

**PA 57 Informational Meeting
of the Northville DDA
City Hall – Meeting Room A
215 West Main Street
December 17, 2019 – 8:00**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments
3. New Requirements of PA 57 – Lori Ward (Attachment 3)
4. Financial Overview – Lori Ward (Attachment 4)
5. DDA Goals and Objectives 2019 – 20 (Attachment 5)
 - a. Design Committee – DJ Boyd (Attachment 5.a)
 - b. Marketing Committee – Shawn Riley (Attachment 5.b)
 - c. Parking Committee – John Casey (Attachment 5.c)
 - d. Organizational Committee – DJ Boyd (Attachment 5.d)
 - e. Economic Development Committee – Aaron Cozart (Attachment 5.e)
6. Board and Staff Communications
7. Adjournment – Next Informational Meeting June 16, 2019

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

125.4910 Website; requirements.

Sec. 910. (1) Subject to subsection (5), each municipality that has created an authority or that creates an authority shall create a website or utilize the existing website of the municipality that is operated and regularly maintained with access to authority records and documents for the fiscal year beginning on the effective date of this act, including all of the following:

- (a) Minutes of all board meetings.
- (b) Annual budget, including encumbered and unencumbered fund balances.
- (c) Annual audits.
- (d) Currently adopted development plan, if not included in a tax increment financing plan.
- (e) Currently adopted tax increment finance plan, if currently capturing tax increment revenues.
- (f) Current authority staff contact information.
- (g) A listing of current contracts with a description of those contracts and other documents related to management of the authority and services provided to the authority.
- (h) An updated annual synopsis of activities of the authority. An updated synopsis of the activities of the authority includes all of the following, if any:
 - (i) For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides the following:
 - (A) The reasons for accumulating those funds and the uses for which those funds will be expended.
 - (B) A time frame when the fund will be expended.
 - (C) If any funds have not been expended within 10 years of their receipt, both of the following:
 - (I) The amount of those funds.
 - (II) A written explanation of why those funds have not been expended.
 - (ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
 - (iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.
 - (iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.
- (2) The requirements in subsection (1) are required for records and documents related to fiscal years as follows:
 - (a) For the fiscal year in which this act takes effect, the records and documents for that fiscal year.
 - (b) For the fiscal year 1 year following the effective date of this act, the records and documents for that fiscal year and the immediately preceding fiscal year.
 - (c) For the fiscal year 2 years following the effective date of this act, the records and documents for that fiscal year and the 2 immediately preceding fiscal years.
 - (d) For the fiscal year 3 years following the effective date of this act, the records and documents for the fiscal year and the 3 immediately preceding fiscal years.
 - (e) For the fiscal year 4 years following the effective date of this act and each subsequent fiscal year, the records and documents for the fiscal year and the 4 immediately preceding fiscal years.
- (3) The requirements of this section shall not take effect until 180 days after the end of an authority's current fiscal year as of the effective date of this act.
- (4) Each year, the board of an authority shall hold not fewer than 2 informational meetings. Notice of an informational meeting shall be posted on the municipality's or authority's website not less than 14 days before the date of the informational meeting. Not less than 14 days before the informational meeting, the board of an authority shall mail notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act. As an alternative to mailing notice of the informational meeting, the board of the authority may notify the clerk of the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act by electronic mail. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.
- (5) If the municipality creating an authority does not have an existing website and chooses not to create a website under subsection (1), the municipality shall maintain the records described in subsection (1) at a physical location within the municipality that is open to the public.

History: 2018, Act 57, Eff. Jan. 1, 2019.

RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)
Act 57 of 2018

125.4911 Capture of tax increment revenues; report by authority; contents; filing; compilation by department of treasury; submission to legislature; consultation with professional organizations.

Sec. 911. (1) Annually, on a form and in the manner prescribed by the department of treasury, an authority that is capturing tax increment revenues shall submit to the governing body of the municipality, the governing body of a taxing unit levying taxes subject to capture by an authority, and the department of treasury a report on the status of the tax increment financing account. However, an authority may submit by electronic means a report described in this subsection to the governing body of the municipality and the governing body of a taxing unit levying taxes subject to capture by the authority. The report shall include all of the following:

- (a) The name of the authority.
 - (b) The date the authority was formed, the date the tax increment financing plan is set to expire or terminate, and whether the tax increment financing plan expired during the immediately preceding fiscal year.
 - (c) The date the authority began capturing tax increment revenues.
 - (d) The current base year taxable value of the tax increment financing district.
 - (e) The unencumbered fund balance for the immediately preceding fiscal year.
 - (f) The encumbered fund balance for the immediately preceding fiscal year.
 - (g) The amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction.
 - (h) The amount in any bond reserve account.
 - (i) The amount and purpose of expenditures from the account.
 - (j) The amount of principal and interest on any outstanding bonded indebtedness.
 - (k) The initial assessed value of the development area or authority district by property tax classification.
 - (l) The captured assessed value retained by the authority by property tax classification.
 - (m) The tax increment revenues received for the immediately preceding fiscal year.
 - (n) Whether the authority amended its development plan or its tax increment financing plan within the immediately preceding fiscal year and if the authority amended either plan, a link to the current development plan or tax increment financing plan that was amended.
 - (o) Any additional information the governing body of the municipality or the department of treasury considers necessary.
- (2) The report described in subsection (1) shall be filed with the department of treasury at the same time as the annual financial report is filed with the department of treasury under section 4 of the uniform budgeting and accounting act, 1968 PA 2, MCL 141.424.
- (3) The department of treasury shall collect the reports described in subsection (1) and annually compile a combined report that summarizes the information reported in subsection (1) and annually submit a copy of that combined report to each member of the legislature.
- (4) The department of treasury shall consult with the professional organizations that represent municipalities in developing the reporting form described in subsection (1).
- (5) The department of treasury shall consult with the professional organizations described in subsection (4) and finalize and publish the form described in subsection (1) not later than 60 days after the effective date of this act.

History: 2018, Act 57, Eff. Jan. 1, 2019.

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 11/30/2019

% Fiscal Year Completed: 41.80

NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 11/30/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/19 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	688,553.00	688,553.00	626,082.26	0.00	62,470.74	90.93	
370-000-403.010	DDA OPERATING LEVY	60,209.00	60,209.00	56,811.65	46.21	3,397.35	94.36	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	34,143.93	0.00	(4,143.93)	113.81	
370-000-418.000	PROPERTY TAXES - OTHER	(2,500.00)	(2,500.00)	0.00	0.00	(2,500.00)	0.00	
PROPERTY TAXES		776,262.00	776,262.00	717,037.84	46.21	59,224.16	92.37	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	27,100.00	27,100.00	21,095.00	2,000.00	6,005.00	77.84	
GRANTS & OTHER LOCAL SOURCES		27,100.00	27,100.00	21,095.00	2,000.00	6,005.00	77.84	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	350.00	400.00	0.00	(50.00)	114.29	
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
MISCELLANEOUS REVENUES		350.00	550.00	400.00	0.00	150.00	72.73	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	2,138.78	0.00	361.22	85.55	
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	250.00	317.34	0.00	(67.34)	126.94	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	3,473.59	0.00	1,526.41	69.47	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(405.00)	1,090.69	0.00	(1,495.69)	(269.31)	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(127.66)	(29.65)	(472.34)	21.28	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(219.79)	(64.30)	(530.21)	29.31	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(291.00)	(180.01)	(40.76)	(110.99)	61.86	
370-000-664.700	CUSTODIAL FEES	0.00	0.00	(42.25)	0.00	42.25	100.00	
INTEREST		6,100.00	5,704.00	6,450.69	(134.71)	(746.69)	113.09	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608.00	343,208.00	0.00	0.00	343,208.00	0.00	
FUND BALANCE RESERVE		62,608.00	343,208.00	0.00	0.00	343,208.00	0.00	
Total Dept 000		872,420.00	1,152,824.00	744,983.53	1,911.50	407,840.47	64.62	
TOTAL REVENUES		872,420.00	1,152,824.00	744,983.53	1,911.50	407,840.47	64.62	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	6,331.77	4,511.11	6,918.23	47.79	
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	1,170.00	353.16	108.74	816.84	30.18	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	386.14	0.00	113.86	77.23	
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800.00	4,800.00	2,008.20	1,581.69	2,791.80	41.84	
370-753-967.000	FRINGE BENEFITS	14,355.00	14,355.00	6,507.72	4,517.37	7,847.28	45.33	
Total Dept 753 - DPW SERVICES		34,075.00	34,075.00	15,586.99	10,718.91	18,488.01	45.74	
Dept 861 - DESIGN COMMITTEE								

PERIOD ENDING 11/30/2019
% Fiscal Year Completed: 41.80
NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2019 NORM (ABNORM)	MONTH 11/30/19 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-861-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	7,254.84	2,816.12	9,345.16	43.70
370-861-710.000	WAGES - PART TIME	20,620.00	20,620.00	13,169.31	2,171.24	7,450.69	63.87
370-861-726.000	SUPPLIES	625.00	625.00	95.82	0.00	529.18	15.33
370-861-740.050	DOWNTOWN MATERIALS	20,900.00	20,900.00	2,621.35	2,410.78	18,278.65	12.54
370-861-751.000	FUEL & OIL	1,000.00	1,000.00	217.27	0.00	782.73	21.73
370-861-801.000	CONTRACTUAL SERVICES	25,730.00	25,730.00	8,317.25	1,154.75	17,412.75	32.33
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,676.50	0.00	1,073.50	60.96
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750.00	30,750.00	12,293.36	10,836.00	18,456.64	39.98
370-861-913.000	VEHICLE INSURANCE	360.00	360.00	356.00	89.00	4.00	98.89
370-861-920.010	ELECTRIC POWER	1,330.00	1,330.00	245.51	65.87	1,084.49	18.46
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	299.53	0.00	3,710.47	7.47
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	2,763.21	0.00	5,276.79	34.37
370-861-967.000	FRINGE BENEFITS	8,605.00	8,605.00	3,888.40	1,133.70	4,716.60	45.19
370-861-976.010	STREET FURNISHINGS	85,395.00	85,395.00	16,600.00	8,300.00	68,795.00	19.44
Total Dept 861 - DESIGN COMMITTEE		239,215.00	239,215.00	69,798.35	28,977.46	169,416.65	29.18
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	7,254.85	2,816.10	9,345.15	43.70
370-862-710.000	WAGES - PART TIME	15,080.00	15,080.00	5,165.59	1,556.24	9,914.41	34.25
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,300.00	20,786.00	0.00	11,514.00	64.35
370-862-785.000	BUSINESS RETENTION PROGRAM	1,910.00	1,910.00	0.00	0.00	1,910.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	69,000.00	69,000.00	33,209.88	8,296.85	35,790.12	48.13
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	639.98	124.99	200.02	76.19
370-862-967.000	FRINGE BENEFITS	7,745.00	7,745.00	3,269.23	1,086.19	4,475.77	42.21
Total Dept 862 - MARKETING		143,625.00	143,625.00	70,325.53	13,880.37	73,299.47	48.96
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,300.00	3,627.49	1,408.07	4,672.51	43.70
370-863-710.000	WAGES - PART TIME	1,510.00	1,510.00	516.60	155.63	993.40	34.21
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	25,000.00	0.00	25,000.00	50.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620.00	394,134.00	45,210.00	0.00	348,924.00	11.47
370-863-967.000	FRINGE BENEFITS	3,405.00	3,405.00	1,474.72	494.93	1,930.28	43.31
Total Dept 863 - PARKING		178,885.00	457,399.00	75,828.81	2,058.63	381,570.19	16.58
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	9,068.56	3,520.09	11,681.44	43.70
370-864-710.000	WAGES - PART TIME	7,540.00	7,540.00	2,582.78	778.13	4,957.22	34.25
370-864-726.000	SUPPLIES	1,150.00	1,150.00	627.63	0.00	522.37	54.58
370-864-730.000	POSTAGE	100.00	100.00	3.25	0.00	96.75	3.25
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	0.00	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	980.00	2,080.00	2,532.50	154.90	(452.50)	121.75
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	3,110.49	1,027.99	(110.49)	103.68
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	2,875.00	0.00	1,995.00	59.03
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,635.00	327.14	73.24	1,307.86	20.01
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	5,000.00	3,848.00	962.00	1,152.00	76.96

PERIOD ENDING 11/30/2019
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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-920.000	UTILITIES	1,420.00	1,420.00	574.00	101.12		846.00	40.42
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,340.00	1,290.00	255.00		50.00	96.27
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	175.00	0.00		1,225.00	12.50
370-864-967.000	FRINGE BENEFITS	8,805.00	8,805.00	3,866.74	1,285.16		4,938.26	43.92
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	6,050.00	0.00		6,050.00	50.00
Total Dept 864 - ORGANIZATIONAL		69,365.00	71,255.00	36,996.11	8,157.63		34,258.89	51.92
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	9,068.41	3,520.10		11,681.59	43.70
370-865-710.000	WAGES - PART TIME	3,020.00	3,020.00	1,033.12	311.26		1,986.88	34.21
370-865-726.000	SUPPLIES	200.00	200.00	0.00	0.00		200.00	0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00		1,000.00	0.00
370-865-967.000	FRINGE BENEFITS	8,455.00	8,455.00	3,666.52	1,231.14		4,788.48	43.37
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	33,425.00	13,768.05	5,062.50		19,656.95	41.19
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830.00	173,830.00	14,415.00	0.00		159,415.00	8.29
Total Dept 945 - DEBT SERVICE		173,830.00	173,830.00	14,415.00	0.00		159,415.00	8.29
TOTAL EXPENDITURES		872,420.00	1,152,824.00	296,718.84	68,855.50		856,105.16	25.74
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	1,152,824.00	744,983.53	1,911.50		407,840.47	64.62
TOTAL EXPENDITURES		872,420.00	1,152,824.00	296,718.84	68,855.50		856,105.16	25.74
NET OF REVENUES & EXPENDITURES		0.00	0.00	448,264.69	(66,944.00)		(448,264.69)	100.00
BEG. FUND BALANCE		472,307.69	472,307.69	472,307.69				
END FUND BALANCE		472,307.69	472,307.69	920,572.38				

Northville Downtown Development Authority FY 2019-20 Goals and Objectives

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

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

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

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

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



Design Committee Updates 2019 – 20

Entranceway Signs

The Design Committee, working with the City of Northville will oversee the development and installation of new wayfinding signs for the City of Northville. In addition, the Design Committee will be working with Bizzell Design on a new brand and graphic package for the DDA and new entranceway signs for the City. The Committee has met twice on the project and should have a recommendation to bring to the DDA at their January Meeting.

Newspaper Racks

The newspaper racks have been installed on the east end of 120 W. Main Street. The old unit was removed and scrapped. The new rack holds 6 publications including Metro Times, Metro Parent, The Ville and several real estate publications. Commercial Grounds Services, the DDA landscape contractor, is currently preparing a design to landscape the area surrounding the racks.

Bench Sponsorship Project

The DDA has revived a sponsorship program for downtown benches and authorized the purchase. Ten new benches have been ordered and 8 have already been sponsored. The first five benches have been installed. The cost of the bench sponsorship is \$2,000.

North Center Street Alley

A draft, perpetual easement agreement was executed between the City of Northville and the property owners at 134 N. Center Street (Rebecca's Restaurant). The agreement will make the alley open to the public in perpetuity in exchange for the DDA providing financial assistance to renovate the alley and make it handicapped and ADA accessible. The old paving was removed and new concrete paving was installed in the alley north of the building. A new set of steps have been installed at the east end of the ramp to provide a connection between the parking lot and the alleyway. Handrails remain to be installed this month.

Downtown Mural

The Design Committee is working with a downtown building owner to install a mural to the downtown. The mural will have a horse racing theme and will be fabricated and installed with a heat system similar to the Village Workshop.

Fire Pits

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

Bike Racks and Hoops

New single hoop bike racks, multi-hoop bike racks and an on-street bike will be installed this year to replace old racks and to add new racks to underserved areas.

New Business Directory

A new business directory with a walking map and list of special events will be added to the north end of the Comerica Community Connection. The design will be compatible with the new wayfinding signage. The existing 2 directories will be redesigned to match in the future.

Cross Street Banners

New cross street banners will be installed to provide information regarding upcoming events in Northville.

New High Efficiency Lights

The DDA will complete the conversion of HPS lights to induction lighting. There are approximately 80 lights that still need to be retrofitted. The DDA received a retrofit kit this week that DPW will install. This will allow the DDA to approve the look and function of the kit before purchasing all 80.

Adoption of Streetscape Design Guidelines

DDA drafted Streetscape Design Guidelines will be presented to the Planning Commission for adoption.



Marketing Committee Updates 2019 – 20

Brand Development

The Marketing Committee, working with the Design Committee will oversee the development of a new brand and graphic package for the DDA. Two meetings have been held with the designer.

Update DDA Website

Public Act 57 became effective in January of 2019. The DDA has until the end of the calendar year to update its website and comply with all of the new requirements for posting information. In conjunction with the new content, the appearance and function of the website will also be upgrading using the new brand development.

Print Marketing and Advertising

The DDA will continue to produce a bi-monthly newsletter, *The Northville Times*, bi-monthly event cards, and monthly print ads promoting downtown Northville.

Promote Town Square

The Design Committee will continue to promote the active use of Town Square and other downtown gathering spaces for events and passive use.

Special Event Review

A subcommittee of the Marketing Committee has been formed to review special events that require street closures in the downtown. The subcommittee is made up of event organizers, residents, merchants and restaurant owners. The goal of the committee is to develop a list of criteria to evaluate applications that require street closures. The committee will also review additional venues to provide more choices for the event organizers.

Outdoor Art

A subcommittee of the Marketing Committee has been formed to recommend permanent locations for the installation of two outdoor pieces of art – a sculpture entitled Leaves of Grass and an American Bell. The group has met and prepared a list of 6-8 sites to consider for a spring installation. DDA staff will review the sites and determine if they are adequate to accommodate the art.



Parking Committee Updates 2019 – 20

Parking Occupancy Counts

Continue occupancy counts with Police Department and resume daytime counts with Public Works or DDA staff.

Parking Deck and Lot Repairs

Implement capital improvement projects for City's two parking decks and begin the development of the 20 year maintenance plans. Coordination with adjacent property owners is required.

Parking Lot Lighting

Conversion of HPS parking lot lighting to more energy efficient Induction or LED lighting.

Parking Requirements

Encourage the review of the current parking requirements outlined in the Zoning Ordinance.

Electric Car Charging Stations

Continue to review the usage of the EV stations for possible expansion of the program to other areas. Evaluate the use/removal of the two Main Street future locations.



Organization Committee Updates 2019 – 20

Goals and Objectives

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

DDA Budget

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

Quarterly Budget Amendments

Working with the City's Finance Department to prepare and present quarterly budget amendments to the DDA Board.

Annual Joint Planning Committee Meeting

Spearhead the planning of annual meeting of the DDA, Planning Commission, City Council, Historic District Commission, and Board of Zoning Appeals to discuss project of common interest.



Economic Development Committee Updates 2019 – 20

Review and Update of Master Plan

Work with the Planning Commission to review and update the City's Master Plan and sub-area plans including the Race Track, Cady Street, and South Center areas. Public meetings have been scheduled and a public participation plan has been devised. The plan will be presented to the Planning Commission at their December 17th meeting.

Post Office

Review potential Post Office location for possible expansion.

Review and Comment on new Development Projects

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

Review Tools and Incentive

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

Arts and Creative Industries Master Plan

Discuss whether to move forward with development of an Arts and Creative Industries Master Plan.