



**Meeting of the DDA Board of Directors
August 27, 2024 - 8:00 a.m.
Meeting Room A**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. June 2024 Financial Statement (Attachment 4.a)
 - b. July 2024 Financial Statement (Attachment 4.b)
 - c. June 2024 Invoice Report (Attachment 4.c)
 - d. July 2024 Invoice Report (Attachment 4.d)
 - e. June 25, 2024 Meeting Minutes (Attachment 4.e)
 - f. June EV Monthly Usage Report (Attachment 4.f)
 - g. July EV Monthly Usage Report (Attachment 4.g)
5. Amendment to the DDA bylaws – Tony Chubb, City Attorney (Attachment 5)
6. Pedestrian Plan/Expanded Retail/Dining
 - a. Advisory Ballot update - George Lahanas
 - b. Let's Open Northville lawsuit update – George Lahanas
 - c. OHM Pre-engineering update – George Lahanas
 - d. EDC subcommittee recommendations – Greg Presley (Attachment 6.d)
 - e. Use of Shared Space/Parklets – Michelle Aniol (Attachment 6.e)
7. WiFi Discussion (Attachment 7)
8. 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
9. DDA Future Meetings / Important Dates (Attachment 9)
10. Board and Staff Communications
11. Adjournment – Next Meeting – September 24, 2024

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 06/30/2024
% Fiscal Year Completed: 100.00
JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 06/30/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/24 INCR (DECR)		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET		NORM	(ABNORM)	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	
248-000-412.000	DLQ PERS PROP TAXES COLLECTED	0.00	0.00	169.40	169.40		(169.40)	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	15,220.00	15,220.55	0.00		(0.55)	100.00	
248-000-451.000	DDA OPERATING LEVY	70,074.00	69,642.00	69,641.90	0.00		0.10	100.00	
PROPERTY TAXES		917,317.00	903,909.00	904,079.45	169.40		(170.45)	100.02	
LICENSES, FEES, & PERMITS									
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	60.00	60.00	0.00		0.00	100.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	11,900.00	13,912.94	130.00		(2,012.94)	116.92	
LICENSES, FEES, & PERMITS		15,180.00	11,960.00	13,972.94	130.00		(2,012.94)	116.83	
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	372.00	55.00		(52.00)	116.25	
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	
248-000-673.000	GAIN ON DISPOSAL OF ASSETS	0.00	2,945.00	2,945.95	0.00		(0.95)	100.03	
248-000-678.000	INSURANCE PROCEEDS	6,000.00	4,777.00	12,677.50	7,900.00		(7,900.50)	265.39	
MISCELLANEOUS REVENUES		7,715.00	14,350.00	22,074.60	7,955.00		(7,724.60)	153.83	
INTEREST									
248-000-665.000	INTEREST - INVESTMENT POOL	6,000.00	12,800.00	12,508.89	336.65		291.11	97.73	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	2,500.00	7,800.00	7,410.27	0.00		389.73	95.00	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500.00	13,000.00	12,892.26	0.00		107.74	99.17	
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(487.88)	(36.66)		(12.12)	97.58	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(750.00)	(706.00)	0.00		(44.00)	94.13	
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(430.00)	(411.67)	(28.93)		(18.33)	95.74	
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(130.81)	0.00		(9.19)	93.44	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	15,180.00	13,668.85	0.00		1,511.15	90.05	
INTEREST		12,110.00	46,960.00	44,743.91	271.06		2,216.09	95.28	
RENTAL INCOME									
248-000-667.020	RENT - SHORT TERM	700.00	0.00	0.00	0.00		0.00	0.00	
RENTAL INCOME		700.00	0.00	0.00	0.00		0.00	0.00	
GRANTS & OTHER LOCAL SOURCES									
248-000-677.000	SPONSORSHIPS	39,000.00	0.00	0.00	0.00		0.00	0.00	
248-000-677.010	SPONSORSHIPS - CONCERTS	0.00	25,000.00	28,200.00	1,000.00		(3,200.00)	112.80	
248-000-677.020	SPONSORSHIPS - SKELETONS	0.00	15,918.00	15,917.62	0.00		0.38	100.00	
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	0.00	3,490.00	3,490.00	0.00		0.00	100.00	
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	0.00	5,430.00	5,430.00	0.00		0.00	100.00	
GRANTS & OTHER LOCAL SOURCES		39,000.00	49,838.00	53,037.62	1,000.00		(3,199.62)	106.42	

PERIOD ENDING 06/30/2024
% Fiscal Year Completed: 100.00
JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 06/30/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/24 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	88,008.00	54,976.00	0.00	0.00	54,976.00	0.00	
FUND BALANCE RESERVE		88,008.00	54,976.00	0.00	0.00	54,976.00	0.00	
CONTRIBUTIONS FROM OTHER FUNDS								
248-000-699.101	O/T FROM GENERAL FUND	0.00	6,158.00	6,158.48	0.00	(0.48)	100.01	
CONTRIBUTIONS FROM OTHER FUNDS		0.00	6,158.00	6,158.48	0.00	(0.48)	100.01	
Total Dept 000		1,104,030.00	1,134,226.00	1,090,141.15	9,525.46	44,084.85	96.11	
TOTAL REVENUES		1,104,030.00	1,134,226.00	1,090,141.15	9,525.46	44,084.85	96.11	
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	12,700.00	12,458.38	451.44	241.62	98.10	
248-573-707.000	WAGES - REGULAR OVERTIME	515.00	2,715.00	2,756.28	45.18	(41.28)	101.52	
248-573-725.000	FRINGE BENEFITS	8,505.00	13,400.00	13,286.26	449.19	113.74	99.15	
248-573-801.020	AUTOMOTIVE SERVICE	525.00	260.00	260.32	0.00	(0.32)	100.12	
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150.00	12,950.00	13,496.03	3,631.13	(546.03)	104.22	
Total Dept 573 - DPW SERVICES		28,895.00	42,025.00	42,257.27	4,576.94	(232.27)	100.55	
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	23,175.00	23,160.00	23,159.37	2,523.61	0.63	100.00	
248-741-709.000	WAGES - PART TIME	64,880.00	60,700.00	56,471.18	15,019.78	4,228.82	93.03	
248-741-725.000	FRINGE BENEFITS	14,825.00	15,000.00	14,774.80	2,545.95	225.20	98.50	
248-741-726.000	SUPPLIES	300.00	1,050.00	1,189.39	139.71	(139.39)	113.28	
248-741-775.200	DOWNTOWN MATERIALS	29,000.00	37,000.00	22,819.23	0.00	14,180.77	61.67	
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000.00	1,500.00	1,307.00	0.00	193.00	87.13	
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	1,091.27	955.50	(91.27)	109.13	
248-741-801.000	CONTRACTUAL SERVICES	26,620.00	56,120.00	37,205.29	718.16	18,914.71	66.30	
248-741-801.160	RESTROOM PROGRAM	4,000.00	3,225.00	3,225.00	308.00	0.00	100.00	
248-741-920.010	ELECTRIC POWER	5,100.00	5,100.00	4,346.07	860.13	753.93	85.22	
248-741-920.020	NATURAL GAS	18,610.00	9,610.00	7,304.29	0.00	2,305.71	76.01	
248-741-920.030	WATER & SEWER SERVICE	9,760.00	7,760.00	5,420.53	0.00	2,339.47	69.85	
248-741-938.120	LANDSCAPE MAINTENANCE	37,810.00	38,060.00	18,971.24	0.00	19,088.76	49.85	
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	0.00	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	1,963.00	1,963.00	0.00	0.00	100.00	
248-741-976.010	SITE AMENITIES	96,000.00	59,035.00	60,827.42	0.00	(1,792.42)	103.04	
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	0.00	30,000.00	5,000.00	0.00	25,000.00	16.67	
248-741-995.204	O/T TO SDSI FUND	110,000.00	0.00	0.00	0.00	0.00	0.00	
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	94,902.00	93,089.89	0.00	1,812.11	98.09	
Total Dept 741 - DESIGN COMMITTEE		446,550.00	446,095.00	359,074.97	23,070.84	87,020.03	80.49	
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,540.00	18,540.00	18,527.43	2,018.86	12.57	99.93	
248-742-709.000	WAGES - PART TIME	31,640.00	28,740.00	28,130.98	2,854.14	609.02	97.88	
248-742-725.000	FRINGE BENEFITS	9,425.00	10,505.00	10,079.16	1,233.56	425.84	95.95	

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-742-726.000	SUPPLIES	50.00	0.00	0.00	0.00	0.00	0.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	49,865.00	47,832.50	935.00	2,032.50	95.92	
248-742-801.340	WEB SITE MAINTENANCE	1,320.00	1,220.00	1,156.30	0.00	63.70	94.78	
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	53,600.00	2,700.00	2,700.00	0.00	0.00	100.00	
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	330.00	326.25	0.00	3.75	98.86	
248-742-955.310	CONCERTS	0.00	34,165.00	34,165.00	0.00	0.00	100.00	
248-742-955.320	SKELETONS EVENT	0.00	15,120.00	15,116.00	0.00	4.00	99.97	
248-742-955.330	HOLIDAY TO REMEMBER EVENT	0.00	4,960.00	4,958.46	0.00	1.54	99.97	
248-742-955.340	CHILI COOKOFF EVENT	0.00	5,785.00	5,783.41	0.00	1.59	99.97	
Total Dept 742 - MARKETING COMMITTEE		169,690.00	171,930.00	168,775.49	7,041.56	3,154.51	98.17	
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,270.00	9,265.00	9,264.00	1,009.48	1.00	99.99	
248-743-709.000	WAGES - PART TIME	0.00	3,250.00	3,252.90	755.84	(2.90)	100.09	
248-743-725.000	FRINGE BENEFITS	3,495.00	4,270.00	4,258.40	577.53	11.60	99.73	
248-743-726.000	SUPPLIES	50.00	0.00	0.00	0.00	0.00	0.00	
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	0.00	0.00	0.00	0.00	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	101,500.00	101,500.00	0.00	0.00	100.00	
Total Dept 743 - PARKING COMMITTEE		164,565.00	168,285.00	168,275.30	2,342.85	9.70	99.99	
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,905.00	13,905.00	13,895.39	1,514.12	9.61	99.93	
248-744-709.000	WAGES - PART TIME	20,625.00	14,960.00	14,410.43	1,007.76	549.57	96.33	
248-744-725.000	FRINGE BENEFITS	6,830.00	7,270.00	7,228.72	870.74	41.28	99.43	
248-744-726.000	SUPPLIES	4,750.00	4,170.00	3,951.08	0.00	218.92	94.75	
248-744-730.000	POSTAGE	50.00	0.00	0.00	0.00	0.00	0.00	
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,950.00	4,255.00	4,528.18	(275.55)	(273.18)	106.42	
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	1,500.00	1,356.50	0.00	143.50	90.43	
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	1,528.64	75.00	(228.64)	117.59	
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	1,057.59	55.49	157.41	87.04	
248-744-920.000	UTILITIES	1,300.00	0.00	32.97	0.00	(32.97)	100.00	
248-744-958.000	MEMBERSHIP & DUES	1,100.00	845.00	845.00	0.00	0.00	100.00	
248-744-960.000	EDUCATION & TRAINING	850.00	0.00	0.00	0.00	0.00	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	2,450.00	2,448.83	0.00	1.17	99.95	
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	87,031.00	86,438.36	3,247.56	592.64	99.32	
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,810.00	27,795.00	27,791.03	3,028.33	3.97	99.99	
248-745-709.000	WAGES - PART TIME	0.00	4,325.00	4,337.15	1,007.77	(12.15)	100.28	
248-745-725.000	FRINGE BENEFITS	10,475.00	11,850.00	11,853.19	1,510.29	(3.19)	100.03	
248-745-726.000	SUPPLIES	100.00	0.00	0.00	0.00	0.00	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	2,315.00	2,312.50	0.00	2.50	99.89	

PERIOD ENDING 06/30/2024
% Fiscal Year Completed: 100.00
JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	06/30/2024 NORM (ABNORM)	MONTH 06/30/24 INCR (DECR)	NORM	BALANCE (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		38,385.00	48,785.00	48,793.87	5,546.39	(8.87)	100.02	
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		170,075.00	170,075.00	170,075.00	0.00	0.00	100.00	
TOTAL EXPENDITURES		1,104,030.00	1,134,226.00	1,043,690.26	45,826.14	90,535.74	92.02	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		1,104,030.00	1,134,226.00	1,090,141.15	9,525.46	44,084.85	96.11	
TOTAL EXPENDITURES		1,104,030.00	1,134,226.00	1,043,690.26	45,826.14	90,535.74	92.02	
NET OF REVENUES & EXPENDITURES		0.00	0.00	46,450.89	(36,300.68)	(46,450.89)	100.00	

POLICE R/E 403 FOR CITY OF NORTHVILLE

Balance As of 07/31/2024
 % Fiscal Year Completed: 8.49

Attachment 4.b

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 07/31/2024	Activity For 07/31/2024	Available Balance 07/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Department: 000							
Account Category: Revenues							
PROPERTY TAXES							
248-000-404.000	CURRENT PROPERTY TAXES	887,776.00	887,776.00	498,193.31	498,193.31	389,582.69	56.12
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	73,915.00	73,915.00	15,120.17	15,120.17	58,794.83	20.46
	PROPERTY TAXES	960,691.00	960,691.00	513,313.48	513,313.48	447,377.52	53.43
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	16,500.00	16,500.00	644.64	644.64	15,855.36	3.91
	LICENSES, FEES, & PERMITS	16,680.00	16,680.00	644.64	644.64	16,035.36	3.86
STATE REVENUES							
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
	STATE REVENUES	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
MISCELLANEOUS REVENUES							
248-000-626.000	MISCELLANEOUS REVENUE	350.00	350.00	0.00	0.00	350.00	0.00
248-000-626.010	DEVELOPER REIMBURSEMENT/CONTRIBUTION	0.00	0.00	50.00	50.00	(50.00)	100.00
248-000-626.110	EV CHARGING STATION REVENUE	500.00	500.00	0.00	0.00	500.00	0.00
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
	MISCELLANEOUS REVENUES	6,850.00	6,850.00	50.00	50.00	6,800.00	0.73
INTEREST							
248-000-665.000	INTEREST - INVESTMENT POOL	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	4,000.00	622.01	622.01	3,377.99	15.55
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	9,000.00	1,343.80	1,343.80	7,656.20	14.93
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	0.00	0.00	(500.00)	0.00
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	0.00	0.00	(700.00)	0.00
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	0.00	0.00	(550.00)	0.00
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(10.55)	(10.55)	(119.45)	8.12
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	8,670.72	8,670.72	(8,670.72)	100.00
	INTEREST	21,120.00	21,120.00	10,625.98	10,625.98	10,494.02	50.31
RENTAL INCOME							
248-000-667.020	RENT - SHORT TERM	200.00	200.00	0.00	0.00	200.00	0.00
	RENTAL INCOME	200.00	200.00	0.00	0.00	200.00	0.00
GRANTS & OTHER LOCAL SOURCES							
248-000-677.010	SPONSORSHIPS - CONCERTS	32,800.00	32,800.00	17,500.00	17,500.00	15,300.00	53.35
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	15,000.00	500.00	500.00	14,500.00	3.33
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
	GRANTS & OTHER LOCAL SOURCES	54,800.00	54,800.00	18,000.00	18,000.00	36,800.00	32.85
FUND BALANCE RESERVE							
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	46,930.00	46,930.00	0.00	0.00	46,930.00	0.00
	FUND BALANCE RESERVE	46,930.00	46,930.00	0.00	0.00	46,930.00	0.00
	Revenues	1,137,271.00	1,137,271.00	542,634.10	542,634.10	594,636.90	47.71

POLICE R/E 403 FOR CITY OF NORTHVILLE

Balance As of 07/31/2024
 % Fiscal Year Completed: 8.49

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 07/31/2024	Activity For 07/31/2024	Available Balance 07/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Department: 000							
Net - Dept 000		1,137,271.00	1,137,271.00	542,634.10	542,634.10	594,636.90	
Department: 573 DPW SERVICES							
Account Category: Expenditures							
Unclassified							
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	325.90	325.90	7,874.10	3.97
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	1,705.00	0.00	0.00	1,705.00	0.00
248-573-725.000	FRINGE BENEFITS	9,900.00	9,900.00	303.59	303.59	9,596.41	3.07
248-573-801.020	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00	0.00
248-573-943.000	EQUIPMENT RENTAL - CITY	11,165.00	11,165.00	127.30	127.30	11,037.70	1.14
Unclassified		31,470.00	31,470.00	756.79	756.79	30,713.21	2.40
Expenditures		31,470.00	31,470.00	756.79	756.79	30,713.21	2.40
Net - Dept 573 - DPW SERVICES		(31,470.00)	(31,470.00)	(756.79)	(756.79)	(30,713.21)	
Department: 741 DESIGN COMMITTEE							
Account Category: Expenditures							
Unclassified							
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	23,460.00	841.20	841.20	22,618.80	3.59
248-741-709.000	WAGES - PART TIME	72,610.00	72,610.00	4,751.27	4,751.27	67,858.73	6.54
248-741-725.000	FRINGE BENEFITS	17,755.00	17,755.00	831.74	831.74	16,923.26	4.68
248-741-726.000	SUPPLIES	450.00	450.00	457.84	457.84	(7.84)	101.74
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	196.13	196.13	54,803.87	0.36
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	2,500.00	2,500.00	555.00	555.00	1,945.00	22.20
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	11.26	11.26	988.74	1.13
248-741-801.000	CONTRACTUAL SERVICES	29,870.00	29,870.00	(384.00)	(384.00)	30,254.00	(1.29)
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	633.22	633.22	31,306.78	1.98
248-741-920.020	NATURAL GAS	18,980.00	18,980.00	0.00	0.00	18,980.00	0.00
248-741-920.030	WATER & SEWER SERVICE	10,240.00	10,240.00	0.00	0.00	10,240.00	0.00
248-741-938.120	LANDSCAPE MAINTENANCE	38,060.00	38,060.00	(540.00)	(540.00)	38,600.00	(1.42)
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	480.00	480.00	487.00	487.00	(7.00)	101.46
248-741-976.010	SITE AMENITIES	29,000.00	29,000.00	(1,238.00)	(1,238.00)	30,238.00	(4.27)
248-741-976.020	PEDESTRIAN PLAN IMPLEMENTATION	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
Unclassified		482,345.00	482,345.00	6,602.66	6,602.66	475,742.34	1.37
Expenditures		482,345.00	482,345.00	6,602.66	6,602.66	475,742.34	1.37
Net - Dept 741 - DESIGN COMMITTEE		(482,345.00)	(482,345.00)	(6,602.66)	(6,602.66)	(475,742.34)	
Department: 742 MARKETING COMMITTEE							
Account Category: Expenditures							
Unclassified							
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	18,770.00	672.94	672.94	18,097.06	3.59
248-742-709.000	WAGES - PART TIME	26,490.00	26,490.00	650.22	650.22	25,839.78	2.45
248-742-725.000	FRINGE BENEFITS	11,195.00	11,195.00	397.88	397.88	10,797.12	3.55
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00

POLICE R/E 403 FOR CITY OF NORTHVILLE

Balance As of 07/31/2024
 % Fiscal Year Completed: 8.49

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 07/31/2024	Activity For 07/31/2024	Available Balance 07/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Department: 742 MARKETING COMMITTEE							
Account Category: Expenditures							
Unclassified							
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	7,139.56	7,139.56	47,225.44	13.13
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	(60.80)	(60.80)	1,340.80	(4.75)
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	8,000.00	8,000.00	(5,200.00)	285.71
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00
248-742-955.310	CONCERTS	32,800.00	32,800.00	0.00	0.00	32,800.00	0.00
248-742-955.320	SKELETONS EVENT	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00
248-742-955.330	HOLIDAY TO REMEMBER EVENT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Unclassified		170,500.00	170,500.00	16,799.80	16,799.80	153,700.20	9.85
Expenditures		170,500.00	170,500.00	16,799.80	16,799.80	153,700.20	9.85
Net - Dept 742 - MARKETING COMMITTEE		(170,500.00)	(170,500.00)	(16,799.80)	(16,799.80)	(153,700.20)	
Department: 743 PARKING COMMITTEE							
Account Category: Expenditures							
Unclassified							
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	9,385.00	336.50	336.50	9,048.50	3.59
248-743-709.000	WAGES - PART TIME	5,800.00	5,800.00	298.34	298.34	5,501.66	5.14
248-743-725.000	FRINGE BENEFITS	5,120.00	5,120.00	201.84	201.84	4,918.16	3.94
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	0.00	0.00	12,500.00	12,500.00	(12,500.00)	100.00
248-743-995.230	O/T TO PARKING FUND	104,430.00	104,430.00	26,107.50	26,107.50	78,322.50	25.00
Unclassified		125,035.00	125,035.00	39,444.18	39,444.18	85,590.82	31.55
Expenditures		125,035.00	125,035.00	39,444.18	39,444.18	85,590.82	31.55
Net - Dept 743 - PARKING COMMITTEE		(125,035.00)	(125,035.00)	(39,444.18)	(39,444.18)	(85,590.82)	
Department: 744 ORGANIZATIONAL COMMITTEE							
Account Category: Expenditures							
Unclassified							
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	14,075.00	504.71	504.71	13,570.29	3.59
248-744-709.000	WAGES - PART TIME	7,730.00	7,730.00	397.78	397.78	7,332.22	5.15
248-744-725.000	FRINGE BENEFITS	7,510.00	7,510.00	293.98	293.98	7,216.02	3.91
248-744-726.000	SUPPLIES	1,250.00	1,250.00	0.00	0.00	1,250.00	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	0.00	0.00	474.72	474.72	(474.72)	100.00
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	900.00	75.00	75.00	825.00	8.33
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	26.53	26.53	1,188.47	2.18
248-744-956.000	CONTINGENCIES	3,270.00	3,270.00	0.00	0.00	3,270.00	0.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
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 PREMI	4,450.00	4,450.00	2,462.00	2,462.00	1,988.00	55.33
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,959.17	1,959.17	540.83	78.37
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	119,980.00	119,980.00	3,370.00	3,370.00	116,610.00	2.81

POLICE R/E 403 FOR CITY OF NORTHVILLE

Balance As of 07/31/2024
 % Fiscal Year Completed: 8.49

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 07/31/2024	Activity For 07/31/2024	Available Balance 07/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Department: 744 ORGANIZATIONAL COMMITTEE							
Account Category: Expenditures							
Unclassified							
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(60,505.00)	(60,505.00)	0.00	0.00	(60,505.00)	0.00
	Unclassified	110,875.00	110,875.00	9,563.89	9,563.89	101,311.11	8.63
	Expenditures	110,875.00	110,875.00	9,563.89	9,563.89	101,311.11	8.63
	Net - Dept 744 - ORGANIZATIONAL COMMITTEE	(110,875.00)	(110,875.00)	(9,563.89)	(9,563.89)	(101,311.11)	
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE							
Account Category: Expenditures							
Unclassified							
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	28,150.00	1,009.45	1,009.45	27,140.55	3.59
248-745-709.000	WAGES - PART TIME	7,730.00	7,730.00	397.78	397.78	7,332.22	5.15
248-745-725.000	FRINGE BENEFITS	13,645.00	13,645.00	517.80	517.80	13,127.20	3.79
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
	Unclassified	49,625.00	49,625.00	1,925.03	1,925.03	47,699.97	3.88
	Expenditures	49,625.00	49,625.00	1,925.03	1,925.03	47,699.97	3.88
	Net - Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	(49,625.00)	(49,625.00)	(1,925.03)	(1,925.03)	(47,699.97)	
Department: 906 DEBT SERVICE							
Account Category: Expenditures							
Unclassified							
248-906-995.303	O/T TO DEBT SERVICE FUND	167,421.00	167,421.00	0.00	0.00	167,421.00	0.00
	Unclassified	167,421.00	167,421.00	0.00	0.00	167,421.00	0.00
	Expenditures	167,421.00	167,421.00	0.00	0.00	167,421.00	0.00
	Net - Dept 906 - DEBT SERVICE	(167,421.00)	(167,421.00)	0.00	0.00	(167,421.00)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
	TOTAL REVENUES	1,137,271.00	1,137,271.00	542,634.10	542,634.10	594,636.90	
	TOTAL EXPENDITURES	1,137,271.00	1,137,271.00	75,092.35	75,092.35	1,062,178.65	
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	467,541.75	467,541.75	(467,541.75)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

EXP CHECK RUN DATES 06/01/2024 - 06/30/2024

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Check: 123456					
248-000-665.500	INVESTMENT ADVISORY FEES	ROBINSON CAPITAL MANAGEMEN	MAY MGMT FEES	42.67	123456
				Total Check 123456:	42.67
Check: 123459					
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	CITY HALL DOWNTOWN CAMERAS	88.16	123459
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	SOFTWARE SECURITY CAMERAS	78.16	123459
				Total Check 123459:	166.32
Check: 123477					
248-000-490.100	OUTDOOR DINING/RETAIL PERM	MISHELLE LUSSIER-LUCY AND	OVERPAYMENT OUTDOOR SEATING	24.00	123477
				Total Check 123477:	24.00
Check: 123478					
248-000-490.100	OUTDOOR DINING/RETAIL PERM	MISHELLE LUSSIER-TABLE 5	OVERPAYMENT OUTDOOR SEATING 23-24	153.00	123478
				Total Check 123478:	153.00
Check: 123524					
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 4/16/24 - 6/14/24	860.13	123524
				Total Check 123524:	860.13
Check: 123529					
248-741-962.500	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RISK	2024-2025 MMRMA INSURANCE CONTRIBUTIO	487.00	123529
248-744-962.000	LIABILITY & PROPERTY INSUR	MICHIGAN MUNICIPAL RISK	2024-2025 MMRMA INSURANCE CONTRIBUTIO	2,462.00	123529
				Total Check 123529:	2,949.00
Check: 123530					
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, INC.	DO NOT TOUCH FLOWERS SIGNS	165.00	123530
				Total Check 123530:	165.00
Check: 123531					
248-741-938.120	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	SPRING PLANTINGS	3,683.00	123531
				Total Check 123531:	3,683.00
Check: 123536					
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY - MARY ALEXANDER	308.00	123536
				Total Check 123536:	308.00
Check: 123545					
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION MI EMPLOYER SOLU	NEW HIRE PHYSICAL	140.00	123545
				Total Check 123545:	140.00
Check: 123548					
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	GRAPHIC DESIGN WORK	420.00	123548
				Total Check 123548:	420.00
Check: 123550					
248-741-775.200	DOWNTOWN MATERIALS	LIGHTING SUPPLY CO	SATCO/NUVO-S13104	762.79	123550
				Total Check 123550:	762.79
Check: 123563					
248-742-801.000	CONTRACTUAL SERVICES	COBB COMMUNICATIONS, INC	PRINT AD	350.00	123563
				Total Check 123563:	350.00
Check: 123573					
248-741-801.000	CONTRACTUAL SERVICES	PRO CONCRETE LEVELING LLC	SIDEWALK LIFT AT TUSCAN	500.00	123573

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

EXP CHECK RUN DATES 06/01/2024 - 06/30/2024

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Check: 123573					
				Total check 123573:	500.00
Check: 500563					
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	TONER	116.93	500563
248-741-726.000	SUPPLIES	STAPLES CREDIT PLAN	FLASH DRIVES, SIGN HOLDER, TAPE DISPE	22.78	500563
248-741-775.200	DOWNTOWN MATERIALS	AMAZON CAPITAL SERVICES, I	SEASONAL EQUIPMENT	59.97	500563
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE / INTERNET	299.00	500563
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	COMMUNICATIONS DDA	60.80	500563
248-744-726.000	SUPPLIES	AMAZON CAPITAL SERVICES, I	ETHERNET ADAPTOR FOR STACY'S LAPTOP	14.29	500563
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	COMCAST CORPORATION	DSL SERVICES	275.55	500563
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATIONS,	4/17 - 5/16 PHONE	32.97	500563
				Total check 500563:	882.29
Check: 500564					
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 5/3 - 6/3/24	148.13	500564
				Total check 500564:	148.13

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

EXP CHECK RUN DATES 07/01/2024 - 07/31/2024
 POSTED AND UNPOSTED
 OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Check: 123622					
248-741-801.000	CONTRACTUAL SERVICES	RITTER GIS	JUNE SERVICES	377.50	123622
				Total Check 123622:	377.50
Check: 123640					
248-000-665.500	INVESTMENT ADVISORY FEES	ROBINSON CAPITAL MANAGEMEN	JUNE MGMT FEES	39.72	123640
				Total Check 123640:	39.72
Check: 123687					
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARKETING CONSULTING	2,000.00	123687
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARKETING	2,000.00	123687
				Total Check 123687:	4,000.00
Check: 123700					
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 6/15/24 - 7/16/24	509.71	123700
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 6/13/24 - 7/12/24	0.00	123700
				Total Check 123700:	509.71
Check: 123701					
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION, IN	IRRIGATION REPAIRS	3,200.00	123701
248-741-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION, IN	IRRIGATION REPAIRS	1,054.60	123701
				Total Check 123701:	4,254.60
Check: 123714					
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERVICES	DOWNTOWN MATERIALS	710.87	123714
				Total Check 123714:	710.87
Check: 123737					
248-742-801.000	CONTRACTUAL SERVICES	BROADCAST MUSIC INC	MUSIC	435.00	123737
				Total Check 123737:	435.00
Check: 123740					
248-741-938.120	LANDSCAPE MAINTENANCE	FOUR STAR SALES LLC	DOWNTOWN PLANTERS	160.80	123740
248-741-938.120	LANDSCAPE MAINTENANCE	FOUR STAR SALES LLC	DOWNTOWN PLANTERS	3,296.40	123740
				Total Check 123740:	3,457.20
Check: 123745					
248-742-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	CITY SECURITY SOFTWARE	78.16	123745
				Total Check 123745:	78.16
Check: 123751					
248-742-801.000	CONTRACTUAL SERVICES	SEEN MEDIA GROUP LLC	SEEN MAGAZINE AD	600.00	123751
				Total Check 123751:	600.00
Check: 500568					
248-000-123.000	PREPAID EXPENSES	CDW GOVERNMENT, INC.	ADOBE ACROBAT & IN DESIGN RENEWALS	474.72	500568
248-741-775.200	DOWNTOWN MATERIALS	AMAZON CAPITAL SERVICES, I	BAGS FOR GAMES	4.15	500568
248-741-775.210	SOCIAL DISTRICT EXPENDITUR	AMAZON CAPITAL SERVICES, I	BAGS FOR GAMES	91.92	500568
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE / INTERNET	299.00	500568
248-744-801.190	TECHNOLOGY SUPPORT & SERVI	COMCAST CORPORATION	DSL SERVICE	275.55	500568
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATIONS,	5/17 - 6/16 PHONE & INTERNET	32.97	500568
248-744-960.000	EDUCATION & TRAINING	NORTHVILLE CHAMBER OF COMM	STATE OF THE COMMUNITY LUNCHEON	120.00	500568
				Total Check 500568:	1,298.31

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

EXP CHECK RUN DATES 07/01/2024 - 07/31/2024

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Check: 500569					
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE JUNE 2024	0.00	500569
			Total Check 500569:	0.00	
Check: 500570					
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 6/4/24 - 7/1/24	148.13	500570
			Total Check 500570:	148.13	



**Downtown Development Authority
Meeting of the DDA Board of Directors
June 25, 2024**

The June 25, 2024 meeting of the DDA Board of Directors was called to order at 8:06am.

ROLL CALL

Present: Amy Bonser, DJ Boyd, David Cole, Ryan McKindles, Robert Miller, Shawn Riley

Absent: Mayor Brian Turnbull, Margene Buckhave, Aaron Cozart, Mike Jaafar, Jim Long

Also Present: Stacy Pearson / Assistant DDA Director, George Lahanas / City Manager, Barbara Moroski-Browne / Mayor Pro Tem, Alan Maciag / Police Chief, Mary Keys, Jeff Snyder, Fred Sheill

AUDIENCE COMMENT

Keys addressed the group stating that at the most recent EDC meeting the possibility of converting the two parking spaces adjacent to Dancing Eye Gallery into a loading zone was, in her opinion, not a good idea as there is already a need for more on-street parking and taking those out of circulation would result in less available space.

Snyder voiced concerns that his neighborhood of Beal Town has been very impacted by the Downs Redevelopment project's heavily contaminated dust along with the recent spill and he questioned if the park was in the DDA boundary. Continuing he added that if it was in the DDA boundary he would like to know what the DDA as a body was going to do about these concerns and stated that the DDA should be providing updates and communication.

A brief clarification was made by Lahanas that construction is being managed by the construction company, and that at a certain point in the future the area will be transferred to the City. Boyd recommended adding this topic to a future agenda.

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by McKindles, **seconded by** Boyd to approve the agenda and consent agenda after minor amendment by DDA staff to adjust attendance and date on May minutes.

Motion carried unanimously.

APPROVAL FOR PURCHASE OF TRUCK

Lahanas gave an update on DDA purchase of a second vehicle for the DDA seasonal staff. DPW had a truck available, and after some compromise on both Ward and Domine's part

a purchase price was reached that is agreeable to both departments. The new vehicle request from DDA is being raised from \$20,000 to \$25,000. DPW came down from \$30,000 and DDA came up from the original budget of \$20,000.

Motion by Bonser, seconded by Cole to approve the purchase of a DDA truck for \$25,000 from the Department of Public Works. **Motion carried** unanimously.

COMMITTEE UPDATES

Design Committee – Miller reported a number of completed projects, including:

- parking lot and cross walk restriping
- power washing of the Comerica Connection
- repairing and replacing the Comerica Connection doors
- mulching islands and areas throughout town
- power washing and refurbishing stairwells and trash surrounds

Brief conversation followed regarding trash concerns, FOG bins, and construction debris around the trash areas. Bonser noted concerns about grease on sidewalks and wine bottles in recycling areas. Pearson added that these were issues for DPW as they manage the City's solid waste program. Lahanas noted that cameras are being added to dumpster areas to monitor illegal dumping and inappropriate use. He stated that the FOG ordinances had been implemented by council but the process for removal of bins is being slowed by vendors and vendor install delays.

Boyd requested a field trip for the board to walk the city. Cole requested the same for the construction area as well as inviting Toll Brothers to a future DDA meeting or ask them to provide a written update to inform the board on the construction progress. McKindles requested to revisit the consultant report to use as a stepping stone in looking at opportunities for pathway building between the north and south sides of town. A brief discussion was led by Lahanas on a recent oil spill at the Downs Redevelopment followed.

Marketing Meeting – Riley reported that there was music at Maybury beginning on July 8, 2024.

Parking Committee – The new parking equipment has arrived and it should be up and running by July. Maciag also thanked the DDA for their coordination efforts in opening and closing streets for traffic changes due to construction.

Organizational Committee – Boyd noted that the organizational committee met with Ward and reviewed budget amendments for the year. Boyd gave an overview of information provided along with an explanation of fund balance as presented.

Economic Development Committee – Miller noted that a meeting was held with no report at this time.

DDA FUTURE MEETINGS / IMPORTANT DATES

Lahanas noted that the new Fort Griswold Playscape community meeting would be held on June 27 at 6pm at the Senior Center.

Lahanas also reminded the group that OHM has been out taking the site topo and the city should be hearing about the preliminary cost estimation for curbless streets. Cole requested clarification on if or when the DDA would be included. Lahanas said that as the process moves forward DDA would be fully informed and if at any time the project was deemed unsuitable to either the DDA or the city then it would not move forward.

Keys provided the group a magazine page that spoke on Northville and Northville Township as a well-kept downtown which is attributed to the DDA, as well as other positive statistics about the city and she encouraged others to seek these articles out for their own reading.

Pearson noted that DDA seasonal staff would be getting new attire and would no longer need to utilize borrowed vests from DPW. Pearson thanked that staff for working tirelessly in the hot summer conditions to keep the city looking fantastic, and invited everyone to stop and thank them personally if or when they see them.

Riley announced the next meeting of the DDA Board will be July 23, 2024

ADJOURNMENT

Motion by Miller **seconded by** Kindles to adjourn the DDA Board meeting. **Motion carried** unanimously. **Meeting adjourned at** 9:17am.

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

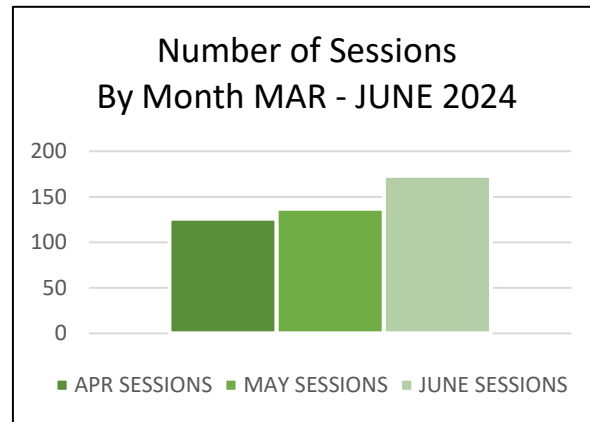
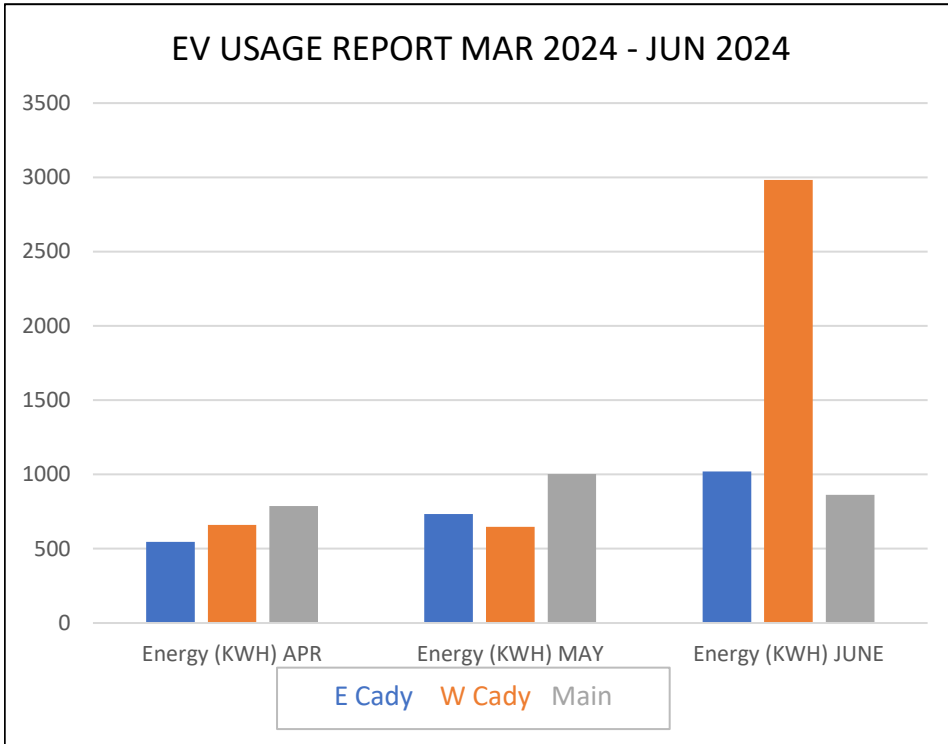
Jun-24

Charger Location	Energy (KWH) MAR	Energy (KWH) APR	Energy (KWH) MAY	Energy (KWH) JUNE
123 E Cady St	686.14	545.86	733.68	1020.89
123 W Cady St	397.9	661.08	646.78	2983.5
114 W Main St	367.2	787.84	1001.93	863.43
Totals:	1451.24	1994.78	2382.39	4867.82

Session Totals	MAR SESSIONS	APR SESSIONS	MAY SESSIONS	JUNE SESSIONS
	109	126	137	173

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	194.32	69	56.5	446.29
123 W Cady St	542.59	45	58	458.17
114 W Main St	155.59	59	94.29	744.83
Totals:	892.5	173		

Annual Users	2023	MAY	JUNE
Sessions	856	161	173
DDA Funds Earned	N/A	\$71.46	\$85.51



JUNE 2024 DATA

Petroleum Dsplcmt 573.22 GAL
 Green House Gas 4527.84 KG



NORTHVILLE DDA EV USAGE REPORT

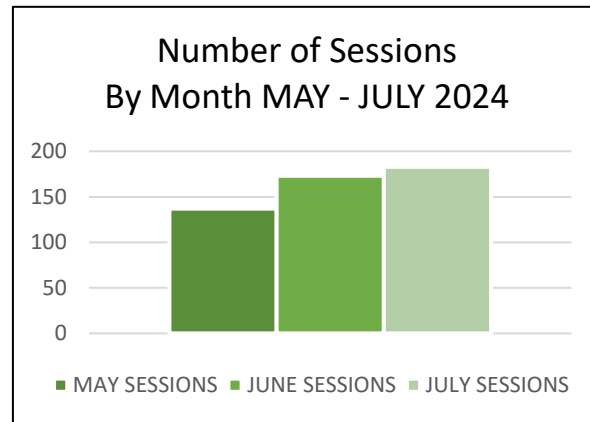
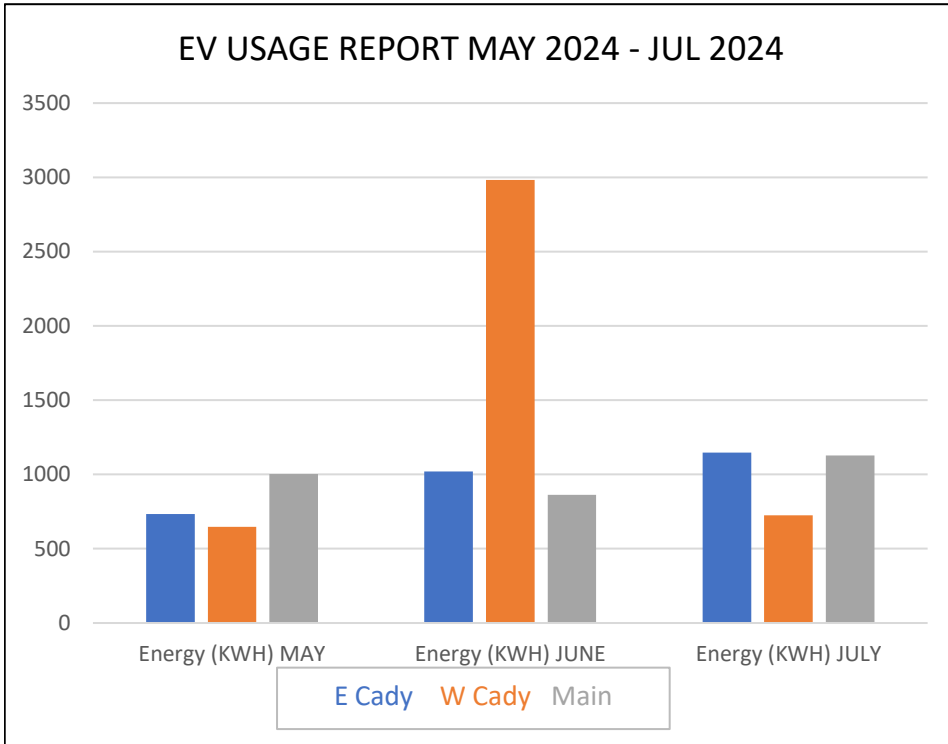
Jul-24

Charger Location	Energy (KWH) APR	Energy (KWH) MAY	Energy (KWH) JUNE	Energy (KWH) JULY
123 E Cady St	545.86	733.68	1020.89	1146.64
123 W Cady St	661.08	646.78	2983.5	725.25
114 W Main St	787.84	1001.93	863.43	1126.82
Totals:	1994.78	2382.39	4867.82	2998.71

Session Totals	APR SESSIONS	MAY SESSIONS	JUNE SESSIONS	JULY SESSIONS
	126	137	173	183

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	163.77	92	191.11	1509.56
123 W Cady St	220.83	34	120.88	954.79
114 W Main St	179.18	57	187.8	1483.46
Totals:	563.78	183	499.79	3947.81

Annual Users	2023	May-24	Jun-24	Jul-24
Sessions	856	161	173	183
DDA Funds Earned	N/A	\$71.46	\$85.51	\$86.20



JULY 2024 DATA

Petroleum Dsplcmt 499.79 GAL
 Green House Gas 3947.81 KG



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: Proposed changes to DDA Bylaws

Date: August 27, 2024

Background:

The DDA bylaws were originally adopted in 1978 with the establishment of the DDA. 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 are now ready for adoption and consideration by the DDA Board and City Council.

- Article I . 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 II Section 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 states: "A quorum of the Board shall be necessary for the transaction of business or the passage of any resolution. An affirmative vote of a quorum of the Board is required to transact business or pass a resolution."
- Article IV Section 1. The DDA currently has 5 standing committees: Design, Organizational, Marketing, Economic Development and Parking. The DDA's Business Mix Committee was disbanded when the Marketing Committee and Business Mix Committee merged to constitute the Marketing Committee. In addition, the Economic Development Committee was added.
- Article IV. Section 1. Language was added to clarify what a quorum was as it pertains to the standing committees. The proposed language states: "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."

Budget:

No impact on DDA budget.

Recommendation:

DDA staff recommends that the DDA Board of Directors approve the proposed changes to the DDA bylaws.

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 57, Public Acts of Michigan, 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 57**.

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. An affirmative vote of a quorum of the Board 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. 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.~~

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.~~ 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.~~

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, **maintaining the DDA’s social media sites**, and managing DDA sponsored special events.

Section 5. The Economic Development 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 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.

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

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 _____, 2024

Secretary

Approved by the City Council of the City of
Northville on _____, 2024

City Clerk



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: Recommendations for Downtown Plan

Date: August 27, 2024

Background:

E. Main Street between Cady and Hutton and N. Center Street between Main and Dunlap are closed seasonally to vehicular traffic beginning late April of each year and reopening in early November of each year. 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 an effort to stop the seasonal closures. The lawsuit is moving through the legal system and discovery and depositions are scheduled for this fall. At the August 5, 2024 City Council meeting, Council voted 4-1 in favor of placing an Advisory Question on the ballot for the November 5th election. The question that was approved asked "Should the City of Northville continue the seasonal closure of the single blocks of Main and Center Streets for a pedestrian only area from May through October? The seasonal closure area is Main Street from Center to Hutton and Center Street from Main to Dunlap." The language for the Advisory Question has been submitted to both Oakland and Wayne Counties for review and approval. If approved, the item will be placed on the November 5th ballot.

Recently, construction related to the Northville Downs project has required the periodic reopening of E. Main and N. Center Streets. During this time period when the streets are reopened to vehicular traffic, outdoor dining is not allowed on the streets. If roped off, the furnishings are allowed to remain, but no diners can be served in the on-street spaces for safety reasons. The DDA's Economic Development Committee (EDC) discussed the loss of these dining opportunities and appointed a subcommittee to explore alternatives that would allow continuous access to the on-street dining spaces and recommend to the full EDC a plan to move forward.

The goal for the subcommittee was to come up with a solution that was flexible and could be implemented whether the roads were open or closed or whether the streets were traditional or curbside. Several alternatives were explored including drop in bollards, jersey barricades, planter barricades and parklets. The subcommittee brought resources to the meetings and helped to define the goal and narrow down alternatives. After discussing the alternatives, "parklets" received the most interest and support. Parklets are defined as public seating platforms that convert curbside parking spaces into vibrant community

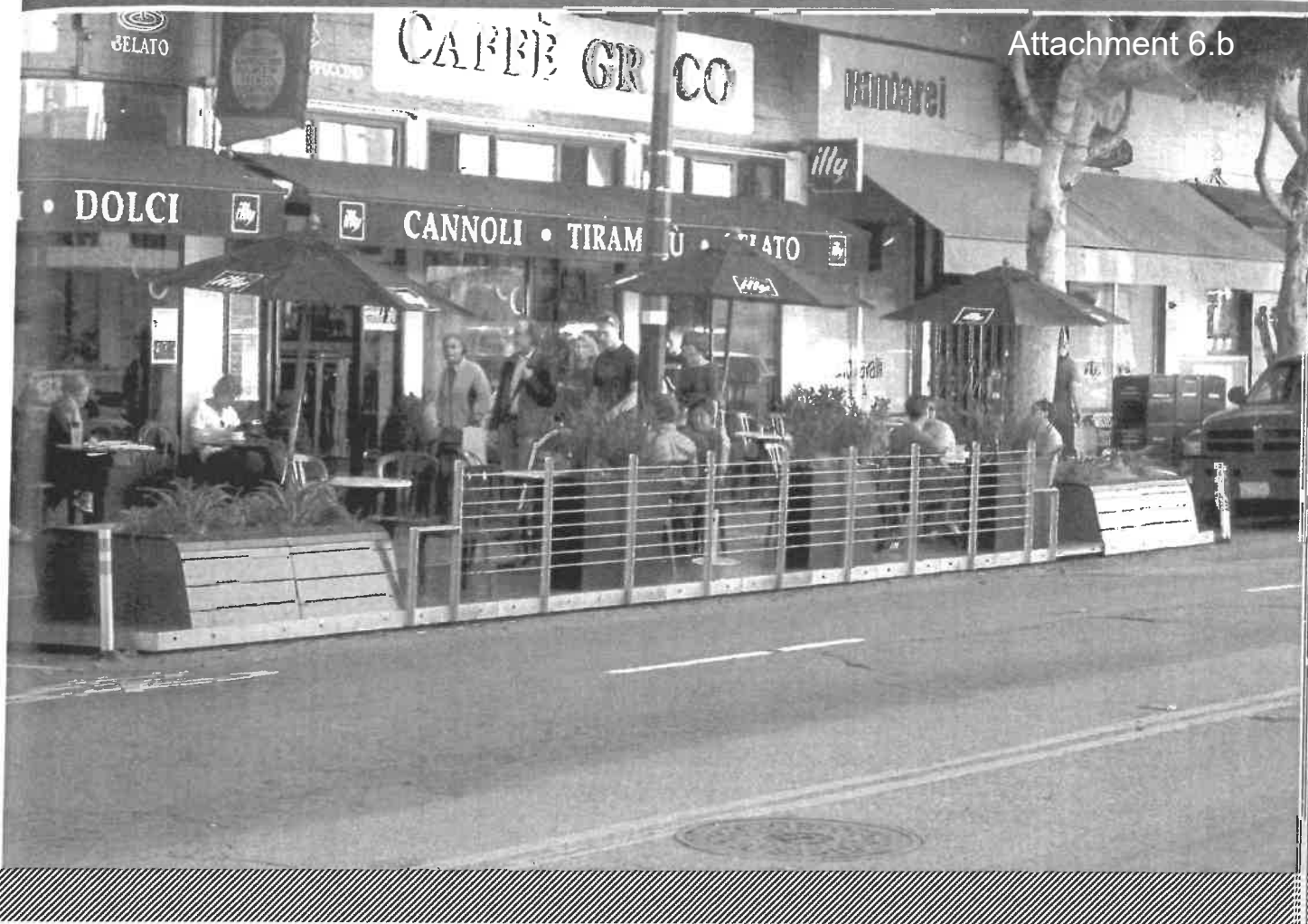
spaces. Parklets are the product of a partnership between the city and local businesses and residents.

The subcommittee is made up of 4 members of the EDC and supported by DDA staff. The subcommittee met 3 times on their own and several times with representatives of public safety and public works to discuss the parklet concept. On August 8th the subcommittee presented their recommendations to the full EDC, where it received support. At the DDA's August 27th meeting the subcommittee will make a presentation to the DDA Board of Directors. Subcommittee members Greg Presley and Michelle Aniol will be present at the DDA Board meeting to walk the DDA Board through process and recommendations.

Next Steps:

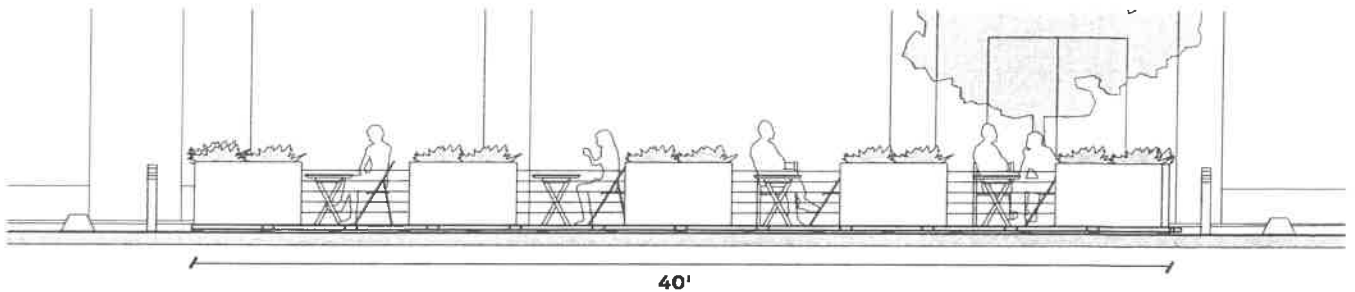
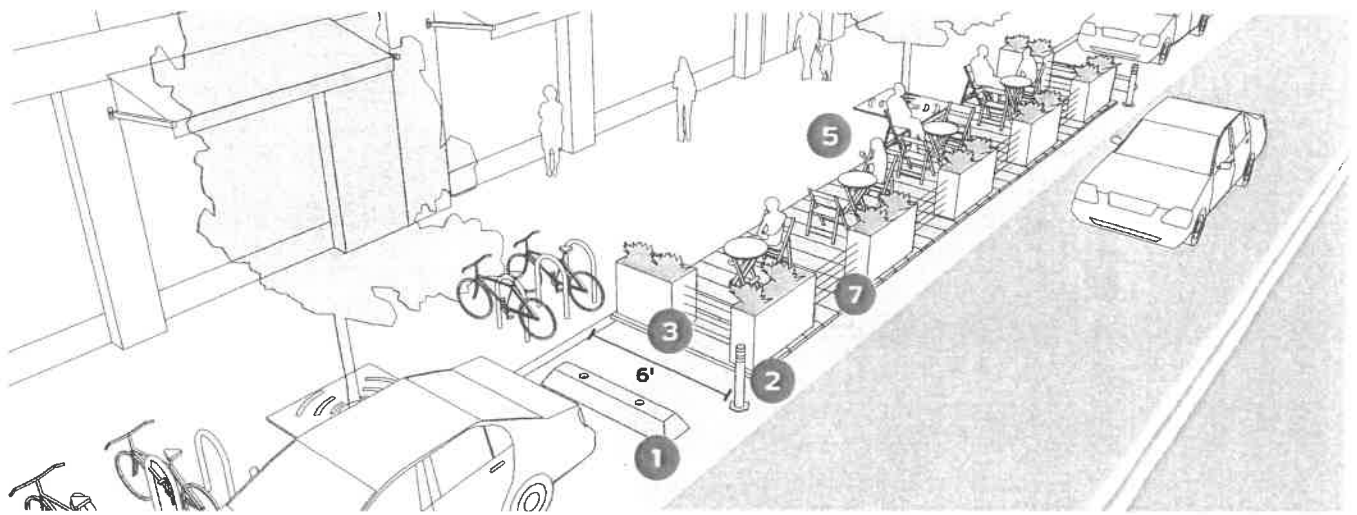
Several issues need to be resolved before the decision to proceed with the design and construction of parklets (both public and private) is made. These issues include:

- Discussion with the business community to gauge the interest in participation
- The Advisory Ballot Initiative results are known
- Completion of the OHM study to explore the feasibility of curbless streets
- Develop cost estimates and identify who would pay for the parklets
- What is the lead time needed to construct and have in place by May 1st
- Storage for parklets off season



Parklets

Parklets are public seating platforms that convert curbside parking spaces into vibrant community spaces. Also known as street seats or curbside seating, parklets are the product of a partnership between the city and local businesses, residents, or neighborhood associations. Most parklets have a distinctive design that incorporates seating, greenery, and/or bike racks and accommodate unmet demand for public space on thriving neighborhood retail streets or commercial areas.



APPLICATION

Parklets are typically applied where narrow or congested sidewalks prevent the installation of traditional sidewalk cafes or where local property owners or residents see a need to expand the seating capacity and public space on a given street. To obtain a parklet, property owners enter into an agreement with the city, in some cases through a citywide application process, procuring curbside seating in place of one or more parking spaces.

BENEFITS & CONSIDERATIONS

Parklets are typically administered through partnerships with adjacent businesses and/or surrounding residents. Partners maintain and program the parklet, keeping it free of trash and debris. Where no local partners are present, a parklet may be installed and managed by the city as a traditional park or public space.

Parklets can be managed through a competitive application process by a city transportation, planning, or public works agency.¹

* Cities with frequent snowfall should consider the removal of parklets during the winter to prevent conflicts with plows and street cleaning vehicles.

Costs vary based on the design and size of the parklet. Design and installation costs are generally assumed by the maintenance partner. Standardized parklet designs may be made available by the city to make the program more appealing and affordable.²

* While parklets are foremost intended as assets for the community, their presence has also been shown to increase revenues for adjacent businesses.³

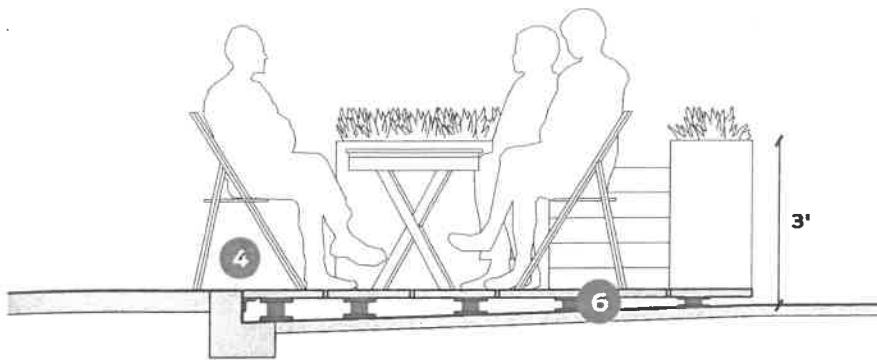
CRITICAL

1 To ensure visibility to moving traffic and parking cars, parklets must be buffered using a wheel stop at a desired distance of 4 feet from the parklet. This buffer may also serve as a space for adjacent property owners to accommodate curbside trash collection.

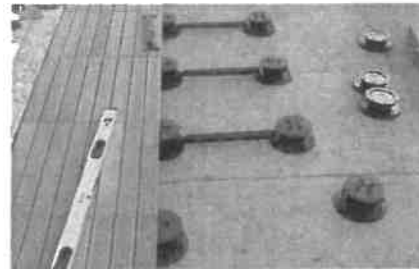
2 Parklets should have vertical elements that make them visible to traffic, such as flexible posts or bollards.



Wheel stops on either side of the parklet.



A steel transition plate ensures a flush transition from the curb to the wooden parklet surface.



Bison pedestals are a popular substructure for parklets.



LOCATION: PHILADELPHIA, PA

Before, during construction, and after—parklet on 44th Street.

3 Parklets have a desired minimum width of 6 feet (or the width of the parking lane). Parklets generally entail the conversion of one or more parallel parking spaces or 3–4 angled parking spaces, but may vary according to the site, context, and desired character of the installation. Where a parklet stretches the length of an entire curb, accessibility and sightlines must be taken into account.

The design of a parklet should not inhibit the adequate drainage of stormwater runoff. Small channels between the base and the platform facilitate drainage.

4 Parklets should have a flush transition at the sidewalk and curb to permit easy access and avoid tripping hazards.

RECOMMENDED

Parklets should avoid corners and are best placed at least one parking space away from the intersection corner. Where installation of a parklet

is under consideration for a site near an intersection, volumes of turning traffic, sightlines, visibility, and daylighting should be taken into account.

Parklets should be heavy enough to make theft impossible or unlikely. Site selection should consider the level of surveillance both during the day and at night.

5 Incorporate seating into the parklet. Seating may be integrated into the design itself or made possible with moveable tables and chairs.

6 Designs for the substructure of a parklet vary and depend on the slope of the street and overall design for the structure. The substructure must accommodate the crown of the road and provide a level surface for the parklet. “Bison pedestals” spaced under the surface and of different heights are a common application. Another method is to provide steel substructure and angled beams.⁴

Parklets should use a slip-resistant surface to minimize hazards and should be accessible to wheelchair users.

Parklet floor load-bearing weight standards vary by agency. At a minimum, design for 100 pounds per square foot.⁵

7 Include an open guardrail to define the space. Railings should be no higher than 3 feet and be capable of withstanding at least 200 feet of horizontal force.⁶

Parklet siting should avoid obstructing underground utility access and electrical transformer vaults.

OPTIONAL

The design of any individual parklet may vary according to the wishes of the primary partner or applicant. Designs may include seating, greenery, bicycle racks, or other features, but should always strive to become a focal point for the community and a welcoming public gathering place. Cities may opt to have a standard design template to reduce design and construction costs for applicants.

Bicycle parking may be incorporated into or adjacent to the parklet.

SAN FRANCISCO PARKLET PROGRAM



San Francisco's Parklet Program converts parking spots into vibrant public spaces. Parklets extend the sidewalk and provide neighborhood amenities like seating, landscaping, bike parking, and art. Through an application process that requires documented neighborhood support, the program allows the community to actively participate in the beautification and creative use of the public realm. Designs are accessible and inclusive, inviting pedestrians, bicyclists, and shoppers to linger, relax, and socialize. Each parklet has a distinct, site-specific design that reflects the neighborhood's unique character,

Process

Each year, an interagency team, led by the San Francisco Planning Department, issues requests for parklet proposals. Storeowners, community organizations, business improvement districts, residents, and nonprofit institutions may apply to sponsor a parklet. Sponsors must conduct community outreach, design the parklet, fund its construction, undertake maintenance, and supply liability insurance. Materials and designs must be temporary and removable, and sponsors must renew parklet permits annually.

Design

San Francisco's parklets generally meet the following design requirements:

- Replace 1–2 parallel, or 3 perpendicular or diagonal parking spaces.
- Be sited on streets with speed limits of 25 mph or less and slopes below 5 percent.
- Have no interference with utility access, fire hydrants, disabled parking, bus zones, or curbside drainage.
- Meet construction standards of both the San Francisco Building Code and the Americans with Disabilities Act Accessibility Guidelines.
- Include wheel stops, reflective elements at corners, and a buffered edge.
- Incorporate high-quality, durable materials.

Privately sponsored and funded, parklets represent an economical means of expanding and energizing public space. Since the program's initial 2010 launch with 6 pilot parklets, San Francisco has installed 38 parklets across the city.



Future Meetings / Important Dates:

September 2, 2024 – City Hall Closed for Labor Day

September 4, 2024 – Marketing Committee

September 5, 16, 2024 – City Council Meeting

September 5, 12, 19, 26, 2024 – Northville Farmers' Market

September 3, 17, 2024 – Planning Commission Meeting

September 6, 2024 – Live at 5

September 6, 13, 20, 27 – Friday Night Acoustic Concerts

September 6, 2024 – Movie in the Park

September 7, 14, 28, 2024 - Summer Saturday Night Concerts

September 11, 2024 Executive Committee Meeting

September 12, 2024 – Economic Development Committee meeting

September 20, 21, 22, 27, 28, 29, 2024 – Corn Maze

September 20, 21, 22, 2024 – Victorian Festival

September 24, 2024 – DDA Board Meeting