



**Meeting of the DDA Board of Directors
and Informational Meeting as Required by PA 57
November 28, 2023 - 8:00 a.m.**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. October 2023 Financial Statement (Attachment 4.a)
 - b. October 2023 Invoice Report (Attachment 4.b)
 - c. October 31, 2022 Meeting Minutes (Attachment 4.c)
5. Presentation of DDA 2022 – 23 Audit – Plante Moran (Attachment 5)
6. DDA Board Issues
 - a. Proposed Changes to DDA Bylaws (Attachment 6.a)
 - b. DDA liaison to the BRA – Ryan McKindles
 - c. DDA vacancy – Steven Huprich
7. Informational Meeting – PA 57
 - a. DDA 2023 Annual Report (Attachment 7.a)
 - b. DDA Goals and Objective 2023 – 24 (Attachment 7.b)
 - c. Committee Updates (Attachment 7.c)
8. Information and Updates
 - a. Design Committee – Robert Miller
 - b. Marketing Committee – Shawn Riley
 - i. Event Update
 - c. Parking Committee – Chief Maciag
 - d. Organizational Committee – DJ Boyd
 - i. Financial Discussion – December DDA Board meeting
 - e. Economic Development Committee – Aaron Cozart
9. DDA Future Meetings / Important Dates (Attachment 9)
10. Board and Staff Communications
11. Adjournment – Next Meeting – **TBD**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 10/31/2023

% Fiscal Year Completed: 33.61

OCTOBER BENCHMARK 33%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 10/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	848,243.00	848,243.00	742,020.34	(287.25)	106,222.66		87.48
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	0.00	(1,000.00)		0.00
248-000-451.000	DDA OPERATING LEVY	70,074.00	70,074.00	65,800.21	35.96	4,273.79		93.90
	PROPERTY TAXES	<u>917,317.00</u>	<u>917,317.00</u>	<u>807,820.55</u>	<u>(251.29)</u>	<u>109,496.45</u>		<u>88.06</u>
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	0.00	0.00	180.00		0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	15,000.00	0.00	0.00	15,000.00		0.00
	LICENSES, FEES, & PERMITS	<u>15,180.00</u>	<u>15,180.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,180.00</u>		<u>0.00</u>
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	24,000.00	46,075.00	46,074.15	46,074.15	0.85		100.00
	STATE REVENUES	<u>24,000.00</u>	<u>46,075.00</u>	<u>46,074.15</u>	<u>46,074.15</u>	<u>0.85</u>		<u>100.00</u>
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	200.00	407.62	202.62	(207.62)		203.81
248-000-626.010	DEVELOPER REIMBURSEMENT	0.00	5,808.00	896.25	0.00	4,911.75		15.43
248-000-626.110	EV CHARGING STATION REVENUE	1,515.00	1,515.00	0.00	0.00	1,515.00		0.00
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	3,470.00	3,470.00	2,530.00		57.83
	MISCELLANEOUS REVENUES	<u>7,715.00</u>	<u>13,523.00</u>	<u>4,773.87</u>	<u>3,672.62</u>	<u>8,749.13</u>		<u>35.30</u>
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	6,000.00	6,000.00	4,206.08	2,778.08	1,793.92		70.10
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	2,500.00	2,500.00	2,137.47	0.00	362.53		85.50
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500.00	5,500.00	2,686.20	0.00	2,813.80		48.84
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(184.18)	(98.19)	(315.82)		36.84
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(204.63)	(70.12)	(495.37)		29.23
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(128.49)	(33.76)	(421.51)		23.36
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(38.45)	0.00	(101.55)		27.46
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	3,192.55	0.00	(3,192.55)		100.00
	INTEREST	<u>12,110.00</u>	<u>12,110.00</u>	<u>11,666.55</u>	<u>2,576.01</u>	<u>443.45</u>		<u>96.34</u>
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	0.00	0.00	700.00		0.00
	RENTAL INCOME	<u>700.00</u>	<u>700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>700.00</u>		<u>0.00</u>
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	39,000.00	0.00	24,360.00	1,440.00	(24,360.00)		100.00
248-000-677.010	SPONSORSHIPS - CONCERTS	0.00	20,000.00	12,100.00	0.00	7,900.00		60.50
248-000-677.020	SPONSORSHIPS - SKELETONS	0.00	12,000.00	3,900.00	3,050.00	8,100.00		32.50
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	0.00	5,000.00	0.00	0.00	5,000.00		0.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	0.00	2,000.00	0.00	0.00	2,000.00		0.00
	GRANTS & OTHER LOCAL SOURCES	<u>39,000.00</u>	<u>39,000.00</u>	<u>40,360.00</u>	<u>4,490.00</u>	<u>(1,360.00)</u>		<u>103.49</u>
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	88,008.00	172,518.00	0.00	0.00	172,518.00		0.00
	FUND BALANCE RESERVE	<u>88,008.00</u>	<u>172,518.00</u>	<u>0.00</u>	<u>0.00</u>	<u>172,518.00</u>		<u>0.00</u>

PERIOD ENDING 10/31/2023
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OCTOBER BENCHMARK 33%

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2023 NORM (ABNORM)	MONTH 10/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Total Dept 000		1,104,030.00	1,216,423.00	910,695.12	56,561.49	305,727.88	74.87
TOTAL REVENUES		1,104,030.00	1,216,423.00	910,695.12	56,561.49	305,727.88	74.87
Expenditures							
Dept 573 - DPW SERVICES							
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	1,112.99	574.87	7,087.01	13.57
248-573-707.000	WAGES - REGULAR OVERTIME	515.00	515.00	430.62	396.00	84.38	83.62
248-573-725.000	FRINGE BENEFITS	8,505.00	8,505.00	1,262.83	726.07	7,242.17	14.85
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	12.00	0.00	513.00	2.29
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150.00	11,150.00	1,140.57	569.47	10,009.43	10.23
Total Dept 573 - DPW SERVICES		28,895.00	28,895.00	3,959.01	2,266.41	24,935.99	13.70
Dept 741 - DESIGN COMMITTEE							
248-741-706.000	WAGES - REGULAR FULL TIME	23,175.00	23,175.00	6,564.85	1,641.25	16,610.15	28.33
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	26,054.00	3,181.50	38,826.00	40.16
248-741-725.000	FRINGE BENEFITS	14,825.00	14,825.00	4,926.33	930.52	9,898.67	33.23
248-741-726.000	SUPPLIES	300.00	300.00	259.62	259.62	40.38	86.54
248-741-775.200	DOWNTOWN MATERIALS	29,000.00	29,000.00	1,297.76	393.75	27,702.24	4.48
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000.00	3,000.00	1,199.00	0.00	1,801.00	39.97
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	119.00	12.45	881.00	11.90
248-741-801.000	CONTRACTUAL SERVICES	26,620.00	26,620.00	9,670.02	5,186.56	16,949.98	36.33
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	1,212.00	606.00	2,788.00	30.30
248-741-920.010	ELECTRIC POWER	5,100.00	5,100.00	1,327.63	325.09	3,772.37	26.03
248-741-920.020	NATURAL GAS	18,610.00	18,610.00	294.22	0.00	18,315.78	1.58
248-741-920.030	WATER & SEWER SERVICE	9,760.00	9,760.00	2,859.98	0.00	6,900.02	29.30
248-741-938.120	LANDSCAPE MAINTENANCE	37,810.00	37,810.00	525.63	294.64	37,284.37	1.39
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
248-741-962.500	VEHICLE INSURANCE	470.00	910.00	797.00	0.00	113.00	87.58
248-741-976.010	STREET FURNISHINGS	96,000.00	96,000.00	0.00	0.00	96,000.00	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	0.00	5,000.00	2,054.05	0.00	2,945.95	41.08
248-741-979.110	BOLLARD PROJECT	0.00	96,105.00	3,734.24	0.00	92,370.76	3.89
248-741-995.204	O/T TO SDSI FUND	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
Total Dept 741 - DESIGN COMMITTEE		446,550.00	548,095.00	62,895.33	12,831.38	485,199.67	11.48
Dept 742 - MARKETING COMMITTEE							
248-742-706.000	WAGES - REGULAR FULL TIME	18,540.00	18,540.00	5,251.79	1,312.92	13,288.21	28.33
248-742-709.000	WAGES - PART TIME	31,640.00	31,640.00	9,538.70	3,810.45	22,101.30	30.15
248-742-725.000	FRINGE BENEFITS	9,425.00	9,425.00	2,762.86	799.35	6,662.14	29.31
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	18,552.50	4,537.50	35,812.50	34.13
248-742-801.340	WEB SITE MAINTENANCE	1,320.00	1,320.00	564.10	60.80	755.90	42.73
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	53,600.00	2,800.00	17,700.00	9,800.00	(14,900.00)	632.14
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	750.00	0.00	0.00	750.00	0.00
248-742-955.310	CONCERTS	0.00	32,800.00	9,100.00	0.00	23,700.00	27.74
248-742-955.320	SKELETONS EVENT	0.00	12,000.00	2,511.00	1,186.00	9,489.00	20.93
248-742-955.330	HOLIDAY TO REMEMBER EVENT	0.00	5,000.00	0.00	0.00	5,000.00	0.00
248-742-955.340	CHILI COOKOFF EVENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY Expenditures								
Total Dept 742 - MARKETING COMMITTEE		169,690.00	169,690.00	65,980.95	21,507.02	103,709.05	38.88	
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,270.00	9,270.00	2,626.01	656.50	6,643.99	28.33	
248-743-725.000	FRINGE BENEFITS	3,495.00	3,495.00	1,015.24	253.49	2,479.76	29.05	
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00	
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	0.00	250.00	0.00	
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	25,000.00	12,500.00	25,000.00	50.00	
248-743-995.230	O/T TO PARKING FUND	101,500.00	101,500.00	48,750.00	24,375.00	52,750.00	48.03	
Total Dept 743 - PARKING COMMITTEE		164,565.00	164,565.00	77,391.25	37,784.99	87,173.75	47.03	
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,905.00	13,905.00	3,938.84	984.72	9,966.16	28.33	
248-744-709.000	WAGES - PART TIME	20,625.00	20,625.00	6,189.35	2,037.43	14,435.65	30.01	
248-744-725.000	FRINGE BENEFITS	6,830.00	6,830.00	2,037.86	549.90	4,792.14	29.84	
248-744-726.000	SUPPLIES	4,750.00	4,750.00	0.00	0.00	4,750.00	0.00	
248-744-730.000	POSTAGE	50.00	50.00	0.00	0.00	50.00	0.00	
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,950.00	2,950.00	1,348.00	674.00	1,602.00	45.69	
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0.00	5,808.00	4,095.00	4,095.00	1,713.00	70.51	
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	316.50	316.50	6,183.50	4.87	
248-744-805.000	AUDITING SERVICES	5,395.00	5,395.00	2,300.00	0.00	3,095.00	42.63	
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	1,039.54	708.81	175.46	85.56	
248-744-920.000	UTILITIES	1,300.00	1,300.00	398.91	75.00	901.09	30.69	
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	845.00	575.00	255.00	76.82	
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	0.00	850.00	0.00	
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	4,420.00	4,320.00	3,238.50	0.00	1,081.50	74.97	
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,798.00	0.00	702.00	71.92	
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,480.00	13,480.00	6,740.00	3,370.00	6,740.00	50.00	
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,870.00	91,578.00	34,285.50	13,386.36	57,292.50	37.44	
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,810.00	27,810.00	7,877.71	1,969.41	19,932.29	28.33	
248-745-725.000	FRINGE BENEFITS	10,475.00	10,475.00	3,045.37	760.30	7,429.63	29.07	
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00	
248-745-801.000	CONTRACTUAL SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	100.00	
248-745-955.190	BUSINESS RETENTION PROGRAM	0.00	2,640.00	2,312.50	0.00	327.50	87.59	
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		38,385.00	43,525.00	15,735.58	2,729.71	27,789.42	36.15	
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	170,075.00	170,075.00	5,037.50	5,037.50	165,037.50	2.96	
Total Dept 906 - DEBT SERVICE		170,075.00	170,075.00	5,037.50	5,037.50	165,037.50	2.96	
TOTAL EXPENDITURES		1,104,030.00	1,216,423.00	265,285.12	95,543.37	951,137.88	21.81	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 10/31/2023

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OCTOBER BENCHMARK 33%

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	10/31/2023 NORM (ABNORM)		MONTH 10/31/23 INCR (DECR)	NORM (ABNORM)	BALANCE		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY										
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:										
	TOTAL REVENUES	1,104,030.00	1,216,423.00	910,695.12		56,561.49		305,727.88		74.87
	TOTAL EXPENDITURES	1,104,030.00	1,216,423.00	265,285.12		95,543.37		951,137.88		21.81
	NET OF REVENUES & EXPENDITURES	0.00	0.00	645,410.00		(38,981.88)		(645,410.00)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 10/01/2023 - 10/31/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 741 DESIGN COMMITTEE							
248-741-726.000	SUPPLIES	GRAINGER	DDA TRUCK PUMP / MAINT EQUIPMT	9851806431	10/18/23	259.62	121960
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322538839337	6035	10/04/23	22.95	121865
248-741-775.200	DOWNTOWN MATERIALS	ADORN LLC	SELFIE LIFE SIZED FRAME FALL HALLOW	001143	10/17/23	200.00	121994
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322538839337	10-13-2023	10/30/23	170.80	122049
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	SECURITY CAMERA SYSTEM SUPPORT AGRE	34930	11/01/23	78.16	121888
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION REPAIR	221603	10/04/23	288.00	121854
248-741-801.000	CONTRACTUAL SERVICES	CUSTOMCHANNELS.NET LLC	CUSTOM MUSIC FOR DOWNTOWN	137178	10/04/23	348.00	121873
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	ELECTRICAL REPAIRS	1771	10/04/23	784.50	121887
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION MI EMPLOYER	NEW HIRE PHYSICAL	520039	10/18/23	140.00	121974
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	EXPANDED WIFI	3547211	11/16/23	299.00	500542
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	DDA FOUNTAIN TROUBLE SHOOT TRIPPED	1800	10/16/23	3,005.90	121991
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	GREEN ELECTRIC LIGHT POLE RECEPACL	1796	11/01/23	542.00	122078
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY PORTA POTTY FEES	113158	10/04/23	303.00	121863
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY PORTA POTTY FEES	113683	11/01/23	303.00	122046
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 9/15/23 - 10/13/23	9/15/23 - 10/13/23	11/01/23	325.09	122037
248-741-938.120	LANDSCAPE MAINTENANCE	HOME DEPOT CREDIT SERV	6035322538839337	6035	10/04/23	294.64	121865
Total For Dept 741 DESIGN COMMITTEE						7,364.66	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER	NORTHVILLE10-202	10/04/23	2,100.00	121834
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	COMMUNICATION AND MARKETING	11-2023	10/30/23	2,000.00	122022
248-742-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	SARAH KENNEDY NORTH RIVER CREATIVE	073	10/30/23	437.50	122064
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	MONTHLY LIST SERV	10022023	10/19/23	60.80	500538
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	CONSTANT CONTACT DDA	1698569070	11/16/23	60.80	500542
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	SUMMER CONCERTS	2668	10/04/23	7,900.00	121871
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	SKELETONS EVENT BAND SOCIAL BONES	2572	10/17/23	1,900.00	121976
248-742-955.320	SKELETONS EVENT	AARONSON MANAGEMENT, I	SIGNS FOR SKELETONS EVENT	I- 36490	10/04/23	609.00	121856
248-742-955.320	SKELETONS EVENT	JOHN ANGEVINE	PUMPKIN CARVER	1023	10/04/23	500.00	121897
248-742-955.320	SKELETONS EVENT	AARONSON MANAGEMENT, I	SKELETONS ARE ALIVE SPONSOR SIGNS	I-36543	10/17/23	77.00	121957
Total For Dept 742 MARKETING COMMITTEE						15,645.10	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-801.190	TECHNOLOGY SUPPORT & SERV	NORTHVILLE TOWNSHIP	OCT-DEC IT SERVICES	2300003739	10/04/23	674.00	121848
248-744-801.450	DDA PLAN UPDATE & AMENDMEN	MILLER JOHNSON SNELL&	DDA EXPANSION PROFESSIONAL SERVICES	1898227	10/30/23	4,095.00	122088
248-744-802.010	LEGAL SERVICES - GENERAL	MILLER JOHNSON SNALL&	LEGAL SERVICES FOR INTER LOCAL AGRE	1893963	10/04/23	316.50	121901
248-744-900.000	PRINTING & PUBLISHING	COMMUNITY PUBLISHING &	THE VILLE HALF PAGE AD	14417	10/17/23	650.00	121982
248-744-958.000	MEMBERSHIP & DUES	MICHIGAN DOWNTOWN ASSO	MEMBERSHIP FEE	3345	10/04/23	575.00	121831
Total For Dept 744 ORGANIZATIONAL COMMITTEE						6,310.50	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						29,320.26	

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
October 31, 2023

The October meeting of the DDA Board was called to order at 8:01 am.

ROLL CALL

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

Absent: *Greg Presley*

Also Present: *Robert Miller, George Lahanas/City Manager, Barbara Moroski-Browne/Mayor Pro Tem, Lori Ward/DDA Director, Stacy Pearson/DDA Assistant Director, Dave Gutman, Susan Hafleigh, Fred Sheil, Marylyn Price/Northville City Council, Beth Saarela, Tim Obrien, Nancy Darga, Jim Neild, Fred Sheill, Wendy Longpre/Director of Strategic Planning and Special Projects, Alan Maciag/Police Chief, Seth Herkowitz/Hunter Pasteur Homes, Andrew Parin/Grissim Metz Andriese, Omar Eid/Hunter Pasteur Homes, Mary Keyes*

Riley welcomed back Robert Miller to the board. Miller will be sworn in at a later date.

AUDIENCE COMMENTS

Riley opened the meeting to audience comments for any item not on the agenda, limited to the approved three minutes.

Neild shared photos and notes on his experiences from a recent European trip regarding outdoor dining bollards, curb less streets, and traffic patterns. Images and notes were shared with the board. Neild also expressed the opinion that streets should be closed for special events but the main streets should not be closed all summer. He noted the need to reconsider the seasonal street closures, citing the school bus route disruption as an example.

APPROVAL OF AGENDA AND CONSENT AGENDA

Long requested an update to the previous meeting minutes to include his quote “concrete seating and concrete steps” regarding the Ford Field presentation. Pearson confirmed this update would be made to the September minutes.

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

RIVER PARK AND CENTRAL PARK PRESENTATION

Herkowitz from Hunter Pasteur Homes (HPH) presented the River Park and Central Park plans. Herkowitz prefaced that along with the City Council and Planning Commission there has been significant progress on multiple fronts. HDC, earlier this year approved the apartment building and condominiums located along Cady Street. Additionally, Herkowitz said that they received

the support for the Brownfield Redeveloped Plan and that plan was later adopted at City Council. Last week the Brownfield Redevelopment Authority (BRA) gave approval for the Reimbursement Agreement. Herkowitz clarified that the Reimbursement Agreement governs the reimbursements between the developer and the Brownfield Authority. Continuing, he shared that in September at the City Council meeting there was approval and adoption of the Development Agreement, the Brownfield Plan, and the PA210. The next step in the approval process is to go before the Planning Commission for the final approval. Herkowitz concluded his update by saying that at the October 17, 2023 Planning Commission meeting the focus was on architectural design. The next PC meeting will be on November 9, 2023 and will focus on open space, and the third meeting later in November will include deliberation on the site plan. The site plan and technical engineering package has been reviewed by OHM. Advancement of the architectural designs are consistent with what was presented during the preliminary approval process. Herkowitz then yielded the floor to Parin for further presentation.

Parin presented on the Central Park and River Park plans with slides and renderings, they both fall within the existing and new DDA boundaries. Prior to full presentation, Parin noted that both spaces accounted for roughly 60% of the development's total open space which is 15.01 acres. Central Park is 1.24 acres, and River Park is 7.85 acres excluding the retention pond. His presentation included base amenities, lighting, electrical points, wayfinding, vehicular entrances, security bollards, terraced seating, water supply, public restrooms, and additional landscaping and decorative elements that tie into the existing DDA streetscape standards. Clarifications were made by Parin based on audience questions regarding wayfinding signs, bollard access and security box use.

Parin continued to the River Park portion of the presentation which included an amenity overview that match DDA design standards to include pedestrian scale lighting, wayfinding, trash, drinking fountains, benches, bike racks, bike repair stations, and dog stations. In total the plan includes seventeen different locations throughout the park where these amenities can be found. Many components of the original plan have been improved to include pedestrian networks, enhanced connectivity to community, river access points, south bridge river crossings, home for the log cabin, and natural design for landscaping. The goal of the plan is to integrate the park with the organic surroundings, downtown, Hines Park, river access, and the community.

Parin answered questions about daylighting the river and the river bed rehabilitation. Barr Engineering, part of the current design team, is reviewing the technical engineering of the river opening. Their presentation will be given at the next Planning Commission meeting. Parin urged everyone to attend.

Mayor Turnbull stated that Parks and Recreation will be responsible for maintenance and upkeep of the park with an 85 / 15 split. Depending on the projected population of the Downs, the long-term percentage of responsibility may be slightly increased but it should fall very close to the current township/city split.

Ward noted that she and Lahanas were working on a memorandum of understanding that would memorialize the responsibilities of maintenance, operation, and programming costs over the life of the project. The agreement should be out by the end of the year.

Parin continued the presentation noting that pathways coming to the river included stone outcroppings to accommodate the fluctuation of river areas. No fishing railings have been considered at this point, and kayaking would not be desirable at this point in the river. Outcroppings on the map allow passive access and connectivity to the river. Trees along the riverbank provide stabilization and aesthetic viewsheds. Landscapes are to be planted specific to the exact site conditions and include native grasses and forbs for color. The park is to be sodded with a reinforced below grade plastic structural ring system that will provide proper drainage tied into the storm system and strength for multi-use events such as vehicles on the grass. The additional park space with surrounding structure and entrance landscaping was also presented along with site lighting, park entrance, and wayfinding design plans.

In conclusion, Parin clarified issues of driving within quadrants, transformer relocation from sidewalks to other zones for aesthetics versus accessibility, and quadrant layout. Parin also presented visuals of park plans for amenity stations, entrances, pathways, bridges, river access points, and open spaces. All designs reflect a continuation of current DDA design language found throughout the city. Parin clarified that final site plan approval containing all elements of the proposal will be provided to the Planning Commission on November 9, 2023. There are no plans to go back to City Council before the final site plan package is presented to the Planning Commission. It will be thoroughly vetted by city planning, city engineering, and DPW.

Ward requested that a public restroom sign be installed near the restrooms, noting that it is critical for wayfinding. Long asked about responsibility for maintaining the restrooms, to which Herkowitz stated that as part of the development agreement the DDA is retaining the first \$50,000 of new tax capture generated from the project that could be used for restrooms.

Boyd raised concerns over the decision to have wooden decking on the bridges, and Lahanas noted that it is a standard use three-inch-thick pressure treated lumber that will withstand years of use and will be easy to repair when necessary. Longpre noted that composite decking or concrete decking gets slippery with wet conditions.

Ward noted on lighting and spacing that the secondary streetscape design standards call for a different spacing than what is being recommended in the proposal. OHM is assisting the City in review the lighting and determination of the correct spacing. The size, location and type of trees are also on the list to update on the secondary streetscape design plan. Ward noted that what was proposed today has not been formally decided upon but is rather something being worked on for the final site plan submission packet.

Parin noted that public and private engagement with the study groups and task force groups have formulated these design strategies and today is the first time the renderings have been made public. Moving forward a detailed presentation will be made at the next Planning Commission on November 9, 2023 and after that the plans will be made public to the community. Parin added that they are happy to provide a copy of the presentation to the DDA Board.

Ward noted that the Planning Commission meeting date change from November 7 to November 9 was made to accommodate the election.

Ward introduced Saarela as the attorney assisting the DDA with boundary expansion, TIF and development amendments, and all legal requirements associated with it. Ward noted that as part of the prepared document for this project there needed to be an agreement between the DDA and the Brownfield Redevelopment Authority (BRA).

Saarela provided clarification on the agreement, what it achieves, and what is needed as a course of action for the current meeting. The Reimbursement Agreement is how the developer gets reimbursed. The developer only gets reimbursed for the agreed upon amount between the BRA and the developer. Subsequently, the Interlocal Agreement is a short, procedural agreement between the BRA and the DDA, and is the means by which the BRA gets funds from the DDA. The DDA obtains funds from TIF captured in the area of the downtown district within the Brownfield footprint. Saarela noted the Interlocal Agreement was reviewed by the Brownfield Redevelopment Authority, Saarela's office, and independent council in the previous week. Terms of the plan and outlines of the DDA TIF capture are included in this document.

Ward answered Boyd's question on who would provide council for the DDA. The attorney overseeing the agreement was Rich Cherry of Miller Johnson. Independent council was sought because Saarela was already working with the BRA.

Boyd asked what the course of action would be if the developer appealed their taxes, to which Saarela answered that the developer would have a legal right to appeal their taxes but it is not likely.

Long quoted Planning Commission notes from February 1, 2022 by HPH, "The development team had financial depth with the financial capability to complete this project no matter what occurred in the economy in the next five to ten years." Long complimented Herkowitz and the Interlocal Agreement creativity and supported them in finding grants and financial assistance, but stated that he wished to abstain from voting because in the beginning they noted that they would not need financial assistance. Saarela noted that Long could not abstain without a conflict, but had to vote yes or no. Clarification was made Lahanas on tax issues and project funding. Lahanas went on to state that the financial risk is in the hands of the developer, not the city, and that promise of the repayment is what incentivizes the project for the developer. Riley opened the floor to Public Comment.

Darga, chair of River Taskforce, thanked HPH for their work. She noted that the Log Cabin could have stayed in place if the river was arched, however the plans do not accommodate for that scenario. Therefore, the River Taskforce and the Historical Society has taken on the responsibility for raising the additional funds needed to relocate the Log Cabin on the site. The site presented today is not agreed upon by the River Taskforce. The desire is to make the Log Cabin into a picnic shelter by extending the roof, removing the breezeway, putting award winning gardens around the cabin honoring Mary Gilbert, unisex bathrooms inside, and graphic panels inside with the fireplace. Fundraising is upcoming and future grants will be pursued. Darga continued with details on the riverbed stating that it would be too shallow for boats. Darga thanked HPH for redesigning the base of the river to accommodate fish habitats, and noted that it takes up to two years for the riverbed to develop. During this time the bed will be dry while it grows in and stabilizes prior to water release, and the suggestion is to develop public education to explain the look of the river during this stabilization process.

Riley closed the public comment.

Motion made by McKindles to approve the Interlocal Agreement, **supported by Boyd, motion carried with one vote in opposition by Long.**

REOPENING OF DOWNTOWN STREETS

Update on Lawsuit – Lahanas shared news about the “Let’s Open Northville v City of Northville” lawsuit by reading a statement, “City administration has reviewed the lawsuit and is confident that all actions were implemented consistent with policy and law, and further the city attorney will actively defend the matter.” Lahanas went on to say that no further comments will be made at any point.

Bollard Update - Lahanas noted that bollards are at the ends of Main / Hutton and Center / Dunlap, signage has been installed. Long cautioned that someone may run into bollards. McKindles asked if the sign was freestanding and Lahanas answered that it is a free-standing sign. Upcoming bollard install will be made when bollards are delivered from the fabricator as they are currently running behind. Further delays may push installation to spring. However, November 1, 2023 all roads will be reopened to traffic. Lahanas thanked DDA and DPW for the hard work clearing the roads and reopening the streets. Turnbull noted that all holes for upcoming bollards are precut and ready for installation.

Ward noted that winter events will call for use of bollards, and if all the bollards aren’t installed, we can go back to type three barricades for these happenings. Lahanas noted that all staff and other departments have been trained in raising and lowering bollards. The final cost was \$168,000. A question was asked if tax payer money was paying for the legal fees of the lawsuit. Lahanas answered that the city has an insurance premium paid to risk pool, so a portion may be coming out of the premiums and a portion may be coming out of tax dollars, but it remains to be seen.

Buckhave asked about the openings on the sidewalk sides beyond the bollards. Lahanas noted that the planters would be an obstruction on the sides. Ward noted that the triple planters have been moved into place, and that there would be work done with the Design and Economic Development Committee to come up with a long-term solution.

Removal of Structures - previously discussed

Reopening of Streets - previously discussed

Next Steps - Ward stated that the EDC and Design chairs will meet with staff and then call a meeting with committee to address the planter replacement with a permanent solution.

INFORMATION AND UPDATES

Design Committee – no update

Marketing Committee – Riley noted Marketing Committee continued to meet. Riley applauded Lori and team for an outstanding Skeleton event. Turnbull noted that news crews were on site, Channel 2 and the Mayor are meeting today. Streets of Treats also drew thousands of people.

Organizational Committee – Boyd noted that the Board can anticipate an update of bylaws at the November meeting.

Economic Development Committee – No update, Cozart to set meeting. Ward said the boundary expansion will be going to City Council on November 6, 2023. There will be a second reading of the two ordinances, a resolution, and the additional information that council requested on DDA boundary expansion overlays.

Parking Committee – no update

BOARD AND STAFF COMMUNICATIONS

Riley again welcomed Miller and announced that Greg Presley who served on the DDA Board for over 30 years and has been involved with the community for nearly 38 years will be missed. Ward noted that he would still remain on the EDC and attend DDA board meetings when available.

ADJOURNMENT

Motion by Turnbull seconded by Cozart to adjourn the DDA Board meeting. Motion carried. Meeting adjourned at 9:54 am.

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA

November 2, 2023

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, 2023 and have issued our report thereon dated November 2, 2023. 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 22, 2023, 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 5, 2023.

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 2023.

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 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 November 2, 2023.

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.

To the Board of Directors
Northville Downtown Development Authority

November 2, 2023

This information is intended solely for the use of Northville Downtown Development Authority and management of the 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 cursive script that reads "Kristin L. Hunt".

Kristin Hunt, CPA

Northville Downtown Development Authority

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

Financial Report
with Supplementary Information
June 30, 2023

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Independent Auditor's Report

To the Board of Directors
Northville Downtown Development Authority

Opinions

We have audited the financial statements of the General Fund and the governmental activities of Northville Downtown Development Authority (the "DDA"), a component unit of the City of Northville, Michigan, as of and for the year ended June 30, 2023 and the related notes to the financial statements, which collectively comprise the DDA's basic financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the General Fund and the governmental activities of the DDA as of June 30, 2023 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.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the DDA and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the DDA's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

To the Board of Directors
Northville Downtown Development Authority

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 DDA's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the DDA's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary 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 is the responsibility of management and, 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 supplementary 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

November 2, 2023

June 30, 2023

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, 2023. 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 \$809,575 in tax increment revenue. This was an increase of 5 percent from the prior year. The DDA levied 1.8093 mills for operations, which generated \$66,728, up 5 percent from the prior year.

The State of Michigan reimbursed the DDA \$24,431 for losses related to the small taxpayer exemption on personal property taxes.

The Northville City Council extended the downtown street closures and social district which were initiated in 2020. This required additional supplies, material, and labor to maintain the area in and around the social district. The DDA provides music for downtown residents and visitors every Friday and Saturday from May through November. The DDA sponsors popular downtown events such as the Friday Night Concerts, Skeletons are Alive, Chillin' in the Ville, and a Holiday to Remember. In April 2023, the Northville City Council voted to close the streets to vehicular traffic seasonally, from May until November.

Downtown Northville is home to ten electric vehicle (EV) charging stations. The DDA partnered with ReadE Charging to install the EV charging stations located in three separate locations throughout the downtown. All ten of the EV charging stations were recently replaced with newer technology. In addition, QR codes were introduced to provide instructions on how to use the chargers. The DDA is able to monitor the use of the equipment to make decisions on future expansion.

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. The number of seasonal workers has increased significantly in order to meet the demands of the social district. Contract services are utilized for landscape installation, irrigation, and electrical work. 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.

Northville Downtown Development Authority

Management's Discussion and Analysis (Continued)

June 30, 2023

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.

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

	2021	2022	2023	Changes from Prior Year	
				In Dollars	Percent
Assets - Current assets	\$ 399,227	\$ 463,475	\$ 534,135	\$ 70,660	15
Liabilities - Current liabilities	81,215	87,579	125,682	38,103	44
Net Position - Unrestricted	<u>\$ 318,012</u>	<u>\$ 375,896</u>	<u>\$ 408,453</u>	<u>\$ 32,557</u>	9

The DDA planned for an increase in fund balance resulting in a higher cash balance. However, it was higher than expected due to projects not fully completed at year end which will continue into the next fiscal year. These projects include updating the DDA plan and expanding the boundaries and completion of a building inventory database. In addition, the contribution towards the parking system maintenance was lower than expected.

The increase in current liabilities is related to the change in compensated absences and timing of accounts payable. Overall, net position increased 9 percent.

Northville Downtown Development Authority

Management's Discussion and Analysis (Continued)

June 30, 2023

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

	2021	2022	2023	Changes from Prior Year	
				In Dollars	Percent
Revenue					
Captured taxes	\$ 734,235	\$ 767,750	\$ 809,575	\$ 41,825	5
Operating levy	61,007	63,393	66,728	\$ 3,335	5
Other income	217,563	35,813	91,868	\$ 56,055	157
Personal Property Tax Loss Reimbursement	<u>34,092</u>	<u>39,868</u>	<u>24,431</u>	\$ (15,437)	(39)
Total revenue	1,046,897	906,824	992,602	85,778	9
Expenses					
Design committee	363,787	206,750	262,344	55,594	27
Marketing committee	141,033	132,471	171,945	39,474	30
Parking committee	157,934	159,314	166,614	7,300	5
Organizational committee	86,910	103,292	99,017	(4,275)	(4)
Public works	33,104	24,478	19,634	(4,844)	(20)
Economic Development	35,685	47,950	70,611	22,661	47
Debt service - Pass-through commitment	<u>174,335</u>	<u>174,685</u>	<u>169,880</u>	<u>(4,805)</u>	(3)
Total expenses	<u>992,788</u>	<u>848,940</u>	<u>960,045</u>	<u>111,105</u>	13
Excess of Expenses (Over) Under					
Revenue	<u>\$ 54,109</u>	<u>\$ 57,884</u>	<u>\$ 32,557</u>	<u>\$ (25,327)</u>	44

The increase in other income is due to a favorable interest rate environment, higher than normal sponsorship revenue, and a developer reimbursement for costs associated with the updated DDA plan and boundary expansion. The decrease in the personal property tax loss reimbursement was due to higher personal property values on two new businesses.

The increase in design committee expenses is primarily due to the replacement of light poles and higher seasonal wages. The increase in the marketing committee is primarily related to two new events in downtown. Less assistance from the public works department was required due to having sufficient seasonal employees this year. The increase in the economic development committee expenses is due to the DDA's share of a pedestrian plan.

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.

Northville Downtown Development Authority

Management's Discussion and Analysis (Continued)

June 30, 2023

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. The final payment of those bonds will be in April 2025.

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.

If the DDA boundaries are expanded and a the DDA plan is amended as planned, the Library will opt out of future capture per their right. This would result in a loss of captured tax revenue of approximately \$28,000 for next two fiscal years.

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, 2023

	General Fund	Adjustments (Note 3)	Statement of Net Position - Full Accrual Basis
Assets			
Cash and cash equivalents	\$ 5,738	\$ -	\$ 5,738
Investments (Note 4)	495,752	-	495,752
Other receivables	14,720	-	14,720
Prepaid expenses and other assets	17,925	-	17,925
	<u>\$ 534,135</u>	-	534,135
Liabilities			
Accounts payable	\$ 34,472	-	34,472
Accrued liabilities and other	10,818	59,192	70,010
Unearned revenue	21,200	-	21,200
	<u>66,490</u>	<u>59,192</u>	<u>125,682</u>
Fund Balance/Net Position			
Fund balance:			
Nonspendable - Prepays	17,925	(17,925)	-
Committed - Street improvements	94,400	(94,400)	-
Assigned:			
Subsequent year's budget	88,008	(88,008)	-
Compensated absences	59,192	(59,192)	-
Bollards	96,105	(96,105)	-
Unassigned	112,015	(112,015)	-
	<u>467,645</u>	<u>(467,645)</u>	<u>-</u>
Total fund balance	<u>467,645</u>	<u>(467,645)</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 534,135</u>		
Net position - Unrestricted		<u>\$ 408,453</u>	<u>\$ 408,453</u>

Northville Downtown Development Authority

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

Year Ended June 30, 2023

	General Fund	Adjustments (Note 3)	Statement of Activities - Full Accrual Basis
Revenue			
Captured taxes (Note 5)	\$ 809,575	\$ -	\$ 809,575
Operating levy	66,728	-	66,728
Personal property tax loss reimbursement	24,431	-	24,431
Other income	91,868	-	91,868
Total revenue	992,602	-	992,602
Expenditures			
Design committee	259,745	2,599	262,344
Marketing committee	169,346	2,599	171,945
Parking committee	165,315	1,299	166,614
Organizational committee	95,768	3,249	99,017
Public works	19,634	-	19,634
Economic development	67,362	3,249	70,611
Debt service - Pass-through commitment	169,880	-	169,880
Total expenditures	947,050	12,995	960,045
Net Change in Fund Balance/Net Position	45,552	(12,995)	32,557
Fund Balance/Net Position - Beginning of year	422,093	(46,197)	375,896
Fund Balance/Net Position - End of year	\$ 467,645	\$ (59,192)	\$ 408,453

June 30, 2023

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 reported at fair value or estimated 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.

Net Position Flow Assumption

The DDA will sometimes fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the government's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

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. The assignment for compensated absences as of June 30, 2023 is \$59,192.

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.

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.

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

Total fund balance and the net change in fund balance of the DDA's governmental fund 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 statement of 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 3.1 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 bank deposits of \$598 (checking and savings accounts) that were uninsured and uncollateralized. As of June 30, 2023, two 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	\$ 34,733	991
Federal agency bonds	197,449	618
Municipal bonds	117,581	421
Total	<u>\$ 349,763</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
Pooled funds	19.10 %	AAAm	S&P
U.S. Treasury securities	7.00	AA+	S&P
Federal agency bonds	39.90	AA+	S&P
Investments at amortized cost - Comerica J Fund	7.30	Not Rated	N/A
Investments at amortized cost - Federated Treasury Obligation Fund	3.00	AAAm	S&P
Municipal bonds	18.30	AA- to AAA	S&P
Municipal bonds	5.40	Aa1	Moody's

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, 2023, more than 5 percent of the City's investments are in the following agency securities:

Federal Farm Credit Bank	17 %
Federal Home Loan Bank	13
Freddie Mac	5

Note 4 - Deposits and Investments (Continued)

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, 2023:

	Assets Measured at Carrying Value on a Recurring Basis at June 30, 2023			
	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, 2023
Debt securities:				
U.S. Treasury securities	\$ -	\$ 34,733	\$ -	\$ 34,733
Federal agency bonds	-	197,449	-	197,449
Municipal bonds	-	117,581	-	117,581
Total debt securities	<u>\$ -</u>	<u>\$ 349,763</u>	<u>\$ -</u>	<u>349,763</u>
Investments measured at NAV - Michigan CLASS investment pool				<u>94,890</u>
Total assets				<u>\$ 444,653</u>

The fair value of debt securities at June 30, 2023 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.

The valuation method for investments measured at net asset value per share (or its equivalent) is presented below:

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 the NAV 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. At June 30, 2023, there were no unfunded commitments or redemption restrictions on these investments.

Note 4 - Deposits and Investments (Continued)

Pooled Investments Similar to Rule 2a7

Bank pools totaling \$51,099 are recorded at amortized cost in accordance with GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, and are not included in the fair value tables above. These investments are held in the Comerica J Fund and Federated Treasury Obligation Fund and are not subject to any limitations or restrictions on withdrawals.

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 2022 taxable value subject to capture, the taxes captured by Northville Downtown Development Authority are as shown below:

City of Northville, Michigan	\$ 469,781
Wayne County, Michigan	200,775
Wayne County Parks	7,436
Schoolcraft Community College	69,130
Huron Clinton Metropolitan Authority	6,303
Northville District Library	27,652
Wayne County Public Safety	<u>28,498</u>
Total	<u>\$ 809,575</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:

<u>Years Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 160,000	\$ 10,075	\$ 170,075
2025	<u>165,000</u>	<u>5,114</u>	<u>170,114</u>
Total	<u>\$ 325,000</u>	<u>\$ 15,189</u>	<u>\$ 340,189</u>

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 13 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.

June 30, 2023

Note 7 - Retirement Plan (Continued)

The DDA's total payroll during the current year was \$209,066. The current year contribution was calculated based on covered payroll of \$90,266, resulting in an employer contribution of \$11,735. 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 Supplementary Information

Northville Downtown Development Authority

Required Supplementary Information Budgetary Comparison Schedule - General Fund

Year Ended June 30, 2023

	Original Budget	Amended Budget	Actual	Variance with Amended Budget
Revenue				
Captured taxes	\$ 814,558	\$ 815,346	\$ 809,575	\$ (5,771)
Operating levy	67,216	66,728	66,728	-
Personal property tax loss reimbursement	36,000	24,431	24,431	-
Other income	59,980	96,452	91,868	(4,584)
Total revenue	977,754	1,002,957	992,602	(10,355)
Expenditures				
Design committee	260,200	269,685	259,745	(9,940)
Marketing committee	165,695	176,750	169,346	(7,404)
Parking committee	186,700	171,390	165,315	(6,075)
Organizational committee	85,505	107,940	95,768	(12,172)
Public works	34,660	22,800	19,634	(3,166)
Economic development	38,065	70,010	67,362	(2,648)
Debt service	169,880	169,880	169,880	-
Total expenditures	940,705	988,455	947,050	(41,405)
Net Change in Fund Balance	37,049	14,502	45,552	31,050
Fund Balance - Beginning of year	422,093	422,093	422,093	-
Fund Balance - End of year	<u>\$ 459,142</u>	<u>\$ 436,595</u>	<u>\$ 467,645</u>	<u>\$ 31,050</u>

To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: Proposed changes to DDA Bylaws

Date: November 28, 2023

Background:

The DDA bylaws were originally adopted in 1978 with the establishment of the DDDA. Over the years, the DDA has amended the bylaws to address changing legislation, board and committee structures and other issues. Recently DDA staff noticed several items that need to be updated as part of the bylaws. Staff sent the bylaws to City Attorney Tony Chubb who reviewed the bylaws and prepared updates for the DDA's consideration.

Analysis:

The items below have been addressed in the bylaws and some require discussion by the DDA Board before adoption and consideration by the DDA Board and City Council.

- Article 1. The DDA enabling legislation was changed in 2018 from Public Act 197 of 1975 to Public Act 57 of 2023. The change appears in several places throughout the document.
- Article 4. The language addresses the issue of what constitutes a quorum for the DDA Board to meet and to take action. The current bylaws are silent on the matter. The proposed language would require a majority of the 11-member Board to be present to hold a meeting and a majority of those members present at the meeting to take any action. This could result in a small number of Board members (4) required to take action. The other option would be to require a majority of the Board to hold a meeting and a majority of the Board to take action. This would require all 6 members to hold a meeting and for all of those present to vote the same way. Staff is seeking input on which direction to take.
- Article 4. The DDA currently has 5 standing committees: Design, Operation, Marketing, Economic Development and Parking. Article IV Section 1 sets out the current standing committees which required correction. The DDA's Business Mix Committee was disbanded when the Marketing Committee and Business Mix Committee merged to constitute the Marketing Committee. Staff has provided a description of the 5 standing committees for consideration by the Board.

Budget:

No impact on DDA budget.

Recommendation:

DDA staff recommends that the DDA Board of Directors review the proposed changes to the DDA bylaws and provide feedback to staff.

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CITY OF NORTHVILLE
DOWNTOWN DEVELOPMENT AUTHORITY

BYLAWS

ARTICLE I

BOARD OF DIRECTORS

Section 1. The business and property of the Authority shall be managed and directed by the Board of Directors, who shall serve terms as provided in the ordinance creating the Authority.

Section 2. The fiscal year of the Authority shall begin on July 1 of each year and end on the next succeeding June 30. The Board annually at its first regular meeting in January shall elect a Chairperson, Vice-Chairperson, Secretary and Treasurer. The Secretary and Treasurer do not need to be a member of the Board to serve in this office. The officers so elected shall be for a term of one (1) year or any part thereof as may be determined, and until a successor is designated. No term of office created under this section shall extend beyond the term of the member designated.

Section 3. The Board may employ and fix the compensation of an Executive Director, subject to the approval of the City Council. The Executive Director shall not be a member of the Board. The Executive Director shall serve at the pleasure of the Board for no definite term of office. The Board may use the City Attorney to advise the Board in the proper performance of its duties. The City Attorney may represent the Authority in actions brought by or against the Authority.

Section 4. Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary out-of-pocket expenses, as approved by the Board.

Section 5. The Board may exercise all powers provided by Act ~~49757~~, Public Acts of Michigan, ~~4975~~2018, as amended, or otherwise by law, including those bestowed by the ordinance establishing the Authority.

Section 6. The Board shall have the power to engage and employ such manual, clerical, technical, financial and professional assistants, as in its judgment, may be necessary and incidental to carry out the purposes of the Authority.

Section 7. The Board shall cause an annual audit of its business to be made and the result thereof shall be submitted to the City Council.

Section 8. Pursuant to notice and an opportunity to be heard, a member of the Board may be removed for cause by the City Council. Cause shall include the reasons set forth in the City Charter.

Section 9. The Board may authorize the Executive Director or an agent or agents of the Authority to enter into any contracts necessary or incidental to the exercise of its powers and performance of its duties authorized under Act ~~49757~~.

Section 10. A Board member who has a direct interest in any matter before the Authority shall disclose the member's interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure shall then refrain from participating in the Authority's decision-making process relative to such matter. All Board members are subject to the City's policy or policies in effect from time to time governing conflicts of interest.

Section 11. The seat of any member of the Board who has been appointed to the Board as a person having an interest in property in the district shall be deemed vacant when the person no longer has an interest in property in the district.

ARTICLE II

MEETINGS

Section 1. Meetings of the Board shall be held in accordance with the provisions of the Michigan Open Meetings Act, being Act 267 of the Public Acts of Michigan, 1976, as amended, and shall be held in the City of Northville, Michigan.

Section 2. Regular meetings of the Board shall be held at times and locations set by the Board.

Section 3. Special meetings shall be held whenever called by direction of the Chairperson, Executive Director, or any two (2) members of the Board on eighteen (18) hours' written notice of the time and place of meeting. A waiver of notice in writing signed by a member entitled to such notice, whether before or after the time of the meeting, shall be deemed the equivalent to the giving of such notice.

Section 4. A quorum of the Board shall be necessary for the transaction of business or the passage of any resolution. If a quorum of the Board is present at a meeting, a majority vote of the members present is required to transact business or pass a resolution.

Section 5. At meetings of the Board, business shall be transacted in such order as from time to time the Board may determine.

ARTICLE III

OFFICERS

Section 1. The Chairperson shall preside at meetings of the Board and shall do and perform such other duties as may be from time to time assigned by the Board. The Vice Chairperson shall perform the duties of the Chairperson in the Chairperson's absence and such other duties as shall from time to time be assigned by the Board.

Section 2. (a) The Executive Director shall be the chief administrative officer of the Authority. Subject to the approval of the Board, the Executive Director shall supervise and be responsible for the preparation of plans and the performance of the functions of the Authority in the manner authorized by law. The Executive Director shall attend the meetings of the Board, and shall render to the Board and to the Council a regular report covering the activities and

financial condition of the Authority. If the Executive Director is absent or disabled, the Board may designate a qualified person as acting Executive Director to perform the duties of the office. Before entering upon the duties of the office, the acting Executive Director shall take and subscribe to the oath, and furnish bond, as required by law of the director. The Acting Executive Director shall furnish the Board with information or reports governing the operation of the Authority as the Board may require from time to time.

(b) The Executive Director annually shall prepare and submit for the approval of the Board a budget for the operation of the Authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Funds of the City shall not be included in the budget of the Authority except those funds authorized by law and by the City Council.

Section 3. The Secretary shall maintain custody of the records, books, documents, or other papers of the Authority not required to be maintained by the Treasurer. The Secretary shall attend meetings of the Board and keep (or cause to be kept) a record of its proceedings, and shall perform such other duties delegated by the Board.

Section 4. The Treasurer shall keep the financial records of the Authority and, together with the Executive Director, approve all vouchers for the expenditure of funds of the Authority. All payments on behalf of the Authority shall be processed by the City of Northville in accordance with its financial policies. The Treasurer shall perform such other duties as may be delegated by the Board and shall furnish bond in an amount as prescribed by the Board.

Section 5. An officer may be removed by the Board whenever in its judgment the best interest of the Authority would be served.

ARTICLE IV COMMITTEES

Section 1. The Board by resolution may designate and appoint one or more committees to advise the Board. The current standing committees are: Design, ~~Business Mix~~, Marketing, Parking, Economic Development, and Organizational, with duties as prescribed in the sections below. The Chairperson of the Authority shall appoint the members and select the committee Chair. The committees may be terminated by a vote of the Authority. At the annual meeting, the committees will be evaluated and reappointed or dissolved. A majority of the members of a committee will constitute a quorum. A majority of the members present at the meeting at which a quorum is present shall be empowered to act on behalf of the committee.

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Section 2. The Design Committee will coordinate design development for all Authority projects, including studying design alternatives, negotiating contracts with vendors, soliciting input from the City and other citizens and interested groups, and preparing design recommendations for the Authority.

~~**Section 3.** The Business Mix Committee will develop and recommend programs and strategies to recruit, retain and assist businesses operating within the district, with a view to achieving goals and objectives consistent with the City's 2006 Strategic Plan, as it may be amended and supplemented.~~

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~~Section 4.~~ ~~Section 3.~~ The Parking Committee will periodically study vehicular traffic and circulation patterns within the district, monitor parking capacity in the lots within the district, develop and recommend strategies to manage existing parking, and study and recommend physical changes to parking lots and structures, including the development of new projects, if any.

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~~Section 5.~~ ~~Section 4.~~ The Marketing Committee will create and maintain a brand identity for Downtown Northville that supports the district economy. Its responsibilities will include developing marketing and promotions plans, improvements to the Authority's website, and managing DDA sponsored special events.

~~Section 5.~~ The Economic Development Committee will ~~Lori please add description~~ develop and recommend programs and strategies to recruit, retain and assist businesses operating within the district, with a view to achieving goals and objectives consistent with the DDA's Tax Increment and Development Plan, as it may be amended and supplemented. In addition the Economic Development Committee provides input to the Planning Commission on the economic impact of proposed projects within the DDA Boundaries.

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Section 6. The Organizational Committee has responsibility for recommending any changes in governance and organizational matters, including committees, bylaws, district boundaries, tax levies, policies and procedures. The Committee will work with the DDA Director to develop an annual budget and quarterly budget amendments for consideration and action by the DDA.

Section 7. The Board may by resolution authorize the establishment of advisory boards to the Authority. The Chairperson shall select with the advice and consent of the Authority members the members of each advisory board. The advisory boards shall elect their own officers and establish rules governing their actions.

ARTICLE V

BYLAWS

Section 1. The Board shall have power to make, alter or amend the bylaws in whole or in part, to be effective upon approval of the City Council. Written copies of the proposed changes shall be delivered to the Board prior to submission for approval at the next preceding regular or special meeting of the Board.

Section 2. These bylaws and subsequent amendments shall become effective after adoption by the DDA Board and approval by the City Council of the City of Northville.

ARTICLE VI

INDEMNITY

Any member of the Board, officer, or employee shall be indemnified or reimbursed by the Authority for expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative

(other than an action by or in the right of the Authority, in the event of which such indemnification or reimbursement may extend only to expenses, including attorney's fees actually and reasonably incurred in connection with the defense or settlement of such action or suit and then only if such person acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Authority) to which he/she was or is a party or is threatened to be made a party by reason of his/her being or having been a member of the Board, officer or employee of the Authority or of any corporation, partnership, joint venture, trust or other enterprise which he/she served in any such capacity at the request of the Authority; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in any such action, suit, or proceeding as to which he/she shall finally be adjudged to have been guilty of or liable for gross negligence, willful misconduct or criminal acts in the performance of his/her duties to the Authority; and provided further that no person shall be so indemnified or reimbursed in relation to any such matter in any such action, suit, or proceeding which has been made the subject of a compromise settlement, except with the approval of a court of competent jurisdiction, or the Board of the Authority, acting by vote of members not parties to the same or substantially the same action, suit, or proceeding, constituting a majority of the Board. The foregoing right of indemnification or reimbursement shall not be deemed exclusive of other rights to which such person may be otherwise entitled, and shall continue as to a person who has ceased to be a member of the Board, officer, or employee and shall insure to the benefit of the heirs, executors and administrators of such a person.

If not already provided by the City, the Authority may, upon the affirmative vote of a majority of its Board, purchase insurance for the purpose of indemnifying its members, officers and other employees to the extent that such indemnification is allowed in the preceding paragraph. Such insurance may but need not be for the benefit of all members, officers, or employees. Expenses incurred in defending a civil or criminal action, suit, or proceeding described in the first paragraph of this Article VI may be paid by the Authority in advance of the final disposition of such action, suit, or proceeding as authorized by the Board of the Authority in the specific case upon receipt of an undertaking by or on behalf of the member of the Board, officer, or employee to repay such amount unless it shall ultimately be determined that he/she is entitled to be indemnified by the Authority as authorized in this Article VI.

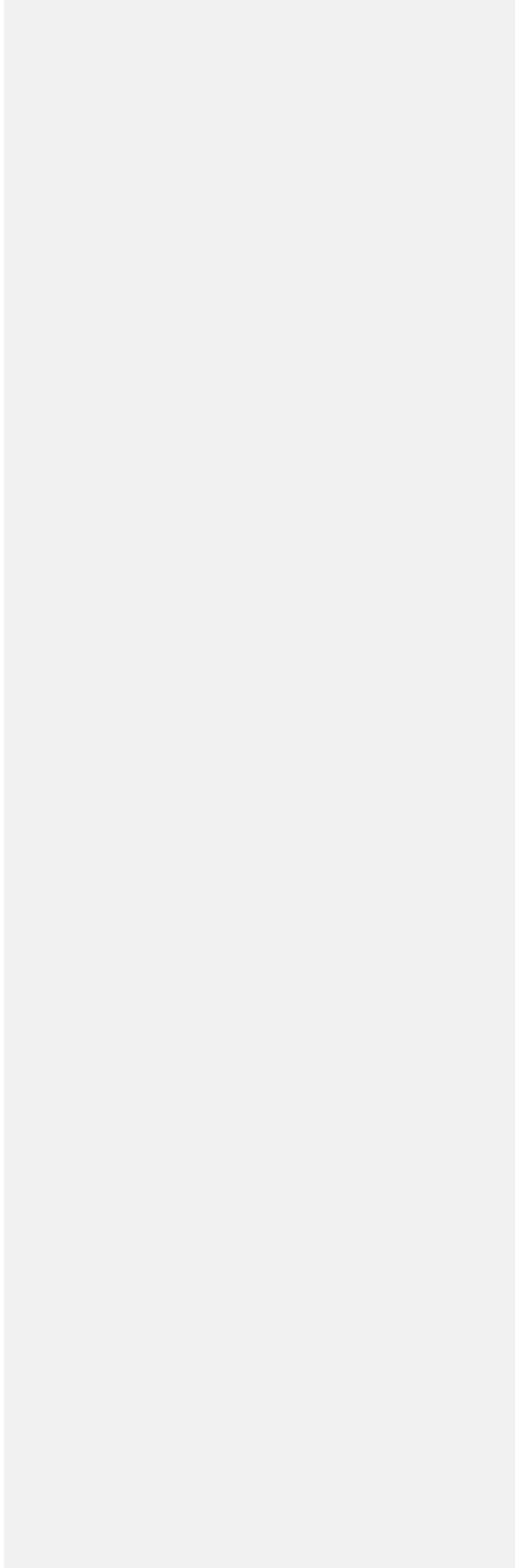
Adopted _____,
2007~~2023~~

Secretary~~Chairperson~~

Approved by the City Council of the City of
Northville on _____,
2007~~2023~~

| DRAFT 10 20 23 AC

City Clerk



Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Enter Municipality Name in this cell	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)			2023
	Year AUTHORITY (not TIF plan) was created:	1978	
	Year TIF plan was created or last amended to extend its duration:	2015	
	Current TIF plan scheduled expiration date:	2040	
	Did TIF plan expire in FY22?	No	
	Year of first tax increment revenue capture:	1979	
	Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No	
	If yes, authorization for capturing school tax:		
	Year school tax capture is scheduled to expire:	n/a	

Revenue:

Tax Increment Revenue	\$	809,575
Property taxes - from DDA millage only	\$	66,728
Interest	\$	12,400
State reimbursement for PPT loss (Forms 5176 and 4650)	\$	24,431
Other income (grants, fees, donations, etc.)	\$	79,468
Total	\$	992,602

Tax Increment Revenues Received

		Revenue Captured
From counties	\$	236,709
From cities	\$	469,781
From townships	\$	-
From villages	\$	-
From libraries (if levied separately)	\$	27,652
From community colleges	\$	69,130
From regional authorities (type name in next cell)	\$	6,303
From regional authorities (type name in next cell)	\$	-
From regional authorities (type name in next cell)	\$	-
From local school districts-operating	\$	-
From local school districts-debt	\$	-
From intermediate school districts	\$	-
From State Education Tax (SET)	\$	-
From state share of IFT and other specific taxes (school taxes)	\$	-
Total	\$	809,575

Huron Clinton Metro Authority

Expenditures

	Design Committee	\$	259,745
	Marketing Committee	\$	169,346
	Parking Committee	\$	165,315
	Organizational Committee	\$	95,768
	Public Works	\$	19,634
	Economic Development	\$	67,362
	Debt Service - Pass Through Commitment	\$	169,880
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Transfers to other municipal fund (list fund name)		\$	-
Transfers to other municipal fund (list fund name)		\$	-
	Transfers to General Fund	\$	-
	Total	\$	947,050
Total outstanding non-bonded Indebtedness	Principal	\$	155,000
	Interest	\$	14,880
Total outstanding bonded Indebtedness	Principal	\$	-
	Interest	\$	-
	Total	\$	169,880
Bond Reserve Fund Balance		\$	-
Unencumbered Fund Balance		\$	-
Encumbered Fund Balance		\$	-

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value
Ad valorem PRE Real	\$ 1,305,251	\$ 485,252	\$ 819,999
Ad valorem non-PRE Real	\$ 32,747,509	\$ 5,575,896	\$ 27,171,613
Ad valorem industrial personal	\$ -	\$ -	\$ -
Ad valorem commercial personal	\$ 2,498,680	\$ 742,140	\$ 1,756,540
Ad valorem utility personal	\$ 599,100	\$ -	\$ 599,100
Ad valorem other personal	\$ -	\$ -	\$ -
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -
IFT New Facility personal property, all other	\$ -	\$ -	\$ -
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -
Commercial Rehabilitation Act	\$ -	\$ -	\$ -
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -
Exempt (from all property tax) Real Property	\$ -	\$ -	\$ -
Total Captured Value		\$ 6,803,288	\$ 30,347,252

~ City of Northville ~

Downtown Development Authority

Fiscal Year 2023-24 Goals and Objectives

Goal	Objective	Action Steps
<i>Organization Committee:</i> Provide operational support and adequate funding for DDA programs and projects.	Review options available to the DDA to strengthen the DDA's financial position and ability to facilitate projects that enhance the downtown.	Review and evaluate cost allocation arrangement with the City.
		Explore refinancing of DDA bonds to provide revenue for DDA related projects.
	Determine Best Practices for DDA operations.	Explore grants, sponsorships and other means of financing the DDA's projects and programs. Review and update governing documents and policies.
<i>Design Committee:</i> Create and maintain vibrant, attractive and environmentally friendly downtown.	Oversee construction and maintenance of Downtown amenities.	Install additional bike parking downtown.
		Repair and maintain Town Square amenities including Pavilion and Fire Pits.
	Implement sustainable practices, where feasible, throughout the downtown.	Working with DPW, investigate opportunities to increase cardboard recycling for downtown businesses.
		Monitor health of downtown trees and treat and/or replace as necessary.
		Replace High Pressure Sodium streetlights and parking lot lights in the downtown with high efficiency lighting.
Track use of EV stations to monitor success of the program and to determine when additional stations are needed.		
<i>Parking Committee:</i> Ensure adequate, safe, aesthetically pleasing parking to support the Downtown.	Monitor parking occupancy in parking decks, lots, and on-street in order to provide an adequate supply of parking spaces and options.	Work with Police Department to explore new technologies to expand parking counts and parking.
		Review impact of planned potential new development and or redevelopment projects on downtown parking.
		Participate in an update of the 2006 Parking Study.
		Explore use of additional surveillance cameras in parking lots and decks and upgrade existing surveillance program.

<i>Parking Committee:</i> Ensure adequate, safe, aesthetically pleasing parking to support the Downtown.	Maintain and repair parking lots and decks within the DDA boundaries as needed.	Continue to Implement 20-year Maintenance Plan for parking decks and surface lots.
		Identify funding sources for both parking deck and surface parking lot repairs and maintenance.
		Define responsibilities for maintenance and upkeep of the parking system between the DDA, DPW, and private vendors.
		Finalize parking agreement with Singh Development to ensure operation and upkeep of the lower level of the MainCenter Parking deck.
<i>Marketing Committee:</i> Attract more people to Downtown.	Promote the Downtown as a destination for shopping, services, and entertainment.	Work with Marketing Consultant and Marketing Committee to develop annual advertising, public relations, and social media plan for Downtown.
		Work with other Northville organizations to cross promote events and happenings in the community.
		Oversee the rental of Town Square and encourage additional use of all special event venues.
<i>Economic Development Committee - Encourage quality (re)developments that are consistent with the City's Master Plan.</i>	Attract potential developers and investors to the Downtown Area.	Review potential tools and incentives that could be utilized to encourage economic development Downtown.
		Encourage commercial uses at ground floor.
		Continue to actively market available properties and update the DDA's Business Investment Guide.
	Monitor new development and its impacts and benefits to the downtown.	Participate in the review of the economic impact of new projects on the DDA/City.
	Review Policies and documents governing downtown development.	Work with Planning Commission to update polices and ordinances impacting development in the downtown.
Track business mix and vacancy rates for the downtown.	Develop an inventory of spaces in the downtown and update monthly.	
<i>Economic Development Committee - Working with City Council, develop strategy to create safe, vibrant pedestrian downtown.</i>	Work with design and engineering consultants to develop pedestrian plan for downtown.	Develop funding strategy for Pedestrian Plan.
		Implement Pedestrian Plan.
		Work with HDC to develop guidelines for the Downtown pedestrian area.
	Develop a coordinated plan for downtown Social District.	Promote and maintain expanded Social District. DDA, in conjunction with City, provide staff to service and maintain Social District.

Design Committee Updates 2023 – 24



Downtown Pedestrian Plan

The DDA, working with the EDC/Design Committee has begun discussions regarding the next phase of work in creating a downtown pedestrian plan for Northville. The committee will explore whether to move forward with seasonal closures utilizing the bollards and structures on the streets/sidewalks or whether to pursue the development of a plan with bollards and curbsless streets. Bollards have been introduced at Main/Hutton and Center/Dunlap. Bollards are being installed at Main/Center during the week of Thanksgiving and the remainder bollards will be installed in early spring.

Boundary Expansion

The DDA has recently completed a text amendment to the DDA Development and TIF Plan as well as a boundary expansion. The boundary expansion will encompass both Central Park and River Park as part of the Northville Downs project. The DDA will present final ordinance amendments and resolution to City Council on December 4th, completing the process.

Update of Streetscape Design Guidelines

DDA, in cooperation with Carlile Wortman, will be addressing needed updates to the Streetscape Design Guidelines. The Changes will take place over the winter and be presented to the DDA for adoption. This will ensure that the site plans conform to the approved guidelines.

Conversion of Decorative Street Lights

This spring, in partnership with the Northville DPW, the remaining HPS lighting will be converted to LED lighting. In addition, the DDA has selected a new lighting fixture that is very close in design to the old Herwig lights to replace the Herwig lights when they are damaged or need to be replaced. There are approximately 100 lights that still need to be converted.

Fire Pits

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

Bike Racks and Hoops

The Committee has recommended new single hoop bike racks, multi-hoop bike racks and an on-street bike be installed this year to replace old racks and to add new racks to underserved areas.

EV Stations

DDA staff will continue to work with Red E Charging to providing charging stations for electric vehicles and continue to track the use and success of the program.

Economic Development Committee
Updates
2023 - 24



Review and Comment on new Development Projects

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

Review Tools and Incentive

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

Pedestrian Plan

Develop funding strategies to complete Downtown Pedestrian improvements.

Available Properties

Continue to actively market available properties and update the DDA's Business Investment Guide. Utilize new building inventory tool to track building, vacancy rates, and landuses.

Social District

Promote and maintain expanded Social District.



Parking Committee Updates 2023 - 24

Parking Occupancy Counts

Continue occupancy counts with Police Department and resume daytime counts with Public Works or DDA staff. In addition, work with Police Department to explore new technologies to expand parking counts and enforcement.

Parking Deck and Lot Repairs

Continue to implement the 20-year maintenance plans for both the City's parking decks and parking lots. Identify potential funding sources to pay for the parking repairs.

Parking Requirements

Encourage the review of the current parking requirements outlined in the Zoning Ordinance particularly as it pertains to the overnight parking permits and the sale of parking credits.

Surveillance Cameras

Explore use of additional surveillance cameras in parking lots and decks and continue to upgrade existing surveillance program.

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Marketing Committee Updates 2023 - 24



DDA Website

Continue to update the DDA's website, ensuring fresh and accurate content and interesting graphic.

Events

Working with other organizations to assist in the development of additional events that showcase the community throughout the year.

Print Marketing and Advertising

The DDA will continue to develop bi-monthly event cards, and monthly print ads promoting downtown Northville.

Walking Map

Update the DDA's walking maps, directory signage and website to reflect current business mix.

Town Square

Continue to oversee the rental of Town Square and encourage additional use of all special event venues.



Organizational Committee Updates 2023 - 24

Goals and Objectives

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

DDA Budget

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

Quarterly Budget Amendments

DDA staff, working with the Organization Committee and City's Finance Director prepares and present quarterly budget amendments that reflect changes that have occurred to the budget through necessity and opportunity.

Grant Sponsorship

The committee will explore grants, sponsorship and other means of financing the DDA's projects and program.

DDA Bylaws

The DDA is in the process of updating the DDA Bylaws to reflect current practices and legal requirements.



DDA Meeting Schedule for 2024

January 23, 2024

February 27, 2024

March 26, 2024

April 23, 2024

* May 21, 2024

June 25, 2024

July 23, 2024

August 27, 2024

September 24, 2024

October 22, 2024

November 26, 2024

**December 17, 2024

* Regular date May 28th, day after Memorial Day

** Regular date December 24th, Christmas Eve. City Hall closed



Future Meetings / Important Dates:

December 1 – 3, 2023 – Christmas in the Village & Festival of Trees

December 3, 9, 10, 16, 17, 23, 2023 - Santa in Town Square

December 4, 18, 2023 - City Council Meeting

December 5, 22, 2023 – Planning Commission Meeting

December 9, 16, 23, 2023 - A Holiday to Remember

December 16, 2023 There's Snow Place Like Northville Family Day

TBD – DDA Board Meeting

December 24, 25, 31, 2023 City Hall Closed