASHDRIVES, PLATES, MARKERS	7618580452	12/14/23	15.09	500546
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	CITY SECURITY CAMERAS;SOFTWARE	34959	01/01/24	78.16	122366
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	FOUNTAIN PUMP REPAIR	1814	12/13/23	1,046.00	122365
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	DOWNTOWN LIGHTING	1823	12/13/23	876.00	122365
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY RENTAL	114752	01/10/24	303.00	122510
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC USAGE 11/14/23 - 12/14/23	11/14/23 - 12/14	01/10/24	443.34	122475
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 11/2 - 12/4	120423	12/13/23	586.66	500545
248-741-962.500	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RIS	2023-2024 MMRMA INSURANCE PAYMENT I	M0001315 #3	12/31/23	113.00	122427
Total For Dept 741 DESIGN COMMITTEE						3,461.25	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	COMMUNITY PUBLISHING &	NORTHVILLE TODAY	14862	01/10/24	650.00	122522
248-742-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	THE VILLE ADS	3222	01/10/24	3,600.00	122527
248-742-955.330	HOLIDAY TO REMEMBER EVENT	ETSY.COM SIMPLE VIBE	CLEAR FACE MASK FOR SANTA	123123	12/14/23	17.02	500546
248-742-955.330	HOLIDAY TO REMEMBER EVENT	DAVID JONES	BAGPIPE PLAYER	202301	12/12/23	600.00	122375
248-742-955.330	HOLIDAY TO REMEMBER EVENT	AARONSON MANAGEMENT, I	WAGON STICKER	136746	01/10/24	25.00	122476
248-742-955.330	HOLIDAY TO REMEMBER EVENT	TERRY D. BRADLEY	SANTA	12252023	01/10/24	750.00	122541
248-742-955.340	CHILI COOKOFF EVENT	WAYNE COUNTY HEALTH DE	CHILI EVENT FOOD LICENSE	10021	12/13/23	126.00	122333
Total For Dept 742 MARKETING COMMITTEE						5,768.02	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-802.010	LEGAL SERVICES - GENERAL	GIARMARCO, MULLINS, &	LEGAL FEES - GENERAL NOV 23	5-000B	12/13/23	64.00	122303
248-744-805.000	AUDITING SERVICES	PLANTE MORAN	AUDIT SERVICES INSTALLMENT #2	10136105	12/20/23	1,942.00	122420
248-744-962.000	LIABILITY & PROPERTY INSUF	MICHIGAN MUNICIPAL RIS	2023-2024 MMRMA INSURANCE PAYMENT I	M0001315 #3	12/31/23	1,078.50	122427
Total For Dept 744 ORGANIZATIONAL COMMITTEE						3,084.50	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						12,313.77	

01/17/2024 05:00 PM
User: Lward
DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 12/01/2023 - 12/31/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
			Fund Totals:				
			Fund 248 DOWNTOWN DEVELOPMENT AUTHORI			12,313.77	
			Total For All Funds:			<u>12,313.77</u>	

Downtown Development Authority
Meeting of the DDA Board of Directors
December 19, 2023

The December meeting of the DDA Board of Directors was called to order at 8:03 am

ROLL CALL

Present: Amy Bonser, Margene Buckhave, David Cole, Aaron Cozart, Mike Jaafar, Jim Long, Robert Miller, Shawn Riley, Mayor Brian Turnbull

Absent: DJ Boyd, Ryan McKindles

Also Present: Lori Ward, Stacy Pearson, George Lahanas, Councilmember Barbara Moroski-Browne, Alan Maciag, Fred Sheill, DJ Ware, Toni Genitti, Jim Nield, Steve Pichan, Roxanne Casterline, Sarah Prescott, Jeff Snyder, Greg Presley, Mary Keyes, Bobby Joe George

AUDIENCE COMMENTS

Snyder commented that he believes that there has been a steady increase in traffic in Beal neighborhood during initial closures due to Covid due to pass through traffic. Recently there has been a reactivated increase during closures for bollard installation as well as November special events. Snyder stated that his neighborhood is not experiencing a decline in traffic and a return to normalcy now that the streets are reopened. Concerns were raised over additional traffic impacts as plans for street reconstruction and potential construction in the city progress. With all of the proposed change, Snyder urged the DDA and City to postpone any future discussion of street closures for several years until the Downs project is further along.

Ware noted that he agreed with Snyder and had additional concerns for the Hutton area traffic.

Genitti brought forward issues on the historic cabin relocation. Discussion ensued on which entity involved would be covering the relocation costs, what those costs could be, current deadlines as they are understood, and potential additional efforts needed from the community. Genitti's understanding was that the developer would be totally responsibility for the costs of relocating the cabin. Lahanas stated that the developer has agreed to pay \$125,000 of the costs to relocate and/or renovation the cabin. Turnbull stated that the \$125,000 is a contribution from the developer and no match is required. Cole added that in speaking with the Historic District, they are working with a hard deadline of March 1, 2024 to raise \$125,000 or potential is there for the log cabin to be taken down. Lahanas stated that if that were to happen the log cabin could be disassembled and stored, not permanently demolished. Lahanas noted he would revisit and clarify the Hunter Pasture agreement on this issue. Turnbull followed up stating that without question the cabin will be saved but in what fashion is still yet to be decided.

Nield led a discussion on street closures. Nield provided information on other cities around the world that utilize curbless streets, as well as his own thoughts on the curbless street potential. Nield stated that it was nice to have the streets open in Northville and

that it was his opinion that businesses were doing well. Neild also raised questions on GMA study as well as potential future closures.

Pinchan read a Design Committee quote on bollards, curbless streets, and seasonal closures to gain clarity on the issues. Lahanas clarified that there is a difference between the issue of closures versus curbless streets, stating that the two are not to the same. Lahanas shared that curbless streets provide traffic calming, creates a pedestrian experience. Curbless streets can be used with or without street closures which provides flexibility to the community.

Casterline stated that it was her opinion that the public was happier with the streets reopened and that in her opinion it was having a calming effect on residents.

Prescott added that it was her understanding that if a street was to be permanently closed a curbless street design would not be necessary.

Nield stated that if we had a curbless street on Main Street it would be the only street in all of America that is the only east-west entrance through a city that is curbless.

NEW BOARD MEMBER

Amy Bonser of Mod Market was presented as a newly appointed DDA Board Member. Bonser is part of the Living and Learning Enrichment Center and her role is to run Mod Market on Mary Alexander Court. Bonser is a member of the DDA's Marketing Committee and has been following the issues facing the downtown. Bonser stated that she was happy to be part of the board and moving the community forward. The DDA Board went around the table and introduced themselves and welcomed Bonser to the Board.

APPROVAL OF AGENDA AND CONSENT AGENDA

Vice Chair Boyd was unable to attend the Board meeting due to illness. He was scheduled to lead a discussion on DDA Financing and requested that the topic be postponed to a future meeting. **Motion by Turnbull, seconded by Cozart** to approve amended agenda and consent agenda as amended. **Motion carried unanimously.**

INFORMATIONAL MEETING PA 57

Ward presented the annual report (attachments 5a, 5b, 5c) required for the DDA PA 57 Informational Meeting. Public Act 57 requires the DDA to hold two Informational meetings per year. The last Informational meeting was held last month, in January. The DDA reaches out with a special invitation to impacted taxing jurisdictions to make them aware of the meetings. These meetings are open to the public. The presentation and support material provided for the December meeting is the same as the information presented at the November meeting. Ward noted that the Northville District Library has opted out of future TIF revenue capture and beginning next year, the DDA's revenue will decrease by \$27,000.

Ward walked the Board through the Annual report that provides information about DDA revenues, expenditures, tax revenue from each jurisdiction, and outstanding bonds. Ward walked the Board through the DDA's 2023-24 Goals and Objectives. DDA staff will begin working on the Strategic Priorities for fiscal year 2024 – 25. DDA staff provided a list of committees and the projects that they are currently working on.

Cole raised question about how the funds are split between each committee. Ward stated that she and Sandi Wiktorowski, Finance Director, had begun discussion on this issue and there will be an annual review of committees each January going forward.

BOARD DISCUSSION ON DDA FINANCES

This portion of the meeting was postponed due to Boyd absence for illness until the January 2024 meeting.

INFORMATION and UPDATES

Design Committee next meeting January 11, 2024

Holiday to Remember was noted as a tremendous success by Riley and Turnbull. Ward added that the NHS Honor Society did a great job volunteering, Santa was wonderful, bagpiper was lovely, and the horse and wagon rides were very busy. Additional conversation on 2024 holiday season will be upcoming after the first of the year.

Maciag spoke on behalf of the Parking Committee and noted that stop signs to alleviate safety issues for school drop off and pick up for First Presbyterian preschool on Cady Street at Hutton were installed on 12/18/23. He also included an announcement on the new overnight parking rule that can be found in detail on the city website. December 22 to January overnight parking is allowed, and moving forward a new online parking platform will be rolled out in 2024 to create an ease of use from both community and the Police Department.

Long led a discussion on traffic flow for Hutton and Mary Alexander Court. He expressed concern over how delivery service vehicles would access Mary Alexander Court if they had to come in off of Center Street. Long strongly suggests that the current traffic flow continue on in the current configuration.

Cozart reported that the EDC committee recently met and primarily discussed a timeline for outdoor dining permits in the new year. Ward confirmed that notice of specific dates would be going out soon, and that the application will be out January 16.

A brief group discussion was held on the cadence of DDA Board Meetings with the conclusion to continue on a monthly rotation.

ADJOURNMENT

Motion by Turnbull, seconded by Buckhave to adjourn the DDA Board meeting. Motion carried. Meeting adjourned at 8:47am.

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

Dec-23

Charger Location	Energy (KWH) SEPT	Energy (KWH)OCT	Energy (KWH) NOV	Energy (KWH) DEC
123 E Cady St	980.85	1031.96	1123.23	900
123 W Cady St	493.1	229.24	188.18	393.1
114 W Main St	530.21	592.51	504.96	792.62
Totals:	2004.16	1853.71	1816.37	2085.72

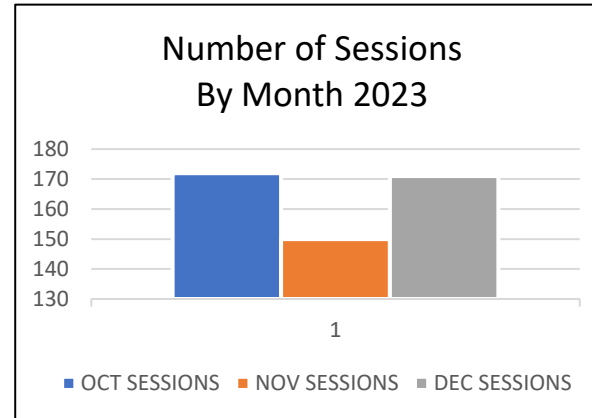
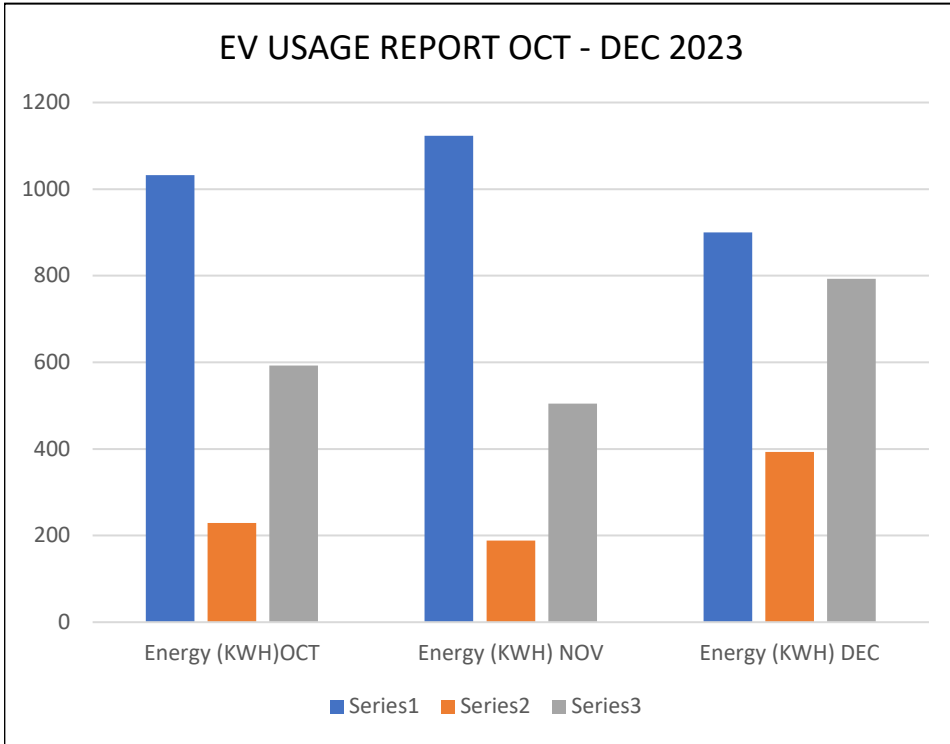
Session Totals	SEPT SESSIONS	OCT SESSIONS	NOV SESSIONS	DEC SESSIONS
	186	172	150	171

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	175.7	73	150	1184.85
123 W Cady St	98.25	41	65.52	517.52
114 W Main St	173.94	57	132.1	1043.48
Totals:		171	347.62	2745.85

Annual Number of Users	
Sessions	856
Failed Sessions	57



Northville, Michigan EV Report



DECEMBER 2023 DATA

Petroleum Dsplcmt 347.62 GAL



Northville DDA Election of Officers 2024

Background:

The fiscal year of the Authority begins on July 1st of each year and end on the next succeeding June 30. Annually, the DDA Board of Directors elects a Chairperson, Vice-Chairperson, Secretary and Treasurer. The Secretary and Treasurer do not need to be members of the Board to serve in this office. The officers elected shall be for a term of one (1) year or until a successor is designated.

An email was sent to the DDA Board members to announce the scheduling of the election of officers for 2024. Current DDA Board Chair Shawn Riley has indicated he is interested in continuing to serve as Chair. DJ Boyd has indicated that he willing to serve as Vice Chair and Ryan McKindles has indicated that he is willing to remain as the Treasurer. The Secretary position is currently held by DDA staff Stacy Pearson. Stacy currently prepares the meeting minutes and staff would recommend that she remain the Secretary.

DDA staff will continue to compile a list of individuals interested in various positions and during the DDA January Board meeting we will accept additional names from the floor. The DDA Board will then vote on officers for 2024-25.

Members who have expressed interest:

Chair: Shawn Riley

Vice Chair: DJ Boyd

Treasury: Ryan McKindles

Secretary: Stacy Pearson

Prior to the February DDA meeting, the DDA Organization Committee, including DDA officers, will meet to review the final changes to the DDA bylaws and to review the committee structures, goals, projects, meeting schedule and composition of committee members. The group will make a recommendation back to the full board for action at the next meeting.



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Summer Music Series

Date: January 23, 2024

Background:

The DDA has been working with JAG Entertainment to produce the summer music series for many years. Over the past few years, the DDA has tried many configurations of the concert series including exclusively acoustic concerts, a mixture of acoustic and amplified stage concerts and exclusively stage concerts. In addition, the DDA has explored various options for the time and location of the scheduled concerts on Main and Center Streets. The changes to the concert series over the years were made for several reasons:

- The DDA rescheduled the stage bands from Friday nights to Saturday nights to avoid competition with neighboring communities for attendees. Plymouth, Wixom, Farmington all have their community concerts on Friday night. This will provide an alternate opportunity for concert attendees each weekend.
- The DDA made numerous tweaks to the dates, times, size, type of concerts in response to the impacts of the pandemic.

Last season, the line up for the concert series included stage concerts scheduled on the second and fourth Saturday nights in Town Square and acoustic music scheduled on Center Street on Friday nights and on Main Street the first and third Saturday nights. The total cost for last year's concert series was \$32,800.

Over the past few years there have been frequent requests for the DDA to return the concerts to the Town Square area and to schedule larger bands with a higher profile. Now that the pandemic is waning, the DDA staff has been reevaluating the concert series and is recommending that the concerts return to stage band concerts in Town Square. The stage bands will perform from 7 – 9 pm each Saturday night from May 25th through September 28th. The total cost of the proposed concert series for the summer of 2024 would be \$32,800. The major difference between last year's concert schedule and this year's schedule is the number of concerts. Last year's schedule included 28 acoustic concerts and 8 stage bands. This year's proposed schedule includes 16 stage bands and the Northville High School jazz band for a total of 17 concerts.

Last year the DDA saw an increase in the number of privately scheduled concerts. The music provided by downtown business owners added to the vitality of the downtown and helped the DDA create an active area and stretch its concert budget. At the conclusion of last year's concert series, City and DDA staff met to review the outdoor dining permits and privately scheduled concerts. Several changes will be made to this year's outdoor

permitting that will address live and amplified music that is located or projected outside the applicant's business.

Budget:

The attached contract (Attachment A) for the 2024 summer concert series totals \$32,800 which includes 16 stage bands at \$2,000 and the Northville Jazz Band at \$800 for a total of 17 concerts totaling \$32,800. JAG will provide talent acquisition, scheduling, event management and technical production.

Recommendation:

It is recommended that the DDA Board of Directors approve the attached contract (Attachment A) with JAG entertainment in the amount of \$32,800 to provide talent, sound equipment and management for the summer music series, and authorize the DDA Director to execute the contract on behalf of the DDA.



Northville DDA

“Saturday Concerts”

Concert in Town Square dates

May 25, (NHS jazz band)
 June 1,
 June 8,
 June 15,
 June 22,
 June 29
 July 6,
 July 13,

July 20,
 July 27
 August 10,
 August 17,
 August 24,
 August 31,
 September 7,
 September 14,
 September 28,

Included Services:

- Schedule creation
- Artist, Booking and Contracting
- Equipment rental
Sound/lighting
- Delivery
- On site labor.
Setup/operation/teardown of
equipment
- On site artist management.
- Artist payment services

- Insurance
- Prepare and deliver IRS 1099-NEC
forms

Production Fees per Event:

Town Square Concert: 16

NHS Jazz Concert: 1

Total summer concert costs: \$32,800

JAG Entertainment is an ideal partner for this program, as we provide “turn key” event production services. JAG Entertainment has been a partner in the Northville community, from their beginning in 2010. JAG has also been a partner with other community events created by the Chamber of Commerce and others in Northville.



Northville Saturday Night Concerts

This agreement is between the parties of JAG Entertainment (herein referred as JAG) and Northville Downtown Development Authority (herein referred to as CLIENT). This document has been created on 01-18-2024 to set terms of event production services for the Northville Saturday Night Concerts and provide a framework for the relationship between JAG and the CLIENT.

PROGRAMMING OVERVIEW

Town Square Saturday Concerts- concerts would be held from 7 to 9:00pm, on the stage in Town Square. These events will feature full band setup and artists that are generally know in Wayne and Oakland County.

JAG agrees that they will operate as an executive and technical producer of the event and will work thusly. Being that JAG is capable of providing turn-key services, it is agreed in this document, that JAG provide a complete package of talent acquisition, scheduling, event management and technical production.

AGREED PRODUCTION DATES:

Concert dates budget

May 25th June 1, 8, 15, 22, 29, July 6, 13, 20, 27 August 10, 17, 24, 31, September 7, 14, 28, 2024

RESPONSIBILITIES & SERVICES

ADMINISTRATIVE SERVICES:

Administrative event production services to be provided by JAG are as follows:

- All concert-event related booking, contract, and compensation services pertaining to the concert events described in this document.
- Creation of a schedule of performers for public release.
- Coordination of entertainers including registration, check-in, checkout, verification of technical requirements and compliance with local rules and ordinances.
- Supervision, execution and follow-through of entire event timeline.
- Coordination of technical production services including sound.



PRODUCTION SERVICES:

The technical and production-related services to be provided by JAG are as follows:

- Coordination of all production logistics for set-up, operation and strike of performance area.
- Electrical distribution (from CLIENT mains service) for each performance and demonstration area.
- General production support for entertainers and patrons at performance area.
- Sound reinforcement in performance area.

CLIENT RESPONSIBILITIES

CLIENT RESPONSIBILITIES:

The CLIENT will serve as a strong support mechanism to JAG's production capabilities and specific responsibilities of the CLIENT are as follows:

- Supporting the event in its goal to bring quality, sustainable entertainment to the local downtown area.
- The procurement of any CLIENT-required barriers, tenting, hardware, etc. used for non-concert activities.
- The procurement of electrical service that operates at the minimum requirements listed above.
- The handling of all city-related permitting and licensing for the event

AGREED PRODUCTION TIMELINE

The following list includes production elements that will be included in the event schedule.

PROPOSED TIMELINE OF OVERALL PRODUCTION PROCESS:

It is agreed that once this document is signed JAG will work to provide a list of potential performers for the Client to review. At this time the client can add or refuse any of the artists or groups, before any performance agreements are issued to artist(s) on the list. After the Client approves the list, JAG will book and contract the dates that are included in this agreement.



PROPOSED TIMLINE OF EVENT:

JAG will hereby provide the following items and services for the above proposed dates (see AGREED PRODUCTION DATES) between the times of:

- Saturday Town Square concerts 1 x “headlining act” performance package consisting of ARTIST (TBD) from 7:00pm to 9:00pm with one 15-minute break at approximately 8:00pm.

COMPENSATION AND PAYMENT

COMPENSATION:

The following payment schedule will be applied to the products and services detailed in this agreement.

- Producers’ fees and reimbursement for all above listed administrative, talent, production, and event closing services are \$32,800.

PAYMENT:

Payments will be divided into 4 payments equal to 25% (\$8200.00) of the total production charges. The first payment will be due no later than May 15th 2024. Payment two will be due no later than June 30, 2024. Payment three will be due no later than August 31, 2024. The final payment will be due on or before, September 30th 2024.

AGREEMENT TERMS

CONFIDENTIALITY:

CLIENT agrees to restrict access to information received from JAG to CLIENT, to members who need to know this information. CLIENT also agrees take any appropriate measures to guard nonpublic personal information, to protect the confidentiality and security of information shared by JAG pursuant to the agreement. CLIENT also agrees to promptly notify JAG, in the event that CLIENT is under the reasonable belief, that the integrity of the confidentiality of this information has been compromised. In the event that the CLIENT must disclose information pursuant to any federal, state or local law, they are permitted to do so.

TAXATION AND ACCOUNTING:

For purpose of taxation and accounting, JAG is hereby the executive producer of the event and is responsible for soliciting current State of Michigan W-9 forms and submitting 1099-MISC information to any and all independent contractors secured through the awarding of this agreement. Furthermore, JAG will expect and require



CLIENT to submit a 1099-MISC to JAG as a result of payment included in this agreement.

INDEMNIFICATION:

JAG agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the City of Northville, its employees, officials, agents, boards, council, and volunteers, from and against any and all claims, losses, liability, damages, costs and expenses, including reasonable attorneys' fees and defense costs, for or by reason of personal injury, including, but not limited to, bodily injury or death, and/or property damage, including, but not limited to, the loss of use thereof, arising from the negligent acts, errors, or omissions of the JAG, its agents, employees, or sub-consultants, but only to the degree of fault of JAG and/or its respective sub-consultants. The obligation of JAG to indemnify and hold harmless the Client shall survive and continue after final payment, completion of the work, and completion and/or termination of this Agreement. Nothing in this agreement to indemnify requires JAG to defend and/or indemnify the Client for damages arising out of bodily

injury to person or damage to property caused by or resulting from the negligence of the Client, its agents or employees or to any amount greater than the degree of fault of JAG and/or its sub-consultants.

Insurance: JAG, or any of their Sub consultants, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Northville. The requirements below should not be interpreted to limit the liability of JAG. All deductibles and SIR's are the responsibility of JAG.

JAG shall procure and maintain the following insurance coverage:

Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) exclusion, if applicable.



Additional Insured: Commercial General Liability as described above, shall include an endorsement stating the following shall be ***Additional Insureds:*** THE CITY OF NORTHVILLE, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Northville as additional insured, coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (The City Clerk, City of Northville, 215 West Main St., Northville, MI 48167).

Proof of Insurance Coverage: JAG shall provide the Client at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverage's expires during the term of this contract, JAG shall deliver renewal certificates and endorsements to the City of Northville at least ten (10) days prior to the expiration date.

INCLEMENT WEATHER CANCELLATION:

On the occasion of inclement weather during outdoor events, JAG will make every effort to carry out their contractual obligations as listed above. However, JAG reserves the right to cancel, delay or interrupt any event if JAG determines in good faith that their production is, or is likely to be, rendered impossible, hazardous, or is otherwise prevented or impaired due to inclement weather. Hereunder, it is understood that the decision to cancel any engagement due to weather conditions shall be made by JAG's representative at his/her sole discretion, and all events affected by inclement weather require full remuneration.



OTHER CANCELLATION

If the performance(s) hereunder is rendered impossible, hazardous or is otherwise prevented or impaired due to, Act(s) of God, riots, strikes, labor difficulties, accident interruption or epidemic/pandemic, earthquakes or any act or order of any public authority, and/or any other cause of event, similar or dissimilar, beyond Producer’s control, then Producer’s obligations with respect to the affected performance(s) shall be excused and the Client will not be responsible to pay for the cost of the band(s). The Client will be responsible to pay for cost incurred to date for the administration of the series which includes booking all of the bands and drawing up their contracts.

PARKING:

CLIENT agrees to provide adequate parking spaces as close as possible to the event location for either (1) full size equipment van with trailer and any other vehicles used to transport personnel and equipment to and from the venue. If parking is only available on the street, space must be blocked off prior to arrival and CLIENT shall obtain all police and/or municipal permits necessary to load-in from or park on the street. Equipment loading and parking area must be clear of vehicles prior to load in and must remain clear until load out is complete. This will include payment of any towing costs incurred as a result of CLIENT’s failure to comply with the terms of this paragraph.

ACCEPTANCE OF AGREEMENT

Upon finding products, services and deliverables acceptable to CLIENT as contained in this agreement, please sign and date the lines below to signify confirmation of this agreement.

It is recognized that this agreement has a total of seven (7) pages. Contracting and billing will commence upon receiving a copy of this agreement, signed by an authorized party employed by a representative for CLIENT

Signature of CLIENT

Date

Signature of JAG Entertainment

Date



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Streetlighting Purchase – Spring City Electrical

Date: January 23, 2024

Background:

The City's inventory of decorative street lighting poles and decorative luminaries has once again been depleted. There has been a number of recent accidents involving street lights and the City/DDA needs to replenish its inventory. Herwig Lighting, provided the DDA/City with street lightings beginning with the MainStreet '78 project. During the recent streetscape enhancement project in 2013, the DDA converted the Herwig High-Pressure Sodium luminaries to Induction lighting using a similar luminaire produced by Spring City. The DDA, working with DPW, has continued to replace the new lights along Center, East Main and in other areas with the Spring City luminaire. The new Spring City lights will be LED, compatible in color rendition.

Analysis:

The downtown street lights are aging and require more maintenance and replacement. In addition, the increased traffic on the side streets in downtown has led to more conflicts between cars/trucks and the lighting fixtures. As lights are being replaced, many are being installed further back from the curb to provide more of a buffer for the lights.

Budget:

The DDA has \$20,000 budget for purchase of street lighting in the 2023-24 budget. All of the funds budgeted this year have already been utilized for purchase of 5 lights authorized by the DDA and City Council in August 2023. The DDA is expecting delivery of the lights on March 15, 2024. The DDA currently has 8 poles that need to be replaced. DDA staff, working with DPW has requested a new estimate for an additional 5 poles and heads. The additional poles will be utilized as inventory to replace future poles.

Budget:

DDA is recommending that the Board approve the use of funds from the DDA's fund balance to purchase an additional 5 light poles and heads. The unit price per light fixture (head and pole) is currently estimated at \$4,470. The DDA staff will provide an amended quote at Tuesday's meeting. The DDA is also requesting to waive the bidding process as we are matching an existing fixture.

Recommendation:

DDA staff recommends that the Northville City Council approve the purchase of 5 Spring City Edgewater LED Luminaires with 5 Wayzata tapered fluted shaft poles for a total of \$22,350 and waive the bidding process to match existing lighting.



Project Quotation
 Sales@springcity.com
 Phone: (610) 948-4000

Page 1
Quote QUOTE- 44893

Date Monday, January 22, 2024
Revision
Rev Date Monday, January 22, 2024

PLEASE NOTE:Pricing is valid for orders entered within 30 days, and released within 60 days of quote

Project: Northville Downtown Assemblies 024042

Previous Drawing #: LP-34033

Quantity	Item Number	Unit Price	Ext. Price
5	LP-34033 ALMEDM-LE040-EVX-2G2-27-CR3-YHSP-FED-CU APSWZT-M1-10-12.00-6S-TN2.88-3.00-GFWI-CU	\$4,500	\$22,500

Total \$22,500

*** (Freight is prepaid and billed for orders under \$5,000).**

*** Tax Exempt Certificate or Reseller Certificate must be presented at time of order.**

* Based on current conditions, manufacturing lead time to shipment is estimated to be 14-16 weeks from receipt of an acceptable release

* Quotation is subject to approval as offered

* Any orders resulting from this quotation are subject to credit approval

*FOB shipping point]

*Anchor bolts included. Freight charges for preshipped anchor bolts will be prepaid and billed.]

*Standard terms and conditions of sale apply. Terms are net 30 ship date.]

*In the absence of written specs this offering is made subject to our standard production method]

*Spring City reserves the right to amend the quoted price should items and/or quantities change.

*

*Quotation includes poles.

*Quotation includes LED light source.

*Quotation includes fixtures.

Tracie Wolf



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: DDA Financial Discussion

Date: January 23, 2024

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Cost Allocation Plan - Implementation in FY25

	Total	Allocable	FY25 Overhead	FY25 Audit Fees	FY25 Direct IT Charges	FY25 Clear Rate Direct	FY25 Wages	Estimated FY25 Overhead and Labor Direct Charges	Increase	Plan for FY25 Budget	Subsidized by General Fund	Comments
MAJOR STREETS FUND (202)	36,076	36,076	24,690	2,940				27,630	8,446	36,076	-	
LOCAL STREETS FUND (203)	119,500	119,500	14,180	2,940				17,120	102,380	22,000	97,500	can increase if Act51 limitations allow
PARKING FUND (230)	37,000	37,000		736				736	36,264	-	37,000	
BROWNFIELD REDEVELOPMENT AUTHORITY (243)	300	300						-	300	300	0	
DOWNTOWN DEVELOPMENT AUTHORITY (248)	129,353	129,353	13,750	5,635	2,950	400		22,735	106,618	59,475	69,878	less street lighting; less direct; net increase + 10,000
PUBLIC IMPROVEMENT FUND (405)	17,019	17,019	11,670	2,450				14,120	2,899	17,019	-	
HOUSING COMMISSION FUND (535)	45,633	45,633	8,400	2,450				10,850	34,783	19,450	26,183	
WATER & SEWER FUND (592)	256,954	256,954	59,750	11,270			124,505	195,525	61,429	256,954	-	
REFUSE & RECYCLING FUND (596)	95,976	95,976	29,100	2,940			4,473	36,513	59,463	95,976	-	
EQUIPMENT FUND (661)	32,091	32,091						-	32,091	-	32,091	
Total Allocated Costs to Other Funds	875,448	769,903	161,540	31,361			128,978	325,229	444,674	507,249	262,653	



Future Meetings / Important Dates:

February 5, 22, 2024 City Council Meeting

February 6, 20, 2024– Planning Commission Meeting

February 7, 2024 - Board of Zoning Appeals

February 8, 2024 – Northville Community Awards Dinner

February 14, 2024 – Executive Committee Meeting

February 19, 2024 - City Hall Closed

February 21, 2024 – Historic District Commission Meeting

February 24, 2024 – Chillin in the 'Ville

February 26, 2024 – Sustainability Committee Meeting

February 27, 2024 – DDA Board Meeting