



**Meeting of the DDA Board of Directors
May 21, 2024 - 8:00 a.m.
City Council Chambers**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. April 2024 Financial Statement (Attachment 4.a)
 - b. April 2024 Invoice Report (Attachment 4.b)
 - c. April 9, 2024 Meeting Minutes (Attachment 4.c)
 - d. April 23, 2024 Meeting Minutes (Attachment 4.d)
 - e. EV Monthly Usage Report (Attachment 4.e)
5. Approval for Purchase of Truck (Attachment 5)
6. Downtown Street Closures
 - a. Update (Attachment 6.a)
 - b. Communications (Attachment 6.b)
 - c. Merchant Meeting – May 23, 2024
7. Presentation on Ford Field project – Wendy Wilmers Longpre
8. Committee Updates
 - a. Design Committee – Robert Miller
 - b. Marketing Committee – Shawn Riley
 - June 6, 2024 Meeting
 - c. Parking Committee – Chief Maciag
 - RFP for Parking Study
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – Aaron Cozart
 - June 13, 2024 Meeting
9. DDA Future Meetings / Important Dates (Attachment 9)
10. Board and Staff Communications
11. Adjournment – Next Meeting – June 25, 2024

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 04/30/2024

% Fiscal Year Completed: 83.33

APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/24 INCR (DECR)	AVAILABLE		% BGDG 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	819,047.00	819,047.60	0.00	(0.60)	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	15,230.00	15,220.55	0.00	9.45	99.94	
248-000-451.000	DDA OPERATING LEVY	70,074.00	70,139.00	68,385.64	0.00	1,753.36	97.50	
PROPERTY TAXES		917,317.00	904,416.00	902,653.79	0.00	1,762.21	99.81	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	60.00	0.00	120.00	33.33	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	15,000.00	10,650.25	5,747.75	4,349.75	71.00	
LICENSES, FEES, & PERMITS		15,180.00	15,180.00	10,710.25	5,747.75	4,469.75	70.56	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	24,000.00	46,075.00	46,074.15	0.00	0.85	100.00	
STATE REVENUES		24,000.00	46,075.00	46,074.15	0.00	0.85	100.00	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	320.00	317.00	0.00	3.00	99.06	
248-000-626.010	DEVELOPER REIMBURSEMENT/CONTRIBUTION	0.00	5,808.00	5,807.55	0.00	0.45	99.99	
248-000-626.110	EV CHARGING STATION REVENUE	1,515.00	500.00	271.60	0.00	228.40	54.32	
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	4,777.50	1,307.50	1,222.50	79.63	
MISCELLANEOUS REVENUES		7,715.00	12,628.00	11,173.65	1,307.50	1,454.35	88.48	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	6,000.00	13,000.00	11,666.81	882.77	1,333.19	89.74	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	2,500.00	6,000.00	6,385.96	0.00	(385.96)	106.43	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500.00	12,000.00	11,032.33	0.00	967.67	91.94	
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(421.19)	(37.06)	(78.81)	84.24	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(609.87)	0.00	(90.13)	87.12	
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(353.81)	(28.93)	(196.19)	64.33	
248-000-665.700	CUSTODIAL FEES	(140.00)	(130.00)	(112.53)	(11.78)	(17.47)	86.56	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	15,180.00	14,424.29	0.00	755.71	95.02	
INTEREST		12,110.00	44,300.00	42,011.99	805.00	2,288.01	94.84	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	0.00	0.00	700.00	0.00	
RENTAL INCOME		700.00	700.00	0.00	0.00	700.00	0.00	
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	39,000.00	0.00	4,000.00	0.00	(4,000.00)	100.00	
248-000-677.010	SPONSORSHIPS - CONCERTS	0.00	25,000.00	22,700.00	0.00	2,300.00	90.80	
248-000-677.020	SPONSORSHIPS - SKELETONS	0.00	15,000.00	15,917.62	0.00	(917.62)	106.12	
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	0.00	5,000.00	3,490.00	0.00	1,510.00	69.80	
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	0.00	2,000.00	5,430.00	(100.00)	(3,430.00)	271.50	
GRANTS & OTHER LOCAL SOURCES		39,000.00	47,000.00	51,537.62	(100.00)	(4,537.62)	109.65	
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	88,008.00	214,094.00	0.00	0.00	214,094.00	0.00	
FUND BALANCE RESERVE		88,008.00	214,094.00	0.00	0.00	214,094.00	0.00	

PERIOD ENDING 04/30/2024
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APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 04/30/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/24 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
CONTRIBUTIONS FROM OTHER FUNDS								
248-000-699.101	O/T FROM GENERAL FUND	0.00	0.00	6,158.48	0.00	(6,158.48)	100.00	
CONTRIBUTIONS FROM OTHER FUNDS		0.00	0.00	6,158.48	0.00	(6,158.48)	100.00	
Total Dept 000		1,104,030.00	1,284,393.00	1,070,319.93	7,760.25	214,073.07	83.33	
TOTAL REVENUES		1,104,030.00	1,284,393.00	1,070,319.93	7,760.25	214,073.07	83.33	
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	7,855.82	466.94	344.18	95.80	
248-573-707.000	WAGES - REGULAR OVERTIME	515.00	1,705.00	2,711.10	0.00	(1,006.10)	159.01	
248-573-725.000	FRINGE BENEFITS	8,505.00	9,900.00	8,961.14	435.40	938.86	90.52	
248-573-801.020	AUTOMOTIVE SERVICE	525.00	500.00	28.60	0.00	471.40	5.72	
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150.00	11,150.00	8,234.49	212.72	2,915.51	73.85	
Total Dept 573 - DPW SERVICES		28,895.00	31,455.00	27,791.15	1,115.06	3,663.85	88.35	
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	23,175.00	23,175.00	18,953.37	1,682.41	4,221.63	81.78	
248-741-709.000	WAGES - PART TIME	64,880.00	68,700.00	36,747.15	1,643.31	31,952.85	53.49	
248-741-725.000	FRINGE BENEFITS	14,825.00	16,090.00	11,006.20	948.16	5,083.80	68.40	
248-741-726.000	SUPPLIES	300.00	415.00	855.19	0.00	(440.19)	206.07	
248-741-775.200	DOWNTOWN MATERIALS	29,000.00	29,500.00	33,973.56	729.34	(4,473.56)	115.16	
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000.00	3,000.00	1,307.00	648.00	1,693.00	43.57	
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	126.73	0.00	873.27	12.67	
248-741-801.000	CONTRACTUAL SERVICES	26,620.00	56,120.00	26,669.86	3,591.56	29,450.14	47.52	
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,609.00	0.00	1,391.00	65.23	
248-741-920.010	ELECTRIC POWER	5,100.00	5,100.00	4,636.68	200.63	463.32	90.92	
248-741-920.020	NATURAL GAS	18,610.00	18,610.00	7,005.95	596.59	11,604.05	37.65	
248-741-920.030	WATER & SEWER SERVICE	9,760.00	9,760.00	5,420.53	0.00	4,339.47	55.54	
248-741-938.120	LANDSCAPE MAINTENANCE	37,810.00	38,060.00	12,490.63	272.00	25,569.37	32.82	
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	910.00	0.00	0.00	100.00	
248-741-967.000	CAPITAL OUTLAY & IMPROVEMENTS < \$5,000	0.00	0.00	1,963.00	0.00	(1,963.00)	100.00	
248-741-976.010	SITE AMENITIES	96,000.00	101,900.00	47,787.50	0.00	54,112.50	46.90	
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	91,402.00	3,734.24	0.00	87,667.76	4.09	
248-741-995.204	O/T TO SDSI FUND	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00	
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	0.00	82,628.39	0.00	(82,628.39)	100.00	
Total Dept 741 - DESIGN COMMITTEE		446,550.00	584,742.00	300,879.03	10,312.00	283,862.97	51.46	
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,540.00	18,540.00	15,162.61	1,345.93	3,377.39	81.78	
248-742-709.000	WAGES - PART TIME	31,640.00	28,740.00	23,280.01	1,769.74	5,459.99	81.00	
248-742-725.000	FRINGE BENEFITS	9,425.00	10,505.00	8,018.85	807.09	2,486.15	76.33	
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	42,379.50	2,000.00	11,985.50	77.95	

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-742-801.340	WEB SITE MAINTENANCE	1,320.00	1,280.00	973.90	60.80		306.10	76.09
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	53,600.00	2,800.00	700.00	0.00		2,100.00	25.00
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	750.00	326.25	0.00		423.75	43.50
248-742-955.310	CONCERTS	0.00	32,800.00	23,400.00	0.00		9,400.00	71.34
248-742-955.320	SKELETONS EVENT	0.00	12,000.00	15,116.00	0.00		(3,116.00)	125.97
248-742-955.330	HOLIDAY TO REMEMBER EVENT	0.00	5,000.00	4,958.46	0.00		41.54	99.17
248-742-955.340	CHILI COOKOFF EVENT	0.00	1,000.00	5,783.41	0.00		(4,783.41)	578.34
Total Dept 742 - MARKETING COMMITTEE		169,690.00	167,830.00	140,098.99	5,983.56		27,731.01	83.48
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,270.00	9,270.00	7,581.56	672.98		1,688.44	81.79
248-743-709.000	WAGES - PART TIME	0.00	2,675.00	2,016.50	467.49		658.50	75.38
248-743-725.000	FRINGE BENEFITS	3,495.00	4,120.00	3,299.48	379.03		820.52	80.08
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	50,000.00	12,500.00		0.00	100.00
248-743-995.230	O/T TO PARKING FUND	101,500.00	121,500.00	101,500.00	25,375.00		20,000.00	83.54
Total Dept 743 - PARKING COMMITTEE		164,565.00	187,865.00	164,397.54	39,394.50		23,467.46	87.51
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,905.00	13,905.00	11,371.86	1,009.43		2,533.14	81.78
248-744-709.000	WAGES - PART TIME	20,625.00	15,960.00	12,761.91	623.34		3,198.09	79.96
248-744-725.000	FRINGE BENEFITS	6,830.00	7,570.00	5,786.77	568.16		1,783.23	76.44
248-744-726.000	SUPPLIES	4,750.00	4,670.00	3,620.79	(100.00)		1,049.21	77.53
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	4,803.95	674.00		(1,853.95)	162.85
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0.00	11,966.00	11,966.03	0.00		(0.03)	100.00
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	1,356.50	496.00		5,143.50	20.87
248-744-805.000	AUDITING SERVICES	5,395.00	5,395.00	5,392.00	0.00		3.00	99.94
248-744-853.000	TELEPHONE/COMMUNICATIONS	0.00	1,300.00	1,213.85	75.00		86.15	93.37
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	1,290.80	0.00		(75.80)	106.24
248-744-920.000	UTILITIES	1,300.00	0.00	1,028.82	(32.97)		(1,028.82)	100.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	845.00	0.00		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	4,317.00	0.00		3.00	99.93
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	4,149.00	2,351.00		(1,649.00)	165.96
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	13,480.00	13,480.00	13,480.00	3,370.00		0.00	100.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,870.00	93,731.00	83,384.28	9,033.96		10,346.72	88.96
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,810.00	27,810.00	22,743.82	2,018.85		5,066.18	81.78
248-745-709.000	WAGES - PART TIME	0.00	3,820.00	2,688.63	623.32		1,131.37	70.38
248-745-725.000	FRINGE BENEFITS	10,475.00	11,825.00	9,340.18	999.59		2,484.82	78.99
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	48,695.00	39,585.13	3,641.76		9,109.87	81.29

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE
 PERIOD ENDING 04/30/2024
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 APRIL BENCHMARK 83%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	04/30/2024 NORM (ABNORM)	MONTH 04/30/24 INCR (DECR)	NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	170,075.00	170,075.00	170,075.00	165,037.50		0.00	100.00
Total Dept 906 - DEBT SERVICE		<u>170,075.00</u>	<u>170,075.00</u>	<u>170,075.00</u>	<u>165,037.50</u>		<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES		<u>1,104,030.00</u>	<u>1,284,393.00</u>	<u>926,211.12</u>	<u>234,518.34</u>		<u>358,181.88</u>	<u>72.11</u>
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		1,104,030.00	1,284,393.00	1,070,319.93	7,760.25		214,073.07	83.33
TOTAL EXPENDITURES		<u>1,104,030.00</u>	<u>1,284,393.00</u>	<u>926,211.12</u>	<u>234,518.34</u>		<u>358,181.88</u>	<u>72.11</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	144,108.81	(226,758.09)		(144,108.81)	100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 04/01/2024 - 04/30/2024
 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	AMAZON CAPITAL SERVICE	2024-2025 BUSINESS PRIME MEMBERSHIP	04302024	05/16/24	71.28	
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	SHARPIE, STAPLER, TAPE DISPENSER	7629522335	05/16/24	34.64	
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	SEASONAL SUPPLIES	9337-4	05/01/24	729.34	123234
248-741-775.200	DOWNTOWN MATERIALS	LIGHTING SUPPLY CO	DOWNTOWN REPLACEMENT BULBS (40)	LS24015898	05/15/24	1,238.00	123331
248-741-775.210	SOCIAL DISTRICT EXPENDITURE	AARONSON MANAGEMENT, I	NEW TWIST SIGNAGE	I-36994	05/01/24	648.00	123228
248-741-801.000	CONTRACTUAL SERVICES	RITTER GIS	MARCH GIS SERVICES	21762	04/03/24	322.50	123076
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	MARY ALEXANDER CONTACTOR	1884	04/03/24	1,306.45	123102
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	CITY SECURITY CAMERA SOFTWARE	35020	05/01/24	78.16	123192
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION MI EMPLOYER	NEW HIRE PHYSICAL	536605	04/17/24	132.00	123182
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION MI EMPLOYER	NEW HIRE PHYSICAL	536971	04/17/24	108.00	123182
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	CONVERSION OF DRIP SYSTEM TO SPRAY	225742	05/01/24	1,644.45	123227
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 3/15/24 - 4/15/24	3/15/24 - 4/15/24	05/01/24	200.63	123226
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 3/1/24 - 4/3/24	03/01 - 04/03/24	04/17/24	596.59	500557
248-741-938.120	LANDSCAPE MAINTENANCE	WILDTYPE DESIGN,NATIVE	B.C. PLANTER FLOWERS	FM10163	05/01/24	272.00	123257
248-741-976.010	SITE AMENITIES	AMAZON CAPITAL SERVICE	SEASONAL MATERIALS	0643434	05/16/24	71.09	
248-741-976.010	SITE AMENITIES	AMAZON CAPITAL SERVICE	MISC. SIGN STANDS	8339421	05/16/24	245.98	
Total For Dept 741 DESIGN COMMITTEE						7,699.11	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	SOCIAL MEDIA SERVICES	NORTHVILLE5-2024	05/01/24	2,000.00	123216
248-742-801.000	CONTRACTUAL SERVICES	SEEN MEDIA GROUP LLC	MARKETING	202460403	05/15/24	600.00	123345
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	CONSTANT CONTACT	1709209881	04/18/24	60.80	500558
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	DDA COMMUNICATIONS	1714380190	05/16/24	60.80	
Total For Dept 742 MARKETING COMMITTEE						2,721.60	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-726.000	SUPPLIES	HOME DEPOT CREDIT SERV	OFFICE SUPPLIES / KITCHEN	5094966	05/16/24	19.98	
248-744-726.000	SUPPLIES	OFFICE DEPOT	EDC MEETING SUPPLIES	1043023	05/16/24	87.97	
248-744-801.190	TECHNOLOGY SUPPORT & SERVICE	NORTHVILLE TOWNSHIP	APR-JUN REC/SRS/NYN/IT	2400003802	04/17/24	674.00	123159
248-744-802.010	LEGAL SERVICES - GENERAL	GIARMARCO, MULLINS, &	LEGAL FEES - GENERAL MARCH 24	9-000B	04/17/24	496.00	123143
248-744-962.010	INSURANCE - SPECIAL EVENTS	WEST BEND MUTUAL INSUR	2024-2025 SPECIAL EVENTS POLICY INS'	011054616001	04/30/24	2,351.00	123183
Total For Dept 744 ORGANIZATIONAL COMMITTEE						3,628.95	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						14,049.66	



**Downtown Development Authority
Meeting of the DDA Board of Directors
April 9, 2024**

The April 9th meeting of the DDA Board of Directors was called to order at 8:02am.

ROLL CALL

Present: Mayor Brian Turnbull, Amy Bonser, DJ Boyd, Margene Buckhave, David Cole, Mike Jaafar, Jim Long, Robert Miller, Shawn Riley

Also Present: Lori Ward / DDA Director, Stacy Pearson / Assistant DDA Director, George Lahanas / City Manager, Sandi Wiktorowski / Finance Director, Barbara Moroski-Browne / Mayor Pro-Tem, Dave Gutman, Mary Keys

AUDIENCE

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Long requested clarification on lock box. Wiktorowski clarified that the lock box is jointly used by the City and DDA and is where tax revenue is deposited. The DDA pays a portion of the lock box fees. Long indicated that he had questions on several Operating Transfers (O/T) to the City that pertain to the Parking Committee.

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

2023 – 2024 DDA Budget Impacts

Parking Study

Lahanas led discussion on the Parking Study noting that the study would be a comprehensive look at our parking system to assess the best way to manage the system. Key goals of the study are to understand capacity, use, and nesting requirements. There is an RFP under review for the study which will help inform recommendations for future repair and maintenance of current decks. The City is waiting for City Attorney approval to issue the RFP. Lahanas included that virtual chalking for parking will be utilized soon by the Police Department. Ward and Lahanas agreed that this is a collaborative city and DDA effort based on locations within and outside of the city. A recommendation for contract award and a request to share funding will come to the DDA Board at a later date. Cole asked if the Parking Committee would be involved in the Parking Study. Ward indicated that they would be involved.

Preliminary Engineering for Main Street Road Work

Lahanas addressed the need for repair of the streets on the two blocks of E. Main Street spanning from Center and Main to Griswold and Main. Possible curbless options would only apply between Center and Hutton on E. Main Street. A feasibility study has been proposed that the DDA and city would jointly fund. The cost of \$42,000 would be split equally between the DDA and the city. Lahanas noted that OHM and Spicer have given proposals and that the city has chosen to use OHM based on previous experience. Riley commented that immediate repairs are paramount, and a discussion of possible short-term solutions followed. Lahanas concluded that quicker repair options would be explored as well as long term solutions. Cole questioned if the DDA would get to vote on how to proceed with any decision on addressing the Main Street issue. Lahanas reiterated that this is a feasibility study, and that at each step of the process, if there is a deviation between city and DDA, it will be addressed at that time.

Keys interjected that feasibility studies needed to be comprehensive and go beyond just engineering.

Motion by Boyd, seconded by Cole to approve the OHM pre-engineering study for E. Main Street for a not to exceed amount of \$21,000. **Motion carried** unanimously.

DDA 2024 – 2025 DRAFT BUDGET

Boyd led discussion on 2024 – 2025 DDA draft budget, noting that this budget sets priorities for upcoming projects and includes increased future revenue. Boyd stated that after priority projects are identified, the DDA can either phase them in over time or the DDA can issue bonds and service the debt annually with TIF revenue. Ward noted that there has been a healthy increase in TIF revenue from last year and that several new projects are coming on line and will produce additional revenue next year as well. Ward mentioned that beginning in fiscal year 2025-26 the DDA will capture \$50,000 of Brownfield Redevelopment Authority funds from the Northville Downs project.

Ward stated that based on the discussion at the DDA's February meeting, staff, working with the Finance Director, reallocated funds from the DDA's fund balance to Contractual Services. Rather than adding funds through the budget amendment process once the projects have been fully flushed out, Ward recommended funds be committed to projects to show both support for the project and to show how the DDA plans to use captured revenue.

DDA staff recommended two main projects over the next few years, the E. Main Street road reconstruction and streetscape project and a contribution to the gateway to link Ford Field and the downtown.

Ward walked the Board through the communications and provided information on each of the categories of the new budget and shared information on budget highlights for the year and changes that have occurred from last year to this year.

Long inquired what O/T stood for in the parking committee budget. Ward responded that it stood for Operating Transfer. The three operating transfers to the General fund includes one transfer for \$105,000. This is approximately \$101,000 to the Parking Fund for maintenance and operation of the parking system, and \$4,000 transfer to the General Fund for snow removal. The second Operating Transfer for \$50,000 to the General Fund is for the cost of streetlighting in the DDA. Ward stated that this year a \$110,000 Operating Transfer was made to help fund the downtown E. Main Street road repairs. The road millage produces approximately \$26,000 per year and can only be used on road improvements. The DDA has accrued several years of revenue and budgeted the revenue for the E. Main Street project.

Motion by Cole, seconded by Turnbull to approve the budget as presented. **Motion carried** unanimously.

INFORMATION AND COMMITTEE UPDATES

Design Committee – No Updates. Ward clarified the Ritter project at Long’s request. The project has been completed. The project will provide a building inventory that provides information on the square footage, type of commercial use and other relevant fields of information. Long expressed concern for loss of privacy with the collection of the data.

Marketing Meeting – No Updates

Organization Committee – The focus was the preparation of the 2024-25 budget.

Economic Development Committee – Ward reminded and invited everyone to the next EDC meeting scheduled for Thursday April 11, 2023 at 3:00pm in the DDA Meeting Room A. Additionally noting that nine Outdoor Dining Permits have been issued and future applications will be approved on a rolling basis.

Parking – Ward gave an update that the proposal for purchase of new Police Department equipment will go to city council for approval this month.

ADJOURNMENT

Motion by Turnbull, **seconded by** Miller to adjourn the DDA Board meeting. **Motion carried. Meeting adjourned at 9:01 am.**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



**Downtown Development Authority
Meeting of the DDA Board of Directors
April 23, 2024**

The April 23rd meeting of the DDA Board of Directors was called to order at 8:02am.

ROLL CALL

Present: Mayor Brian Turnbull, Amy Bonser, DJ Boyd, Margene Buckhave, David Cole, Aaron Cozart, Mike Jaafar, Jim Long, Ryan McKindles, Robert Miller, Shawn Riley

Absent: None

Also Present: George Lahanas / City Manager, Lori Ward / DDA Director, Stacy Pearson / Assistant DDA Director

AUDIENCE

Barbara Moroski-Browne / Mayor Pro-Tem, Dave Gutman, Mary Keys, Dave Gutman, Fred Sheil, Greg Presley, Jeff Snyder, Jim Neild

APPROVAL OF AGENDA AND CONSENT AGENDA

Keys gave her viewpoint of the timeline of events regarding the injunction, and left a transcript of her statement with DDA staff for reference.

Snyder spoke as the owner of Mason Pro and offered his advice and guidance on how to address road repairs on Main Street in the clock tower area.

Motion by Turnbull, **seconded by** McKindles to move items seven and eight before item six on the agenda for discussion. **Motion carried** unanimously.

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

DDA BYLAWS

Ward updated the DDA Board on the proposed changes to the DDA bylaws that had been discussed at a previous meeting. The proposed changes include the inclusion of all standing committees, the update of the DDA enabling legislation and what constitute a quorum for purposes of meeting and on taking action/vote. Ward worked with attorney Tony Chubb to address Board concerns and a revised set of bylaws was presented to the Board. Several Board members felt that the language in the proposed amendments was not clear enough and asked DDA staff to circle back with the City Attorney to address. It was suggested that Chubb be invited to a future DDA Board meeting to

discuss the bylaw changes.

UPDATE ON STREET CLOSURES

Ward led discussion on permitting during street closures. She first noted that the DDA is not the department that issues permits, it is the City Clerk's Office. The DDA simply reviews and signs off as do other city departments. Ward also shared that April 29th was the original date for the bollards to go up and for restaurants to load in their outdoor dining tables, chairs, and additional materials. She added that the injunction places this on hold. Lahanas shared that Ann McLoughlin is the attorney representing the city on this issue. A brief discussion followed regarding the impact to businesses, their purchase of materials for street dining that are not able to be utilized with the injunction in place. McKindles noted the importance of getting a good picture of the full impact of the injunction on businesses.

Lahanas noted that a closed session with the DDA Board and the attorney is possible. Riley stated that the DDA has acted as they have been directed to act by the City Council, and that the injunction still allows for the closing of streets during special events. Bonser called for consideration in forming a standard so that the restaurants are not constantly changing their requirements for outdoor dining. Ward stated that currently the restaurants are only allowed to be on the sidewalk, not the roadway. This reduces the amount of outdoor dining by up to 50% for each business.

Keys spoke on the injunction noting that information can be found on the "Let's Open Northville" Facebook page. She noted the document was never intended to limit special events.

Neild discussed his dedication to the city and businesses, and the number of documents and designs he has crafted on street dining as well as parking issues.

MUSIC FOR MAY 4th DOWNTOWN EVENT

Ward presented a request for the DDA to sponsor a band via JAG entertainment for \$1,500 not to exceed \$2,000 on May 4, 2024 from 7-9pm to be part of the block party special event "See You on the Streets" initiated by Mishelle Lussier. Clarification was made by Ward for Long on the logistics of the closure in regards to the injunction, noting that weekend concerts were able to activate street closures. Discussion led by Buckhave on the need to activate Center Street and the disappointment that Center Street has not been utilized for this event or summer concerts. Further discussion took place on the parameters of the DDA involvement in special events and logistics of special events moving forward. Ward stated that if business owners located outside of the closed area are interested in participating in the event, the DDA will help them located a location to set up in.

Boyd questioned how feasible it would be to take chairs and tables in and out every week and questioned where they would be stored during the week. Ward stated than another issue that needs to be addressed is how to access the parking spaces for outdoor dining if the roads remain open to traffic. A buffer of some sort would need to be erected to provide protection for those dining in the road.

Motion by Long, **seconded by** Cozart to approve the DDA cosponsoring the event See you on the Streets and for the DDA to contribute a not to exceed amount of \$2,000. **Motion carried** with a ten to one vote with opposition by Buckhave.

DOWNTOWN PROJECTS REVIEW

Cozart led discussion on EDC projects in review, noting that their recent meeting was extremely successful in focusing new and upcoming projects. The projects were posted around conference room for the Board to view and discuss in depth. Ward went over specifics of each project and gave clarification on the review process for the projects in question. The highest priority projects were identified as the E. Main Street streetscape and road repairs and the connections from Main Street to Cady Street connecting the historic downtown with the new Downs project. Ward asked for input on the priority projects and asked if there were any projects that need to be added to the list of potential future projects.

Extensive discussion was led by Lahanas and Ward on an upcoming Parking Study and future parking issues. Long noted that a high priority project should be the identification of new parking development. Long stated that as we go through discussions on this project, parking needs to be a key component.

Boyd walked the DDA Board members through a discussion on how the projects discussed could be financed. Boyd discussed some earlier bonding projections, revenue from new projects or grants and outside sources. Ward discussed how the DDA’s recently adopted budget for fiscal year 2024-25 shows projects being financed either as pay as you go projects that are phased in over time or the use of these same funds for debt service on a new bond issue.

Ward wrapped up the discussion by noting that Wendy Longpre would be presenting an update on the Ford Field project at the next DDA meeting, and that once a coordinated document on the totality of the projects has been completed it would be circulated to the group.

INFORMATION AND UPDATES

Design Committee – No Updates

Marketing Meeting – No Updates

Economic Development Committee – as discussed under Downtown Projects Review, Ward noted next meeting for EDC is May 9, 2024

Parking Committee– Ward noted Parking Study information will be forthcoming

Organizational Committee – Ward noted the budget will go before Council at the next budget hearing in May.

Economic Development Committee – Cozart EDC recap. Next meeting May 9, 2024

Ward announced the next meeting of the DDA Board will be May 21, 2024 to accommodate the holiday weekend.

Turnbull added that the State of the Community will occur on April 26, 2024, and the Northville Downs Ground Breaking Ceremony will be held on May 13, 2024 at 10:00am.

ADJOURNMENT

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

Motion carried. Meeting adjourned at 9:43 am.

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

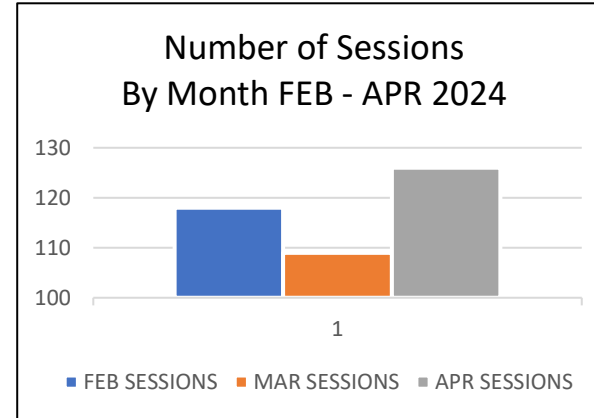
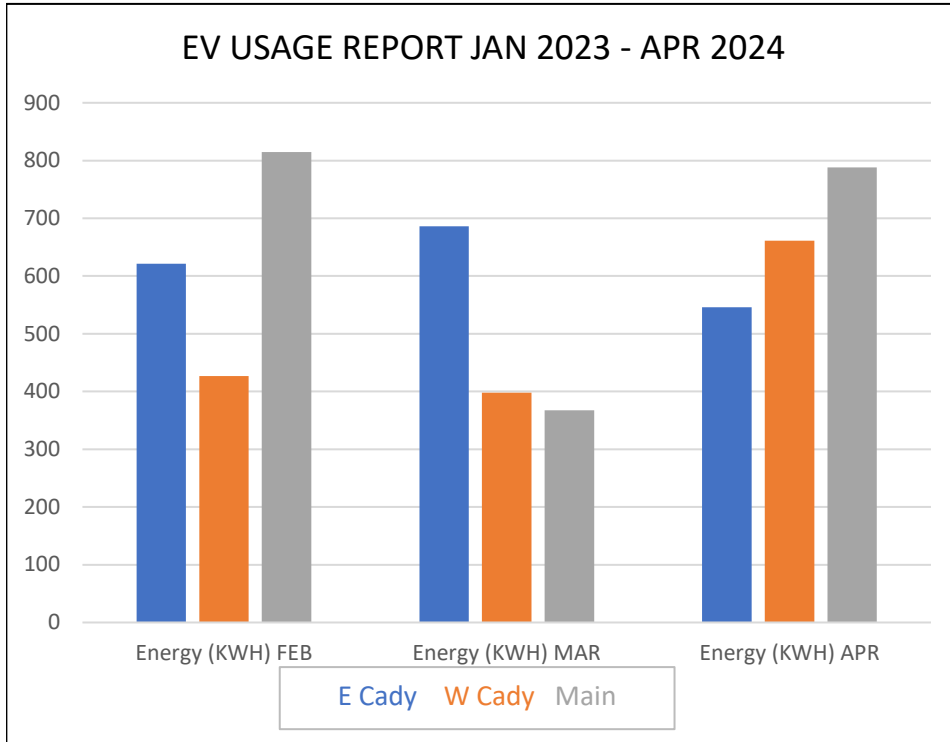
Apr-24

Charger Location	Energy (KWH) JAN	Energy (KWH) FEB	Energy (KWH) MAR	Energy (KWH) APR
123 E Cady St	869.99	621.06	686.14	545.86
123 W Cady St	245.27	426.88	397.9	661.08
114 W Main St	546.45	814.48	367.2	787.84
Totals:	1661.71	1862.42	1451.24	1994.78

Session Totals	JAN SESSIONS	FEB SESSIONS	MAR SESSIONS	APR SESSIONS
	111	118	109	126

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	169.93	45	90.98	718.63
123 W Cady St	179.22	32	110.18	870.31
114 W Main St	150.62	49	131.31	1037.19
Totals:	499.77	126	332.47	2626.13

Annual Users	2023	APRIL
Sessions	856	126
DDA Funds Earned	N/A	\$59.86



APRIL 2024 DATA

Petroleum Dsplcmt 332.47 GAL
 Green House Gas 2626.13 KG



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Equipment Purchase – DDA Truck

Date: May 6, 2024

Background: During the DDA’s annual budget process the DDA Board approved the funding for the purchase of a truck for seasonal employee use. The current department truck is utilized for watering as it is outfitted with a water cistern that takes up the entire truck bed, and thus is unavailable for use in hauling landscaping materials or performing other maintenance tasks.

Analysis: The DDA is looking to purchase another used truck for seasonal staff use. The majority of used equipment of this type is either found at used dealerships or online auction sites. DDA staff, with assistance from DPW, have been monitoring used trucks available for purchase in the area. With the DDA Board’s approval, the authorization to purchase a vehicle for a not to exceed amount would make the quick purchase of a truck possible once a vehicle has been identified.

Budget Impact: Funding, in the amount of \$20,000 (Attachment A) has been budgeted in fiscal year 2024-25 for the purchase of the truck and the budgeted amount would need to be pulled forward into fiscal year 2023-24 (current year) through the budget amendment process in order to have the funds available for the purchase.

Recommendation: It is recommended that the Northville City Council authorize the DDA Director to enter into an agreement for the purchase of a truck in an amount not to exceed of \$20,000 and authorize a budget amendment in the same amount.

City of Northville Line Item Budget Worksheet - Details of Supplies, Services and Charges FY2024-25 Budget															
Department:	Downtown Development Authority		Account Number												
Activity:	Design	Fund #	Activity #												
Prepared By:	Lori Ward	370	741												
Account #	Classification & Description	2021-22 Amount	2021-22 Actual Total	2022-23 Amount	2022-23 Actual Total	2023-24 Amount	2023-24 Projected Total	2024-25 Amount	2024-25 Proposed Total	2025-26 Amount	2025-26 Proposed Total	2026-27 Amount	2026-27 Proposed Total	2027-28 Amount	2027-28 Proposed Total
248-741-706.00	Wages and Salaries - Full Time (1)		17,683		22,651		23,175		23,460		23,460		23,460		23,460
	Director 25%	17,683		22,651		23,175		23,460		23,460		23,460		23,460	
	includes vacation payout & longevity														
248-741-707.00	Wages and Salaries - Overtime		90												
	Seasonals	90													
248-741-709.00	Wages and Salaries - Part Time	53,810	53,810	64,351	64,351		68,700		72,610		72,610		72,610		72,610
	Asst Director					3,820		7,730		7,730		7,730		7,730	
	Seasonal Supervisor (20*40 hrs/wk*38 weeks)					30,400		30,400		30,400		30,400		30,400	
	Winter Seasonal (\$20*10hrs/wk*14 wks)			-		2,800		2,800		2,800		2,800		2,800	
	1 Seasonals (\$18 * 40 hrs/wk)*26			-		18,720		18,720		18,720		18,720		18,720	
	1 Seasonals (\$18 * 40 hrs/wk)*18			-		12,960		12,960		12,960		12,960		12,960	
248-741-725	Fringe Benefits (1)		12,168		14,592		16,090		17,755		17,755		17,755		17,755
		12,168		14,592		16,090		17,755		17,755		17,755		17,755	
248-741-726.00	Supplies		995		499		415		450		300		300		300
	Meeting supplies	153		109		50		50		50		50		50	
	Reproduction	-		70		50		50		50		50		50	
	Supplies for Seasonal Employees	347		320		315		350		200		200		200	
	Maintenance Equipment	495													
248-741-775.20	Downtown Materials	-	23,587	-	18,633	-	29,500	-	55,000	-	29,500	-	32,500	-	29,500
	Downtown Greenery	5,087		3,492		4,000		4,000		4,000		4,000		4,000	
	LED Tree lights 17 raised planters			1,026											
	Holiday Lights in Downtown			2,691											
	LED Lights for Light Poles	9,386		-				3,000				3,000			
	Town Square Christmas Tree	-		-		2,500		25,000		2,500		2,500		2,500	
	Holiday Lighting & Decor - Town Square	2,130		3,240		17,500		17,500		17,500		17,500		17,500	
	Halloween Decorations	2,623		-		3,500		4,000		4,000		4,000		4,000	
	Misc.	221		2,788											
	Maintenance Equipment	3,803		228		1,500		1,500		1,500		1,500		1,500	
	Landscape Supplies	122		4,971											
	Fire Extinguishers	5		6											
	Fire Pits			191											
	Building Signage	210				500									
248-741-775.21	Social District Expenses		2,714		2,985		3,000		2,500		2,500		2,500		2,500
	Signage	640		1,237		1,000		1,000		1,000		1,000		1,000	
	Garbage bags	-		25		300		300		300		300		300	
	equipment	363		1,235		200		200		200		200		200	
	Street games	1,711		-		500		500		500		500		500	
	Trash Receptacles			488		1,000		500		500		500		500	
248-741-775.90	Fuel & Oil	822	822	608	608	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2024-25 Budget															
Department:	Downtown Development Authority				Account Number										
Activity:	Design				Fund #	Activity #									
Prepared By:	Lori Ward				370	741									
Account #	Classification & Description	2021-22 Amount	2021-22 Actual Total	2022-23 Amount	2022-23 Actual Total	2023-24 Amount	2023-24 Projected Total	2024-25 Amount	2024-25 Proposed Total	2025-26 Amount	2025-26 Proposed Total	2026-27 Amount	2026-27 Proposed Total	2027-28 Amount	2027-28 Proposed Total
248-741-801.00	Contractual Services		22,681		28,195		56,120		29,870		27,870		24,870		27,870
	Expanded WiFi - Clear Rate	3,588		3,588		3,600		3,600		3,600		3,600		3,600	
	WiFi Service Town Square - Comcast	3,313		2,749		3,100		3,100		3,100		3,100		3,100	
	Electrical Repairs	6,525		7,594		7,500		12,500		7,500		7,500		7,500	
	New Hire Physicals (\$81/hire)	312		673		400		400		400		400		400	
	Irrigation Repairs	1,206		2,286		7,500		3,500		3,500		3,500		3,500	
	Sprinkler Start Up and Winterization	2,051		2,263		1,610		1,610		1,610		1,610		1,610	
	Landscape/Planter Repair	-		-		400		400		400		400		400	
	Umbrella Repairs	-		-		250		250		250		250		250	
	Sound System in Town Square - BMI Fees	-		826		420		420		420		420		420	
	Custom Channels - Sound System	348		348		350		350		350		350		350	
	Heat Melt Repair	-		-		500		500		500		500		500	
	Painting of Receptacles and Planters	1,316		708		-		1,250		1,250		1,250		1,250	
	Painting of Benches	2,941		-		3,000		-		3,000		-		3,000	
	Cameras - annual maintenance contract	-		625		940		940		940		940		940	
	Security Cameras	156		341		-		-		-		-		-	
	Fountain Repair	-		-		500		500		500		500		500	
	Window Cleaning - CCC	-		85		300		300		300		300		300	
	Boiler Start UP	-		4,123		250		250		250		250		250	
	Boiler Repair	-		-		3,000		-		-		-		-	
	Misc.	-		1,986		-		-		-		-		-	
	Curbless Streets Concept Plan 50%	-		-		2,500		-		-		-		-	
	Curbless Streets Prelim Eng for grant app 50%	-		-		20,000		-		-		-		-	
	Garbage Removal	925		-		-		-		-		-		-	
248-741-801.16	Public Restroom Program		3,265		2,465		4,000		4,000		4,000		4,000		4,000
	Porta Potty rental (\$430/mo)	3,265		2,465		4,000		4,000		4,000		4,000		4,000	
	Special Event Use	-		-		-		-		-		-		-	
248-741-920.01	Electrical Service		6,909		4,507		5,100		31,940		32,570		33,210		33,870
	Town Square & Walkway - 127 E Main "CC"	3,057		4,507		1,530		1,560		1,590		1,620		1,650	
	Clock, outlets, band shell "J" - 150 E Main	3,217		-		3,570		3,640		3,710		3,780		3,860	
	EV Charging 120 N Wing "DD"	635		-		-		-		-		-		-	
	DTE Street Lighting	-		-		-		16,800		17,140		17,480		17,830	
	DTE Street Lighting - new Downs area	-		-		-		-		-		-		-	
	126 N Wing	-		-		-		200		200		200		200	
	127 N Hutton	-		-		-		1,560		1,590		1,620		1,650	
	118 N Center	-		-		-		3,100		3,160		3,220		3,280	
	200 Griswold	-		-		-		1,760		1,800		1,840		1,880	
	112 N Wing	-		-		-		2,080		2,120		2,160		2,200	
	127 Mary Alexander	-		-		-		1,240		1,260		1,290		1,320	
248-741-920.02	Natural Gas Service		18,561		15,476		18,610		18,980		19,360		19,740		20,130
	Heat Melt System & Fire Pits - Town Square	17,561		15,094		18,000		18,360		18,730		19,100		19,480	
	Walkway	1,000		382		610		620		630		640		650	
248-741-920.03	Water and Sewer Service		2,356		6,905		9,760		10,240		10,740		11,270		11,820
	Town Square, 120 W Main, Hutton Park	2,356		6,905		9,400		9,870		10,360		10,880		11,420	
	Walkway	-		-		360		370		380		390		400	
248-741-938.12	Landscape Maintenance & Materials		31,446		28,933		38,060		38,060		38,060		38,060		38,060
	Annuals & perennials	29,279		26,208		25,000		25,000		25,000		25,000		25,000	
	Landscape Replacement	-		1,311		3,000		3,000		3,000		3,000		3,000	
	Tree Maintenance and Replacement	-		473		3,500		3,500		3,500		3,500		3,500	
	Trim and Mulch	2,150		216		4,000		4,000		4,000		4,000		4,000	
	Beautification Commission Plantings	-		240		2,500		2,500		2,500		2,500		2,500	
	Fall Décor Packet	-		-		60		60		60		60		60	
	Misc.	17		485		-		-		-		-		-	
248-741-938.160	Brick Repair & Maintenance				1,706		2,000		2,000		2,000		2,000		2,000

City of Northville															
Line Item Budget Worksheet - Details of Supplies, Services and Charges															
FY2024-25 Budget															
Department:		Downtown Development Authority				Account Number									
Activity:		Design		Fund #		Activity #									
Prepared By:		Lori Ward		370		741									
Account #	Classification & Description	2021-22 Amount	2021-22 Actual Total	2022-23 Amount	2022-23 Actual Total	2023-24 Amount	2023-24 Projected Total	2024-25 Amount	2024-25 Proposed Total	2025-26 Amount	2025-26 Proposed Total	2026-27 Amount	2026-27 Proposed Total	2027-28 Amount	2027-28 Proposed Total
	Downtown			1,706		2,000		2,000		2,000		2,000		2,000	
248-741-962.50	Vehicle Insurance		406		452		910		480		490		500		500
	truck #1 - MMRMA charges full year	406		452		455									
	truck #2 - new truck					455		480		490		500		500	
248-741-976.01	Site Amenities		5,380		36,541		101,900		29,000		29,000		29,000		29,000
	Bike Racks	-		-		6,000									
	Newsrack			-											
	Signage - Directory	-		-											
	Light Fixture Replacement			26,593		20,000		25,000		25,000		25,000		25,000	
	Light Fixture Conversion			2,174		20,000									
	Umbrella			3,518											
	Cross Street Banners	1,380		-											
	Trash Receptacles			-											
	Table and Chairs			3,995		4,000		4,000		4,000		4,000		4,000	
	Pavilion Repairs			-		25,000									
	Fire Pit			-		25,000									
	Storage Container					1,900									
	Misc.	4,000		261											
	Walkway banners														
248-741-977.00	Capital Outlay						5,000		20,000						
	Replacement of Truck			-		5,000		20,000							
248-741-TBD	Pedestrian Plan Implementation						-		75,000		225,000		225,000		225,000
	TBD			-		-		75,000		225,000		225,000		225,000	
248-741-995.204	O/T to Street, Drainage, Sidewalk Impr Fund						110,000				55,000				
	Main Street Improvements					110,000				55,000					
248-741-995.405	O/T to Public Impr Fund		3,060		10,245		91,402		50,000		50,000				
	Cameras	3,060		1,232											
	Bollards			9,013		91,402									
	Ford Field							50,000		50,000					
Total		205,933	205,933	259,744	259,744	584,742	584,742	482,345	482,345	641,215	641,215	537,775	537,775	539,375	539,375
Difference (should be zero)			-		-		-		-		-		-		-
% Variance from prior year									-17.51%		32.94%		-16.13%		0.30%
	Personnel Services		83,751		101,594		107,965		113,825		113,825		113,825		113,825
	Contractual Services		57,392		59,593		98,180		146,930		294,930		291,930		294,930
	Other Services & Charges		61,730		88,312		172,195		151,590		127,460		132,020		130,620

Legal action impacts seasonal plan

The City of Northville is providing the following update, May 16, 2024, on the planned seasonal street closure of Main and Center Streets to vehicular traffic.

During the spring of 2023, the Northville City Council approved a seasonal street closure from the end of April to the beginning of November. The goal of the closure is to create a pedestrian-friendly area for outdoor dining, events and placemaking. Last fall, Let's Open Northville, a non-profit entity, filed a lawsuit in order to stop the seasonal closure. On April 11, 2024, Let's Open Northville was granted an injunction against the city, temporarily stopping the city from implementing that plan.

“The city has filed a motion for the judge to reconsider the preliminary injunction, which is expected to be reviewed soon. If the judge’s decision isn’t favorable to the city, we will file an appeal with the Court of Appeals,” said City Manager George Lahanas.

In the meantime, the city continues to look at various options for closing the streets to traffic that work within the injunction parameters and give the community safer pathways when they visit Downtown Northville this summer.

The city and a number of downtown businesses had already begun preparations for the street closure, including the approval of outdoor dining permits that allow on-street parking to be used for tables and chairs.

The goal is to support Council’s action and also uphold the important principle that the city has the authority to manage its public right-of-way. Cities in Michigan have broad authority to manage streets based on the Michigan Constitution and Home Rule Cities Act.



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: DDA Communication

Date: May 21, 2024

At a recent Northville Central Business Association (NCBA) meeting, DDA staff received feedback from merchants that they would like to have more communication from the Downtown Development Authority (DDA) and the city regarding both the street closures and the construction related to the Downs project. To address these requests, the DDA has offered to meet with the downtown business owners to discuss the status of the street closures and answer any questions related to construction impact and activity. The city and DDA will be present to update the attendees on the most current status of the Let's Open Northville lawsuit against the city and discuss options for the various scenarios. Once a date for the meeting has been set, the DDA will get the word out through social media.

In addition to the in-person meeting, the DDA is working on updates to Downtown Northville's website which will feature 2 boxes on the home page – one providing a link to the city's website providing information on the Downs project and the second a box that the DDA will update frequently, providing information on the lawsuit and its impact on the street closures.

DDA Board meetings are traditionally held on the 4th Tuesday of the month at 8:00 am in Meeting Room A of City Hall and are open to the public. Audience comments are at the beginning of the meeting and those attendees that wish to make comments on an item not included on the agenda, have 3 minutes to speak. This month, with Memorial Day falling on May 27th, the DDA's meeting date has been scheduled for May 21st at 8:00am and will be held in the City Council chambers in order to provide equipment for a slide presentation of the redevelopment of Ford Field.



Future Meetings / Important Dates:

May 24, 25, 2024 – Flower Sale

May 25, 2024 – Orin Rocks Block Party

May 27, 2024 – Memorial Day Parade

May 27, 2024 – City Hall Closed

May 29, 2024 - Sustainability Committee Meeting

June 1, 8, 15, 22, 2024 Summer Saturday Night Concerts

June 3, 17, June, 2024 – City Council Meeting

June 4, 18, 2024 – Planning Commission Meeting

June 6, 13, 20, 27, 2024 – Farmers' Market

June 7, 14, 21, 28, 2024 Friday Night Acoustic Concerts

June 12, 2024 – Executive Committee Meeting

June 13, 2024 – Economic Development Committee meeting

June 18, 25, 2024 – Tunes for Tuesday

June , 2024 – Coffee with Council @ Toria

June 25, 2024 – DDA Board Meeting