



**Meeting of the DDA Board of Directors
March 16, 2021 - 8:00 a.m.**

The meeting will be held via video conference in compliance with the Open Meetings Act. Members of the public body and members of the public participating electronically will be considered present at the meeting and may participate as if physically present at the meeting. A personal zoom invitation will be sent to each DDA Board member in advance of the DDA Board meeting and again the morning of the meeting. The public link for the DDA meeting on March 16, 2021 at 8:00 am is <https://us02web.zoom.us/j/89182335216>, to join by phone: 1-312-626-6799, Meeting ID: 891 8233 5216.

Log in Instructions, Meeting Rules and Tips are available on the City's website at this link:

<https://www.ci.northville.mi.us/cms/one.aspx?portalid=11895963&pageid=13505469#hdcc> OR from the main Home page, click on the Government tab, then Agendas and Minutes, scroll to the City Council section of the webpage, and scroll down to the link for this meeting. "Zoom Webinar User Guide for City of Northville Public" is also available on this website page.

AGENDA

1. Call to Order – Shawn Riley
 - Roll Call
2. Audience Comments (3 - minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. February Financial Statement (Attachment 4.a)
 - b. February Invoice Report (Attachment 4.b)
 - c. February 16, 2021 Meeting Minutes (Attachment 4.c)
5. Landscape Contract Bid Results (Attachment 5)
6. DDA 2021-22 Budget
 - a. Line Item Detail (Attachment 6.a)
 - b. Narrative (Attachment 6.b)

7. Committee Information and Updates
 - a. Design Committee – DJ Boyd
 - b. Marketing Committee – Lori Ward (Attachment 7.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – Aaron Cozart
 - f. Sustainability Committee – Dave Gutman

8. Future Meetings / Important Dates
 - a. Economic Development Committee – March 18, 2021
 - b. Sustainability Committee Meetings – March 24, 2021
 - c. Marketing Committee Meeting – April 1, 2021
 - d. Design Committee Meeting – TBD
 - e. Executive Committee Meeting – April 14, 2021
 - f. DDA Board Meeting – April 20, 2021
 - g. Parking Committee – TBD
 - h. Parking Credit Subcommittee Meeting - TBD

9. Board and Staff Communications
 - March 26 – Presentation to MDA Conference
 - April 6 – Presentation to Rotary Club

10. Adjournment – Next Meeting – March 16, 2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 02/28/2021

FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2021 (NORMAL (ABNORMAL))	MONTH 02/28/2021 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
370-000-403.000	CURRENT PROPERTY TAXES	733,158.00	733,041.38	0.00	116.62	99.98
370-000-403.010	DDA OPERATING LEVY	61,415.00	59,582.45	1,147.81	1,832.55	97.02
370-000-403.020	CAPTURE REDUCTION DUE TO 2604 STATE RPT	0.00	0.00	0.00	0.00	0.00
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	34,092.00	34,092.20	0.00	(0.20)	100.00
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED	0.00	0.00	0.00	0.00	0.00
370-000-417.020	RESERVE- PERS PROP TAX APPEALS	0.00	0.00	0.00	0.00	0.00
370-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	133.89	(9.76)	(1,133.89)	(13.39)
370-000-476.090	NEWSPAPER RACK REGISTRATION FEES	0.00	0.00	0.00	0.00	0.00
370-000-476.130	OUTDOOR DINING/RETAIL PERMIT FEES	0.00	1,598.25	1,598.25	(1,598.25)	100.00
370-000-528.000	OTHER FEDERAL GRANTS	19,008.00	20,212.05	0.00	(1,204.05)	106.33
370-000-586.000	PRIVATE CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	0.00	0.00
370-000-586.020	SPONSORSHIPS	25,000.00	16,400.00	0.00	8,600.00	65.60
370-000-586.080	DONATIONS/SPONSORSHIPS	270,430.00	113,100.00	14,000.00	157,330.00	41.82
370-000-592.020	FINANCING PROCEEDS	0.00	0.00	0.00	0.00	0.00
370-000-659.110	RENTS-SHORT TERM	0.00	0.00	0.00	0.00	0.00
370-000-660.060	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	15.00	15.42	0.00	(0.42)	102.80
370-000-664.190	INTEREST - MI CLASS 1 DIST	100.00	42.42	3.51	57.58	42.42
370-000-664.200	LONG TERM INVESTMENT EARNINGS	6,000.00	4,008.34	0.00	1,991.66	66.81
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(304.64)	0.00	304.64	100.00
370-000-664.400	INVESTMENT POOL BANK FEES	(100.00)	(12.86)	0.00	(87.14)	12.86
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(336.75)	(54.38)	(413.25)	44.90
370-000-664.600	BANK LOCKBOX FEES	(550.00)	(46.62)	(2.56)	(503.38)	8.48
370-000-664.700	CUSTODIAL FEES	(130.00)	(65.62)	0.00	(64.38)	50.48
370-000-666.000	MISCELLANEOUS REVENUE	200.00	0.00	0.00	200.00	0.00
370-000-666.090	FACADE GRANT PROGRAM	0.00	0.00	0.00	0.00	0.00
370-000-667.000	INSURANCE PROCEEDS	4,422.00	4,422.30	0.00	(0.30)	100.01
370-000-673.000	GAIN ON DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00	0.00
370-000-687.010	MMRMA DISTRIBUTION	0.00	0.00	0.00	0.00	0.00
370-000-695.070	SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	0.00
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	48,420.00	0.00	0.00	48,420.00	0.00
370-000-699.030	OPER TSFR FROM PUBLIC IMPROV	0.00	0.00	0.00	0.00	0.00
370-000-699.060	OPER TRFR FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
370-000-699.250	O/T FROM DOWNTOWN DEV CONSTRUCTION FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 000		1,199,730.00	985,882.21	16,682.87	213,847.79	82.18
TOTAL REVENUES		1,199,730.00	985,882.21	16,682.87	213,847.79	82.18
Expenditures						
Dept 753 - DPW SERVICES						
370-753-706.000	WAGES - REGULAR FULL TIME	13,740.00	8,035.32	537.32	5,704.68	58.48
370-753-707.000	WAGES - REGULAR OVERTIME	1,185.00	489.60	0.00	695.40	41.32
370-753-939.000	AUTOMOTIVE SERVICE	535.00	916.74	0.00	(381.74)	171.35
370-753-943.000	EQUIPMENT RENTAL - CITY	10,600.00	9,777.50	121.90	822.50	92.24
370-753-956.000	CONTINGENCIES	0.00	0.00	0.00	0.00	0.00
370-753-967.000	FRINGE BENEFITS	14,595.00	7,618.30	446.53	6,976.70	52.20
370-753-967.090	RETIREE HEALTHCARE COSTS	0.00	0.00	0.00	0.00	0.00
Total Dept 753 - DPW SERVICES		40,655.00	26,837.46	1,105.75	13,817.54	66.01

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 02/01/2021 - 02/28/2021
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-726.000	SUPPLIES	LORI WARD	REIMBURSE LIGHTERS FOR FIRE PITS	1222021	02/24/21	11.66	115213
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322532048778	21221	02/24/21	26.98	115211
370-861-801.000	CONTRACTUAL SERVICES	STATE OF MICHIGAN	BOILER INSPECTION COMERICA PASS THR	BLR450127	02/10/21	130.00	115040
370-861-801.000	CONTRACTUAL SERVICES	DUFF UNIVERSAL LIFE SO	GARBAGE AND CLEAN UP	7592	02/10/21	225.00	115121
370-861-801.000	CONTRACTUAL SERVICES	DUFF UNIVERSAL LIFE SO	GARBAGE AND CLEAN UP	7661	02/10/21	185.00	115121
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	020821	02/10/21	299.00	500430
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	021721	03/10/21	299.00	500434
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE INTERNET	021721	02/24/21	286.07	115192
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY IN TOWN SQUARE	A-61297	02/10/21	185.00	115076
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY IN TOWN SQUARE	A-61208	02/10/21	185.00	115076
370-861-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 1/15/21 - 02/15/21	021521	03/10/21	101.64	115248
370-861-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRICAL CHARGES 1/15/21 - 2/15/2	021521	02/24/21	3,078.40	115201
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 1/13/21 2/10/21	021021	03/10/21	2,718.29	500433
370-861-977.000	CAPITAL OUTLAY	UP2GO INTERNATIONAL LL	HEAT IN THE STREET STANDS AND PODS	IS-2021-NVDDA-HI'	02/24/21	68,564.40	115238
Total For Dept 861 DESIGN COMMITTEE						76,295.44	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	BEGONIA BROTHERS	SKELETONS ARE ALIVE EXPENSES	10863	02/24/21	4,140.00	115205
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	HEAT IN THE STREET SPONSORSHIP PART	2257	02/24/21	575.00	115217
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	3-2021	02/24/21	2,000.00	115180
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MONTHLY MAIL CHIMP	020221	02/24/21	35.99	115213
Total For Dept 862 MARKETING						6,750.99	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	CARLISLE-WORTMAN ASSOC	DDA SURVEY STREET CLOSURES	2159572	02/10/21	595.00	115075
370-864-801.190	TECHNOLOGY SUPPORT & SERV	CARLISLE-WORTMAN ASSOC	JAN 2021 ELECTRONIC MEETINGS	2159573	02/24/21	639.98	115209
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE WIFI	021621	02/24/21	88.40	115193
370-864-801.190	TECHNOLOGY SUPPORT & SERV	3PLAY MEDIA INC	CLOSED CAPTIONING - JAN 2021	100892	02/24/21	148.52	115236
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	REAL ESTATE LEGAL FEES - NOV 20	122673	02/10/21	464.00	115098
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	REAL ESTATE LEGAL FEES - DEC 2020	123069	02/10/21	736.00	115098
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	020821	02/10/21	32.97	500430
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	021721	03/10/21	32.97	500434
Total For Dept 864 ORGANIZATIONAL						2,737.84	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						85,784.27	

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		AMENDED BUDGET	NORMAL	02/28/2021 (ABNORMAL)	MONTH 02/28/2021 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Dept 860 - BUSINESS MIX COMMITTEE								
370-860-706.000	WAGES - REGULAR FULL TIME	0.00		0.00	0.00		0.00	0.00
370-860-802.200	CONTRACTED PLANNING SERVICES	0.00		0.00	0.00		0.00	0.00
370-860-967.000	FRINGE BENEFITS	0.00		0.00	0.00		0.00	0.00
Total Dept 860 - BUSINESS MIX COMMITTEE		0.00		0.00	0.00		0.00	0.00
Dept 861 - DESIGN COMMITTEE								
370-861-706.000	WAGES - REGULAR FULL TIME	16,845.00		11,026.86	1,249.60		5,818.14	65.46
370-861-707.000	WAGES - REGULAR OVERTIME	0.00		0.00	0.00		0.00	0.00
370-861-710.000	WAGES - PART TIME	31,185.00		24,672.44	1,101.26		6,512.56	79.12
370-861-726.000	SUPPLIES	575.00		131.48	11.66		443.52	22.87
370-861-740.050	DOWNTOWN MATERIALS	37,300.00		23,218.30	26.98		14,081.70	62.25
370-861-751.000	FUEL & OIL	500.00		101.73	0.00		398.27	20.35
370-861-801.000	CONTRACTUAL SERVICES	51,230.00		13,115.15	1,125.07		38,114.85	25.60
370-861-801.160	RESTROOM PROGRAM	3,750.00		3,189.50	370.00		560.50	85.05
370-861-801.900	SIDEWALK REPAIRS	0.00		0.00	0.00		0.00	0.00
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,000.00		0.00	0.00		2,000.00	0.00
370-861-802.200	CONTRACTED PLANNING SERVICES	0.00		0.00	0.00		0.00	0.00
370-861-802.300	CONTRACTED MARKETING SERVICES	0.00		0.00	0.00		0.00	0.00
370-861-803.200	PLANNING & DESIGN STUDIES	0.00		0.00	0.00		0.00	0.00
370-861-803.490	TOWN SQUARE PROJECT	0.00		0.00	0.00		0.00	0.00
370-861-803.550	DOWNTOWN SIDEWALK & LANDSCAPE REPL. PROJ	0.00		0.00	0.00		0.00	0.00
370-861-803.580	COMERICA COMMUNITY CONNECTION	0.00		0.00	0.00		0.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	0.00		0.00	0.00		0.00	0.00
370-861-803.810	ALLEYWAY IMPROVEMENTS	0.00		0.00	0.00		0.00	0.00
370-861-803.930	COMERICA COECTION EXHIBIT	0.00		0.00	0.00		0.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	28,810.00		16,328.86	0.00		12,481.14	56.68
370-861-913.000	VEHICLE INSURANCE	385.00		385.00	0.00		0.00	100.00
370-861-920.010	ELECTRIC POWER	4,360.00		680.02	101.64		3,679.98	15.60
370-861-920.020	NATURAL GAS	4,090.00		3,676.55	0.00		413.45	89.89
370-861-920.030	WATER & SEWER SERVICE	8,440.00		2,264.84	0.00		6,175.16	26.83
370-861-943.000	EQUIPMENT RENTAL - CITY	0.00		0.00	0.00		0.00	0.00
370-861-950.220	OPER TFR TO MAJOR STREET FUND	0.00		0.00	0.00		0.00	0.00
370-861-950.460	OPER TFR TO PUBLIC IMPROVEMENT	0.00		0.00	0.00		0.00	0.00
370-861-967.000	FRINGE BENEFITS	10,490.00		6,735.58	643.15		3,754.42	64.21
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00		1,000.00	0.00		(1,000.00)	100.00
370-861-976.010	STREET FURNISHINGS	17,825.00		5,297.47	0.00		12,527.53	29.72
370-861-977.000	CAPITAL OUTLAY	300,430.00		141,064.40	68,564.40		159,365.60	46.95
370-861-984.000	GIS SERVICES	0.00		0.00	0.00		0.00	0.00
Total Dept 861 - DESIGN COMMITTEE		518,215.00		252,888.18	73,193.76		265,326.82	48.80
Dept 862 - MARKETING								
370-862-706.000	WAGES - REGULAR FULL TIME	16,845.00		11,027.02	1,249.60		5,817.98	65.46
370-862-710.000	WAGES - PART TIME	19,325.00		10,036.24	1,366.20		9,288.76	51.93
370-862-726.000	SUPPLIES	150.00		0.00	0.00		150.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	54,500.00		38,073.50	4,715.00		16,426.50	69.86
370-862-784.010	MARKETING	0.00		0.00	0.00		0.00	0.00
370-862-785.000	BUSINESS RETENTION PROGRAM	2,660.00		0.00	0.00		2,660.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,450.00		41,193.45	2,000.00		24,256.55	62.94
370-862-801.340	WEB SITE MAINTENANCE	900.00		702.92	35.99		197.08	78.10
370-862-802.200	CONTRACTED PLANNING SERVICES	0.00		0.00	0.00		0.00	0.00

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		AMENDED BUDGET	02/28/2021 (NORMAL (ABNORMAL))	MONTH 02/28/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
370-862-802.300	CONTRACTED MARKETING SERVICES	0.00	0.00	0.00	0.00	0.00
370-862-950.050	O/T TO PARKS & RECREATION	0.00	0.00	0.00	0.00	0.00
370-862-967.000	FRINGE BENEFITS	8,500.00	5,250.91	644.60	3,249.09	61.78
Total Dept 862 - MARKETING		168,330.00	106,284.04	10,011.39	62,045.96	63.14
Dept 863 - PARKING						
370-863-706.000	WAGES - REGULAR FULL TIME	8,425.00	5,513.53	624.81	2,911.47	65.44
370-863-710.000	WAGES - PART TIME	1,935.00	1,003.61	136.61	931.39	51.87
370-863-726.000	SUPPLIES	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	500.00	90.00	0.00	410.00	18.00
370-863-801.000	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
370-863-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	0.00	0.00	0.00	0.00
370-863-801.930	PARKING STRUCTURE MAINTENANCE	0.00	0.00	0.00	0.00	0.00
370-863-802.200	CONTRACTED PLANNING SERVICES	0.00	0.00	0.00	0.00	0.00
370-863-802.300	CONTRACTED MARKETING SERVICES	0.00	0.00	0.00	0.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	37,500.00	0.00	12,500.00	75.00
370-863-950.260	OPER TFR TO PARKING FUND	118,220.00	88,665.00	0.00	29,555.00	75.00
370-863-967.000	FRINGE BENEFITS	3,655.00	2,315.14	280.05	1,339.86	63.34
370-863-977.160	PARKING EXPANSION	0.00	0.00	0.00	0.00	0.00
Total Dept 863 - PARKING		182,785.00	135,087.28	1,041.47	47,697.72	73.91
Dept 864 - ORGANIZATIONAL						
370-864-706.000	WAGES - REGULAR FULL TIME	21,055.00	13,783.66	1,561.99	7,271.34	65.47
370-864-710.000	WAGES - PART TIME	9,665.00	5,018.06	683.09	4,646.94	51.92
370-864-726.000	SUPPLIES	850.00	637.78	0.00	212.22	75.03
370-864-730.000	POSTAGE	100.00	0.00	0.00	100.00	0.00
370-864-731.000	PUBLICATIONS	65.00	130.04	0.00	(65.04)	200.06
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	3,785.00	6,315.36	1,471.90	(2,530.36)	166.85
370-864-801.450	DDA BOUNDARY EXPANSION	0.00	0.00	0.00	0.00	0.00
370-864-802.010	LEGAL SERVICES - GENERAL	3,500.00	4,291.50	1,200.00	(791.50)	122.61
370-864-802.200	CONTRACTED PLANNING SERVICES	0.00	0.00	0.00	0.00	0.00
370-864-802.300	CONTRACTED MARKETING SERVICES	0.00	0.00	0.00	0.00	0.00
370-864-805.000	AUDITING SERVICES	4,965.00	4,961.00	0.00	4.00	99.92
370-864-900.000	PRINTING & PUBLISHING	1,315.00	2,091.79	0.00	(776.79)	159.07
370-864-910.000	LIABILITY & PROPERTY INS POOL	6,175.00	3,797.00	0.00	2,378.00	61.49
370-864-917.000	WORKMEN'S COMP INSURANCE	0.00	0.00	0.00	0.00	0.00
370-864-920.000	UTILITIES	1,420.00	863.76	107.97	556.24	60.83
370-864-950.330	OPER TSFR TO INSURANCE RETENTION FUND	0.00	0.00	0.00	0.00	0.00
370-864-956.000	CONTINGENCIES	2,980.00	0.00	0.00	2,980.00	0.00
370-864-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	0.00	0.00	100.00
370-864-960.000	EDUCATION & TRAINING	1,250.00	75.00	0.00	1,175.00	6.00
370-864-967.000	FRINGE BENEFITS	9,505.00	6,108.09	743.46	3,396.91	64.26
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,710.00	9,532.50	0.00	3,177.50	75.00
Total Dept 864 - ORGANIZATIONAL		80,735.00	59,000.54	5,768.41	21,734.46	73.08
Dept 865 - ECONOMIC DEVELOPMENT						
370-865-706.000	WAGES - REGULAR FULL TIME	21,055.00	13,783.47	1,562.00	7,271.53	65.46
370-865-710.000	WAGES - PART TIME	3,865.00	2,007.23	273.24	1,857.77	51.93
370-865-726.000	SUPPLIES	200.00	0.00	0.00	200.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 02/28/2021

FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2021 NORMAL (ABNORMAL)	MONTH 02/28/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 371 - DDA DEBT SERVICE FUND						
Revenues						
Dept 000						
371-000-660.060	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
371-000-664.000	INTEREST - COMERICA INVESTMENT POOL	0.00	0.00	0.00	0.00	0.00
371-000-666.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
371-000-672.190	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
371-000-672.210	SPECIAL ASSESSMENT - INTEREST	0.00	0.00	0.00	0.00	0.00
371-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	0.00	0.00	0.00	0.00
371-000-699.070	OPERATING TRNSFR FROM DDA FUND	174,335.00	12,167.50	0.00	162,167.50	6.98
371-000-699.250	O/T FROM DOWNTOWN DEV CONSTRUCTION FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 000		174,335.00	12,167.50	0.00	162,167.50	6.98
TOTAL REVENUES		174,335.00	12,167.50	0.00	162,167.50	6.98
Expenditures						
Dept 923 - ADMINISTRATION & RECORDS						
371-923-990.020	BOND/NOTE INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
371-923-990.030	PAYING AGENT FEES/BOND EXPENSE	0.00	0.00	0.00	0.00	0.00
371-923-990.040	BOND/NOTE PRINCIPAL EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 923 - ADMINISTRATION & RECORDS		0.00	0.00	0.00	0.00	0.00
Dept 945 - DEBT SERVICE						
371-945-990.020	BOND/NOTE INTEREST EXPENSE	24,335.00	12,167.50	0.00	12,167.50	50.00
371-945-990.030	PAYING AGENT FEES/BOND EXPENSE	0.00	0.00	0.00	0.00	0.00
371-945-990.040	BOND/NOTE PRINCIPAL EXPENSE	150,000.00	0.00	0.00	150,000.00	0.00
371-945-990.050	AMORTIZATION OF BOND DISCOUNT	0.00	0.00	0.00	0.00	0.00
371-945-990.060	AMORTIZATION OF BOND CLOSING COSTS	0.00	0.00	0.00	0.00	0.00
Total Dept 945 - DEBT SERVICE		174,335.00	12,167.50	0.00	162,167.50	6.98
Dept 997 - RESERVE ACCOUNTS						
371-997-999.000	UNALLOCATED RESERVE	0.00	0.00	0.00	0.00	0.00
Total Dept 997 - RESERVE ACCOUNTS		0.00	0.00	0.00	0.00	0.00
Dept 999 - RESERVE ACCOUNTS						
371-999-999.000	UNALLOCATED RESERVE	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		174,335.00	12,167.50	0.00	162,167.50	6.98
Fund 371 - DDA DEBT SERVICE FUND:						
TOTAL REVENUES		174,335.00	12,167.50	0.00	162,167.50	6.98
TOTAL EXPENDITURES		174,335.00	12,167.50	0.00	162,167.50	6.98

DOWNTOWN DEVELOPMENT AUTHORITY
Special Meeting of the DDA Board
February 16, 2021
Zoom Meeting

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

ROLL CALL

Present: *Mayor Brian Turnbull (Bolusia County, FL), DJ Boyd, Margene Buckhave, John Casey (Collier County, FL), Jim Long (Sarasota County, FL), Greg Presley, Mary Starring*

Absent: *Carolann Ayers, Patrick Sullivan, Aaron Cozart, Ryan McKindles, Shawn Riley*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Marilyn Price/City Council, Dave Gutman/Resident, Barbara Morowski-Brown/City Council, Anna Mary Lee Vollick/Resident*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by Turnbull, seconded by Starring to approve the Agenda and Consent Agenda. **Motion carries unanimously.**

ELECTION OF OFFICERS

Ward said that the DDA bylaws requires the Board to elect officers every year. This is normally done in January but because there was such a full agenda last month it was postponed until February.

An email was sent to the DDA Board members to announce the scheduling of the election of officers for 2021. Current DDA Board Chair Shawn Riley has indicated he is interested in continuing to serve as Chair. John Casey has indicated that he also is interested in continuing to serve as Vice Chair. Carolann Ayers reached out to notify staff that she will be stepping down as Treasurer. The current Secretary position is held by DDA staff member Jeri Johnson. Ward stated that the Treasurer position on the Board is an honorarium position since we have a paid finance director at the City that handles all our budget transactions.

Ward asked if there are any additional nominations from the audience. Long questioned how long Casey and Riley have been in their officer positions. Ward said she believes 3 or 4 years. Long believes officer positions should change after a term so nominated Boyd for Chair. Boyd was grateful for the nomination but declined because of other outside responsibilities. Buckhave then nominated Boyd to be the Treasurer and he again declined. Turnbull nominated McKindles to be the Treasurer. Ward will follow up with McKindles since he was not present at the meeting.

The new slate of officers for 2021:

Chair – Shawn Riley

Vice Chair – John Casey

Treasurer - Ryan McKindles

Secretary – Jeri Johnson

Motion by Long, seconded by Starring to approve the 2021 slate of DDA Board Officers. **Motion carries unanimously.**

PARKING CREDIT MORATORIUM UPDATE

Casey said the Parking Credit Committee is recommending that a parking study be initiated, however, because of the pandemic any counts collected at this time would most likely provide false data. Also, there is no DDA funding for a parking study at this time. The group has decided to continue meeting to discuss a variety of topics pertaining to parking in the downtown. Ward has agreed to reach out to other communities to see how they handle overnight parking in their lots. Casey suggested there could possibly be a cap of 15% for overnight parking in the lots so Northville doesn't have issues develop like Royal Oak. Ward said the Board does not need to take any action but the moratorium will expire on February 21st.

SPECIAL EVENT APPLICATION

Ward presented the draft of the new outdoor dining permit. The changes were highlighted in red on the application. One of the additions to the application is the existing City ordinance per Sec. 74-175 (d) "no food or beverages shall be consumed by a patron at a sidewalk café unless the person is seated at a table". This is required for safety purposes during the pandemic so there is no overcrowding in the individual restaurants outdoor dining area. Even so, this City ordinance was in existence before the pandemic. Long raised the question who would be responsible to enforce this rule. Ward said because the DDA holds the special event application the DDA has been told that they would be responsible to enforce. Presley asked Turnbull if the Social District is going to remain a special event solely responsible by the DDA. Turnbull said the City Council is looking at how we move forward with the Social District with more of a shared responsibility between the DDA and the City. This would eliminate the need to have a special event application. Buckhave suggested the existing City ordinance (Sec. 74-155 (d)) should be included in the application. If an individual restaurant does not want to comply then they could possibly be given a citation by the police. Ward says there has

been ample communication with the business owners about the requirements and she does not want anyone to lose their liquor license by not complying.

Ward also added questions to the application concerning whether the restaurant is part of the Social District or have an additional outdoor bar license. Ward said there is a line added to the application about outdoor structures and fire pits. Beginning March 1st if a restaurant wants to utilize an outdoor fire pit, it must be propane. The reason for the change to propane were related to problems of smoke and ash getting into retail stores and damaging merchandise. Ward said that the fees for outdoor dining have increased due to the expansion of the outdoor dining areas and the extension of the outdoor dining for 12 full months. The DDA will utilize a portion of the revenue generated from the outdoor dining permits to manage the Social District and street closures. Previously these funds were collected and utilized by the City. Businesses can choose an 8-month or 12-month permit.

Motion by Boyd, seconded by Starring to approve the changes made to the Special Event Application. **Motion carries unanimously.**

DRAFT DDA BUDGET 2021

Ward stated that the Assessor will have more definitive revenue figures for the budget after the March 10th Board of Review, so this will just be a preliminary discussion of the DDA budget. The number one priority of the DDA this year has been to support the local business community and this will remain the priority this upcoming fiscal year.

Ward said on the revenue side there will be an increase in TIF revenue from new real estate development projects and property/building sales, additional grant funding, Stand rental fees, a portion of the increased outdoor dining application fees. There also could be a contribution from the City's General/Public Improvement Funds. Ward said the DDA could also look at refinancing the bonds that are set to expire in 2025 since interest rates are currently very low.

Ward said there will be several new expenditures for the DDA this year. The DDA will be adding a year-round grounds keeper to maintain the Social District. Ward also said there would be an additional part time employee hired to do misc. clerical work. That position would free up Johnson's time to do more Marketing and Communications for the downtown which is more her skill set. The DDA has had additional expenses incurred with the use of Zoom technology and year-round porta potties. Ward said the DDA has put many of the downtown physical improvements on hold till after the pandemic is over to conserve funds.

Ward said the DDA right now contributes \$50,000 to the City for street lighting. The City plans to contract with ERC to convert all the street lights to LED so this would eliminate the DDA's contribution, creating a very big cost savings. The DDA is also exploring using ERC for the downtown street lights.

RECOMMENDED CHANGES TO THE CITY'S FEE SCHEDULE

Ward said the DDA Board needs to approve the increase in the fee structure for outdoor dining and retail merchandising. These changes will go before City Council tonight for approval. Outdoor dining with no alcohol service would increase from \$ 0.85/sq ft to \$1/sq ft for the 8-month permit and \$0.85/sq ft to \$1.50 for a 12-month permit. Outdoor dining with alcohol service would increase from \$1.25/sq ft to \$1.50/sq ft for the 8-month permit and \$1.25/sq ft to \$2.25/sq ft for a 12-month permit. Permanent structures on City Property would increase from \$1.85/sq ft to \$2.00/sq ft for the 8-month permit and \$1.85/sq ft to \$3.00/sq ft for the 12month permit.

In addition, through the Special Event License which is the vehicle for the street closures, the City has allowed retail establishments to merchandise and sell products on City sidewalks and rights-of-way. DDA staff is recommending that any retailer that is allowed to place merchandise outdoors be charged the same rate as the outdoor dining with no alcohol service, which is proposed for \$1/sq ft for an 8-month permit and \$1.50/sq ft for a 12-month period.

Buckhave expressed concern that the increased fees are not very significant. Casey said it was a balancing act between generating more revenue for the DDA and continuing to help the businesses recover their COVID -19 losses. Ward said many of the restaurants have increased their square footage for outdoor dining and will also increase the number of months they will be utilizing their outdoor space.

Motion by Boyd, seconded by Starring to approve the increased outdoor dining fees and establish a new fee for outdoor retail merchandising. **Motion carries unanimously.**

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee:*
None
- b. *Marketing Committee:*
None
- c. *Parking Committee:*
None
- d. *Organizational Committee:*
None
- e. *Economic Development Committee:*
None

BOARD AND STAFF COMMUNICATIONS

Ward thanked the Board and sponsors for attending the Heat in the Street celebration.

The next DDA Board meeting is scheduled for March 16, 2021.

Motion by Turnbull, seconded by Buckhave to adjourn the DDA Board meeting.
Motion carried unanimously.

Meeting adjourned at 9:11 am

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



To: DDA Board of Directors
From: Lori M. Ward, Executive Director
Subject: Professional Service Contract – 2021-22 Downtown Planting Project
Date: March 16, 2021

Background:

The DDA has been working with the same landscape contractor for the past 8 years, Commercial Grounds Services. In February, the DDA was notified that they would not be asking to extend the contract with the DDA. They will be installing the spring plantings in early April and the new contractor, once identified, will take over beginning in May with the summer plantings. DDA staff released a Request for Qualifications (RFQ) for Landscaping Services in late February 2021. DDA staff posted the RFQ on MITN (Michigan Intergovernmental Trade Network), an online vendor solicitation platform and contacted area vendors directly. The RFQ contained a list of more than two dozen common plants, shrubs, and trees as well as labor and design services. The response date was March 12, 2021. Two proposals were received: Begonia Brothers and Landscape Design and Associates. A selection of a single preferred vendor, based on personnel, qualifications, similar work, and unit prices will be awarded for the year.

Analysis:

The DDA seeks to establish a contract with one vendor, which accommodates a range of landscape services as needed throughout the year. Work done for the DDA will be based on the unit prices submitted. In the event that a plant is not included on the initial unit price list, the price will be negotiated with the preferred vendor. This practice will maximize efficiency, cost and project management.

DDA staff vetted both submissions upon public opening on March 12th. After careful consideration, DDA staff recommends awarding the contract to Begonia Brothers of Northville, MI (Attachment A). This firm has successfully completed DDA planting and maintenance projects for the Northville DDA for over ten years, including various services such as hardscape repair, holiday décor, hedging trimming, Christmas light replacement. The DDA has had a long-term partnership with Begonia Brothers with our Skeletons are Alive project that has grown from a dozen skeletons the first year to over 120 today. In addition, Begonia Brothers has experience working with municipalities, malls, and Home Owners Associations throughout Michigan. The pricing proposed by

Begonia Brothers was considerably lower than of the cost of the other bidder, Landscape Design and Associates.

The RFQ, insurance requirements, indemnification language, and contract have been approved by both the City Attorney and MMRMA multiple times. The Term of the contract is one year (Attachment B), with the right to renew for up to 3 additional one-year terms if the DDA is satisfied with the quality, cost and timeliness of the work.

Budget:

The unit costs increased this year by an average of \$2/plant. The cost of the plant includes labor, which is where the cost increase comes from. Staff knew going in to the solicitation for qualifications that the pricing would increase and has budgeted an additional \$4,000 this year. The DDA budget for landscape services in 2021-22 is \$32,310 under line item 370.861.850.00, titled, "Landscape Maintenance". The unit prices for plant material provided by Begonia Brothers will be utilized for individual project budgets.

Recommendation:

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

Begonia Brothers Outdoor Services

2021-22 Downtown Northville Planting Program

City Clerk Office

215 West Main Street

Northville, MI 48167

Due Date: 3/12 -10am deadline

**City of Northville, Michigan
Downtown Development Authority
Request for Qualifications
Professional Design and Installation Services
for
2021-22 DOWNTOWN PLANTING PROGRAM**

**BID DATE
March 12, 2021
10:00 AM**

This RFQ Package includes the following documents:

**Request for Qualifications
Instructions to Contractors
General Information and Requirements
Proposal Format
Contract Agreement
Insurance and Indemnity Requirements
Terms and Conditions**

Begonia Brothers History

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

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

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

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

Personnel

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

Related Experience and References

- 1) **Wayne County Airport Authority- Metro Airport seasonal planter installations**
Includes during a typical season four change outs, mobile watering sessions and plant upkeep. Serviced as often as every other day during the dry season.
Contact info: Angela Dominczyk - angela.Dominczyk@wcaa.us
- 2) **Kalamazoo Downtown Partnership- Halloween decor and Holiday Lighting**
Decorating for Halloween and Christmas as well as seasonal lighting from late winter-summer. Contact info: Sue huggett-shuggett@downtownkalamazoo.org
- 3). **Levis Commons Mall-Seasonal Planters, Halloween decor, holiday lighting and winter marketing program**-Contact Info: Allison Schroeder 419-344-2988

Related Experience Continued (local relevant flower accounts)

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

UNIT PRICE FORM

The City of Northville Downtown Development Authority (DDA) is seeking skilled Contractors to provide qualifications and unit prices for a Downtown Planting Program. These prices and qualifications shall be used to determine a contract for professional services for 2021-22. There are four annual planting projects: spring, summer, fall and winter. The projects include Northville Town Square with 9 large planters along the road, 3 large bowl planters at the fountain, the clock tower, and several in ground beds. In addition to the annual plantings each year, the selected contractor will assist the DDA in identified projects including hedge trimming, perennial installations, mulching, tree and plant material replacement and other projects identified by the DDA. The first project under contract shall be the Downtown Summer planting, installed the week of May 24, weather pending.

Plant material shall be selected for maximum seasonal impact: full, healthy and established. The selected Contractor will meet with the DDA to review images and confirm understanding of project. Any/all substitutions must be approved by Lori Ward, DDA Director. The pricing should itemize cost for materials, including removal and disposal of existing plant material (if necessary), soil augmentation, and installation of new plant material for the following:

Unit Estimates

Quantity	Item	Description	Price Each
1	Service and Materials	18" Boxwood installed	67
1	Service and Materials	1 gallon Vinca installed	15 NOTE: \$69 IN 24 count
1	Service and Materials	1 yard of Topsoil installed	65
1	Service and Materials	1 yard Premium Hardwood Mulch DOUBLE CUT	59

BEST PRICED OPTION

1	Service and Materials	Proven Winners Lantana "Black Cherry" installed	5 TO 45
1	Service and Materials	1 gallon Purple Fountain Grass installed	15
1	Service and Materials	10" Mum	13 2gallon SPUNT POTS - VERY FULL MUMS
1	Service and Materials	1 gallon Ornamental Kale	11 - 1.5 gallon
1	Service and Materials	1 gallon Butterfly Weed (Asclepias)	20
1	Service and Materials	1 gallon Lamium	16
1	Service and Materials	1 gallon Hosta	12 TO 21
1	Service (Hourly Rate)	Landscape Design/ Landscape Architectural Professional Services	60
1	Service (Hourly Rate)	Plant Material Watering	45

1	Service and Materials	1 gallon Black-Eyed Susan	15
1	Service and Materials	1 gallon Purple Coral Bells	15
1	Service and Materials	1 gallon Coneflower	16 Purple
1	Service and Materials	1 gallon Pennisetum Grass	19
1	Service and Materials	1 gallon Salvia installed	16
1	Service and Materials	18" - 24" Dense Yew installed	78 BeB or 5 gallon
1	Service and Materials	1 gallon Sedum installed	15 MOST VARIETIES
1	Service and Materials	1 - 3 gallon Knock Out Rose installed	43
1	Service and Materials	Proven Winners Supertunia Grande "Citrus Blend" installed	5 TO 45 PER FT DEPENDS ON SIZE OF CONTAINER

Included are general current insurance certs.

Adding the additional insured will be done if proposal is accepted and a new copy provided to client

**AGREEMENT FOR PROFESSIONAL SERVICES
PLANTING VENDOR CONTRACT**

THIS AGREEMENT made and entered into this _____ day of _____, 2021, by and between Commercial Grounds Services hereinafter called the “Contractor” and the City of Northville/DDA, hereinafter called the “Owner” or the “City”.

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

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

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

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

ARTICLE IV – TERMS – The terms of this contract shall be for the period of 1 year with the ability to renew the contract for three (3) additional one (1) year terms.

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

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

Attest: _____ CONTRACTOR
By: _____

_____ Title: _____

Attest: _____ CITY OF NORTHVILLE/DDA
By: _____

_____ Title: _____

City of Northville																		
Line Item Budget Worksheet - Details of Supplies, Services and Charge			12000															
FY2021-22 Budget																		
Department:	Downtown Development Authority	Account Number																
Activity:	Revenues	Fund #	Activity #															
Prepared By:	Lori Ward	370	Revenues															
Account #	Classification & Description	2018-19 Actual		2019-20 Actual		2020-21 Projected		2021-22 Proposed		2022-23 Proposed		2023-24 Proposed		2024-25 Proposed				
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total			
370-000-403.00	Current Property Taxes		670,195		729,072		734,234		769,414		783,881		798,656		813,745			
	Captured - non streets (2% each year)	670,195		705,038		710,737		746,387		761,315		776,541		792,072				
	Captured - restricted for street improvements			24,034		23,497		23,027		22,566		22,115		21,673				
	drop library capture starting FY26																	
370-000-403.01	DDA Operating Levy		58,180		59,529		61,487		64,025		65,990		67,310		68,655			
	1.8158 mills	58,180		59,529		61,487		64,025		65,990		67,310		68,655				
	1% each year FY23-FY25	-		-		-		-		-		-		-				
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss		32,041		34,144		34,092		34,000		34,000		34,000		34,000			
	Local Community Stablization Share	32,041		34,144		34,092		34,000		34,000		34,000		34,000				
370-000-417.00	Delinquent Personal Property Taxes	851	851	346	346													
370-000-418.00	Property Taxes - Other		14		1		(500)		(500)		(500)		(500)		(500)			
	Reserve - Tax Appeals	14		1		(500)		(500)		(500)		(500)		(500)				
Total Taxes		761,281	761,281	823,092	823,092	829,313	829,313	866,939	866,939	883,371	883,371	899,466	899,466	915,900	915,900			
370-000-528.00	Other Federal Grants						20,212		20,212									
	Oakland County Cares Act - Covid supplies					20,212												
370-000-586.02	Sponsorships		7,953		33,215		20,000		30,000		40,000		40,000		40,000			
	Skeletons Are Alive	7,053		9,215				10,000		10,000		10,000		10,000				
	Wednesday Night Concerts	900																
	Friday Concerts					10,000		15,000		25,000		25,000		25,000				
	Other	-																
	Benches	-		24,000		10,000												
	Christmas							5,000		5,000		5,000		5,000				
370-000-586.08	Sponsorships - Heat in the Street					270,430	270,430		3,000		3,000		3,000		3,000			
						270,430		3,000		3,000		3,000		3,000				
370-000-659.11	Rent Revenue		800		400		-		-		500		500		500			
	Rental of Town Square	800		400		-				500		500		500				
370-000-666.00	Misc Revenue		1,182		291		200		18,200		200		200		200			
	Change in fountain	-		291		200		200		200		200		200				
	Surplus Disposal	1,182																
	Charges for Outdoor Dining and Retail Permits							18,000										
370-000-667.00	Insurance Proceeds	7,427	7,427	11,327	11,327	4,422	4,422		-		-		-		-			
370-000-673.00	Gain on Disposal of Assets	-	-	-	-	-	-		-		-		-		-			
370-000-687.01	MMRMA Distribution	4,601	4,601															

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge			12000												
FY2021-22 Budget															
Department:	Downtown Development Authority	Account Number													
Activity:	Revenues	Fund #	Activity #												
Prepared By:	Lori Ward	370	Revenues												
		2018-19 Actual		2019-20 Actual		2020-21 Projected		2021-22 Proposed		2022-23 Proposed		2023-24 Proposed		2024-25 Proposed	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
Misc Revenue		21,963	21,963	45,233	45,233	315,264	315,264	51,200	51,200	43,700	43,700	43,700	43,700	43,700	43,700

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge			12000												
FY2021-22 Budget															
Department:	Downtown Development Authority	Account Number													
Activity:	Revenues	Fund #	Activity #												
Prepared By:	Lori Ward	370	Revenues												
Account #	Classification & Description	2018-19 Actual		2019-20 Actual		2020-21 Projected		2021-22 Proposed		2022-23 Proposed		2023-24 Proposed		2024-25 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-664.00	Investment Earnings - Short Term	4,754	4,754	4,146	4,146	15	15	-	-	-	-	-	-	-	-
370-000-664.19	Investment Earnings - Long Term MI Class	887	887	732	732	75	75	75	75	75	75	75	75	75	75
370-000-664.20	Investment Earnings - Long Term	7,448	7,448	9,017	9,017	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
370-000-664.30	Unrealized Market Change	6,712	6,712	5,083	5,083	-	-	-	-	-	-	-	-	-	-
370-000-664.40	Investment Pool Bank Fees	(366)	(366)	(386)	(386)	(13)	(13)	-	-	-	-	-	-	-	-
370-000-664.50	Investment Advisory Fees	(526)	(526)	(663)	(663)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)	(600)
370-000-664.60	Bank Lockbox Fees	(380)	(380)	(485)	(485)	(44)	(44)	-	-	-	-	-	-	-	-
370-000-664.70	Custodial Fees	(80)	(80)	(128)	(128)	(125)	(125)	(125)	(125)	(125)	(125)	(125)	(125)	(125)	(125)
Net Investment Earnings		18,449	18,449	17,316	17,316	7,308	7,308	7,350	7,350	7,350	7,350	7,350	7,350	7,350	7,350
Total		801,693	801,693	885,641	885,641	1,151,885	1,151,885	925,489	925,489	934,421	934,421	950,516	950,516	966,950	966,950
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									-19.65%		0.97%		1.72%		1.73%
	Total Expenditures	733,363	733,363	1,061,398	1,061,398	1,194,944	1,194,944	888,285	888,285	883,765	883,765	888,045	888,045	899,241	899,241
	Total Revenues	801,693	801,693	885,641	885,641	1,151,885	1,151,885	925,489	925,489	934,421	934,421	950,516	950,516	966,950	966,950
	Use of (Increase to) Fund Balance	(68,330)	(68,330)	175,757	175,757	43,059	43,059	(37,204)	(37,204)	(50,656)	(50,656)	(62,471)	(62,471)	(67,709)	(67,709)
	Difference - should be zero	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Beginning Fund Balance (unassigned)			437,410		261,653		218,594		255,798		306,454		368,925	
	Projected Ending Fund Balance (unassigned) *	437,410		261,653		218,594		255,798		306,454		368,925		436,634	
	Fund Balance as a % of expenditures	60%		25%		18%		29%		35%		42%		49%	
	restricted for street improvements			24,034		47,531		70,558		93,124		115,239		136,912	
	unrestricted fund balance			237,619		171,063		185,240		213,330		253,686		299,722	
				261,653		218,594		255,798		306,454		368,925		436,634	

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Se															
FY2021-22 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	DPW Services		Fund #	Activity #											
Prepared By:	Lori Ward		370	753											
Account #	Classification & Description	2018-19 Actual		2019-20 Actual		2020-21 Projected		2021-22 Proposed		2022-23 Proposed		2023-24 Proposed		2024-25 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-753-706	Wages and Salaries - Full Time (1)		11,198		10,276		13,740		13,740		13,740		13,740		13,740
	DPW Staff (full time)	11,198		10,276		13,740		13,740		13,740		13,740		13,740	
370-753-707	Wages - Regular Overtime (DPW)		616		353		1,185		1,185		1,185		1,185		1,185
		616		353		1,185		1,185		1,185		1,185		1,185	
370-753-939	Automotive Service		549		394		917		500		500		500		500
	Vehicle Repair	549		394		917		500		500		500		500	
370-753-943	Equipment Rental		4,337		3,863		10,600		10,215		10,235		10,250		10,265
	DPW Equipment	4,337		3,863		5,205		4,800		4,800		4,800		4,800	
	Streetsweeper Contribution			-		5,395		5,415		5,435		5,450		5,465	
370-753-967	Fringe Benefits (1)		11,796		10,578		14,595		14,595		14,595		14,595		14,595
	DPW	11,796		10,578		14,595		14,595		14,595		14,595		14,595	
Total		28,496	28,496	25,464	25,464	41,037	41,037	40,235	40,235	40,255	40,255	40,270	40,270	40,285	40,285
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									-1.95%		0.05%		0.04%		0.04%

City of Northville															
Item Budget Worksheet - Details of Supplies, Services and Cha															
FY2021-22 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Design			Fund #	Activity #										
Prepared By:	Lori Ward			370	861										
Account #	Classification & Description	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Projected Amount	2020-21 Projected Total	2021-22 Proposed Amount	2021-22 Proposed Total	2022-23 Proposed Amount	2022-23 Proposed Total	2023-24 Proposed Amount	2023-24 Proposed Total	2024-25 Proposed Amount	2024-25 Proposed Total
	Fountain Repair	-		3,980		500		500		500		500		500	
	Pavillion Repair			-											
	Survey Work	558		1,323		-		-		-		-		-	
	Wireless Mic for Town Square	1,703		-											
	Window Cleaning - CCC			85		300		300		300		300		300	
	Boiler Start UP			212		250		250		250		250		250	
	Expand Sound System														
370-861-801.16	Public Restroom Program		2,134		1,916		4,322		4,000		2,750		2,750		2,750
	Porta Potty rental (\$430/mo)	2,134		1,916		2,750		4,000		2,750		2,750		2,750	
	Special Event Use	-		-		1,572				-		-		-	
370-861-801.94	Brick Repair & Maintenance		-		-		-		2,000		2,000		2,000		2,000
	Downtown	-		-				2,000		2,000		2,000		2,000	
370-861-803.59	Signage and Markers Projects		-		-		-		-		-		-		-
	Downtown Wayfinding Project	-		-		-		-		-		-		-	
	Historic Markers			-											
	Mural Project			-											
	Non Motorized Trail Project			-											
				-											
370-861-803.81	Alleyway Improvements				15,000										
	Rebeccas			15,000											
	Orin's Alley														
370-861-850.00	Landscape Maintenance & Materials		23,182		27,880		30,810		32,310		32,810		32,810		32,810
	Annuals & perennials	18,986		25,266		20,000		22,000		22,000		22,000		22,000	
	Landscape Replacement	1,150		-		5,000		3,000		5,000		5,000		5,000	
	Tree Maintenance and Replacement	-		-		1,500		3,000		1,500		1,500		1,500	
	Trim and Mulch	802		314		2,000		2,000		2,000		2,000		2,000	
	Beautification Commission Plantings	2,199		2,300		2,250		2,250		2,250		2,250		2,250	
	Fall Décor Packet	45		-		60		60		60		60		60	
	Misc.	-		-		-		-		-		-		-	
370-861-913.00	Vehicle Insurance		346		356		385		400		410		420		430
	MMRMA	346		356		385		400		410		420		430	
370-861-920.01	Electrical Service (127 E Main)		826		5,798		5,360		5,390		5,500		5,610		5,720
	Town Square & Walkway	2,218		813		1,360		1,390		1,420		1,450		1,480	
	EV Charging	(1,392)		4,985		4,000		4,000		4,080		4,160		4,240	
370-861-920.02	Natural Gas Service		7,878		8,907		8,090		8,250		8,410		8,580		8,750
	Heat Melt System & Fire Pits - Town Square	7,878		-		7,510		7,660		7,810		7,970		8,130	
	Walkway	-		8,907		580		590		600		610		620	
370-861-920.03	Water and Sewer Service		4,398		6,590		8,440		8,860		9,300		9,760		10,240
	Town Square, 120 W Main, Hutton Park	4,398		6,590		8,110		8,520		8,950		9,400		9,870	
	Walkway	-		-		330		340		350		360		370	
370-861-967	Fringe Benefits (1)		7,046		6,822		10,540		11,525		11,700		11,880		11,970
		7,046		6,822		10,540		11,525		11,700		11,880		11,970	

City of Northville															
Item Budget Worksheet - Details of Supplies, Services and Cha															
FY2021-22 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Design		Fund #	Activity #											
Prepared By:	Lori Ward		370	861											
Account #	Classification & Description	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Projected Amount	2020-21 Projected Total	2021-22 Proposed Amount	2021-22 Proposed Total	2022-23 Proposed Amount	2022-23 Proposed Total	2023-24 Proposed Amount	2023-24 Proposed Total	2024-25 Proposed Amount	2024-25 Proposed Total
370-861-973	Capital Outlay < \$5,000		1,500				1,000								
	purchase truck from DPW	1,500		-											
	Snow Box					1,000									

City of Northville															
Item Budget Worksheet - Details of Supplies, Services and Cha															
FY2021-22 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Design			Fund #	Activity #										
Prepared By:	Lori Ward			370	861										
Account #	Classification & Description	2018-19	Actual	2019-20	Actual	2020-21	Projected	2021-22	Proposed	2022-23	Proposed	2023-24	Proposed	2024-25	Proposed
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-976.01	Street Furnishings		20,727		57,069		22,325		10,700		9,000		9,000		9,000
	Bike Racks	-		-		2,500									
	Newsrack	1,038		-											
	Signage - Directory	-		-				-		-		-		-	
	Light Fixture Replacement	14,820		19,978		8,000		8,000		8,000		8,000		8,000	
	Light Fixture Conversion			188											
	Umbrella	300		4,348		3,000				1,000		1,000		1,000	
	Furniture/Benches	-		16,600		6,640									
	Town Square Decorative Lighting	-		-											
	Festoon Lighting over Roads	-		-											
	Flags	4,556		-											
	Cross Street Banners			-											
	Trash Receptacles					2,185									
	Table and Chairs			2,655											
	Banner Brackets			1,500											
	Fire Pit														
	Lighting Repair			11,800											
	Misc.	13													
370-861-977.00	Street Furnishings						300,430								
	Heat in the Street					300,430									
Total		145,522	145,522	212,090	212,090	514,167	514,167	204,290	204,290	201,730	201,730	203,190	203,190	206,360	206,360
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									-60.27%		-1.25%		0.72%		1.56%

City of Northville															
e Item Budget Worksheet - Details of Supplies, Services and Char															
FY2021-22 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Marketing & Business Mix		Fund #	Activity #											
Prepared By:	Lori Ward		370	862											
Account #	Classification & Description	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Projected Amount	2020-21 Projected Total	2021-22 Proposed Amount	2021-22 Proposed Total	2022-23 Proposed Amount	2022-23 Proposed Total	2023-24 Proposed Amount	2023-24 Proposed Total	2024-25 Proposed Amount	2024-25 Proposed Total
370-862-706.00	Wages and Salaries - Full Time (1)		16,108		16,738		17,125		17,590		18,030		18,485		18,715
	Director -30%	16,108		16,738		17,125		17,590		18,030		18,485		18,715	
370-862-710.00	Wages and Salaries - Part Time		3,053		13,461		19,615		14,595		14,960		15,335		15,530
	part time staff - reduced to 21 hrs/week	3,053		13,461		19,615		14,595		14,960		15,335		15,530	
370-862-726.00	Supplies		50		9		100		100		100		100		100
	Meeting Supplies, refreshments	50		9		100		100		100		100		100	
370-862-784.00	Downtown Programming & Promotions		41,380		35,505		48,140		50,000		50,000		50,000		50,000
	Northville Chamber of Commerce	5,240		11,550				5,000		5,000		5,000		5,000	
	Friday Night Concerts	10,842		4,374		36,000		25,000		25,000		25,000		25,000	
	Wednesday Night Concerts	7,000		3,000		-		-							
	Buy Michigan Now Festival	3,000		2,500											
	Party in the Ville	1,000		-											
	NCBA	511		-				1,000		1,000		1,000		1,000	
	Skeletons are Alive	10,108		10,524		10,140		12,000		12,000		12,000		12,000	
	Tunes on Tuesday	1,930				2,000		2,000		2,000		2,000		2,000	
	Christmas	1,510		2,130				5,000		5,000		5,000		5,000	
	Misc	239		1,427											
370-862-785.00	Business Retention Program		-		-		2,750		750		2,750		750		2,750
	Walking Map	-		-		2,000				2,000				2,000	
	Restaurant Guide	-				750		750		750		750		750	
370-862-801.00	Contractual Services		57,028		59,731		60,450		60,000		52,500		52,500		52,500
	Graphic Design	6,086		6,561		7,250		9,000		6,000		6,000		6,000	
	Logo and Branding Development	-		2,500											
	Newsletter	-		-				1,500		1,500		1,500		1,500	
	IMJ Communications	24,100		24,000		24,000		24,000		24,000		24,000		24,000	
	Print	16,570		15,175		17,000		17,000		17,000		17,000		17,000	
	Internet/Social Media	-		200		2,000		2,000		2,000		2,000		2,000	
	Video/Photography	-		-		2,000		2,000		2,000		2,000		2,000	
	Event Cards and Posters	4,387		4,726											
	Event Directory	2,821		2,589											
	Event Planning	1,100		-											
	Band	1,500		-											
	Restaurant Guides	370		-											
	Signs	94		1,622											
	Event Panels	-		-		3,500		2,500							
	Sign Printing					4,000		2,000							
	Branding					700									
	BMI fees	-		358											
370-862-801.34	Web Site		720		940		4,400		900		900		900		900
	Accunet	420		420		420		420		420		420		420	
	Website Redesign	-		-		3,500									
	Mail Chimp	300		520		480		480		480		480		480	
370-862-967.00	Fringe Benefits (1)		6,007		6,218		8,330		8,125		8,245		8,370		8,435
	Per Finance Department	6,007		6,218		8,330		8,125		8,245		8,370		8,435	
Total		124,346	124,346	132,602	132,602	160,910	160,910	152,060	152,060	147,485	147,485	146,440	146,440	148,930	148,930
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									-5.50%		-3.01%		-0.71%		1.70%

City of Northville																
Line Item Budget Worksheet - Details of Supplies, Services and Ch																
FY2021-22 Budget																
Department:	Downtown Development Authority		Account Number													
Activity:	Parking		Fund #	Activity #												
Prepared By:	Lori Ward		370	863												
			2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed	2022-23 Proposed	2023-24 Proposed	2024-25 Proposed							
Account #	Classification & Description		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-863-706	Wages and Salaries - Full Time (1)			8,089		8,369		8,565		8,795		9,015		9,240		9,355
	Director - 10%		8,089		8,369		8,565		8,795		9,015		9,240		9,355	
370-863-710	Wages and Salaries - Part Time			305		1,346		1,965		1,460		1,495		1,535		1,555
	part time staff - reduced to 21 hrs/week		305		1,346		1,965		1,460		1,495		1,535		1,555	
370-863-726	Supplies			-		-		50		50		50		50		50
	Meeting Supplies		-		-		50		50		50		50		50	
370-863-786	Downtown Parking Program			250		-		500		-		500		-		-
	Brochures and Maps		250		-		500		-		500		-		-	
	Signage															
370-863-950.21	O/T to General Fund			50,000		50,000		50,000		50,000		50,000		50,000		50,000
	Parking Deck Maintenance (3% increase)		-		-		-		-		-		-		-	
	Snow Removal (to keep parking spaces open)		-		-		-		-		-		-		-	
	Street Lighting & Parking Lot Electrical		50,000		50,000		50,000		50,000		50,000		50,000		50,000	
	Street Lighting															
	Parking Study															
	Parking Equipment															
370-863-950.26	O/T to Parking Fund			108,628		341,353		118,220		120,900		123,660		126,500		129,430
	parking maintenance costs		84,100		86,420		89,220		91,900		94,660		97,500		100,430	
	snow removal		4,000		4,000		4,000		4,000		4,000		4,000		4,000	
	Cady Deck - Ram contract		795		250,933											
	parking deck study		19,733													
	Parking Deck Repairs				-		25,000		25,000		25,000		25,000		25,000	
	Main Centre Deck repairs															
370-863-967.00	Fringe Benefits (1)			2,960		2,692		3,560		3,610		3,665		3,720		3,750
	Per Finance Department		2,960		2,692		3,560		3,610		3,665		3,720		3,750	
Total			170,232	170,232	403,760	403,760	182,860	182,860	184,815	184,815	188,385	188,385	191,045	191,045	194,140	194,140
Difference (should be zero)				-		-		-		-		-		-		-
% Variance from prior year										1.07%		1.93%		1.41%		1.62%

Line Item Budget Worksheet - Details of Supplies, Services and Char														
FY2021-22 Budget														
Department:	Downtown Development Authority		Account Number											
Activity:	Organizational	Fund #	Activity #											
Prepared By:	Lori Ward	370	864											
Account #	Classification & Description	2018-19 Actual Amount	2019-20 Actual Total	2020-21 Projected Amount	2020-21 Projected Total	2021-22 Proposed Amount	2021-22 Proposed Total	2022-23 Proposed Amount	2022-23 Proposed Total	2023-24 Proposed Amount	2023-24 Proposed Total	2024-25 Proposed Amount	2024-25 Proposed Total	
370-864-706.00	Wages and Salaries - Full Time (1)		20,188	20,923	21,410	21,990	21,990	22,540	22,540	23,100	23,100	23,390	23,390	
	Director	20,188	20,923		21,410	21,990	21,990	22,540	22,540	23,100	23,100	23,390	23,390	
370-864-710.00	Wages - Temp/Part Time Reg		1,527	6,730	13,010	7,300	28,100	7,485	28,800	7,675	29,520	7,770	29,890	
	part time staff - reduced to 21 hrs/week	1,527	6,730	9,810	13,010	7,300	28,100	7,485	28,800	7,675	29,520	7,770	29,890	
	part time staff - office administration (\$20x20)			3,200		20,800		21,315		21,845		22,120		
370-864-726.00	Supplies		2,895	3,346	1,150		850		2,850		850		850	
	Office . Supplies	200	1,433	250		250	850	250	2,850	250	850	250	850	
	Computer Supplies	795	285	500		500		500		500		500		
	Meetings Catering	10	55	100		100		100		100		100		
	PC Replacement (2) laptops	1,890	1,266	300				2,000						
	Office Equipment		177											
	Covid Cleaning Supplies		130											
370-864-730.00	Postage		-	13	100		100		100		100		100	
	Postage machine & stamps	-	13	100		100	100	100	100	100	100	100	100	
370-864-731.00	Publications		128	65	65		65		65		65		65	
	Northville Record	65	65	65		65	65	65	65	65	65	65	65	
	Indeed Employment Ad	63												
370-864-801.19	Technology Services		2,517	4,349	6,750		4,435		3,600		3,875		3,875	
	Comcast DSL (\$85/mo)	1,131	990	1,070		1,070	4,435	1,070	3,600	1,070	3,875	1,070	3,875	
	Email Archival Service	17	16	15		20		20		20		20		
	IT Right - staff pc's/downtown wifi & cameras	1,369	2,253	1,105		2,220		2,510		2,785		2,785		
	speakers and cameras			60										
	closed captioning services			500		125								
	Zoom Meeting Support		1,090	4,000		1,000								
370-864-802.01	Legal Services		2,748	13,773	5,000		3,500		3,500		3,500		3,500	
	General Legal Fees	273	1,698	1,000		1,000	3,500	1,000	3,500	1,000	3,500	1,000	3,500	
	Real Estate Legal Fees	2,475	12,075	4,000		2,500		2,500		2,500		2,500		
	Other													
370-864-805.00	Auditing Services		4,754	4,868	4,965		5,105		5,250		5,395		5,500	
	audit, prep/print statements, meeting	4,754	4,868	4,965		5,105	5,105	5,250	5,250	5,395	5,395	5,500	5,500	
370-864-900.00	Printing & Publishing		2,082	1,091	2,565		1,315		1,315		1,315		1,315	
	Notecards/Envelopes/Labels	175	-	1,500		250	1,315	250	1,315	250	1,315	250	1,315	
	DDA Annual Report in Newspaper	314	-	-		-		-		-		-		
	Slide and Photo Processing	-	-	100		100		100		100		100		
	Color Copying Charges	1,427	891	800		800		800		800		800		
	Personnel Ad Placement - Indeed	166	-	165		165		165		165		165		
	Postage		200											
370-864-910.00	Insurance - MMRMA		4,174	5,496	6,175		6,280		6,390		6,510		6,630	
	Per Schedule	2,968	3,848	3,675		3,780	6,280	3,890	6,390	4,010	6,510	4,130	6,630	
	Special Event Insurance	1,206	1,648	2,500		2,500		2,500		2,500		2,500		
370-864-920.00	Utilities		1,419	1,330	1,420		1,420		1,420		1,420		1,420	
	cell phone allowance (\$75/mo)	900	900	900		900	1,420	900	1,420	900	1,420	900	1,420	

Line Item Budget Worksheet - Details of Supplies, Services and Char															
FY2021-22 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Organizational			Fund #	Activity #										
Prepared By:	Lori Ward			370	864										
		2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed	2022-23 Proposed	2023-24 Proposed	2024-25 Proposed							
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Clear Rate phone & internet (\$43/mo)	519		430		520		520		520		520		520	

Line Item Budget Worksheet - Details of Supplies, Services and Char															
FY2021-22 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Organizational		Fund #	Activity #											
Prepared By:	Lori Ward		370	864											
Account #	Classification & Description	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Projected Amount	2020-21 Projected Total	2021-22 Proposed Amount	2021-22 Proposed Total	2022-23 Proposed Amount	2022-23 Proposed Total	2023-24 Proposed Amount	2023-24 Proposed Total	2024-25 Proposed Amount	2024-25 Proposed Total
370-864-956.00	Contingencies		-		-		-		-		-		-	3,310	3,310
	Wage Adjustments - Per Finance Department	-		-		-		-		-		-			
370-864-958.00	Memberships & Dues		1,338		1,290		1,395		1,395		1,395		1,395		1,395
	APA	243		255		255		255		255		255		255	
	Chamber of Commerce	270		265		270		270		270		270		270	
	NTHP - National Main Street Center	350		295		295		295		295		295		295	
	Michigan Downtown Association	475		475		575		575		575		575		575	
370-864-960.00	Education & Training		-		601		850		850		850		850		850
	Travel - mileage and parking	-		180		500		500		500		500		500	
	Meals	-		60											
	Conference Fees	-		185		350		350		350		350		350	
	Hotel Expenses	-		176											
370-864-967.00	Fringe Benefits (1)		7,624		7,205		9,270		9,305		9,445		9,590		9,665
	Per Finance Department	7,624		7,205		9,270		9,305		9,445		9,590		9,665	
370-864-967.02	Overhead		11,520		12,100		12,710		12,960		13,220		13,480		13,750
	services by Finance Dept, DPW Dir, Manager	11,520		12,100		12,710		12,960		13,220		13,480		13,750	
	(2% increase)														
Total		62,914	62,914	83,180	83,180	86,835	86,835	97,670	97,670	100,740	100,740	100,965	100,965	105,505	105,505
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									12.48%		3.14%		0.22%		4.50%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2021-22 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Economic Development		Fund #	Activity #											
Prepared By:	Lori Ward		370	865											
			2018-19 Actual	2019-20 Actual	2020-21 Projected	2021-22 Proposed	2022-23 Proposed	2023-24 Proposed	2024-25 Proposed						
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-865-706	Wages and Salaries - Full Time (1)	20,399	20,399	20,922	20,922	21,410	21,410	21,990	21,990	22,540	22,540	23,100	23,100	23,390	23,390
370-865-710	Wages - Temp/Part Time Reg reduced to 21 hrs/week	611	611	2,692	2,692	3,925	3,925	2,920	2,920	2,995	2,995	3,070	3,070	3,105	3,105
370-865-726	Supplies		33		180		150		150		150		150		150
	Meeting suplies , refreshments	33		-		100		100		100		100		100	
	Reproduction	-		180		50		50		50		50		50	
370-865-785	Business Retention Program		-		-		500		500		500		500		500
	Recruitment Package	-		-		500		500		500		500		500	
370-865-801.00	Contractual Services		-		-		-		-		-		-		-
	DDA Boundary Expansion	-													
	Redevelopment Ready														
370-865-803.200	Planning Studies		-		-		-		-		-		-		-
	Creative Many Study	-		-		-		-		-		-		-	
	Theatre Study	-		-		-		-		-		-		-	
370-865-967	Fringe Benefits (1)		7,640		6,678		8,815		8,970		9,105		9,240		9,315
	Per Finance Department	7,640		6,678		8,815		8,970		9,105		9,240		9,315	
		-													
Total		28,683	28,683	30,472	30,472	34,800	34,800	34,530	34,530	35,290	35,290	36,060	36,060	36,460	36,460
Difference (should be zero)			-				-		-		-		-		-
% Variance from prior year									-0.78%		2.20%		2.18%		1.11%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Ch															
FY2021-22 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Debt		Fund #	Activity #											
Prepared By:	Lori Ward		370	945										FINAL PAYMENT!!	
Account #	Classification & Description	2018-19 Actual Amount	2018-19 Actual Total	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Projected Amount	2020-21 Projected Total	2021-22 Proposed Amount	2021-22 Proposed Total	2022-23 Proposed Amount	2022-23 Proposed Total	2023-24 Proposed Amount	2023-24 Proposed Total	2024-25 Proposed Amount	2024-25 Proposed Total
370-945-950.49	O/T to DDA Debt Service Fund		173,170		173,830		174,335		174,685		169,880		170,075		167,561
	2013 DDA Refunding Bond Debt Service														
	Principal	156,585		145,000		150,000		155,000		155,000		160,000		165,000	
	Interest	16,585		28,830		24,335		19,685		14,880		10,075		5,115	
	use of fund balance in debt svc fund													(2,554)	
	Final payment due April 2025														
Total		173,170	173,170	173,830	173,830	174,335	174,335	174,685	174,685	169,880	169,880	170,075	170,075	167,561	167,561
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year							0.29%		0.20%		-2.75%		0.11%		-1.48%
Debt Service per capita			29		29		29		29		28		28		28
Operating Cost per capita															



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: DDA Budget Discussion 2021-22

Date: March 16, 2021

Over the past year, the DDA, through Committee discussions, DDA Board meetings, and larger Town Hall forums, has committed to prioritize the support of the Downtown Business District above all other projects. Most recently the DDA and City Council agreed to continue the expanded outdoor dining and retail merchandising for an additional year beginning March 1, 2021. This will allow the roads to remain closed to vehicular traffic and restaurants and retail establishments to continue to expand onto the streets and sidewalks.

DDA staff met with the Organization Committee (Carolann Ayers, DJ Boyd, and Ryan McKindles) to identify where cuts could be made or projects delayed and where new sources of revenue could be explored to address the financial requirements of an expanded Social District. We currently show a proposed surplus of \$37,204 (at the end of fiscal year 2021-22). The Organization Committee discussed whether to replenish our fund balance, add back in some of the items that were removed in order to address the Social District staffing and operation, or a combination of the two. After consideration, the Organization Committee is recommending that the DDA utilize ½ of the funds to replenish the DDA's fund balance, and consider utilizing the other ½ of the fund balance to reestablish the successful Façade Grant program. When the Organization Committee met, the DDA's surplus at the end of the year was \$51,142. After the meeting the Board of review met and the TIF increase was reduced.

The DDA budget is proposed to start the fiscal year with a \$218,594 fund balance, this is only 18% of our annual expenditures. If all \$37,204 were returned to fund balance at the end of the year, we would end the year with \$255,798 or 29% of annual expenditures. Each year the DDA struggles with how much is enough to keep in fund balance and a contribution of this size would certainly get us moving in the right direction.

Revenue Items for Discussion:

Page 24, 370-000-403.00 Current Property Taxes:

DDA saw the TIF revenue increase by roughly \$35,000. This is due to new construction in the DDA with the project at Griswold and Cady Street, the old McGuire Fine Gallery and some sales uncapping taxable value. The DDA will also see some additional projects

next year with the Sparrs/Tuscan project, Poole's Tavern improvements, and other projects closing out.

Additionally, the DDA needs to determine whether to refinance our existing bonds that are set to expire in 2024-25. Interest rates are historically low, and this may be a good time to look at refinancing the DDA's debt and address the larger project of parking system operation and maintenance and capital projects.

Expenditure Items for Discussion:

New expenditures were added to this year's budget in order to staff and maintain the Social District. The largest new expense proposed for the 2021-22 budget is labor. In addition, several projects were delayed or canceled.

Page 28, 370-861-710.00 Wages and Salaries – Part time

I have budgeted for a Superintendent to run our groundskeeping crew. He works 40 hours a week and cannot exceed 38 weeks a year (1520 hours). In addition, I have put in funds for a winter seasonal person to work during the time that the Superintendent is off. We also have a full-time summer/ seasonal helper that will work May – October to assist the Superintendent. Costs have gone up dramatically in the past year. We used to pay our Superintendent \$15, now we are paying \$18 and our seasonal help used to be paid \$11 and are now making \$15 hour. This is the going rate for help.

Page 28, 370-861-740.05, Downtown Materials

Several projects have been delayed or eliminated because of lack of funding. The projects include mural installation, historic markers and overhead banners. Items such as overhead Tivoli lights, bollards, expanding sound system, and propane heaters all which would improve the Social District, have not been funded in this proposed budget.

Page 28, 370-861-891.01, Contractual Services

Previously the DDA had \$25,000 budgeted to repair the Pavilion structure. The funds were in the current year budget and were removed during the budget amendment process to save money. This project needs to be addressed at some point. A panel of glass has been broken for over 5 years, the gutter trough leaks and one of the scrolls had been broken. Recently one of the top spires broke and was reattached by the DPW. It would be great to find a way to address these issues.

Page 29, 370-861-803.59, Signage and Marker Project

See Downtown Materials above.

Page 29, 370-861-920.01, Electrical Service

We have received high bills this past year for use of the EV Stations. We used to have a business partner in Up2Go, but they are no longer underwriting the cost of the electrical service. Bills total \$4000 a year. I believe it is time to replace the stations, with updated equipment and to install a pay station, so that those that use them, pay for the service.

Page 30, 370-861-976.01, Street Furniture

See downtown materials. DDA staff would like to find a way to replace the fire pits, which have not worked much of the winter. Possible costs \$10,000 - \$20,000.

Page 32, 370-863-950.21, O/T to General Fund

The DDA has been contributing \$50,000 to the City's cost of streetlighting since the recession in 2008. The number appears to be arbitrary and is not tied to # of poles or a % of use. The City is now moving forward with ERC to replace all of their lights with energy efficient LED lights, reducing the cost of energy. The DDA needs to figure out what their real contribution should be to the street lighting going forward.

Page 32, 370-863-950-21, O/T to General Fund

The proposed Parking study was not included in this year's proposed budget. DDA staff suggests that the City utilize Parking Funds to pay for the study, since it includes areas outside of the DDA and that the study be led by the Planning Commission. In addition, the City and DDA need to determine how we, collectively, are going to finance the repair and maintenance of the parking structures and parking lots moving forward.

Page 33, 370-864-710.00, Wage Part Time

The proposed budget also includes a part time, 20 hour a week office administrative position be created to shift the responsibility of preparing meeting minutes, paying bills, and other clerical task away from Jeri and to a newly created position. Jeri would then focus her time solely on marketing, events, promotions, communications and the Social District, which is Jeri's strength and area of expertise.

Those are the items up for consideration. I look forward to seeing you next week to discuss the DDA's proposed budget.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY February 2021:

PUBLICITY:

Upcoming Press Releases:

- Combined release Pear-aphernalia reopening (new location) & Tea Gather Opening (also included Spice Merchants relocation and Sugar Lu's opening over the summer)
- DATE TBD – Even in a pandemic, new shops are opening, and others are expanding in Downtown Northville: Sgt Peppers, La Shish, Tuscan Expansion

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

- February 4 – [Northville Record](#) – Story on extension of street closure for the year
- February 11 – [Dbusiness](#) – Included Street Closure extension announcement in their Covid19 business updates column
- February 12 – Lori Ward interview with [WJR AM Paul W. Smith](#) on the extension of the downtown street closures for the year

SOCIAL MEDIA:

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

PAID ADVERTISING:

- Ad in February issue of The Ville

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in The Ville
 - The DDA has a contract with The Ville for 12-months (March-April 2021)
 - Ad in Maybury State Park map

February 2021:

FACEBOOK:

Facebook Page Update:

Through February 26

Page Likes: 12,716 (58 more than last summary)

Followers: 13,368 (68 more since last summary)

Check-ins: 20,279 (56 more since last summary)

Demo:

- Women (80%)/ Men (20%)
- Age demo: 35-44 main demo with 45-54 next largest
- Top 10 cities followers are from: Northville, Novi, Livonia, Canton, Plymouth, Detroit, South Lyon, Farmington Hills, Westland & Ann Arbor

Monthly Total Reach: 17,149

Monthly Page Views: 2,016

Monthly Post Engagement: 12,161

Organic Post ~ TGIF What Does Everyone Have Planned (with photos of Food Stand menus, restaurant and shop lists)

Run date(s): February 26 (11:29 a.m.)

Reach: 3,847

Reactions: 49

- 38 likes (19 on post & 17 on share)
- 2 love (1 on post & 1 on share)
- Comments: 1 (1 on post)
- Shares: 10 (on post)

Post Clicks: 127 (54 photo / 2 link / 11 other such as page title or “see more”)

Organic Post ~ Lorla’s Retirement (shared post)

Run date(s): February 16 (5:26 p.m.)

Reach: 5,298

Reactions: 140

- 76 likes (on post)
- 5 love (on post)
- 2 wow (on post)
- 23 sad (on post)
- Comments: 33 (32 on post & 1 on share)
- Shares: 27 (on post)

Post Clicks: 930 (4 photo / 926 other such as page title or “see more”)

Organic Post ~ Announcement of Extended Street Closure (with article link)

Run date(s): February 5 (3:11 p.m.)

Reach: 4,315

Reactions: 445

- 320 likes (237 on post & 83 on share)

- 52 Love (35 on post / 17 on share)
- 1 Wow (on share)
- 3 angry (2 on post / 1 on share)
- Comments: 44 (16 on post & 28 on share)
- Shares: 27 (26 on post 1 on share)

Post Clicks: 756 (145 link, 611 other such as page title or “see more”)

INSTAGRAM:

Followers: 4,075 (125 more followers since last summary)

77% women / 23% men

Age demo: 35-44 (33%), 25-34 (29%), 45-54 (20%)

Insights from last 30 days:

Reach: 10,220 (the number of unique accounts that have seen any of our posts)

Account Activity: 1,631

- Profile visits: 1,596
- Get Directions: 13
- Website taps: 22

Impressions: 279,562 (total number of times our posts have been seen)

Content Interactions: 5,445

Post Interactions: 5,388

- Likes: 5,117
- Comments: 63
- Saves: 62
- Shares: 146
- Story Interactions: 42
 - Replies: 19
 - Shares: 23

Top Post(s):

February 4 – Repost of Northville Beautification post (image of the snowy downtown with the Marquis’ marquee lit up)

- Reach: 2,009
- Impressions: 2,208 (2,122 from home, 53 from explore, 25 from profile & 8 other)
- Likes: 189
- Comments: 4
- Shares: 4
- Saved: 2
- Profile visits: 8

February 16 – Repost of Lorla’s retirement announcement

- Reach: 2,612
- Impressions: 2,837 (2,304 from home, 424 from explore, 48 from profile & 61 other)
- Likes: 119
- Comments: 8
- Shares: 13

- Saved: 3
- Profile visits: 17

TWITTER:

Changed name to Downtown Northville instead of Visit Northville
Followers: 929
Twitter does not provide many analytics.

Top Tweet:

February Parks & Rec Virtual Cooking Classes
Likes: 1
Retweets: 1

ADVERTISING:

The Ville:

The DDA renewed the contract with Ville – ads will be place in 12 issues of the magazine (May 2020-April 2021).

The ‘Ville is mailed directly to every residential and business address – a total of nearly 21,000 – in the Northville Community, covering the 48167 and 48168 zip codes.