



Special Meeting of the DDA Board of Directors
Meeting Room A
March 29, 2022 - 8:00 a.m.

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Retail Market Study
 - a. Response to Koster letter from GPG (Attachment 4.a)
 - b. March 24th Follow up letter from Koster (Attachment 4.b)
5. Survey Proposal (Attachment 5)
6. Summer Concert Series (Attachment 6)
 - a. JAG Entertainment Contract (Attachment 6.a)
7. 2022-23 Draft DDA Budget
 - a. Payroll Report (Attachment 7.a)
 - b. Updated Line-Item Budget (Attachment 7.b)
 - c. Future Reporting
8. Future Meetings / Important Dates
 - a. Planning Commission Meeting – April 5, 2022
 - b. Marketing Committee Meeting – April 7, 2022
 - c. Design Committee Meeting – April 11, 2022
 - d. Executive Committee Meeting – April 13, 2022
 - e. DDA Board Meeting – April 19, 2022
 - f. Sustainability Committee Meeting – April 25, 2022
 - g. Parking Committee – TBD
9. Board and Staff Communications
10. Adjournment – **Next Meeting April 19, 2022**

Memorandum

Date: 18 March 2022
 To: Lori Ward
 From: Bob Gibbs
 Subject: **Cady Street Research Clarifications**

Message:

Lori, I'm pleased to submit the following clarifications of GPG's January Cady Street market analysis for the DDA's reference.

1. **Population:** The report's population and other demographic figures are based on ESRI and Census data forecasting a small decline in the defined Cady Street's trade area. This decline is likely due to older household's children moving elsewhere and other factors.
 - a. The report's figures are rounded to the hundredth for readability and to reflect any margin of error in the data sources such as births, deaths, seasonal residents, moving families or undercounting. The rounding off will cause some of the figures to vary moderately within the report.
 - b. The analysis is based on existing or projected population-households as published by third-party resources. Proposed developments, including the Down's were not directly included in the study's retail demand modeling.
2. **Households:** The number of households can increase while the population decreases due to divorces, deaths, children moving away and other factors. The study has rounded off its figures to the hundredth (see above).
3. **Trade Area Purpose:** The study defined a trade area where the Cady Street businesses **would** have minimal, direct competition, or a competitive advantage based on a gravitational model and inventory of the area's businesses. In other words, the trade area was deliberately kept small to reflect existing retail businesses that potentially have a market advantage over Cady Street. Unfortunately, pedestrian linkages between Main and Cady Streets are currently not ideal and have been reflected in the Status Quo analysis, thus in some cases, the Cady and Main Street areas will function as two independent districts, each with their own distinct market niches.
4. **Status Quo & Best Practices:** GPG found that the Cady Street's existing physical and management conditions are not in accordance with many of the industry's best practices as defined by The American Planning Association, the American Society of Landscape Architects, the Congress for the New Urbanism, the International Council of Shopping Centers, International Downtown Association, the Michigan Downtown Association, the Urban Land Institute, Robert's Gibbs' *Principles of Urban Retail Planning and Development* book (Wiley 2012) and his teaching at the Harvard Graduate School of Design. The specifics of these best practices are widely available on the internet, Google, conferences, journals, You Tube and in Gibbs' book.

GPG's analysis may of course be challenged by others who are directly vested in the area. As a professional courtesy, GPG completed a second "Best Practices" economic analysis to reflect Northville's extraordinary demographics, the DDA's contributions, quality of life and small-town urbanism.

5. **Methodology:** GPG's market analysis and its conclusions are data based, and do not reflect personal antidotes. The process's formula: **Total Consumer Retail Spending – Total Retail Sales x Potential Market Capture/sf/yr. = Supportable Retail** sizes and sales. This model was completed for 45 retail and restaurant categories and reflect the views of noted retail specialists and GPG's own professional, but conservative judgment.
6. **Market Projections:** Northville's demographics and spending are among the highest in the U.S (\$170,000 av. HH incomes, 65% college grads, etc.) The data utilized by this study indicates a \$1 Billion annual retail spending market. The study conservatively estimates Cady Street can capture \$23 to \$42 Million of the \$1 Billion spending existing (0.025% to 0.050% - rounded off). It is of course plausible, that if the existing retailers and restaurants meet or exceed all of the aspirations of the 30,000 people living within the defined trade area and that any new retail or restaurant venues will not be supportable or for the foreseeable future.

JAMES M. KOSTER
204 St. Lawrence Blvd.
Northville, MI 48168
Tel: 248-974-8584; email: jimkoster@charter.net

March 24, 2022

Lori M. Ward
Downtown Development Authority
215 W. Main St.
Northville, MI 48167

Re: Northville Downs Project, GPG's February 15 presentation

Dear Ms. Ward,


Thank you for forwarding me the response from Bob Gibbs. Unfortunately, I find that it did not address all my concerns. I found his response to be vague and lacking the necessary detail to substantiate his conclusions. Specifically,

- 1) He failed to explain why his 2021 population and 2026 population figures are the same at 28,700 people when he states that the "decline is likely due to older household" children moving elsewhere and other factors." No decline is shown in the numbers. His statement in (a) is meaningless and has no bearing on the report. ". . . rounding off will cause some of the figures to vary moderately within the report." Not relevant. It also shocked me to read that in (b) he did not even include the Down's in his "retail demand modeling." Yet, in his presentation he recommends so many square footage of retail and restaurant spaces along Cady.
- 2) He failed to explain why in his presentation he stated that the number of households would "increase at an annual rate of .03% over the next five years." Yet he shown the number of households for both 2021 and 2026 to be exactly the same at 12,000. He does not respond to this issue at all.
- 3) In his response (3) he contradicts himself. In his presentation (page 2) he stated that "retailers and restaurants in the Cady Street study area have a **significant competitive advantage** because of access, design, lack of quality competition and traffic and commute patterns." Then, in his response he states that "Cady Street businesses would **have minimal, direct competition**, or a competitive advantage based on a gravitational model and inventory of the area's businesses." (He should explain Gravitational model.)
- 4) His point (4) is verbose and tells me nothing. He states that "as a professional courtesy, GPG completed a second 'Best Practices' economic analysis. . ." Where is this report? He did not answer my two critical questions: Did he interview our current retail establishments and did he survey our existing retail establishments?
- 5) His point (5) must be explained further.
- 6) His point (6) is absolutely bewildering. His last sentence, "It is of course plausible, that if the existing retailers and restaurants meet or exceed all of the aspirations of the 30,000 people living within the defined trade area and that any new retail or restaurant venues will not be supportable or for the foreseeable future." Very poorly written!

In summary, I feel as though Mr. Gibbs' response to my concerns was totally inadequate, and I was extremely disappointed. It is my opinion that his recommendations were not carefully deduced and, as I stated in my letter, "lacked depth and detailed analysis of **our community.**" I believe he has a lot of explaining to do and I would highly recommend that he appear before the DDA for an in depth discussion.

Please forward copies of Mr. Gibbs' response and this letter to the members of the DDA.

Sincerely,



James M. Koster



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

March 21, 2022

Lori Ward
Director
Northville Downtown Development Authority

Re: Survey For Downtown Development Authority on Street Closures

Dear Lori:

In response to your request, we are pleased to provide a price quote for an updated survey for the Northville Downtown Development Authority (DDA).

Scope of Services and Approach

CWA staff will launch an on-line survey for the Northville DDA, based on the survey we conducted for the DDA in early 2021.

Joe Blair will perform most of the work with support and oversight from Megan Masson-Minock.

The scope proposed has the following steps:

Survey Development (week one)

Based on input from the DDA, CWA staff will revise the 2021 survey and launch a test run of the on-line survey. CWA will update the on-line survey once, based on revisions from the DDA Director.

Survey Launch (week two)

CWA staff will launch the revised survey for the public and provide a multi-use link to the DDA Director.

Survey Weekly Check-In (weeks two-six)

CWA staff will download a report at the end of each week and send the report and recommendations to the DDA Director.

Survey report (week seven)

Once the survey closes, CWA staff will develop a final report to be submitted to the DDA Board. A verbatim report will be included, a data table and any reports by segment requested.



To: Northville DDA Board of Directors
From: Lori M. Ward, DDA Executive Director
Subject: Summer Music Series
Date: March 29, 2022

Background:

The DDA has been working with JAG Entertainment to produce the summer music series for many years. Due to the Pandemic, the DDA changed the usual concert schedule of acoustic music on Wednesday Nights and larger bands on Friday night to background music provided on Friday and Saturday nights. The new music line up included one or two musicians playing on Main Street every Friday from 7-9 pm and on Center Street every Saturday from 7-9 pm. The music is 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 majority of the concerts will remain acoustic but in addition the DDA plans to add 3 stage bands June - August. The series will start on Memorial Day weekend and go through the end of October, 41 concerts in total. The CDC has dropped the mask mandate and social distancing requirements.

Budget:

The cost of last year's music series totaled \$25,200. This year, the DDA has budgeted \$29,100 for the Friday and Saturday night music. The DDA has already raised \$17,100 of a budgeted \$20,000 in sponsorships. The DDA has budgeted \$9,100 in support. The music is estimated at \$600 per night for the 41 acoustic concerts and \$1,500 per night for the 3 stage bands totaling \$29,100. JAG will provide talent acquisition, scheduling, event management and technical production.

Recommendation:

It is recommended that the DDA Board of Directors approve the attached contract (Attachment 6.a) with JAG entertainment in the amount of \$600 per acoustic concert and \$1,500 per stage concert totaling \$29,100 to provide talent, sound equipment and management for the summer music series.



Northville DDA

Friday/Saturday Night 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 2022 concerts:

- 41 acoustic event days between May and October
- 3 stage bands between June and August
- Actual dates to be determined by DDA

Proposed time:

- 7:00 pm to 9:00 pm
- One ten to fifteen-minute break (approx. 8:00 pm)

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: acoustic \$600
- Per event/date cost: stage band \$1,500
- Total for all Proposed dates: \$29,100



Northville Friday & Saturday Night 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 3-14-2022 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 7:00 pm and 9:00 pm.

In addition, this year the DDA is adding 3 nights featuring larger bands in Town Square. Dates to be determined.

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:

- 41 acoustic event days between May and October
- 3 stage band days between June and August
- 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.
- Sound reinforcement in 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 7:00 pm to 9:00 pm on Center Street with one ten-minute break at approximately 8:00 pm.
- Saturday 1 x “headlining act” performance package consisting of ARTIST (TBD) from 7:00 pm to 9:00 pm on Main Street with one ten-minute break at approximately 8:00 pm.

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 acoustic event date for a total of \$24,600 and \$1500 per stage band event date totaling \$4,500.

PAYMENT:

A deposit payment equal to \$0.00 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/\$1,500 per event less the deposit amount.



AGREEMENT TERMS

CONFIDENTIALITY:

CLIENT agrees to restrict access to information received from JAG to CLIENT, to members who need to know this information. CLIENT also agrees take any appropriate measures to guard nonpublic personal information, to protect the confidentiality and security of information shared by JAG pursuant to the 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 CLIENT 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

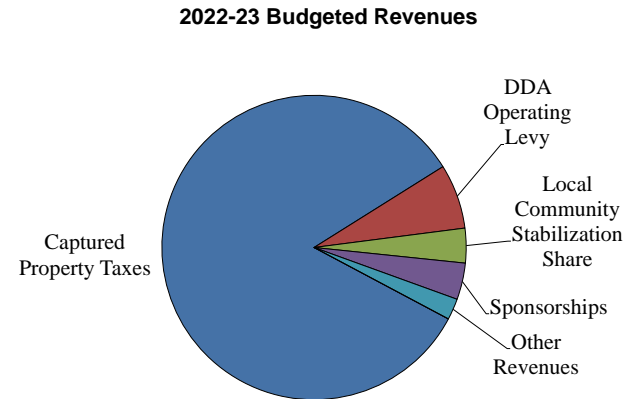
FY23 Salary Allocation

Downtown Development Authority

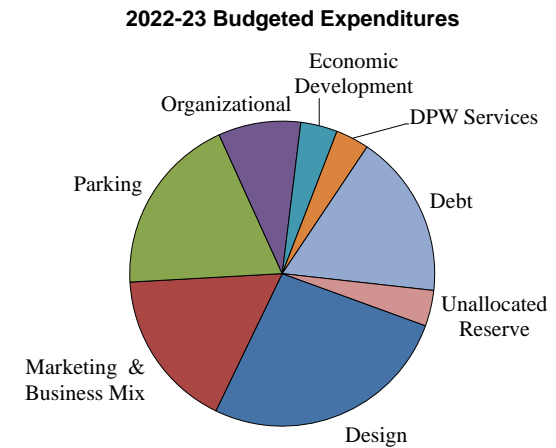
Name	Lori Ward	Jeri Johnson	Jessica Howin	Seasonal Supervisor	Winter Seasonal	Seasonal	Seasonal	Totals	FY24	FY25	FY26				
Position	DDA Director	21 hours/week	20 hours/week	40 hours week	10 hours week	40 hours/week	40 hours/week		2.5%	1.25%	0.00%				
Hire Date	6/28/1999	4/10/2019	2021	for 38 weeks	for 14 weeks	May - Oct	May - Aug								
Salary Computation:															
Hourly Pay Rate	40.53	27.40	20.25	20.00	20.00	18.00	18.00								
Hours to be Worked	<u>2080.00</u>	<u>84,302.40</u>	<u>1092.00</u>	<u>29,920.80</u>	<u>1040.00</u>	<u>21,060.00</u>	<u>1520.00</u>	<u>30,400.00</u>	<u>140.00</u>	<u>2,800.00</u>	<u>1040.00</u>	<u>18,720.00</u>	<u>720.00</u>	<u>12,960.00</u>	<u>200,163</u>
Hourly Pay Rate	40.53														
Vac. Hours to be Paid Out	<u>120.00</u>	4,863.60													4,864
Longevity Pay		<u>1,240.00</u>													<u>1,240</u>
Total Salary Expenditure	<u>90,406.00</u>	<u>29,920.80</u>	<u>21,060.00</u>	<u>30,400.00</u>	<u>2,800.00</u>	<u>18,720.00</u>	<u>12,960.00</u>	<u>206,267</u>							
Salary Allocation:															
370-860-706 (Bus Mix)															
370-861-706 (Design)	25%	22,601.50													
370-862-706 (Marketing)	20%	18,081.20													
370-863-706 (Parking)	10%	9,040.60													
370-864-706 (Organization)	15%	13,560.90													
370-865-706 (Ec Dev)	30%	27,121.80													
370-861-710				100%	30,400.00	100%	2,800.00	100%	18,720.00	100%	12,960.00				
370-862-710 (Marketing)		75%	22,440.60	40%	8,424.00										
370-863-710 (Parking)															
370-864-710 (Organization)		25%	7,480.20	60%	12,636.00										
370-865-710 (Ec Dev)															
Total Allocated	<u>90,406.00</u>	<u>29,920.80</u>	<u>21,060.00</u>	<u>30,400.00</u>	<u>2,800.00</u>	<u>18,720.00</u>	<u>12,960.00</u>	<u>206,267</u>	<u>209,802</u>	<u>212,425</u>	<u>212,425</u>				
Fringe Benefits Computation:															
Workers' Compensation	0.0672%	60.75	0.0672%	20.11	0.0672%	14.15	2.3757%	722.21	2.3757%	66.52	2.3757%	444.73	2.3757%	307.89	1,636
Social Security	7.65%	6,916.06	7.65%	2,288.94	7.65%	1,611.09	7.65%	2,325.60	7.65%	214.20	7.65%	1,432.08	7.65%	991.44	15,779
Medical/Dental/Rx/Optical		15,000.00													15,000
Life and AD&D Insurance	\$60,000	186.38													186
Defined Contribution	13.00%	11,752.78													11,753
LTD (401 participants only)	0.25%	226.02													226
Contracted Compliance *		310.00													310
Total Fringe Benefits	<u>34,451.99</u>	<u>2,309.05</u>	<u>1,625.24</u>	<u>3,047.81</u>	<u>280.72</u>	<u>1,876.81</u>	<u>1,299.33</u>	<u>44,891</u>	<u>45,626</u>	<u>46,003</u>	<u>46,003</u>				
Fringe Benefit Allocation:															
370-861-967	25%	8,613.00													
370-862-967	20%	6,890.40	75%	1,731.79	40%	650.10									
370-863-967	10%	3,445.20													
370-864-967	15%	5,167.80	25%	577.26	60%	975.15									
370-865-967	30%	10,335.60													
Total Fringe Benefits Alloc.	<u>34,451.99</u>	<u>2,309.05</u>	<u>1,625.24</u>	<u>3,047.81</u>	<u>280.72</u>	<u>1,876.81</u>	<u>1,299.33</u>	<u>41,686</u>	<u>45,626</u>	<u>46,003</u>	<u>46,003</u>				
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

City of Northville
 Proposed 2022-23 Downtown Development Authority Budget
 (with historical comparative data)

Revenues	FY21	FY22	FY23	FY23
	Actual	Projected	Proposed	% Total
Captured Property Taxes	\$ 734,235	\$ 767,750	\$ 814,558	83.3%
DDA Operating Levy	61,007	63,974	67,216	6.9%
Local Community Stabilization Share	34,092	39,868	36,000	3.7%
Sponsorships	172,333	31,650	38,000	3.9%
Other Revenues	45,231	22,770	21,980	2.2%
Approp of Prior Year Surplus	-	9,597	-	0.0%
Total Revenues	\$ 1,046,899	\$ 935,609	\$ 977,754	100.0%



Expenditures	FY21	FY22	FY23	FY23
	Actual	Projected	Proposed	% Total
Design	362,293	245,816	260,200	26.6%
Marketing & Business Mix	139,539	144,130	165,695	16.9%
Parking	157,186	184,795	186,700	19.1%
Organizational	85,043	102,003	85,505	8.7%
Economic Development	33,818	49,540	38,065	3.9%
DPW Services	33,104	34,640	34,660	3.5%
Debt	174,335	174,685	169,880	17.4%
Unallocated Reserve	61,579	-	37,049	3.8%
Total Expenditures	\$ 1,046,899	\$ 935,609	\$ 977,754	100.0%



City of Northville
Line Item Budget for the Year Ended June 30, 2023 and
Five Year Plan - 2022 through 2026

DOWNTOWN DEVELOPMENT AUTHORITY

Revenue	2019-20 Actual	2020-21 Actual	2021-22 Projected	2022-23 Proposed Budget	2023-24 Estimated Budget	2024-25 Estimated Budget	2025-26 Estimated Budget
Captured Property Taxes =							
Taxable Value Subject to Capture			28,555,582	30,347,252	30,954,197	31,573,281	32,204,747
x Estimated Tax Levies per Mill			26.8864	26.8415	26.8415	26.8415	25.7434
DDA Operating Levy =							
Prior Years' Millage Approved			1.8158	1.8093	1.8093	1.8093	1.8093
x Millage Reduction Fraction			0.9964	1.0000	1.0000	1.0000	1.0000
= Allowable Levy			1.8093	1.8093	1.8093	1.8093	1.8093
x DDA Taxable Value per Mill			35,359	37,151	37,894	38,652	39,425
248-000-404.000 Captured Property Taxes	729,072	734,235	767,750	814,558	830,849	847,466	829,052
248-000-451.000 DDA Operating Levy	59,529	61,007	63,974	67,216	68,562	69,933	71,332
248-000-412.000 Delinquent Personal Property Taxes	346	321	-	-	-	-	-
248-000-418.000 Property Taxes - Other	1	(5,485)	5,000	(1,000)	(1,000)	(1,000)	(1,000)
248-000-490.090 Newspaper Rack Registration Fees	-	-	180	180	180	180	180
248-000-490.100 Outdoor Dining/Retail Permits	-	21,768	15,000	15,000	15,000	15,000	15,000
248-000-528.000 Other Federal Grants	-	20,212	-	-	-	-	-
248-000-573.000 Local Community Stabilization Share	34,144	34,092	39,868	36,000	36,000	36,000	36,000
248-000-626.000 Miscellaneous Revenue	291	-	1,430	1,610	1,800	2,000	2,200
248-000-665.xxx Net Investment Income	17,316	3,003	-	5,490	5,490	5,490	5,490
248-000-667.020 Rental Income - Town Square	400	340	1,160	700	700	700	700
248-000-674.020 Sponsorships - Heat in the Street	-	125,433	650	-	-	-	-
248-000-677.000 Sponsorships	33,215	46,900	31,000	38,000	38,000	38,000	38,000
248-000-678.000 Insurance Proceeds	11,327	5,072	-	-	-	-	-
	885,641	1,046,899	926,012	977,754	995,581	1,013,769	996,954
Total Revenue	885,641	1,046,899	926,012	977,754	995,581	1,013,769	996,954
Fund Balance Reserve							
248-000-699.000 Approp of Prior Years' Surplus	173,756	-	9,597	-	-	-	-
Total Budget	1,059,396	1,046,899	935,609	977,754	995,581	1,013,769	996,954

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City of Northville
Line Item Budget for the Year Ended June 30, 2023 and
Five Year Plan - 2022 through 2026

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	Actual	Actual	Projected	Proposed Budget	Estimated Budget	Estimated Budget	Estimated Budget
Design							
248-741-706.000 Wages-Regular Full Time	16,738	17,150	17,635	22,605	23,170	23,460	23,460
248-741-707.000 Wages - Overtime Seasonal	-	-	90	-	-	-	-
248-741-709.000 Wages - Seasonals	21,267	45,243	61,850	64,880	64,880	64,880	64,880
248-741-725.000 Fringe Benefits	6,822	11,334	12,880	13,540	14,820	14,940	14,940
248-741-726.000 Supplies	237	356	500	500	500	500	500
248-741-775.200 Downtown Materials	14,165	24,152	23,345	27,145	22,645	29,645	22,645
248-741-775.210 Social District Expenditures	-	-	1,800	800	-	-	-
248-741-775.900 Fuel & Oil	217	279	750	400	400	400	400
248-741-801.000 Contractual Services	29,128	20,767	30,690	31,470	26,470	28,510	28,510
248-741-801.160 Public Restroom Program	1,916	4,326	4,000	4,000	4,000	4,000	4,000
248-741-920.010 Electrical Service - Town Square	5,798	7,342	4,390	1,420	1,450	1,480	1,510
248-741-920.020 Natural Gas Service - Town Square	8,907	9,548	8,250	8,410	8,580	8,750	8,920
248-741-920.030 Water Service - Irrigation	6,590	2,724	8,860	9,300	9,760	10,240	10,740
248-741-938.120 Landscape Maintenance	27,880	33,980	32,310	35,310	35,310	35,310	35,310
248-741-938.160 Brick Repair & Maintenance	-	-	-	2,000	2,000	2,000	2,000
248-741-955.210 Signage and Marker Projects	-	-	12,000	500	-	-	-
248-741-962.500 Vehicle Insurance	356	385	406	420	430	440	450
248-741-967.000 Capital Outlay <\$5,000	-	1,000	-	-	-	-	-
248-741-967.050 Alleyway Improvements	15,000	-	-	-	-	-	-
248-741-976.010 Street Furnishings	57,068	25,675	23,000	37,500	12,500	12,500	12,500
248-741-977.000 Capital Outlay . \$5,000	-	158,031	-	-	-	-	-
248-741-995.405 Transfer to City - Cameras	-	-	3,060	-	-	-	-
	212,089	362,293	245,816	260,200	226,915	237,055	230,765

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City of Northville
Line Item Budget for the Year Ended June 30, 2023 and
Five Year Plan - 2022 through 2026

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Expenditures (continued)	Actual	Actual	Projected	Proposed Budget	Estimated Budget	Estimated Budget	Estimated Budget
Marketing & Business Mix							
248-742-706.000 Wages-Regular Full Time	16,738	17,150	17,635	18,085	18,535	18,765	18,765
248-742-709.000 Wages - Part Time	13,461	16,180	14,595	30,865	31,640	32,035	32,035
248-742-725.000 Fringe Benefits	6,218	8,367	8,130	8,625	9,440	9,515	9,515
248-742-726.000 Supplies	9	-	-	50	50	50	50
248-742-801.000 Contractual Services	57,731	50,764	55,365	55,865	55,865	55,865	55,865
248-742-801.340 Web Site	940	1,404	1,355	1,355	1,355	1,355	1,355
248-742-955.160 Downtown Programs & Promotions	35,505	45,674	44,300	50,100	52,000	52,000	52,000
248-742-955.190 Business Retention Program	-	-	2,750	750	2,750	750	2,750
	130,601	139,539	144,130	165,695	171,635	170,335	172,335
Parking							
248-743-706.000 Wages-Regular Full Time	8,369	8,575	8,820	9,045	9,270	9,385	9,385
248-743-709.000 Wages-Part Time Admin	1,346	1,618	1,460	-	-	-	-
248-743-725.000 Fringe Benefits	2,692	3,683	3,615	3,445	3,775	3,805	3,805
248-743-726.000 Supplies	-	-	-	50	50	50	50
248-743-955.200 Downtown Parking Program	-	90	-	500	-	500	-
248-743-995.101 Contrib. to General Fund - Street Lights	50,000	50,000	50,000	50,000	50,000	50,000	50,000
248-743-995.230 Contrib. to Parking Fund - Maintenance	90,420	93,220	95,900	98,660	101,500	104,430	107,440
248-743-995.230 Contrib. to Parking Fund - Improvements	250,933	-	25,000	25,000	25,000	25,000	25,000
	403,761	157,186	184,795	186,700	189,595	193,170	195,680
Debt							
248-906-995.303 Contribution to DDA Debt Service Fund	173,830	174,335	174,685	169,880	170,075	167,561	-
	173,830	174,335	174,685	169,880	170,075	167,561	-

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City of Northville
Line Item Budget for the Year Ended June 30, 2023 and
Five Year Plan - 2022 through 2026

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures (continued)	2019-20 Actual	2020-21 Actual	2021-22 Projected	Proposed Budget	Estimated Budget	Estimated Budget	Estimated Budget
Organizational							
248-744-706.000 Wages-Regular Full Time	20,923	21,437	22,045	13,565	13,900	14,075	14,075
248-744-709.000 Wages-Part Time Admin	6,730	8,090	28,100	20,120	20,620	20,880	20,880
248-744-725.000 Fringe Benefits	7,205	9,729	9,315	5,745	6,290	6,340	6,340
248-744-726.000 Supplies	3,346	1,890	2,850	2,750	750	750	750
248-744-730.000 Postage	14	-	50	50	50	50	50
248-744-731.000 Publications	65	130	65	65	65	65	65
248-744-801.190 Computer Program Services	4,349	8,540	5,315	2,530	2,805	2,805	2,805
248-744-802.010 Legal Services	13,773	8,301	5,500	11,000	4,000	4,000	4,000
248-744-805.000 Auditing Services	4,868	4,961	5,105	5,250	5,395	5,500	5,610
248-744-900.000 Printing & Publishing	1,091	2,116	1,315	1,215	1,215	1,215	1,215
248-744-920.000 Utilities	1,330	1,296	1,300	1,300	1,300	1,300	1,300
248-744-956.000 Contingencies	-	-	-	-	-	3,340	7,590
248-744-958.000 Membership & Dues	1,290	1,395	1,395	1,395	1,395	1,395	1,395
248-744-960.000 Education & Training	601	75	350	850	850	850	850
248-744-962.000 Insurance	5,496	4,373	6,338	6,450	6,570	6,690	6,820
248-744-965.000 Overhead	12,100	12,710	12,960	13,220	13,480	13,750	14,030
	83,181	85,043	102,003	85,505	78,685	83,005	87,775
Economic Development							
248-745-706.000 Wages-Regular Full Time	20,922	21,437	22,045	27,125	27,800	28,150	28,150
248-745-709.000 Wages-Part Time Admin	2,692	3,236	2,920	-	-	-	-
248-745-725.000 Fringe Benefits	6,678	9,145	8,975	10,340	11,315	11,410	11,410
248-745-726.000 Supplies	-	-	100	100	100	100	100
248-745-801.000 Contractual Services	180	-	-	-	-	-	-
248-745-803.200 Planning Studies	-	-	15,000	-	-	-	-
248-745-955.190 Business Retention Program	-	-	500	500	500	500	500
	30,472	33,818	49,540	38,065	39,715	40,160	40,160

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City of Northville
Line Item Budget for the Year Ended June 30, 2023 and
Five Year Plan - 2022 through 2026

DOWNTOWN DEVELOPMENT AUTHORITY (continued)

Expenditures (continued)	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	Actual	Actual	Projected	Proposed Budget	Estimated Budget	Estimated Budget	Estimated Budget
DPW Services							
248-573-706.000 Wages-Regular Full Time	10,276	11,040	11,500	11,500	11,500	11,500	11,500
248-573-707.000 Wages-Regular Overtime	353	490	500	500	500	500	500
248-573-725.000 Fringe Benefits	10,578	10,087	11,000	11,000	11,000	11,000	11,000
248-573-801.020 Automotive Services	394	534	525	525	525	525	525
248-573-943.000 Equipment Rental	3,863	10,953	11,115	11,135	11,150	11,165	11,175
	25,463	33,104	34,640	34,660	34,675	34,690	34,700
Total Expenditures	1,059,396	985,319	935,609	940,705	911,295	925,976	761,415
Fund Balance Reserve							
248-999-999.00 Unallocated Reserve	-	61,579	-	37,049	84,286	87,793	235,539
	-	61,579	-	37,049	84,286	87,793	235,539
Total Budget	1,059,396	1,046,899	935,609	977,754	995,581	1,013,769	996,954
Analysis of Fund Balance:							
Beginning of Year			360,131	350,534	387,583	471,869	559,662
Revenues			926,012	977,754	995,581	1,013,769	996,954
Expenditures			(935,609)	(940,705)	(911,295)	(925,976)	(761,415)
End of Year Fund Balance			350,534	387,583	471,869	559,662	795,201
Assigned for Street Improvements			71,300	95,159	119,118	143,155	167,193
Nonspendable - Prepays			9,975	9,975	9,975	9,975	9,975
Assigned for Compensated Absences			42,119	42,119	42,119	42,119	42,119
Fund Balance Unassigned			227,140	240,330	300,657	364,413	575,914
			350,534	387,583	471,869	559,662	795,201
Unassigned Fund Balance as a % of Revenues			25%	25%	30%	36%	58%