



**Meeting of the DDA Board of Directors
June 25, 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. May 2024 Financial Statement (Attachment 4.a)
 - b. May 2024 Invoice Report (Attachment 4.b)
 - c. May 21, 2024 Meeting Minutes (Attachment 4.c)
 - d. EV Monthly Usage Report (Attachment 4.d)
 - e. 4th Quarter Budget Amendments (Attachment 4.e)
 - f. Budget Amendment Explanations (Attachment 4.f)
5. Amended Approval for Purchase of Truck (Attachment 5)
6. Committee Updates
 - a. Design Committee – Robert Miller
 - b. Marketing Committee – Shawn Riley
 - c. Parking Committee – Chief Maciag
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – Aaron Cozart
7. DDA Future Meetings / Important Dates (Attachment 7)
8. Board and Staff Communications
9. Adjournment – Next Meeting – July 23, 2024

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE
PERIOD ENDING 05/31/2024
% Fiscal Year Completed: 91.80
MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 05/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/24 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	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	69,641.90	0.00	497.10	99.29	
PROPERTY TAXES		917,317.00	904,416.00	903,910.05	0.00	505.95	99.94	
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	11,899.19	993.94	3,100.81	79.33	
LICENSES, FEES, & PERMITS		15,180.00	15,180.00	11,959.19	993.94	3,220.81	78.78	
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	0.00	1,222.50	79.63	
MISCELLANEOUS REVENUES		7,715.00	12,628.00	11,173.65	0.00	1,454.35	88.48	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	6,000.00	13,000.00	12,172.24	0.00	827.76	93.63	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	2,500.00	6,000.00	6,952.63	0.00	(952.63)	115.88	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500.00	12,000.00	12,026.91	0.00	(26.91)	100.22	
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(451.22)	(30.03)	(48.78)	90.24	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(663.33)	0.00	(36.67)	94.76	
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(382.74)	(28.93)	(167.26)	69.59	
248-000-665.700	CUSTODIAL FEES	(140.00)	(130.00)	(122.62)	0.00	(7.38)	94.32	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	15,180.00	12,402.14	0.00	2,777.86	81.70	
INTEREST		12,110.00	44,300.00	41,934.01	(58.96)	2,365.99	94.66	
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	20,200.00	(2,500.00)	4,800.00	80.80	
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	0.00	(3,430.00)	271.50	
GRANTS & OTHER LOCAL SOURCES		39,000.00	47,000.00	49,037.62	(2,500.00)	(2,037.62)	104.34	
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	

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GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 05/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/24 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	1,070,247.15	(1,565.02)	214,145.85	83.33	
TOTAL REVENUES		1,104,030.00	1,284,393.00	1,070,247.15	(1,565.02)	214,145.85	83.33	
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	12,006.94	4,151.12	(3,806.94)	146.43	
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	12,837.07	3,875.93	(2,937.07)	129.67	
248-573-801.020	AUTOMOTIVE SERVICE	525.00	500.00	260.32	231.72	239.68	52.06	
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150.00	11,150.00	9,564.38	1,329.89	1,585.62	85.78	
Total Dept 573 - DPW SERVICES		28,895.00	31,455.00	37,379.81	9,588.66	(5,924.81)	118.84	
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	23,175.00	23,175.00	20,635.76	1,682.39	2,539.24	89.04	
248-741-709.000	WAGES - PART TIME	64,880.00	68,700.00	41,451.40	4,704.25	27,248.60	60.34	
248-741-725.000	FRINGE BENEFITS	14,825.00	16,090.00	12,228.85	1,222.65	3,861.15	76.00	
248-741-726.000	SUPPLIES	300.00	415.00	1,049.68	88.57	(634.68)	252.93	
248-741-775.200	DOWNTOWN MATERIALS	29,000.00	29,500.00	35,828.07	0.00	(6,328.07)	121.45	
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000.00	3,000.00	1,307.00	0.00	1,693.00	43.57	
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	135.77	9.04	864.23	13.58	
248-741-801.000	CONTRACTUAL SERVICES	26,620.00	56,120.00	33,841.39	5,527.08	22,278.61	60.30	
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,917.00	308.00	1,083.00	72.93	
248-741-920.010	ELECTRIC POWER	5,100.00	5,100.00	4,636.68	0.00	463.32	90.92	
248-741-920.020	NATURAL GAS	18,610.00	18,610.00	7,156.16	0.00	11,453.84	38.45	
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	12,848.24	0.00	25,211.76	33.76	
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	49,435.82	93.25	52,464.18	48.51	
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	0.00	(3,734.24)	91,402.00	0.00	
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	92,105.23	1,867.13	(92,105.23)	100.00	
Total Dept 741 - DESIGN COMMITTEE		446,550.00	584,742.00	325,924.63	11,768.12	258,817.37	55.74	
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,540.00	18,540.00	16,508.57	1,345.96	2,031.43	89.04	
248-742-709.000	WAGES - PART TIME	31,640.00	28,740.00	25,276.84	1,996.83	3,463.16	87.95	
248-742-725.000	FRINGE BENEFITS	9,425.00	10,505.00	8,845.60	826.75	1,659.40	84.20	
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	46,362.50	3,383.00	8,002.50	85.28	

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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	1,095.50	0.00	184.50	85.59	
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	53,600.00	2,800.00	2,700.00	2,000.00	100.00	96.43	
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	34,165.00	10,765.00	(1,365.00)	104.16	
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	161,138.13	20,317.54	6,691.87	96.01	
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,270.00	9,270.00	8,254.52	672.96	1,015.48	89.05	
248-743-709.000	WAGES - PART TIME	0.00	2,675.00	2,497.06	480.56	177.94	93.35	
248-743-725.000	FRINGE BENEFITS	3,495.00	4,120.00	3,680.87	381.39	439.13	89.34	
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	0.00	0.00	100.00	
248-743-995.230	O/T TO PARKING FUND	101,500.00	121,500.00	101,500.00	0.00	20,000.00	83.54	
Total Dept 743 - PARKING COMMITTEE		164,565.00	187,865.00	165,932.45	1,534.91	21,932.55	88.33	
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,905.00	13,905.00	12,381.27	1,009.41	1,523.73	89.04	
248-744-709.000	WAGES - PART TIME	20,625.00	15,960.00	13,402.67	640.76	2,557.33	83.98	
248-744-725.000	FRINGE BENEFITS	6,830.00	7,570.00	6,357.98	571.21	1,212.02	83.99	
248-744-726.000	SUPPLIES	4,750.00	4,670.00	3,936.79	0.00	733.21	84.30	
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	4,252.63	(826.98)	(1,302.63)	144.16	
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	0.00	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	1,288.85	75.00	11.15	99.14	
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	1,473.98	0.00	(258.98)	121.32	
248-744-920.000	UTILITIES	1,300.00	0.00	1,360.79	0.00	(1,360.79)	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	2,448.83	259.00	51.17	97.95	
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	13,480.00	13,480.00	13,480.00	0.00	0.00	100.00	
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,870.00	93,731.00	84,260.32	1,728.40	9,470.68	89.90	
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,810.00	27,810.00	24,762.70	2,018.88	3,047.30	89.04	
248-745-709.000	WAGES - PART TIME	0.00	3,820.00	3,329.38	640.75	490.62	87.16	
248-745-725.000	FRINGE BENEFITS	10,475.00	11,825.00	10,342.90	1,002.72	1,482.10	87.47	
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	43,247.48	3,662.35	5,447.52	88.81	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE
 PERIOD ENDING 05/31/2024
 % Fiscal Year Completed: 91.80
 MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2023-24	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2024 NORM (ABNORM)	MONTH 05/31/24 INCR (DECR)	BALANCE 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	0.00	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>0.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES		<u>1,104,030.00</u>	<u>1,284,393.00</u>	<u>987,957.82</u>	<u>48,599.98</u>	<u>296,435.18</u>	<u>76.92</u>
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		1,104,030.00	1,284,393.00	1,070,247.15	(1,565.02)	214,145.85	83.33
TOTAL EXPENDITURES		<u>1,104,030.00</u>	<u>1,284,393.00</u>	<u>987,957.82</u>	<u>48,599.98</u>	<u>296,435.18</u>	<u>76.92</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	82,289.33	(50,165.00)	(82,289.33)	100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 05/01/2024 - 05/31/2024
 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 573 DPW SERVICES							
248-573-801.020	AUTOMOTIVE SERVICE	GRAINGER	UTILITY PUMP - WATER TRUCK DDA	9853836436	05/29/24	231.72	123379
						<u>231.72</u>	
Total For Dept 573 DPW SERVICES						231.72	
Dept 741 DESIGN COMMITTEE							
248-741-726.000	SUPPLIES	MARK'S OUTDOOR POWER E	WEED WHIP REPAIR	258036	05/29/24	88.57	123369
248-741-775.200	DOWNTOWN MATERIALS	AMAZON CAPITAL SERVICE	SEASONAL EQUIPMENT	5449839	06/13/24	59.97	
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	SECURITY CAMERA SYSTEM; SOFTWARE SU	35035	05/31/24	78.16	123339
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION REPAIRS	226026	05/29/24	1,054.60	123373
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION REPAIRS	226025	05/29/24	3,200.00	123373
248-741-801.000	CONTRACTUAL SERVICES	CHET'S RENT-ALL	LIFT RENTAL - CLEAN WALKTHROUGH	121079-8	05/29/24	259.34	123371
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION MI EMPLOYER	NEW HIRE PHYSICAL	540048	05/29/24	108.00	123390
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY MARY ALEXANDER	116228	05/29/24	308.00	123383
248-741-976.010	SITE AMENITIES	COUGAR SALES & RENTAL	18IN X 12FT CON TUBE	370449	05/29/24	93.25	123361
						<u>5,249.89</u>	
Total For Dept 741 DESIGN COMMITTEE						5,249.89	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	JUNE / JULY POSTCARDS	72192	05/29/24	508.00	123364
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE L	GRAPHIC DESIGN	077	05/29/24	875.00	123395
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	SOCIAL MEDIA + MARKETING	NORTHVILLE6-2024	05/29/24	2,000.00	123363
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	COMMUNICATIONS DDA	1716972363	06/13/24	60.80	
248-742-955.160	DOWNTOWN PROGRAMMING & PR	JAG ENTERTAINMENT	EVENT - SEE YOU IN THE STREETS	2827	05/15/24	2,000.00	123327
248-742-955.310	CONCERTS	JAG ENTERTAINMENT	JUNE CONCERTS	2828	05/29/24	10,000.00	123394
248-742-955.310	CONCERTS	AARONSON MANAGEMENT, I	POSTERS + A FRAMES	I-37078	05/29/24	765.00	123376
						<u>16,208.80</u>	
Total For Dept 742 MARKETING COMMITTEE						16,208.80	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DSL SERVICES	0042047-2024	06/13/24	275.55	
248-744-962.010	INSURANCE - SPECIAL EVENT	S WEST BEND MUTUAL INSUR	2024 SPECIAL EVENT INS ADD ON EVENT	011054616001B	05/30/24	259.00	123326
						<u>534.55</u>	
Total For Dept 744 ORGANIZATIONAL COMMITTEE						534.55	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						<u>22,224.96</u>	



**Downtown Development Authority
Meeting of the DDA Board of Directors
May 21, 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: Lori Ward / DDA Director, Stacy Pearson / Assistant DDA Director, Wendy Longpre / Director of Strategic Planning

APPROVAL OF AGENDA AND CONSENT AGENDA

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

APPROVAL FOR PURCHASE OF TRUCK

Ward sought approval for the purchase of a used truck for the DDA Seasonal staff maintenance, not to exceed \$20,000. She noted that the DDA currently has only one truck that is already outfitted with a water cistern and thus cannot carry landscaping or work supplies. Funds were requested to be pulled forward from next fiscal year budget to the current 2023-24 budget year. The purchase would be made with guidance from the DPW. Ward recommended that the Northville DDA board authorize the DDA Director to enter into an agreement for the purchase of a truck in the amount of \$20,000 and a budget amendment not to exceed that same amount.

Motion by Long, **seconded by** Cole to approve the DDA purchase of a truck for DDA seasonal staff use not to exceed \$20,000. **Motion carried** unanimously.

DOWNTOWN STREET CLOSURES

Lahanas lead the update discussion on the motion for reconsideration of the injunction which will be happening the week of May 21, 2024. If favorable, street closures would move forward. He added that if the decision is not made in favor of the city that an appeal would be filed. Lahanas assured the group that any information coming in will be promptly forwarded to the board.

Long clarified that the music starting this weekend would close the streets as a special event, and Ward confirmed.

Ward reported that the DDA will be working on expanding communication with downtown merchants and restaurants via NCBA, new DDA website landing links, and possible future meetings specific to street closure information and the Northville Downs Redevelopment Project. Specific logistics of road closures for the Chamber of Commerce Flower Sale and Orin Jeweler Block Party were discussed with the group and led by Ward.

Ward additionally noted that the merchants are holding a meeting on Thursday May 23rd that they have invited Lahanas and Ward to as guests to answer questions that may arise regarding current closures and updates.

PRESENTATION ON FORD FIELD PROJECT

Longpre presented a comprehensive report on the Ford Field Project with updates. A discussion followed amongst board members seeking clarification from Longpre on different points of the presentation including gateway design, budget, foliage, and pedestrian experience, as well as providing their opinions on various aspects of project as it currently stands.

COMMITTEE UPDATES

Design Committee – No Updates, Miller noted the next meeting would in June.

Marketing Meeting – No Updates, Riley noted the next meeting would be June 6, 2024 at 8:30am.

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

Parking Committee– Maciag noted that the new electronic parking app would be made active soon, projected for mid to late summer. Maciag also noted that there will be a huge educational push to inform the community of the new system. Lahanas updated the RFP for parking study has gotten submissions and updates would be forthcoming.

Organizational Committee – No Updates

Economic Development Committee – Ward informed the group that there was a meeting with Toll Brothers on the products coming out, and that the next meeting will be June 13, 2024 at 3:00pm.

DDA FUTURE MEETINGS / IMPORTANT DATES

Ward announced the next meeting of the DDA Board will be June 25, 2024

Ward announced that the City has hired a new Community Development Director, Justin Quagliata.

ADJOURNMENT

Motion by McKindles, **seconded by** Cozart to adjourn the DDA Board meeting. **Motion carried. Meeting adjourned at 9:29 am.**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

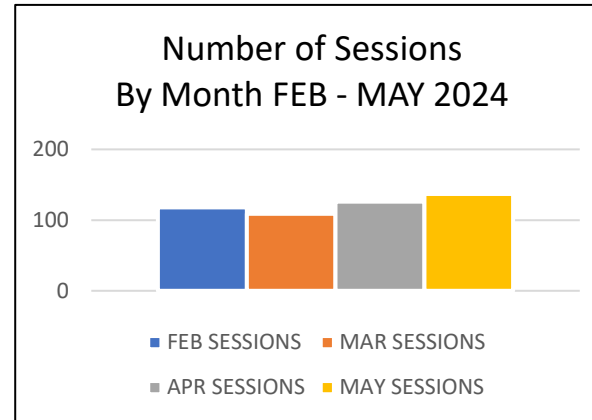
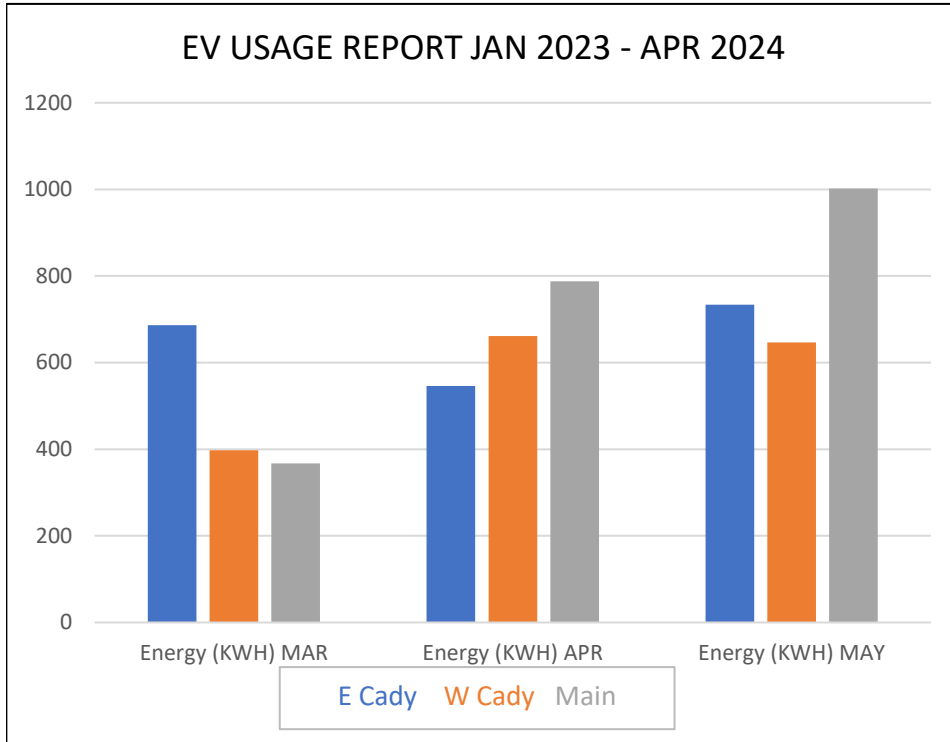
May-24

Charger Location	Energy (KWH) FEB	Energy (KWH) MAR	Energy (KWH) APR	Energy (KWH) MAY
123 E Cady St	621.06	686.14	545.86	733.68
123 W Cady St	426.88	397.9	661.08	646.78
114 W Main St	814.48	367.2	787.84	1001.93
Totals:	1862.42	1451.24	1994.78	2382.39

Session Totals	FEB SESSIONS	MAR SESSIONS	APR SESSIONS	MAY SESSIONS
	118	109	126	137

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	177.58	56	122.28	965.89
123 W Cady St	231.57	29	107.8	851.49
114 W Main St	173.83	52	166.99	1319.04
Totals:	582.98	137	397.07	3136.42

Annual Users	2023	APRIL	MAY
Sessions	856	126	137
DDA Funds Earned	N/A	\$59.86	\$71.46



MAY 2024 DATA

Petroleum Dsplcmt 397.07 GAL
 Green House Gas 3136.42 KG

**NORTHVILLE DDA
4th QUARTER BUDGET REPORT**

Benchmark = 92%	FY 2023-24	AMENDMENTS:				FY 2023-24	Actual	%	AMENDMENT
	ORIGINAL	1ST	2ND	3RD	4TH	AMENDED	YTD thru	OF	EXPLANATION
	BUDGET	QUARTER	QUARTER	QUARTER	QUARTER	BUDGET	5/31/2024	BUDGET	(see attached)
DOWNTOWN DEVELOPMENT AUTHORITY									
REVENUES									
Property Taxes	917,317	-	(29,198)	16,297	(507)	903,909	903,910	100%	2, 12
Licenses, Fees, Permits	15,180	-	-	-	(3,220)	11,960	11,959	100%	2
Sponsorships	39,000	-	-	8,000	2,838	49,838	52,038	104%	2
State Revenues	24,000	22,075	-	-	-	46,075	46,074	100%	4
Miscellaneous Revenue	7,715	5,808	120	(1,015)	1,722	14,350	14,120	98%	2, 5
Interest & Rent	12,810	-	2,890	29,300	1,960	46,960	43,249	92%	2
Transfer from General Fund	-	-	-	-	6,158	6,158	6,158	0%	14
Approp of Prior Year's Surplus	88,008	84,510	37,857	3,719	(159,118)	54,976	-		1-3, 4-9, 10, 12, 14-17, 19
REVENUE TOTAL	1,104,030	112,393	11,669	56,301	(150,167)	1,134,226	1,077,508	95%	
EXPENDITURES									
DPW Services	28,895	-	2,290	270	10,570	42,025	37,680	90%	11, 18
Design Committee	446,550	101,545	2,660	33,987	(138,647)	446,095	331,793	74%	1, 3, 6-7, 16-17, 19
Marketing	169,690	-	710	(2,570)	4,100	171,930	161,673	94%	1
Parking	164,565	-	280	23,020	(19,580)	168,285	165,932	99%	1, 15
Organizational	85,870	5,708	4,889	(2,736)	(6,700)	87,031	82,592	95%	1, 3, 5, 10, 13
Economic Development	38,385	5,140	840	4,330	90	48,785	43,247	89%	1, 8-9
Debt Service	170,075	-	-	-	-	170,075	170,075	100%	
EXPENDITURES TOTAL	1,104,030	112,393	11,669	56,301	(150,167)	1,134,226	992,993	88%	

Northville DDA
 FY 2024 Budget Report
 4th Quarter Budget Amendment
 Explanations

Number	Explanation
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4th Quarter	
1	Miscellaneous administrative adjustments and reclassifications.
2	Review of quarterly revenue activity.
3	Adjustment to MMRMA insurance premiums due to actual cost allocations.
4	Higher than expected reimbursement from the State for DDA losses of personal property tax revenue due to the legislature increasing the threshold for the small business exemption (\$22,075).
5	Remaining estimated costs related to boundary expansion and TIF plan update reimbursed by the developer (\$5,808).
6	Cost of purchase, installation, and remaining engineering for the bollards (\$192,210). Costs to be split 50/50 between City and DDA.
7	Purchase of used truck from the Fire Department by the DDA (\$5,000).
8	Curbless streets conceptual plan (\$5,000). Costs to be split 50/50 between City and DDA.
9	Completion of building inventory for the DDA (\$2,640).
10	Lower than anticipated general and real estate legal fees (\$5,000).
11	Reallocation of public works wages and fringe benefits to reflect areas of actual work.
12	Northville District Library opted out of DDA Capture resulting in the loss of \$35,079 to the DDA. The opt-out was allowed due to the expansion of the DDA boundary and updated TIF plan.
13	Higher than expected wages and fringe benefits for part-time DDA staff (\$5,890).
14	Transfers from the General Fund to DDA to reimburse for boundary expansion costs not paid for by developer (\$6,158)
15	Estimated cost for parking study (\$40,000) shared 50/50 between City and DDA. Deferred until next fiscal year.
16	Adjustments to DDA Design Committee contractual services for irrigation repairs, boiler repairs, and curbless streets concept plan and preliminary engineering (\$29,500).
17	Road improvements on Main Street deferred until next fiscal year (\$110,000).
18	Conversion of street lights performed by DPW staff.
19	Adjustments due to timing of capital projects in the DDA: <ul style="list-style-type: none"> • Purchase of truck from DPW moved up to current fiscal year (\$25,000) • Deferral of pavilion and fire pit repairs to next fiscal year (\$48,465)



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Equipment Purchase – DDA Truck

Date: June 25, 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 from the DPW. DPW has a truck that they no longer have use for and the truck would be available for immediate use for DDA seasonal staff. The truck’s blue book value is just under \$30,000 and the DPW has offered the 2016 GMC Sierra to the DDA for \$25,000. The milage on the odometer is 23,141 miles. DPW has suggested that the DDA could utilize the truck for the next 10 years if it is maintained well. The truck is only used seasonally and is stored for the remainder of the year.

Budget Impact: Funding, in the amount of \$20,000 was budgeted in fiscal year 2024-25 for the purchase of the truck. At their May meeting, the DDA Board, pulled the project forward into fiscal year 2023-24 (current year) in order to have the funds available for the purchase. DDA staff is recommending that the DDA Board authorize an additional \$5,000 from fund balance to purchase the truck described above.

Recommendation: It is recommended that the Northville DDA authorize the DDA Director to purchase a 2016 GMC Sierra from the DPW in an amount of \$25,000.



Future Meetings / Important Dates:

July 1, 15, 2024 – City Council Meeting

July 2, 16, 2024 – Planning Commission Meeting

July 3, 10, 17, 24, 31, 2024 – Dancin' in the Streets

July 4, 2024 - Independence Day Parade

July 4, 2024 – City Hall Closed

July 5, 12, 19, 26, 2024 – Friday Night Concerts

July 6, 13, 20, 27, 2024 Summer Saturday Night Concerts

July 9, 16, 23, 30, 2024 Tunes on Tuesday

July 10, 2024 – Executive Committee Meeting

July 11, 18, 25, 2024 – Farmers' Market

July 11, 2024 – Economic Development Committee meeting

July 14, 2024 – Classic Car Show

July 18, 15, 22, 29 – Music at Maybury

July 23, 2024 – DDA Board Meeting