



**Meeting of the DDA Board of Directors
March 28, 2023 - 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 2023 Financial Statement (Attachment 4.a)
 - b. February 2023 Invoice Report (Attachment 4.b)
 - c. February 28, 2023 DDA Meeting Minutes (Attachment 4.c)
 - d. EV Charging Usage report for February 2023 (Attachment 4.d)
5. Purchase of Street Lighting (Attachment 5)
6. DDA 2023 – 24 Budget Discussion (Attachment 6)
7. Street Closure Update (Attachment 7)
8. Information and Updates
 - a. Design Committee – No Report
 - b. Marketing Committee – Shawn Riley (Attachment 8.b)
 - c. Organizational Committee – DJ Boyd
 - d. Economic Development Committee – Aaron Cozart
 - i. TIF and Development Plan Update Meeting
 - e. Parking Committee – No Report
9. Future Meetings / Important Dates
 - a. Economic Development Committee Meeting – April 3, 2023
 - b. Marketing Committee Meeting – April 6, 2023
 - c. Executive Committee Meeting – March 8, 2023
 - d. Design Committee Meeting – TBD
 - e. DDA Board Meeting – March 28, 2023
 - f. Parking Committee – TBD
10. Board and Staff Communications
11. Adjournment – Next Meeting – **April 25, 2023**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 02/28/2023

% Fiscal Year Completed: 66.58

FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 02/28/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/23 INCR (DECR)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	814,558.00	811,602.00	811,598.04	0.00	3.96	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	(3.01)	0.00	(996.99)	0.30	
248-000-451.000	DDA OPERATING LEVY	67,216.00	67,126.00	65,544.18	12.08	1,581.82	97.64	
PROPERTY TAXES		880,774.00	877,728.00	877,139.21	12.08	588.79	99.93	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	180.00	0.00	0.00	100.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	13,846.00	4,027.00	2,993.00	9,819.00	29.08	
LICENSES, FEES, & PERMITS		15,180.00	14,026.00	4,207.00	2,993.00	9,819.00	29.99	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	36,000.00	24,431.00	24,430.86	0.00	0.14	100.00	
STATE REVENUES		36,000.00	24,431.00	24,430.86	0.00	0.14	100.00	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	1,610.00	561.00	561.00	0.00	0.00	100.00	
248-000-626.110	EV CHARGING STATION REVENUE	0.00	1,515.00	0.00	0.00	1,515.00	0.00	
MISCELLANEOUS REVENUES		1,610.00	2,076.00	561.00	0.00	1,515.00	27.02	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	0.00	6,000.00	4,986.62	1,003.93	1,013.38	83.11	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	30.00	2,500.00	1,896.98	0.00	603.02	75.88	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650.00	7,000.00	4,140.85	0.00	2,859.15	59.16	
248-000-665.400	INVESTMENT POOL BANK FEES	(100.00)	(600.00)	(285.01)	(46.60)	(314.99)	47.50	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750.00)	(750.00)	(405.37)	(61.41)	(344.63)	54.05	
248-000-665.600	BANK LOCKBOX FEES	(200.00)	(1,000.00)	(312.56)	(46.20)	(687.44)	31.26	
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(75.68)	0.00	(64.32)	54.06	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(12,000.00)	(5,073.05)	0.00	(6,926.95)	42.28	
INTEREST		5,490.00	1,010.00	4,872.78	849.72	(3,862.78)	482.45	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	520.00	0.00	180.00	74.29	
RENTAL INCOME		700.00	700.00	520.00	0.00	180.00	74.29	
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	38,000.00	38,682.00	47,407.80	4,775.00	(8,725.80)	122.56	
GRANTS & OTHER LOCAL SOURCES		38,000.00	38,682.00	47,407.80	4,775.00	(8,725.80)	122.56	
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	0.00	19,287.00	0.00	0.00	19,287.00	0.00	
FUND BALANCE RESERVE		0.00	19,287.00	0.00	0.00	19,287.00	0.00	
Total Dept 000		977,754.00	977,940.00	959,138.65	8,629.80	18,801.35	98.08	

PERIOD ENDING 02/28/2023
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FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 02/28/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/23 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
TOTAL REVENUES		977,754.00	977,940.00	959,138.65	8,629.80	18,801.35		98.08
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	11,500.00	8,000.00	3,689.79	310.75	4,310.21		46.12
248-573-707.000	WAGES - REGULAR OVERTIME	500.00	500.00	47.25	0.00	452.75		9.45
248-573-725.000	FRINGE BENEFITS	11,000.00	7,500.00	3,642.12	307.32	3,857.88		48.56
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	120.71	0.00	404.29		22.99
248-573-943.000	EQUIPMENT RENTAL - CITY	11,135.00	11,135.00	7,131.30	197.99	4,003.70		64.04
Total Dept 573 - DPW SERVICES		34,660.00	27,660.00	14,631.17	816.06	13,028.83		52.90
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	22,605.00	22,605.00	14,444.62	1,641.18	8,160.38		63.90
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	43,554.68	468.00	21,325.32		67.13
248-741-725.000	FRINGE BENEFITS	13,540.00	13,540.00	9,515.08	677.45	4,024.92		70.27
248-741-726.000	SUPPLIES	500.00	975.00	243.63	175.99	731.37		24.99
248-741-775.200	DOWNTOWN MATERIALS	27,145.00	27,145.00	9,855.94	0.00	17,289.06		36.31
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	800.00	1,330.00	1,330.51	0.00	(0.51)		100.04
248-741-775.900	FUEL & OIL	400.00	1,000.00	553.80	0.00	446.20		55.38
248-741-801.000	CONTRACTUAL SERVICES	31,470.00	31,470.00	15,309.11	1,405.82	16,160.89		48.65
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	1,710.00	0.00	2,290.00		42.75
248-741-920.010	ELECTRIC POWER	1,420.00	3,740.00	3,278.89	541.89	461.11		87.67
248-741-920.020	NATURAL GAS	8,410.00	8,410.00	11,059.59	3,113.82	(2,649.59)		131.51
248-741-920.030	WATER & SEWER SERVICE	9,300.00	9,300.00	5,775.32	0.00	3,524.68		62.10
248-741-938.120	LANDSCAPE MAINTENANCE	35,310.00	35,310.00	6,421.90	0.00	28,888.10		18.19
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	1,706.00	0.00	294.00		85.30
248-741-955.210	SIGNAGE & MARKERS PROJECT	500.00	500.00	0.00	0.00	500.00		0.00
248-741-962.500	VEHICLE INSURANCE	420.00	455.00	452.00	0.00	3.00		99.34
248-741-976.010	STREET FURNISHINGS	37,500.00	37,500.00	30,588.53	(264.55)	6,911.47		81.57
Total Dept 741 - DESIGN COMMITTEE		260,200.00	264,160.00	155,799.60	7,759.60	108,360.40		58.98
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,085.00	18,085.00	11,568.36	1,312.94	6,516.64		63.97
248-742-709.000	WAGES - PART TIME	30,865.00	30,865.00	20,340.58	2,792.66	10,524.42		65.90
248-742-725.000	FRINGE BENEFITS	8,625.00	8,625.00	5,947.00	722.08	2,678.00		68.95
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-742-801.000	CONTRACTUAL SERVICES	55,865.00	55,865.00	30,960.50	3,844.00	24,904.50		55.42
248-742-801.340	WEB SITE MAINTENANCE	1,355.00	1,355.00	1,036.21	0.00	318.79		76.47
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,100.00	50,100.00	46,145.22	11,766.00	3,954.78		92.11
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	1,365.00	1,365.00	0.00	0.00		100.00
Total Dept 742 - MARKETING COMMITTEE		165,695.00	166,310.00	117,362.87	20,437.68	48,947.13		70.57
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,045.00	9,045.00	5,784.33	656.50	3,260.67		63.95
248-743-725.000	FRINGE BENEFITS	3,445.00	3,445.00	2,190.73	253.39	1,254.27		63.59
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	500.00	500.00	0.00	0.00	500.00		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

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		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-743-995.230	O/T TO PARKING FUND	123,660.00	123,660.00	73,995.00	0.00	49,665.00		59.84
Total Dept 743 - PARKING COMMITTEE		186,700.00	186,700.00	119,470.06	909.89	67,229.94		63.99
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,565.00	13,565.00	8,708.30	984.72	4,856.70		64.20
248-744-709.000	WAGES - PART TIME	20,120.00	20,120.00	13,943.63	1,858.88	6,176.37		69.30
248-744-725.000	FRINGE BENEFITS	5,745.00	5,745.00	4,475.72	536.92	1,269.28		77.91
248-744-726.000	SUPPLIES	2,750.00	2,750.00	1,787.14	0.00	962.86		64.99
248-744-730.000	POSTAGE	50.00	50.00	31.80	0.00	18.20		63.60
248-744-731.000	PUBLICATIONS	65.00	65.00	0.00	0.00	65.00		0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,530.00	3,000.00	3,584.26	240.76	(584.26)		119.48
248-744-802.010	LEGAL SERVICES - GENERAL	11,000.00	11,000.00	3,910.50	0.00	7,089.50		35.55
248-744-805.000	AUDITING SERVICES	5,250.00	5,250.00	4,723.00	0.00	527.00		89.96
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	798.13	0.00	416.87		65.69
248-744-920.000	UTILITIES	1,300.00	1,300.00	863.76	107.97	436.24		66.44
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	1,000.00	0.00	395.00		71.68
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	0.00	850.00		0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	6,450.00	4,290.00	4,290.00	0.00	0.00		100.00
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	0.00	2,500.00	2,356.00	0.00	144.00		94.24
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,220.00	13,220.00	9,915.00	0.00	3,305.00		75.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,505.00	86,315.00	60,387.24	3,729.25	25,927.76		69.96
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,125.00	27,125.00	17,336.61	1,969.46	9,788.39		63.91
248-745-725.000	FRINGE BENEFITS	10,340.00	10,340.00	6,565.15	760.14	3,774.85		63.49
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00		0.00
248-745-801.000	CONTRACTUAL SERVICES	0.00	23,850.00	23,831.03	0.00	18.97		99.92
248-745-803.200	PLANNING & DESIGN STUDIES	0.00	15,000.00	0.00	0.00	15,000.00		0.00
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		38,065.00	76,915.00	47,732.79	2,729.60	29,182.21		62.06
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	169,880.00	169,880.00	7,440.00	0.00	162,440.00		4.38
Total Dept 906 - DEBT SERVICE		169,880.00	169,880.00	7,440.00	0.00	162,440.00		4.38
Dept 999 - RESERVE ACCOUNTS								
248-999-999.000	UNALLOCATED RESERVE	37,049.00	0.00	0.00	0.00	0.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		37,049.00	0.00	0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		977,754.00	977,940.00	522,823.73	36,382.08	455,116.27		53.46

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 02/28/2023

% Fiscal Year Completed: 66.58

FEBRUARY BENCHMARK 67%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET	02/28/2023 NORM	(ABNORM)	MONTH 02/28/23 INCR	(DECR)	NORM BALANCE	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
TOTAL REVENUES		977,754.00	977,940.00	959,138.65		8,629.80		18,801.35		98.08
TOTAL EXPENDITURES		977,754.00	977,940.00	522,823.73		36,382.08		455,116.27		53.46
NET OF REVENUES & EXPENDITURES		0.00	0.00	436,314.92		(27,752.28)		(436,314.92)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 02/01/2023 - 02/28/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 000					
248-000-665.500	INVESTMENT ADVISORY FEES	ROBINSON CAPITAL MANAGEMEN	JAN MGMT FEES	61.41	120190
Total For Dept 000				61.41	
Dept 741 DESIGN COMMITTEE					
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	CREAMER, URINAL SCREENS	25.38	120155
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	DDA OFFICE SUPPLIES, MEETING SUPPLIES	150.61	120155
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION	SECURITY CAMERA SOFTWARE	78.16	120083
248-741-801.000	CONTRACTUAL SERVICES	JOHN'S SANITATION	MONTHLY RESTROOM PROGRAM	195.00	120054
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUTIONS	POWER ASSESSMENT, NEW GFCl'S	755.50	120082
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE & INTERNET	299.00	500508
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION	SECURITY CAMERA SYSTEM SOFTWARE	78.16	120192
248-741-801.000	CONTRACTUAL SERVICES	COMMUNITY FINANCIAL CREDI	COMCAST ZOOM HR SUBSCRIPTION	252.62	120272
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 1/14/23 - 2/14/23	541.89	120166
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 1/5/23 - 2/1/23	3,113.82	500509
248-741-976.010	STREET FURNISHINGS	HERWIG LIGHTING	PARTS FOR LIGHTS DOWNTOWN	475.45	120025
Total For Dept 741 DESIGN COMMITTEE				5,965.59	
Dept 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	2,000.00	120016
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	FEB/MAR EVENT CARDS	771.00	120017
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	CHILI A-FRAMES, EVENT POSTER MAYBURY	138.00	120043
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	DIRECTORY SIGNS - FEB/MAR	270.00	120043
248-742-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FEES	665.00	120179
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	AARONSON MANAGEMENT, INC.	CHILI A-FRAMES, EVENT POSTER MAYBURY	136.00	120043
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	WAYNE COUNTY HEALTH DEPART	TEMPORARY FOOD LICENSE FEE - CHILI EVEN	126.00	120052
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	JESSICA HOWLIN	TABLE TOP FRAMES FOR CHILI COOKOFF	19.07	120297
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	JESSICA HOWLIN	VOTING - SURVEY MONKEY - CHILI COOKOFF	49.00	120297
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	AARONSON MANAGEMENT, INC.	CHILI COOKOFF TICKET SIGN - AFRAME	54.00	120169
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	BEGONIA BROTHERS	SKELETONS - REPLACEMENTS, STORAGE, NEW	9,875.00	120170
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	JAG ENTERTAINMENT	CHILI COOKOFF - MUSIC FOR CENTER ST.	350.00	120177
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	JAG ENTERTAINMENT	ICE SCULPTURE STANDS	425.00	120177
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	NORTHVILLE PARKS & RECREA	TUNES ON TUESDAY SPONSORSHIP	800.00	120186
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	JESSICA HOWLIN	CHILI'IN THE VILLE - BALLOONS	26.50	120297
Total For Dept 742 MARKETING COMMITTEE				15,704.57	
Dept 744 ORGANIZATIONAL COMMITTEE					
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	NORTHVILLE TOWNSHIP	FEB 17 - MAR 31 IT SERVICES	303.00	120162
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATIONS,	PHONE & INTERNET	32.97	500508
Total For Dept 744 ORGANIZATIONAL COMMITTEE				335.97	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				22,067.54	

03/20/2023 02:53 PM
User: jhowlin
DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 02/01/2023 - 02/28/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 248 DOWNTOWN DEVELC	22,067.54
Total For All Funds:	<u>22,067.54</u>

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
February 28, 2023

The February meeting of the DDA Board was called to order at 8:02 am.

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Aaron Cozart, Steven Huprich, Mike Jaafar, Ryan McKindles, Shawn Riley*

Absent: *David Cole, Jim Long, Greg Presley*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Mark Wollenweber/Interim City Manager, Sandi Wiktorowski/City of Northville, Barbara Morowski-Browne/City Council, Sara Prescott, Fred Shiel, Nancy Darga, Dave Gutman, Joe Corriveau, Richard Corriveau, Jim Nield*

AUDIENCE COMMENTS

None.

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by McKindles, seconded by Cozart, to approve the agenda and consent agenda.
Motion carries.

ELECTION OF OFFICERS

Ward said the annual election of officers was pushed back to February due to the joint City Council/DDA meeting in January. Staff sent out an email to announce the scheduling of the election of officers for 2023. The existing slate of officers all expressed interest in remaining in office. The current officers include Shawn Riley at Chair, DJ Boyd as Vice Chair, Ryan McKindles as Treasurer, and DDA staff Jessica Howlin as Secretary. Ward said nominations would also be accepted at the meeting today if anyone is interested in taking an officer position.

Motion by Turnbull, seconded by Buckhave, to elect the current officers for another term.
Motion carries.

DDA 2023-24 BUDGET DISCUSSION

Ward said the budget discussion will take place at the February and March DDA board meetings and discuss funding priorities for the DDA for the 2023/2024 fiscal year, which begins on July 1st. The DDA budget is broken into committees, and includes DPW, Parking, EDC, Marketing, Design and Organizational. This year the DDA's TIF revenue has been projected to

increase by approximately \$30,000 due in part mostly to new construction that has come fully online. The number will change slightly before the budget is finalized as the City Assessor is currently working on updating assessments. Ward said in addition to the increased TIF revenues, changes can be seen in the Appropriation of Prior Year Surplus of \$18,386 due to expenditures from a road repair project scheduled in fiscal year 2023-24 that would repair Main Street between Center and Hutton.

Ward said another change from year to year on the revenue page is an increase of approximately \$6,000 annually for insurance proceeds. Ward said this is from replacing damaged and aging light poles and luminaires, which has been happening with increased frequency. Many of the poles and head were installed during the Main Street '79 project and the DDA is seeing a need to replace these. The DDA has also pursued insurance claims, when possible, to recoup some of the replacement costs.

Ward said the design budget has remained fairly consistent with the exception of \$110,000 for a Main Street Improvement project. Six new businesses have also been added to the social district. This will increase social district expenses for labor, signage, trash receptacles and print materials. Ward said DPW has requested funding for maintenance projects and lighting, which is about \$100,000 and higher than anticipated. Water increased by 400% and gas increased by 200% this year. It was recently discovered that a third water meter was not being billed properly and has now been corrected, adding significantly to the DDA's water budget.

Ward said the marketing budget has remained relatively unchanged, but noted an increase in promotions and programming, which includes larger bands on stage twice monthly during the summer. The parking committee budget includes a recommendation to design and print parking maps. The DDA also budgets \$25,000 annually for parking deck improvements. When these funds are not spent, they revert to the DDA fund balance. Ward said DDA staff has been working with the City to negotiate with Singh Development to find a solution where Singh Development more fully participates in the upkeep and operation of the MainCentre deck. Once the new City Manager is settled into his new role, the facilitation process will continue.

Ward said under the Operating Committee, the budget has declined by \$14,000 this year due in part to the reduction of legal fees related to the Downs Project and Singh discussions. Legal fees associated with the Northville Downs project will be reimbursed by Hunter Pasteur, as noted on page 7 of the budget documents.

Ward said the Economic Development Committee budget decreased from \$85,410 to \$38,885. In the current fiscal year, the DDA funded planning and design fees including Bob Gibbs retail study, Grissim Metz pedestrian plan and \$10,000 budget for an update and printing of a Business Investment Guide that can be used to attract new and retain existing business. These expenses will be incurred in this fiscal year, resulting in a smaller amount budgeted for studies in 2023-24 fiscal year.

Ward said the DPW budget has remained consistent from year to year as most repairs and maintenance costs are contracted with outside vendors due to the work load of the DPW. Ward noted that the beginning year fund balance started at \$414,000 and had an end balance of \$333,275 with \$249,408 unrestricted, which is within the DDA's goal of ensuring there is approximately 25% of annual revenues in the fund balance. DDA will need to discuss if it

wants to use fund balance for items such as DPW requests, make additional cuts in line items like events and marketing, or leave items underfunded.

Ward said the EDC is meeting this afternoon with Beckett & Raeder to discuss TIF and Development Plan updates as part of the Hunter Pasteur request. The DDA needs to ensure all outstanding projects are included in the TIF plan because the DDA cannot use TIF revenues on any projects not listed in the plan. Boyd said he would like to highlight that the DDA TIF revenues are from a variety of property tax capture including the DDA capturing tax revenues of \$442,000 from the City of Northville, \$189,000 from Wayne County, and \$64,000 from Schoolcraft College.

McKindles asked where the \$110,000 earmarked for road repairs falls off in the next year budget. Ward said the DDA has been putting aside approximately \$25,000 per year into this account and it has now accrued about \$118,000 for street improvements. Once those funds are used for the street improvement project, the balance will drop to \$8,000 and then grow again in the future. Ward said that the drop in 2025/26 is reflective of when the bonds are fully matured, which currently accounts for about \$175,000 per year.

STREET CLOSURE UPDATE

Ward said last summer the DDA voted to recommend to City Council to reopen Center Street to vehicular traffic and continue a seasonal closure of Main Street to vehicular traffic. City Council deliberated the recommendation, considering additional information in their discussions. City Council ultimately opted to closed both permanently and tasked the DDA to design the pedestrian area. DDA and Council jointly funded a pedestrian plan created by Grissim Metz Andriese (GMA) and Council also hired Fleis & Vandenbrink (F&V) to work out impacts of traffic. The DDA and City need to determine how improvements are funded and this is the biggest challenge for this year. The DDA currently has approximately \$250,000 in unrestricted fund balance. The DDA has set a goal to keep 25% in this account, which it currently does. In addition to using fund balance another means of financing projects is the use of bonds.

Ward said the DDA met several times with bond counsel to determine how to fund these projects. Staff asked the bond team to look at several different issues for the DDA to explore with the amount and duration varying in each scenario. The typical bond issue would have the City of Northville issue the bonds and pledge their full faith and credit, resulting in lower interest rates. The DDA then would service the debt with future TIF revenue. Ward said general obligation bonds come with a right of referendum, meaning there is a 45-day window for signatures to be collected and to have the item put to election. The next scheduled election is November. There is an August date scheduled but nothing on the ballot so there would be a rough cost of about \$20,000 for a special election. Election results could provide support to the project or result in the project being canceled. Ward said the next steps with GMA included design development drawing, scope of work, electrical study, continued discussions with the HDC and an electrical study costing \$14,000, which does not include implementation of solutions.

Riley said to start the discussion he would like to read an email received from board member David Cole. Cole expressed in the email that he is not in favor of funding the project at this

time and if the DDA moves forward, there will be little to no funding leftover to do anything else downtown.

Jaafar said he is in agreement with Cole and is in favor of a seasonal closure on Main Street. Jaafar added that he is uncomfortable funding the pedestrian project. McKindles asked if there was a disclaimer that the City was not willing to participate at all. Ward said the DDA has been told that with all the projects going on there would be limited funding from the City. Turnbull said there are many projects going on in Northville but Council did agree on a partnership. Turnbull said the street closures kept businesses alive during covid and Council agreed to be flexible. Turnbull said when it first came to Council for a vote, many people seemed to want it to continue. Council now needs to assess where it is today and where it's going. Turnbull said Council will take a stronger look at this issue at the City Council meeting on March 20th. Turnbull added that there were many great points on the study and some items have been discussed before the streets closed, including bollards, that can be implemented even if there were seasonal or event closures.

Ward said the difficult decision is whether to continue design plans without first figuring out a funding source, and not being able to bring a plan to fruition. McKindles said there should be contingencies in place to ensure the City assists with associated costs. Boyd said with the competing priorities, some information in the GMA plan is very valuable but the DDA does not have the capacity to enter into the process to execute a plan like that right now. The DDA is capable of funding the installation of a bollard system, with the utilization of bond servicing, to ensure a better street closure system for either seasonal or festival/event closures.

Boyd sat in a discussion with the City's finance director Sandi Wiktorowski, DDA Director Lori Ward, and bond counsel. A part of the discussion was how much is available to the DDA while essentially keeping bond servicing levels the same. Boyd said with a 10-year bond at \$1.58 million in principal, the interest would be about \$369,000 for a total expenditure of approximately \$1.9 million over the 10-year term. A 15-year bond estimate of about \$2.175 mill is also available. The DDA currently spends about \$175,000 per year in bond service. Adding this debt load would increase the expense for two years for \$45,000 per year and then would go back to \$175,000 per year. At the 15-year rate, the DDA two-year spend would be about \$72,000 more per year, then will drop back to \$175,000 per year. Boyd said it is also possible to issue bonds solely on the DDA tax capture but the interest rate expense would increase by roughly 1%. Boyd said the best choice would be to work with Council and the community to effectively communicate a change in scope of work to get support for something that is a needed budget-friendly improvement in the City.

Huprich said he would like clarification on estimates and asked if the DDA will bond the project regardless of what aspects of the plan move forward. Ward said there is about \$250,000 in fund balance that can be spent but if spent, the balance would fall below the DDA goal of maintaining a cushion. Ward added that the \$750,000 figure is on the low end of the scope of work and includes upgraded electrical, bollards and such without including extras in the original design plan. The DDA does not have \$750,000 in cash to complete these projects. Huprich expressed concern that a bond issue will not pass with how controversial the plan currently is, and that if the DDA decides to go forward with a bond, the DDA needs to be very clear on plan guidelines. Huprich added that if the DDA goes for a bond, that it should be a partnership between the DDA and City.

Wollenweber said that there is capacity for this project and there has historically been 2-3 times that bonds have not gone to referendum. Wollenweber agrees that the DDA and City need to revise scope of project. Wollenweber added that during bond counsel discussions these bonds are likely to be issued by local banks.

Buckhave said she would like to see an updated tally of businesses in favor of and against continuing the closures. Buckhave said the project would need to be implemented in phases and the DDA/City cannot go back on what was voted on back in August. Buckhave also said the top priority should be bollards, which are needed regardless whether the streets remain closed or reopen. Cozart said that the DDA could consider surveying the community again after seeing what a non-covid winter was like.

Boyd said a well thought out plan would give the business community a base to make good business decisions on moving forward. The DDA could offer design elements and safety but the most important is to develop a plan that all can live with as a community.

Dave Gutman, 903 Spring Drive: Gutman, chair of Sustainability Committee and co-chair of Mobility Network, said the mobility team's charter has been challenges of safe walkable streets and making fluid connections between the community. Mobility has been meeting extensively over the past month to update an analysis on the traffic situation, and has been in contact with F&V. One piece of assessment is the street closures. The group will present a rational analysis to City Council on March 20th and recommend that Center Street be reopened and closed for events only, and Main Street be open with a seasonal or events-only closure.

Nancy Darga, 516 N. Center St.: The Mobility Network came together due to a need to address traffic issues, safe walkable streets, and route bike routes. The study in 2021 did not address street closures. This has now been done and the team decided to focus on the core city area where most traffic conflicts are and reassess failure rates at these intersections. The city has two main arteries that are blocked off - traffic is being circumvented on streets that are not capable of handling the rerouted traffic. The team thinks things need to be modified so Center Street does not become a cut through as it was in the past and address slowing traffic on Center, with drop off zones. The mobility team feels that sidewalks growing or utilizing parking spaces for benefit of business will not negatively impact disbursement of traffic. The team is in favor of businesses using the street more than before and the GMA study has a lot of great components that will help safely close streets for events and do it attractively.

Sarah Prescott, 105 E. Main St.: On August 18th, a guest coming into Salvatore, Prescott & Porter collapsed on Main Street and died. Emergency services were further away from the emergency than she preferred and paramedics tried to resuscitate him, but did not succeed. Prescott offers support to all that are making these decisions.

Joe Corriveau, 237 S. Wing St: Corriveau said the cut through traffic has impeded on his quality of life and safety of his children. There are a lot of spoken and unspoken individuals that are against this. Corriveau said he will support whatever needs to be done but the permanence needs to be removed before anything moves forward.

Richard Corriveau, 327 E. Main St: People were enthusiastic about closing the streets before they experienced what closing the streets meant. There are at least 10 business owners, not wanting to speak out for whatever reason, that have said the closed streets have negatively

impacted their businesses. Corriveau Law is located east of the closures and is opposed to the closures. Corriveau said one issue that has not been discussed is ADA violations, and the Attorney General is currently looking at this problem.

Motion by Boyd, seconded by McKindles to recommend to City Council to partner in developing a plan including funding for non-permanent downtown street closures with emphasis on creating a street closure mechanism that is flexible, safe, well designed and affordable. **Motion carries.**

NORTHVILLE DOWNS PROJECT UPDATE

Ward said when the DDA met in December and January, the DDA approached Hunter Pasteur to pay for the boundary expansion and development plan. Hunter Pasteur has agreed to pay \$20,000 and the City has agreed to pay any difference above that. The DDA has proceeded with the boundary expansion and the first meeting is today at 3:00 pm.

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee*: No report.
- b. *Marketing Committee*: Johnson said the chili cookoff was hugely successful. Fox 2 News was on site for news coverage in the morning. MOD Market sold 679 sets of sample tickets. Many participants doubled their efforts and still ran out of chili early. 13 ice sculpture sponsorships were sold, including two live carving demonstrations.
- c. *Parking Committee*: No report.
- d. *Organizational Committee*: Boyd encourages the board to take time to look through all budget documents and ask questions. The intent is to bring the budget discussion to next month's meeting for action on setting the budget for next year.
- e. *Economic Development Committee*: No report.

BOARD COMMUNICATION

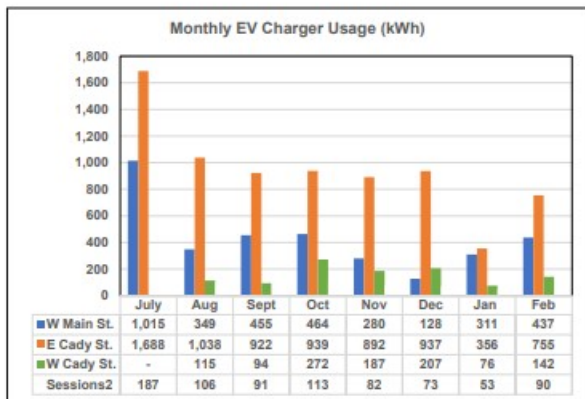
Riley noted that the 2023 meeting dates are listed in the back of the packet and the meetings are the 4th Tuesday monthly.

Motion by Turnbull, seconded by Jaafar to adjourn the DDA Board meeting. **Motion carries.**

Meeting adjourned at 9:39 am.

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

SITE USAGE



TRAFFIC DATA

<u>Avg. kWh per Day</u>	<u>Avg. Visits per Day</u>
43.0	2.9
<u>Gas Saved (gal)^{1 2}</u>	<u>CO2 Eliminated (lbs)³</u>
194.4	3,809.8

Assumptions:

- 3.7 miles per kWh based on Tesla, BMW and Chevy driving data
- 25.4 miles per gallon based on USDOT data
- 19.6 pounds of CO2 per gallon of gas based on EPA estimates



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Luminaire Purchase – Spring City Electrical

Date: March 28, 2023

Background:

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

Analysis:

DPW staff obtained a quote in the amount of \$6,200 (Attachment A) for the purchase of 4 Spring City luminaires. Shipping and handling are included in the pricing.

Budget:

The DDA has already spent \$27,333 this year on lighting replacement. The lights are aging and require more maintenance and replacement and the increased traffic on the side streets in downtown has led to more conflicts between cars/trucks and the lighting.

A budget amendment from fund balance would be required for the purchase of the 4 luminaries and will be addressed during the upcoming 3rd quarter budget amendments. Going forward, the DDA has budgeted \$20,000 each year for lighting replacement. In addition, the DDA has budgeted \$25,000 for the conversion of the remaining High Pressure Sodium lights with LED lights. The DDA, working with DPW hopes to complete the 100 fixture replacement project by the end of the summer.

Recommendation:

DDA staff recommends that the Northville DDA approve the purchase of 4 Spring City LED luminaires for a total of \$6,200.

Date: Feb 13, 2023

Quote: EL23-116827-1



Michigan Lighting Systems East, LLC
 691 North Squirrel Road, Suite 200
 Auburn Hills MI 48326
 Phone: (248) 542-2200
 Fax: (248) 519-2700
From: Angela Snowden
Quoter Ph:
email: acampbell@mls-east.com

Project Location Northville - Spring City - Heads Only
Quote EL23-116827-1

To: Chris Helinski

For
Bid Date Feb 13, 2023
Expires Mar 15, 2023

QTY	Type	MFG	Part	Price	UQ	ExtPrice
4		SPRING	ALMEDM-LE080-EVX-2G2-27-CR3-YHSP-FED-MD-CU	\$1,550.00		\$6,200.00
Note			INCLUDES FREIGHT			
Total:						\$6,200.00

Terms and conditions of sale:

1. Pricing is firm for 30 days from date of quotation, release of order within 60 days from date of quotation and is based on the complete BOM. Changes will result in a requote.
2. Subject to manufacturer's published terms and conditions of sale, Std Warranties Apply unless otherwise noted.
3. Prices DO NOT include spare material, fuses, special finishes, mounting devices, installation, or applicable taxes unless otherwise noted.
4. The purchaser is responsible for verifying voltage, quantities.
5. Michigan Lighting Systems will NOT be responsible for errors resulting on orders released without receipt of Approved Submittals, or errors missed in the Approval Process.
6. Where applicable, Poles quoted are provided for the Fixture EPA's ONLY unless otherwise noted.
7. This quote may contain separately invoiced drawings, documentation, and field service fees.
8. Michigan Lighting Systems and our Manufacturers are not responsible for lost or damaged material that shows up to a job site or electrical distributors location. All material should be inspected for damage and accounted for before the freight company leaves the site.

Mfg Terms:

SPRIN Spring City Electrical Manuf

Freight
 Allowance
 Plus Freight

Minimum
 Order



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: DDA Budget Discussion 2023-24

Date: March 28, 2023

At this year's February and March DDA Board meetings DDA staff and Board members have/will discuss funding priorities for the DDA in the coming year. The DDA has limited staff and financial resources that will need to be focused to accomplish the DDA Goals and Objectives approved in January. The March meeting will concentrate on notable changes in the budget.

This year, the DDA's TIF revenue has been projected to increase by approximately \$33,000 and the revenue from the DDA's 1.8 operating levy will increase by \$4,530. This number may change a bit over the next few weeks as the City's Assessor, Mitch Elrod, completes his annual work and new tax revenue from recently completed projects come on line. The other item to note in the revenue section of the budget is the use of \$88,008 of the DDA's restricted fund balance for a downtown street project. The City levies a road improvement millage and the portion collected by the DDA is set aside in a restricted account to be used exclusively for road projects. This year the DDA will be focusing the road improvements on Main Street between Center and Hutton street where the black concrete is failing and the area is in need of repairs to ensure safe travel for both pedestrians and vehicles. The DDA has approximately \$110,000 earmarked for this project and will rely partially on fund balance to pay for the repairs.

Beginning in this upcoming budget year, the DDA revenue page shows an increase of \$6,000 annually for insurance proceeds. The need to replace damaged and aging light poles and luminaires is happening with increased frequency. If possible, the DDA/City seeks reimbursement for the damaged fixtures. Sadly, many occur in the evening and are not reported. In talking with the Finance Director, Wiktorowski suggested that we show the offsetting revenue to the replacement costs (see page 8 of the draft budget) under street furnishings.

The Design budget has remained fairly consistent with the exception of the \$110,000 budgeted for the Main Street Improvement project. Social District expenditures have increased as we have added 6 new restaurants and breweries to the list of participating businesses. Signage, trash receptacles, print cards and labor will all increase this year.

This year, utilities skyrocketed with water increasing by almost 400% and gas increasing by 200% over the past 2 years. DDA staff met with the Wiktorowski to discuss this huge increase. Recently it was discovered that a third water meter that services much of the downtown had not been billed by the GLWA. That oversight has been corrected, adding significantly to the DDA's water budget. The DDA will be exploring, with the assistance of the DPW, these charges to ensure that there are no leaks in either gas or water that could be contributing to this steep increase.

Several capital improvement projects have been scheduled for this coming year including

- \$6,000 – for bike racks and bike facilities
- \$20,000 - Lighting conversion
- \$20,000 – Lighting replacement
- \$25,000 for pavilion repair
- \$25,000 for fire pit replacement

The DDA's Marketing Committee budget is relatively unchanged with the exception of an increase in the Downtown Programs and Promotions. This reflects the increase in the number of big bands that have returned to our summer concert series.

DDA staff, working with the City, have been negotiating with Singh Development to find a solution where Singh Development more fully participate in the upkeep and operation of the MainCentre deck. Until these negotiations are complete, no new projects have been scheduled. Once the new City Manager George Lahanas gets settled into his new role, the facilitation process will resume.

The DDA's Operating Committee budget has declined by \$14,000 this year due in part to the reduction of legal fees. As noted above, the Singh discussions will hopefully be coming to conclusion and an agreement reached. The legal fees associated with the Northville Downs project will be reimbursed by Hunter Pasteur and the City of Northville.

The Economic Development Committee budget has decreased from \$68,910 to \$38,385. In the current fiscal year, the DDA funded planning and design fees including Bob Gibbs retail study, Grissim Metz pedestrian plan and \$7,500 budget for the development of a building/business inventory that will help the DDA track land use and vacancies in the DDA boundaries. These expenses will be incurred in this fiscal year, resulting in a smaller amount budgeted for studies in 2023-34 fiscal year.

The DPW has remained consistent from year to year as most of the repairs and maintenance costs are contracted with outside vendors due to the work load of the DPW.

The final page of the draft budget shows the beginning year fund balance of \$422,092 and a year end fund balance of \$334,084 with \$250,217 (25% of revenue) being unrestricted.

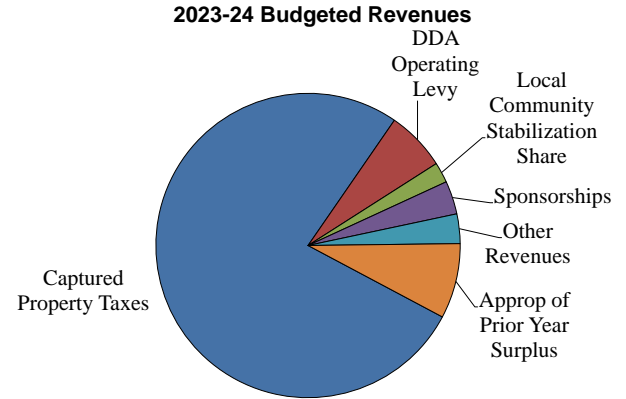
The DDA is currently scheduled to pay off the existing bonds in 2 years which would allow the DDA to accrue funds for other projects or issue new debt for unfunded projects. Examples of unfunded projects:

- Improved connections from Historic Downtown to the new Northville Downs development area
- Complete streetscape project along Main Street, east of Hutton
- Historic Banners in Comerica Community Connection
- Upgrade of electrical distribution and capacity
- New Santa House
- Others

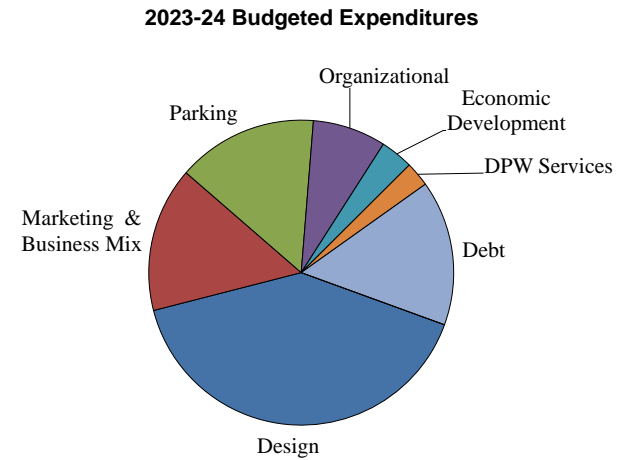
DDA staff has not addressed the funding for the creation of the downtown pedestrian area. A conceptual design plan has been prepared by consultants Grissim Metz Andriese (GMA). In addition, the City Council hired Fleiss & Vanden brink (F & V) to provide engineering services to evaluate the impact of the current road closures on the area and make recommendations on how to address these impacts. No decisions have been made on the scope of the project and the funding mechanism. Until those decisions have been made, the DDA's budget does not include the pedestrian plan. Costs associated with plan will need to be handled through the quarterly budget amendment process.

City of Northville
 Proposed 2023-24 Downtown Development Authority Budget
 (with historical comparative data)

Revenues	FY22	FY23	FY24	FY24
	Actual	Projected	Proposed	% Total
Captured Property Taxes	\$ 767,750	\$ 815,346	\$ 848,243	76.9%
DDA Operating Levy	63,393	65,544	70,074	6.3%
Local Community Stabilization Share	39,868	24,431	24,000	2.2%
Sponsorships	29,285	38,682	39,000	3.5%
Other Revenues	6,524	55,662	34,705	3.1%
Approp of Prior Year Surplus	-	-	88,008	8.0%
Total Revenues	\$ 906,820	\$ 999,665	\$ 1,104,030	100.0%



Expenditures	FY22	FY23	FY24	FY24
	Actual	Projected	Proposed	% Total
Design	205,934	264,930	446,550	40.4%
Marketing & Business Mix	131,654	165,220	169,690	15.4%
Parking	158,908	186,200	164,565	14.9%
Organizational	102,272	112,070	85,870	7.8%
Economic Development	46,929	68,910	38,385	3.5%
DPW Services	24,478	28,455	28,895	2.6%
Debt	174,685	169,880	170,075	15.4%
Unallocated Reserve	61,961	-	-	0.0%
Total Expenditures	\$ 906,820	\$ 995,665	\$ 1,104,030	100.0%



City of Northville
Line Item Budget for the Year Ended June 30, 2024 and
Five Year Plan - 2023 through 2027

DOWNTOWN DEVELOPMENT AUTHORITY

Revenue	2020-21 Actual	2021-22 Actual	2022-23 Projected	2023-24 Proposed Budget	2024-25 Estimated Budget	2025-26 Estimated Budget	2026-27 Estimated Budget
Captured Property Taxes =							
Taxable Value Subject to Capture			30,453,952	31,926,577	32,565,109	33,216,411	33,880,739
x Estimated Tax Levies per Mill			26.7733	26.5688	26.5688	25.4713	25.4713
DDA Operating Levy =							
Prior Years' Millage Approved			1.8093	1.8093	1.8093	1.8093	1.8093
x Millage Reduction Fraction			1.0000	1.0000	1.0000	1.0000	1.0000
= Allowable Levy			1.8093	1.8093	1.8093	1.8093	1.8093
x DDA Taxable Value per Mill			37,257	38,730	39,504	40,294	41,100
248-000-404.000 Captured Property Taxes	734,235	767,750	815,346	848,243	865,208	846,057	862,978
248-000-451.000 DDA Operating Levy	61,007	63,393	65,544	70,074	71,475	72,904	74,362
248-000-412.000 Delinquent Personal Property Taxes	321	727	-	-	-	-	-
248-000-418.000 Property Taxes - Other	(5,485)	6,226	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
248-000-490.090 Newspaper Rack Registration Fees	-	180	180	180	180	180	180
248-000-490.100 Outdoor Dining/Retail Permits	21,768	11,397	13,846	15,000	15,000	15,000	15,000
248-000-528.000 Other Federal Grants	20,212	-	-	-	-	-	-
248-000-573.000 Local Community Stabilization Share	34,092	39,868	24,431	24,000	24,000	24,000	24,000
248-000-626.000 Miscellaneous Revenue	-	-	561	200	200	200	200
248-000-626.010 Developer Reimbursement	-	-	20,000	-	-	-	-
248-000-626.110 EV Charging Station Revenue	-	1,513	1,515	1,515	1,515	1,515	1,515
248-000-665.xxx Net Investment Income	3,003	(16,134)	15,860	12,110	9,110	9,110	9,110
248-000-667.020 Rental Income - Town Square	340	1,360	700	700	700	700	700
248-000-674.020 Sponsorships - Heat in the Street	125,433	825	-	-	-	-	-
248-000-677.000 Sponsorships	46,900	28,460	38,682	39,000	39,000	39,000	39,000
248-000-678.000 Insurance Proceeds	5,072	1,256	-	6,000	6,000	6,000	6,000
	1,046,899	906,820	995,665	1,016,022	1,031,388	1,013,666	1,032,045
Total Revenue	1,046,899	906,820	995,665	1,016,022	1,031,388	1,013,666	1,032,045
Fund Balance Reserve							
248-000-699.000 Approp of Prior Years' Surplus	-	-	-	88,008	-	-	-
Total Budget	1,046,899	906,820	995,665	1,104,030	1,031,388	1,013,666	1,032,045

- continued -

City of Northville
Line Item Budget for the Year Ended June 30, 2024 and
Five Year Plan - 2023 through 2027

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	Actual	Actual	Projected	Proposed Budget	Estimated Budget	Estimated Budget	Estimated Budget
Design							
248-741-706.000 Wages-Regular Full Time	17,150	17,683	22,605	23,175	23,465	23,465	23,465
248-741-707.000 Wages - Overtime Seasonal	-	90	-	-	-	-	-
248-741-709.000 Wages - Seasonals	45,243	53,810	64,880	64,880	64,880	64,880	64,880
248-741-725.000 Fringe Benefits	11,334	12,168	14,705	14,825	14,950	14,950	14,950
248-741-726.000 Supplies	356	995	300	300	300	300	300
248-741-775.200 Downtown Materials	24,152	23,587	27,145	29,000	56,500	29,000	29,000
248-741-775.210 Social District Expenditures	-	2,714	1,330	3,000	2,000	2,000	2,000
248-741-775.900 Fuel & Oil	279	822	1,000	1,000	1,000	1,000	1,000
248-741-801.000 Contractual Services	20,767	22,681	24,970	26,620	24,870	26,620	24,870
248-741-801.160 Public Restroom Program	4,326	3,265	4,000	4,000	4,000	4,000	4,000
248-741-920.010 Electrical Service	7,342	6,909	5,000	5,100	5,200	5,300	5,400
248-741-920.020 Natural Gas Service	9,548	18,561	18,600	18,610	18,980	19,360	19,740
248-741-920.030 Water Service - Irrigation	2,724	2,356	9,300	9,760	10,240	10,740	11,270
248-741-938.120 Landscape Maintenance	33,980	31,446	35,310	37,810	37,810	37,810	37,810
248-741-938.160 Brick Repair & Maintenance	-	-	2,000	2,000	2,000	2,000	2,000
248-741-955.210 Signage and Marker Projects	-	-	500	-	-	-	-
248-741-962.500 Vehicle Insurance	385	406	455	470	480	490	500
248-741-967.000 Capital Outlay <\$5,000	1,000	-	-	-	-	-	-
248-741-976.010 Street Furnishings	25,675	5,380	31,330	96,000	20,000	20,000	20,000
248-741-977.000 Capital Outlay . \$5,000	158,031	-	-	-	25,000	-	-
248-741-995.204 Transfer to City - Roads	-	-	-	110,000	-	-	-
248-741-995.405 Transfer to City - Cameras	-	3,060	1,500	-	-	-	-
	362,293	205,934	264,930	446,550	311,675	261,915	261,185

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City of Northville
Line Item Budget for the Year Ended June 30, 2024 and
Five Year Plan - 2023 through 2027

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Expenditures (continued)	Actual	Actual	Projected	Proposed Budget	Estimated Budget	Estimated Budget	Estimated Budget
Marketing & Business Mix							
248-742-706.000 Wages-Regular Full Time	17,150	17,683	18,085	18,540	18,775	18,775	18,775
248-742-709.000 Wages - Part Time	16,180	15,938	30,865	31,640	32,035	32,035	32,035
248-742-725.000 Fringe Benefits	8,367	8,341	9,270	9,425	9,505	9,505	9,505
248-742-726.000 Supplies	-	-	50	50	50	50	50
248-742-801.000 Contractual Services	50,764	41,450	54,365	54,365	54,365	54,365	54,365
248-742-801.340 Web Site	1,404	1,040	1,320	1,320	1,320	1,320	1,320
248-742-955.160 Downtown Programs & Promotions	45,674	45,942	49,900	53,600	53,600	53,600	53,600
248-742-955.190 Business Retention Program	-	1,261	1,365	750	2,750	750	2,750
	139,539	131,654	165,220	169,690	172,400	170,400	172,400
Parking							
248-743-706.000 Wages-Regular Full Time	8,575	8,842	9,045	9,270	9,390	9,390	9,390
248-743-709.000 Wages-Part Time Admin	1,618	1,594	-	-	-	-	-
248-743-725.000 Fringe Benefits	3,683	3,678	3,445	3,495	3,525	3,525	3,525
248-743-726.000 Supplies	-	47	50	50	50	50	50
248-743-955.200 Downtown Parking Program	90	-	-	250	250	250	250
248-743-995.101 Contrib. to General Fund - Street Lights	50,000	50,000	50,000	50,000	50,000	50,000	50,000
248-743-995.230 Contrib. to Parking Fund - Maintenance	93,220	94,747	98,660	101,500	104,430	107,440	110,540
248-743-995.230 Contrib. to Parking Fund - Improvements	-	-	25,000	-	-	-	-
	157,186	158,908	186,200	164,565	167,645	170,655	173,755
Debt							
248-906-995.303 Contribution to DDA Debt Service Fund	173,830	174,685	169,880	170,075	167,561	-	-
	173,830	174,685	169,880	170,075	167,561	-	-

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City of Northville
Line Item Budget for the Year Ended June 30, 2024 and
Five Year Plan - 2023 through 2027

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures (continued)	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	Actual	Actual	Projected	Proposed	Estimated	Estimated	Estimated
				Budget	Budget	Budget	Budget
Organizational							
248-744-706.000 Wages-Regular Full Time	21,437	22,104	13,565	13,905	14,080	14,080	14,080
248-744-709.000 Wages-Part Time Admin	8,090	26,017	20,120	20,625	20,880	20,880	20,880
248-744-725.000 Fringe Benefits	9,729	11,086	6,720	6,830	6,885	6,885	6,885
248-744-726.000 Supplies	1,890	2,234	750	4,750	750	750	750
248-744-730.000 Postage	-	32	50	50	50	50	50
248-744-731.000 Publications	130	(3)	-	-	-	-	-
248-744-801.190 Computer Program Services	8,540	5,021	3,845	2,950	2,950	2,950	2,950
248-744-801.450 DDA Plan Update & Amendment	-	-	20,000	-	-	-	-
248-744-802.010 Legal Services	8,301	8,467	17,000	6,500	6,500	6,500	6,500
248-744-805.000 Auditing Services	4,961	5,104	5,250	5,395	5,500	5,610	5,720
248-744-900.000 Printing & Publishing	2,116	919	1,215	1,215	1,215	1,215	1,215
248-744-920.000 Utilities	1,296	1,296	1,300	1,300	1,300	1,300	1,300
248-744-956.000 Contingencies	-	-	-	-	2,050	6,190	10,440
248-744-958.000 Membership & Dues	1,395	1,395	1,395	1,100	1,100	1,100	1,100
248-744-960.000 Education & Training	75	140	850	850	850	850	850
248-744-962.000 Insurance - MMRMA	4,373	3,838	4,290	4,420	4,550	4,690	4,830
248-744-963.010 Insurance - Special Events	-	1,662	2,500	2,500	2,500	2,500	2,500
248-744-965.000 Overhead	12,710	12,960	13,220	13,480	13,750	14,030	14,310
	85,043	102,272	112,070	85,870	84,910	89,580	94,360
Economic Development							
248-745-706.000 Wages-Regular Full Time	21,437	22,103	27,125	27,810	28,160	28,160	28,160
248-745-709.000 Wages-Part Time Admin	3,236	3,188	-	-	-	-	-
248-745-725.000 Fringe Benefits	9,145	9,134	10,335	10,475	10,565	10,565	10,565
248-745-726.000 Supplies	-	-	100	100	100	100	100
248-745-801.000 Contractual Services	-	2,505	23,850	-	-	-	-
248-745-803.200 Planning Studies	-	10,000	-	-	-	-	-
248-745-955.190 Business Retention Program	-	-	7,500	-	-	-	-
	33,818	46,929	68,910	38,385	38,825	38,825	38,825

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City of Northville
Line Item Budget for the Year Ended June 30, 2024 and
Five Year Plan - 2023 through 2027

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures (continued)	2020-21 Actual	2021-22 Actual	2022-23 Projected	2023-24 Proposed Budget	2024-25 Estimated Budget	2025-26 Estimated Budget	2026-27 Estimated Budget
DPW Services							
248-573-706.000 Wages-Regular Full Time	11,040	7,674	8,000	8,200	8,305	8,305	8,305
248-573-707.000 Wages-Regular Overtime	490	117	500	515	520	520	520
248-573-725.000 Fringe Benefits	10,087	6,451	8,295	8,505	8,610	8,610	8,610
248-573-801.020 Automotive Services	534	383	525	525	525	525	525
248-573-943.000 Equipment Rental	10,953	9,853	11,135	11,150	11,165	11,175	11,185
	<u>33,104</u>	<u>24,478</u>	<u>28,455</u>	<u>28,895</u>	<u>29,125</u>	<u>29,135</u>	<u>29,145</u>
Total Expenditures	<u>984,814</u>	<u>844,859</u>	<u>995,665</u>	<u>1,104,030</u>	<u>972,141</u>	<u>760,510</u>	<u>769,670</u>
Fund Balance Reserve							
248-999-999.00 Unallocated Reserve	62,084	61,961	-	-	59,247	253,156	262,375
	<u>62,084</u>	<u>61,961</u>	<u>-</u>	<u>-</u>	<u>59,247</u>	<u>253,156</u>	<u>262,375</u>
Total Budget	<u>1,046,899</u>	<u>906,820</u>	<u>995,665</u>	<u>1,104,030</u>	<u>1,031,388</u>	<u>1,013,666</u>	<u>1,032,045</u>
Analysis of Fund Balance:							
Beginning of Year			422,092	422,092	334,084	393,331	646,487
Revenues			995,665	1,016,022	1,031,388	1,013,666	1,032,045
Expenditures			(995,665)	(1,104,030)	(972,141)	(760,510)	(769,670)
End of Year Fund Balance			<u>422,092</u>	<u>334,084</u>	<u>393,331</u>	<u>646,487</u>	<u>908,862</u>
Assigned for Street Improvements			95,133	8,133	31,133	54,133	77,133
Nonspendable - Prepays			29,537	29,537	29,537	29,537	29,537
Assigned for Compensated Absences			46,197	46,197	46,197	46,197	46,197
Fund Balance Unassigned			251,225	250,217	286,464	516,620	755,995
			<u>422,092</u>	<u>334,084</u>	<u>393,331</u>	<u>646,487</u>	<u>908,862</u>
Unassigned Fund Balance as a % of Revenues			25%	25%	28%	51%	73%



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: Street Closures

Date: March 28, 2023

At the May 2022 DDA Board meeting the DDA Board of Directors discussed whether to recommend to City Council that Main and Center Streets be reopened to vehicular traffic, remain closed to vehicular traffic or a hybrid of the two solutions. There was a lot of discussion among the Board members. In addition, five members of the community also shared their views with the group. Following the discussion, Board member Presley made a motion *"to reopen Center St. as efficiently and soon as possible, and keep Main St. closed through November 1, 2022 per the current agreement."* The motion passed on a 5-4 vote. DDA staff presented the Board's motion to City Council at their June 6, 2022 meeting.

The City Council requested additional information from City and DDA staff and discussed the new information at their August 1st meeting. At the conclusion of the meeting, the City Council voted, in two separate motions, *"to permanently maintain the street closures on Center Street between Main Street and Dunlap"* and *"to close Main Street between Hutton and Center permanently."*

Since that time, the DDA has been working with City Council to jointly fund the development of a conceptual design plan, hiring local landscape architects Grissim Metz Andriese (GMA) to develop the plan. In addition, the City Council hired Fleiss & Vanden brink (F & V) to provide engineering services to evaluate the impact of the road closures on the area and make recommendations on how to address these impacts. The pedestrian portion of the report was completed last week and the vehicular portion of the study will begin soon. The pedestrian portion of the report outlined all of the recommendations to mitigate the impacts of traffic on pedestrians. No cost estimates were provided.

At the DDA's February Board meeting, the street closure item was placed on the agenda for an update and feedback about the potential of issuing DDA serviced bonds to finance the improvements. Following discussion of the street closures a motion was made by Boyd and seconded by McKindles *"to recommend to City Council that the DDA and City Council partner in developing a plan, including funding, for non-permanent downtown*

street closures with an emphasis on creating a street closure mechanism that is flexible, safe, well designed, and affordable." The motion carried unanimously with 3 members absent from the meeting. The motion did not contain a specific recommendation on whether the streets should remain closed or reopened to vehicular traffic nor did it make a recommendation on how the improvements, if made, would be financed.

DDA staff has been approached by several DDA Board members with an interest in revisiting the February motion to include more specific recommendations to City Council. Staff, working with the Chair and Vice Chair, has prepared a motion that separates the issue into two distinct actions.

The recommended motion for Center Street is "Move to reopen N. Center Street between Main and Dunlap to vehicular traffic as soon as possible. Temporary closure of Center Street, to accommodate special events, may be permitted with City approval."

The DDA recognizes that structures will need to be relocated, traffic lights will need to be reengaged, water barricades and planters will need to be removed and/or relocated, and general cleaning and maintenance will need to be performed. Staff will work with the business owners to implement the new directive.

The motion for E. Main Street is: "Move to reopen E. Main Street to vehicular traffic beginning November 7th, 2023. E. Main Street will be open to vehicular traffic annually from November 7th until April 30th and closed to vehicular traffic annually from May 1st through November 6th. Temporary closures of Main Street between November 7th and April 30th, to accommodate special events, may be permitted with City approval."

The DDA has remained consistent in its support to reopen Center Street and to explore the closure of Main Street for special event or seasonal use. This motion offers a compromise between permanent closures and fully reopened streets.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY February 2023:

PUBLICITY:

Press Hits Received:

- February 23 – The Detroit News – [Chili'in The Ville](#) was highlighted in Weekly Dining Calendar (also highlighted in February 9 Dining calendar)
- February 23 – Macomb Daily highlighted [Chili'in The Ville](#) in their Things to Do in Metro Detroit This Weekend
- February 23 – Live in the D spotlighted [Chili'in The Ville](#)
- February 25 – Fox2 Weekend Live during morning from Downtown Northville to preview Chili'in The Ville

Upcoming Press Releases:

- TBD Great White Buffalo Brewing Company opening

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
- Boosted Facebook post for Chili'in The Ville
- Full Page Ad in SEEN Magazine in February issue (special deal) highlighting shopping & dining

UPCOMING PAID ADVERTISING:

PRINT:

- Quarter-page Ads in The Ville (1/4-page ads)
 - February 2023 featured Chili'in The Ville
 - March 2023 Shop & Dine (featured Pear-A-Phernalia & Tuscan Café)
 - April 2023 Shop & Dine (this is the last ad for our 12-month contract); After our last ad placement in April issue, we are going to hold off on renewal and look at other avenues
- Ad in May issue of SEEN Magazine

- Ad in Maybury Park Map (overall Downtown Northville ad)

SOCIAL MEDIA:

- Boosted post for Summer Concerts (May)