



Meeting of the DDA Board of Directors November 17, 2020 - 8:00 a.m.

The meeting will be held via video conference in compliance with the Open Meetings Act. Members of the public body and members of the public participating electronically will be considered present at the meeting and may participate as if physically present at the meeting. If you require special accommodations, please call the DDA office at 248-349-0345.

The following is the **public link** to attend the meeting:
<https://us02web.zoom.us/j/86042329276> Webinar ID: 860 4232 9276 Cell Phone: 1-646-558-8656

DDA Board members will receive a zoom invitation prior to the meeting and the again the morning of the meeting.

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. October 2020 Financial Statement (Attachment 4.a)
 - b. October 2020 Invoice Report (Attachment 4.b)
 - c. October 20, 2020 Meeting Minutes (Attachment 4.c)
5. Presentation of DDA Audit – Plante & Moran
 - a. Audit Letter (Attachment 5.a)
 - b. DDA Financial Report (Attachment 5.b)
6. Sustainability Presentation
 - a. Sustainability Presentation (Attachment 6.a)
 - b. Sustainability Team Summary (Attachment 6.b)
 - c. Sustainability Plan (Attachment 6.c)
7. Discussion of Downtown Road Closures (Attachment 7)

8. Committee Information and Updates
 - a. Design Committee – DJ Boyd
 - b. Marketing Committee – Shawn Riley (Attachment 8.b)
 - c. Parking Committee – John Casey
 - i. Parking Credit Committee Update
 - d. Organizational Committee – DJ Boyd
 - i. Heat in the Street Budget Amendment (Attachment 8.d)
 - e. Economic Development Committee – Aaron Cozart

9. Future Meetings / Important Dates
 - a. Economic Development Committee – TBD
 - b. Marketing Committee Meeting – December 3, 2020
 - c. Executive Committee Meeting – December 9, 2020
 - d. Design Committee Meeting – December 14, 2020
 - e. DDA Board Meeting – December 15, 2020
 - f. Parking Committee – TBD

10. Board and Staff Communications

11. Adjournment – Next Meeting, December 15, 2020
 - Goals and Objectives
 - Parking Credit/Permit Recommendation

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 10/31/2020

% Fiscal Year Completed: 33.70

OCTOBER BENCHMARK 33%

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	737,956.00	707,139.00	638,503.62	0.00	68,635.38	90.29	
370-000-403.010	DDA OPERATING LEVY	61,418.00	61,418.00	58,013.61	675.07	3,404.39	94.46	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	34,000.00	34,092.00	34,092.20	34,092.20	(0.20)	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(1,500.00)	(1,000.00)	(69.57)	(2.97)	(930.43)	6.96	
PROPERTY TAXES		831,874.00	801,649.00	730,539.86	34,764.30	71,109.14	91.13	
GRANTS								
370-000-528.000	OTHER FEDERAL GRANTS	0.00	18,866.00	0.00	0.00	18,866.00	0.00	
GRANTS		0.00	18,866.00	0.00	0.00	18,866.00	0.00	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	39,500.00	25,000.00	14,400.00	3,775.00	10,600.00	57.60	
GRANTS & OTHER LOCAL SOURCES		39,500.00	25,000.00	14,400.00	3,775.00	10,600.00	57.60	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	500.00	0.00	0.00	0.00	0.00	0.00	
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
370-000-667.000	INSURANCE PROCEEDS	0.00	4,422.00	4,422.30	0.00	(0.30)	100.01	
MISCELLANEOUS REVENUES		700.00	4,622.00	4,422.30	0.00	199.70	95.68	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	5,000.00	15.00	15.42	0.00	(0.42)	102.80	
370-000-664.190	INTEREST - MI CLASS 1 DIST	750.00	100.00	22.31	3.87	77.69	22.31	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	6,000.00	1,614.97	0.00	4,385.03	26.92	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	300.00	441.79	0.00	(141.79)	147.26	
370-000-664.400	INVESTMENT POOL BANK FEES	(400.00)	(400.00)	(12.86)	0.00	(387.14)	3.22	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(125.91)	(42.18)	(624.09)	16.79	
370-000-664.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(44.06)	0.00	(505.94)	8.01	
370-000-664.700	CUSTODIAL FEES	(130.00)	(130.00)	(25.77)	0.00	(104.23)	19.82	
INTEREST		8,920.00	4,585.00	1,885.89	(38.31)	2,699.11	41.13	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	42,008.00	0.00	0.00	42,008.00	0.00	
FUND BALANCE RESERVE		0.00	42,008.00	0.00	0.00	42,008.00	0.00	
Total Dept 000		880,994.00	896,730.00	751,248.05	38,500.99	145,481.95	83.78	
TOTAL REVENUES		880,994.00	896,730.00	751,248.05	38,500.99	145,481.95	83.78	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,740.00	13,740.00	531.98	328.07	13,208.02	3.87	
370-753-707.000	WAGES - REGULAR OVERTIME	1,220.00	1,220.00	0.00	0.00	1,220.00	0.00	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	382.56	0.00	117.44	76.51	
370-753-943.000	EQUIPMENT RENTAL - CITY	10,600.00	10,600.00	1,030.42	249.25	9,569.58	9.72	

PERIOD ENDING 10/31/2020
% Fiscal Year Completed: 33.70
OCTOBER BENCHMARK 33%

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-753-967.000	FRINGE BENEFITS	14,595.00	14,595.00	552.41	346.65	14,042.59		3.78
Total Dept 753 - DPW SERVICES		40,655.00	40,655.00	2,497.37	923.97	38,157.63		6.14
Dept 861 - DESIGN COMMITTEE								
370-861-706.000	WAGES - REGULAR FULL TIME	16,845.00	16,845.00	5,034.40	1,819.66	11,810.60		29.89
370-861-710.000	WAGES - PART TIME	31,185.00	31,185.00	17,384.38	5,480.91	13,800.62		55.75
370-861-726.000	SUPPLIES	575.00	575.00	42.89	0.00	532.11		7.46
370-861-740.050	DOWNTOWN MATERIALS	19,700.00	37,300.00	1,716.58	176.15	35,583.42		4.60
370-861-751.000	FUEL & OIL	500.00	500.00	68.13	25.57	431.87		13.63
370-861-801.000	CONTRACTUAL SERVICES	49,580.00	51,230.00	4,814.74	2,384.62	46,415.26		9.40
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,676.50	479.00	1,073.50		60.96
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
370-861-850.000	LANDSCAPE MAINTENANCE	28,810.00	28,810.00	224.82	0.00	28,585.18		0.78
370-861-913.000	VEHICLE INSURANCE	370.00	385.00	289.50	0.00	95.50		75.19
370-861-920.010	ELECTRIC POWER	3,360.00	4,360.00	211.69	0.00	4,148.31		4.86
370-861-920.020	NATURAL GAS	4,090.00	4,090.00	389.92	100.85	3,700.08		9.53
370-861-920.030	WATER & SEWER SERVICE	8,440.00	8,440.00	2,177.48	1,099.35	6,262.52		25.80
370-861-967.000	FRINGE BENEFITS	10,490.00	10,490.00	3,713.31	1,322.23	6,776.69		35.40
370-861-976.010	STREET FURNISHINGS	15,640.00	17,825.00	3,467.47	1,152.00	14,357.53		19.45
Total Dept 861 - DESIGN COMMITTEE		194,335.00	216,785.00	41,211.81	14,040.34	175,573.19		19.01
Dept 862 - MARKETING								
370-862-706.000	WAGES - REGULAR FULL TIME	16,845.00	16,845.00	5,034.48	1,819.70	11,810.52		29.89
370-862-710.000	WAGES - PART TIME	19,325.00	19,325.00	4,690.93	1,710.83	14,634.07		24.27
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00		0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	58,500.00	54,500.00	26,721.50	7,944.50	27,778.50		49.03
370-862-785.000	BUSINESS RETENTION PROGRAM	2,660.00	2,660.00	0.00	0.00	2,660.00		0.00
370-862-801.000	CONTRACTUAL SERVICES	59,000.00	65,450.00	27,810.45	1,445.65	37,639.55		42.49
370-862-801.340	WEB SITE MAINTENANCE	900.00	900.00	559.96	34.99	340.04		62.22
370-862-967.000	FRINGE BENEFITS	8,500.00	8,500.00	2,520.52	912.87	5,979.48		29.65
Total Dept 862 - MARKETING		165,880.00	168,330.00	67,337.84	13,868.54	100,992.16		40.00
Dept 863 - PARKING								
370-863-706.000	WAGES - REGULAR FULL TIME	8,425.00	8,425.00	2,517.26	909.86	5,907.74		29.88
370-863-710.000	WAGES - PART TIME	1,935.00	1,935.00	469.10	171.07	1,465.90		24.24
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00		0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	500.00	500.00	0.00	0.00	500.00		0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	25,000.00	12,500.00	25,000.00		50.00
370-863-950.260	OPER TFR TO PARKING FUND	118,220.00	118,220.00	59,110.00	29,555.00	59,110.00		50.00
370-863-967.000	FRINGE BENEFITS	3,655.00	3,655.00	1,115.27	403.52	2,539.73		30.51
Total Dept 863 - PARKING		182,785.00	182,785.00	88,211.63	43,539.45	94,573.37		48.26
Dept 864 - ORGANIZATIONAL								
370-864-706.000	WAGES - REGULAR FULL TIME	21,055.00	21,055.00	6,293.02	2,274.59	14,761.98		29.89
370-864-710.000	WAGES - PART TIME	9,665.00	9,665.00	2,345.46	855.39	7,319.54		24.27
370-864-726.000	SUPPLIES	850.00	850.00	56.84	0.00	793.16		6.69
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00		0.00

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		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-731.000	PUBLICATIONS	65.00	65.00	130.04	0.00	(65.04)	200.06	
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	2,100.00	2,765.00	2,967.74	617.59	(202.74)	107.33	
370-864-802.010	LEGAL SERVICES - GENERAL	3,500.00	3,500.00	489.50	0.00	3,010.50	13.99	
370-864-805.000	AUDITING SERVICES	4,965.00	4,965.00	3,680.00	0.00	1,285.00	74.12	
370-864-900.000	PRINTING & PUBLISHING	1,315.00	1,315.00	78.29	25.35	1,236.71	5.95	
370-864-910.000	LIABILITY & PROPERTY INS POOL	6,460.00	6,175.00	2,314.50	0.00	3,860.50	37.48	
370-864-920.000	UTILITIES	1,420.00	1,420.00	431.88	107.97	988.12	30.41	
370-864-956.000	CONTINGENCIES	2,980.00	2,980.00	0.00	0.00	2,980.00	0.00	
370-864-958.000	MEMBERSHIP & DUES	745.00	845.00	575.00	0.00	270.00	68.05	
370-864-960.000	EDUCATION & TRAINING	1,250.00	1,250.00	75.00	0.00	1,175.00	6.00	
370-864-967.000	FRINGE BENEFITS	9,505.00	9,505.00	2,936.00	1,059.25	6,569.00	30.89	
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,710.00	12,710.00	6,355.00	0.00	6,355.00	50.00	
Total Dept 864 - ORGANIZATIONAL		78,685.00	79,165.00	28,728.27	4,940.14	50,436.73	36.29	
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	21,055.00	21,055.00	6,293.02	2,274.59	14,761.98	29.89	
370-865-710.000	WAGES - PART TIME	3,865.00	3,865.00	938.18	342.16	2,926.82	24.27	
370-865-726.000	SUPPLIES	200.00	200.00	0.00	0.00	200.00	0.00	
370-865-785.000	BUSINESS RETENTION PROGRAM	500.00	500.00	0.00	0.00	500.00	0.00	
370-865-967.000	FRINGE BENEFITS	9,055.00	9,055.00	2,769.75	1,002.17	6,285.25	30.59	
Total Dept 865 - ECONOMIC DEVELOPMENT		34,675.00	34,675.00	10,000.95	3,618.92	24,674.05	28.84	
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	174,335.00	174,335.00	12,167.50	12,167.50	162,167.50	6.98	
Total Dept 945 - DEBT SERVICE		174,335.00	174,335.00	12,167.50	12,167.50	162,167.50	6.98	
Dept 999 - RESERVE ACCOUNTS								
370-999-999.000	UNALLOCATED RESERVE	9,644.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 999 - RESERVE ACCOUNTS		9,644.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		880,994.00	896,730.00	250,155.37	93,098.86	646,574.63	27.90	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		880,994.00	896,730.00	751,248.05	38,500.99	145,481.95	83.78	
TOTAL EXPENDITURES		880,994.00	896,730.00	250,155.37	93,098.86	646,574.63	27.90	
NET OF REVENUES & EXPENDITURES		0.00	0.00	501,092.68	(54,597.87)	(501,092.68)	100.00	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 10/01/2020 - 10/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-740.050	DOWNTOWN MATERIALS	JERI JOHNSON	BEAN BAGS FOR CORN HOLE AND GARBAGE	092320	10/07/20	56.15	114104
370-861-740.050	DOWNTOWN MATERIALS	LORI WARD	REIMBURSE FOR CORN STALKS FOR DOWNT	0077	10/21/20	120.00	114260
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	100520	10/07/20	299.00	500415
370-861-801.000	CONTRACTUAL SERVICES	ASCENSION PROVIDENCE H	NEW HIRE PHYSICAL	404455	10/21/20	86.00	114268
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	MONTHLY TOWN SQUARE INTERNET	10172020	10/21/20	259.77	114237
370-861-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	REPAIRED EV CHARGING STATION	1264	10/21/20	512.12	114296
370-861-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	ELECTRICAL REPAIRS DOWNTOWN	1258	10/21/20	1,227.73	114296
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTIES	A60625	10/21/20	479.00	114257
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE FOR 9/16/20 - 10/13/20	103120	11/04/20	100.85	500416
370-861-976.010	STREET FURNISHINGS	UPPER LEVEL GRAPHICS	POLE BANNERS	20975	10/21/20	1,152.00	114220
Total For Dept 861 DESIGN COMMITTEE						4,292.62	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING &	PRCAARONSON MANAGEMENT, I	SPONSORSHIP SIGNS - SKELETONS ARE A	I-32319	10/07/20	171.00	114130
370-862-784.000	DOWNTOWN PROGRAMMING &	PRCJAG ENTERTAINMENT	ACOUSTIC MUSIC 9/18 & 9/19	2213	10/07/20	1,950.00	114152
370-862-784.000	DOWNTOWN PROGRAMMING &	PRCJAG ENTERTAINMENT	ACOUSTIC MUSIC 9/25 & 9/26	8008	10/07/20	1,925.00	114152
370-862-784.000	DOWNTOWN PROGRAMMING &	PRCAARONSON MANAGEMENT, I	SKELETON SIGN	1-32371	10/21/20	9.50	114250
370-862-784.000	DOWNTOWN PROGRAMMING &	PRCAARONSON MANAGEMENT, I	SIGNS FOR SKELETONS	1-32344	10/21/20	57.00	114250
370-862-784.000	DOWNTOWN PROGRAMMING &	PRCJAG ENTERTAINMENT	DOWNTOWN MUSIC OCT 2 AND 3	2216	10/21/20	1,957.00	114272
370-862-784.000	DOWNTOWN PROGRAMMING &	PRCJAG ENTERTAINMENT	DOWNTOWN MUSIC OCTOBER 9 AND 10	2217	10/21/20	1,875.00	114272
370-862-801.000	CONTRACTUAL SERVICES	JAG ENTERTAINMENT	9/4 - 9/20GARBAGE PICK UP	2212	10/07/20	725.00	114152
370-862-801.000	CONTRACTUAL SERVICES	LORI WARD	REIMBURSE FOR SOCIAL DISTRICT SIGN	24803480	10/21/20	720.65	114260
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MONTHLY LISTSERV	MC11340105	10/21/20	34.99	114260
Total For Dept 862 MARKETING						9,425.14	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	CARLISLE-WORTMAN ASSOC	SEPT 2020 ELECTRONIC MEETINGS	2158551	10/21/20	529.19	114254
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	MONTHLY OFFICE INTERNET	10162020	10/21/20	88.40	114236
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	100520	10/07/20	32.97	500415
Total For Dept 864 ORGANIZATIONAL						650.56	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						14,368.32	

DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting of the DDA Board
October 20, 2020
Zoom Meeting

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

Turnbull reminded the participants that the DDA Board meeting is now under the Open Meetings Act. Sullivan said that any voting members attending outside of Northville need to state the City, County and State from which they are Zooming. Presley said he is Zooming from Petoskey MI in Emmet County. Casey said he is in Collier County, Naples, FL. Turnbull said the Open Meeting Act is in effect until December 31, 2020. Sullivan said beginning January 1, 2021 you can participate via Zoom only if you are an active service member, feeling ill, or if your County or State's Health Department has declared an emergency.

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, John Casey, Aaron Cozart, Jim Long, Ryan McKindles, Greg Presley, Shawn Riley, Mary Starring*

Absent: *Carolann Ayers*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/Marketing & Communications Director, Marilyn Price/City Council, Dave Gutman/Resident, Barbara Morowski-Brown/City Council*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Consent Agenda:

- a. September 2020 Financial Statement
- b. September 2020 Invoice Report
- c. July 28, 2020 Meeting Minutes
- d. August 18, 2020 Meeting Minutes
- e. September 15, 2020 Informational Meeting Minutes
- f. September 15, 2020 Meeting Minutes

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

SOCIAL DISTRICT UPDATE

- a. **Status:** Ward referenced the downtown MLCC permits table she created with all the restaurants and the various licenses they have applied for through the State. Soon the restaurants will be applying to convert their temporary outdoor license, 204a, to a permanent 204. It can be canceled if Northville decides to reopen the streets. The temporary 204a is good through November 30th. There are now 8 restaurants participating in the Social District with the addition of Los Tres Amigos. 160 Main, Browndog Creamery and Center Street Grill have secured a second bar permit.
- b. **Winter Plans:** Ward did a survey of the restaurants to inquire about their outdoor plans for the winter. Most of the restaurants are planning to do some type of outdoor structure for dining. Pooles and 160 Main are doing enclosed structures around their existing outdoor dining which will not be in the streets. The restaurants along Main Street are hoping to work together with a unified approach to winter dining in the street. Ward said the DDA plans to take the revised event application for winter plans to City Council on Monday November 2nd for approval. Boyd wondered where the restaurants could store their tents when not in use. Ward said currently the DDA has nowhere to store things but will possibly look into purchasing a large pod to be located at the DPW yard. Johnson commented that the Chamber rented a couple storage units from local storage companies and the downtown businesses might want to consider renting a unit together.

Presley asked if the winter street closures would continue in future years. Ward said there will need to be a discussion with all the stake holders in the near future to determine next steps. Turnbull feels that the DDA should organize the conversation with the restaurants and retailers and then present it to the Council.

Riley commented that these winter structures will be expensive and the restaurants are looking to the DDA for support. Casey agreed that some of the restaurants are looking for financial help, Pooles and 160 Main are paying for their own structures. The DDA would need to decide if they want to put aside a pool of money that could be distributed to restaurants to offset their costs. McKindles said maybe the DDA could establish a grant program tied to helping the restaurants offset winter structure costs. Ward said if the DDA were to do a grant program it would need to have defined criteria set by the Board. Boyd said he doubts the DDA budget has the funding for a grant program given all the other current budget priorities. Starring asked if there are any State grants available for COVID-19 related expenses. Ward said an Oakland County grant just reimbursed the DDA and City for several COVID expenses to date. Sullivan said there may be more money to come.

- c. **Winter Outdoor Area:** Ward said that she and Riley met with Manfred Schon, a Northville resident, about building a German like winter market in the downtown. Riley said in Germany they put up portable food stands and dining pods during the winter months serving hot drinks and seasonal themed food. Upon further

discussion with the downtown restaurants they wanted to make sure the food stands would be available for use only by downtown restaurants. Riley said these structures are portable and will be used at other events, an investment for the future. Ward said there are two different structures, a vending kiosk and stand up dining pods made from wood and metal. Ward said there will be propane heat and lighting in the ceiling of the structures. Turnbull asked what each structure would cost. Riley said they are still working the price structure but each structure will cost about \$10,000 – \$13,000. Ward said this would be a unique concept that would be different than what other communities are doing. The restaurant owners liked the German Market concept but also wanted to do their own outdoor dining in front of their restaurant. Ward said Schon has agreed to use his own money to do the architectural drawings if the DDA decides to move forward with this program. Other business owners are also interested in sponsoring this new winter concept. Sullivan expressed concern if the structures were fully constructed, they would need to have a crane drive on the pavers in Town Square. Ward said the DDA would put plywood down to protect the heat melt system. Johnson suggested that programming in the streets would be an important addition in making German Market concept successful. Johnson suggested that possibly other organizations that have had to cancel their fundraising events might be interested in helping with creative programming in the downtown to make up for some of the event money they lost.

Boyd expressed concern about the quick turnaround time and the DDA having to manage this project. The funding is also a concern and how does this impact the DDA budget. Boyd suggested forming a small subcommittee group to discuss the logistics and funding. Ward suggested forming an ad hoc group from both the Design and Marketing Committees with input from Schon to look into the German Market.

COMMITTEE INFORMATION AND UPDATE

a. Design Committee:

Boyd said the Buzz branding project is complete and the graphics for the different City logos has been finalized. Boyd said all other projects have been put on hold until the COVID restrictions have been lifted. Ward said the Sustainability Committee has been discussing the retrofit induction lighting in downtown. The Energy Coalition Group (ERC) made a presentation to the group about the cost savings they could provide the City. They are willing to make a presentation to the DDA Board. Boyd suggested that this discussion could fall under the Organizational Committee.

b. Marketing Committee:

Riley said the committee met and many of the non-profits have had to cancel their events. Riley said the Mill Race weddings were a huge success.

c. *Parking Committee:*

Casey said the 2nd parking meeting took place. The last parking study was done in 2007. Casey said the committee was discussing whether a second one needs to be done. The concerns are given COVID restrictions and the winter months coming the DDA might not get accurate results.

d. *Organizational Committee:*

i. 1st Quarter Budget Amendments: Boyd said the committee met and discussed the impact that COVID has had on the DDA budget. COVID has impacted both the revenue and spending side of the budget. Boyd referred to attachment 4.h.

ii. Budget Amendment Explanations: The biggest decrease in planned earnings came from the property tax millage reduction of \$30,817. The increase in planned earnings comes mostly from the Oakland County Cares Act reimbursement program, \$18,866. The net impact on our budget is negative \$26,361 in planned earnings. The reduction and increase in planned spending also have a cumulative negative impact of \$25,380. The decrease in planned earnings and increase in planned spending combined impact the DDA budget negative \$51,741. Boyd said we have a fund balance to offset this negative balance. Ward said there are lots of requests outstanding so the DDA needs to be careful in prioritizing projects. Sullivan shared the good news that the reported millage reduction of \$31,000 will only be \$5,000 so the DDA can put \$26,000 back into their budget.

e. *Economic Development Committee:* Cozart said the committee did not meet.

FUTURE MEETINGS/ IMPORTANT DATES

- a. Economic Development Committee- TBD
- b. Marketing Committee Meeting – November 5, 2020
- c. Design Committee Meeting – TBD
- d. Executive Committee Meeting – November 11, 2020
- e. DDA Board Meeting – November 17, 2020
- f. Parking Committee Meeting - TBD

BOARD AND STAFF COMMUNICATION

Ward suggested that the DDA host a townhall discussion about future years in the downtown. The DDA has been getting lots of feedback and questions whether the downtown streets will remain closed. Ward suggested getting the invested parties together in one forum for a conversation so the City and DDA can come up with a future plan that continues the energy that we have seen this summer and fall. Buckhave suggested a Zoom call so everyone would be able to participate. Sullivan suggested separating the summer and winter dialogs because we have not yet experienced winter street closures.

The next DDA Board meeting is scheduled for November 17, 2020.

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

Meeting adjourned at 9:16 am

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

October 29, 2020

Attachment 5.a

To the Board of Directors
Northville Downtown Development Authority

We have audited the financial statements of Northville Downtown Development Authority (the "DDA") as of and for the year ended June 30, 2020 and have issued our report thereon dated October 29, 2020. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated August 20, 2020, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of Northville Downtown Development Authority. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our letter about planning matters dated September 1, 2020.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Northville Downtown Development Authority are described in Note 1 to the financial statements.

No new accounting policies were adopted, and the application of existing policies was not changed during 2020.

We noted no transactions entered into by the DDA during the year for which there is a lack of authoritative guidance or consensus.

We noted no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

There were no significant balances, amounts, or disclosures in the financial statements based on sensitive management estimates.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For the purpose of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report.

We are pleased to report that no such disagreements arose during the course of our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

We did not detect any misstatements as a result of audit procedures.

Significant Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the DDA, and business plans and strategies that may affect the risks of material misstatement, with management each year prior to our retention as the DDA's auditors. However, these discussions occurred in the normal course of our professional relationship, and our responses were not a condition of our retention.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 29, 2020.

To the Board of Directors
Northville Downtown Development Authority

October 29, 2020

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a second opinion on certain situations. If a consultation involves application of an accounting principle to the DDA's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

This information is intended solely for the use of Northville Downtown Development Authority and management of City of Northville, Michigan and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Plante & Moran, PLLC

A handwritten signature in black ink that reads "Joe Kowalski". The signature is written in a cursive, slightly slanted style.

Joe Kowalski, CPA

Northville Downtown Development Authority

(a component unit of the City of Northville, Michigan)

**Financial Report
with Supplemental Information
June 30, 2020**

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Independent Auditor's Report

To the Board of Directors
Northville Downtown Development Authority

Report on the Financial Statements

We have audited the accompanying financial statements of the General Fund and the governmental activities of Northville Downtown Development Authority (the "DDA"), a component unit of City of Northville, Michigan, as of and for the year ended June 30, 2020 and the related notes to the financial statements, which collectively comprise Northville Downtown Development Authority's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the General Fund and the governmental activities of Northville Downtown Development Authority as of June 30, 2020 and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the Board of Directors
Northville Downtown Development Authority

Required Supplemental Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the major fund budgetary comparison schedule, as identified in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Plante & Moran, PLLC

October 29, 2020

Northville Downtown Development Authority

Management's Discussion and Analysis

June 30, 2020

The following discussion and analysis of the financial performance of Northville Downtown Development Authority (the "DDA") provides an overview of the DDA's financial activities for the fiscal year ended June 30, 2020. Please read it in conjunction with the DDA's financial statements.

Financial Highlights

The DDA staff allocates its time between marketing, business recruitment and retention, planning, parking, administrative duties, and special events. Time is also spent working with the City of Northville, the Northville Central Business Association, and the Chamber of Commerce to achieve and maintain a vibrant and economically viable downtown.

The DDA captured \$729,072 in tax increment revenue. This was an increase of 9 percent from the prior year. The DDA levied 1.8158 mills for operations, which generated \$59,529, up 2 percent from the prior year.

The State of Michigan reimbursed the DDA \$34,144 for losses related to the small taxpayer exemption on personal property taxes.

The DDA sponsors popular downtown events such as the Friday Night Concerts, Tunes on Tuesday Concerts, the Buy Michigan Now Festival, Skeletons are Alive, and various other events in cooperation with Northville Parks and Recreation, the Northville Arts Commission, and the Chamber of Commerce.

The DDA continues to operate, maintain, and provide service to all of the physical facilities in downtown Northville. Seasonal maintenance workers are utilized to weed, water, and maintain the landscape material downtown. Contract services are utilized for landscape installation, irrigation, electrical work, and concrete and brick maintenance. In cooperation with the city's department of public works, the DDA ensures that downtown Northville operates at a high level, both functionally and aesthetically.

Using this Annual Report

This annual report consists of a series of financial statements. The statement of net position/governmental fund balance sheet and the statement of activities/governmental fund revenue, expenditures, and changes in fund balance provide information about the activities of the DDA as a whole and present a longer-term view of the DDA's finances. This longer-term view uses the accrual basis of accounting so that it can measure the cost of providing services during the current year and whether the taxpayers have funded the full cost of providing government services.

The fund financial statements present a short-term view; they tell us how the taxpayers' resources were spent during the year, as well as how much is available for future spending. Fund financial statements also report the DDA's operations in more detail than the government-wide financial statements.

Northville Downtown Development Authority

Management's Discussion and Analysis (Continued)

June 30, 2020

The DDA as a Whole

The following table shows, in a condensed format, the current year's net position compared to the two prior years:

Summary Condensed Statement of Net Position

	2018	2019	2020	Changes from Prior Year	
				In Dollars	Percent
Assets - Current assets	\$ 419,793	\$ 488,539	\$ 321,197	\$ (167,342)	(34)
Liabilities - Current liabilities	<u>37,450</u>	<u>42,066</u>	<u>57,294</u>	<u>15,228</u>	36
Net Position - Unrestricted	<u>\$ 382,343</u>	<u>\$ 446,473</u>	<u>\$ 263,903</u>	<u>\$ (182,570)</u>	(41)

The decrease in current assets was expected due to the use of reserved funds for the Cady Deck parking deck parking restoration project. The increase in the leave payout liability and payables account for the increase in the current liabilities.

The following table shows the changes in net position during the current year in comparison with the two prior years:

Summary Condensed Statement of Activities

	2018	2019	2020	Changes from Prior Year	
				In Dollars	Percent
Revenue					
Captured taxes	\$ 646,845	\$ 670,195	\$ 729,072	\$ 58,877	9
Operating levy	56,823	58,180	59,529	1,349	2
Other income	8,570	41,277	62,896	21,619	52
Personal Property Tax Loss Resimbursement	<u>36,178</u>	<u>32,041</u>	<u>34,144</u>	<u>2,103</u>	7
Total revenue	748,416	801,693	885,641	83,948	10
Expenditures					
Design committee	201,252	146,359	213,852	67,493	46
Marketing committee	140,888	125,186	132,365	7,179	6
Parking committee	167,236	170,650	404,642	233,992	137
Organizational committee	65,837	63,966	85,383	21,417	33
Public works	10,065	29,548	27,667	(1,881)	(6)
Economic Development	-	28,684	30,472	1,788	100
Debt service - Pass-through commitment	<u>172,355</u>	<u>173,170</u>	<u>173,830</u>	<u>660</u>	0
Total expenditures	<u>757,633</u>	<u>737,563</u>	<u>1,068,211</u>	<u>330,648</u>	45
Excess of Expenditures (Over) Under Revenue	<u>\$ (9,217)</u>	<u>\$ 64,130</u>	<u>\$ (182,570)</u>	<u>\$ (246,700)</u>	(385)

Northville Downtown Development Authority

Management's Discussion and Analysis (Continued)

June 30, 2020

Captured taxes experienced a 3% increase in taxable value and a correction of prior year misclassification of parcels. The increase in other income was the result of additional sponsorships received.

Total expenditures increased \$330,648, or 45 percent, from the prior year. This is primarily related to financing the cost of the Cady Deck restoration project. Also funded were alleyway improvements and additional street furnishings.

The DDA's Fund

The DDA maintains one fund, the General Fund. The fund provides detailed information about the DDA as a whole. The use of this fund helps to manage money for specific purposes, as well as to show accountability for certain activities.

General Fund Budgetary Highlights

The General Fund accounts for all programming, maintenance, construction, and administrative functions of the DDA within the DDA boundaries. The budget is monitored closely and amended quarterly.

Capital Asset and Debt Administration

The DDA contributes financial support to the City of Northville for some of the construction and maintenance of assets within the DDA's boundaries. Most of those costs are recorded in the financial statements under the category of design committee expense. The DDA does not have any capital assets of its own.

Captured tax revenue is pledged to pay for the 2013 refunding bonds issued by the City of Northville for completed streetscape improvements.

Economic Factors and Next Year's Budgets and Rates

The DDA will continue to focus attention and resources on business recruitment and retention efforts in the downtown area. Expenditures continue to grow at a faster rate than revenue, which will continue to be a challenge for the DDA.

Contacting the DDA's Management

This financial report is intended to provide the citizens, taxpayers, customers, and investors with a general overview of the DDA's finances and to show the DDA's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact Northville Downtown Development Authority's office at 215 West Main Street, Northville, Michigan 48167, or via the DDA's website at www.downtownnorthville.com.

Northville Downtown Development Authority

Statement of Net Position/Governmental Fund Balance Sheet

June 30, 2020

	General Fund	Adjustments (Note 3)	Statement of Net Position - Full Accrual Basis
Assets			
Cash and cash equivalents	\$ 94,052	\$ -	\$ 94,052
Investments (Note 4)	211,705	-	211,705
Other receivables	1,472	-	1,472
Prepaid expenses and other assets	13,968	-	13,968
	<u>\$ 321,197</u>	-	321,197
Liabilities			
Accounts payable	\$ 16,197	-	16,197
Accrued liabilities and other	6,448	34,649	41,097
	22,645	34,649	57,294
Fund Balance/Net Position			
Fund balance:			
Nonspendable - Prepays	13,968	(13,968)	-
Committed - Street improvements	24,034	(24,034)	-
Assigned - Compensated absences	34,649	(34,649)	-
Unassigned	225,901	(225,901)	-
	<u>298,552</u>	<u>(298,552)</u>	<u>-</u>
	<u>\$ 321,197</u>		
		<u>\$ 263,903</u>	<u>\$ 263,903</u>
Net position - Unrestricted			

Northville Downtown Development Authority

Statement of Activities/Governmental Fund Revenue, Expenditures, and Changes in Fund Balance

Year Ended June 30, 2020

	General Fund	Adjustments (Note 3)	Statement of Activities - Full Accrual Basis
Revenue			
Captured taxes (Note 5)	\$ 729,072	\$ -	\$ 729,072
Operating levy	59,529	-	59,529
Other income	62,896	-	62,896
Personal property tax loss reimbursement	34,144	-	34,144
Total revenue	885,641	-	885,641
Expenditures			
Design committee	212,089	1,763	213,852
Marketing committee	130,602	1,763	132,365
Parking committee	403,760	882	404,642
Organizational committee	83,180	2,203	85,383
Public works	25,464	-	25,464
Economic development	30,472	2,203	32,675
Debt service - Pass-through commitment	173,830	-	173,830
Total expenditures	1,059,397	8,814	1,068,211
Net Change in Fund Balance/Net Position	(173,756)	(8,814)	(182,570)
Fund Balance/Net Position - Beginning of year	472,308	(25,835)	446,473
Fund Balance/Net Position - End of year	<u>\$ 298,552</u>	<u>\$ (34,649)</u>	<u>\$ 263,903</u>

June 30, 2020

Note 1 - Significant Accounting Policies

The accounting policies of Northville Downtown Development Authority (the "DDA") conform to accounting principles generally accepted in the United States of America (GAAP), as applicable to governmental units. The following is a summary of the significant accounting policies used by Northville Downtown Development Authority.

Reporting Entity

Northville Downtown Development Authority was formed under Act 197 of the Public Acts of 1975 to develop downtown Northville. A revised development plan was adopted in 1993 that provided the financing framework for the construction of downtown parking facilities. The final payment was made during the year ended June 30, 2009.

During fiscal year 2015, the DDA amended and restated its development plan and tax increment financing plan. The development area boundary was expanded to have the same geographic limits as the DDA district.

The DDA is governed by an appointed 11-member board of directors (the "board").

The accompanying financial statements pertain to the financial activities of the DDA. In accordance with governmental accounting principles, there are no separate legal entities appropriate to be reported within these financial statements. The DDA's financial activities have also been presented within the financial statements of the City of Northville, Michigan (the "City") as a component unit.

Report Presentation

The government-wide financial statements report information on all of the activities of the DDA. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities are normally supported by taxes.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenue. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenue includes: (1) charges to customers or applicants for goods, services, or privileges provided and (2) operating grants and contributions that are restricted to meeting the operational or capital requirements of a particular function.

Basis of Accounting

The governmental funds use the current financial resources measurement focus and the modified accrual basis of accounting. This basis of accounting is intended to better demonstrate accountability for how the government has spent its resources.

Expenditures are reported when the goods are received or the services are rendered. In addition, debt service expenditures, claims, and judgments are recorded only when payment is due.

Revenue is not recognized until it is collected or collected soon enough after the end of the year that it is available to pay for obligations outstanding at the end of the year. For this purpose, the DDA considers amounts collected within 60 days of year end to be available for recognition.

Revenue is recognized in the accounting period in which it becomes both measurable and available to finance expenditures of the fiscal period. All other revenue items are considered to be available only when cash is received by the DDA.

When an expense is incurred for the purpose for which both restricted and unrestricted net position or fund balance are available, the DDA's policy is to first apply restricted resources. When an expense is incurred for the purpose for which amounts in any of the unrestricted fund balance classifications could be used, it is the DDA's policy to spend funds in this order: committed, assigned, and unassigned.

Note 1 - Significant Accounting Policies (Continued)

The General Fund is the DDA's only operating fund. It accounts for all financial resources of the general government.

Specific Balances and Transactions

Cash and Cash Equivalents and Investments

Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value. Pooled investment income is allocated using a weighted average of balance for the principal.

Capital Assets

Capital assets are defined by the DDA as assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. The DDA has no assets that meet these criteria.

Compensated Absences (Vacation and Sick Leave)

It is the DDA's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. After 10 years of service, employees may receive payment of the accumulated sick leave balance at the rate of 50 percent upon retirement or 25 percent for other types of termination. A liability is accrued when incurred in the government-wide financial statements.

Fund Equity

Nonspendable - Amounts that are not in spendable form or are legally or contractually required to be maintained intact

Restricted - Amounts that are legally restricted by outside parties, constitutional provisions, or enabling legislation for use for a specific purpose

Committed - Amounts that have been formally set aside by the DDA's board of directors for use for specific purposes. Commitments are made and can be rescinded only via resolution of the DDA's board of directors.

Assigned - Intent to spend resources on specific purposes expressed by the DDA's board of directors

Unassigned - Amounts that do not fall into any other category above

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

Note 2 - Stewardship, Compliance, and Accountability

Budgetary Information

Annual budgets are adopted on a basis consistent with generally accepted accounting principles and state law for the General Fund. All annual appropriations lapse at fiscal year end. The annual budget is prepared by the director and then reviewed by the DDA board. After the budget is approved by the DDA board, it is then presented to the City of Northville, Michigan for approval prior to the start of the fiscal year. The budget is reviewed by the DDA board and the City on a quarterly basis and amended as necessary.

Note 2 - Stewardship, Compliance, and Accountability (Continued)

The budget document presents information by fund, function, department, and line items. The legal level of budgetary control adopted by the governing bodies is the department level. Unexpended appropriations lapse at year end; encumbrances are not included as expenditures. During the current year, the budget was amended in a legally permissible manner. The budget has been prepared in accordance with accounting principles generally accepted in the United States of America. The comparison of actual results of operations to the General Fund budget is presented for analytical purposes only.

During the year, the DDA incurred expenditures in the General Fund that were in excess of the amounts budgeted as follows:

Organizational committee expenditures in the General Fund were \$2,265 higher than budgeted primarily due to legal fees related to special assessments.

Note 3 - Reconciliation of Government-wide and Fund Financial Statements

Total fund balances and the net change in fund balances of the DDA's governmental funds differ from net position and changes in net position of the governmental activities reported in the statement of net position/governmental fund balance sheet and statement of activities/governmental fund revenue, expenditures, and changes in fund balance. This difference results primarily from the long-term economic focus of the statement of net position and statement of activities versus the financial resources measurement focus of the governmental fund balance sheet and statement of revenue, expenditures, and changes in fund balance.

The reconciliation of fund balance to net position relates to compensated absences that are included as a liability for the statement of net position/governmental fund balance sheet. The reconciliation of the net change in fund balance to net change in net position relates to the increase in the accrual for long-term compensated absences, which are reported as expenditures in the statement of activities, but are not reported as expenditures in the governmental fund.

Note 4 - Deposits and Investments

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The law also allows investments outside the state of Michigan when fully insured. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications that matures no more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions that are rated as investment grade; mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan; and investment pools organized under the Surplus Funds Investment Pool Acts of the State of Michigan. The investment policy adopted is in accordance with Public Act 196 of 1997 and has authorized investment in all vehicles covered by the state statute listed above.

Cash and investments are subject to several types of risk. At year end, the carrying amount of the DDA's cash and investments is included with the City's cash and investments pool. For the purpose of risk disclosure, it is not practical to allocate risk to each entity in the investment fund. The disclosures below are related to the overall risk for the cash and investments totals that are presented in the City's financial statements. The DDA's cash and investments, however, represent approximately 1.7 percent of the total portfolio managed by the City.

Note 4 - Deposits and Investments (Continued)

Custodial Credit Risk of Bank Deposits

Custodial credit risk is the risk that, in the event of a bank failure, the entity's deposits may not be returned to it. The policy for custodial credit risk limits bank options to those approved by the DDA. All banks must supply audited financial statements, proof of state registration, and certification of compliance with the investment policy. Overall, the DDA had \$81,188 in bank deposits (checking and savings accounts) that were uninsured and uncollateralized. Each financial institution with which funds are deposited is evaluated to assess the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories. As of June 30, 2020, five banks are utilized for the deposit of DDA funds.

Interest Rate Risk

Interest rate risk is the risk that the value of investments will decrease as a result of a rise in interest rates. The DDA's investment policy does not restrict investment maturities other than commercial paper, which can only be purchased with a 270-day maturity.

At year end, the DDA had the following investments:

Investment	Fair Value	Weighted-average Maturity (Days)
Primary Government		
U.S. Treasury securities	\$ 40,182	120
Federal agency bonds	17,338	1,288
Federal agency mortgage-backed securities	392	458
Federal agency collateralized mortgage obligations	1,831	885
Small business agency bonds	289	437
Supranational agency bonds	4,458	157
Municipal bonds	105,462	805
Total	<u>\$ 169,952</u>	

Credit Risk

State law limits investments in commercial paper to the top two ratings issued by nationally recognized statistical rating organizations. The DDA has no investment policy that would further limit its investment choices. As of year end, the credit quality ratings of debt securities (other than the U.S. government) are as follows:

Investment	Percentage of DDA Portfolio Allocation	Rating	Rating Organization
Money market fund	11.40 %	AAAm	S&P
Pooled funds	8.30	AAAm	S&P
U.S. Treasury securities	19.00	AA+	S&P
Federal agency bonds	8.20	AA+	S&P
Federal agency mortgage-backed securities	0.20	AA+	S&P
Federal agency collateralized mortgage obligations	0.90	AA+	S&P
Small business agency bonds	0.10	AA+	S&P
Supranational agency bonds	2.10	AA+	S&P
Municipal bonds	31.00	AA+ to AA-	S&P
Municipal bonds	18.80	Aa1 to Aa3	Moody's

Note 4 - Deposits and Investments (Continued)

Concentration of Credit Risk

It is the City's policy to diversify its investment portfolio with a goal of 5 percent maximum exposure to any one credit risk at the time of purchase. This requirement does not apply to investments issued by the U.S. government or its agencies, investments in mutual funds, external investment pools, and other pooled investments. At June 30, 2020, more than 5 percent of the City's investments are in the following agency security:

Federal Farm Credit Banks 8 %

Fair Value Measurements

The DDA categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs. Investments that are measured at fair value using net asset value per share (NAV) (or its equivalent) as a practical expedient are not classified in the fair value hierarchy below.

In instances where inputs used to measure fair value fall into different levels in the above fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation. The DDA's assessment of the significance of particular inputs to these fair value measurements requires judgment and considers factors specific to each asset.

The DDA has the following recurring fair value measurements as of June 30, 2020:

	Assets Measured at Carrying Value on a Recurring Basis at June 30, 2020			
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Balance at June 30, 2020
Debt securities:				
U.S. Treasury securities	\$ -	\$ 40,182	\$ -	\$ 40,182
Federal agency bonds	-	17,338	-	17,338
Federal agency mortgage- backed securities	-	392	-	392
Federal agency collateralized mortgage obligations	-	1,831	-	1,831
Small business agency bonds	-	289	-	289
Supranational agency bonds	-	4,458	-	4,458
Municipal bonds	-	105,462	-	105,462
Total debt securities	-	169,952	-	169,952
Equity securities - Money market fund	24,080	-	-	24,080
Total	\$ 24,080	\$ 169,952	\$ -	194,032
Investments measured at NAV - Michigan CLASS investment pool				17,673
Total assets				\$ 211,705

The fair value of equity securities at June 30, 2020 was determined primarily based on Level 1 inputs. The DDA estimates the fair value using prices quoted in active markets for those securities.

Note 4 - Deposits and Investments (Continued)

The fair value of debt securities at June 30, 2020 was determined primarily based on Level 2 inputs. The DDA estimates the fair value of these investments using quoted market prices and other market data for the same or comparable instruments and transactions in establishing prices, discounted cash flow models, and other pricing models.

Investments in Entities that Calculate Net Asset Value per Share

The DDA holds investments through the Michigan CLASS investment pool. These investments are measured at net asset value per share (or its equivalent). The Michigan CLASS investment pool invests in U.S. Treasury obligations, federal agency obligations of the U.S. government, high-grade commercial paper (rated A1 or better), collateralized bank deposits, repurchase agreements (collateralized at 102 percent by treasuries and agencies), and approved money market funds. The program is designed to meet the needs of Michigan public sector investors. It purchases securities that are legally permissible under state statutes and are available for investment by Michigan counties, cities, townships, school districts, authorities, and other public agencies.

Note 5 - Captured Taxes

Captured taxes represent the property taxes on the increment in taxable value of the downtown development district property since the adoption of the development plan. These taxes are earmarked for debt retirement purposes and other purposes consistent with the development plan.

Based on the 2019 taxable value subject to capture, the taxes captured by Northville Downtown Development Authority are as shown below:

City of Northville, Michigan	\$ 424,932
Wayne County, Michigan	177,206
Wayne County Parks	6,563
Schoolcraft Community College	60,108
Huron Clinton Metropolitan Authority	5,651
Northville District Library	29,570
Wayne County Public Safety	<u>25,042</u>
Total	<u>\$ 729,072</u>

Note 6 - Commitments

The DDA has pledged future tax increment revenue for the payment of the 2013 refunding bonds issued by the City of Northville, Michigan for the completed streetscape improvement project. Future debt service payments on those refunded bonds are as follows:

Years Ending	Principal	Interest	Total
2021	\$ 150,000	\$ 24,335	\$ 174,335
2022	155,000	19,685	174,685
2023	155,000	14,880	169,880
2024	160,000	10,075	170,075
2025	<u>165,000</u>	<u>5,114</u>	<u>170,114</u>
Total	<u>\$ 785,000</u>	<u>\$ 74,089</u>	<u>\$ 859,089</u>

June 30, 2020

Note 7 - Retirement Plan

The City of Northville, Michigan sponsors the pension plan on behalf of Northville Downtown Development Authority. The employer of record for the DDA is the City of Northville, Michigan. The DDA has only one employee who participates in the defined contribution pension plan; however, this individual is not eligible to participate in the City's postretirement health care plan. Accordingly, the employee of the DDA participates in the City's employee benefit programs and policies and is pooled with city employees for benefits administration subject to specific benefits outlined in an employment contract with the DDA director. The City charges the DDA for its pro rata share of employee fringe benefit costs in the same manner as city departments are charged for fringe benefits. Employees are eligible to participate in the defined contribution pension plan from the date of employment. As established by city council action, the DDA contributes 11.5 to 12 percent of employees' gross earnings for eligible full-time employees. The DDA's contribution plus investment earnings are fully vested by the affected employee after seven years of service. There are no retirees of the DDA. A description of the pension plan and related overall funding levels may be obtained from the City of Northville, Michigan's financial statements. Those statements may be obtained by contacting the City of Northville, Michigan, 215 West Main Street, Northville, MI 48167.

The DDA's total payroll during the current year was \$139,816. The current year contribution was calculated based on covered payroll of \$82,995, resulting in an employer contribution of \$9,747. Total payroll is greater than covered payroll because part-time staff's and the Department of Public Works' wages are specifically not included in the DDA's covered payroll.

Required Supplemental Information

Northville Downtown Development Authority

Required Supplemental Information Budgetary Comparison Schedule - General Fund

Year Ended June 30, 2020

	Original Budget	Amended Budget	Actual	Variance with Amended Budget
Revenue				
Captured taxes	\$ 688,553	\$ 729,072	\$ 729,072	\$ -
Operating levy	60,209	59,529	59,529	-
Other income	31,050	57,903	62,896	4,993
Personal property tax loss reimbursement	30,000	34,144	34,144	-
Total revenue	809,812	880,648	885,641	4,993
Expenditures/Expenses				
Design committee	239,215	243,530	212,089	31,441
Marketing committee	143,625	141,115	130,602	10,513
Parking committee	178,885	406,057	403,760	2,297
Organizational committee	69,365	80,915	83,180	(2,265)
Public works	34,075	27,400	25,464	1,936
Economic development	33,425	32,555	30,472	2,083
Debt service - Pass-through commitment	173,830	173,830	173,830	-
Total expenditures/expenses	872,420	1,105,402	1,059,397	46,005
Net Change in Fund Balance	(62,608)	(224,754)	(173,756)	50,998
Fund Balance - Beginning of year	472,308	472,308	472,308	-
Fund Balance - End of year	\$ 409,700	\$ 247,554	\$ 298,552	\$ 50,998

City of Northville Sustainability Plan

Sustainability Team

Patrick Giesa (Council)

Mayor Brian Turnbull

Susan Haifleigh

*Kathy Spillane**

*Dave Gutman**

Loyd Cureton (DPW)

Lori Ward (DDA)

Thom Barry (Planning Comm.)

*AnnaMaryLee Vollick**

*Presenters

November 17, 2020

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Table of Contents

- Introduction
- Role of the Sustainability Team
- Vision for the City
- Mission Statement
- Guiding Principles
- The Sustainability Framework
- Areas of Focus/Goals & Objectives
- Sustainability Framework Analysis
- Early Insights and Next Steps
- Appendix Recap
- Q&A

Introduction



- Changing population dynamics, high levels of consumption, and the need to sustain economic growth has created escalating demands on city resources
- Resource demands also impact the natural environment, our neighborhoods, and the overall quality of our daily lives
- To address these challenges, the City of Northville has appointed a formal Sustainability Team

Role of the Sustainability Team

- To **assist our community** to think, plan and act more sustainably
- To **prepare and maintain** a Sustainability Plan– this resource is a “living document”
- To **provide support** to the City commissions and committees on issues and actions impacting Sustainability
- To provide **criteria for evaluating** the sustainability impact of local actions, both near-term and long-term
- To provide a **point of contact** for sustainability proposals

Michigan Cities with Major Sustainability Efforts

Michigan Green Community Challenge Gold Certifications:

- Grand Rapids (1,069,405)
- Ann Arbor (121,890)
- Dearborn (94,333)
- Novi (60,951)
- Battle Creek (51,247)
- East Lansing (47,988)
- Pittsfield Township (38,884)
- Delhi Township (25,877)
- Traverse City (15,651)

Smaller Cities with Major Sustainability Efforts

- Northport Village, MI (525)
- Petoskey, MI (5,738)
- St. Joseph City, MI (8,355)
- Ferndale, MI (19,900)

- Greensburg, KS (795)
- Sleepy Eye, MN (3,599)
- West Liberty, IA (3,736)
- Columbus, WI (4,991)
- Homer, AK (5,003)
- Charles Town, WV (5,259)
- South Daytona, FL (12,221)

*** City of Northville pop. – 5,970**

The 3 E's of Sustainability

1. Environmental

2. Economic

3. Social Equity



Sustainability Vision for the City

Mission Statement

Framework for the
Sustainability Plan

Vision For the City

By 2040, Northville will be an exemplary, energy efficient city with attractive, sustainably developed neighborhoods and waterways, a strengthened economy, a more vibrant downtown, ample non-motorized mobility, continued strong social connections and an abundance of inventive educational and cultural opportunities.

Mission Statement

To implement a comprehensive sustainability platform designed to protect and enhance our resources, prevent harm to the natural environment and our health, while benefiting the social and economic well-being of our City.

Guiding Principles (8)

1. Community awareness, participation and education are key elements of a sustainability movement.
2. The concept of sustainability informs City policy for current and future generations.
3. Protection, preservation, and restoration of the natural environment is a priority for the community.
4. Environmental quality, economic health and social fairness are mutually dependent.
5. The decisions of City government have implications to the long-term sustainability of Northville.
6. Sustainability issues important to the community will be addressed as a priority.
7. The City is aware that procurement decisions may have environmental and social impacts.
8. Fostering cross-community partnerships is encouraged to achieve sustainable goals.

The Sustainability Framework

The Team is using a framework built on three PILLARS:

- 1. Environmental (natural capital)** – the natural environment and natural resources of the community
- 2. Economic (financial and built capital)** – buildings, infrastructure, business operations, manufactured goods, information resources, credit and debt
- 3. Social (human and social capital)** – the connectedness among people in the community, which takes into account the education, skills, talents and health of the citizenry



The three PILLARS (Environmental, Economic and Social) form the strategic platform for all goals and objectives of the Sustainability Plan.

City policies and programs that consider all 3 pillars will drive outcomes toward the center of the circle, creating Sustainable Development.

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Source: Campbell, S. , "Green Cities, Growing Cities, Just Cities?"

THREE PILLARS

Attachment 6.a



ENVIRONMENTAL, ECONOMIC, SOCIAL

SUSTAINABILITY STRATEGIES (9)

AREAS OF FOCUS

GOALS & OBJECTIVES (MULTIPLE PER AREA OF FOCUS)

INDICATORS (PROGRESS AGAINST GOALS/OBJ.)

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THE SUSTAINABILITY FRAMEWORK

Foundational Pillar(s) Sustainability Strategies

Environmental/ Economic	1. Natural Resource Conservation
Environmental/Social	2. Greenspace Preservation and Restoration
Economic	3. Sustainable Local Economy
Economic/ Social	4. Smart Growth
Social	5. Demographic Diversity
Economic/Social	6. Health & Safety
Social	7. Encourage Civic Engagement
Social / Economic	8. Promote Arts & Culture
Social/ Environmental	9. Sustainability Education

Sustainability Strategies Areas of Focus

1. Natural Resource Conservation	Reduce, Reuse, Recycle; Stormwater Management; Green Certifications
2. Greenspace Preservation & Restoration	Public Access to Greenspace; Water Quality and Habitat Restoration; Trees
3. Sustainable Local Economy	Health of Local Businesses; Budgets, Capital Improvements & City Services; Financing Sustainability Projects
4. Smart Growth	Non-motorized transportation; Traffic & Parking; Preserving Neighborhood Character; Meaningful Public Spaces, Construction Site Safety
5. Demographic Diversity	Balanced age demographics
6. Health & Safety	Enhanced, physical well-being
7. Encourage Civic Engagement	Involvement of Northville residents
8. Promote Arts & Culture	Preservation/growth of existing assets
9. Sustainability Education	Increased awareness of Sustainability behavior & tools; Student involvement

SUSTAINABILITY FRAMEWORK



Table showing long-term goals & objectives for Areas of Focus (Page 2 of 5)

Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Greenspace Preservation and Restoration (E1/S)	Public Access to Greenspace and Waterways	<ul style="list-style-type: none"> Plan for and implement a trail network system spanning between the Mill Race Village and the Northville Downs properties in order to increase passive and active recreational opportunities and to improve water quality and habitat. Implement strategies for increased use of Ford Field 	<ul style="list-style-type: none"> Public engagement. Concept Plan complete. Funding identified. Progress towards completing identified phases.
Greenspace Preservation and Restoration (E1/S)	Water Quality and Habitat Restoration	<ul style="list-style-type: none"> Complete habitat restoration of the Johnson Creek/pond in Fish Hatchery Park (\$900K+) Daylight and restore the Walled Lake Branch located beneath the Northville Downs property. Implement water quality improvements for Johnson Creek on Downs property. 	<ul style="list-style-type: none"> Reduction in Beneficial Use Impairments. Reduction in sediment load. Pond depth increased Quality of fish channel passage Implementation of bioswale # of native species planted
Greenspace Preservation and Restoration (E1/S)	Trees	<ul style="list-style-type: none"> Implement a labeling and mapping project to promote Northville’s great diversity of trees Identify and implement tree planting opportunities using private and public monies. 	<ul style="list-style-type: none"> # of trees identified. # of trees planted.
Sustainable Local Economy (E2)	Overall Health of Local Businesses	<ul style="list-style-type: none"> Identify and support DDA projects in process and/or proposed that support a strong economy. Implement programmed events to attract restaurant and retail customers. Coordinate intervention initiatives during economic hardship periods (e.g. 2008, Covid-19) 	<ul style="list-style-type: none"> DDA revenue and expenses Economic benefit to merchants during events DDA goals and objectives. Number of non-planned closures (downward trend).
Sustainable Local Economy (E2)	Budgets, Capital Improvements and City Services	<ul style="list-style-type: none"> Maintain roads at fair to excellent conditions through pavement preservation investments. Implement 20-year Maintenance Plan for parking decks and surface lots Achieve 100% pension & retiree health care funding by 2030 or earlier. Strive to internally fund capital improvement costs. Ensure that all incremental costs for the Downs project are identified and appropriately allocated. 	<ul style="list-style-type: none"> Cost avoidance of road reconstruction costs Various funding sources identified % level of funding Bond cost avoidance Cost/benefit analysis of proposed developments



SUSTAINABLE LOCAL ECONOMY	Responsibility	Status
Overall Health of Local businesses		
Increase outdoor seating capacity for restaurants and establish social district to increase patronage of local businesses during COVID 19 restriction period	DDA, City Departments and Commissions	
Budgets, Capital Improvements and City Services		
Increase percentage of pension and retiree health care funding. OPEB (other post employment benefits) funding at 90%. <i>Additional \$200,000 targeted for FY 20/21 (Needs update)</i>	City Council, City Manager, Finance Dept.	
Implement 20-year Maintenance Plan for parking decks and surface lots	City Manager, DPW, DDA	
Maintain roads at fair to excellent conditions through pavement preservation investments.	DPW	
Strive to internally fund capital improvement costs.	City Manager, DPW, DDA, City Council	
Develop comprehensive cost/benefit reporting structure for complex projects e.g. The Downs (originated by CfN)	Planning Commission, OHM, Carlisle Wortman, Sustainability Team, CfN	

Current Sustainability Projects

Defined as projects already in this year's budget and/or low-effort opportunities to achieve results. Examples:

- a. Fish Hatchery Project (\$800K+)
- b. New bio-diesel street sweeper
- c. Silver Certification Challenge (MGCC)
- d. New Street Lighting with improved efficiency (DDA)
- e. Rollover Account for energy savings
- f. Tree Planting DNR program
- g. FAR Approval at .36
- h. Conversion to LED Lighting project (DPW)
- i. Support of local businesses during Pandemic period

Next Steps

- **Continue** to roll out the Sustainability presentation to City commissions, boards and departments.
- **Plan** the rollout to the Community:
 - Open public meetings
 - Local organizations
 - Schools and other institutions
 - The Ville magazine and other media
- **Coordinate and Prioritize** annual Goals & Objectives with City Departments/Commissions.
- **Research** the availability and means of obtaining public funding.

APPENDIX

1. Smaller Michigan Cities: Sustainability Accomplishments
2. Guiding Principles – Expanded Detail
3. Sustainability Strategies – Defined
4. Sustainability Framework (5 pages)
5. Draft of Annual Goals & Objectives FY 20/21 (10 pages)
6. Team Bios

How to Contact Us

The Sustainability Team Email:
sustainability@ci.northville.mi.us

Thank you!

Q & A

Smaller Cities with Major Sustainability Efforts

- **Petoskey, MI (5,738)** : Upgrades to its wastewater treatment plant included reuse of methane gas created by digesters for boiler system and installation of high efficiency blower control valves, windows, and doors.
- **Ferndale, MI (19,900)**: Recently hired an environmental sustainability planner to implement sustainability efforts as established in their master land use plan. Efforts include urban tree canopy revitalization, streetlight retrofitting, and energy optimization.
- **St. Joseph City, MI (8,355)**: City master plan, which was completed in 2015, prioritizes incorporating non-motorized pathways into future city projects.
- **Northport Village, MI (525)**: The Village of Northport is developing a Renewable Energy Community Plan that will enable the village and township to attain their goal of becoming a 100 percent clean energy community. This collaborative effort brings together the University of Michigan's School of Natural Resources and Environment (SNRE) Master's Project Team with the Northport Energy Action Taskforce.

Guiding Principles

1. Community awareness, participation and education are key elements of a sustainability movement.

All community members, including individual citizens, community-based groups, businesses, schools, City vendors and other institutions should be aware of their impacts on the environmental, economic and social health of Northville. The City will therefore be a “communication leader” to support community awareness and education of environmental impacts and sustainable practices.

2. The concept of sustainability informs city policy for current and future generations.

The City Sustainability Plan is intended to help guide City policy, achieving an optimal balance between the Plan’s proposed actions and existing City needs/resources. Similarly, the long-term impacts of local policy and actions may be considered to ensure a sustainable legacy for future generations.

Guiding Principles

3. Protection, preservation, and restoration of the natural environment is a priority for the community.

The City of Northville is committed to protecting, preserving, and restoring the natural environment. City decision-making will be guided by a vision to enhance environmental benefits and reduce or eliminate negative environmental impacts. The City will lead by example and encourage other community stakeholders to make a similar commitment to the environment.

4. Environmental quality, economic health and social fairness are mutually dependent.

Sustainability requires that our collective decisions allow our economy and community members to thrive without harming the natural environment. A healthy environment is integral to the city's long-term economic and social interests. Concurrently, we must ensure that inequitable burdens are not placed on any geographic or socioeconomic sector and that the benefits of sustainability are accessible to all members of the community.

Guiding Principles

5. The decisions of City government have implications to the long-term sustainability of Northville.

As a means of creating long-term benefits, the goal-setting and decision-making processes of city government ideally reflect Sustainability objectives. The City will lead by example and encourage other community stakeholders to use sustainability principles to guide their decisions and actions.

6. Sustainability issues important to the community will be addressed as a priority.

The financial and human resources which are available to City of Northville are limited. The City and the community reevaluate its budgeted priorities and programs annually (Goals & Objectives Meeting) to ensure the best possible investments are being made. The evaluation of a program's cost-effectiveness will be based on an analysis of the associated cost/benefits, including environmental, health and social impacts.

Guiding Principles

7. The city is aware that procurement decisions may have environmental and social impacts.

The procurement of products and services by the City, Northville residents, businesses and institutions results in environmental, social and economic impacts, both here and abroad. The City will develop and deploy an environmentally and socially responsible procurement policy that emphasizes long-term values. The City will advocate for and assist local businesses and residents in adopting sustainable purchasing practices.

8. Fostering cross-community partnerships is encouraged to achieve sustainable goals.

Partnerships with businesses, surrounding local governments, local/state and federal funding organizations, as well as other regional partners are necessary to achieve long term improvements in sustainability.

Sustainability Strategies (defined)

- 1. Natural Resource Conservation** – Society’s management & use of natural resources, which are finite and capable of being destroyed without sustainable use. Examples include preservation of clean air and water, reductions in solid waste, and solution-based topics such as stormwater management and renewable energy.
- 2. Greenspace Preservation and Restoration** – The preservation and/or enhancement of green space as well as waterways within our greenspace. It includes not only parks, but also natural areas and vegetative cover. Fisheries and wildlife habitat fall under this umbrella as does the beneficial use of these spaces by residents and visitors.
- 3. Sustainable Local Economy** – Ensuring a healthy, downtown core of businesses and strategic management of city services and central infrastructure such as roads and parking facilities.
- 4. Smart Growth** – Overseeing the growth of the city and infill development using a balanced approach which grows the tax base, while preserving the character and charm of the city, creating a strong sense of place. This strategy includes striking a balance between vehicles, pedestrians and cyclists.

Sustainability Strategies (defined)

5. **Demographic Diversity** – Providing a range of high quality, affordable housing choices to meet the current and future needs of a demographically diverse community.
6. **Health and Safety** – Minimize risk to public health and property from man-made and natural hazards. Also includes the Farmers Market, which not only provides access to healthy produce but also has the potential to be a place to host education classes on health, environmental care, and other relevant lifestyle topics.
7. **Encourage Civic Engagement** – Ensure our community is strongly connected through opportunities for engagement and stewardship of civic activities within the Northville area, developing the combination of knowledge, skills, values and motivation that cultivate positive change for our City.
8. **Promote Arts and Culture** – Preserving and improving the quality of life by providing a diverse choice of artistic and entertainment experiences which also provide economic benefit to the community.
9. **Sustainability Education** – Increasing knowledge and capability for sustainability within the community, including city departments, our local residents, and importantly, the children and students who will form our future generations.

SUSTAINABILITY FRAMEWORK



Table showing long-term goals & objectives for Areas of Focus (Page 1 of 5)

Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Natural Resource Conservation (E1/E2)	Reduce, Reuse, Recycle	<ul style="list-style-type: none"> Switch selected appliances/vehicles/lighting to more energy efficient models. Incorporate energy saving opportunities into facilities owned and operated by city. Provide EV infrastructure to support growing number of electric vehicles Reduce water loss in City’s watermain infrastructure Continuously increase the use of sustainable, recycled and recyclable materials Determine new methods to help local businesses decrease waste production (DDA) 	<ul style="list-style-type: none"> Energy Usage Fuel Usage Solid Waste Volume
Natural Resource Conservation (E1/E2)	Sustainable Stormwater Management	<ul style="list-style-type: none"> Increase ratios of permeable versus impervious surfaces. Increase use of green infrastructure for public and private developments. Amend city ordinances to support area of focus Increase awareness/ capability to obtain public funding for green infrastructure projects. Reduce discharge of Stormwater to waterways 	<ul style="list-style-type: none"> Upward trend Pilot projects implemented and evaluated for expanded use New ordinance by xx date Amt. grant funds awarded
Natural Resource Conservation (E1/E2)	Green Certifications and Credentials	<ul style="list-style-type: none"> Participate in Michigan Green Communities Challenge Investigate means to encourage/Incentivize greener home building (consider LEED/other). Incorporate “net zero” home building educational materials into City website. 	<ul style="list-style-type: none"> Bronze, Silver, Gold certification levels % of buildings achieving certification qualifying comprehensive green building programs

SUSTAINABILITY FRAMEWORK



Table showing long-term goals & objectives for Areas of Focus (Page 2 of 5)

Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Greenspace Preservation and Restoration (E1/S)	Public Access to Greenspace and Waterways	<ul style="list-style-type: none"> Plan for and implement a trail network system spanning between the Mill Race Village and the Northville Downs properties in order to increase passive and active recreational opportunities and to improve water quality and habitat. Implement strategies for increased use of Ford Field 	<ul style="list-style-type: none"> Public engagement. Concept Plan complete. Funding identified. Progress towards completing identified phases.
Greenspace Preservation and Restoration (E1/S)	Water Quality and Habitat Restoration	<ul style="list-style-type: none"> Complete habitat restoration of the Johnson Creek/pond in Fish Hatchery Park (\$900K+) Daylight and restore the Walled Lake Branch located beneath the Northville Downs property. Implement water quality improvements for Johnson Creek on Downs property. 	<ul style="list-style-type: none"> Reduction in Beneficial Use Impairments. Reduction in sediment load. Pond depth increased Quality of fish channel passage Implementation of bioswale # of native species planted
Greenspace Preservation and Restoration (E1/S)	Trees	<ul style="list-style-type: none"> Implement a labeling and mapping project to promote Northville’s great diversity of trees Identify and implement tree planting opportunities using private and public monies. 	<ul style="list-style-type: none"> # of trees identified. # of trees planted.
Sustainable Local Economy (E2)	Overall Health of Local Businesses	<ul style="list-style-type: none"> Identify and support DDA projects in process and/or proposed that support a strong economy. Implement programmed events to attract restaurant and retail customers. Coordinate intervention initiatives during economic hardship periods (e.g. 2008, Covid-19) 	<ul style="list-style-type: none"> DDA revenue and expenses Economic benefit to merchants during events DDA goals and objectives. Number of non-planned closures (downward trend).
Sustainable Local Economy (E2)	Budgets, Capital Improvements and City Services	<ul style="list-style-type: none"> Maintain roads at fair to excellent conditions through pavement preservation investments. Implement 20-year Maintenance Plan for parking decks and surface lots Achieve 100% pension & retiree health care funding by 2030 or earlier. Strive to internally fund capital improvement costs. Ensure that all incremental costs for the Downs project are identified and appropriately allocated. 	<ul style="list-style-type: none"> Cost avoidance of road reconstruction costs Various funding sources identified % level of funding Bond cost avoidance Cost/benefit analysis of proposed developments

SUSTAINABILITY FRAMEWORK



Table showing long-term goals & objectives for Areas of Focus (Page 3 of 5)

Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Sustainable Local Economy (E1/E2)	Financing Infrastructure and Sustainability Projects	<ul style="list-style-type: none"> Implement rollover account which channels money from energy savings into sustainability investment fund for new projects. Incorporate proposed sustainability projects into city budget on annual basis. Increase awareness/capability for public funding of sustainability initiatives. 	<ul style="list-style-type: none"> Dollar amount accumulated over time. Sustainability line items in budget Amount of grants awarded Strategic partnerships activated (MEDC, Michigan Municipal League, ARC, EGLE, SEMCOG, etc.)
Smart Growth (E2/S)	Meaningful Public Spaces that Contribute to the Social Well Being of the Community	<ul style="list-style-type: none"> Identify placemaking concepts in Master Plan. Ensure that Downs site plan is evaluated for public space benefits. Activate strategic partnerships with Michigan Municipal League Adaptive buildings as use changes over time 	<ul style="list-style-type: none"> Language implemented Degree of correlation with feedback received by public. Exchange of knowledge and expertise. Adaptive reuse scoring
Smart Growth (E2/S)	Preservation and Enhancement of Neighborhood and Downtown Character	<ul style="list-style-type: none"> Ensure compatibility of designs and massing of residential, commercial and mixed-use structures Enhance language for defining vibrancy and walkability (for use in Planning Commission work and other development review efforts) Improve processes for communicating and assessing compatibility. 	<ul style="list-style-type: none"> Floor Area Ratio (FAR) Changes to Master Plan language to guide new development Walkability score (once developed)
Smart Growth (E2/S)	Traffic and Parking	<ul style="list-style-type: none"> Pursue solutions to mitigate negative impact of surrounding communities' traffic on Northville. Evaluate Downs site plan for effectiveness in dispersing traffic across multiple diverse routes. Identify future pedestrian safety concerns and solutions within Downs redevelopment project. Implement best practices for parking to achieve sustainability (water quality) and walkability goals. 	<ul style="list-style-type: none"> Regional traffic options identified. Traffic calming infrastructure Recommended modifications by 2021

SUSTAINABILITY FRAMEWORK



Table showing long-term goals & objectives for Areas of Focus (Page 4 of 5)

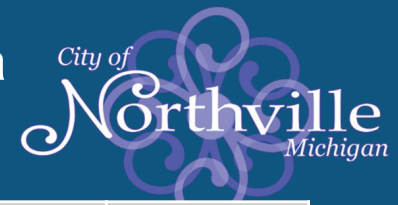
Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Smart Growth (E2/S)	Non-motorized Transportation	<ul style="list-style-type: none"> ▪ Increase use of non-motorized transportation by investing in dedicated paths and by prioritizing cyclists and pedestrians. ▪ Increase racks to accommodate more bike parking, including Ebikes ▪ Pursue public funding for non-motorized infrastructure during road reconstruction planning process. 	<ul style="list-style-type: none"> ▪ New paths ▪ Fragmentation of existing paths: downward trend ▪ Walkability Score upward trend ▪ No. bicycle parking facilities ▪ Amount of grant monies awarded.
Smart Growth (E2/S)	Impact of Construction on Residents and Workers	<ul style="list-style-type: none"> ▪ Analyze sound and noise levels allowed for new construction. ▪ Conduct audit of safety ordinances and improve as necessary ▪ Evaluate capacity to enforce construction and safety ordinances in anticipation of a significant increase in new construction. 	<ul style="list-style-type: none"> ▪ Compliance reports ▪ Reported injuries ▪ Nuisance complaints ▪ No. of noise citations ▪ FTE levels of building inspection staff
Demographic Diversity (S)	Balanced Age Demographics (also Senior Citizen Accommodation)	<ul style="list-style-type: none"> ▪ Actively promote the development of housing which is affordable and desirable for young families. ▪ Continued active support of Allen Terrace. ▪ Implement a range of destinations that are close to home and easily accessible by foot or bicycle. 	<ul style="list-style-type: none"> ▪ Total average age of residents: downward trend ▪ Housing affordability metrics ▪ Kid-friendly metrics, e.g. Popsicle test ▪ Opinion polls regarding desirability/livability of City

SUSTAINABILITY FRAMEWORK



Table showing long-term goals & objectives for Areas of Focus (Page 5 of 5)

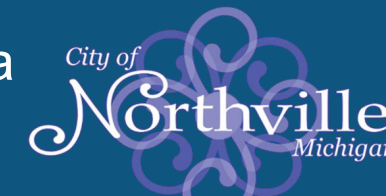
Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Health and Safety (E2/S)	Enhanced, Physical Well Being	<ul style="list-style-type: none"> Plan and implement alternative location and amenities for displaced Farmers' Market. Maintain and/or lower crime statistics as the city grows across multiple categories of housing. Improve safety for pedestrians and cyclists by increasing the inventory of dedicated paths and ensuring paths are maintained and usable. Reduce pesticide and herbicide usage in Northville. 	<ul style="list-style-type: none"> Farmers Market Master Plan Crime statistics
Encourage Civic Engagement (S)	Involvement of Residents	<ul style="list-style-type: none"> Upward trend in attendance at public meetings, educational and volunteer sessions. Significant participation in virtual seminars. 	<ul style="list-style-type: none"> Participation metrics. Correlation between input and plans and projects.
Promote Arts and Culture (E2/S)	Preservation of Existing Assets and Growth of New Assets	<ul style="list-style-type: none"> Plan for continued municipal support of the Marquis Theater, Genitti's, and the Tipping Point Theater (all private businesses) and Mill Race Village (City-owned property). Continued support of existing and future events, such as the Music on Main, Northville Unplugged, and Skelton's Alive etc. Foster the growth of creative and mixed-use development on the east side of Cady Town. 	<ul style="list-style-type: none"> Identification of long-term goals and barriers to preservation. Proposed developments
Sustainability Education (S)	Awareness of Sustainability Behavior and Tools	<ul style="list-style-type: none"> Utilize various media to promote sustainability mission, projects, goals and objectives. Work with Northville Schools to promote sustainability education. 	<ul style="list-style-type: none"> Volume and quality of media coverage Green Education opportunities identified



NATURAL RESOURCE CONSERVATION	Responsibility	Status
Reduce/Reuse/Recycle		
Purchase new bio-diesel street sweeper	DPW and City Mgr.	
Incorporate energy saving opportunities into fire station and city hall renovation improvements designs	City Mgr., C. Council	
Install new streetlights (100) with improved lighting efficiency	DDA	
Conversion to LED lighting project	DPW	
Replace festoon lights in town square	DDA	
Reduce water loss in City's watermain infrastructure	DPW	
Increase cardboard box recycling at City Hall	All Departments	
Investigate opportunities to increase cardboard recycling for downtown businesses	DPW	

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*Note: Work in progress.



NATURAL RESOURCE CONSERVATION	Responsibility	Status
Sustainable Stormwater Management		
Apply for TAP public funding for 2022/2023 planned road improvements to incorporate green infrastructure	DPW, OHM and possibly ARC	
Establish baseline measurements of impervious surfaces in the City	Sustainability Team, DPW	
Conduct LID (Low Impact Design) stormwater management ordinance audit	Sustainability Team & Consultant	
Incorporate low impact development (LID) language into Master Plan subareas	Planning Comm. & Sust. Team	
Increase awareness/ capability of public funding for green infrastructure projects	Sustainability Team, ARC, SEMCOG, DPW	
Green Certifications and Credentials		
Achieve Michigan Green Communities Silver status	DPW	



GREENSPACE PRESERVATION AND RESTORATION	Responsibility	Status
Public Access to Greenspace and Waterways		
Sponsor formation of Middle Rouge River Restoration Task Force.	Mayor and City Council	
Initiate the development of a Middle Rouge River Restoration (MRRR) plan	MRRR Task Force	
Partner with ARC and Friends of Rouge to complete assessment of grant funding opportunities for MRRR Plan	MRRR Task Force, ARC, FotR, possibly Parks & Rec	



GREENSPACE PRESERVATION AND RESTORATION	Responsibility	Status
Water Quality and Habitat Restoration		
Partial completion of Fish Hatchery Park project	Northville Parks & Rec. and ARC	
Complete invasive species inventory for city properties in MRRR area. Possibly implement Phase I removal. Funding dependent	Sustainability Team, Riverwalk Task Force, FotR-(TBD)	
Trees		
Complete tree labeling pilot project	T. Barry, DPW (advisory)	
Pursue grant funding to support Tree Inventory Assessment in 2021	DPW, Contractor	
100% completion of tree planting program for fall of 2020	DPW	



SUSTAINABLE LOCAL ECONOMY	Responsibility	Status
Overall Health of Local businesses		
Increase outdoor seating capacity for restaurants and establish social district to increase patronage of local businesses during COVID 19 restriction period	DDA, City Departments and Commissions	
Budgets, Capital Improvements and City Services		
Increase percentage of pension and retiree health care funding. OPEB (other post employment benefits) funding at 90%. <i>Additional \$200,000 targeted for FY 20/21 (Needs update)</i>	City Council, City Manager, Finance Dept.	
Implement 20-year Maintenance Plan for parking decks and surface lots	City Manager, DPW, DDA	
Maintain roads at fair to excellent conditions through pavement preservation investments.	DPW	
Strive to internally fund capital improvement costs.	City Manager, DPW, DDA, City Council	
Develop comprehensive cost/benefit reporting structure for complex projects e.g. The Downs (originated by CfN)	Planning Commission, OHM, Carlisle Wortman, Sustainability Team, CfN	



SMART GROWTH	Responsibility	Status
Preserve and Enhance Neighborhood and Downtown Character		
Implement Floor Area Ratio changes for city ordinances	Planning Comm. CW, City Council	
Ensure compatibility of designs and massing of residential, commercial and mixed-use structures	Planning Comm. Historic Dist. Comm.	
Enhance Master Plan update language for vibrancy and walkability	Planning Commission	
Improve processes for communicating and assessing compatibility	Planning Comm. Historic Dist. Comm.	
Reduce Negative Impacts of Construction on Residents & Workers		
Analyze sound and noise levels allowed for new construction	Building Department	
Conduct audit of safety ordinances and improve as necessary	Building Department	
Evaluate capacity to enforce construction and safety ordinances in anticipation of a significant increase in new construction	Building Department	



SMART GROWTH	Responsibility	Status
Traffic and Parking Lots		
Pursue solutions to mitigate negative impact of surrounding communities' traffic on Northville	Task Force?	
Evaluate Downs site plan for effectiveness in dispersing traffic across multiple diverse routes	DPW, OHM, Planning Commission	
Identify future pedestrian safety concerns and solutions within Downs redevelopment project	DPW, OHM, Planning Commission	
Implement best practices for parking to achieve sustainability (water quality) and walkability goals	DPW, OHM, Planning Commission	



SMART GROWTH	Responsibility	Status
Non-Motorized Transportation		
Revise master plan subarea update language to ensure adequate provision of pedestrian and bike path infrastructure	Planning Commission	
Increase use of non-motorized transportation by investing in dedicated paths and by prioritizing cyclists and pedestrians	Planning Commission, DPW	
Review bike rack locations identified in City's non-motorized plan and update as needed	DDA, Parks and Rec	
Pursue public funding for non-motorized infrastructure during road reconstruction planning process	DPW, OHM	



DEMOGRAPHIC DIVERSITY	Responsibility	Status
Balanced Age Demographics (also Senior Accommodation)		
Achieve maximum participation in US 2020 census	Mayor	
Advocate for affordable housing for young families and seniors in new development proposals	Planning Commission, City Council	
HEALTH AND SAFETY		
Enhanced Physical Well Being		
Sponsor formation of Farmers Market Task Force	Mayor and City Council	
Ensure Social District compliance with applicable COVID-19 regulations	DDA, City Departments, Business Owners, Residents, Visitors	



ENCOURAGE CIVIC ENGAGEMENT	Responsibility	Status
Public Participation		
Maximize public participation for Master Plan Subarea Update	Planning Commission	
Maximize public participation for Planning Seminars, Surveys and Virtual Open Houses	Planning Commission	
PROMOTE ARTS AND CULTURE		
Preservation of Existing Assets and Growth of New Assets		
Review normally-planned, outdoor events to determine feasibility during pandemic	DDA, City Council	

Team Bios

Patrick Giesa – Technical Degree, EDP (accounting minor), North Idaho College. Currently serves on Northville City Council, Board Commissions Selection Committee, Board of Zoning Appeals, Liquor License Review Committee, Northville City Sustainability Team and Northville Senior Advisory Council. He also serves on the board of directors - Northville Rotary Foundation and was club president in 2016.

Kathy Spillane – BSCE, MBA UofM. More than 20 years professional experience in the fields of Construction, Real Estate Development, Environmental, Strategic Planning and IT primarily with Daimler/Chrysler.

Dave Gutman – MBA Indiana Univ. Thirty-one years Ford Motor Co., extensive overseas work in new Dealership design and construction, held several U.S. product & marketing positions. Currently building new home targeting net-zero energy use (and avid cyclist).

Thom Barry – BSME MSU, Professional engineer, entrepreneur, Member of Sierra Club, Trout Unlimited, Northville Planning Commission Member.

Team Bios

Susan Haifleigh – B.S. Architecture/ B.A. Architecture, Lawrence Technological University (Southfield, MI); Graduate Certificate Architecture Intermundium, Como Italy. Principal/Founder of DiaMonte Design LLC, specializing in commercial and residential design services. Instructor of Design Studio and History of Architecture at Eastern Michigan University. Previously Director of Sustainability Solutions for VFA, Inc., Boston MA, launching their Green Consulting advisory business for multi-national, education, healthcare, and State/Federal government facilities.

AnnaMaryLee Vollick – B.S. Environmental Science Wayne State University. Eleven years with U.S. Fish and Wildlife Service at the Detroit River International Wildlife Refuge. Currently working for U.S. Army Corps of Engineers in Detroit

Loyd Cureton – Public Works Director for the City of Northville's, has over 25 years local government experience, during his career has worked as a voting representative for the Resource Recovery and Recycling Authority of Southwest Oakland County (RRRASOC) and the Southeastern Oakland County Resource Recovery Authority (SOCRRA), managed wetland mitigation projects as well as urban tree canopies.

Team Bios



Brian Turnbull – Mayor of the City of Northville, Historian & Lecturer for Northville Historical Society, Member & Leader of the First United Methodist Church, President of Old Timers Historic Group and long-time involvement in local Boy Scouts organization; has held Executive positions at Ford Motor Company & Ford Credit, Urban Science and tech data company NiTS Solutions. Has worked on over 100 community development projects, incorporating greenspace growth within commercial & retail properties.

Lori Ward – Holds a Bachelor of Arts in Urban and Regional Planning and also a Masters of Arts in Historic Preservation Planning; has over 35 years of experience in economic development and community planning, specializing in the area of downtown development and the redevelopment of urban areas. She currently serves as the Director of the Northville Downtown Development Authority, a position she has held since 1999. Prior to working with the Northville DDA, Lori provided consulting services to communities in the areas of historic preservation, urban design, and downtown redevelopment in Michigan and Washington, DC.

October 5, 2020

City of Northville Sustainability Team

Introduction

In early 2020, the Sustainability Team was formed to initiate efforts that would help and guide Northville toward becoming a more sustainable city. While most people primarily associate sustainability with environmental conservation, it is also about people and the health of our communities. Sustainable communities are places where people want to live and work, both now and in the future. They meet the diverse needs of existing and future residents, are sensitive to their environment and contribute to a high quality of life.

Consistent with this vision and to provide a platform for future actions, a Sustainability Plan has been developed whose purpose is to be a resource that provides research, support and guidance to city officials and departments as well as the community.

Like many other communities, Northville's Sustainability Plan has three components – environmental conservation, economic development and social responsibility. Within the Plan document, these components provide the foundation for several distinct Sustainability Strategies that ultimately drill down to specific goals and objectives (some of which are already identified and/or in process by various City departments and organizations).

Role of the Sustainability Team

- To assist our community to think, plan and act more sustainably.
- To prepare and maintain a Sustainability Plan that provides a framework for identifying goals and objectives and for monitoring outcomes – this resource is a “living document” which will be modified and improved over time as we learn what is best for our City.
- To provide support to the City commissions and committees on issues and actions impacting Sustainability
- To provide criteria for evaluating the sustainability impact of local actions, near-term and long-term
- To provide a point of contact for sustainability proposals

In short, to ensure the City of Northville can continue to meet its current needs – environmental, economic, and social – without compromising the ability of future generations to do the same.

Status:

The Sustainability Team has completed the Sustainability Plan and is preparing to present to City Council at its earliest convenience. The Plan is very comprehensive and has several components, namely:

- Vision for the City
- Mission Statement
- Guiding Principles
- A Sustainability Framework which contains the Plan's Sustainability Strategies, Areas of Focus and Long-Term Goals and Objectives.

Pat Giesa will meet with Pat Sullivan to identify a date for the presentation (tentatively Oct 19, 2020).

(Sustainability Team Listing on next page)

The Sustainability Team

Patrick Giesa, Chairman – Technical Degree, EDP (accounting minor), North Idaho College. Currently serves on Northville City Council, Board Commissions Selection Committee, Board of Zoning Appeals, Liquor License Review Committee, Northville City Sustainability Team and Northville Senior Advisory Council. He also serves on the board of directors - Northville Rotary Foundation and was club president in 2016. (Avid Cyclist).

Kathy Spillane – BSCE, MBA UofM. More than 20 years professional experience in the fields of Construction, Real Estate Development, Environmental, Strategic Planning and IT primarily with Daimler/Chrysler.

Dave Gutman – MBA Indiana Univ. Thirty-one years Ford Motor Co., extensive overseas work in new Dealership design and construction, held several U.S. product & marketing positions. Currently building new home targeting net-zero energy use (and avid cyclist).

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Lloyd Cureton – Public Works Director for the City of Northville's, has over 25 years local government experience, during his career has worked as a voting representative for the Resource Recovery and Recycling Authority of Southwest Oakland County (RRRASOC) and the Southeastern Oakland County Resource Recovery Authority (SOCRRA), managed wetland mitigation projects, urban tree canopies and has advanced community education in the areas of stormwater management, protection of drinking water, recycling, and multimodal transportation

Lori Ward – Holds a Bachelor of Arts in Urban and Regional Planning and also a Master of Arts in Historic Preservation Planning; has over 35 years of experience in economic development and community planning, specializing in the area of downtown development and the redevelopment of urban areas. She currently serves as the Director of the Northville Downtown Development Authority, a position she has held since 1999. Prior to working with the Northville DDA, Lori provided consulting services to communities in the areas of historic preservation, urban design, and downtown redevelopment in Michigan and Washington, DC.

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10/19/2020
DRAFT

City of Northville

SUSTAINABILITY PLAN

Patrick Giesa, Chairman
SUSTAINABILITY TEAM



SUSTAINABILITY PLAN

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SUSTAINABILITY PLAN

EXECUTIVE SUMMARY

In early 2020, the City of Northville initiated efforts to formally strive to become a more sustainable city. While most people primarily associate sustainability with environmental conservation, it is also about people and the health of our communities. Sustainable communities are places where people want to live and work, both now and in the future. They meet the diverse needs of existing and future residents, are sensitive to their environment and contribute to a high quality of life.

Like many other communities, Northville's Sustainability Plan has three components – environmental conservation, economic development and social responsibility. These components, which are referred to as “Pillars” in this document, form the basis for detailing Northville's specific actions that have been and will be taken to achieve Sustainability.

The plan has been developed by the City of Northville Sustainability Team, whose purpose is to be a resource that provides research, support and guidance to city officials and departments as well as the community. The plan is intended to be a “living document” and will be updated as new opportunities and additional resources become available.

Questions regarding the Sustainability Plan can be directed to the Team's email:

sustainability@ci.northville.mi.us



SUSTAINABILITY PLAN

INTRODUCTION

We live in a time of changing population dynamics, high levels of consumption, and the need to sustain economic growth amidst budgetary constraints and community challenges. For municipalities across the country, this has created escalating demands on city resources. These demands also have an impact on the natural environment, our neighborhoods, and the quality of our daily lives. The City of Northville intends to expand its stewardship of our local environment and to support our desire to live more sustainably.

To address this challenge in a direct and comprehensive manner, this year (2020) the City of Northville has appointed a formal Sustainability Team.

Sustainability Team Members

Patrick Giesa (Ch.)	Kathy Spillane
Brian Turnbull	Susan Haifleigh
Dave Gutman	Loyd Cureton
Lori Ward	Thom Barry
AnnaMaryLee Vollick	

Role of the Sustainability Team

- To assist our community to think, plan and act more sustainably.
- To prepare and maintain a Sustainability Plan that provides a framework for identifying goals and objectives and for monitoring outcomes – this resource is a “living document” which will be modified and improved over time as we learn what is best for our City.
- To provide support to the City commissions and committees on issues and actions impacting Sustainability
- To provide criteria for evaluating the sustainability impact of local actions, both near-term and long-term
- To provide a point of contact for sustainability proposals

In short, to ensure the City of Northville can continue to meet its current needs – environmental, economic, and social – without compromising the ability of future generations to do the same.

Call to Action

The Sustainability Team will work together within the community and create change that moves us toward a Sustainable Northville. By collaborating with team members in city government as well as the public, there is much we can do, even in the short-term, to achieve objectives which positively impact energy use, protect the surrounding environment and promote smart growth.

Vision for the City

By 2040, Northville will be an exemplary, energy efficient city with attractive, sustainably developed neighborhoods and waterways, a strengthened economy, a more vibrant downtown, ample non-motorized mobility, continued strong social connections and an abundance of inventive educational and cultural opportunities.

Mission Statement

To implement a comprehensive sustainability platform designed to protect and enhance our resources, prevent harm to the natural environment and our health, while benefiting the social and economic well-being of our City.



SUSTAINABILITY PLAN

Guiding Principles

The City of Northville Sustainability Plan is founded on EIGHT Guiding Principles that provide the basis from which effective and sustainable decisions can be made:

1. Community awareness, participation and education are key elements of a sustainability movement.
2. The concept of sustainability informs city policy for current and future generations.
3. Protection, preservation, and restoration of the natural environment is a priority for the community.
4. Environmental quality, economic health and social fairness are mutually dependent.
5. The decisions of City government have implications to the long-term sustainability of Northville.
6. Sustainability issues important to the community will be addressed as a priority.
7. The City is aware that procurement decisions may have environmental and social impacts.
8. Fostering cross-community partnerships is encouraged to achieve sustainable goals.

Guiding Principles Defined

- 1. Community awareness, participation and education are key elements of a sustainability movement.**

All community members, including individual citizens, community-based groups, businesses, schools, City vendors and other institutions should be aware of their impacts on the environmental, economic and social health of Northville. The City will therefore be a “communication leader” to support community awareness and education of environmental impacts and sustainable practices.

- 2. The concept of sustainability informs city policy for current and future generations.**

The City Sustainability Plan is intended to help guide City policy, achieving an optimal balance between the Plan’s proposed actions and existing City needs/resources. Similarly, the long-term impacts of local policy and actions may well be considered to ensure a sustainable legacy for future generations.

- 3. Protection, preservation, and restoration of the natural environment is a priority for the community.**

The City of Northville is committed to protecting, preserving, and restoring the natural environment. City decision-making will be guided by a vision to enhance environmental benefits and reduce or eliminate negative environmental impacts. The City will lead by example and encourage other community stakeholders to make a similar commitment to the environment.

- 4. Environmental quality, economic health and social fairness are mutually dependent.**

Sustainability requires that our collective decisions allow our economy and community members to thrive without harming the natural environment. A healthy environment is integral to the city’s long-term economic and social interests. Concurrently, we must ensure that inequitable burdens are not placed on any geographic or socioeconomic sector and that the benefits of sustainability are accessible to all members of the community.



SUSTAINABILITY PLAN

Guiding Principles (cont.)

5. The decisions of City government have implications to the long-term sustainability of Northville.

As a means of creating long-term benefits, the goal-setting and decision-making processes of city government ideally reflect Sustainability objectives. The City will lead by example and encourage other community stakeholders to use sustainability principles to guide their decisions and actions.

6. Sustainability issues important to the community will be addressed as a priority.

The financial and human resources which are available to City of Northville are limited. The City and the community reevaluate its budgeted priorities and programs annually (Goals & Objectives Meeting) to ensure the best possible investments are being made. The evaluation of a program's cost-effectiveness will be based on an analysis of the associated cost/benefits, including environmental, health and social impacts.

7. The City is aware that procurement decisions may have environmental and social impacts.

The procurement of products and services by the City, Northville residents, businesses and institutions results in environmental, social and economic impacts, both here and abroad. The City will develop and deploy an environmentally and socially responsible procurement policy that emphasizes long-term values. The City will advocate for and assist local businesses and residents in adopting sustainable purchasing practices.

8. Fostering cross-community partnerships is encouraged to achieve sustainable goals.

Partnerships with businesses, surrounding local governments, local/state and federal funding organizations, as well as other regional partners are necessary to achieve long term improvements in sustainability.



SUSTAINABILITY PLAN

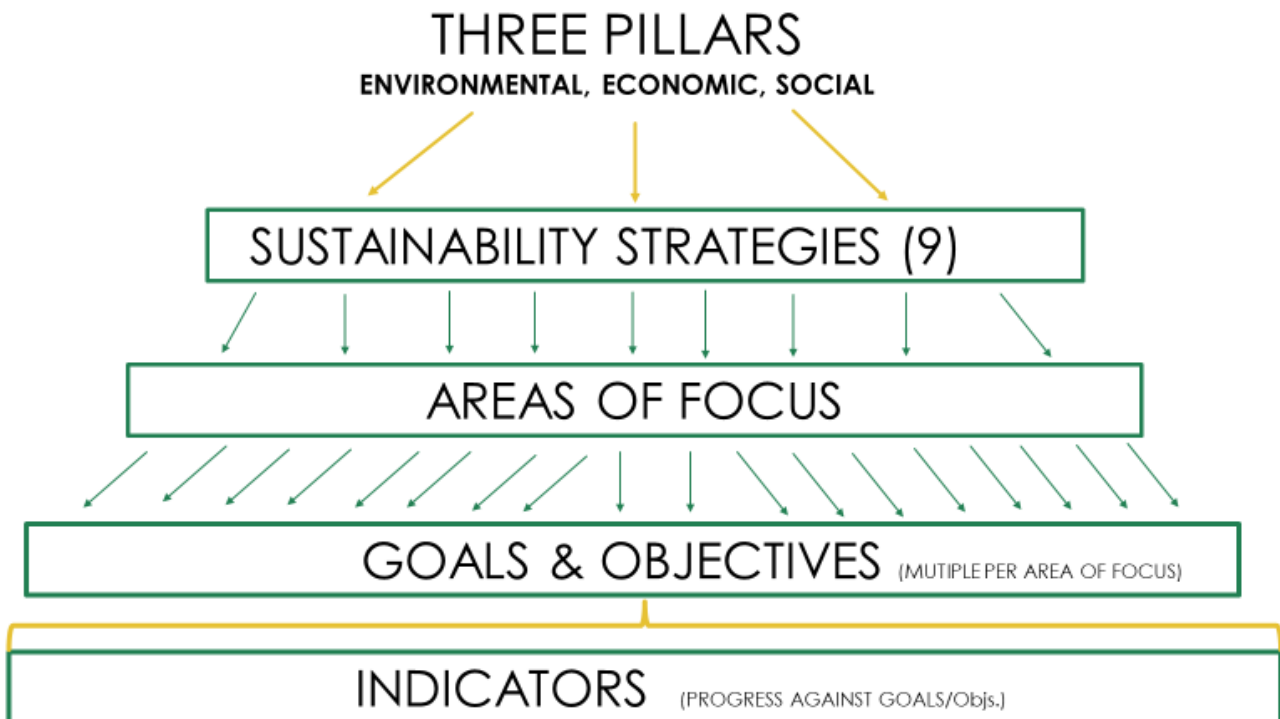
THE SUSTAINABILITY FRAMEWORK

In an effort to establish Northville’s sustainability goals, the Team is using a framework built on three PILLARS*, each that needs to be managed with care for the benefit of the community:

1. **Environmental (natural capital)** – the natural environment and natural resources of the community.
2. **Economic (financial and built capital)** – buildings, infrastructure, business operations, manufactured goods information resources, credit and debt.
3. **Social (human and social capital)** – the connectedness among people in the community, which takes into account the education, skills, talents and health of the citizenry.

*Also see the 3-Pillar “Circle of Sustainable Development” in Appendix (page 11).

The three PILLARS (Environmental, Economic and Social) form the strategic platform for all goals and objectives of the Sustainability Plan. The chart below depicts this hierarchy or “flow” that begins with the Pillars, then moves to defined Sustainability Strategies that ultimately drill down to specific goals and objectives that have measures for monitoring outcomes.



Pillars and Strategies



SUSTAINABILITY PLAN

By using the three Pillars as a foundation, a number of sustainability strategies have been developed which are applicable to Northville. Some strategies relate entirely to supporting a specific pillar. For example, an overall Health and Safety strategy relates to the SOCIAL pillar. However, other strategies such as Smart Growth, recognize that conflict can exist between pillars. To illustrate, more real estate development helps build the tax base (pro-Economic), but also creates more traffic (anti-Social). Therefore, Northville’s Sustainability Plan includes strategies that are intended to balance those conflicts.

Foundational Pillar(s)	Sustainability Strategies*
Environmental/ Economic	1. Natural Resource Conservation
Environmental/ Social	2. Greenspace Preservation and Restoration
Economic	3. Sustainable Local Economy
Economic/ Social	4. Smart Growth
Social	5. Demographic Diversity
Social	6. Health & Safety
Social	7. Encourage Civic Engagement
Social/ Economic	8. Promote Arts & Culture
Social / Environmental	9. Sustainability Education

**see Appendix for definitions of Sustainability Strategies*

Areas of Focus

As shown in the previous flowchart, each of the Sustainability Strategies have AREAS OF FOCUS, which represent major tasks we face in order become a more sustainable city. For example, Topic #1 (Natural Resource Conservation) has an Area of Focus entitled “Sustainable Stormwater Management.”

Sustainability Strategies	Areas of Focus
1. Natural Resource Conservation	Reduce, Reuse, Recycle; Stormwater Management; Green Certifications
2. Greenspace Preservation & Restoration	Public Access to Greenspace; Water Quality and Habitat Restoration; Trees
3. Sustainable Local Economy	Health of Local Businesses; Budgets, Capital Improvements & City Services; Financing Sustainability Projects
4. Smart Growth	Non-motorized transportation; Traffic & Parking; Preserving Neighborhood Character; Meaningful Public Spaces; Construction Site Safety
5. Demographic Diversity	Balanced age demographics
6. Health & Safety	Enhanced, physical well-being
7. Encourage Civic Engagement	Involvement of Northville residents
8. Promote Arts & Culture	Preservation/growth of existing assets
9. Sustainability Education	Increased awareness of Sustainability behavior & tools; Student involvement



SUSTAINABILITY PLAN

Specific GOALS AND OBJECTIVES have been developed that reflect progress in each Area of Focus:

- Goals and Objectives are tasks, projects, actions or programs that tracked over time, indicate if we are moving toward improved sustainability.
- To help measure our progress, INDICATORS have been created for many of the Goals and Objectives. For example, an Indicator for the goal "Attain Silver Certification for the City of Northville" would be the Michigan Green Communities Challenge Scorecard.
- For some Indicators, numerical metrics may not be assigned, especially where limits on data availability make it difficult to establish an objective.
- As we develop the Plan, and to the extent possible, timelines will be established for accomplishing specific Goals and Objectives.

Sustainability Reporting

To reach these goals and objectives, it will be important for community members be informed, empowered, and motivated. Therefore, specific tools will be developed for accomplishing this task that provide a snapshot of the community's efforts to date, offering an assessment of how far we have come and what challenges lay ahead.

PROPOSED SUSTAINABILITY FRAMEWORK TABLE

Building off the Pillar hierarchy, a table framework has been developed that includes the nine Sustainability Strategies, which drill down to specific Areas of Focus that generate actionable Goals and Objectives. The table below reflects this analytical approach. The complete set of tables can be found in the Appendix.

[Page 1 of 5] Pillar Legend: E1=Environmental, E2 = Economic, S=Social

Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Natural Resource Conservation (E1/E2)	Reduce, Reuse, Recycle	<ul style="list-style-type: none"> • Switch selected appliances/vehicles/lighting to more energy efficient models. • Incorporate energy saving opportunities into facilities owned and operated by city. • Provide EV infrastructure to support growing number of electric vehicles • Reduce water loss in City's watermain infrastructure • Continuously increase the use of sustainable, recycled and recyclable materials • Determine new methods to help local businesses decrease waste production (DDA) 	<ul style="list-style-type: none"> • Energy Usage • Fuel Usage • Solid Waste Volume
Natural Resource Conservation (E1/E2)	Sustainable Stormwater Management	<ul style="list-style-type: none"> • Increase ratios of permeable versus impervious surfaces. • Increase use of green infrastructure for public and private developments. • Amend city ordinances to support area of focus • Increase awareness/ capability to obtain public funding for green infrastructure projects. • Reduce discharge of Stormwater to waterways 	<ul style="list-style-type: none"> • Upward trend • Pilot projects implemented and evaluated for expanded use • New ordinance by xx date • Amt. grant funds awarded



SUSTAINABILITY PLAN

----- APPENDIX 1 -----

Sustainability Strategies – Expanded Definitions

Natural Resource Conservation

Society's *management* & use of natural resources, which are finite and capable of being destroyed without sustainable use. Examples include preservation of clean air and water, reductions in solid waste, and solution-based topics such as stormwater management and renewable energy.

Greenspace Preservation and Restoration

The preservation and/or enhancement of green space as well as waterways within our greenspace. It includes not only parks, but also natural areas and vegetative cover. Fisheries and wildlife habitat fall under this umbrella as does the beneficial use of these spaces by residents and visitors

Sustainable Local Economy

Ensuring a healthy, downtown core of businesses and strategic management of city services and central infrastructure such as roads and parking facilities.

Smart Growth

Overseeing the growth of the city and infill development using a balanced approach which grows the tax base, while preserving the character and charm of the city, creating a strong sense of place. This strategy includes striking a balance between vehicles, pedestrians and cyclists.

Demographic Diversity

Providing a range of high quality, affordable housing choices to meet the current and future needs of a demographically diverse community.

Health and Safety

Minimize risk to public health and property from man-made and natural hazards. Also includes the Farmers Market, which not only provides access to healthy produce but also has the potential to be a place to host education classes on health, environmental care, and other relevant lifestyle topics. .

Encourage Civic Engagement

Ensure our community is strongly connected through opportunities for engagement and stewardship of civic activities within the Northville area, developing the combination of knowledge, skills, values and motivation that cultivate positive change for our City.

Promote Arts and Culture

Preserving and improving the quality of life by providing a diverse choice of artistic and entertainment experiences which also provide economic benefit to the community.

Sustainability Education

Increasing knowledge and capability for sustainability within the community, including city departments, our local residents, and importantly, the children and students who will form our future generations.



SUSTAINABILITY PLAN

----- APPENDIX 2 and 3 -----

Smaller Cities with Major Sustainability Efforts

- Northport Village, MI (525)
- Petoskey, MI (5,738)
- St. Joseph City, MI (8355)
- Ferndale, MI (19,900) City of Northville pop. – 5,970

- Greensburg, KS (795)
- Sleepy Eye, MN (3,599)
- West Liberty, IA (3,736)
- Columbus, WI (4,991)
- Homer, AK (5,003)
- Charles Town, WV (5,259)
- South Daytona, FL (12,221)

Significant sustainability efforts are in place for many cities similar in size to Northville. Above are listed Michigan cities who have achieved Silver Status with the Michigan Green Communities challenge. We also were able to identify small communities throughout the US with impressive sustainability plans.

Current Sustainability Projects

Defined as projects already in this year’s budget and/or low-effort opportunities to achieve results. Examples:

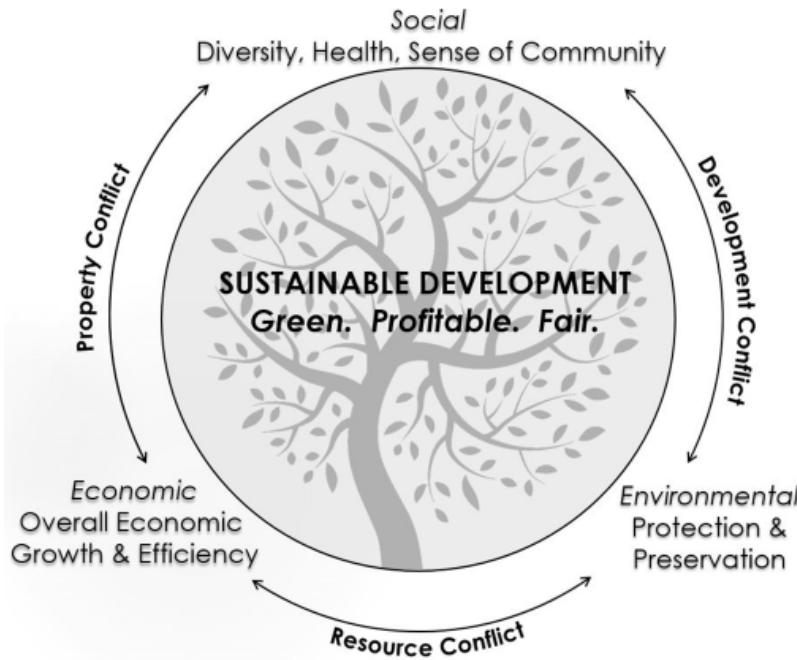
- a. Fish Hatchery Project (\$800K+)
- b. New bio-diesel street sweeper
- c. Silver Certification Challenge (MGCC)
- d. New Street Lighting with improved efficiency (DDA)
- e. Rollover Account for energy savings
- f. Tree Planting DNR program
- g. FAR Approval at .36
- h. Conversion to LED Lighting project (DPW)
- i. Support of local businesses during Pandemic period

In preparing this plan, it became apparent the City of Northville is already immersed in many sustainability initiatives. For example, Northville is currently poised to receive Silver Status by the Michigan Green Communities Challenge. Also, our Master Plan update is positioned to support Smart Growth efforts. Further, the DDA has done an outstanding job of sustaining local businesses.

SUSTAINABILITY PLAN

----- APPENDIX 4 and 5 -----

Circle of Sustainable Development



Source: Campbell, S., "Green Cities, Growing Cities, Just Cities?"

The three PILLARS (Environmental, Economic and Social) form the strategic platform for all goals and objectives of the Sustainability Plan.

The circle illustrates the interdependencies between the Pillars. It also shows the potential for conflict.

City policies and programs that consider all 3 pillars will drive outcomes toward the center of the circle, creating Sustainable Development.

Sustainability Framework Tables [Pillar Legend: E1=Environmental, E2 = Economic, S=Social]

Table showing long term goals & objectives for Areas of Focus (Page 1 of 5)

Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Natural Resource Conservation (E1/E2)	Reduce, Reuse, Recycle	<ul style="list-style-type: none"> Switch selected appliances/vehicles/lighting to more energy efficient models. Incorporate energy saving opportunities into facilities owned and operated by city. Provide EV infrastructure to support growing number of electric vehicles Reduce water loss in City's watermain infrastructure Continuously increase the use of sustainable, recycled and recyclable materials Determine new methods to help local businesses decrease waste production 	<ul style="list-style-type: none"> Energy Usage Fuel Usage Solid Waste Volume
Natural Resource Conservation (E1/E2)	Sustainable Stormwater Management	<ul style="list-style-type: none"> Increase ratios of permeable versus impervious surfaces. Increase use of green infrastructure for public and private developments. Amend city ordinances to support area of focus Increase awareness/ capability to obtain public funding for green infrastructure projects. Reduce discharge of Stormwater to waterways 	<ul style="list-style-type: none"> Upward trend Pilot projects implemented and evaluated for expanded use New ordinance by xx date Amt. grant funds awarded
Natural Resource Conservation (E1/E2)	Green Certifications and Credentials	<ul style="list-style-type: none"> Participate in Michigan Green Communities Challenge Investigate means to encourage/Incentivize greener home building (consider LEED/other). Incorporate "net zero" home building educational materials into City website. Look at building codes to review minimum energy standards (commercial businesses) 	<ul style="list-style-type: none"> Bronze, Silver, Gold certification levels % of buildings achieving certification qualifying comprehensive green building programs Code review completed by xx date.



SUSTAINABILITY PLAN

SUSTAINABILITY FRAMEWORK

Table showing long term goals & objectives for Areas of Focus (Page 2 of 5)

Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Greenspace Preservation and Restoration (E1/S)	Public Access to Greenspace and Waterways	<ul style="list-style-type: none"> Plan for and implement a trail network system spanning between the Mill Race Village and the Northville Downs properties in order to increase passive and active recreational opportunities and to improve water quality and habitat. Implement strategies for increased use of Ford Field 	<ul style="list-style-type: none"> Public engagement. Concept Plan complete. Funding identified. Progress towards completing identified phases.
Greenspace Preservation and Restoration (E1/S)	Water Quality and Habitat Restoration	<ul style="list-style-type: none"> Complete habitat restoration of the Johnson Creek/pond in Fish Hatchery Park (\$900K+) Daylight and restore the Walled Lake Branch located beneath the Northville Downs property. Implement water quality improvements for Johnson Creek on Downs property. 	<ul style="list-style-type: none"> Reduction in Beneficial Use Impairments. Reduction in sediment load. Pond depth increased Quality of fish channel passage Implementation of bioswale # of native species planted
Greenspace Preservation and Restoration (E1/S)	Trees	<ul style="list-style-type: none"> Implement a labeling and mapping project to promote Northville's great diversity of trees Identify and implement tree planting opportunities using private and public monies. 	<ul style="list-style-type: none"> # of trees identified. # of trees planted.
Sustainable Local Economy (E2)	Overall Health of Local Businesses	<ul style="list-style-type: none"> Identify and support DDA projects in process and/or proposed that support a strong economy. Implement programmed events to attract restaurant and retail customers. Coordinate intervention initiatives during economic hardship periods (e.g. 2008, Covid-19) 	<ul style="list-style-type: none"> DDA revenue and expenses Economic benefit to merchants during events DDA goals and objectives. Number of non-planned closures (downward trend).
Sustainable Local Economy (E2)	Budgets, Capital Improvements and City Services	<ul style="list-style-type: none"> Maintain roads at fair to excellent conditions through pavement preservation investments. Implement 20-year Maintenance Plan for parking decks and surface lots Achieve 100% pension & retiree health care funding by 2030 or earlier. Strive to internally fund capital improvement costs. Ensure that all incremental costs for the Downs project are identified and appropriately allocated. 	<ul style="list-style-type: none"> Cost avoidance of road reconstruction costs Various funding sources identified % level of funding Bond cost avoidance Cost/benefit analysis of proposed developments

SUSTAINABILITY FRAMEWORK

Table showing long term goals & objectives for Areas of Focus (Page 3 of 5)

Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Sustainable Local Economy (E1/E2)	Financing Infrastructure and Sustainability Projects	<ul style="list-style-type: none"> Implement rollover account which channels money from energy savings into sustainability investment fund for new projects. Incorporate proposed sustainability projects into city budget on annual basis. Increase awareness/capability for public funding of sustainability initiatives. 	<ul style="list-style-type: none"> Dollar amount accumulated over time. Sustainability line items in budget Amount of grants awarded Strategic partnerships activated (MEDC, Michigan Municipal League, ARC, EGLE, SEMCOG, etc.)
Smart Growth (E2/S)	Meaningful Public Spaces that Contribute to the Social Well Being of the Community	<ul style="list-style-type: none"> Identify placemaking concepts in Master Plan. Ensure that Downs site plan is evaluated for public space benefits. Activate strategic partnerships with Michigan Municipal League Adaptive buildings as use changes over time 	<ul style="list-style-type: none"> Language implemented Degree of correlation with feedback received by public. Exchange of knowledge and expertise. Adaptive reuse scoring
Smart Growth (E2/S)	Preservation and Enhancement of Neighborhood and Downtown Character	<ul style="list-style-type: none"> Ensure compatibility of designs and massing of residential, commercial and mixed-use structures Enhance language for defining vibrancy and walkability (for use in Planning Commission work and other development review efforts) Improve processes for communicating and assessing compatibility. 	<ul style="list-style-type: none"> Floor Area Ratio (FAR) Changes to Master Plan language to guide new development Walkability score (once developed)
Smart Growth (E2/S)	Traffic and Parking	<ul style="list-style-type: none"> Pursue solutions to mitigate negative impact of surrounding communities' traffic on Northville. Evaluate Downs site plan for effectiveness in dispersing traffic across multiple diverse routes. Identify future pedestrian safety concerns and solutions within Downs redevelopment project. Implement best practices for parking to achieve sustainability (water quality) and walkability goals. 	<ul style="list-style-type: none"> Regional traffic options identified. Traffic calming infrastructure Recommended modifications by 2021



SUSTAINABILITY PLAN

SUSTAINABILITY FRAMEWORK

Table showing long term goals & objectives for Areas of Focus (Page 4 of 5)

Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Smart Growth (E2/S)	Non-motorized Transportation	<ul style="list-style-type: none"> ▪ Increase use of non-motorized transportation by investing in dedicated paths and by prioritizing cyclists and pedestrians. ▪ Increase racks to accommodate more bike parking, including Ebikes ▪ Pursue public funding for non-motorized infrastructure during road reconstruction planning process. 	<ul style="list-style-type: none"> ▪ New paths ▪ Fragmentation of existing paths: downward trend ▪ Walkability Score upward trend ▪ No. bicycle parking facilities ▪ Amount of grant monies awarded.
Smart Growth (E2/S)	Impact of Construction on Residents and Workers	<ul style="list-style-type: none"> ▪ Analyze sound and noise levels allowed for new construction. ▪ Conduct audit of safety ordinances and improve as necessary ▪ Evaluate capacity to enforce construction and safety ordinances in anticipation of a significant increase in new construction. 	<ul style="list-style-type: none"> ▪ Compliance reports ▪ Reported injuries ▪ Nuisance complaints ▪ No. of noise citations ▪ FTE levels of building inspection staff
Demographic Diversity (S)	Balanced Age Demographics (also Senior Citizen Accommodation)	<ul style="list-style-type: none"> ▪ Actively promote the development of housing which is affordable and desirable for young families. ▪ Continued active support of Allen Terrace. ▪ Implement a range of destinations that are close to home and easily accessible by foot or bicycle. 	<ul style="list-style-type: none"> ▪ Total average age of residents: downward trend ▪ Housing affordability metrics ▪ Kid-friendly metrics, e.g. Popsicle test ▪ Opinion polls regarding desirability/livability of City

SUSTAINABILITY FRAMEWORK

Table showing long term goals & objectives for Areas of Focus (Page 5 of 5)

Sustainability Strategies	Areas of Focus	Long Term Goals/ Objectives	Indicators
Health and Safety (E2/S)	Enhanced, Physical Well Being	<ul style="list-style-type: none"> ▪ Plan and implement alternative location and amenities for displaced Farmers' Market. ▪ Maintain and/or lower crime statistics as the city grows across multiple categories of housing. ▪ Improve safety for pedestrians and cyclists by increasing the inventory of dedicated paths and ensuring paths are maintained and usable. ▪ Reduce pesticide and herbicide usage in Northville. 	<ul style="list-style-type: none"> ▪ Farmers Market Master Plan ▪ Crime statistics
Encourage Civic Engagement (S)	Involvement of Residents	<ul style="list-style-type: none"> ▪ Upward trend in attendance at public meetings, educational and volunteer sessions. ▪ Significant participation in virtual seminars. 	<ul style="list-style-type: none"> ▪ Participation metrics. ▪ Correlation between input and plans and projects.
Promote Arts and Culture (E2/S)	Preservation of Existing Assets and Growth of New Assets	<ul style="list-style-type: none"> ▪ Plan for continued municipal support of the Marquis Theater, Genitti's, the and Tipping Point Theater (all private businesses) and Mill Race Village (City-owned property). ▪ Continued support of existing and future events, such as the Music on Main, Northville Unplugged, and Skelton's Alive etc. ▪ Foster the growth of creative and mixed-use development on the east side of Cady Town. 	<ul style="list-style-type: none"> ▪ Identification of long-term goals and barriers to preservation. ▪ Proposed developments
Sustainability Education (S)	Awareness of Sustainability Behavior and Tools	<ul style="list-style-type: none"> ▪ Utilize various media to promote the Sustainability mission, projects, goals and objectives. ▪ Work with Northville Schools to promote sustainability education. 	<ul style="list-style-type: none"> ▪ Volume and quality of media coverage ▪ Green Education opportunities identified



SUSTAINABILITY PLAN

----- APPENDIX 6 -----

Team Bios

Patrick Giesa – Technical Degree, EDP (accounting minor), North Idaho College. Currently serves on Northville City Council, Board Commissions Selection Committee, Board of Zoning Appeals, Liquor License Review Committee, Northville City Sustainability Team and Northville Senior Advisory Council. He also serves on the board of directors - Northville Rotary Foundation and was club president in 2016. (Avid Cyclist).

Kathy Spillane – BSCE, MBA UofM. More than 20 years professional experience in the fields of Construction, Real Estate Development, Environmental, Strategic Planning and IT primarily with Daimler/Chrysler.

Dave Gutman – MBA Indiana Univ. Thirty-one years Ford Motor Co., extensive overseas work in new Dealership design and construction, held several U.S. product & marketing positions. Currently building new home targeting net-zero energy use (and avid cyclist).

Thom Barry – BSME MSU, Professional engineer, entrepreneur, Member of Sierra Club, Trout Unlimited, Northville Planning Commission Member.

AnnaMaryLee Vollick – B.S. Environmental Science Wayne State University. Eleven years with U.S. Fish and Wildlife Service at the Detroit River International Wildlife Refuge. Currently working for U.S. Army Corps of Engineers in Detroit

Susan Haifleigh – B.S. Architecture/ B.A. Architecture, Lawrence Technological University (Southfield, MI); Graduate Certificate Architecture Intermundium, Como Italy. Principal/Founder of DiaMonte Design LLC, specializing in commercial and residential design services. Instructor of Design Studio and History of Architecture at Eastern Michigan University. Previously Director of Sustainability Solutions for VFA, Inc., Boston MA, launching their Green Consulting advisory business for multi-national, education, healthcare, and State/Federal government facilities.

Loyd Cureton – Public Works Director for the City of Northville's, has over 25years local government experience, during his career has worked as a voting representative for the Resource Recovery and Recycling Authority of Southwest Oakland County (RRRASOC) and the Southeastern Oakland County Resource Recovery Authority (SOCRRA), managed wetland mitigation projects, urban tree canopies, and has advanced community education in the areas of stormwater management, protection of drinking water, recycling, and multimodal transportation. Finally, Loyd is a devoted papa to his four amazing grandchildren and a proud pet dad to wonder dog, Frank.

Brian Turnbull – Mayor of the City of Northville, Historian & Lecturer for Northville Historical Society, Member & Leader of the First United Methodist Church, President of Old Timers Historic Group and long-time involvement in local Boy Scouts organization; has held Executive positions at Ford Motor Company & Ford Credit, Urban Science and tech data company NiTS Solutions. Has worked on over 100 community development projects, incorporating greenspace growth within commercial & retail properties.

Lori Ward – Holds a Bachelor of Arts in Urban and Regional Planning and also a Master of Arts in Historic Preservation Planning; has over 35 years of experience in economic development and community planning, specializing in the area of downtown development and the redevelopment of urban areas. She currently serves as the Director of the Northville Downtown Development Authority, a position she has held since 1999. Prior to working with the Northville DDA, Lori provided consulting services to communities in the areas of historic preservation, urban design, and downtown redevelopment in Michigan and Washington, DC.



SUSTAINABILITY PLAN

----- APPENDIX 7 -----

Sustainability Plan Reference Materials:

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Kemp, Roger L., Rosenthal, Jonathan, Gonzalez III, Joaquin Jay, 2017.

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<https://www.a2gov.org/departments/sustainability/about/Documents/Ann%20Arbor%20Sustainability%20Framework%20051313.pdf>

City of Santa Monica. January 14, 2014. *Santa Monica Sustainable City Plan.*

<https://www.smgov.net/uploadedFiles/Departments/OSE/Categories/Sustainability/Sustainable-City-Plan.pdf>



DDA Communications

To: DDA Board of Directors
From: Lori Ward, DDA Director
Subject: Winter Road Closures
Date: November 17, 2020

Background:

At a DDS Special Meeting on September 8, 2020, the DDA Board approved the extension of the Special Event Application "Reopening Downtown" until March 1, 2021. This allowed the streets to remain closed to vehicular traffic and for the retail and restaurants to be able to put up structures for the winter. The City Council approved the extension of the Special Event application at their meeting on the evening of September 8, 2020. DDA staff has been working with the business owners to determine their plans for the winter and directing them to Brent Strong, the City's Building Official to review their plans.

During these discussions with the building owner it was discovered that Center Street Grille is the only business on N. Center Street that is planning to be outdoors during the fall and winter months. Tuscan Café is moving over to E. Main Street in the space recently vacated by My Little Paris; Simply Wine does not have an outdoor presence; and Rebecca's does not have plans for an outdoor structure. In addition, several Center Street retailers have contacted the DDA with a request to reopen N. Center Street for the winter to help with holiday sales, which they believe would be better if the streets were open and there on-street parking was available. When the City Council approved the extension of the Special Event application in September, they specifically stated as part of the approval process that the "City reserved the right to reevaluate the road closure each month and to make any adjustments that they deemed necessary".

DDA staff reached out to the owners of Center Street Grille to discuss winter options before any structures were purchased. Several ideas have been explored including reopening Center Street to vehicular traffic. This would require Center Street Grille to move their outdoor dining onto the sidewalk or relocate to Old Church Square. This would be difficult given the long distance from the kitchen to a tent in Old Church Square. It would be very difficult to keep food warm. Center Street Grill and the Buckhave's (owners of Old Church Square) discussed the possibility of such use, however Center Street Grill determined that it was unfeasible. As an alternative, Center Street Grill suggested that the parking lane on Center Street near their business be utilized in the winter with the water barricades used to separate them from the road. They are exploring a greenhouse

type of structure that would be installed on top of a platform that was flush with the sidewalk so some of the structure would be on the sidewalk and some in the parking space. The platform would allow snow to melt and drain towards the catch basins.

Another solution that has been suggested is opening up northbound traffic only allowing the southbound vehicular lane and parking spaces to remain closed. This would allow Center Street to install an outdoor structure in the road and for the DDA's new Heat in the Street project to be installed on N. Center as well. The Stands and Pods could be installed adjacent to the west curb line of the street by Tre Bella V and Simply Wine.

DDA staff reached out to the downtown businesses on Friday to let them know of this DDA meeting where the reopening of N. Center Street would be discussed and provided a zoom invitation for the meeting. We are encouraging business owners to weigh in during this portion of the agenda.

Budget:

No direct impact to the DDA budget.

Recommendation:

DDA staff recommends that the DDA seek input on whether to reopen N. Center Street and determine whether to modify the current Special Event Application with a full or partial road opening.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY October 2020:

PUBLICITY:

Upcoming Press Releases:

Holidays in Downtown Northville / update on the Social District

- DATE TBD Even in a pandemic, New shops are opening and others are expanding in Downtown Northville: Sugar Lu's, Sgt Peppers, La Shish, Tuscan Expansion, Spice merchants expansion. Include Van Dam's / My Michigan Connection retiring (while a couple long-time business owners are retiring, there has already been great interest in their storefronts) and Edwards retiring and selling business

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

- October 9 – Little Guide Detroit – Highlight of Skeletons in Downtown Northville as a fall event
- October 18 – The Oakland County Times – Restaurant Review of Rebecca's

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 October issue of The Ville

PAID SOCIAL MEDIA:

- Upcoming: Holidays

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in The Ville
 - The DDA has a contract with The Ville for 12-months (November 2020-April 2021)

~ DDA Communications ~

To: Northville Downtown Development Authority

From: Lori Ward, DDA Director

Subject: Budget Amendment

Date: November 16, 2020

Background:

At a Special Meeting of the DDA Board of Directors on October 27th, the DDA Board voted unanimously to support the new Heat in the Street project that will be installed beginning in late November. The total cost of the project is estimated at \$280,000. The DDA voted to contribute \$30,000 to the project. To date, the DDA and partner Manfred Schon, have raised approximately \$112,500 or 37.5% of the total. Sponsorship solicitation is underway and the DDA is applying for a SBAM \$15,000 grant to fund the program.

Working with the Finance Department a revenue account has been established within the DDA budget to deposit sponsorship checks into and an expense accounts has been established for project expenditures.

Budget:

An amendment to the DDA's budget is required in order to pay bills associated with the project since the DDA's original 2020-21 project did not anticipate this project. Two entries have been made to the DDA's 2020-21 first quarter budget amendments: \$270,430 in revenue to account GL# 370-000-586.08 and an amendment of \$300,430 in expenditures to GL#370-861-977.00. The difference reflects the DDA's \$30,000 contribution to the project (Attachment A).

Recommendation:

DDA staff recommends the DDA Board approve an additional first quarter budget amendment to include the revenue and expenditures associated with the Heat in the Street Program as outlined above.

City of Northville													
Budget Amendment Worksheet													
FY2020-21 Budget													
Department:		Downtown Development Authority		Account Number									
Activity:		Revenues		Fund #		Activity #							
Prepared By:		Lori Ward		370		Revenues							
Account #	Classification & Description	2020-21 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-403	Current Property Taxes		737,956		(30,817)								707,139
	Captured (excluding streets)	714,366		(30,728)		-	-	-	-	-	-	683,638	
	Captured - streets	23,590		(89)								23,501	
												-	
370-000-403.01	DDA Operating Levy		61,418										61,418
	1.8158 mills	61,418		-	-	-	-	-	-	-	-	61,418	
	2% each year FY21-FY23	-		-	-	-	-	-	-	-	-	-	
												-	
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss		34,000		92								34,092
	Local Community Stabilization Share	34,000		92		-	-	-	-	-	-	34,092	
												-	
370-000-417.00	Delinquent Personal Property Taxes												
												-	
370-000-418	Property Taxes - Other		(1,500)		500								(1,000)
	Reserve - Tax Appeals	(1,500)		500		-	-	-	-	-	-	(1,000)	
Total Taxes		831,874	831,874	(30,225)	(30,225)	-	-	-	-	-	-	801,649	801,649
370-000-528.00	Other Federal Grants				18,866								18,866
	Oakland Co Cares Act #1			15,045								15,045	
	Oakland Co Cares Act #2			3,821								3,821	
370-000-586.02	Sponsorships		39,500		(14,500)								25,000
	Skeletons Are Alive	9,000		(4,000)		-	-	-	-	-	-	5,000	
	Wednesday Night Concerts	3,000		(3,000)		-	-	-	-	-	-	-	
	Friday Concerts	15,000		(5,000)		-	-	-	-	-	-	10,000	
	Other											-	
	Benches	10,000		-		-	-	-	-	-	-	10,000	
	Christmas	2,500		(2,500)		-	-	-	-	-	-	-	
370-000-586.08	Heat in the Street			270,430	270,430							270,430	
370-000-659.11	Rent Revenue		500		(500)								
	Rental of Town Square	500		(500)		-	-	-	-	-	-	-	
												-	
370-000-666.00	Misc Revenue		200										200
	Change in fountain	200		-		-	-	-	-	-	-	200	
	Surplus Disposal											-	
												-	
370-000-667.00	Insurance Proceeds			4,422	4,422							4,422	4,422
												-	
370-000-673.00	Gain on Disposal of Assets												
												-	
												-	
370-000-687.01	MMRMA Distribution												
												-	
												-	
Misc Revenue		40,200	40,200	278,718	278,718	-	-	-	-	-	-	318,918	48,488

City of Northville														
Budget Amendment Worksheet														
FY2020-21 Budget														
Department:	Downtown Development Authority			Account Number										
Activity:	Revenues			Fund #	Activity #									
Prepared By:	Lori Ward			370	Revenues									
			2020-21 Original	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended		
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-000-664	Investment Earnings - Short Term	5,000	5,000	(4,985)	(4,985)	-	-	-	-	-	-	15	15	
370-000-664.19	Investment Earnings - Long Term MI Class	750	750	(650)	(650)	-	-	-	-	-	-	100	100	
370-000-664.20	Investment Earnings - Long Term	5,000	5,000	1,000	1,000	-	-	-	-	-	-	6,000	6,000	
370-000-664.30	Unrealized Market Change	-	-	300	300	-	-	-	-	-	-	300	300	
370-000-664.40	Investment Pool Bank Fees	(400)	(400)	-	-	-	-	-	-	-	-	(400)	(400)	
370-000-664.50	Investment Advisory Fees	(750)	(750)	-	-	-	-	-	-	-	-	(750)	(750)	
370-000-664.60	Bank Lockbox Fees	(550)	(550)	-	-	-	-	-	-	-	-	(550)	(550)	
370-000-664.70	Custodial Fees	(130)	(130)	-	-	-	-	-	-	-	-	(130)	(130)	
	Net Investment Earnings	8,920	8,920	(4,335)	(4,335)	-	-	-	-	-	-	4,585	4,585	
Total		880,994	880,994	244,158	244,158	-	-	-	-	-	-	1,125,152	854,722	
	Difference (should be zero)		-		-		-		-		-		270,430	
	Total Expenditures	871,350	871,350	25,380	25,380	-	-	-	-	-	-	896,730	896,730	
	Total Revenues	880,994	880,994	244,158	244,158	-	-	-	-	-	-	1,125,152	854,722	
	Use of (Increase to) Fund Balance	(9,644)	(9,644)	(218,778)	(218,778)	-	-	-	-	-	-	(228,422)	(228,422)	

City of Northville														
Budget Amendment Worksheet														
FY2020-21 Budget														
Department:	Downtown Development Authority			Account Number										
Activity:	Design	Fund #	861	Activity #										
Prepared By:	Lori Ward	370	861											
		2020-21	Original	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21	Amended	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-861-706	Wages and Salaries - Full Time (1)		16,845										16,845	
	Director (30%)	16,845		-	-	-	-	-	-	-	-	16,845		
370-861-710	Wages and Salaries - Part Time		31,185										31,185	
	(\$11 x 5280 hrs x 2 staff)	12,320		-	-	-	-	-	-	-	-	12,320		
	Seasonal Supervisor (\$15 x 1000 hrs)	15,000		-	-	-	-	-	-	-	-	15,000		
	DDA part-time staff	3,865		-	-	-	-	-	-	-	-	3,865		
370-861-726	Supplies		575										575	
	Meeting supplies	50		-	-	-	-	-	-	-	-	50		
	Reproduction	50		-	-	-	-	-	-	-	-	50		
	Catering	125		-	-	-	-	-	-	-	-	125		
	Printing tshirts	100		-	-	-	-	-	-	-	-	100		
	Maintenance Equipment	250		-	-	-	-	-	-	-	-	250		
370-861-740.05	Downtown Materials		19,700		17,600								37,300	
	Downtown Greenery	2,500		-	-	-	-	-	-	-	-	2,500		
	LED Tree lights/17 raised planters	2,400		-	-	-	-	-	-	-	-	2,400		
	Holiday Lights in Downtown	4,000		-	-	-	-	-	-	-	-	4,000		
	LED Lights for Light Poles	300		-	-	-	-	-	-	-	-	300		
	Town Square Christmas Tree	2,500		1,200	-	-	-	-	-	-	-	3,700		
	Holiday Lighting & Decor - Town Square	5,000		15,000	-	-	-	-	-	-	-	20,000		
	Halloween Decorations	3,000		-	-	-	-	-	-	-	-	3,000		
	Maintenance Equipment			1,400								1,400		
370-861-751	Fuel & Oil	500	500	-	-	-	-	-	-	-	-	500	500	
370-861-801.00	Contractual Services		49,580		1,650								51,230	
	Expanded WiFi - Clear Rate	3,600		-	-	-	-	-	-	-	-	3,600		
	Electrical Repairs	10,000		-	-	-	-	-	-	-	-	10,000		
	New Hire Physicals (\$81/hire)	300		-	-	-	-	-	-	-	-	300		
	Irrigation Repairs	3,000		-	-	-	-	-	-	-	-	3,000		
	Sprinkler Start Up and Winterization	960		-	-	-	-	-	-	-	-	960		
	Landscape/Planter Repair	400		-	-	-	-	-	-	-	-	400		
	Fence Repair			1,650								1,650		
	Umbrella Repairs	250		-	-	-	-	-	-	-	-	250		
	Sound System in Town Square - BMI Fees	420		-	-	-	-	-	-	-	-	420		
	Radio Licensing Fees	350		-	-	-	-	-	-	-	-	350		
	Heat Melt Repair	500		-	-	-	-	-	-	-	-	500		
	Security Cameras	1,000		-	-	-	-	-	-	-	-	1,000		
	WiFi Service Town Square - Comcast	3,000		-	-	-	-	-	-	-	-	3,000		
	Fountain Repair	500		-	-	-	-	-	-	-	-	500		
	Pavillion Repair	25,000		-	-	-	-	-	-	-	-	25,000		
	Boiler Start Up	300		-	-	-	-	-	-	-	-	300		

City of Northville													
Budget Amendment Worksheet													
FY2020-21 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Design	Fund #	861	Activity #									
Prepared By:	Lori Ward			370	861								
Account #	Classification & Description	2020-21	Original	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21	Amended
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-801.16	Public Restroom Program		2,750										2,750
	Porta Potty rental (\$430/mo)	2,750		-	-	-	-	-	-	-	-	2,750	
	Special Event Use	-		-	-	-	-	-	-	-	-	-	
370-861-801.94	Brick Repair & Maintenance		2,000										2,000
	Town Square												
	Downtown	2,000		-	-	-	-	-	-	-	-	2,000	
370-861-850	Landscape Maintenance & Materials		28,810										28,810
	Annuals & perennials	18,000		-	-	-	-	-	-	-	-	18,000	
	Landscape Replacement	5,000		-	-	-	-	-	-	-	-	5,000	
	Tree Maintenance and Replacement	1,500		-	-	-	-	-	-	-	-	1,500	
	Trim and Mulch	2,000		-	-	-	-	-	-	-	-	2,000	
	Beautification Commission Plantings	2,250		-	-	-	-	-	-	-	-	2,250	
	Fall Décor Packet	60		-	-	-	-	-	-	-	-	60	
	Social District Material	-		-	-	-	-	-	-	-	-	-	
370-861-913	Vehicle Insurance		370		15								385
	MMRMA	370		15		-		-		-		385	
370-861-920.01	Electrical Service (127 E Main)		3,360		1,000								4,360
	Town Square & Walkway	1,360		-		-		-		-		1,360	
	EV Charging	2,000		1,000		-		-		-		3,000	
370-861-920.02	Natural Gas Service		4,090										4,090
	Heat Melt System & Fire Pits - Town Square	3,510		-		-		-		-		3,510	
	Walkway	580		-		-		-		-		580	
370-861-920.030	Water and Sewer Service		8,440										8,440
	Town Square, 120 W Main, Hutton Park	8,110		-		-		-		-		8,110	
	Walkway	330		-		-		-		-		330	
370-861-967	Fringe Benefits (1)		10,490										10,490
		10,490		-		-		-		-		10,490	
370-861-976.01	Street Furnishings		15,640		2,185								17,825
	Light Fixture	8,000		-		-		-		-		8,000	
	Umbrella	1,000		-		-		-		-		1,000	
	Furniture/Benches	6,640		-		-		-		-		6,640	
	Trash Receptacles			2,185								2,185	
370-861-977.00	Heat in the Street Project			300,430	300,430								
Total		194,335	194,335	22,450	22,450							216,785	216,785
Difference (should be zero)													