



**Meeting of the DDA Board of Directors
City Council Chambers
March 15, 2022 - 8:00 a.m.**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. February 2022 Financial Statement (Attachment 4.a)
 - b. February 2022 Invoice Report (Attachment 4.b)
 - c. February 15, 2022 Meeting Minutes (Attachment 4.c)
5. 2022-23 Draft DDA Budget
 - a. Discussion Items (Attachment 5.a)
 - b. Updated Line-Item Budget (Attachment 5.b)
6. Downtown Street Closure Discussion
 - a. Type of Survey to Conduct
 - b. Electric Heater project
7. Board Communications
 - a. Committee Memberships (Attachment 7.a)
 - b. Conflict of Interest reminder (Attachment 7.b)
8. Committee Information and Updates
 - a. Design Committee – DJ Boyd (Attachment 8.a.)
 - b. Marketing Committee – Shawn Riley (Attachment 8.b)
 - c. Parking Committee – No Report
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – Aaron Cozart
 - i. Northville Downs Review Process (Attachment 8.e.i)
 - f. Sustainability Committee – Dave Gutman
9. Future Meetings / Important Dates
 - a. Economic Development Committee – March 24, 2022
 - b. Marketing Committee Meeting – April 7, 2022
 - c. Design Committee Meeting – April 11, 2022
 - d. Executive Committee Meeting – April 13, 2022
 - e. DDA Board Meeting – April 19, 2022
 - f. Sustainability Committee Meeting – April 25, 2022
 - g. Parking Committee – TBD
10. Board and Staff Communications
11. Adjournment – **Special Meeting March 29, 2022**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 02/28/2022
% Fiscal Year Completed: 66.58
FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 02/28/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/22 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	769,414.00	767,750.00	767,750.46	0.00	(0.46)	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(500.00)	(1,090.00)	6,263.78	(9.97)	(7,353.78)	(574.66)	
248-000-451.000	DDA OPERATING LEVY	64,025.00	63,974.00	62,414.87	44.44	1,559.13	97.56	
PROPERTY TAXES		832,939.00	830,634.00	836,429.11	34.47	(5,795.11)	100.70	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	0.00	180.00	180.00	180.00	0.00	100.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	0.00	332.00	3,601.25	3,269.25	(3,269.25)	1,084.71	
LICENSES, FEES, & PERMITS		0.00	512.00	3,781.25	3,449.25	(3,269.25)	738.53	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	34,000.00	39,868.00	39,868.04	0.00	(0.04)	100.00	
STATE REVENUES		34,000.00	39,868.00	39,868.04	0.00	(0.04)	100.00	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
MISCELLANEOUS REVENUES		200.00	200.00	0.00	0.00	200.00	0.00	
INTEREST								
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	75.00	35.00	15.59	0.00	19.41	44.54	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	8,000.00	7,000.00	3,879.27	0.00	3,120.73	55.42	
248-000-665.400	INVESTMENT POOL BANK FEES	0.00	(100.00)	(37.62)	0.00	(62.38)	37.62	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(600.00)	(750.00)	(426.42)	(59.75)	(323.58)	56.86	
248-000-665.600	BANK LOCKBOX FEES	0.00	(100.00)	(85.07)	(14.93)	(14.93)	85.07	
248-000-665.700	CUSTODIAL FEES	(125.00)	(125.00)	(82.49)	0.00	(42.51)	65.99	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(4,000.00)	(9,157.43)	0.00	5,157.43	228.94	
INTEREST		7,350.00	1,960.00	(5,894.17)	(74.68)	7,854.17	(300.72)	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	0.00	1,155.00	1,160.00	(100.00)	(5.00)	100.43	
RENTAL INCOME		0.00	1,155.00	1,160.00	(100.00)	(5.00)	100.43	
GRANTS & OTHER LOCAL SOURCES								
248-000-674.020	DONATIONS/SPONSORSHIPS	3,000.00	3,000.00	625.00	(350.00)	2,375.00	20.83	
248-000-677.000	SPONSORSHIPS	30,000.00	30,000.00	22,395.10	850.00	7,604.90	74.65	
GRANTS & OTHER LOCAL SOURCES		33,000.00	33,000.00	23,020.10	500.00	9,979.90	69.76	
Total Dept 000		907,489.00	907,329.00	898,364.33	3,809.04	8,964.67	99.01	
TOTAL REVENUES		907,489.00	907,329.00	898,364.33	3,809.04	8,964.67	99.01	
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	13,740.00	13,740.00	6,195.83	260.61	7,544.17	45.09	
248-573-707.000	WAGES - REGULAR OVERTIME	1,185.00	1,185.00	98.06	49.64	1,086.94	8.28	

PERIOD ENDING 02/28/2022
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FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	02/28/2022 (ABNORM)	MONTH 02/28/22 INCR (DECR)	BALANCE (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
248-573-725.000	FRINGE BENEFITS	14,595.00	14,595.00	4,900.83	282.66	9,694.17	33.58
248-573-801.020	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00	0.00
248-573-943.000	EQUIPMENT RENTAL - CITY	10,215.00	10,215.00	3,552.46	529.49	6,662.54	34.78
Total Dept 573 - DPW SERVICES		40,235.00	40,235.00	14,747.18	1,122.40	25,487.82	36.65
Dept 741 - DESIGN COMMITTEE							
248-741-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,590.00	11,341.98	1,280.96	6,248.02	64.48
248-741-707.000	WAGES - REGULAR OVERTIME	0.00	90.00	90.00	0.00	0.00	100.00
248-741-709.000	WAGES - PART TIME	55,960.00	55,960.00	32,951.49	408.34	23,008.51	58.88
248-741-725.000	FRINGE BENEFITS	11,525.00	11,525.00	7,652.20	548.97	3,872.80	66.40
248-741-726.000	SUPPLIES	575.00	575.00	0.00	0.00	575.00	0.00
248-741-775.200	DOWNTOWN MATERIALS	20,400.00	20,400.00	15,402.52	5,095.50	4,997.48	75.50
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	0.00	1,800.00	535.73	0.00	1,264.27	29.76
248-741-775.900	FUEL & OIL	400.00	800.00	488.99	0.00	311.01	61.12
248-741-801.000	CONTRACTUAL SERVICES	25,930.00	25,930.00	14,146.22	299.00	11,783.78	54.56
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,231.50	185.00	1,768.50	55.79
248-741-920.010	ELECTRIC POWER	5,390.00	5,390.00	3,032.21	101.20	2,357.79	56.26
248-741-920.020	NATURAL GAS	8,250.00	8,250.00	10,746.85	4,057.50	(2,496.85)	130.26
248-741-920.030	WATER & SEWER SERVICE	8,860.00	8,860.00	2,051.21	0.00	6,808.79	23.15
248-741-938.120	LANDSCAPE MAINTENANCE	32,310.00	32,310.00	14,096.39	6,896.00	18,213.61	43.63
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-741-962.500	VEHICLE INSURANCE	400.00	406.00	406.00	0.00	0.00	100.00
248-741-976.010	STREET FURNISHINGS	10,700.00	10,700.00	0.00	180.00	10,700.00	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	3,060.00	0.00	0.00	3,060.00	0.00
Total Dept 741 - DESIGN COMMITTEE		204,290.00	209,646.00	115,173.29	19,052.47	94,472.71	54.94
Dept 742 - MARKETING COMMITTEE							
248-742-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,590.00	11,342.02	1,280.94	6,247.98	64.48
248-742-709.000	WAGES - PART TIME	14,595.00	14,595.00	9,866.50	1,353.02	4,728.50	67.60
248-742-725.000	FRINGE BENEFITS	8,125.00	8,125.00	5,323.62	619.24	2,801.38	65.52
248-742-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	60,000.00	60,000.00	28,773.00	4,000.00	31,227.00	47.96
248-742-801.340	WEB SITE MAINTENANCE	900.00	900.00	701.93	0.00	198.07	77.99
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,000.00	50,000.00	38,531.80	5,809.80	11,468.20	77.06
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	750.00	0.00	0.00	750.00	0.00
Total Dept 742 - MARKETING COMMITTEE		152,060.00	152,060.00	94,538.87	13,063.00	57,521.13	62.17
Dept 743 - PARKING COMMITTEE							
248-743-706.000	WAGES - REGULAR FULL TIME	8,795.00	8,795.00	5,671.17	640.51	3,123.83	64.48
248-743-709.000	WAGES - PART TIME	1,460.00	1,460.00	986.72	135.31	473.28	67.58
248-743-725.000	FRINGE BENEFITS	3,610.00	3,610.00	2,357.27	267.86	1,252.73	65.30
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	37,500.00	0.00	12,500.00	75.00
248-743-995.230	O/T TO PARKING FUND	120,900.00	120,900.00	71,925.00	0.00	48,975.00	59.49
Total Dept 743 - PARKING COMMITTEE		184,815.00	184,815.00	118,440.16	1,043.68	66,374.84	64.09

Dept 744 - ORGANIZATIONAL COMMITTEE

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		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-744-706.000	WAGES - REGULAR FULL TIME	21,990.00	21,990.00	14,177.75	1,601.23	7,812.25		64.47
248-744-709.000	WAGES - PART TIME	28,100.00	28,100.00	15,093.26	2,181.50	13,006.74		53.71
248-744-725.000	FRINGE BENEFITS	9,305.00	9,305.00	6,985.47	826.64	2,319.53		75.07
248-744-726.000	SUPPLIES	850.00	2,350.00	2,033.28	67.19	316.72		86.52
248-744-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00		0.00
248-744-731.000	PUBLICATIONS	65.00	65.00	(3.00)	0.00	68.00		(4.62)
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	4,435.00	5,435.00	4,389.71	91.90	1,045.29		80.77
248-744-802.010	LEGAL SERVICES - GENERAL	3,500.00	5,500.00	4,977.50	824.00	522.50		90.50
248-744-805.000	AUDITING SERVICES	5,105.00	5,105.00	5,104.00	0.00	1.00		99.98
248-744-900.000	PRINTING & PUBLISHING	1,315.00	1,315.00	480.24	158.28	834.76		36.52
248-744-920.000	UTILITIES	1,420.00	1,420.00	863.76	107.97	556.24		60.83
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	1,395.00	0.00	0.00		100.00
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	49.99	0.00	800.01		5.88
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	6,280.00	6,338.00	5,218.82	0.00	1,119.18		82.34
248-744-965.000	OVERHEAD - ADMIN & RECORDS	12,960.00	12,960.00	9,720.00	0.00	3,240.00		75.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		97,670.00	102,228.00	70,485.78	5,858.71	31,742.22		68.95
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	21,990.00	21,990.00	14,177.08	1,601.16	7,812.92		64.47
248-745-709.000	WAGES - PART TIME	2,920.00	2,920.00	1,973.26	270.58	946.74		67.58
248-745-725.000	FRINGE BENEFITS	8,970.00	8,970.00	5,854.75	664.38	3,115.25		65.27
248-745-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00		0.00
248-745-803.200	PLANNING & DESIGN STUDIES	0.00	0.00	10,000.00	0.00	(10,000.00)		100.00
248-745-955.190	BUSINESS RETENTION PROGRAM	500.00	500.00	0.00	0.00	500.00		0.00
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		34,530.00	34,530.00	32,005.09	2,536.12	2,524.91		92.69
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	174,685.00	174,685.00	9,842.50	0.00	164,842.50		5.63
Total Dept 906 - DEBT SERVICE		174,685.00	174,685.00	9,842.50	0.00	164,842.50		5.63
Dept 999 - RESERVE ACCOUNTS								
248-999-999.000	UNALLOCATED RESERVE	19,204.00	9,130.00	0.00	0.00	9,130.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		19,204.00	9,130.00	0.00	0.00	9,130.00		0.00
TOTAL EXPENDITURES		907,489.00	907,329.00	455,232.87	42,676.38	452,096.13		50.17
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		907,489.00	907,329.00	898,364.33	3,809.04	8,964.67		99.01
TOTAL EXPENDITURES		907,489.00	907,329.00	455,232.87	42,676.38	452,096.13		50.17
NET OF REVENUES & EXPENDITURES		0.00	0.00	443,131.46	(38,867.34)	(443,131.46)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 02/01/2022 - 02/28/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 741 DESIGN COMMITTEE							
248-741-775.200	DOWNTOWN MATERIALS	BEGONIA BROTHERS	REPLACE LIGHTING CENTER/MAIN, INSTA	12543	02/09/22	3,145.50	117475
248-741-775.200	DOWNTOWN MATERIALS	BEGONIA BROTHERS	NEW LIGHTS IN TOWN SQUARE	12545	02/09/22	1,950.00	117475
248-741-775.210	SOCIAL DISTRICT EXPENDITURE	ALAN MACIAG	PD VEH 11-2 CROWN VIC HEADLIGHT REP.	CPZ373734862	03/13/22	66.03	117698
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	020822	02/09/22	299.00	500468
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	JANUARY PORTA POTTY RENTAL	14500	02/09/22	185.00	117482
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 1/14/22 - 2/14/22	1/14/22 - 2/14/22	02/23/22	101.20	117575
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 1/5/22 - 2/1/22	020122	02/23/22	4,057.50	500469
248-741-938.120	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	LANDSCAPE HOLIDAY PLANTERS	12593	02/23/22	6,896.00	117579
Total For Dept 741 DESIGN COMMITTEE						16,700.23	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	FEBRUARY MARKETING & SOCIAL MEDIA	NORTHVILLE 2-202	02/09/22	2,000.00	117448
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARCH MARKETING/PR	NORTHVILLE 3-202	02/23/22	2,000.00	117560
248-742-955.160	DOWNTOWN PROGRAMMING & PR	BEGONIA BROTHERS	NEW SKELETONS, REFURBISH SKELETON,	12547	02/09/22	4,420.00	117475
248-742-955.160	DOWNTOWN PROGRAMMING & PR	NORTHVILLE PARKS & REC	TUNES ON TUESDAY SPONSORSHIP	2072022	02/09/22	800.00	117500
248-742-955.160	DOWNTOWN PROGRAMMING & PR	WAYNE COUNTY HEALTH DE	TEMPORARY FOOD LICENSE FEE - CHILI	20222	02/09/22	126.00	117480
248-742-955.160	DOWNTOWN PROGRAMMING & PR	AARONSON MANAGEMENT, I	CE SCULPTURE SIGNS - CHILI'IN THE	I-34269	02/23/22	102.00	117578
248-742-955.160	DOWNTOWN PROGRAMMING & PR	CLEAR CUT ICE SCULPTUR	CHILI'IN THE VILLE - DDA ICE SCULPT	1473	02/23/22	350.00	117612
Total For Dept 742 MARKETING COMMITTEE						9,798.00	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-726.000	SUPPLIES	JESSICA HOWLIN	PAPER	012822	02/09/22	39.21	117512
248-744-726.000	SUPPLIES	OFFICE DEPOT	28571763 TOTES, PENCILS, WRITING PA	207412689001	02/23/22	27.98	117553
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE WIFI	02162022	02/23/22	91.90	117572
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE - DEC 21 (126949	02/09/22	176.00	117492
248-744-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE JAN 22 (6.	127273	02/23/22	648.00	117597
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	020822	02/09/22	32.97	500468
Total For Dept 744 ORGANIZATIONAL COMMITTEE						1,016.06	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						27,514.29	

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
February 15, 2022

The February meeting of the DDA Board was called to order at 8:05 a.m.

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Aaron Cozart, Mike Jaafar, Ryan McKindles, Jim Long, Ryan McKindles, Greg Richards, Shawn Riley, Mary Starring*

Absent: *Greg Presley*

Also Present: *Lori Ward/DDA Executive Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Dave Gutman/Resident, Fred Sheill/Resident, Marilyn Price/City Council, Barbara Morowski-Browne/City Council*

AUDIENCE COMMENTS

None.

APPROVAL OF AGENDA AND CONSENT AGENDA

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

2022-23 DRAFT DDA BUDGET

Ward said the budget is for the time period of July 2022-2023. This year the DDA's TIF revenue has been projected to increase by approximately \$20,000. The DDA will see this number increase in the coming months due to recently completed projects that the Assessor is completing his annual work on. The DDA saw increased revenue last year on outdoor dining permits. The permits were issued for 12 months instead of the normal 8 months and the DDA saw a revenue of approximately \$21,000 from these permits. Ward said she expects the revenue from permits to be lower because some restaurants did not elect to continue and the permits were issued for 8 months instead of 12.

Ward said there are a couple of years left on the bond for the street improvement project and there has been discussion on whether to retire the old debt and bundle new projects for a new debt. Boyd said that the easiest spot to read this on the draft budget is the annual increase in fund balance by not having the fund service on the parking deck by 2025-26. Boyd added that the DDA should consider which is more advantageous, having increased cash flow annually and translating that cash flow into new debt. The bond debt will need to have a dedicated project, it can't be held as a 'rainy day' fund. Boyd said that with the Downs project it might be beneficial to consider

the Cady Street connector as a DDA project. Boyd added that the revenue numbers are underestimated right now due to not having any new income added yet. Boyd said the DDA should consider discussing the Downs as the developer is seeking support for organizing the property – including parks, daylighting river and public purpose space. Part of the plan is to get upfront assistance which is akin to the DDA not collecting tax revenue for a period of time. Under normal circumstances the development would provide a tax base for the DDA, but with the TIF the DDA would forgo the tax revenue in exchange for support with the developer and a delayed revenue. Turnbull added that the TIF is like a payback program and the developer has not applied for the brownfield yet. Turnbull added there is a brownfield team which includes legal, environmental, activities, planning and others to work through these processes. The Brownfield Review Committee includes the Chair of DDA/Shawn Riley, Planning Commission/Donna Tinberg, City Council/Mayor Brian Turnbull, Sustainability/Dave Gutman and Nancy Darga and Brownfield/Pat McGow.

McKindles asked the status of the Tivoli lighting project. Ward said the DDA is waiting on a quote from Begonia Brothers and the original pricing was approximately \$125,000 just for lights on Main Street. Ward added that the Design Committee discussed outlining buildings with lighting instead of stringing lights between buildings across the street to eliminate the tension on the building facades. Milford installed Tivoli lighting in an alley and installed poles, which is also costly.

Ward said that the DDA will start with a \$360,000 fund balance and end the year with \$400,000 fund balance. Boyd said the DDA needs to consider the fund balance as an emergency savings and determine the maximum needed to cover an emergency, then reduce the fund balance to utilize some of the excess for other projects. Starring said she would like to see a bigger fund balance. McKindles said that Southfield DDA doesn't really have a fund balance, however, they have a different set up and lower revenue sources.

Ward said one final revenue item to point out is \$95,000 in street improvements. Part of the overall fund balance includes a street improvement millage that the city approved a few years ago. One item that needs to be improved is the area around the clock on Main Street. Ward discussed this improvement with DPW and the DDA will partner with the DPW to handle this project.

Richards asked about the wages and salaries line item. He noticed that wages have not increased over the past several years and the DDA should budget to increase wages for employee retention. Richards added that \$15 per hour is not realistic in the current economy. Richards recommended \$18 as a starting wage and increase from there.

Ward said that in addition to already budgeted expenditures, line items were added for the Gibbs Market Study and the mural. A line item should also be added for painting the planters downtown and a new DDA sign for the City Hall building. Ward added that new expenses for next year will include street light conversion and repair damaged and missing lights. The DDA would also like to replace the fire pits, the current ones are unreliable and need to be retired. Ward said that new options would be programmable fire pits and with a glass insert to contain the flame.

Ward said that new items may be considered on the budget once there is a final determination on street closures.

DOWNTOWN STREET CLOSURE DISCUSSION

Ward said the DDA previously discussed providing surveys and hosting town halls in addition to utilizing a data consultant to find impacts on closing the streets with the intent to see how the closures look in all four seasons. Last year everything was closed and outdoor dining was used frequently. There are no longer restrictions on indoor dining and combined with the cold weather, the outdoor dining has not been utilized. The DDA has received many calls concerning when the streets are reopening since many spots currently look like a storage area. Turnbull said that the new Chamber of Commerce director would like to partner with the DDA to have more events to drive traffic downtown. Turnbull added that Dave Marold, professor at EMU and on the Northville Zoning Board of Appeals, has offered to work with the DDA to consult with the street closures, and that the DDA should get the surveys out as soon as possible. Long said that surveys should be prioritized to downtown businesses. Cozart said the EDC discussed concerns about the weather causing skewed results if the surveys are done now. Restaurants have had issues with opening outside due to staffing and heating, not strictly because of the weather. Restaurants have expressed frustration with no help from the fire department on what is up to code for heating the structures.

Richards said that Browndog does not open unless it is at least 40 degrees or warmer on weekend because propane is so costly and they are losing money to run the heaters. Long said he is an advocate for having Center Street open all the time and would like it considered if Main could be closed on a seasonal basis. Boyd and Jaafar agreed with Long about closures needing to be a seasonal option. McKindles said he doesn't see a need to keep Center Street closed, especially during the winter. McKindles added it may make sense to have Main Street closed year-round. Richards said that the businesses need support from the city if the closures are seasonal due to the challenges of installing the outdoor dining structures. Turnbull suggested hiring a 3rd party to install and tear down the structures at the beginning and end of the season. Turnbull also said that if structures are permanent, the Historic District Commission will have to be involved in the design process. Jaafar said that the DDA should also get feedback from peripheral businesses around the street closures. Ward said the EDC also discussed the possibility of extending the social district to a wider area to include The Garage, Tiramisu, and others, as well as reviewing hours of operation as research moves forward.

Boyd said that the design element of the street closures, which is highly dictated by code enforcement, is another important aspect to consider. Boyd said there will have to be a specific list of guidelines for what is acceptable. Turnbull said the DDA will have to ensure there is a barricade to stop traffic as well as signage with reflective material. Boyd said the temporary closures seem to have stricter guidelines for signage and some type of legislation should be considered added to make the entrances look nicer. Jaafar said strong road blocks are very important due to societal issues that have gone on in recent years.

Riley inquired on whether there has been feedback from retailers other than the restaurants. Ward said that the Northville Business Association Merchant group is highly in favor of keeping the streets closed and will be having a discussion on the subject at their next meeting on March 8. Jaafar said that the DDA needs to be creative to help the outlier businesses to get the word out about how to navigate to these spots with the street closures. Richards said that when the street closure discussion is presented to the community, the DDA should also present available barricade solutions for the long-term. Riley said the DDA should plan to distribute both surveys and a town hall. Cozart would also like to include Dave Marold as a resource to get the data collection process started. Boyd suggested to eliminate bias there should be a survey done both in winter months and again in the summer months. Ward said the surveys conducted last year were sent via Mailchimp and generated over 3,000 responses.

COMMITTEE INFORMATION AND UPDATES

a. Design Committee:

Boyd said the test lighting is in front of the First Presbyterian Church, and shows induction, LED and high-pressure sodium lighting. The color separation in person is not as significant as the photo in the packet and the only viable option is to use LED lighting because it is more cost effective. Ward said ERC will be changing the lumen to see if they can provide a softer/warmer LED option. Ward added that ERC will do the updates and factor in any applicable savings. Boyd said the EV charging stations are installed with more on the way. There will be a total of 10 installed. There are two at 120 W. Main, four at the lower-level Cady Street deck, and there will be four installed in the Northville Square parking lot. The DDA also received a check from the charging stations for \$47.63. Turnbull added that the EV charging company will monitor usage and make recommendations if the program needs to be expanded. Boyd said entranceway signs have been bid and prices have gone up for inflation. The committee has asked DPW if they are able to assist this project. The signs that need to be updated are located at the four main entrances to town as well as 17 city limit signs. Additional items the DDA will be moving forward with in coming months include Tivoli lights, fire pits and the mural project.

b. Marketing Committee:

Riley said the chili cookoff, "Chili'in the Vill" will take place on February 26. Several restaurants are participating as well as the City and Township fire departments. There will be a Bridgerton themed ladies' shopping night on March 24.

c. Parking Committee:

No meeting was held.

d. Organizational Committee:

None.

e. Economic Development Committee:

Cozart said that the EDC met to discuss street closures. The EDC is also looking at expanding the social district. Bob Gibbs is presenting the retail market study at the Planning Commission at tonight's meeting.

f. Sustainability Committee:

Speaking on behalf of Gutman, Ward said that Northville has been certified as a Tree City again this year. City sustainability metrics have been sent to City Council for review. Spillane and Gutman are on the Wayne County Sustainability Advisory Committee and representing the City of Northville. Gutman said thank you for the EV charging stations.

BOARD AND STAFF COMMUNICATIONS

Richards said that tomorrow night, February 16, Browndog will be featured on "Food Paradise" on the Cooking Channel at 10:00pm. It will re-air occasionally on Travel Channel, Food Network and Discovery. Browndog also has a creamery division and they are expanding their distribution to Meijer and markets outside of Michigan, including Indianapolis. Browndog is reopening their Farmington location in late spring and the restaurant will also be part of Detroit Shipping Company opening a location in Lansing.

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

Meeting adjourned at 9:36 am

Respectfully submitted,
Jessica Howlin, Marketing & Administrative Assistant
Northville DDA



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: DDA Budget Discussion 2022-23

Date: March 15, 2022

Since the last DDA Board meeting, DDA staff has received updated projections for TIF revenue and interest income. Tax revenues are still subject to change due to March Board of Review adjustments. The Finance Director does not expect this number to be significant. The DDA should receive new information in the next few weeks.

The new projections show an increase in total TIF revenue of \$53,588 and an increase in our 2 mill levy of \$2,931. Total revenue including interest income total an additional \$62,371. The DDA should expect an additional increase in revenue for the next few years based on new construction or redevelopment projects including Sparrs/Tuscan, Exchange, Guidobono, Greywal Law, Delano. This does not count on any additional funds from the Northville Downs project.

At the February DDA Board meeting, it was recommended that staff increase the hourly rates of seasonal employees to ensure that the DDA is able to hire maintenance. It was noted that the past few years, during Covid-19, it has been difficult to find staff for the downtown businesses and the DDA. Hourly rates were adjusted from \$15 to \$18 per hour. The jobs will be posted with a range of \$15 - \$18.

The DDA needs to decide how much of the end of the year fund balance they want to put into reserves and how much they want to utilize to fund new projects. The Organizational Committee met on March 7th to review the new figures provided by the Finance Department and is recommending that the DDA commit to maintaining a fund balance that is equal to 25% of annual non restricted revenue, or this year \$246,056. This would allow the DDA to hold 25% of its annual un restricted revenue in fund balance and spend the remaining \$21,454 to fund projects this coming year. Additional projects that are currently unfunded:

1. Survey, town hall meeting and design services.
2. Overhead or building mounted Tivoli lights
3. Street Bollards
4. Repairs to the Pavilion in Town Square

5. New watering truck for seasonal use. Several years ago, the DDA purchased a used truck from the DPW for \$1,500. The truck is quite old and difficult to drive and the DDA should look into financing a replacement vehicle in the near future.
6. Complete the streetscape project from Main to the Ford Plant to match amenities in the rest of downtown.

One additional large item that needs to be addressed is the funding for the parking deck repairs that are estimated at \$2 million over the next 20 years. In addition, it has been suggested that the DDA begin a reserve fund to set aside funds each year for a new deck so that the DDA/City are ready to address the need when the current structures need to be replaced in 20 years. The DDA and City need to determine how the long term maintenance needs of the decks and surface lots will be fully funded and what the expectation for each party will be in the maintenance and replacement of the structures and decks.

It was also recommended that the DDA set a separate study meeting to discuss and prioritize outstanding projects and consider funding options. The DDA has bonds that are set to be retired in 2025. The annual debt service on the bonds is approximately \$175,000. The Organization Committee discussed the possibility of issuing new bonds to address some of the remaining projects identified as top priorities in the study meeting. It was also recommended that the Organization Committee meet with bond counsel and the City's Finance Director to discuss options.

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2022-23 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Revenues			Fund #	Activity #										
Prepared By:	Lori Ward			248	Revenues										
Account #	Classification & Description	2019-20 Actual		2020-21 Actual		2021-22 Projected		2022-23 Proposed		2023-24 Proposed		2024-25 Proposed		2025-26 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-000-404.00	Current Property Taxes		729,072		734,235		767,750		821,338		837,765		854,521		837,611
	Captured - non streets (2% each year)	705,038		710,699		744,019		795,949		812,672		829,568		846,817	
	Captured - restricted for street improvements	24,034		23,536		23,731		25,389		25,093		24,953		24,794	
	drop library capture starting FY26													(34,000)	
248-000-451.00	DDA Operating Levy		59,529		61,007		63,974		66,905		67,561		68,224		68,891
	1,8158 mills	59,529		61,007		63,974		66,905		67,561		68,224		68,891	
	1% each year FY23-FY25	-		-		-		-		-		-		-	
248-000-573.00	PPT Reimbursement - Small Taxpayer Loss		34,144		34,092		39,868		36,000		36,000		36,000		36,000
	Local Community Stablization Share	34,144		34,092		39,868		36,000		36,000		36,000		36,000	
248-000-412.00	Delinquent Personal Property Taxes	346	346	321	321										
248-000-418.00	Property Taxes - Other		1		(5,485)		5,000		(1,000)		(1,000)		(1,000)		(1,000)
	Reserve - Tax Appeals	1		(5,485)		5,000		(1,000)		(1,000)		(1,000)		(1,000)	
Total Taxes		823,092	823,092	824,170	824,170	876,592	876,592	923,243	923,243	940,326	940,326	957,745	957,745	941,502	941,502
248-000-490.09	Newspaper Rack Registration Fees					180	180	180	180	180	180	180	180	180	180
248-000-490.10	Outdoor Dining/Retail Permits			21,768	21,768	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
248-000-528.00	Other Federal Grants				20,212										
	Oakland County Cares Act - Covid supplies			20,212											
248-000-677.00	Sponsorships		33,215		46,900		31,000		38,000		38,000		38,000		38,000
	Skeletons Are Alive	9,215		5,800		11,000		11,000		11,000		11,000		11,000	
	Friday Concerts	-		25,100		15,000		20,000		20,000		20,000		20,000	
	Benches	24,000		16,000											
	Christmas			-		5,000		5,000		5,000		5,000		5,000	
	Chili Event							2,000		2,000		2,000		2,000	
248-000-674.02	Sponsorships - Heat in the Street				125,433		650								
				125,433		650									
248-000-667.02	Rent Revenue		400		340		710		700		700		700		700
	Rental of Town Square	400		340		100		200		200		200		200	
	Rental of Stands					610		500		500		500		500	
248-000-626.00	Misc Revenue		291		-		1,430		1,610		1,800		2,000		2,200
	Change in fountain	291		-		200		200		200		200		200	
	Surplus Disposal														
	EV Charging Station Revenue					1,230		1,410		1,600		1,800		2,000	
248-000-678.00	Insurance Proceeds	11,327	11,327	5,072	5,072		-		-		-		-		-
		-													
248-000-673.00	Gain on Disposal of Assets		-		-		-		-		-		-		-

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge															
FY2022-23 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Revenues			Fund #	Activity #										
Prepared By:	Lori Ward			248	Revenues										
		2019-20 Actual		2020-21 Actual		2021-22 Projected		2022-23 Proposed		2023-24 Proposed		2024-25 Proposed		2025-26 Proposed	
Account #	Classification & Description			Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-000-683.00	MMRMA Distribution														
Misc Revenue				45,233	45,233	219,725	219,725	48,970	48,970	55,490	55,490	55,680	55,680	55,880	55,880

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2022-23 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Revenues			Fund #	Activity #										
Prepared By:	Lori Ward			248	Revenues										
Account #	Classification & Description	2019-20 Actual		2020-21 Actual		2021-22 Projected		2022-23 Proposed		2023-24 Proposed		2024-25 Proposed		2025-26 Proposed	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-000-665.00	Investment Earnings - Short Term	4,146	4,146	15	15	-	-	-	-	-	-	-	-	-	-
248-000-665.19	Investment Earnings - Long Term MI Class	732	732	54	54	30	30	30	30	30	30	30	30	30	30
248-000-665.20	Investment Earnings - Long Term	9,017	9,017	6,378	6,378	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650
248-000-665.40	Investment Pool Bank Fees	(386)	(386)	(25)	(25)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)	(100)
248-000-665.50	Investment Advisory Fees	(663)	(663)	(570)	(570)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)	(750)
248-000-665.60	Bank Lockbox Fees	(485)	(485)	(191)	(191)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)	(200)
248-000-665.70	Custodial Fees	(128)	(128)	(110)	(110)	(140)	(140)	(140)	(140)	(140)	(140)	(140)	(140)	(140)	(140)
248-000-669.00	Unrealized Market Change	5,083	5,083	(2,549)	(2,549)	(9,200)	(9,200)	-	-	-	-	-	-	-	-
Net Investment Earnings		17,316	17,316	3,002	3,002	(3,710)	(3,710)	5,490	5,490	5,490	5,490	5,490	5,490	5,490	5,490
Total		885,641	885,641	1,046,897	1,046,897	921,852	921,852	984,223	984,223	1,001,496	1,001,496	1,019,115	1,019,115	1,003,072	1,003,072
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									6.77%		1.75%		1.76%		-1.57%
	Total Expenditures	1,059,398	1,059,398	985,317	985,317	920,652	920,652	929,263	929,263	905,933	905,933	920,549	920,549	744,088	744,088
	Total Revenues	885,641	885,641	1,046,897	1,046,897	921,852	921,852	984,223	984,223	1,001,496	1,001,496	1,019,115	1,019,115	1,003,072	1,003,072
	Use of (Increase to) Fund Balance	173,757	173,757	(61,580)	(61,580)	(1,200)	(1,200)	(54,960)	(54,960)	(95,563)	(95,563)	(98,566)	(98,566)	(258,984)	(258,984)
	Difference - should be zero	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Beginning Fund Balance					360,131		361,331		416,291		511,854		610,420	
	Projected Ending Fund Balance					361,331		416,291		511,854		610,420		869,404	
	restricted for street improvements					71,298		96,687		121,780		146,733		171,527	
	assigned for compensated absences					42,119		42,119		42,119		42,119		42,119	
	non-spendable - prepaids					9,975		9,975		9,975		9,975		9,975	
	unrestricted fund balance					237,939		267,510		337,980		411,593		645,783	
	total fund balance					361,331		416,291		511,854		610,420		869,404	

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services															
FY2022-23 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	DPW Services			Fund #	Activity #										
Prepared By:	Lori Ward			370	573										
Account #	Classification & Description	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Actual Amount	2020-21 Actual Total	2021-22 Projected Amount	2021-22 Projected 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	2025-26 Proposed Amount	2025-26 Proposed Total
248-573-706	Wages and Salaries - Full Time (1) DPW Staff (full time)	10,276	10,276	11,040	11,040	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500	11,500
248-573-707	Wages - Regular Overtime (DPW)	353	353	490	490	500	500	500	500	500	500	500	500	500	500
248-573-725	Fringe Benefits (1) DPW	10,578	10,578	10,087	10,087	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
248-573-801.02	Automotive Service Vehicle Repair	394	394	534	534	525	525	525	525	525	525	525	525	525	525
248-573-943	Equipment Rental DPW Equipment Streetsweeper Contribution	3,863 - -	3,863	5,560 5,393	10,953	5,700 5,415	11,115	5,700 5,435	11,135	5,700 5,450	11,150	5,700 5,465	11,165	5,700 5,475	11,175
Total		25,464	25,464	33,104	33,104	34,640	34,640	34,660	34,660	34,675	34,675	34,690	34,690	34,700	34,700
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									0.06%		0.04%		0.04%		0.03%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge															
FY2022-23 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Design	Fund #	Activity #												
Prepared By:	Lori Ward	370	741												
Account #	Classification & Description	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Actual Amount	2020-21 Actual Total	2021-22 Projected Amount	2021-22 Projected 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	2025-26 Proposed Amount	2025-26 Proposed Total
248-741-706.00	Wages and Salaries - Full Time (1)		16,738		17,150		17,635								
	Director	16,738		17,150		17,635		22,605	22,605	18,530	18,530	18,760	18,760	18,760	18,760
248-741-707.00	Wages and Salaries - Overtime						90								
	Seasonals					90									
248-741-709.00	Wages and Salaries - Part Time	21,267	21,267	45,243	45,243		48,400		64,600		64,600		64,600		64,600
	Seasonal Supervisor (20*40 hrs/wk*38 weeks)	-				27,360		30,400	30,400	30,400	30,400		30,400		30,400
	Winter Seasonal (\$18*10hrs/wk*14 wks)	-				2,520		2,520	2,520	2,520	2,520		2,520		2,520
	1 Seasonals (\$18 * 40 hrs/wk)*26					15,600		18,720	18,720	18,720	18,720		18,720		18,720
	1 Seasonals (\$18 * 40 hrs/wk)*18					2,920		12,960	12,960	12,960	12,960		12,960		12,960
	Part time office 1 (21 hrs/wk)	-						-	-	-	-		-		-
248-741-725	Fringe Benefits (1)		6,822		11,334		11,535		12,920		13,125		13,225		1,325
		6,822		11,334		11,535		12,920	12,920	13,125	13,125		13,225		1,325
248-741-726.00	Supplies		237		356		500		500		500		500		500
	Meeting supplies	-		-		50		50	50	50	50		50		50
	Reproduction	-		-		50		50	50	50	50		50		50
	Catering	51		-											
	Printing tshirts	123		144		150		150	150	150	150		150		150
	Maintenance Equipement	63		212		250		250	250	250	250		250		250
248-741-775.20	Downtown Materials	-	14,165	-	24,152	-	23,345	-	30,645	-	22,645	-	29,645	-	22,645
	Downtown Greenery	2,211		2,514		3,200		3,200	3,200	3,200	3,200		3,200		3,200
	LED Tree lights17 raised planters	3,025		-		3,145		3,145	3,145	3,145	3,145		3,145		3,145
	Holiday Lights in Downtown			-		3,000		4,000	4,000	4,000	4,000		4,000		4,000
	LED Lights for Light Poles			-		1,000		300	300	300	300		300		300
	Town Square Christmas Tree	1,238		1,238		2,500		2,500	2,500	2,500	2,500		2,500		2,500
	Holiday Lighting & Decor - Town Square	4,250		13,400		6,500		13,500	13,500	13,500	13,500		13,500		6,500
	Halloween Decorations			120		3,000		3,000	3,000	3,000	3,000		3,000		3,000
	Misc.			364											
	Maintenance Equipment	424		2,826		1,000		1,000	1,000	1,000	1,000		1,000		1,000
	Landscape Supplies			529											
	Street Light Supplies	201		1,007											
	Water filled Barricades	2,816													
	Outdoor Mats			415											
	Fire Extenguishers2946			41											
	Fire Pits			95											
	Auto Parts			512											
	Signage			1,091											
248-741-775.21	Social District Expenses						1,800		800						
	Signage					500		500	500						
	Garbage bags					300		300	300						
	equipment					1,000									
	Survey Work														
248-741-775.90	Fuel & Oil	217	217	279	279	750	750	400	400	400	400	400	400	400	400
248-741-801.00	Contractual Services		29,128		20,767		30,530		30,530		25,530		27,570		27,570
	Expanded WiFi - Clear Rate	3,588		3,588		3,600		3,600	3,600	3,600	3,600		3,600		3,600
	Electrical Repairs	5,098		4,312		10,000		10,000	10,000	10,000	10,000		10,000		10,000

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge															
FY2022-23 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Design	Fund #	Activity #												
Prepared By:	Lori Ward	370	741												
Account #	Classification & Description	2019-20 Amount	Actual Total	2020-21 Amount	Actual Total	2021-22 Amount	Projected Total	2022-23 Amount	Proposed Total	2023-24 Amount	Proposed Total	2024-25 Amount	Proposed Total	2025-26 Amount	Proposed Total
	New Hire Physicals (\$81/hire)	651		588		400		400		400		400		400	
	Irrigation Repairs	4,540		4,278		4,000		4,000		4,000		4,000		4,000	
	Sprinkler Start Up and Winterization	-		875		960		960		960		3,000		3,000	
	Landscape/Planter Repair	-		-		400		400		400		400		400	
	Umbrella Repairs	-		1,148		250		250		250		250		250	
	Sound System in Town Square - BMI Fees	420		-		420		420		420		420		420	
	Custom Channels - Sound System	-		348		350		350		350		350		350	
	Heat Melt Repair	387		-		500		500		500		500		500	
	Painting of Receptacles and Planters	1,457		-		5,000		5,000							
	Painting of Light Posts/St Lights/Clock	-		-		-		-		-		-		-	
	fence fabrication	1,650		-											
	Sound System Repair	250		-		-		-		-		-		-	
	Security Cameras	2,375		-											
	WiFi Service Town Square - Comcast	3,112		3,250		3,600		3,600		3,600		3,600		3,600	
	Fountain Repair	3,980		-		500		500		500		500		500	
	Pavillion Repair	-		-											
	Survey Work	1,323		-		-		-		-		-		-	
	Window Cleaning - CCC	85		-		300		300		300		300		300	
	Boiler Start UP	212		130		250		250		250		250		250	
	Equipment Repair			60											
	Misc.			690											
	Garbage Removal			1,500											
248-741-801.16	Public Restroom Program		1,916		4,326		4,000		4,000		4,000		4,000		4,000
	Porta Potty rental (\$430/mo)	1,916		-		4,000		4,000		4,000		4,000		4,000	
	Special Event Use	-		4,326				-		-		-		-	
248-741-920.01	Electrical Service (127 E Main)		5,798		7,342		4,390		1,420		1,450		1,480		1,510
	Town Square & Walkway	813		2,895		1,390		1,420		1,450		1,480		1,510	
	EV Charging	4,985		4,447		3,000				-		-		-	
248-741-920.02	Natural Gas Service		8,907		9,548		8,250		8,410		8,580		8,750		8,920
	Heat Melt System & Fire Pits - Town Square	-		-		7,660		7,810		7,970		8,130		8,290	
	Walkway	8,907		9,548		590		600		610		620		630	
248-741-920.03	Water and Sewer Service		6,590		2,724		8,860		9,300		9,760		10,240		10,740
	Town Square, 120 W Main, Hutton Park	6,590		2,724		8,520		8,950		9,400		9,870		10,360	
	Walkway	-		-		340		350		360		370		380	
248-741-938.12	Landscape Maintenance & Materials		27,880		33,980		32,310		35,310		35,310		35,310		35,310
	Annuals & perennials	25,266		29,729		22,000		22,000		22,000		22,000		22,000	
	Landscape Replacement	-		-		3,000		5,000		5,000		5,000		5,000	
	Tree Maintenance and Replacement	-		-		2,500		3,500		3,500		3,500		3,500	
	Trim and Mulch	314		477		2,500		2,500		2,500		2,500		2,500	
	Beautification Commission Plantings	2,300		1,941		2,250		2,250		2,250		2,250		2,250	
	Fall Décor Packet	-		-		60		60		60		60		60	
	Misc.	-		1,833		-		-		-		-		-	
248-741-938.160	Brick Repair & Maintenance		-		-		-		2,000		2,000		2,000		2,000
	Downtown	-		-		-		2,000		2,000		2,000		2,000	
248-741-955.21	Signage and Markers Projects		-		-		12,000		500		-		-		-
	Mural Project	-		-		12,000									

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge															
FY2022-23 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Design	Fund #	Activity #												
Prepared By:	Lori Ward	370	741												
Account #	Classification & Description	2019-20	Actual	2020-21	Actual	2021-22	Projected	2022-23	Proposed	2023-24	Proposed	2024-25	Proposed	2025-26	Proposed
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Building Signage	-						500							
248-741-962.50	Vehicle Insurance		356		385		406		420		430		440		450
	MMRMA	356		385		406		420		430		440		450	
248-741-967	Capital Outlay < \$5,000				1,000										
	Snow Box			1,000											
	Fencing														
248-741-967.050	Alleyway Improvements		15,000												
	Rebeccas	15,000													
	Orin's Alley														

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charge															
FY2022-23 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Design	Fund #	Activity #												
Prepared By:	Lori Ward	370	741												
Account #	Classification & Description	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Actual Amount	2020-21 Actual Total	2021-22 Projected Amount	2021-22 Projected 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	2025-26 Proposed Amount	2025-26 Proposed Total
248-741-976.01	Street Furnishings		57,069		25,675		23,000		27,500		12,500		12,500		12,500
	Bike Racks	-		-		3,000									
	Newsrack	-		-											
	Signage - Directory	-		2,982		-				-		-		-	
	Light Fixture Replacement	19,978		-		20,000		10,000		10,000		10,000		10,000	
	Light Fixture Conversion	188		-											
	Umbrella	4,348		1,291				2,500		2,500		2,500		2,500	
	Furniture/Benches	16,600		15,470											
	Town Square Decorative Lighting			-											
	Festoon Lighting - Buidling Outline	-		-											
	Flags	-		-											
	Cross Street Banners	-		-											
	Trash Receptacles			2,183											
	Table and Chairs	2,655		2,863											
	Banner Brackets	1,500		-											
	Fire Pit			860				15,000							
	Lighting Repair	11,800		26											
	Misc.														
248-741-977.00	Street Furnishings				158,031										
	Heat in the Street			158,031											
248-741-995.405	O/T to Public Impr Fund						3,060								
	Cameras					3,060									
	Street Repair Project														
Total		212,090	212,090	362,292	362,292	230,861	230,861	251,860	251,860	219,360	219,360	229,420	229,420	211,230	211,230
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									9.10%		-12.90%		4.59%		-7.93%

City of Northville															
Item Budget Worksheet - Details of Supplies, Services and Char															
FY2022-23 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Marketing & Business Mix		Fund #	Activity #											
Prepared By:	Lori Ward		370	742											
Account #	Classification & Description	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Actual Amount	2020-21 Actual Total	2021-22 Projected Amount	2021-22 Projected 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	2025-26 Proposed Amount	2025-26 Proposed Total
248-742-706.00	Wages and Salaries - Full Time (1)		16,738	17,150	17,150	17,635	17,635	18,085	18,085	18,485	18,485	18,715	18,715	18,715	18,715
	Director -30%	16,738		17,150		17,635		18,085		18,485		18,715		18,715	
248-742-709.00	Wages and Salaries - Part Time		13,461	16,180	16,180	14,595	14,595	22,440	30,865	23,000	31,640	23,285	32,035	23,285	32,035
	Part time office 1 (21 hrs/wk)	13,461		16,180		14,595		22,440		23,000		23,285		23,285	
	Part time office 2 (20 hrs/wk)							8,425		8,640		8,750		8,750	
248-742-725.00	Fringe Benefits (1)		6,218	8,367	8,367	8,130	8,130	8,625	8,625	8,760	8,760	8,825	8,825	8,825	8,825
	Per Finance Department	6,218		8,367		8,130		8,625		8,760		8,825		8,825	
248-742-726.00	Supplies		9	-	-			50	50	50	50	50	50	50	50
	Meeting Supplies	9		-				50		50		50		50	
248-742-801.00	Contractual Services		57,731	50,764	50,764	55,364	55,364	55,864	55,864	55,864	55,864	55,864	55,864	55,864	55,864
	Graphic Design	6,561		3,275		8,000		8,000		8,000		8,000		8,000	
	Logo and Branding Development	2,500		1,450											
	Newsletter	-				1,500		1,500		1,500		1,500		1,500	
	IMJ Communications	24,000		24,000		24,000		24,000		24,000		24,000		24,000	
	Print	13,175		14,840		17,000		17,000		17,000		17,000		17,000	
	Internet/Social Media	200		410		2,000		2,500		2,500		2,500		2,500	
	Video/Photography	-		290		2,000		2,000		2,000		2,000		2,000	
	Event Cards and Posters	4,726		768											
	Event Directory	2,589													
	Event Planning	-													
	Signs	1,622				500		500		500		500		500	
	Event Panels	-		-											
	Sign Printing			4,642											
	BMI fees	358		364		364		364		364		364		364	
	Garbage Service			725											
248-742-801.34	Web Site		940	1,404	1,404	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354	1,354
	Accunet	420		420		420		420		420		420		420	
	Website Redesign/Consulting	-		558		250		250		250		250		250	
	Mail Chimp	520		426		684		684		684		684		684	
248-742-955.16	Downtown Programming & Promotions		35,505	45,674	45,674	44,300	44,300	52,000	52,000	52,000	52,000	52,000	52,000	52,000	52,000
	Northville Chamber of Commerce	11,550													
	Friday Night Concerts	4,374		37,316		25,000		31,000		31,000		31,000		31,000	
	Wednesday Night Concerts	3,000		-		-									
	Buy Michigan Now Festival	2,500													
	NCBA	-				1,000		1,000		1,000		1,000		1,000	
	Skeletons are Alive	10,524		5,978		12,000		12,000		12,000		12,000		12,000	
	Tunes on Tuesday			-		800		1,000		1,000		1,000		1,000	
	Christmas	2,130		1,830		5,000		5,000		5,000		5,000		5,000	
	Misc events	1,427		550		500		2,000		2,000		2,000		2,000	
248-742-955.19	Business Retention Program		-	-	-	2,750	2,750	750	750	2,750	2,750	750	750	2,750	2,750
	Walking Map	-		-		2,000		750		2,000		750		2,000	
	Restaurant Guide			-		750								750	
Total		130,602	130,602	139,539	139,539	144,128	144,128	167,593	167,593	170,903	170,903	169,593	169,593	171,593	171,593
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									16.28%		1.98%		-0.77%		1.18%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2022-23 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Parking	Fund #	370	Activity #	743										
Prepared By:	Lori Ward														
		2019-20 Actual	2020-21 Actual		2021-22 Proposed		2022-23 Proposed		2023-24 Proposed		2024-25 Proposed		2025-26 Proposed		
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
248-743-706	Wages and Salaries - Full Time (1)		8,369		8,575		8,820		9,045		9,240		9,355		9,355
	Director - 10%	8,369		8,575		8,820		9,045		9,240		9,355		9,355	
248-743-709	Wages and Salaries - Part Time		1,346		1,618		1,460		-		-		-		-
	Part time office 1 (21 hrs/wk)	1,346		1,618		1,460		-		-		-		-	
248-743-725	Fringe Benefits (1)		2,692		3,683		3,615		3,445		3,500		3,530		3,530
	Per Finance Department	2,692		3,683		3,615		3,445		3,500		3,530		3,530	
248-743-726	Supplies		-		-		-		50		50		50		50
	Meeting Supplies	-		-		-		50		50		50		50	
248-743-955.20	Downtown Parking Program		-		90		-		500		-		500		-
	Brochures and Maps	-		90		-		500		-		500		-	
	Signage														
248-743-995.101	O/T to General Fund		-		50,000		-		-		50,000		-		50,000
	Street Lighting & Parking Lot Electrical	50,000		50,000		50,000		50,000		50,000		50,000		50,000	
248-743-995.230	O/T to Parking Fund		341,353		93,220		120,900		123,660		126,500		129,430		132,440
	parking maintenance/operational costs	86,420		89,220		91,900		94,660		97,500		100,430		103,440	
	snow removal	4,000		4,000		4,000		4,000		4,000		4,000		4,000	
	Cady Deck - Ram contract	250,933													
	Parking Deck Repairs	-		-		25,000		25,000		25,000		25,000		25,000	
Total		403,760	403,760	157,186	157,186	184,795	184,795	186,700	186,700	189,290	189,290	192,865	192,865	195,375	195,375
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									1.03%		1.39%		1.89%		1.30%

Line Item Budget Worksheet - Details of Supplies, Services and Char															
FY2022-23 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Organizational		Fund #	Activity #											
Prepared By:	Lori Ward		370	744											
Account #	Classification & Description	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Actual Amount	2020-21 Actual Total	2021-22 Projected Amount	2021-22 Projected 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	2025-26 Proposed Amount	2025-26 Proposed Total
248-744-706.00	Wages and Salaries - Full Time (1)		20,923		21,437		22,045		13,565		23,100		23,390		23,390
	Director	20,923		21,437		22,045		13,565		23,100		23,390		23,390	
248-744-709.00	Wages - Temp/Part Time Reg		6,730		8,090		28,100		20,120		20,620		20,880		20,880
	Part time office 1 (21 hrs/wk)	6,730		8,090		7,300		7,480		7,665		7,760		7,760	
	Part time office 2 (20 hrs/wk)			-		20,800		12,640		12,955		13,120		13,120	
248-744-725.00	Fringe Benefits (1)		7,205		9,729		9,315		5,745		5,835		5,880		5,880
	Per Finance Department	7,205		9,729		9,315		5,745		5,835		5,880		5,880	
248-744-726.00	Supplies		3,346		1,890		2,850		2,750		750		750		750
	Office . Supplies	1,433		1,107		250		250		250		250		250	
	Computer Supplies	285		57		500		500		500		500		500	
	Meetings Catering	55		-											
	PC Replacement (2)			-				2,000							
	laptops	1,266		300											
	Office Equipment	177		426											
	computer					1,500									
	Covid Cleaning Supplies	130													
	Color Printer					600									
248-744-730.00	Postage		13		-		50		50		50		50		50
	Postage machine & stamps	13		-		50		50		50		50		50	
248-744-731.00	Publications		65		130		65		65		65		65		65
	Northville Record	65		130		65		65		65		65		65	
248-744-801.19	Technology Services		4,349		8,540		5,315		2,530		2,805		2,805		2,805
	Comcast DSL (\$85/mo)	990		1,061		950									
	Email Archival Service	16		15		20		20		20		20		20	
	IT Right - staff pc's/downtown wifi & cameras	2,253		1,105		2,220		2,510		2,785		2,785		2,785	
	speakers and cameras			-											
	closed captioning services			832		125									
	Zoom Meeting Support	1,090		5,527		2,000									
248-744-802.01	Legal Services		13,773		8,301		5,500		6,000		4,000		4,000		4,000
	General Legal Fees	1,698		386		1,000		1,000		1,000		1,000		1,000	
	Real Estate Legal Fees	12,075		7,915		4,500		5,000		3,000		3,000		3,000	
	Other														
248-744-805.00	Auditing Services		4,868		4,961		5,105		5,250		5,395		5,500		5,610
	audit, prep/print statements, meeting	4,868		4,961		5,105		5,250		5,395		5,500		5,610	
248-744-900.00	Printing & Publishing		1,091		2,116		1,315		1,215		1,215		1,215		1,215
	Notecards/Envelopes/Labels	-		1,974		250		250		250		250		250	
	Slide and Photo Processing	-		-		100									
	Color Copying Charges	891		142		800		800		800		800		800	
	Personnel Ad Placement - Indeed	-		-		165		165		165		165		165	
	Postage	200													
248-744-920.00	Utilities		1,330		1,296		1,300		1,300		1,300		1,300		1,300
	cell phone allowance (\$75/mo)	900		900		900		900		900		900		900	

Line Item Budget Worksheet - Details of Supplies, Services and Char															
FY2022-23 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Organizational			Fund #	Activity #										
Prepared By:	Lori Ward			370	744										
		2019-20 Actual	2020-21 Actual	2021-22 Projected		2022-23 Proposed		2023-24 Proposed		2024-25 Proposed		2025-26 Proposed			
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
	Clear Rate phone & internet (\$33/mo)	430		396		400		400		400		400		400	

Line Item Budget Worksheet - Details of Supplies, Services and Char															
FY2022-23 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Organizational		Fund #	Activity #											
Prepared By:	Lori Ward		370	744											
Account #	Classification & Description	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Actual Amount	2020-21 Actual Total	2021-22 Projected Amount	2021-22 Projected 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	2025-26 Proposed Amount	2025-26 Proposed Total
248-744-956.00	Contingencies		-		-		-		-		-		3,330	3,330	7,580
	Wage Adjustments - Per Finance Department	-		-		-		-		-		-			
248-744-958.00	Memberships & Dues		1,290		1,395		1,395		1,395		1,395		1,395		1,395
	APA	255		255		255		255		255		255		255	
	Chamber of Commerce	265		270		270		270		270		270		270	
	NTHP - National Main Street Center	295		295		295		295		295		295		295	
	Michigan Downtown Association	475		575		575		575		575		575		575	
248-744-960.00	Education & Training		601		75		350		850		850		850		850
	Travel - mileage and parking	180		-				500		500		500		500	
	Meals	60		-											
	Conference Fees	185		75		350		350		350		350		350	
	Hotel Expenses	176		-											
248-744-962.00	Insurance - MMRMA		5,496		4,373		6,338		6,450		6,570		6,690		6,820
	Per Schedule	3,848		2,592		3,838		3,950		4,070		4,190		4,320	
	Special Event Insurance	1,648		1,781		2,500		2,500		2,500		2,500		2,500	
248-744-965.00	Overhead		12,100		12,710		12,960		13,220		13,480		13,750		14,030
	services by Finance Dept, DPW Dir, Manager (2% increase)	12,100		12,710		12,960		13,220		13,480		13,750		14,030	
Total		83,180	83,180	85,043	85,043	102,003	102,003	80,505	80,505	87,430	87,430	91,850	91,850	96,620	96,620
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									-21.08%		8.60%		5.06%		5.19%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2022-23 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Economic Development		Fund #	Activity #											
Prepared By:	Lori Ward		370	745											
Account #	Classification & Description	2019-20 Actual Amount	2019-20 Actual Total	2020-21 Actual Amount	2020-21 Actual Total	2021-22 Projected Amount	2021-22 Projected 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	2025-26 Proposed Amount	2025-26 Proposed Total
248-745-706	Wages and Salaries - Full Time (1)	20,922	20,922	21,437	21,437	22,045	22,045	27,125	27,125	23,100	23,100	23,390	23,390	23,390	23,390
248-745-709	Wages - Temp/Part Time Reg		2,692		3,236		2,920		-		-		-		-
	Part time office 1 (21 hrs/wk)	2,692		3,236		2,920									
248-745-725	Fringe Benefits (1)		6,678		9,145		8,975		10,340		10,500		10,580		10,580
	Per Finance Department	6,678		9,145		8,975		10,340		10,500		10,580		10,580	
248-745-726	Supplies		180		-		100		100		100		100		100
	Meeting suplies , refreshments	-		-		50		50		50		50		50	
	Reproduction	180		-		50		50		50		50		50	
248-745-801.00	Contractual Services		-		-		-		-		-		-		-
	DDA Boundary Expansion														
	Redevelopment Ready - Marketing Study														
248-745-803.200	Planning Studies		-		-		15,000		-		-		-		-
	Building Inventory					5,000									
	Retail Market Study					10,000									
248-745-955.19	Business Retention Program		-		-		500		500		500		500		500
	Recruitment Package					500		500		500		500		500	
Total		30,472	30,472	33,818	33,818	49,540	49,540	38,065	38,065	34,200	34,200	34,570	34,570	34,570	34,570
Difference (should be zero)					-		-		-		-		-		-
% Variance from prior year									-23.16%		-10.15%		1.08%		0.00%

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Ch															
FY2022-23 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Debt		Fund #	Activity #											
Prepared By:	Lori Ward		370	906											FINAL PAYMENT!!
Account #	Classification & Description	2019-20 Amount	Actual Total	2020-21 Amount	Actual Total	2021-22 Amount	Projected Total	2022-23 Amount	Proposed Total	2023-24 Amount	Proposed Total	2024-25 Amount	Proposed Total	2025-26 Amount	Proposed Total
248-906-995.303	O/T to DDA Debt Service Fund		173,830		174,335		174,685		169,880		170,075		167,561		-
	2013 DDA Refunding Bond Debt Service														
	Principal	145,000		150,000		155,000		155,000		160,000		165,000		-	
	Interest	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		173,830	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							0.20%		-2.75%		0.11%		-1.48%		-100.00%
Debt Service per capita			29		29		29		28		28		28		-
Operating Cost per capita															



To: DDA Board of Directors

From: Lori M. Ward, Northville DDA Director

Subject: DDA Board Committees

Date: March 15, 2022

The DDA currently has 5 standing committees – Design, Parking, Economic Development, Marketing and Organization. The Chairs or DDA Board Liaisons are charged with reporting the activities of the various committees to the full board at each DDA Board meeting. The Chairs of the various committees do not have to be members of the DDA Board of Directors. Several of the committees have a standing committee date and time, while others meet as necessary around projects or programs.

DDA Board members are encouraged to actively participate in at least one of the standing committees. Currently we have several Board members who are active on multiple committees, and several Board members that are not active on any committee. In addition, the DDA has new members that have not yet engaged with a committee. Please take the opportunity to review Attachment 7.d.i which provides additional information on the various standing committees, their members, and the projects they are currently working on. Contact DDA staff if you would like to join one of the committees or switch your committee selection and you will be added to the distribution list.

DDA Standing Committees



Design

Co-chairs: Robert Miller and Suzie Cozart

Members: Chuck Murdock, Allan Somershoe, Carol Maise, Fred Sheill, DJ Boyd

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

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

Economic Development

Chair: Aaron Cozart

Members: Greg Presley, John Casey, Robert Miller, Jeff Hamilton, Shawn Riley, Michelle Aniol, Carol Maise, Chuck Murdock, John Carter

Meets: 4th Thursday of the month at 8:30 am in Meeting Room A

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

Marketing

Chair: Shawn Riley

Members: Lindsey Butzin, Greg Richards, Erin Maten, Jeanne Micallef, Carol Lehmann, Jennifer Luikart, Jennifer Frush, Margene Buckhave, Liz Cezat, Mary Starring, Mark Gasche, Shannon Coker, Chuck Murdock, Sue Taylor, Amy Bonser, Brandon Beuter, Diana Wallace, Jaimee Kasperlik, Katie Rothley, Leanie Bayley, Renee Wisley, Maria Williams, Stephanie McNees, Ryan Kaltenbach

Meeting: 1st Thursday of the month at 8:30 am, location varies

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

Parking

Chair: Carol Maise

Members: Fred Sheill, Jim Long, John Casey, Jerry Mittman, Alan Maciag, Mike Domine

Meeting: 2nd Thursday of the month at 8:00 am (as needed), Meeting Room A

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

Organization

Chair: DJ Boyd

Members: Ryan McKindles

Meeting: As needed

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

CITY OF NORTHVILLE

RESOLUTION

STANDARDS OF CONDUCT AND ETHICS

WHEREAS, the City Charter provides that an elective or appointive officer, including the members of boards and commissions, shall be removed from office by the City Council if, after a hearing, said officer is found guilty of an act of misconduct in office; and

WHEREAS, the City Charter gives the City Manager the authority to discharge a City employee for just cause, including an act of misconduct in office;

NOW THEREFORE BE IT RESOLVED, that the City Council hereby adopts the following Standards of Conduct and Ethics:

I. DEFINITIONS:

- (a) "Officer" means an elective City officer, a member of a board or commission appointed by the City, or an administrative City officer as provided in the City Charter.
- (b) "Employee" means any person employed by the City who is not an Officer of the City as defined above.
- (c) "Family member" means a spouse or the following relatives, and the spouses of such relatives: child, grandchild, parent, grandparent, brother, sister, half-brother and half-sister, and including relationships arising from adoption.
- (d) "Financial interest" in a contract, action or decision means that the officer or employee
1. is employed by or has a contract with the company or person involved; or
 2. is owner of at least ten percent (10%) of the company involved; or
 3. will receive a financial or other material benefit from such contract, action or decision which is greater than that which will be received by a substantial part of the public in general; or
 4. has a family member who has a financial interest in such contract, action or decision.
- (e) "Personal interest" in a contract, action or decision means that the officer or employee, or a family member of such officer or employee, will be affected either positively or negatively by such contract, action or decision to an extent which is materially different than the effect on a substantial part of the public in

general. The sole fact that an officer or employee, or a family member of such officer or employee, resides in a district, notification area or other geographical area related to an issue shall not be deemed to be personal interest.

(f) "Misconduct" shall mean a violation of the Standards set forth in Part II, or the failure to properly advise the appropriate supervisor or board or commission of a potential financial or personal interest, as set forth in Part III.

II. STANDARDS:

(a) A City officer or employee shall not divulge to an unauthorized person, confidential information acquired in the course of his or her duties in advance of the time prescribed for its authorized release to the public.

(b) A City officer or employee shall not represent his or her personal opinion as that of an agency.

(c) A City officer or employee shall use personnel resources, property, and funds under the officer or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

(d) A City officer or employee shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the City, which tends to influence the manner in which the public officer or employee or another public officer or employee performs official duties.

(e) A City officer or employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the public officer or employee has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly-scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with the City.

(f) A City officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgement or action in the performance of official duties.

(g) A City officer or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity or

person in which the public officer or employee has a financial or personal interest.

III. PROCEDURE WHEN A CONFLICT MAY EXIST

(a) Whenever a City employee has a financial or personal interest in a contract, action or decision, he shall so advise his supervisor, and shall refrain from participation to whatever extent is necessary to avoid a conflict of interest. If the City employee is an administrative officer, said officer shall advise the City Manager of such financial or personal interest, and if the City employee is the City Manager, he shall advise the City Council. If the supervisor (or City Manager or City Council) determines that the Employee does not have a conflict of interest in the matter at issue, then the Employee shall not be subject to a charge of misconduct on the basis of the facts which he made known to the supervisor (or City Manager or City Council).

(b) Whenever a member of a City board or commission has a financial or personal interest in a contract, action or decision, he shall so advise his board or commission, and request to abstain from voting on such contract, action or decision. If the board or commission concurs with the member that he has a financial or personal interest in the matter being considered, then the board or commission shall vote to allow the member to abstain. If the board or commission determines that the member does not have a conflict of interest, and therefore shall not be permitted to abstain, then the member shall not be subject to a charge of misconduct on the basis of the facts which he made known to the board or commission.

BE IT RESOLVED FURTHER, that the City Council hereby determines that a violation of the Standards provided herein constitutes misconduct of office, and shall be subject to action by the City Council or the City Manager as provided in the City Charter; and

BE IT RESOLVED FURTHER, that the City Manager is hereby authorized and directed to administer these Standards as they may apply to City administrative officers and employees; and

BE IT RESOLVED FURTHER, that it is the intent of the City Council that these Standards serve as a code of ethics for City officers and employees, and that no contract with respect to which a City officer or employee shall act in violation hereof, shall be deemed to be void or voidable on that basis alone.



March 2022 Design Committee Updates

Test Lighting

Approximately 75 downtown streetlights remain to be converted from High Pressure Sodium. ERC recently installed a test LED light along E. Main Street to compare the color and appearance of the proposed LED lights with the existing Induction lights to the west. The light on the left side of the photos is the existing High-Pressure Sodium, the light in the center is the proposed LED light and the light on the right side is the Induction Lighting. Feedback from the Design and Sustainability Committee supported the installation of a slightly warmer light to compare. The previous test light was 3,000K. Early next week, ERC will install a 2,700K light and will modify the reflector to more closely imitate the Induction lights already installed. Once the DDA has approved a fixture, ERC will need about 2 weeks to prepare a proposal that would lay out the terms of the contract and the amount that they would capture out of the energy savings.



With the City's electrical bills decreasing with ERC, the DDA should see a reduction in the amount of its contribution to the over bills, which is currently \$50,000 annually. DDA staff will reach out to the Finance Department to see what the reduction might be for this fiscal year.



EV Charging Stations

Red E Charging, our EV partners are in the process of installing the last 4 charging stations. The project was put on hold for a few weeks while the installation contractors worked with a structural engineer to review plans to core through a column in the lower level of the parking deck.

DDA staff is working with both DPW, PD and the contractor to install EV 3 hour charging only signs at each of the 3 locations, along with directional signage on Center Street at Cady and EV stencils on the floor of the parking spaces. The stencils are weather/temperature sensitive and will need to be installed with warmer weather.

The DDA has received their first check from Red E Charging for its share of the revenue produced by the charging stations. In the future, the checks will be for revenue for all 10 charging station and the checks will be cut twice a year. The DDA will be receiving reports on the usage and revenue generated every other month.

Downtown Mural

The DDA and City Council recently approved funding for the development and installation of a mural on the side of Lucy and the Wolf. The image selected was the historic looking horse and buggy with the phrase Race Day in Northville. City Council during their deliberation asked for the DDA staff to consult with staff at Northville Historical Society to gather images to be used to customize the mural. DDA staff met with NHS staff and



gathered great images of the race track and fairgrounds. DDA staff reached out to the owners of the building to share with them the image and explained that the next step was the Historic District Commission. The owners of the building indicated that they did not want to move forward on the project, despite earlier support. They indicated that they “feel the west wall of our building could display a mural that is

more impactful and reflective of Northville's past, present and future. We were in hopes of a mural that encompasses Northville's landmarks within the artwork, one that welcomes people to Northville and where people can stand below and take pictures.” Several examples were provided, including these two images. The Design Committee spent years working on this project and considered different options before recommending the race track mural to the DDA and City Council. The Design Committee will meet again on March 14th to consider where we go from here. Staff has also reached out to the designer to see where we stand with this mural, as we already approved a contract with him for the Race Day mural design.





March 2022 Marketing Committee Updates

Chili Cook Off

DDA staff is working with the downtown business community created a new event for downtown – Chilin'in the Ville. The two Fire Departments competed for top honors, which this year went to the Township Fire Department. Seven restaurants participated in the event and top honors went to Browndog. Characters from the movie Frozen were wandering around downtown as well as 7 large ice sculptures were installed and an ice carver was on site to demonstrate. Four hundred sets (each with 8 tickets) were sold for the event. The event was a tremendous hit and we definitely want to continue and improve the event for next year.



There has been talk of trying to provide one major and one minor event each month for the entire year. The DDA currently manages the outdoor music series which last year ran from May through the end of October, proving music on both Friday and Saturday night. In addition, the DDA hosts the kick off Skeletons in the Ville event and the 31-day installation of skeletons. This past year, the DDA added a new event to the lineup with the 3-weekend event called A Holiday to Remember. This event will continue in 2022 with modifications to be held on the first weekend of December. Finally, the DDA produced the new Chili'in in the Ville. The DDA has no plans to produce another event at this time. The Chilin in the Ville took approximately 80 hours to produce (Jeri and Jessica working 20 hours each week for 2 weeks). It took an enormous effort to produce, during a time when they were also producing a newsletter, working on the walking map, and other tasks that generally take place at this time of year. During budget season, the DDA should discuss the organization's priorities and how we would like to budget for those programs and projects.

Bridgerton Night

The downtown merchants are planning a lady's night out using the Bridgerton theme. It will take place on Thursday 3/24 from 6-9 pm. To make the event more fun many of the merchants plan to wear Victorian costumes and are encouraging customers to do the same. The businesses plan to offer special discounts that evening and have a themed basket raffle.

Walking Map

Jeri and Jessica have been working on redoing the DDA walking map and restaurant guide. The map has not been updated since 2017 so definitely needs revision. The DDA has reached out to all the building owners and requested updated tenant lists. The rest will be gathered by walking the Downtown. Hopefully, the map will be headed to the printer in early Spring.

Downtown Centered Event List 2022

<u>January</u>	<u>February</u> Chili'in the Ville – last Saturday of Feb
<u>March</u> Ladies' Shopping Night – 3/24	<u>April</u>
<u>May</u> Northville Spring Carnival – 5/12- 5/15 Farmers' Market Opens for Season – 5/5 Summer Concert Series begins - 5/27 Annual Flower Sale – 5/27-5/28 Block Party – Memorial Day weekend	<u>June</u> Wines of the World Fest – 6/3 Farmers' Market - Thursdays Summer Concert Series – Fri/Sat Art in the Sun – 6/17-6/19 Tunes on Tuesday – 6/21 – 8/16 Tapped in the 'Ville – 6/18
<u>July</u> Independence Day Parade – 7/4 Summer Concert Series – Fri/Sat Sidewalk sales – TBD*	<u>August</u> Farmers' Market - Thursdays Summer Concert Series – Fri/Sat Food & Wine Festival – 8/12 – 8/13
<u>September</u> Summer Concert Series – Fri/Sat Heritage Festival – 9/16-9/18	<u>October</u> Skeleton Launch Party – 10/7 October in the 'Ville – all month Witches' Night Out -
<u>November</u> Holiday Lighted Parade – 11/18 Greens Market – 11/19-11/20	<u>December</u> Holiday to Remember – 1 st weekend, TBD* Christmas in the Village – 12/2-12/3

**Northville Planning Commission
Downs Site Plan Review Process
Finalized March 1, 2022**

The following process will be used to guide the Planning Commission review of The Downs Preliminary Site Plan. This is the largest project this Commission has ever reviewed, with the most significant impact on the future of the Northville community. As such, it naturally will require more time and a differentiated approach to deliberations as compared to other, smaller-scale and more routine site plan reviews. Establishing a transparent process for site plan deliberations will provide clarity for the Applicant and for members of the community regarding how the Planning Commission will proceed with its systematic review.

To provide a clear focus for both the Applicant and Commissioners, deliberations will be organized around specific topics, ensuring that details are not lost in a more general and wide-ranging discussion. The deliberations will focus on understanding and refining the preliminary site plan. After one topic has been adequately explored, the Planning Commission will move on to the next topic, with an intent to use time as efficiently as possible so that the Applicant receives a timely and thoughtful recommendation from the Planning Commission.

The topics to be deliberated are as follows. While the intent is to follow this general order to understand and examine various aspects of the site plan, it is possible that the topics may be reordered due to unforeseen circumstances. At times, a later topic may be related to an earlier topic, so the potential for revisiting earlier topics with the wisdom of hindsight is to be expected.

The following key questions will be considered when deliberating on each topic:

- What is proposed per the site plan?
- To what extent is the proposal compliant with the Master Plan and Zoning Ordinance?
- What flexibilities are being requested by the Applicant?
- What flexibilities will be acceptable to the Planning Commission?
- What modifications to the site plan does the Planning Commission recommend, perhaps in exchange for those flexibilities?
- What common ground can we reach?

Topic I: Roads, Pathways, Connections, and Parking, including issues such as:

- Designation of public and private roadways
- North/south vehicular connections between Main Street and 7 Mile
- East/west vehicular connections to Bealtown, Fairbrook, and other neighborhoods to the west
- Traffic dispersion strategies and management of critical intersections
- Bicycle lanes/amenities
- Parking lot locations
- On-street parking locations/types
- Other related issues as identified by the Planning Commission

Topic II: Residential/Commercial Land Uses and Locations, including issues such as:

- Amount and location of commercial/retail space
- Mix of housing types and their locations
- Density, including building height
- Water table on the south end as related to residential use
- Other related issues as identified by the Planning Commission

Topic III: Parks, Public Spaces, and the Farmers Market, including issues such as:

- Characteristics of the daylighted river
- Amenities in the river park and other public areas
- Repurposing/relocation of the log cabin
- Potential location and characteristics of the Farmers Market in the event it must be relocated on this site
- Other related issues as identified by the Planning Commission

Topic IV: Architecture, Landscaping, and Aesthetics, including issues such as:

- Compatibility of proposed plans with the traditional, historic character of downtown Northville and nearby neighborhoods
- Design that promotes walkability and a sustainable community
- Street trees, sidewalks, and right of way plantings
- Gateway features at South Center Street and/or River Street
- Other related issues as identified by the Planning Commission

Topic V: Infrastructure, Financials, and Phasing, including issues such as:

- Tax revenue estimates
- Cost and financing of public benefits
- Anticipated and potentially unanticipated impact on city services
- Stormwater management solutions
- Ensuring appropriate phasing and accountability
- Other related issues as identified by the Planning Commission

Topic VI: Summative Review and Recommendation to Council

Due to the sheer size and scope of this project, it is likely to take multiple meetings to review the site plan thoughtfully. Ultimately, the Planning Commission will make a recommendation to City Council regarding whether the proposed site plan (potentially as modified during deliberation of the topics above) meets the design standards identified in Article 20 of the Zoning Ordinance.

Per Article 20 of the Zoning Ordinance, the public already will have had an opportunity to comment on the site plan during the public hearing on March 15, 2022. The Planning Commission's deliberations, as outlined above, are informed by that public hearing.

The Open Meetings Act requires that members of the public be allowed to address a meeting of the public body under rules established by the public body. In accordance

with established Planning Commission bylaws, an opportunity for public comment will continue to be provided early in every meeting relative to items not on the night's agenda. An additional public comment opportunity will be provided immediately following Planning Commission deliberations on each of the topics listed above. Written comment by the public is always an option and can be particularly helpful in informing the thinking of Commissioners in advance of a meeting.