



**Meeting of the DDA Board of Directors
January 28, 2025 - 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. December 2024 Financial Statement (Attachment 5.a)
 - b. December Invoice Report (Attachment 5.b)
 - c. December 17, 2024 Meeting Minutes (Attachment 5.c)
 - d. December EV Monthly Usage Report (Attachment 5.d)
 - e. 2nd Quarter Budget Amendments (Attachment 5.e)
 - f. Budget Amendment Explanations (Attachment 5.f)
6. Toll Brothers Update – presentation by Jason Iacoangeli
7. DDA Board and Staff Update
 - a. DDA Director Search
 - b. Election of DDA Officers (Attachment 7.b)
 - c. Shared Marketing / Communications Position Update (Attachment 7.c)
 - d. Shared DPW Position (Attachment 7.d)
8. Letter of Support for RAP Grant (Attachment 8)
9. Summer Concert Series Contract (Handout)
10. 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
11. Meetings
 - a. Upcoming Meeting/Event Dates (Attachment 11.a)
 - b. 2005 DDA Board Meeting Dates (Attachment 11.b)
12. Board and Staff Communications
13. Adjournment – Next Meeting – **February 25, 2025**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Attachment 5.a

Balance As of 12/31/2024
 % Fiscal Year Completed: 50.41

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 12/31/2024	Available Balance 12/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 573 DPW SERVICES						
Unclassified						
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	6,000.00	4,536.51	1,463.49	75.61
248-573-707.000	WAGES - REGULAR OVERTIME	1,705.00	2,500.00	2,323.63	176.37	92.95
248-573-725.000	FRINGE BENEFITS	9,900.00	8,500.00	6,165.06	2,334.94	72.53
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	9,165.00	4,826.34	4,338.66	52.66
Unclassified		31,470.00	26,665.00	17,876.14	8,788.86	67.04
Total Dept 573 - DPW SERVICES		31,470.00	26,665.00	17,876.14	8,788.86	67.04
Department: 741 DESIGN COMMITTEE						
Unclassified						
248-741-706.000	WAGES - REGULAR FULL TIME	23,460.00	47,455.00	16,742.97	30,712.03	35.28
248-741-709.000	WAGES - PART TIME	72,610.00	60,650.00	29,151.47	31,498.53	48.07
248-741-725.000	FRINGE BENEFITS	17,755.00	28,080.00	10,677.04	17,402.96	38.02
248-741-726.000	SUPPLIES	450.00	1,750.00	1,205.20	544.80	68.87
248-741-775.200	DOWNTOWN MATERIALS	55,000.00	55,000.00	4,478.64	50,521.36	8.14
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	22,189.96	21,025.04	51.35
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,128.00	1,872.00	53.20
248-741-920.010	ELECTRIC POWER	31,940.00	31,940.00	8,797.03	23,142.97	27.54
248-741-920.020	NATURAL GAS	18,980.00	18,980.00	1,952.38	17,027.62	10.29
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	973.00	2.00	99.79
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	0.00	0.00	0.00	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	425,495.00	106,179.81	319,315.19	24.95
Total Dept 741 - DESIGN COMMITTEE		482,345.00	425,495.00	106,179.81	319,315.19	24.95
Department: 742 MARKETING COMMITTEE						
Unclassified						
248-742-706.000	WAGES - REGULAR FULL TIME	18,770.00	40,860.00	13,883.50	26,976.50	33.98
248-742-709.000	WAGES - PART TIME	26,490.00	3,905.00	3,445.83	459.17	88.24
248-742-725.000	FRINGE BENEFITS	11,195.00	19,005.00	8,279.11	10,725.89	43.56
248-742-726.000	SUPPLIES	50.00	50.00	0.00	50.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	46,365.00	24,972.70	21,392.30	53.86
248-742-801.340	WEB SITE MAINTENANCE	1,280.00	1,280.00	779.20	500.80	60.88
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	2,800.00	2,800.00	0.00	2,800.00	0.00
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	5,288.83	(288.83)	105.78
248-742-955.340	CHILI COOKOFF EVENT	2,000.00	2,000.00	0.00	2,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

Balance As of 12/31/2024
 % Fiscal Year Completed: 50.41

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 12/31/2024	Available Balance 12/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
Department: 742 MARKETING COMMITTEE						
Unclassified						
	Unclassified	170,500.00	169,815.00	84,112.16	85,702.84	49.53
	Total Dept 742 - MARKETING COMMITTEE	170,500.00	169,815.00	84,112.16	85,702.84	49.53
Department: 743 PARKING COMMITTEE						
Unclassified						
248-743-706.000	WAGES - REGULAR FULL TIME	9,385.00	32,025.00	9,222.17	22,802.83	28.80
248-743-709.000	WAGES - PART TIME	5,800.00	0.00	407.19	(407.19)	100.00
248-743-725.000	FRINGE BENEFITS	5,120.00	10,600.00	4,124.30	6,475.70	38.91
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	147,355.00	65,968.66	81,386.34	44.77
	Total Dept 743 - PARKING COMMITTEE	125,035.00	147,355.00	65,968.66	81,386.34	44.77
Department: 744 ORGANIZATIONAL COMMITTEE						
Unclassified						
248-744-706.000	WAGES - REGULAR FULL TIME	14,075.00	33,960.00	13,832.74	20,127.26	40.73
248-744-709.000	WAGES - PART TIME	7,730.00	0.00	397.80	(397.80)	100.00
248-744-725.000	FRINGE BENEFITS	7,510.00	15,900.00	6,782.10	9,117.90	42.65
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	1,305.00	1,853.53	(548.53)	142.03
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	908.74	(8.74)	100.97
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	214.13	1,000.87	17.62
248-744-956.000	CONTINGENCIES	3,270.00	0.00	0.00	0.00	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	4,924.00	1.00	99.98
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	59,990.00	59,990.00	50.00
248-744-965.010	OVERHEAD/INDIRECT COST SUBSIDY	(60,505.00)	(60,505.00)	(30,252.50)	(30,252.50)	50.00
	Unclassified	110,875.00	129,930.00	63,288.29	66,641.71	48.71
	Total Dept 744 - ORGANIZATIONAL COMMITTEE	110,875.00	129,930.00	63,288.29	66,641.71	48.71
Department: 745 ECONOMIC DEVELOPMENT COMMITTEE						
Unclassified						
248-745-706.000	WAGES - REGULAR FULL TIME	28,150.00	39,865.00	16,265.23	23,599.77	40.80
248-745-709.000	WAGES - PART TIME	7,730.00	0.00	397.83	(397.83)	100.00
248-745-725.000	FRINGE BENEFITS	13,645.00	17,210.00	8,503.58	8,706.42	49.41
248-745-726.000	SUPPLIES	100.00	100.00	0.00	100.00	0.00
	Unclassified	49,625.00	57,175.00	25,166.64	32,008.36	44.02
	Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE	49,625.00	57,175.00	25,166.64	32,008.36	44.02
Department: 906 DEBT SERVICE						

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

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 % Fiscal Year Completed: 50.41

GL Number	Description	24-25 Original Budget	24-25 Amended Budget	YTD Balance 12/31/2024	Available Balance 12/31/2024	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Expenditures						
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	1,123,856.00	365,149.20	758,706.80	32.49
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL EXPENDITURES		1,137,271.00	1,123,856.00	365,149.20	758,706.80	

INVOICE DISTRIBUTION REPORT FOR CITY OF NORTHVILLE

POST DATES 12/01/2024 - 12/31/2024

POSTED AND UNPOSTED

OPEN AND PAID

Attachment 5.b

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.	DECEMBER 2024 MAINTENANCE PERIOD	87.60	124377
Total Department 524 MILL RACE VILLAGE MAINTENANCE				87.60	
Total Fund 101 GENERAL FUND				87.60	
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Department: 000					
248-000-665.500	INVESTMENT ADVISORY FEES	ROBINSON CAPITAL MANAGEMEN	DEC MGMT FEES	57.19	None
Total Department 000				57.19	
Department: 741 DESIGN COMMITTEE					
248-741-726.000	SUPPLIES	MODERN BUSINESS MACHINES I	DDA PRINTER FEES	47.61	124302
248-741-726.000	SUPPLIES	IMAGE BUSINESS SOLUTIONS,	DDA / BUILDING COPIER / PRINTER	18.68	124475
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERVICES	SANTA HOUSE & HOLIDAY SET UP	139.33	124422
248-741-775.200	DOWNTOWN MATERIALS	BEGONIA BROTHERS	GARLAND IN ROLLS / CITY & DDA	4,536.00	None
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATION C	SOFTWARE SERVICE SUPPORT	78.14	124400
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATIONS,	PHONE / INTERNET	299.00	None
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	DOWNTOWN PORTA JOHNS	308.00	124292
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA JOHNS MARY ALEXANDER PARKING DE	308.00	None
248-741-920.010	8670805 - 118 N CENTER - D	DTE ENERGY	ELECTRIC CHARGES 11/13/24 - 12/13/24	259.24	124365
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 11/13/24 - 12/13/24	414.76	124365
248-741-920.010	8981178 - 200 GRISWOLD - X	DTE ENERGY	ELECTRIC CHARGES 11/13/24 - 12/13/24	49.98	124365
248-741-920.010	5579639 - 127 MARY ALEX -	DTE ENERGY	ELECTRIC CHARGES 11/13/24 - 12/13/24	117.24	124365
248-741-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 11/13/24 - 12/13/24	111.08	124365
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 11/28/24 - 12/30/24	65.34	None
248-741-938.120	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	GREENS, GARLAND, WREATHS	2,632.00	None
248-741-938.120	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	WINTER GREENS 2024	8,179.00	None
Total Department 741 DESIGN COMMITTEE				17,563.40	
Department: 742 MARKETING COMMITTEE					
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE LLC	GRAPHIC DESIGN SERVICES	490.00	124298
248-742-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING LLC	ANNUAL 4 (1/2) PAGE ADS	3,600.00	124306
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARKETING	2,000.00	124355
248-742-801.340	WEB SITE MAINTENANCE	ACCUNET, INC	WEBSITE MAINTENANCE	106.50	124285
248-742-801.340	WEB SITE MAINTENANCE	CONSTANT CONTACT	COMMUNICATION	65.55	None
248-742-955.330	HOLIDAY TO REMEMBER EVENT	NORTH RIVER CREATIVE LLC	GRAPHIC DESIGN SERVICES	210.00	124298
248-742-955.330	HOLIDAY TO REMEMBER EVENT	TERRY D. BRADLEY	SANTA SERVICES	450.00	124470
248-742-955.330	HOLIDAY TO REMEMBER EVENT	HOME DEPOT CREDIT SERVICES	6035322532048778	139.92	124482
248-742-955.330	HOLIDAY TO REMEMBER EVENT	LESLIE J BENNER	2 NIGHTS 2 WAGONS HTR 2024	4,000.00	124466
Total Department 742 MARKETING COMMITTEE				11,061.97	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY				28,682.56	



**Downtown Development Authority
Meeting of the DDA Board of Directors
December 17, 2024**

The December 17, 2024 meeting of the DDA Board of Directors was called to order at 8:33am.

ROLL CALL

Present: Mayor Brian Turnbull, Amy Bonser, Margene Buckhave, Mike Jaafar, Jim Long, Ryan McKindles, Robert Miller, Shawn Riley

Absent: DJ Boyd, David Cole, Arron Cozart

Also Present: Lori Ward / DDA Director, George Lahanas / City Manager, Stacy Pearson / DDA Assistant Director, Justin Quagliata / City Planner, Barbara Moroski-Browne / Mayor Pro Tem, Omar Eid / HP, Richard Barr, Seth Herkowitz / HP, Michelle Aniol, Fred Sheill, Deanna Gilbert / Chamber Rep, Ed and Cindy Brazen, Jeff Snyder, Mary Keys, Dave Gutman, Sally Johnson-Flayer

AUDIENCE COMMENT

Snyder voiced parking concerns for the current and new locations throughout the city and encouraged DDA to find creative solutions to parking issues.

APPROVAL OF AGENDA AND CONSENT AGENDA

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

Long had questions about the DDA contribution of \$50,000 in support of the Ford Field project. Ward stated that as part of the 2024-25 budget, the DDA approved a contribution in the amount of \$50,000 for two consecutive years. The budget was approved at the DDA's April 9, 2024 meeting. Ward stated that she would send Long a copy of the 2024-25 approved budget and the meeting minutes where the budget was approved.

PRESENTATION OF PROPOSED CHANGES TO THE NORTHVILLE DOWNS PROJECT

Robert Miller recused himself and removed himself from the meeting. Herkowitz presented the proposed changes to the site plan for the Northville Downs Project. The presentation included the removal of the condominium units and replacement with town homes and the impact the changes will have on parking.

Herkowitz, answered questions on additional parking for restaurants and mixed used space, noting that restaurants use a parking ratio of 1 – 100 and 1 – 300 for office space. Subsequent discussion covered the impacts to nearby parking lots both public and private as well as and nearby parking decks. Aniol brought a number of questions to the floor for further exploration to include a more in depth look at the parking study, identifying peak usage for lots, determining walkability, and the absorption of usage from the new office and retail spaces. Herkowitz addressed these topics as well as financing questions on the required presale of townhome. Herkowitz also walked through the general condominium complex construction plan.

Ward concluded that city is currently working with the engineering firm, Fishbeck on an updated parking study. The finished report is set to be presented to City Council on January 23, 2025.

SHARED MARKETING / COMMUNICATIONS POSITION

Ward shared that City and DDA are working together to create a full-time shared staff position that will be posted on city and DDA website as well as on linkedin. A copy of the job description was included in the Board packet. The DDA will be covering 25% of the cost of the position and benefits.

COMMITTEE UPDATES

Design Committee – Miller, January 13 next meeting
Marketing Committee – Riley, next meeting in January
Parking Committee – Ward, parking study presented January 23
Organizational Committee – Ward, 2nd quarter budget being worked on
Economic Development Committee – Riley, check packet for future meetings

DDA FUTURE MEETINGS / IMPORTANT DATES

Ward noted a change that the Historic District Meeting HDC is canceled for tomorrow night December 18, 2024, and the next DDA meeting will be held January 28, 2025 at 8:30am in DDA Meeting Room A.

BOARD AND STAFF COMMUNICATIONS

Miller gave an opinion on parking, noting that his business utilizes Mary Alex and parking behind Theater. He shared that at times his staff has to park in the Northville Square parking lot or further, but they understand that this is part of working in a downtown environment, and they love being in downtown Northville.

ADJOURNMENT

Motion by Turnbull and seconded by McKindles to adjourn the DDA Board meeting.
Motion carried unanimously. **Meeting adjourned at 9:50am.**

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

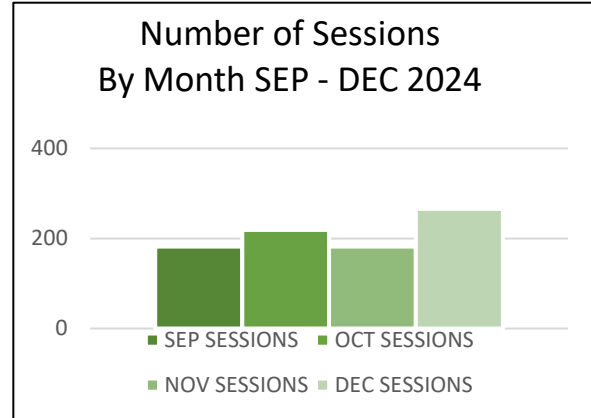
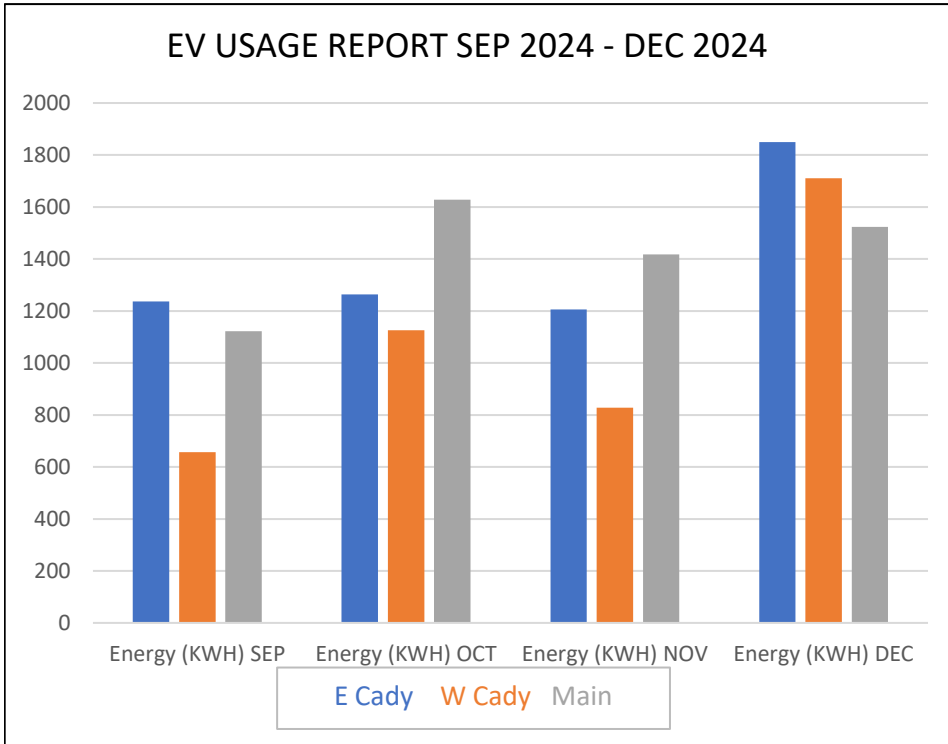
Dec-24

Charger Location	Energy (KWH) SEP	Energy (KWH) OCT	Energy (KWH) NOV	Energy (KWH) DEC
123 E Cady St	1236.04	1263.58	1205.63	1849.14
123 W Cady St	657.14	1125.69	827.43	1710.15
114 W Main St	1122.16	1627.74	1417.75	1523.38
Totals:	3015.34	4017.01	3450.81	5082.67

Session Totals	SEP SESSIONS	OCT SESSIONS	NOV SESSIONS	DEC SESSIONS
	182	219	182	266

Location Cont.	Av Duration (Minutes)	# Sessions	Petroleum Dsplcmt (GAL)	Green House Gas (KG)
123 E Cady St	262.17	76	285.03	2251.42
123 W Cady St	211.43	114	308.19	2434.39
114 W Main St	173.8	76	253.9	2005.53
Totals:	647.4	266	847.12	6691.34

Annual Users	Sep-24	Oct-24	Nov-24	Dec-24
Sessions to Date	764	983	1165	1431
DDA Funds Earned	\$90.35	\$110.70	\$103.31	\$152.33



DEC 2024 DATA

Petroleum Dsplcmt GAL 847.12
 Green House Gas KG 6691.34

**CITY OF NORTHVILLE
BUDGET AMENDMENT REPORT**

	FY 2024-25	AMENDMENTS:				FY 2024-25	Actual	%	AMENDMENT
	ORIGINAL	1ST	2ND	3RD	4TH	AMENDED	YTD thru	OF	EXPLANATION
Benchmark = 42%	BUDGET	QUARTER	QUARTER	QUARTER	QUARTER	BUDGET	11/30/2024	BUDGET	(see attached)
DOWNTOWN DEVELOPMENT AUTHORITY									
REVENUES									
Property Taxes	960,691	(7,827)	(3,945)	-	-	948,919	863,222	91%	2
Licenses, Fees, Permits	16,680	-	-	-	-	16,680	730	4%	
Sponsorships	54,800	-	(505)	-	-	54,295	38,394	71%	2
State Revenues	30,000	15,453	-	-	-	45,453	45,453	100%	3
Sales & Services	850	-	-	-	-	850	110	13%	
Interest & Rent	21,120	-	-	-	-	21,120	23,153	110%	
Rent	200	-	-	-	-	200	-	0%	
Insurance Proceeds	6,000	-	-	-	-	6,000	338	6%	
Approp of Prior Year's Surplus	46,930	(11,861)	(4,730)	-	-	30,339	-		1-8
REVENUE TOTAL	1,137,271	(4,235)	(9,180)	-	-	1,123,856	971,399	86%	
EXPENDITURES									
DPW Services	31,470	-	(4,805)	-	-	26,665	12,356	46%	7
Design Committee	482,345	(4,710)	(52,140)	-	-	425,495	99,656	23%	1, 4-8
Marketing Committee	170,500	-	(685)	-	-	169,815	71,345	42%	6-7
Parking Committee	125,035	-	22,320	-	-	147,355	61,474	42%	6-7
Organizational Committee	110,875	475	18,580	-	-	129,930	57,083	44%	1, 6-7
Economic Development Committee	49,625	-	7,550	-	-	57,175	23,575	41%	6-7
Debt Service	167,421	-	-	-	-	167,421	2,558	2%	
Unallocated Reserve	-	-	-	-	-	-	-		
EXPENDITURES TOTAL	1,137,271	(4,235)	(9,180)	-	-	1,123,856	328,047	29%	

Projected Fund Balance

Restricted for street improvements	141,356
Assigned for compensated absences	52,807
Unrestricted fund balance	<u>240,172</u>
Total fund balance	<u><u>434,335</u></u>

City of Northville
 FY 2025 Budget Report
 Budget Amendment Explanations

Number	Explanation
1st Quarter	
1	Miscellaneous adjustments and reclassifications.
2	Review of quarterly revenue activity.
3	Higher than expected reimbursement from the State for DDA losses of personal property tax revenue due to the legislature increasing the threshold for the small business exemption (\$15,453).
4	Preliminary engineering for curbless streets concept (\$26,690) with costs split 50/50 between City and DDA.
5	Truck purchase by DDA occurred in prior fiscal year (\$20,000).
2nd Quarter	
6	Wage and benefit adjustments effective January 1, 2025 approved by City Council in December and anticipated future approvals once labor negotiations are completed.
7	Change in staffing levels from original budget. Assistant DDA Director became a full-time position with additional fringe benefits. Part-time marketing assistance eliminated or reduced hours. Plans to reduce usage of seasonals and instead utilize a full-time shared laborer with DPW. Plans to hire a full-time communications specialist shared with the City in lieu of contracted assistance. Payout of a portion of vacation time accrual.
8	Deferral of pedestrian plan implementation until a specific plan has been identified and approved (\$75,000).



Northville DDA Election of Officers 2025

Background:

The fiscal year of the Authority begins on July 1st of each year and end on the next succeeding June 30. Annually, at the DDA Board's first meeting in January, the DDA Board of Directors elects a Chairperson, Vice-Chairperson, Secretary and Treasurer. The Secretary and Treasurer do not need to be members of the Board to serve as an officer. The officers are elected for a term of one (1) year or until a successor is designated.

An email was sent to the DDA Board members to announce the scheduling of the election of officers for 2025. Current DDA Board Chair Shawn Riley has indicated he is interested in continuing to serve as Chair. DJ Boyd has indicated that he willing to serve as Vice Chair and Ryan McKindles has indicated that he is willing to remain as the Treasurer. The Secretary position is currently held by DDA staff Stacy Pearson. Stacy currently prepares the meeting minutes and staff would recommend that she remain the Secretary.

DDA staff will continue to compile a list of individuals interested in various positions and during the DDA January Board meeting we will accept additional names from the floor. The DDA Board will then vote on officers for 2025.

Members who have expressed interest:

Chair: Shawn Riley

Vice Chair: DJ Boyd

Treasury: Ryan McKindles

Secretary: Stacy Pearson



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.



Department of Public Works Laborer

GENERAL STATEMENT OF DUTIES: Under supervision, to perform strenuous physical labor on construction, maintenance, and repair work; and to perform related work as required.

ESSENTIAL JOB FUNCTIONS: An employee in this classification is expected to:

- Maintain regular attendance.
- Have the ability to walk, bend, stoop and lift fifty pounds or more.
- Work after hours during emergency situations.
- Work outside in inclement weather and extreme temperatures.

SUPERVISION RECEIVED: Work shall be performed under the direction of the Director of Public Works, or other designated official.

TYPICAL EXAMPLES OF WORK: An employee in this classification may be called upon to do any or all of the following: (Note, these examples do not include all the tasks which the employee may be expected to perform.)

- General Downtown maintenance including; trash removal, downtown clean-up, maintenance of city owned property within the Downtown District.
- Perform any of a variety of tasks involving physical strength and agility, such as breaking concrete and asphalt streets and sidewalks, cleaning streets, alleys and ditches.
- Patching holes in streets and parking lots.
- Shovel snow, and perform litter control.
- Prepare flowerbeds for planting.
- Assist in tree trimming and water meter reading.
- Operate light powered equipment such as air hammers, mowers, weed whips, and tractors etc.
- Assist in the repair of water and sewer lines and related structures.
- Mix concrete and assist in sidewalk and curb construction.
- Assist in traffic sign placement and construction traffic control.
- Wash vehicles and pull weeds.
- Assist in sewer cleaning operations.
- Perform routine custodial operations.
- Perform related work as required.
- Agree to afterhours assignments typical in Public Works and Downtown operations.

REQUIRED QUALIFICATIONS FOR EMPLOYMENT: An employee in this classification is expected to possess the following:

- Considerable knowledge of the methods and materials used in reading and inspecting water meters.
- Knowledge of Public Works and Downtown operations.
- Ability to understand and follow oral and written directions.
- Good physical condition and willingness to work in all kinds of weather.
- Mechanical aptitude.
- Ability to perform heavy manual labor for extended periods of time.
- Ability to establish and maintain satisfactory working relationships with the public and other City employees.

QUALIFICATIONS OF EMPLOYMENT: An employee in this classification, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited High School or equivalent GED program, and a valid Michigan driver's License.
- Recent experience in labor work.



January 24, 2025

Dear RAP Program Review Team,

I am writing on behalf of the Northville Downtown Development Authority (DDA) to offer our enthusiastic support for the Main Street Pedestrian Improvement Project and the associated grant application submitted by the City of Northville and the DDA. Downtown Northville is a vibrant center that successfully blends historic charm with modern businesses, drawing thousands of visitors annually to experience its wide array of public events, festivals, and cultural activities.

The Northville DDA works in close collaboration with the City of Northville to continually enhance the downtown area, ensuring it remains a dynamic and accessible space for both residents and visitors. Our joint efforts focus on fostering a vibrant community, supporting local businesses, and improving public infrastructure. Downtown Northville is a hub for our residents, who frequently engage with the many shops, restaurants, and events that fill the district.

The goals of the proposed project align with the City's vision for the future, emphasizing the creation of a strong sense of community, improving access to leisure activities, and promoting sustainable investments in the downtown district.

Currently, the condition of the streets and sidewalks in downtown Northville presents challenges to pedestrian movement, particularly for individuals with mobility issues. The planned curb-less streetscape will significantly improve access for people with disabilities or those using mobility aids such as wheelchairs, walkers, or strollers. By removing the traditional curbs that create barriers, we will create a smoother, more continuous walking surface.

The proposed improvements will not only enhance the aesthetic appeal of downtown Northville but also ensure that public spaces are optimized for the enjoyment and accessibility of everyone. With these changes, the downtown district will become more welcoming, functional, and inclusive for people of all ages and abilities.

We are confident that the successful completion of this project will have a lasting positive impact on the City of Northville and the surrounding community. The Northville DDA strongly supports this initiative and encourages your favorable consideration of the grant application.

Thank you for your time and consideration.

Sincerely,

Lori M. Ward

Lori M. Ward, Executive Director
Northville Downtown Development Authority



Future Meetings / Important Dates:

February 3, 20, 2025 City Council Meeting

February 4, 18, 2025 – Planning Commission Meeting

February 6, 2025 – Marketing Committee Meeting

February 12, 2025 – Executive Committee Meeting

February 17, 2025 - City Hall Closed

February 19, 2025 – Historic District Commission Meeting

February 22, 2025 – Chillin in the 'Ville

February 25, 2024 – DDA Board Meeting



2005 DDA Board Meeting Dates:

January 28, 2025

February 25, 2025

March 25, 2025

April 22, 2025

May 27, 2025

June 24, 2025

July 22, 2025

August 26, 2025

September 23, 2025

October 28, 2025

* November 18, 2025

* December 16, 2025

All DDA Board meetings are scheduled for the 4th Thursday of the month at 8:30 am in Meeting Room A unless indicated otherwise. Dates in red indicate a departure from the usual DDA scheduled due to conflicts with Federal Holidays.