



**Meeting of the DDA Board of Directors
December 17, 2024 - 8:30 a.m.
City Council Chambers**

AGENDA

1. Call to Order – Shawn Riley
2. Roll Call – Stacy Pearson
3. Audience Comments (3-minute limit)
4. Approval of Agenda and Consent Agenda
5. Consent Agenda
 - a. November 2024 Financial Statement (Attachment 5.a)
 - b. November Invoice Report (Attachment 5.b)
 - c. November 26, 2024 Meeting Minutes (Attachment 5.c)
 - d. November EV Monthly Usage Report (Attachment 5.d)
 - e. Annual Report on TIF Plan (Attachment 5.e)
6. Presentation of proposed changes to Northville Downs project – Seth Herkowitz, HP
7. Shared Marketing / Communications Position
 - a. Job Description (Attachment 7.a)
 - b. Salary and Benefits (Attachment 7.b)
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 – January 28, 2025

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 11/30/2024
 % Fiscal Year Completed: 41.92

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 11/30/2024	Available Balance 11/30/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
PROPERTY TAXES						
248-000-404.000	CURRENT PROPERTY TAXES	887,776.00	879,790.00	794,529.69	85,260.31	90.31
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00
248-000-451.000	DDA OPERATING LEVY	73,915.00	74,074.00	68,692.38	5,381.62	92.73
	PROPERTY TAXES	960,691.00	952,864.00	863,222.07	89,641.93	90.59
LICENSES, FEES, & PERMITS						
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	0.00	180.00	0.00
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	16,500.00	16,500.00	729.64	15,770.36	4.42
	LICENSES, FEES, & PERMITS	16,680.00	16,680.00	729.64	15,950.36	4.37
STATE REVENUES						
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	30,000.00	45,453.00	45,452.90	0.10	100.00
	STATE REVENUES	30,000.00	45,453.00	45,452.90	0.10	100.00
SALES & SERVICES						
248-000-626.000	MISCELLANEOUS REVENUE	350.00	350.00	110.00	240.00	31.43
248-000-626.110	EV CHARGING STATION REVENUE	500.00	500.00	0.00	500.00	0.00
	SALES & SERVICES	850.00	850.00	110.00	740.00	12.94
INTEREST						
248-000-665.000	INTEREST - INVESTMENT POOL	10,000.00	10,000.00	6,134.88	3,865.12	61.35
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	4,000.00	4,000.00	2,738.99	1,261.01	68.47
248-000-665.200	LONG TERM INVESTMENT EARNINGS	9,000.00	9,000.00	5,891.08	3,108.92	65.46
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(169.08)	(330.92)	33.82
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(247.78)	(452.22)	35.40
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(159.81)	(390.19)	29.06
248-000-665.700	CUSTODIAL FEES	(130.00)	(130.00)	(48.30)	(81.70)	37.15
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTME	0.00	0.00	5,918.83	(5,918.83)	100.00
	INTEREST	21,120.00	21,120.00	20,058.81	1,061.19	94.98
RENTAL INCOME						
248-000-667.020	RENT - SHORT TERM	200.00	200.00	0.00	200.00	0.00
	RENTAL INCOME	200.00	200.00	0.00	200.00	0.00
GRANTS & OTHER LOCAL SOURCES						
248-000-677.010	SPONSORSHIPS - CONCERTS	32,800.00	32,800.00	21,500.00	11,300.00	65.55
248-000-677.020	SPONSORSHIPS - SKELETONS	15,000.00	15,000.00	14,494.10	505.90	96.63
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	5,000.00	5,000.00	2,400.00	2,600.00	48.00
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	2,000.00	2,000.00	0.00	2,000.00	0.00
	GRANTS & OTHER LOCAL SOURCES	54,800.00	54,800.00	38,394.10	16,405.90	70.06
MISCELLANEOUS REVENUES						
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	337.50	5,662.50	5.63
	MISCELLANEOUS REVENUES	6,000.00	6,000.00	337.50	5,662.50	5.63
FUND BALANCE RESERVE						
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	46,930.00	35,069.00	0.00	35,069.00	0.00
	FUND BALANCE RESERVE	46,930.00	35,069.00	0.00	35,069.00	0.00

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000						
Total Dept 000		1,137,271.00	1,133,036.00	968,305.02	164,730.98	85.46
Revenues		1,137,271.00	1,133,036.00	968,305.02	164,730.98	85.46
Account Category: Expenditures						
Department: 573 DPW SERVICES						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	4,128.12	4,071.88	50.34
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	1,705.00	1,567.52	137.48	91.94
248-573-725.000	FRINGE BENEFITS	9,900.00	9,900.00	5,253.31	4,646.69	53.06
248-573-801.020	AUTOMOTIVE SERVICE	500.00	500.00	24.60	475.40	4.92
248-573-943.000	EQUIPMENT RENTAL - CITY	11,165.00	11,165.00	1,382.86	9,782.14	12.39
Unclassified		31,470.00	31,470.00	12,356.41	19,113.59	39.26
Total Dept 573 - DPW SERVICES		31,470.00	31,470.00	12,356.41	19,113.59	39.26
Department: 741 DESIGN COMMITTEE						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	23,460.00	9,971.58	13,488.42	42.50
248-741-709.000	WAGES - PART TIME	72,610.00	72,610.00	31,552.45	41,057.55	43.45
248-741-725.000	FRINGE BENEFITS	17,755.00	17,755.00	9,459.85	8,295.15	53.28
248-741-726.000	SUPPLIES	450.00	1,250.00	1,245.95	4.05	99.68
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	4,339.31	50,660.69	7.89
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	2,500.00	3,150.00	2,183.00	967.00	69.30
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	392.32	607.68	39.23
248-741-801.000	CONTRACTUAL SERVICES	29,870.00	43,215.00	22,088.37	21,126.63	51.11
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	1,820.00	2,180.00	45.50
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	7,593.80	24,346.20	23.78
248-741-920.020	NATURAL GAS	18,980.00	18,980.00	719.27	18,260.73	3.79
248-741-920.030	WATER & SEWER SERVICE	10,240.00	10,240.00	4,475.70	5,764.30	43.71
248-741-938.120	LANDSCAPE MAINTENANCE	38,060.00	38,060.00	527.00	37,533.00	1.38
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	2,000.00	0.00
248-741-962.500	VEHICLE INSURANCE	480.00	975.00	730.50	244.50	74.92
248-741-976.010	SITE AMENITIES	29,000.00	29,000.00	306.10	28,693.90	1.06
248-741-976.020	PEDESTRIAN PLAN IMPLEMENTATION	75,000.00	75,000.00	0.00	75,000.00	0.00
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	20,000.00	0.00	0.00	0.00	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	50,000.00	50,000.00	0.00	50,000.00	0.00
Unclassified		482,345.00	477,635.00	97,405.20	380,229.80	20.39
Total Dept 741 - DESIGN COMMITTEE		482,345.00	477,635.00	97,405.20	380,229.80	20.39
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	18,770.00	7,977.30	10,792.70	42.50
248-742-709.000	WAGES - PART TIME	26,490.00	26,490.00	9,017.06	17,472.94	34.04
248-742-725.000	FRINGE BENEFITS	11,195.00	11,195.00	7,258.12	3,936.88	64.83
248-742-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	18,567.70	35,797.30	34.15
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	672.70	607.30	52.55
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	0.00	2,800.00	0.00

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-955.190	BUSINESS RETENTION PROGRAM	2,750.00	2,750.00	0.00	2,750.00	0.00
248-742-955.310	CONCERTS	32,800.00	32,800.00	22,000.00	10,800.00	67.07
248-742-955.320	SKELETONS EVENT	13,000.00	13,000.00	5,462.99	7,537.01	42.02
248-742-955.330	HOLIDAY TO REMEMBER EVENT	5,000.00	5,000.00	388.91	4,611.09	7.78
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	2,000.00	0.00	2,000.00	0.00
	Unclassified	170,500.00	170,500.00	71,344.78	99,155.22	41.84
	Total Dept 742 - MARKETING COMMITTEE	170,500.00	170,500.00	71,344.78	99,155.22	41.84
Department: 743 PARKING COMMITTEE						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	9,385.00	3,988.89	5,396.11	42.50
248-743-709.000	WAGES - PART TIME	5,800.00	5,800.00	2,264.30	3,535.70	39.04
248-743-725.000	FRINGE BENEFITS	5,120.00	5,120.00	3,006.03	2,113.97	58.71
248-743-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	250.00	0.00
248-743-995.230	O/T TO PARKING FUND	104,430.00	104,430.00	52,215.00	52,215.00	50.00
	Unclassified	125,035.00	125,035.00	61,474.22	63,560.78	49.17
	Total Dept 743 - PARKING COMMITTEE	125,035.00	125,035.00	61,474.22	63,560.78	49.17
Department: 744 ORGANIZATIONAL COMMITTEE						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	14,075.00	5,983.12	8,091.88	42.51
248-744-709.000	WAGES - PART TIME	7,730.00	7,730.00	4,111.97	3,618.03	53.19
248-744-725.000	FRINGE BENEFITS	7,510.00	7,510.00	5,159.84	2,350.16	68.71
248-744-726.000	SUPPLIES	1,250.00	1,250.00	617.58	632.42	49.41
248-744-730.000	POSTAGE	50.00	50.00	0.00	50.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	0.00	0.00	1,302.09	(1,302.09)	100.00
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	616.00	5,884.00	9.48
248-744-853.000	TELEPHONE/COMMUNICATIONS	900.00	900.00	725.74	174.26	80.64
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	192.04	1,022.96	15.81
248-744-956.000	CONTINGENCIES	3,270.00	3,270.00	0.00	3,270.00	0.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	1,020.00	80.00	92.73
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	425.00	425.00	50.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMI	4,450.00	4,925.00	3,693.00	1,232.00	74.98
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,959.17	540.83	78.37
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	119,980.00	119,980.00	93,355.00	26,625.00	77.81
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(60,505.00)	(60,505.00)	(45,378.75)	(15,126.25)	75.00
	Unclassified	110,875.00	111,350.00	73,781.80	37,568.20	66.26
	Total Dept 744 - ORGANIZATIONAL COMMITTEE	110,875.00	111,350.00	73,781.80	37,568.20	66.26
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	28,150.00	11,966.07	16,183.93	42.51
248-745-709.000	WAGES - PART TIME	7,730.00	7,730.00	4,111.99	3,618.01	53.20
248-745-725.000	FRINGE BENEFITS	13,645.00	13,645.00	7,497.26	6,147.74	54.95

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Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
	Unclassified	49,625.00	49,625.00	23,575.32	26,049.68	47.51
	Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	49,625.00	49,625.00	23,575.32	26,049.68	47.51
Department: 906 DEBT SERVICE						
Unclassified						
248-906-995.303	O/T TO DEBT SERVICE FUND	167,421.00	167,421.00	2,557.50	164,863.50	1.53
	Unclassified	167,421.00	167,421.00	2,557.50	164,863.50	1.53
	Total Dept 906 - DEBT SERVICE	167,421.00	167,421.00	2,557.50	164,863.50	1.53
	Expenditures	1,137,271.00	1,133,036.00	342,495.23	790,540.77	30.23
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
	TOTAL REVENUES	1,137,271.00	1,133,036.00	968,305.02	164,730.98	
	TOTAL EXPENDITURES	1,137,271.00	1,133,036.00	342,495.23	790,540.77	
	NET OF REVENUES & EXPENDITURES:	0.00	0.00	625,809.79	(625,809.79)	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 11/01/2024 - 11/30/2024

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 524 MILL RACE VILLAGE MAINTENANCE					
101-524-801.000	CONTRACTUAL SERVICES	KONE, INC.	NOVEMBER 2024 MAINTENCE PERIOD	87.60	500873
Total Department 524 MILL RACE VILLAGE MAINTENANCE				<u>87.60</u>	
Total Fund 101 GENERAL FUND				<u>87.60</u>	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 741 DESIGN COMMITTEE					
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERVICES	6035322532048778	144.94	500933
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	CITY CAMERA SOFTWARE SUPPORT	78.16	500815
248-741-801.000	CONTRACTUAL SERVICES	DUFF UNIVERSAL LIFE SOLUTI	TRASH FOR 3 VISITS	225.00	500819
248-741-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	GRAPHIC DESIGN	1,365.00	500802
248-741-801.000	CONTRACTUAL SERVICES	ORCHARD,HILTZ & MCCLIMENT	MAIN STREET PRELIMINARY STUDY	1,504.13	500874
248-741-801.000	CONTRACTUAL SERVICES	DUFF UNIVERSAL LIFE SOLUTI	TRASH OCT 11,12,18,19,25,26	675.00	500891
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY PORTA JOHN	308.00	500792
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC CHARGES 9/14/24 - 11/12/24	444.05	124252
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 9/14/24 - 11/12/24	588.37	124252
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC CHARGES 9/14/24 - 11/12/24	87.46	124252
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELECTRIC CHARGES 9/14/24 - 11/12/24	195.12	124252
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 9/14/24 - 11/12/24	192.11	124252
248-741-920.010	ELECTRIC POWER	DTE ENERGY	9100-4051-9951 - SEPTEMBER 2024 STREE	1,288.60	500634
Total Department 741 DESIGN COMMITTEE				<u>7,095.94</u>	
Department: 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARKETING AND COMMUNICATIONS	2,000.00	500858
248-742-801.000	CONTRACTUAL SERVICES	SCHENDEL CORPORATION	OCT 11X17 SKELETON POSTERS	20.98	500895
248-742-955.330	HOLIDAY TO REMEMBER EVENT	HOME DEPOT CREDIT SERVICES	6035322538839337 - SANTA HOUSE PAINT	39.98	500932
Total Department 742 MARKETING COMMITTEE				<u>2,060.96</u>	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				<u>9,156.90</u>	



**Downtown Development Authority
Meeting of the DDA Board of Directors
November 26, 2024**

The November 26, 2024 meeting of the DDA Board of Directors was called to order at 8:35 am.

ROLL CALL

Present: Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, David Cole, Mike Jaafar, Ryan McKindles, Robert Miller, Shawn Riley

Absent: Amy Bonser, Aaron Cozart, Jim Long

Also Present: Lori Ward / DDA Director, Sandi Wiktorowski, Mike Domine / DPW Director, Alan Maciag / Police Chief, Barbara Moroski-Browne / Mayor Pro Tem, Kevin Herbert, Fred Sheil, Mary Keys, Dave Gutman, Ed Brazen, Cindy Brazen, Greg Presley, Michelle Aniol, Mary Keys, Deanna Gilbert

AUDIENCE COMMENT

Keys expressed concern for the proposed changes by Hunter Pasteur to the Northville Downs project, specifically the addition of a three-story office building and impact on parking. Snyder asked if River Street was within the DDA boundaries and if the DDA would be responsible for the road repair following the construction project. Both Lahanas and Ward indicated that River Street was not within the DDA boundaries.

APPROVAL OF AGENDA AND CONSENT AGENDA

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

PRESENTATION OF AUDIT

Wiktorowski advised the DDA Board that the City of Northville changed auditing firms this year from Plante Moran to Rehmann. In addition, the DDA is now reported as part of the City's audit and is no longer a separate document but is reported as a component unit of the city. Wiktorowski gave a briefing on the audit.

As of June 30, 2024 the total fund balance was \$464,674, of which 20% or \$218,646, was unassigned. A non-spendable fund balance of \$5,383 represents the amount of prepaid invoices at year end. Committed fund balance of \$117,908 is dedicated for future road improvements. Assigned fund balance is the amount of accumulated leave time for staff and budgeted use of fund balance in FY2025. The overall fund balance decreased \$2,971.

Captured taxes for the year total \$819,047 comprise of the following:

- City of Northville (\$491,437)
- Wayne County (\$248,439)
- Schoolcraft Community College (\$72,555)
- Huron Clinton Metropolitan Authority (\$6,616)

Total DDA revenues for the year were \$1,094,068.

Wiktorowski informed the Board that there is one final payment remaining on the streetscape debt. The final amount of \$167,557 is due on April 1, 2025. After the final payment, the funds could be used for pay as you go projects or used to service debt service on a new bond issue.

Cole asked if the foot notes in the audit pertaining to the DDA could be shared. Ward agreed to forward the foot notes to Cole.

MAIN STREET STREETSCAPE SOLUTIONS

Domine shared that the OHM engineering study is now complete and a presentation by OHM was made to the EDC on November 14th. Domine walked the DDA Board members through the different scenarios that were explored by OHM for downtown streetscape improvements. Domine referred the Board to the OHM memo in the Board packets which provided information on several options. Consistent with each scenario is the reconstruction of E. Main Street between Hutton and Griswold Streets. Preliminary estimates for the reconstruction of E. Main Street between Hutton and Griswold are \$1.2 million. This is based on very early design. Ward stated that more accurate and detailed estimates will be developed as decisions are made on how to move forward. Other options include:

- Rehabilitation of E. Main Street including brick replacement, asphalt overlay and curb and sidewalk repairs. This option is basically a repair of existing conditions and has a life span of roughly 7 years. The estimate for this option is \$550,000.
- Curbless street with asphalt roadway - some limited brick and cobblestone similar to the limits that are already there. Estimated life span is 15-25 years. Estimate of costs is \$1.9 million.
- Curbless street with decorative brick and cobblestone from Center to Hutton Street. Estimated life span is 15 - 25 years. Estimate of costs is \$2.5 million.

While the road rehabilitation option is much less expensive to undertake, the road reconstruction will last considerably longer, potentially saving money in the long run. All options will be designed and engineered to meet ADA requirements.

Ward stated that one of the most important issues remains how to fund the improvements. The DDA currently has a fund balance of \$220,000 or approximately 20% of the DDA's annual revenue. The DDA also has identified approximately \$118,000 that is required to be used for road repairs only. DDA staff met with DPW and City Engineers to review the scope of the project. Two grants have been identified by the project engineers as a good

fit for project funding. Ward provided information on the two grants The grants are MEDC RAP grant and the Transportation Alternative Program (TAP). Both grants offer funding up to \$1 million dollars with a 50/50 local match. The RAP grant application window opened several weeks ago and the deadline for submitting a RAP grant application is January 30, 2025. Ward provided information on the TAP grant which is run through the Department of Transportation and the state's six metropolitan planning organizations. TAP applications are accepted on a rolling basis.

The Board also discussed the possibility of issuing bonds to fund the project. Once the DDA has paid off the existing debt, the DDA will be able to issue new debt. The DDA currently has a figure of \$225,000 set aside to service future debt annually.

Lahanas provided additional information on the funding sources and recommended that the Curbless Street project would be a good match for the RAP grant funding. The Place Based Infrastructure program is one of three programs providing funding and focuses on traditional downtown, social-zones, outdoor dining, placed-based public spaces.

A discussion took place on whether the DDA should apply for a grant and what project would have the best chance at being funded.

Motion by Boyd and seconded by McKindles to approve an amount not to exceed \$2,500 for OHM to prepare a RAP grant for potential funding of a placemaking street project along E. Main Street. A roll call vote was taken. The motion passed unanimously.

COMMITTEE UPDATES

Design Committee – No update

Marketing Meeting – Riley shared that the Marketing Committee met on November 14th. Each of the members shared the holiday activities that are being planned.

Parking Committee – Chief Maciag shared the progress of the Parking Study project that is underway with Fishbeck consultants. The study should be completed and presented in mid-January. A new parking enforcement officer will be starting with the City in early December.

Organizational Committee – Boyd stated the Organizational Committee and DDA staff would be working on the upcoming 2nd quarter budget amendments and 2025-2026 DDA Budget.

Economic Development Committee – No update. The next meeting of the EDC is scheduled for December 12th.

DDA FUTURE MEETINGS / IMPORTANT DATES

Riley announced the next meeting of the DDA Board will be December 17, 2024 at 8:30am in City Council Chambers.

BOARD AND STAFF COMMUNICATIONS

Cole requested an update from Toll Brothers on the progress of their project.

ADJOURNMENT

Motion by Turnbull and seconded by McKindles to adjourn the DDA Board meeting.
Motion carried unanimously. **Meeting adjourned at 9:30am.**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

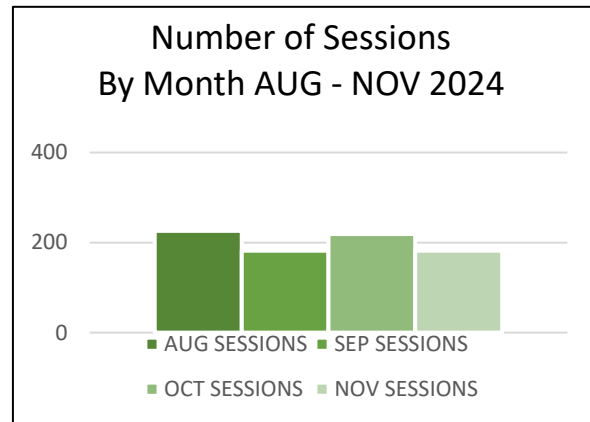
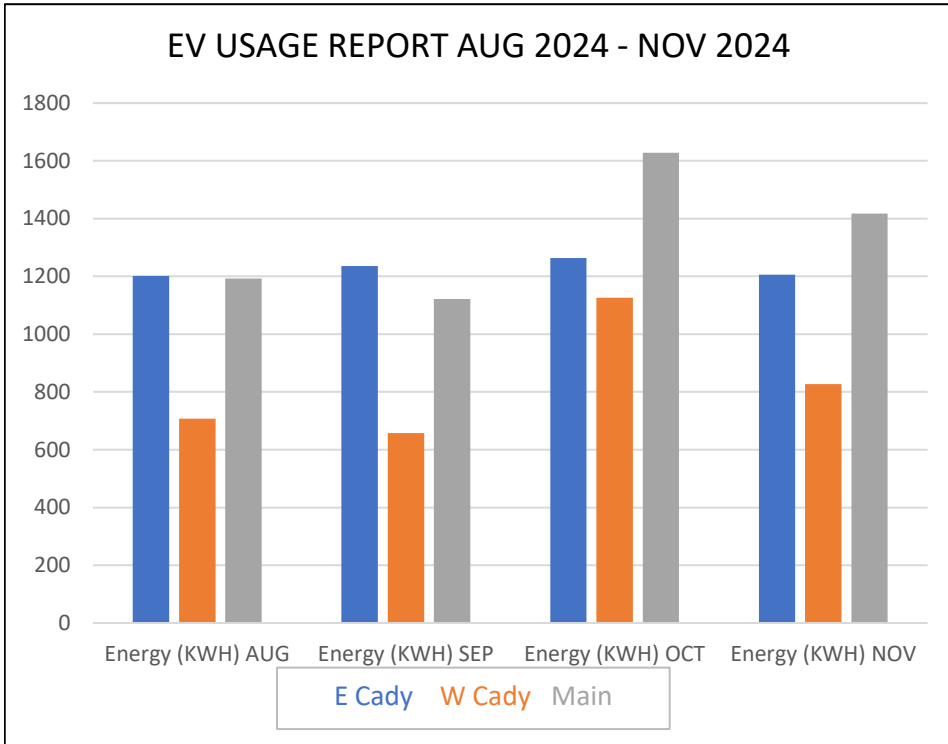
Nov-24

Charger Location	Energy (KWH) AUG	Energy (KWH) SEP	Energy (KWH) OCT	Energy (KWH) NOV
123 E Cady St	1201.7	1236.04	1263.58	1205.63
123 W Cady St	707.03	657.14	1125.69	827.43
114 W Main St	1192.86	1122.16	1627.74	1417.75
Totals:	3101.59	3015.34	4017.01	3450.81

Session Totals	AUG SESSIONS	SEP SESSIONS	OCT SESSIONS	NOV SESSIONS
	226	182	219	182

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	231.25	68	200.94	1587.21
123 W Cady St	173.36	49	137.91	1089.32
114 W Main St	201.29	65	236.29	1866.47
Totals:	605.9	182	575.14	4543

Annual Users	Aug-24	Sep-24	Oct-24	Nov-24
Sessions to Date	582	764	983	1165
DDA Funds Earned	\$84.44	\$90.35	\$110.70	\$103.31



NOV 2024 DATA

Petroleum Dsplcmt GAL 575.14
 Green House Gas KG 4543

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	City of Northville	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2024. MCL 125.4911(2)	Downtown Development Authority		2024
	Year AUTHORITY (not TIF plan) was created:	1978	
	Year TIF plan was created or last amended to extend its duration:	2015	
	Current TIF plan scheduled expiration date:	2040	
	Did TIF plan expire in FY24?	No	
	Year of first tax increment revenue capture:	1979	
	Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No	
	If yes, authorization for capturing school tax:		
	Year school tax capture is scheduled to expire:		

Revenue:	Tax Increment Revenue	\$ 819,048
	Property taxes - from DDA millage only	\$ 69,642
	Interest	\$ 48,130
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$ 46,074
	Other income (grants, fees, donations, etc.)	\$ 111,174
	Total	\$ 1,094,068

Tax Increment Revenues Received		Revenue Captured
	From counties	\$ 248,439
	From cities	\$ 491,437
	From townships	\$ -
	From villages	\$ -
	From libraries (if levied separately)	\$ -
	From community colleges	\$ 72,555
	From regional authorities (type name in next cell) Huron Clinton Metropolitan Authority	\$ 6,616
	From regional authorities (type name in next cell)	\$ -
	From regional authorities (type name in next cell)	\$ -
	From local school districts-operating	\$ -
	From local school districts-debt	\$ -
	From intermediate school districts	\$ -
	From State Education Tax (SET)	\$ -
	From state share of IFT and other specific taxes (school taxes)	\$ -
	Total	\$ 819,048

Expenditures		
	Public Works	\$ 42,282
	Design Committee	\$ 411,912
	Marketing Committee	\$ 168,836
	Parking Committee	\$ 168,275
	Organizational Committee	\$ 86,866
	Economic Development Committee	\$ 48,793
	Debt Service - Pass Through Commitment	\$ 170,075
		\$ -
		\$ -
		\$ -
		\$ -
	Transfers to other municipal fund (list fund name)	\$ -
	Transfers to other municipal fund (list fund name)	\$ -
	Transfers to General Fund	\$ -
	Total	\$ 1,097,039

Total outstanding non-bonded indebtedness	Principal	\$ 165,000
	Interest	\$ 5,114
Total outstanding bonded indebtedness	Principal	\$ -
	Interest	\$ -
	Total	\$ 170,114

Bond Reserve Fund Balance		\$ -
Unencumbered Fund Balance		\$ -
Encumbered Fund Balance		\$ -

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value
Ad valorem PRE Real	\$ 1,106,225		\$ 1
Ad valorem non-PRE Real	\$ 35,440,446	\$ 6,061,148	\$ 26
Ad valorem industrial personal			\$ -
Ad valorem commercial personal	\$ 1,615,500	\$ 742,140	\$ -
Ad valorem utility personal	\$ 604,000		\$ -
Ad valorem other personal	\$ -	\$ -	\$ -
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -
IFT New Facility personal property, all other	\$ -	\$ -	\$ -
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -
IFT Replacement Facility (frozen values)	\$ -	\$ -	\$ -
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -
Commercial Rehabilitation Act	\$ -	\$ -	\$ -
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -
Exempt (from all property tax) Real Property	\$ -	\$ -	\$ -
Total Captured Value		\$ 6,803,288	\$ 31



POSITION DESCRIPTION

POSITION TITLE: Communications Specialist

SUPERVISION: Reports to the City Manager and DDA Director

POSITION DESCRIPTION: The role of the Community Specialist is to manage the communication strategy and enhance the City/DDA public image. The Communications Specialist serves as a member of the City's management team. Plans, organizes, and direct all aspects of the City and the Downtown Development Authority's communications (City/DDA). The position requires the exercise of considerable initiative, independent judgement, and discretion.

DESCRIPTION:

- Prepare an annual communications plan, schedule and budget.
- Track and prepare a monthly summary, and success indicators/measurements, of all PR and marketing efforts.
- Compose and update City/DDA website content including news releases.
- Maintain and update the City/DDA's social media efforts and collaborate with departments as needed; monitors City/DDA social media feeds and responds as appropriate; posts information on the City administered platforms.
- Build and develop the City/DDA's press relationships to ensure accurate coverage of events, programs and activities; maintains regular media contacts and keeps them informed of issues and events of importance to the City and citizens.
- Attend City Council, Commission meetings, DDA Marketing Committee meetings and special events as needed.
- Write, edit and prepare informational materials, including the City's newsletters, to inform the community of City issues, services, programs and events.
- Develop, plan and implement opportunities to improve public awareness of and involvement in City/DDA services, programs, plans and projects;
- Develop partnerships and coordinate information with outside individuals and agencies to foster community service, education and information;
- Provide photographic and video services as needed.
- Assist in the development and implementation of special events.
- Establish, maintain and foster cooperative working relationships with city-wide departments in the course of work.
- Assist with various tasks as assigned, including community engagement and volunteer events.
- Performs other duties as required by the City/DDA.

KNOWLEDGE SKILLS AND ABILITIES:

- Work proficiently with Microsoft Office, including effective use of Word, Excel and PowerPoint and other programs as needed.
- Communicate effectively orally and in writing.
- Write clearly and concisely for a variety of audiences and prepare public information to engage and inform the community.
- Knowledge of the functions, structure and organization of municipal government.
- Able to effectively research, organize and present data.
- Ability to perform duties with a high degree of independence, initiative and judgement.
- The ability to work collaboratively across internal organizational structures.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Communications, Public Relations, Journalism, or related field.
- Three (3) or more years of previous communications experience with an emphasis in social media. Municipal government experience preferred.

POSITION CLASSIFICATION:

Non-Union, Exempt – Full Time - \$55,000 - \$65,000 annually. Benefits as provided under the City of Northville Non-Union Benefit Summary.

NOTE:

This position description is intended to indicate the general nature of responsibilities typically assigned. The description is not necessarily exhaustive or intended to limit the City's right to modify the position or assignments as necessary.

FY26 Salary Allocation					
Downtown Development Authority					
Name		TBD		TBD	
Position		Comm Specialist		Full Time Laborer	
Hire Date				Shared w/ DPW	
Salary Computation:					
Hourly Pay Rate		31.72		22.52	
Hours to be Worked		520.00	16,494.40	1040.00	23,415.60
Hourly Pay Rate					
Vac. Hours to be Paid Out					
Hourly Pay Rate					
Vac. Hours over 480 payout					
Longevity Pay					
Total Salary Expenditure			16,494.40		23,415.60
Salary Allocation:					
248-741-706 (Design)				100%	23,415.60
248-742-706 (Marketing)		100%	16,494.40		0.00
248-743-706 (Parking)					0.00
248-744-706 (Organization)					0.00
248-745-706 (Ec Dev)					0.00
248-741-709 (Design)					
248-742-709 (Marketing)					
Total Allocated			16,494.40		23,415.60
Fringe Benefits Computation:					
Workers' Compensation		0.0000%	0.00	1.7000%	398.07
Social Security		7.65%	1,261.82	7.65%	1,791.29
Medical/Dental/Rx/Optical			3,750.00		7,500.00
\$120K Life		\$120,000	81.36	\$120,000	162.72
\$120K AD&D			11.88		23.76
Defined Contribution		15.0%	2,474.16	15.0%	3,512.34
HCSP		2.0%	329.89	2.0%	468.31
LTD (401 participants only)		0.398	65.65	0.398	93.19
Contracted Compliance *			68.75		137.50
Total Fringe Benefits			8,043.51		14,087.18
Fringe Benefit Allocation:					
248-741-725				100%	14,087.18
248-742-725		100%	8,043.51		
248-743-725					
248-744-725					
248-745-725					
Total Fringe Benefits Alloc.			8,043.51		14,087.18
			0.00		0.00
			16,494.40		23,415.60
			8,043.51		14,087.18
Total			24,537.91		37,502.78



Future Meetings / Important Dates:

December 18, 2024, Historic District Commission 7:00 pm

December 24, 25, 31, 2024 and January 1, 2025 City Hall Closed

January 6, 23, 27, 2025 City Council 6:30pm

January 2, 2025 Marketing Committee Meeting 8:30 am

January 7, 14, 2025, Planning Commission 6:30pm

January 8, 2025, Executive Committee 8:30am

January 28, 2025, DDA Board Meeting 8:30am