



**Meeting of the DDA Board of Directors
April 20, 2021 - 8:00 a.m.**

The meeting will be held via video conference in compliance with the Open Meetings Act. Members of the public body and members of the public participating electronically will be considered present at the meeting and may participate as if physically present at the meeting. A personal zoom invitation will be sent to each DDA Board member in advance of the DDA Board meeting and again the morning of the meeting. The public link for the DDA meeting on April 20, 2021 at 8:00 am is <https://us02web.zoom.us/j/88128779735>, to join by phone: 1-312-626-6799, Meeting ID: 881 2877 9735.

Log in Instructions, Meeting Rules and Tips are available on the City's website at this link: <https://www.ci.northville.mi.us/cms/one.aspx?portalid=11895963&pageid=13505469#hdc> OR from the main Home page, click on the Government tab, then Agendas and Minutes, scroll to the City Council section of the webpage, and scroll down to the link for this meeting. "Zoom Webinar User Guide for City of Northville Public" is also available on this website page.

AGENDA

1. Call to Order – Shawn Riley
 - Roll Call
2. Audience Comments (3 - minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. March Financial Statement (Attachment 4.a)
 - b. March Invoice Report (Attachment 4.b)
 - c. March 16, 2021 Meeting Minutes (Attachment 4.c)
 - d. 3rd Quarter Budget Amendments (Attachment 4.d)
 - e. Budget Amendment Explanations (Attachment 4.e)
 - f. Captured Taxes (Attachment 4.f)
5. JAG Entertainment Contract 2021 (Attachment 5)
6. EV Charging Stations

7. Committee Information and Updates
 - a. Design Committee – DJ Boyd
 - b. Marketing Committee – Shawn Riley (Attachment 7.b)
 - c. Parking Committee – John Casey
 - d. Organizational Committee – Carolann Ayers
 - e. Economic Development Committee – Aaron Cozart
 - f. Sustainability Committee – Dave Gutman

8. Future Meetings / Important Dates
 - a. Executive Committee Meeting – April 21, 2021
 - b. Sustainability Committee Meetings – April 21, 2021
 - c. Marketing Committee Meeting – May 6, 2021
 - d. Design Committee Meeting – TBD
 - e. DDA Board Meeting – May 18, 2021
 - f. Parking Committee – TBD
 - g. Economic Development Committee – TBD

9. Board and Staff Communications
 - a. May 15, 2021 – Cleanup Day in Northville (Attachment 9.a)

10. Adjournment – Next Meeting – May 18, 2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 03/31/2021

% Fiscal Year Completed: 75.07

MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	737,956.00	734,234.00	734,235.23	1,193.85	(1.23)	100.00	
370-000-403.010	DDA OPERATING LEVY	61,418.00	61,487.00	59,582.45	0.00	1,904.55	96.90	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	34,000.00	34,092.00	34,092.20	0.00	(0.20)	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(1,500.00)	(500.00)	130.97	(2.92)	(630.97)	(26.19)	
PROPERTY TAXES		831,874.00	829,313.00	828,040.85	1,190.93	1,272.15	99.85	
LICENSES, FEES, & PERMITS								
370-000-476.130	OUTDOOR DINING/RETAIL PERMIT FEES	0.00	18,000.00	14,604.00	13,005.75	3,396.00	81.13	
LICENSES, FEES, & PERMITS		0.00	18,000.00	14,604.00	13,005.75	3,396.00	81.13	
GRANTS								
370-000-528.000	OTHER FEDERAL GRANTS	0.00	20,212.00	20,212.05	0.00	(0.05)	100.00	
GRANTS		0.00	20,212.00	20,212.05	0.00	(0.05)	100.00	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	39,500.00	20,000.00	23,900.00	7,500.00	(3,900.00)	119.50	
370-000-586.080	DONATIONS/SPONSORSHIPS	0.00	270,430.00	120,479.65	7,379.65	149,950.35	44.55	
GRANTS & OTHER LOCAL SOURCES		39,500.00	290,430.00	144,379.65	14,879.65	146,050.35	49.71	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	500.00	2,000.00	0.00	0.00	2,000.00	0.00	
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
370-000-667.000	INSURANCE PROCEEDS	0.00	4,422.00	4,422.30	0.00	(0.30)	100.01	
MISCELLANEOUS REVENUES		700.00	6,622.00	4,422.30	0.00	2,199.70	66.78	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	5,000.00	15.00	15.42	0.00	(0.42)	102.80	
370-000-664.190	INTEREST - MI CLASS 1 DIST	750.00	75.00	42.42	0.00	32.58	56.56	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	6,000.00	4,553.50	0.00	1,446.50	75.89	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(2,000.00)	(1,467.03)	0.00	(532.97)	73.35	
370-000-664.400	INVESTMENT POOL BANK FEES	(400.00)	(15.00)	(12.86)	0.00	(2.14)	85.73	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(600.00)	(389.33)	(52.58)	(210.67)	64.89	
370-000-664.600	BANK LOCKBOX FEES	(550.00)	(150.00)	(70.89)	(24.27)	(79.11)	47.26	
370-000-664.700	CUSTODIAL FEES	(130.00)	(125.00)	(75.76)	0.00	(49.24)	60.61	
INTEREST		8,920.00	3,200.00	2,595.47	(76.85)	604.53	81.11	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	27,143.00	0.00	0.00	27,143.00	0.00	
FUND BALANCE RESERVE		0.00	27,143.00	0.00	0.00	27,143.00	0.00	
Total Dept 000		880,994.00	1,194,920.00	1,014,254.32	28,999.48	180,665.68	84.88	
TOTAL REVENUES		880,994.00	1,194,920.00	1,014,254.32	28,999.48	180,665.68	84.88	
Expenditures								

PERIOD ENDING 03/31/2021
% Fiscal Year Completed: 75.07
MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2021 (ABNORM)	MONTH 03/31/21 (INCR (DECR))	BALANCE (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 753 - DPW SERVICES							
370-753-706.000	WAGES - REGULAR FULL TIME	13,740.00	13,740.00	8,515.43	480.11	5,224.57	61.98
370-753-707.000	WAGES - REGULAR OVERTIME	1,220.00	1,185.00	489.60	0.00	695.40	41.32
370-753-939.000	AUTOMOTIVE SERVICE	500.00	920.00	916.74	0.00	3.26	99.65
370-753-943.000	EQUIPMENT RENTAL - CITY	10,600.00	10,600.00	9,926.42	148.92	673.58	93.65
370-753-967.000	FRINGE BENEFITS	14,595.00	14,595.00	7,981.70	363.40	6,613.30	54.69
Total Dept 753 - DPW SERVICES		40,655.00	41,040.00	27,829.89	992.43	13,210.11	67.81
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	16,845.00	17,125.00	12,276.47	1,249.61	4,848.53	71.69
370-861-710.000	WAGES - PART TIME	31,185.00	38,085.00	25,759.17	1,086.73	12,325.83	67.64
370-861-726.000	SUPPLIES	575.00	575.00	143.12	11.64	431.88	24.89
370-861-740.050	DOWNTOWN MATERIALS	19,700.00	37,300.00	23,218.30	0.00	14,081.70	62.25
370-861-751.000	FUEL & OIL	500.00	400.00	128.05	26.32	271.95	32.01
370-861-801.000	CONTRACTUAL SERVICES	49,580.00	28,980.00	13,850.22	436.07	15,129.78	47.79
370-861-801.160	RESTROOM PROGRAM	2,750.00	4,325.00	3,374.50	185.00	950.50	78.02
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	0.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	28,810.00	30,810.00	16,328.86	0.00	14,481.14	53.00
370-861-913.000	VEHICLE INSURANCE	370.00	385.00	385.00	0.00	0.00	100.00
370-861-920.010	ELECTRIC POWER	3,360.00	5,360.00	5,225.11	4,545.09	134.89	97.48
370-861-920.020	NATURAL GAS	4,090.00	8,090.00	8,957.28	2,562.44	(867.28)	110.72
370-861-920.030	WATER & SEWER SERVICE	8,440.00	8,440.00	2,264.84	0.00	6,175.16	26.83
370-861-967.000	FRINGE BENEFITS	10,490.00	10,540.00	7,377.62	642.04	3,162.38	70.00
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00	1,000.00	1,000.00	0.00	0.00	100.00
370-861-976.010	STREET FURNISHINGS	15,640.00	22,325.00	5,297.47	0.00	17,027.53	23.73
370-861-977.000	CAPITAL OUTLAY	0.00	300,430.00	141,064.40	0.00	159,365.60	46.95
Total Dept 861 - DESIGN COMMITTEE		194,335.00	514,170.00	266,650.41	10,744.94	247,519.59	51.86
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,845.00	17,125.00	12,276.61	1,249.59	4,848.39	71.69
370-862-710.000	WAGES - PART TIME	19,325.00	19,615.00	11,329.84	1,293.60	8,285.16	57.76
370-862-726.000	SUPPLIES	150.00	100.00	0.00	0.00	100.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	58,500.00	48,140.00	38,073.50	0.00	10,066.50	79.09
370-862-785.000	BUSINESS RETENTION PROGRAM	2,660.00	2,750.00	0.00	0.00	2,750.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	59,000.00	60,450.00	44,193.45	3,000.00	16,256.55	73.11
370-862-801.340	WEB SITE MAINTENANCE	900.00	4,400.00	738.91	35.99	3,661.09	16.79
370-862-967.000	FRINGE BENEFITS	8,500.00	8,330.00	5,889.90	638.99	2,440.10	70.71
Total Dept 862 - MARKETING		165,880.00	160,910.00	112,502.21	6,218.17	48,407.79	69.92
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,425.00	8,565.00	6,138.34	624.81	2,426.66	71.67
370-863-710.000	WAGES - PART TIME	1,935.00	1,935.00	1,132.96	129.35	802.04	58.55
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	500.00	500.00	90.00	0.00	410.00	18.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	37,500.00	0.00	12,500.00	75.00
370-863-950.260	OPER TFR TO PARKING FUND	118,220.00	118,220.00	63,665.00	0.00	54,555.00	53.85
370-863-967.000	FRINGE BENEFITS	3,655.00	3,560.00	2,594.64	279.50	965.36	72.88

PERIOD ENDING 03/31/2021
% Fiscal Year Completed: 75.07
MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 03/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Total Dept 863 - PARKING		182,785.00	182,830.00	111,120.94	1,033.66	71,709.06		60.78
Dept 864 - ORGANIZATIONAL								
370-864-706.000	WAGES - REGULAR FULL TIME	21,055.00	21,410.00	15,345.66	1,562.00	6,064.34		71.68
370-864-710.000	WAGES - PART TIME	9,665.00	13,010.00	5,664.86	646.80	7,345.14		43.54
370-864-726.000	SUPPLIES	850.00	1,150.00	1,451.91	814.13	(301.91)		126.25
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00		0.00
370-864-731.000	PUBLICATIONS	65.00	65.00	130.04	0.00	(65.04)		200.06
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	2,100.00	6,750.00	6,690.84	375.48	59.16		99.12
370-864-802.010	LEGAL SERVICES - GENERAL	3,500.00	5,000.00	4,323.50	32.00	676.50		86.47
370-864-805.000	AUDITING SERVICES	4,965.00	4,965.00	4,961.00	0.00	4.00		99.92
370-864-900.000	PRINTING & PUBLISHING	1,315.00	2,565.00	2,104.38	0.00	460.62		82.04
370-864-910.000	LIABILITY & PROPERTY INS POOL	6,460.00	6,175.00	4,097.00	300.00	2,078.00		66.35
370-864-920.000	UTILITIES	1,420.00	1,420.00	971.73	75.00	448.27		68.43
370-864-956.000	CONTINGENCIES	2,980.00	0.00	0.00	0.00	0.00		0.00
370-864-958.000	MEMBERSHIP & DUES	745.00	1,395.00	1,395.00	0.00	0.00		100.00
370-864-960.000	EDUCATION & TRAINING	1,250.00	850.00	75.00	0.00	775.00		8.82
370-864-967.000	FRINGE BENEFITS	9,505.00	9,270.00	6,848.79	740.70	2,421.21		73.88
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,710.00	12,710.00	9,532.50	0.00	3,177.50		75.00
Total Dept 864 - ORGANIZATIONAL		78,685.00	86,835.00	63,592.21	4,546.11	23,242.79		73.23
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	21,055.00	21,410.00	15,345.46	1,561.99	6,064.54		71.67
370-865-710.000	WAGES - PART TIME	3,865.00	3,925.00	2,265.95	258.72	1,659.05		57.73
370-865-726.000	SUPPLIES	200.00	150.00	0.00	0.00	150.00		0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	500.00	500.00	0.00	0.00	500.00		0.00
370-865-967.000	FRINGE BENEFITS	9,055.00	8,815.00	6,442.44	693.76	2,372.56		73.08
Total Dept 865 - ECONOMIC DEVELOPMENT		34,675.00	34,800.00	24,053.85	2,514.47	10,746.15		69.12
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	174,335.00	174,335.00	12,167.50	0.00	162,167.50		6.98
Total Dept 945 - DEBT SERVICE		174,335.00	174,335.00	12,167.50	0.00	162,167.50		6.98
Dept 999 - RESERVE ACCOUNTS								
370-999-999.000	UNALLOCATED RESERVE	9,644.00	0.00	0.00	0.00	0.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		9,644.00	0.00	0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		880,994.00	1,194,920.00	617,917.01	26,049.78	577,002.99		51.71
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		880,994.00	1,194,920.00	1,014,254.32	28,999.48	180,665.68		84.88
TOTAL EXPENDITURES		880,994.00	1,194,920.00	617,917.01	26,049.78	577,002.99		51.71
NET OF REVENUES & EXPENDITURES		0.00	0.00	396,337.31	2,949.70	(396,337.31)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 03/01/2021 - 03/31/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-726.000	SUPPLIES	JERI JOHNSON	LIGHTER FOR FIRE PIT	010621	03/10/21	11.64	115250
370-861-801.000	CONTRACTUAL SERVICES	DUFF UNIVERSAL LIFE SO	SNOW REMOVAL IN STANDS AND PODS	7863	03/10/21	100.00	115317
370-861-801.000	CONTRACTUAL SERVICES	DUFF UNIVERSAL LIFE SO	SNOW REMOVAL IN STANDS AND PODS	7869	03/10/21	50.00	115317
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	WIFI TOWN SQUARE	031721	03/24/21	286.07	115392
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY	A-61533	03/10/21	185.00	115283
370-861-920.010	ELECTRIC CARS - 120 N WIND	DTE ENERGY	ELECTRIC CHARGES 2/2/21 - 3/3/21	030321	03/10/21	4,447.16	115269
370-861-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 2/16/21 - 3/17/21	2/16/21 - 3/17/21	03/28/21	97.93	115399
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 2/11/21 - 3/11/21	031121	04/07/21	2,562.44	500435
Total For Dept 861 DESIGN COMMITTEE						7,740.24	
Dept 862 MARKETING							
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR & MARKETING MONTHLY RETAINER	NORTHVILLE 4-2021	03/24/21	2,000.00	115381
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	AD DESIGN FEES- VILLE AND MAYBURY P.	052	03/24/21	200.00	115422
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	1 YEAR 1/4 PAGE AD IN THE VILLE	2002	03/24/21	4,800.00	115440
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MAILCHIMP SUBSCRIPTION	03221	03/24/21	35.99	115415
Total For Dept 862 MARKETING						7,035.99	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	STAPLES CREDIT PLAN	PLASTICWARE, TONER	3468412582	03/10/21	734.10	115257
370-864-726.000	SUPPLIES	OFFICE DEPOT	28571763 BADGES, LANYARDS FOR SOCIA	154599653001	03/24/21	80.03	115375
370-864-801.190	TECHNOLOGY SUPPORT & SERV	CARLISLE-WORTMAN ASSOC	FEB 2021 ELECTRONIC MEETINGS	2159877	03/10/21	207.08	115280
370-864-801.190	TECHNOLOGY SUPPORT & SERV	CARLISLE-WORTMAN ASSOC	DOWNTOWN STREET CLOSURE SURVEY	2159876	03/10/21	80.00	115280
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE WIFI	040721	03/24/21	88.40	115391
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE - JAN 2021	123367	03/24/21	32.00	115432
370-864-910.000	LIABILITY & PROPERTY INS	MICHIGAN MILLERS MUTUA	DOWNTOWN SPEC EVENT POLICY 3/1/21-4	CL0034509P	03/24/21	300.00	115447
Total For Dept 864 ORGANIZATIONAL						1,521.61	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						16,297.84	

DOWNTOWN DEVELOPMENT AUTHORITY
Special Meeting of the DDA Board
March 16, 2021
Zoom Meeting

The special meeting of the DDA Board was called to order at 8:00 a.m.

ROLL CALL

Present: *Mayor Brian Turnbull (Emmet County, MI), DJ Boyd, Margene Buckhave, John Casey, Jim Long, Greg Presley (Lee County, FL), Mary Starring, Aaron Cozart, Shawn Riley*

Absent: *Carolann Ayers, Ryan McKindles,*

Also Present: *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Marilyn Price/City Council, Dave Gutman/Resident, Barbara Morowski-Brown/City Council, Anna Mary Lee Vollick/Resident, Petar Elieff, Sarah Prescott/School Board, Susan Haifleigh/Resident*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Long questioned the Carlisle Wortman electronic meetings expense of \$639.98. Long asked if that expense was just for the DDA meetings and Ward said yes. Ward will provide the detailed bill from Carlisle Wortman to the DDA Board.

Motion by Casey, seconded by Starring to approve the Agenda and Consent Agenda. **Motion carries unanimously.**

LANDSCAPE CONTRACT BID RESULTS

Ward stated that the DDA has been working with the same landscape contractor for the past 8 years, Commercial Grounds Services. In February, the DDA was notified that they would not be asking to extend the contract with the DDA. They will be installing the spring plantings in early April and the new contractor will take over beginning in May with the summer plantings. DDA staff released a Request for Qualifications (RFQ) for Landscaping Services in late February 2021. DDA staff posted the RFQ on MITN (Michigan Intergovernmental Trade Network), an online vendor solicitation platform and contacted area vendors directly. The RFQ contained a list of more than two dozen common plants, shrubs, and trees as well as labor and design services. The response date was March 12, 2021. Ward also reached out to several local landscapers requesting bids. Two proposals were received: Begonia Brothers and Landscape

Design and Associates. A selection of a single preferred vendor, based on personnel, qualifications, similar work, and unit prices will be awarded for the year. Ward said Landscape Design's prices were double the bid from Begonia Brothers. Ward called all of Begonia Brother's references and had their contract reviewed by the City attorney.

Begonia Brother's has successfully completed DDA planting and maintenance projects for the Northville DDA for over ten years, including various services such as hardscape repair, holiday décor, hedging trimming, Christmas light replacement. The DDA has had a long-term partnership with Begonia Brothers with our Skeletons are Alive project that has grown from a dozen skeletons the first year to over 120 today. In addition, Begonia Brothers has experience working with municipalities, malls, and Home Owners Associations throughout Michigan.

Ward said the unit costs increased this year by an average of \$2/plant. The cost of the plants includes labor, which is where most of the cost increase comes from. Also, there are additional large planters at the barricaded entrances that have been added to the contract. Staff knew going into the solicitation for qualifications that the pricing would increase and has budgeted an additional \$4,000 this year.

The DDA staff recommends that the Northville DDA approve the attached contract with Begonia Brothers of Northville to provide professional landscape services as needed, based on the unit prices provided in the RFQ submission and forward the contract to City Council for review and consideration.

Boyd questioned what percent increase was the \$4000 additional landscaping expense to the DDA budget. Ward said the budget increase is around 15%.

Motion by Long, seconded by Turnbull to approve the Begonia Brother's contract to provide landscape services for the DDA. **Motion carries unanimously.**

DDA 2021-22 BUDGET

Boyd said the attached proposed budget is the final draft and he would be happy to answer any questions. Ward said it is nice to see the tax increment number increasing this year by \$35,000 from new construction. Presley asked how much the new building on Cady street contributed to the increase. Ward said quite a bit of the increase was from the new construction and the DDA will see even more next year when the project is fully completed. Ward said for every million dollars of taxable value the DDA receives \$27,000. Boyd would like to start a discussion with the Board about what to do with the increases from tax increments. Boyd said there are several options on how to spend the additional funds. Ward said the new budget takes into account all the additional costs for maintaining the street closures and still allows for \$37,000 to be transferred to the fund balance. Riley questioned whether we should reinstate the façade grant program. Long and Casey think the additional funds should be kept in the fund balance in case of emergency. Johnson questioned whether the tabled physical improvement projects from this past year could be funded with the extra tax revenue. Presley said up in the Petoskey area a lot of the building owners are looking for help with the maintenance of their historic buildings. Presley agrees with putting the façade grant program on hold for

a few years to build up funds by keeping the increase in the fund balance. Boyd said the facade grants have a direct impact on the downtown which is the DDA mission but also agrees with the need to build up the fund balance before taking on a project of that scale.

Motion by Long, seconded by Casey to approve the 2021-22 Budget with the additional \$37,000 tax increment dollars remaining in the fund balance. **Motion carries unanimously.**

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee:*
None

b. *Marketing Committee:*
Riley said the Art House is moving forward with their Arts & Acts event scheduled June 18, 19 & 20. The event will take place on Cady Street and in the parking lot behind Board Office and next to the library. Riley said “Married by the Mayor” will take place again June 11th & 12th at Mill Race Village. Boyd wondered if there was a discussion about alcohol being permitted in the parking lot behind the Board Office. Arts & Acts did not request alcohol so there was no discussion. Ward mentioned that Mary Kay Gallagher reached out to see if the Senior Prom could be held on Thursday May 27th in the downtown. The DDA will be working with the HS to make this happen.

c. *Parking Committee:*
Presley questioned whether Poole’s new roof top dining would require more parking. Sullivan said currently the City Ordinance does not require more parking credits for outdoor dining. Ward mentioned that 160 Main may also look at roof top dining.

d. *Organizational Committee:*
None

e. *Economic Development Committee:*
None

f. *Sustainability Committee:*
Gutman said the City of Northville has been recognized by the Department of Natural Resources as a “Official Tree City”. Sullivan said City Council approved a tree planting contract to plant 100 trees in the City.

BOARD AND STAFF COMMUNICATIONS

Ward said McKindles accepted the DDA Board position of Treasurer.

The next DDA Board meeting is scheduled for April 20, 2021.

Motion by Turnbull, seconded by Casey to adjourn the DDA Board meeting. **Motion carried unanimously.**

Meeting adjourned at 8:50 am

Respectfully submitted,
Jeri Johnson, Marketing and Communications Director
Northville DDA

City of Northville													
Budget Amendment Worksheet													
FY2020-21 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Revenues			Fund #	Activity #								
Prepared By:	Lori Ward			370	Revenues								
Account #	Classification & Description	2020-21 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-403	Current Property Taxes		737,956		(30,817)		26,019		1,076		-		734,234
	Captured (excluding streets)	714,366		(30,728)		26,019		1,041		-		710,698	
	Captured - streets	23,590		(89)				35				23,536	
370-000-403.01	DDA Operating Levy		61,418		-		(3)		72		-		61,487
	1.8158 mills	61,418		-		(3)		72		-		61,487	
	2% each year FY21-FY23	-		-		-		-		-		-	
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss		34,000		92		-		-		-		34,092
	Local Community Stabilization Share	34,000		92		-		-		-		34,092	
370-000-417	Delinquent Personal Property Taxes												
370-000-418	Property Taxes - Other		(1,500)		500		-		500		-		(500)
	Reserve - Tax Appeals	(1,500)		500		-		500		-		(500)	
Total Taxes		831,874	831,874	(30,225)	(30,225)	26,016	26,016	1,648	1,648	-	-	829,313	829,313
370-000-476.13	Outdoor Dining/Retail Permits							18,000	18,000			18,000	18,000
370-000-528	Other Federal Grants				18,866		142		1,204				20,212
	Oakland Co Cares Act #1			18,866		142		1,204				20,212	
370-000-586.02	Sponsorships		39,500		(14,500)		-		(5,000)		-		20,000
	Skeletons Are Alive	9,000		(4,000)		-		(5,000)		-		-	
	Wednesday Night Concerts	3,000		(3,000)		-		-		-		-	
	Friday Concerts	15,000		(5,000)		-		-		-		10,000	
	Other												
	Benches	10,000		-		-		-		-		10,000	
	Christmas	2,500		(2,500)		-		-		-		-	
370-000-586.08	Sponsorships - Heat in the Street					270,430	270,430					270,430	270,430
370-000-659.11	Rent Revenue		500		(500)		-		2,000		-		2,000
	Rental of Town Square	500		(500)		-		-		-		-	
	Stands and Pods							2,000				2,000	
370-000-666	Misc Revenue		200		-		-		-		-		200
	Change in fountain	200		-		-		-		-		200	
	Surplus Disposal												
370-000-667.00	Insurance Proceeds			4,422	4,422		-		-		-	4,422	4,422
370-000-673.00	Gain on Disposal of Assets						-		-		-		-
370-000-687.01	MMRMA Distribution												
Misc Revenue		40,200	40,200	8,288	8,288	270,572	270,572	16,204	16,204	-	-	335,264	335,264

City of Northville															
Budget Amendment Worksheet															
FY2020-21 Budget															
Department:	Downtown Development Authority			Account Number											
Activity:	Revenues			Fund #	Activity #										
Prepared By:	Lori Ward			370	Revenues										
				2020-21 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended	
Account #	Classification & Description			Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total

City of Northville													
Budget Amendment Worksheet													
FY2020-21 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Revenues			Fund #	Activity #								
Prepared By:	Lori Ward			370	Revenues								
		2020-21 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-664	Investment Earnings - Short Term	5,000	5,000	(4,985)	(4,985)	-	-	-	-	-	-	15	15
370-000-664.19	Investment Earnings - Long Term MI Class	750	750	(650)	(650)	-	-	(25)	(25)	-	-	75	75
370-000-664.20	Investment Earnings - Long Term	5,000	5,000	1,000	1,000	-	-	2,000	2,000	-	-	8,000	8,000
370-000-664.30	Unrealized Market Change	-	-	300	300	(300)	(300)	(2,000)	(2,000)	-	-	(2,000)	(2,000)
370-000-664.40	Investment Pool Bank Fees	(400)	(400)	-	-	300	300	85	85	-	-	(15)	(15)
370-000-664.50	Investment Advisory Fees	(750)	(750)	-	-	-	-	150	150	-	-	(600)	(600)
370-000-664.60	Bank Lockbox Fees	(550)	(550)	-	-	-	-	400	400	-	-	(150)	(150)
370-000-664.70	Custodial Fees	(130)	(130)	-	-	-	-	5	5	-	-	(125)	(125)
Net Investment Earnings		8,920	8,920	(4,335)	(4,335)	-	-	615	615	-	-	5,200	5,200
Total		880,994	880,994	(26,272)	(26,272)	296,588	296,588	18,467	18,467	-	-	1,169,777	1,169,777
Difference (should be zero)			-		-		-		-		-		-
	Total Expenditures	871,350	871,350	25,380	25,380	303,000	303,000	(4,810)	(4,810)	-	-	1,194,920	1,194,920
	Total Revenues	880,994	880,994	(26,272)	(26,272)	296,588	296,588	18,467	18,467	-	-	1,169,777	1,169,777
	Use of (Increase to) Fund Balance	(9,644)	(9,644)	51,652	51,652	6,412	6,412	(23,277)	(23,277)	-	-	25,143	25,143

City of Northville														
Budget Amendment Worksheet														
FY2020-21 Budget														
Department:	Downtown Development Authority			Account Number										
Activity:	Design	Fund #	370	Activity #	861									
Prepared By:	Lori Ward													
		2020-21	Original	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended		
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-861-706	Wages and Salaries - Full Time (1)		16,845						280				17,125	
	Director (30%)	16,845		-	-	-	-	280		-	-	17,125		
370-861-710	Wages and Salaries - Part Time		31,185						6,900				38,085	
	(\$11 x 5280 hrs x 2 staff)	12,320		-	-	-	-	(12,320)		-	-	-		
	Seasonal Supervisor (\$15 x 1000 hrs)	15,000		-	-	-	-	(15,000)		-	-	-		
	(\$18x1520 hrs) - 38 weeks							27,360				27,360		
	(\$18x560 hrs) - winter help							2,000				2,000		
	Social district help (\$15x1040, may-oct)							4,800				4,800		
	DDA part-time staff	3,865		-	-	-	-	60		-	-	3,925		
370-861-726	Supplies		575										575	
	Meeting supplies	50		-	-	-	-	-		-	-	50		
	Reproduction	50		-	-	-	-	-		-	-	50		
	Catering	125		-	-	-	-	-		-	-	125		
	Printing tshirts	100		-	-	-	-	-		-	-	100		
	Maintenance Equipement	250		-	-	-	-	-		-	-	250		
370-861-740.05	Downtown Materials		19,700		17,600								37,300	
	Downtown Greenery	2,500		-	-	-	-	-		-	-	2,500		
	LED Tree lights17 raised planters	2,400		-	-	-	-	-		-	-	2,400		
	Holiday Lights in Downtown	4,000		-	-	-	-	-		-	-	4,000		
	LED Lights for Light Poles	300		-	-	-	-	-		-	-	300		
	Town Square Christmas Tree	2,500		1,200	-	-	-	-		-	-	3,700		
	Holiday Lighting & Decor - Town Square	5,000		15,000	-	-	-	-		-	-	20,000		
	Halloween Decorations	3,000		-	-	-	-	-		-	-	3,000		
	Maintenance Equipment			1,400								1,400		
370-861-751	Fuel & Oil	500	500					(100)	(100)			400	400	
370-861-801.00	Contractual Services		49,580		1,650				(22,250)				28,980	
	Expanded WiFi - Clear Rate	3,600		-	-	-	-	-		-	-	3,600		
	Electrical Repairs	10,000		-	-	-	-	-		-	-	10,000		
	New Hire Physicals (\$81/hire)	300		-	-	-	-	-		-	-	300		
	Irrigation Repairs	3,000		-	-	-	-	-		-	-	3,000		
	Sprinkler Start Up and Winterization	960		-	-	-	-	-		-	-	960		
	Landscape/Planter Repair	400		-	-	-	-	-		-	-	400		
	Fence Repair			1,650								1,650		
	Umbrella Repairs	250		-	-	-	-	-		-	-	250		
	Sound System in Town Square - BMI Fees	420		-	-	-	-	-		-	-	420		
	Radio Licensing Fees	350		-	-	-	-	-		-	-	350		
	Heat Melt Repair	500		-	-	-	-	-		-	-	500		
	Security Cameras	1,000		-	-	-	-	2,500		-	-	3,500		
	WiFi Service Town Square - Comcast	3,000		-	-	-	-	-		-	-	3,000		
	Fountain Repair	500		-	-	-	-	-		-	-	500		
	Pavillion Repair	25,000		-	-	-	-	(25,000)		-	-	-		
	expand sound system							250				250		
	Boiler Start Up	300		-	-	-	-	-		-	-	300		

City of Northville														
Budget Amendment Worksheet														
FY2020-21 Budget														
Department:	Downtown Development Authority			Account Number										
Activity:	Design	Fund #	861	Activity #										
Prepared By:	Lori Ward			370	861									
Account #	Classification & Description	2020-21 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-861-801.16	Public Restroom Program		2,750				1,000		575				4,325	
	Porta Potty rental (\$430/mo)	2,750		-	-	-		-		-	-		2,750	
	Special Event Use	-		-		1,000		575		-	-		1,575	
													-	
370-861-801.94	Brick Repair & Maintenance		2,000						(2,000)				-	
	Town Square												-	
	Downtown	2,000		-	-	-		(2,000)		-	-		-	
													-	
370-861-850	Landscape Maintenance & Materials		28,810						2,000				30,810	
	Annuals & perennials	18,000		-	-	-		2,000		-	-		20,000	
	Landscape Replacement	5,000		-	-	-		-		-	-		5,000	
	Tree Maintenance and Replacement	1,500		-	-	-		-		-	-		1,500	
	Trim and Mulch	2,000		-	-	-		-		-	-		2,000	
	Beautification Commission Plantings	2,250		-	-	-		-		-	-		2,250	
	Fall Décor Packet	60		-	-	-		-		-	-		60	
	Social District Material	-		-	-	-		-		-	-		-	
													-	
370-861-913	Vehicle Insurance		370		15								385	
	MMRMA	370		15		-		-		-	-		385	
													-	
370-861-920.01	Electrical Service (127 E Main)		3,360		1,000				1,000				5,360	
	Town Square & Walkway	1,360		-	-	-		-		-	-		1,360	
	EV Charging	2,000		1,000		-		1,000		-	-		4,000	
													-	
370-861-920.02	Natural Gas Service		4,090						4,000				8,090	
	Heat Melt System & Fire Pits - Town Square	3,510		-	-	-		4,000		-	-		7,510	
	Walkway	580		-	-	-		-		-	-		580	
													-	
370-861-920.030	Water and Sewer Service		8,440										8,440	
	Town Square, 120 W Main, Hutton Park	8,110		-	-	-		-		-	-		8,110	
	Walkway	330		-	-	-		-		-	-		330	
													-	
370-861-967	Fringe Benefits (1)		10,490						50				10,540	
		10,490		-	-	-		50		-	-		10,540	
													-	
370-861-973	Capital Outlay < \$5,000								1,000				1,000	
	snow box							1,000					1,000	
													-	
370-861-976.01	Street Furnishings		15,640		2,185				4,500				22,325	
	Light Fixture	8,000		-	-	-		-		-	-		8,000	
	bike racks							2,500					2,500	
	Umbrella	1,000		-	-	-		2,000		-	-		3,000	
	Furniture/Benches	6,640		-	-	-		-		-	-		6,640	
	Trash Receptacles			2,185									2,185	
													-	
370-861-977.00	Street Furnishings						300,430						300,430	
	Heat in the Street					300,430		-		-	-		300,430	
													-	
		194,335	194,335	22,450	22,450	301,430	301,430	(4,045)	(4,045)	-	-	514,170	514,170	
Difference (should be zero)														

City of Northville													
Budget Amendment Worksheet													
FY2020-21 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Marketing & Business Mix			Fund #	Activity #								
Prepared By:	Lori Ward			370	862								
Account #	Classification & Description	2020-21 Amount	Original Total	1st Quarter Amount	1st Quarter Total	2nd Quarter Amount	2nd Quarter Total	3rd Quarter Amount	3rd Quarter Total	4th Quarter Amount	4th Quarter Total	2020-21 Amount	Amended Total
370-862-706	Wages and Salaries - Full Time (1)		16,845						280				17,125
	Director -30%	16,845		-	-	-	-	280		-	-	17,125	
370-862-710	Wages and Salaries - Part Time		19,325						290				19,615
	part time office staff	19,325		-	-	-	-	290		-	-	19,615	
370-862-726	Supplies		150						(50)				100
	Meeting Supplies & refreshments	150		-	-	-	-	(50)		-	-	100	
370-862-784	Downtown Programming & Promotions		58,500		(4,000)				(6,360)				48,140
	Northville Chamber of Commerce	5,000		(3,000)		-	-	(2,000)		-	-		
	Friday Night Concerts	25,000		11,000		-	-	-		-	-	36,000	
	Wednesday Night Concerts	6,000		(6,000)		-	-	-		-	-		
	Buy Michigan Now Festival	2,500		-		-	-	(2,500)		-	-		
	NCBA	1,000		-		-	-	(1,000)		-	-		
	Skeletons are Alive Fall	12,000		(6,000)		-	-	4,140		-	-	10,140	
	Tunes on Tuesday	2,000		-		-	-	-		-	-	2,000	
	Christmas	5,000		-		-	-	(5,000)		-	-		
	Misc												
370-862-785	Business Retention Program		2,660						90				2,750
	Walking Map	1,910		-		-	-	90		-	-	2,000	
	Restaurant Guide	750		-		-	-	-		-	-	750	
370-862-801.00	Contractual Services		59,000		6,450				(5,000)				60,450
	Graphic Design	5,500		1,750		-	-	-		-	-	7,250	
	Newsletter	1,500		-		-	-	(1,500)		-	-		
	IMJ Communications	24,000		-		-	-	-		-	-	24,000	
	Print	17,000		-		-	-	-		-	-	17,000	
	Internet/Social Media	2,000		-		-	-	-		-	-	2,000	
	Video/Photography	2,000		-		-	-	-		-	-	2,000	
	Event Cards and Posters	3,500		-		-	-	(3,500)		-	-		
	Event Panels	3,500		-		-	-	-		-	-	3,500	
	Sign Printig			4,000								4,000	
	Branding			700								700	
370-862-801.34	Web Site		900						3,500				4,400
	Accunet	420		-		-	-	-		-	-	420	
	Website Redesign			-		-	-	3,500		-	-	3,500	
	Mail Chimp	480		-		-	-	-		-	-	480	
370-862-967	Fringe Benefits (1)		8,500						(170)				8,330
	Per Finance Department	8,500		-		-	-	(170)		-	-	8,330	
Total		165,880	165,880	2,450	2,450			(7,420)	(7,420)			160,910	160,910
Difference (should be zero)													

City of Northville													
Budget Amendment Worksheet													
FY2020-21 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Parking			Fund #	Activity #								
Prepared By:	Lori Ward			370	863								
		2020-21	Original	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-863-706	Wages and Salaries - Full Time (1)		8,425							140			8,565
	Director - 10%	8,425		-		-		-		140		-	8,565
370-863-710	Wages and Salaries - Part Time		1,935										1,935
	Part time staff	1,935		-		-		-		-		-	1,935
370-863-726	Supplies		50										50
	Meeting Supplies	50		-		-		-		-		-	50
370-863-786	Downtown Parking Program		500										500
	Brochures and Maps	500											500
370-863-950.21	O/T to General Fund		50,000										50,000
	Street Lighting & Parking Lot Electrical	50,000		-		-		-		-		-	50,000
370-863-950.26	O/T to Parking Fund		118,220										118,220
	parking maintenance costs	89,220		-		-		-		-		-	89,220
	snow removal	4,000		-		-		-		-		-	4,000
	Parking Deck Repairs	25,000		-		-		-		-		-	25,000
	Main Centre Deck repairs												-
370-863-967.00	Fringe Benefits (1)		3,655										3,560
	Per Finance Department	3,655		-		-		(95)		(95)		-	3,560
Total		182,785	182,785	-	-	-	-	45	45	-	-	182,830	182,830
Difference (should be zero)			-	-	-	-	-	-	-	-	-	-	-

Budget Amendment Worksheet														
FY2020-21 Budget														
Department:	Downtown Development Authority			Account Number										
Activity:	Organizational			Fund #	Activity #									
Prepared By:	Lori Ward			370	864									
		2020-21 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended		
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-864-706	Wages and Salaries - Full Time (1)		21,055						355				21,410	
	Director	21,055		-	-	-	-	355		-	-	21,410		
370-864-710.	Wages - Temp/Part Time Reg		9,665						3,345				13,010	
	part time staff - reduced to 21 hrs/week	9,665		-	-	-	-	145		-	-	9,810		
	part time staff - new admin (\$20x20hrs)							3,200				3,200		
370-864-726	Supplies		850						300				1,150	
	Office . Supplies	250		-	-	-	-	-		-	-	250		
	Computer Supplies	500		-	-	-	-	-		-	-	500		
	laptop							300				300		
	Meetings Catering	100		-	-	-	-	-		-	-	100		
370-864-730	Postage		100										100	
	Postage machine & stamps	100		-	-	-	-	-		-	-	100		
370-864-731	Publications		65										65	
	Northville Record	65		-	-	-	-	-		-	-	65		
	Indeed Employment Ad													
370-864-801.19	Technology Services		2,100		665		1,020		2,965				6,750	
	Comcast DSL (\$89/mo)			1,070								1,070		
	Email Archival Service	20		(5)		-		-		-		15		
	IT Right - staff pc's/downtown wifi & cameras	2,080		(975)		-		-		-		1,105		
	Closed Captioning Services			140				360				500		
	Carlisle Wortman Zoom Services			375		1,020		2,605				4,000		
	Speakers and Camers			60								60		
370-864-802.01	Legal Services		3,500						1,500				5,000	
	General Legal Fees	1,000		-		-		-		-		1,000		
	Real Estate Legal Fees	2,500		-		-		1,500		-		4,000		
370-864-805	Auditing Services		4,965										4,965	
	audit, prep/print statements, meeting	4,965		-		-		-		-		4,965		
370-864-900	Printing & Publishing		1,315						1,250				2,565	
	Notecards/Envelopes/Labels	250		-		-		1,250		-		1,500		
	Slide and Photo Processing	100		-		-		-		-		100		
	Color Copying Charges	800		-		-		-		-		800		
	Personnel Ad Placement - Indeed	165		-		-		-		-		165		
370-864-910	Insurance - MMRMA		6,460		(285)								6,175	
	Per Schedule	3,960		(285)		-		-		-		3,675		
	Special Event Insurance	2,500		-		-		-		-		2,500		
370-864-920	Utilities		1,420										1,420	
	cell phone allowance (\$75/mo)	900		-		-		-		-		900		
	Clear Rate phone & internet (\$43/mo)	520		-		-		-		-		520		

Budget Amendment Worksheet														
FY2020-21 Budget														
Department:	Downtown Development Authority			Account Number										
Activity:	Organizational			Fund #	Activity #									
Prepared By:	Lori Ward			370	864									
		2020-21 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended		
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-864-956	Contingencies		2,980											
	Wage Adjustments - Per Finance Department	2,980		-	-	-	-	(2,980)	(2,980)	-	-	-	-	
370-864-958	Memberships & Dues		745		100		550		-		-		1,395	
	Chamber of Commerce	270		-		-		-		-		270		
	Michigan Downtown Association	475		100		-		-		-		575		
	APA					255						255		
	National Main Street Cemter					295						295		
												-		
370-864-960	Education & Training		1,250		-		-		(400)		-		850	
	Travel - mileage and parking	500		-		-		-		-		500		
	Conference Fees	350		-		-		-		-		350		
	Hotel Expenses	400		-		-		(400)		-		-		
												-		
370-864-967	Fringe Benefits (1)		9,505		-		-		(235)		-		9,270	
	Per Finance Department	9,505		-		-		(235)		-		9,270		
												-		
370-864-967.02	Overhead		12,710		-		-		-		-		12,710	
	services by Finance Dept, DPW Dir, Manager	12,710		-		-		-		-		12,710		
Total		78,685	78,685	480	480	1,570	1,570	6,100	6,100	-	-	86,835	86,835	
Difference (should be zero)			-		-		-		-		-		-	

City of Northville													
Budget Amendment Worksheet													
FY2020-21 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Economic Development			Fund #	Activity #								
Prepared By:	Lori Ward			370	865								
		2020-21 Original		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-865-706	Wages and Salaries - Full Time (1)	21,055	21,055	-	-	-	-	355	355	-	-	21,410	21,410
370-865-710	Wages - Temp/Part Time Reg	3,865	3,865	-	-	-	-	60	60	-	-	3,925	3,925
370-865-726	Supplies		200		-		-		(50)		-		150
	Meeting suplies & refreshments	150		-	-	-	-	(50)		-	-	100	
	Reproduction	50		-	-	-	-	-		-	-	50	
370-865-785	Business Retention Program		500		-		-		-		-		500
	Recruitment Package	500		-	-	-	-	-		-	-	500	
	Speakers												
370-865-801.00	Contractual Services	-	-	-	-	-	-	-	-	-	-	-	-
	DDA Boundary Expansion												
	Redevelopment Ready												
370-865-803.200	Planning Studies		-		-		-		-		-		-
	Creative Many Study	-		-	-	-	-	-		-	-	-	
	Theatre Study	-		-	-	-	-	-		-	-	-	
370-865-967	Fringe Benefits (1)		9,055		-		-		(240)		-		8,815
	Per Finance Department	9,055		-	-	-	-	(240)		-	-	8,815	
Total		34,675	34,675	-	-	-	-	125	125	-	-	34,800	34,800
Difference (should be zero)			-		-		-		-		-		-

City of Northville													
Budget Amendment Worksheet													
FY2020-21 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Debt			Fund #	Activity #								
Prepared By:	Lori Ward			370	945								
Account #	Classification & Description	2020-21	Original	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		2020-21 Amended	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-945-950.49	O/T to DDA Debt Service Fund		174,335		-		-		-		-		174,335
	2013 DDA Refunding Bond Debt Service												
	Principal	150,000		-		-		-		-			150,000
	Interest	24,335		-		-		-		-			24,335
	Final payment due April 2025												
Total		174,335	174,335	-	-	-	-	-	-	-	-	174,335	174,335
Difference (should be zero)			-	-	-	-	-	-	-	-	-	174,335	-

Northville DDA
 FY 2020-21 Proposed DDA Budget
 3rd Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Amount +/-
Revenue			
370-000-403.00	Current Property Taxes	Actual Capture – increase due to new construction, sales	\$1,041
370-000-403.00	Current Property Taxes (streets)	Actual Capture – increase due to new construction, sales	\$35
370-000-403.01	DDA Operating Levy	Actual Capture – increase due to new construction, sales	\$72
370-000-418.00	Property Taxes Other	Reserve for Tax Appeals	\$500
370-000-476.13	Outdoor Dining/Retail Permits	Collected by DDA rather than General Fund (over \$333)	\$18,000
370-000-528.00	Other Federal Grants	Grant from Oakland Co. Cares Act #1	\$1,204
370-000-586.02	Sponsorships	Reduced sponsorship due to lack of events	(\$5,000)
370-000-659.11	Rental of Stands	Charging from outside restaurants for use of Stands	\$2,000
370-000-664.19	Investment Earnings – MI Class	Provided by Finance Department	(\$25)
370-000-664.20	Investment Earnings – Long Term	Provided by Finance Department	\$2,000
370-000-664.30	Unrealized Market Change	Provided by Finance Department	(\$2,000)
370-000-664.40	Investment Pool Bank Fees	Provided by Finance Department	\$85
370-000-664.50	Investment Advisor Fee	Provided by Finance Department	\$150
370-000-664.60	Bank Lockbox Fees	Provided by Finance Department	\$400
370-000-664-70	Custodial Fees	Provided by Finance Department	\$5
DPW			
370-753-939.00	Automotive Repairs	Water Truck Repair	\$385
Design			
370-861-706.00	Wages & Salaries Full Time	Provided by Finance Department	\$280
370-861-710.00	Wages & Salaries Part Time	Added staff for Social District & winter help	\$6,900
370-861-751.00	Fuel & Oil	Actual use	(\$100)
370-861-801.00	Contractual Service	Surveillance Camera upgrades	\$2,500

370-861-861.00	Contractual Services	Pavilion Repairs – on hold for future project	(\$25,000)
370-861-861.00	Expand Sound System	Provided by Finance Department	\$250
370-861-801.16	Public Restroom Program	Increased usage due to Social District	\$575
370-861-801.94	Brick Repair	Reduced scope	(\$2,000)
370-861-850.00	Landscape Maintenance	Planting of entranceways to Social District	\$2,000
370-861-920.01	Electrical Service	Increase due to Social District	\$1,000
370-861-920.02	Natural Gas	Provided by Finance Department	\$4,000
370-861-967.00	Fringe Benefits	Provided by Finance Department	\$50
370-861-973.00	Capital Outlay	Shared purchase of Snow box	\$1,000
370-861-976.01	Street Furnishings	Umbrella stand purchase	\$2,500
370-861-976.01	Street Furnishings	Bike Rack Purchase	\$2,000
Marketing			
370-862-706.00	Wages & Salaries Full Time	Provided by Finance Department	\$280
370-862-710.00	Wages & Salaries Part Time	Provided by Finance Department	\$290
370-862-726.00	Supplies	Reduction of supplies	(\$50)
370-862-784.00	Programs & Promotions	No Chamber of Commerce events this year	(\$2,000)
370-862-784.00	Programs & Promotions	No Buy Michigan Now event this year	(\$2,500)
370-862-784.00	Programs & Promotions	No expenditures by NCBA	(\$1,000)
370-862-784.00	Programs & Promotions	Actual Expenses for Skeletons	\$4,140
370-862-784.00	Programs & Promotions	Christmas event not held due to pandemic	(\$5,000)
370-862-785.00	Business Retention Program	Provided by Finance Department	\$90
370-862-801.00	Contractual Services	Newsletter cancelled for a year	(\$1,500)
370-862-801.00	Contractual Services	Event cards and posters – cancelled for a year	(\$3,500)
370-862-801.34	Web Site Maintenance	Website Upgrade	\$3,500
370-862-967.00	Fringe Benefit	Actual Expense	(\$170)

Parking			
370-863-706.00	Wages & Salaries Full Time	Provided by Finance Department	\$140
370-863-967.00	Fringe Benefits	Provided by Finance Department	(\$95)
Organizational			
370-864-706.00	Wages & Salaries Full Time	Provided by Finance Department	\$355
370-864-710.00	Wages & Salaries Part Time	New Administrative staff	\$3,345
370-864-726.00	Supplies	Laptop	\$300
370-864-801.19	Technology Services	Carlisle Wortman Zoom Meeting Support	\$2,605
370-864-801.19	Technology Services	Closed Captioning	\$360
370-864-802.01	Legal Services	Cost for Easement with Pooles and Bank of America	\$1,500
370-864-900.00	Printing & Publishing	New print material using new brand and logo	\$1,250
370-864-956.00	Contingencies	Wage adjustments	(\$2,980)
370-864-960.00	Education and Training	No travel for conferences	(\$400)
370-864-967.00	Fringe Benefits	Provided by Finance Department	(\$235)
Economic Dev.			
370-865-706.00	Wages & Salaries – Full Time	Provided by Finance Department	\$355
370-865-710.00	Wages & Salaries – Part Time	Provided by Finance Department	\$60
370-865-726.00	Supplies	Reduced need of supplies	(\$50)
370-865-967.00	Fringe Benefits	Provided by Finance Department	(\$240)



DATE: March 25, 2021

TO: State of Michigan
 City of Northville
 County of Wayne
 Northville Public Schools
 Schoolcraft Community College
 Wayne Regional Educational Service Authority
 Huron-Clinton Metropolitan Authority
 Northville District Library

FROM: Sandi Wiktorowski, Treasurer

RE: 2020 Taxes Captured by the Northville Downtown Development Authority

The 2020 Taxable Valuations captured by the Northville Downtown Development Authority, pursuant to Act 197, Public Acts of 1975, as amended, are shown in the table below.

<u>Base Year</u>	<u>Base Year</u> <u>SEV</u>	<u>2020</u> <u>P.R.E.</u> <u>Captured</u>	<u>2020</u> <u>Non-PRE</u> <u>Captured</u>	<u>Total Taxable</u> <u>Captured</u>
DDA 1978	3,935,367	1,437,385	24,874,691	26,312,076
DDA2 1993	454,300	148,700	283,753	432,453
DDA3	<u>2,413,621</u>	<u>215,255</u>	<u>99,683</u>	<u>314,938</u>
Total	<u>6,803,288</u>	<u>1,801,340</u>	<u>25,258,127</u>	<u>27,059,467</u>

The total millage rates for each of the above categories are:

PRE	27.1344
Commercial Personal MBT)	27.1344
Non-PRE	27.1344

Based on the above 2020 Taxable Value subject to capture, the taxes captured by the Northville Downtown Development Authority are shown on the following table:

<u>Taxing Jurisdiction</u>	<u>Millage Rate</u>	<u>Distribution Calculated & Distributed</u>
City of Northville	15.7128	425,178.00
Wayne County	6.6380	179,619.42
Wayne Parks	0.2459	6,653.24
Schoolcraft Community College	2.2877	61,902.61
Huron Clinton Metropolitan Authority	0.2104	5,692.71
Northville District Library	1.1015	29,805.43
Wayne Public Safety	0.9381	25,383.82
Total		<u>\$ 734,235.23</u>

If you have any questions, please do not hesitate to contact me directly at 248-449-9912 or via e-mail at swiktorowski@ci.northville.mi.us.



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Summer Music Series

Date: April 20 2021

Background:

The DDA has been working with JAG Entertainment to produce the summer music series for many years. Last year, due to the Pandemic, the DDA changed the usually concert schedule of acoustic music on Wednesday Nights and larger bands on Friday night to background music provided on Friday and Saturday nights. In addition, the new music line up included one or two musicians playing on both Main and Center Streets on Friday and Saturday nights. The music was scheduled from 5 – 7pm on Center Street on Friday and Saturday nights and 7 – 9pm on Main Streets on Friday and Saturday nights.

The change in the music schedule was made to address the need to keep people social distanced and moving. The music was meant to be background music for those that are downtown dining or shopping and were not billed as concerts. Signage at the concerts reminded visitors to wear a mask, socially distance and to not bring a lawn chair to sit in.

In addition to the frequency of the concerts the DDA also made a change to the number of weeks the DDA provided music downtown. Usually, the concerts were held from Memorial Day to Labor Day. Last year the concerts were extended through to the end of October.

Analysis:

This year, the concert series will be similar to last year's schedule, however, there will only be two performances on each weekend; the music on Friday nights will be held on Center Street from 6 – 8 pm and on Saturday nights on Main Street from 6 – 8 pm. The series will start on Memorial Day weekend and go through Halloween and include 42 concerts. In addition to the music provided by the DDA several restaurant owners have booked musicians on other nights to augment the DDA's music series.

Budget:

The cost of last year's music series totaled \$34,000. This year, the DDA has reduced the budget to \$25,200 for the Friday and Saturday night music. The DDA has already raised over \$12,000 in sponsorship and pledged \$10,000 of DDA support. There are two naming sponsors and several single concert sponsors.

The music is estimated at \$600 per night for a total series cost of \$25,200. JAG will provide talent acquisition, scheduling, event management and technical production.

The DDA's proposed contracts with JAG Entertainment (Attachments A) contain a Force Majeure provision which nullifies the contract when an extraordinary event or circumstance beyond the control of the parties, such as a pandemic, prevents one or both parties from fulfilling their obligations under the contract. If the scheduled summer music is unable to go forward due to a change in the directives from MDHHS, the contract between JAG Entertainment and the bands would be nullified and the DDA would only be responsible to JAG Entertainment for the administrative costs, to date, for booking the bands and negotiating the contracts. This amount is approximately \$1,000.

Recommendation:

It is recommended that the DDA Board of Directors approve the attached contract (Attachment A) with JAG entertainment in the amount of \$600 per musician per night or \$25,200 to provide talent, sound equipment and management for the summer music series.



Northville DDA

“Friday/Saturday Night Ambience” Concerts

In an effort to continue Downtown Northville’s economic recovery, JAG Entertainment is hoping to continue its partnership with the Northville DDA, to bring back the Friday and Saturday night music events. In the previous year, concert events like these, have been successful in bringing diners and shoppers, to the area and can also provide the perfect back drop, for a night out of the house!

JAG Entertainment is an ideal partner for this program, as we provide “turn key” event production services. These concerts would feature solo, or duo, acoustic style artists. JAG Entertainment will secure artist contracts, create a schedule for public distribution, provide onsite management of the event and provide compensation services for the artists.

Proposed dates for 2021 concerts:

- 42 event days between May and October
- Actual dates to be determined by DDA

Proposed time:

- 6:00pm to 8:00pm.
- One Ten to Fifteen-minute break (approx. 7:00pm)

Included Services:

- Schedule creation
- Artist, Booking and Contracting
- Equipment rental Sound/lighting
- Delivery
- On site labor.
Setup/operation/teardown of equipment
- On site artist management.
- Artist payment services
- Insurance
- Prepare and deliver IRS 1099-NEC forms

Production Fees:

- Per Event/date Cost: \$600
- Total for all Proposed dates: \$25,200



Northville Friday & Saturday Night Ambience Concerts

This agreement is between the parties of JAG Entertainment (herein referred as JAG) and Northville Down Town Development Authority (herein referred to as CLIENT). This document has been created on 4-12-2021 to set terms of event production services for the Northville Friday & Saturday Night Ambience Concerts and provide a framework for the relationship between JAG and the CLIENT.

PROGRAMMING OVERVIEW

DESCRIPTION:

In an effort to help in the economic recovery caused by Covid-19 the City of Northville has taken the progressive steps to close the downtown street. This has allowed businesses to expand in to the street and assist with social distancing guidelines. To enhance the experience, JAG and the DDA have developed a program in which musicians are placed in front of 107 N Center, Epiphany Kitchens, and 135 E. Main Marquis Theatre. These performances will take place on Friday and Saturday nights between 6:00pm and 8:00pm.

JAG agrees that they will operate as an executive and technical producer of the event and will work thusly. Being that JAG is capable of providing turn-key services, it is agreed in this document, that JAG provide a complete package of talent acquisition, scheduling, event management and technical production.

AGREED PRODUCTION DATES:

- 42 event days between May and October
- Actual dates to be determined by DDA



RESPONSIBILITIES & SERVICES

ADMINISTRATIVE SERVICES:

Administrative event production services to be provided by JAG are as follows:

- All concert-event related booking, contract, and compensation services pertaining to the concert events described in this document.
- Creation of a schedule of performers for public release.
- Coordination of entertainers including registration, check-in, checkout, verification of technical requirements and compliance with local rules and ordinances.
- Supervision, execution and follow-through of entire event timeline.
- Coordination of technical production services including sound.

PRODUCTION SERVICES:

The technical and production-related services to be provided by JAG are as follows:

- Coordination of all production logistics for set-up, operation and strike of performance area.
- Electrical distribution (from CLIENT mains service) for each performance and demonstration area.
- General production support for entertainers and patrons at performance area.

CLIENT RESPONSIBILITIES

CLIENT RESPONSIBILITIES:

The CLIENT will serve as a strong support mechanism to JAG's production capabilities and specific responsibilities of the CLIENT are as follows:

- Supporting the event in its goal to bring quality, sustainable entertainment to the local downtown area.
- The procurement of any CLIENT-required barriers, tenting, hardware, etc. used for non-concert activities.
- The procurement of electrical service that operates at the minimum requirements listed above.
- The handling of all city-related permitting and licensing for the event



AGREED PRODUCTION TIMELINE

The following list includes production elements that will be included in the event schedule.

PROPOSED TIMELINE OF OVERALL PRODUCTION PROCESS:

It is agreed that a comprehensive timeline is established with concrete drop-dead dates, for specific action, once this agreement is accepted and ratified. A preliminary production timeline will immediately be established for production bookings, talent contracting and the technical planning upon the acceptance of this agreement.

PROPOSED TIMELINE OF EVENT:

JAG will hereby provide the following items and services for the above proposed dates (see AGREED PRODUCTION DATES) between the times of:

- Fridays 1 x “headlining act” performance package consisting of ARTIST (TBD) from 6:00pm to 8:00pm on Center street with one ten-minute break at approximately 7:00pm.
- Saturday 1 x “headlining act” performance package consisting of ARTIST (TBD) from 6:00pm to 8:00pm on Main street with one ten-minute break at approximately 7:00pm.

COMPENSATION AND PAYMENT

COMPENSATION:

The following payment schedule will be applied to the products and services detailed in this agreement.

- Producers’ fees and reimbursement for all above listed administrative, talent, production, and event closing services are \$600 per event date for a total of \$25,200

PAYMENT:

A deposit payment equal to \$5,000 of the total production charges will be due no later than 30 days after signing this agreement. The remaining balance will be billed at the end of each month at \$600 per event less the deposit amount.



AGREEMENT TERMS

CONFIDENTIALITY:

CLIENT agrees to restrict access to information received from JAG only to CLIENT members who need to know this information. CLIENT also agrees to maintain physical, electronic and procedural safeguards that comply with federal regulations or take any other appropriate measures to guard nonpublic personal information to protect the confidentiality and security of this information shared by JAG pursuant to the agreement. CLIENT shall ensure that any non-affiliated third party in receipt of this information will be bound by a written agreement containing provisions substantially similar to those contained in this agreement. CLIENT also agrees to promptly notify JAG in the event that CLIENT is under the reasonable belief that the integrity of the confidentiality of this information has been compromised. In the event that the Northville Parks and Recreation must disclose information pursuant to any federal, state or local law, they are permitted to do so.

TAXATION AND ACCOUNTING:

For purpose of taxation and accounting, JAG is hereby the executive producer of the event and is responsible for soliciting current State of Michigan W-9 forms and submitting 1099-MISC information to any and all independent contractors secured through the awarding of this agreement. Furthermore, JAG will expect and require CLIENT to submit a 1099-MISC to JAG as a result of payment included in this agreement.

INDEMNIFICATION:

JAG agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the City of Northville, its employees, officials, agents, boards, council, and volunteers, from and against any and all claims, losses, liability, damages, costs and expenses, including reasonable attorneys' fees and defense costs, for or by reason of personal injury, including, but not limited to, bodily injury or death, and/or property damage, including, but not limited to, the loss of use thereof, arising from the negligent acts, errors, or omissions of the JAG, its agents, employees, or sub-consultants, but only to the degree of fault of JAG and/or its respective sub-consultants. The obligation of JAG to indemnify and hold harmless the Client shall survive and continue after final payment, completion of the work, and completion and/or termination of this Agreement. Nothing in this agreement to indemnify requires JAG to defend and/or indemnify the Client for damages arising out of bodily injury to person or damage to property caused by or resulting from the negligence of the Client, its agents or employees or to any amount greater than the degree of fault of JAG and/or its sub-consultants.



Insurance: JAG, or any of their Sub consultants, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Northville. The requirements below should not be interpreted to limit the liability of JAG. All deductibles and SIR's are the responsibility of JAG.

JAG shall procure and maintain the following insurance coverage:

Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) exclusion, if applicable.

Additional Insured: Commercial General Liability as described above, shall include an endorsement stating the following shall be ***Additional Insureds:*** THE CITY OF NORTHVILLE, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Northville as additional insured, coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Dianne Massa, Clerk, City of Northville, 215 West Main St., Northville, MI 48167).



Proof of Insurance Coverage: JAG shall provide the Client at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverage's expires during the term of this contract, JAG shall deliver renewal certificates and endorsements to the City of Northville at least ten (10) days prior to the expiration date.

INCLEMENT WEATHER CANCELLATION:

On the occasion of inclement weather during outdoor events, JAG will make every effort to carry out their contractual obligations as listed above. However, JAG reserves the right to cancel, delay or interrupt any event if JAG determines in good faith that their production is, or is likely to be, rendered impossible, hazardous, or is otherwise prevented or impaired due to inclement weather. Hereunder, it is understood that the decision to cancel any engagement due to weather conditions shall be made by JAG's representative at his/her sole discretion, and all events affected by inclement weather require full remuneration.

OTHER CANCELLATION

If the performance(s) hereunder is rendered impossible, hazardous or is otherwise prevented or impaired due to, Act(s) of God, riots, strikes, labor difficulties, accident interruption or epidemic/pandemic, earthquakes or any act or order of any public authority, and/or any other cause of event, similar or dissimilar, beyond Producer's control, then Producer's obligations with respect to the affected performance(s) shall be excused and the Client will not be responsible to pay for the cost of the band(s). The Client will be responsible to pay for cost incurred to date for the administration of the series which includes booking all of the bands and drawing up their contracts.



PARKING:

CLIENT agrees to provide adequate parking spaces as close as possible to the event location for either (1) full size equipment van with trailer and any other vehicles used to transport personnel and equipment to and from the venue. If parking is only available on the street, space must be blocked off prior to arrival and CLIENT shall obtain all police and/or municipal permits necessary to load-in from or park on the street. Equipment loading and parking area must be clear of vehicles prior to load in and must remain clear until load out is complete. This will include payment of any towing costs incurred as a result of CLIENT's failure to comply with the terms of this paragraph.

ACCEPTANCE OF AGREEMENT

Upon finding products, services and deliverables acceptable to CLIENT as contained in this agreement, please sign and date the lines below to signify confirmation of this agreement.

It is recognized that this agreement has a total of eight (8) pages. Contracting and billing will commence upon receiving a copy of this agreement, signed by an authorized party employed by a representative for CLIENT

_____	_____
Signature of CLIENT	Date
_____	_____
Signature of JAG Entertainment	Date

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY March 2021:

PUBLICITY:

Upcoming Press Releases:

- Combined release Pear-aphernalia reopening (new location) & Tea Gather Opening (also included Spice Merchants relocation and Sugar Lu's opening over the summer)
- DATE TBD – Even in a pandemic, new shops are opening, Toria, and others are expanding in Downtown Northville: Sgt Peppers, La Shish, Tuscan & Poole's Expansions

Press Coverage Received & Upcoming (Highlights/major press hits):

- March 11 – [The Detroit News](#) – Pear-aphernalia new location included in the Homestyle column
- March 26 – Dbusiness – Included press release information on Pear-aphernalia, Spice Merchants, Sugar Lu's and Tea Gather in their daily update column which is a collection of area business activity
- Awaiting confirmation! WXYZ TV 7 interview with a Spice Merchants on their expansion during the pandemic

SOCIAL MEDIA:

- Facebook ~ Continued to maintain the page, including daily posts on business announcements and virtual events, etc.
- Instagram ~ Continued to maintain the page, including daily posts business announcements, etc.
- Twitter ~ Continued to maintain the page, including daily posts on business announcements, etc.

PAID ADVERTISING:

- Ad in March issue of The Ville

UPCOMING PAID ADVERTISING:

PRINT:

- Half-page Ads in The Ville
 - Final 1/2 page ad with current contract in the April issue
 - The DDA has a contract with The Ville for 12-months (May-April 2022). The ads will be 1/4 page size
 - Ad in Maybury State Park map

VOLUNTEERS NEEDED



KEEP NORTHVILLE BEAUTIFUL

CLEAN UP DAY

Saturday, May 15, 2021

9:00 a.m. – 12:00 p.m.

Meet at Cady Street behind Presbyterian Church

Masks and social distancing required/ bags and gloves provided

Sponsored by City of Northville Beautification Commission **(248-349-1300)**