

**Meeting of the DDA Board of Directors  
City Hall – Meeting Room A  
215 West Main Street  
December 18, 2018 - 8:00 a.m.**

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. November 2018 Financial Statement (Attachment 4.a)
  - b. November August 2018 Invoice Report (Attachment 4.b)
  - c. November 20, 2018 Meeting Minutes (Attachment 4.c)
  - d. 2<sup>nd</sup> Quarter Budget Amendments (Attachment 4.d)
  - e. Explanation of Budget Amendments (Attachment 4.e)
5. DDA Goals and Objectives 2019-20 (Attachment 5)
6. Committee Information and Updates
  - a. Design Committee – Robert Miller
  - b. Marketing Committee – Shawn Riley
  - c. Parking Committee – John Casey
  - d. Organizational Committee – Carolann Ayers
  - e. Economic Development Committee – Aaron Cozart
7. Future Meetings / Important Dates
  - a. Marketing Committee – January 3, 2019
  - b. First Friday/Holiday Shopping Event – January 4, 2019
  - c. Design Committee – January 14, 2019
  - d. Executive Committee – TBD
  - e. Economic Development Committee - TBD
  - f. DDA Board Meeting – January 15, 2019
8. Board and Staff Communications
9. Adjournment – Next Meeting January 15, 2019

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 11/30/2018  
% Fiscal Year Completed: 41.92  
NOVEMBER BENCHMARK 42%

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 11/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/18 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	669,444.00	669,444.00	580,377.47	0.00	89,066.53	86.70	
370-000-403.010	DDA OPERATING LEVY	58,211.00	58,211.00	54,897.62	746.90	3,313.38	94.31	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	36,000.00	32,041.00	32,041.08	0.00	(0.08)	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(5,000.00)	(5,000.00)	0.00	0.00	(5,000.00)	0.00	
PROPERTY TAXES		758,655.00	754,696.00	667,316.17	746.90	87,379.83	88.42	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	8,000.00	8,000.00	7,053.00	100.00	947.00	88.16	
GRANTS & OTHER LOCAL SOURCES		8,000.00	8,000.00	7,053.00	100.00	947.00	88.16	
COMMUNITY CENTER REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	400.00	400.00	0.00	0.00	100.00	
COMMUNITY CENTER REVENUES		150.00	400.00	400.00	0.00	0.00	100.00	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	1,785.40	555.08	714.60	71.42	
370-000-664.190	INTEREST - MI CLASS 1 DIST	0.00	100.00	216.89	0.00	(116.89)	216.89	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	1,429.19	0.00	3,570.81	28.58	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	(2,000.00)	(2,000.00)	12.51	0.00	(2,012.51)	(0.63)	
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(127.90)	(30.66)	(472.10)	21.32	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	(110.68)	0.00	(639.32)	14.76	
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(300.00)	(81.06)	(8.24)	(218.94)	27.02	
INTEREST		3,850.00	3,950.00	3,124.35	516.18	825.65	79.10	
MISCELLANEOUS REVENUES								
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	1,118.00	260.00	(918.00)	559.00	
370-000-667.000	INSURANCE PROCEEDS	0.00	0.00	6,427.00	1,000.00	(6,427.00)	100.00	
370-000-673.000	GAIN ON DISPOSAL OF ASSETS	0.00	0.00	64.00	0.00	(64.00)	100.00	
370-000-687.010	MMRMA DISTRIBUTION	0.00	2,390.00	2,389.50	0.00	0.50	99.98	
MISCELLANEOUS REVENUES		200.00	2,590.00	9,998.50	1,260.00	(7,408.50)	386.04	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	22,316.00	0.00	0.00	22,316.00	0.00	
FUND BALANCE RESERVE		0.00	22,316.00	0.00	0.00	22,316.00	0.00	
Total Dept 000		770,855.00	791,952.00	687,892.02	2,623.08	104,059.98	86.86	
TOTAL REVENUES		770,855.00	791,952.00	687,892.02	2,623.08	104,059.98	86.86	
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	5,485.00	7,985.00	6,471.29	4,852.31	1,513.71	81.04	
370-753-707.000	WAGES - REGULAR OVERTIME	570.00	570.00	530.68	198.16	39.32	93.10	
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00	0.00	
370-753-943.000	EQUIPMENT RENTAL - CITY	2,650.00	3,400.00	2,404.33	2,091.86	995.67	70.72	

PERIOD ENDING 11/30/2018  
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NOVEMBER BENCHMARK 42%

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		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2018 NORM (ABNORM)	MONTH 11/30/18 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-753-967.000	FRINGE BENEFITS	6,005.00	8,205.00	7,170.96	5,137.12	1,034.04	87.40
Total Dept 753 - DPW SERVICES		15,210.00	20,660.00	16,577.26	12,279.45	4,082.74	80.24
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,160.00	6,972.13	2,711.86	9,187.87	43.14
370-861-710.000	WAGES - PART TIME	18,505.00	18,505.00	8,601.21	0.00	9,903.79	46.48
370-861-726.000	SUPPLIES	475.00	475.00	171.10	50.97	303.90	36.02
370-861-740.050	DOWNTOWN MATERIALS	19,450.00	19,450.00	(173.81)	16.30	19,623.81	(0.89)
370-861-751.000	FUEL & OIL	0.00	1,000.00	324.57	0.00	675.43	32.46
370-861-801.000	CONTRACTUAL SERVICES	25,807.00	25,807.00	12,664.25	3,229.86	13,142.75	49.07
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	1,415.00	0.00	1,335.00	51.45
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	31,750.00	31,750.00	38.00	0.00	31,712.00	0.12
370-861-913.000	VEHICLE INSURANCE	0.00	350.00	86.50	0.00	263.50	24.71
370-861-920.010	ELECTRIC POWER	1,500.00	1,500.00	188.71	0.00	1,311.29	12.58
370-861-920.020	NATURAL GAS	3,930.00	3,930.00	337.41	88.07	3,592.59	8.59
370-861-920.030	WATER & SEWER SERVICE	7,660.00	7,660.00	3,684.66	0.00	3,975.34	48.10
370-861-967.000	FRINGE BENEFITS	8,185.00	8,185.00	3,438.31	931.45	4,746.69	42.01
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00	1,500.00	1,500.00	0.00	0.00	100.00
370-861-976.010	STREET FURNISHINGS	500.00	14,955.00	19,023.50	0.00	(4,068.50)	127.20
Total Dept 861 - DESIGN COMMITTEE		139,172.00	156,477.00	58,271.54	7,028.51	98,205.46	37.24
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,160.00	16,160.00	6,971.98	2,711.85	9,188.02	43.14
370-862-710.000	WAGES - PART TIME	12,520.00	12,520.00	0.00	0.00	12,520.00	0.00
370-862-726.000	SUPPLIES	150.00	150.00	49.75	30.76	100.25	33.17
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	29,800.00	29,800.00	24,838.36	0.00	4,961.64	83.35
370-862-785.000	BUSINESS RETENTION PROGRAM	2,357.00	2,357.00	0.00	0.00	2,357.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500.00	65,500.00	28,713.76	4,091.00	36,786.24	43.84
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	570.00	30.00	270.00	67.86
370-862-950.050	O/T TO PARKS & RECREATION	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-862-967.000	FRINGE BENEFITS	7,375.00	7,375.00	2,690.11	931.40	4,684.89	36.48
Total Dept 862 - MARKETING		137,202.00	137,202.00	63,833.96	7,795.01	73,368.04	46.53
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,080.00	8,080.00	3,521.34	1,355.95	4,558.66	43.58
370-863-710.000	WAGES - PART TIME	1,255.00	1,255.00	0.00	0.00	1,255.00	0.00
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	400.00	400.00	250.00	250.00	150.00	62.50
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	25,000.00	0.00	25,000.00	50.00
370-863-950.260	OPER TFR TO PARKING FUND	113,100.00	113,100.00	44,050.00	0.00	69,050.00	38.95
370-863-967.000	FRINGE BENEFITS	3,300.00	3,300.00	1,395.65	465.69	1,904.35	42.29
Total Dept 863 - PARKING		176,185.00	176,185.00	74,216.99	2,071.64	101,968.01	42.12
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,200.00	8,767.95	3,389.92	11,432.05	43.41
370-864-710.000	WAGES - PART TIME	6,260.00	6,260.00	0.00	0.00	6,260.00	0.00

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Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-864-726.000	SUPPLIES	1,150.00	1,150.00	441.50	33.12	708.50	38.39
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
370-864-731.000	PUBLICATIONS	65.00	130.00	127.92	0.00	2.08	98.40
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490.00	1,490.00	1,920.51	185.90	(430.51)	128.89
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	641.00	85.00	2,359.00	21.37
370-864-805.000	AUDITING SERVICES	4,930.00	4,930.00	4,754.00	0.00	176.00	96.43
370-864-900.000	PRINTING & PUBLISHING	975.00	975.00	1,903.42	1,469.30	(928.42)	195.22
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,610.00	4,120.00	2,398.25	0.00	1,721.75	58.21
370-864-920.000	UTILITIES	1,420.00	1,420.00	591.10	118.22	828.90	41.63
370-864-958.000	MEMBERSHIP & DUES	958.00	958.00	1,338.00	243.00	(380.00)	139.67
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
370-864-967.000	FRINGE BENEFITS	8,495.00	8,495.00	3,520.69	1,182.50	4,974.31	41.44
370-864-967.020	OVERHEAD - ADMIN & RECORDS	11,520.00	11,520.00	5,760.00	0.00	5,760.00	50.00
Total Dept 864 - ORGANIZATIONAL		67,573.00	66,148.00	32,164.34	6,706.96	33,983.66	48.62
Dept 865 - ECONOMIC DEVELOPMENT							
370-865-706.000	WAGES - REGULAR FULL TIME	20,200.00	20,200.00	8,979.67	3,389.74	11,220.33	44.45
370-865-710.000	WAGES - PART TIME	2,505.00	2,505.00	0.00	0.00	2,505.00	0.00
370-865-726.000	SUPPLIES	200.00	200.00	33.30	0.00	166.70	16.65
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
370-865-801.000	CONTRACTUAL SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
370-865-803.200	PLANNING & DESIGN STUDIES	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
370-865-967.000	FRINGE BENEFITS	8,205.00	8,205.00	3,742.31	1,164.19	4,462.69	45.61
Total Dept 865 - ECONOMIC DEVELOPMENT		62,110.00	62,110.00	12,755.28	4,553.93	49,354.72	20.54
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,170.00	173,170.00	16,585.00	0.00	156,585.00	9.58
Total Dept 945 - DEBT SERVICE		173,170.00	173,170.00	16,585.00	0.00	156,585.00	9.58
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	233.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		233.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		770,855.00	791,952.00	274,404.37	40,435.50	517,547.63	34.65
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		770,855.00	791,952.00	687,892.02	2,623.08	104,059.98	86.86
TOTAL EXPENDITURES		770,855.00	791,952.00	274,404.37	40,435.50	517,547.63	34.65
NET OF REVENUES & EXPENDITURES		0.00	0.00	413,487.65	(37,812.42)	(413,487.65)	100.00
BEG. FUND BALANCE		403,977.08	403,977.08	403,977.08			
END FUND BALANCE		403,977.08	403,977.08	817,464.73			

12/13/2018 04:44 PM

User: LWARD

DB: Northville

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE  
 POST DATES 11/01/2018 - 11/30/2018  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-726.000	SUPPLIES	LORI WARD	REIMBURSE SUPPLIES FOR SANTA HOUSE,	15185	11/26/18	50.97	108713
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322502433554	111318	12/19/18	354.90	
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035 3220 2438 3196	100418	11/21/18	16.30	108711
370-861-801.000	CONTRACTUAL SERVICES	SIGNS BY TOMORROW	SHIPPING OF FLAGS	1-29231	11/07/18	159.00	108553
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	110418	11/07/18	299.00	500325
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	110418	12/05/18	299.00	500329
370-861-801.000	CONTRACTUAL SERVICES	HOLMAN SURVEILLANCE SY	SECURITY CAMERA INSTALL AND REPAIR	3249	11/07/18	583.00	108591
370-861-801.000	CONTRACTUAL SERVICES	CHARLES J. BURKE	PAINT CLOCK AND STREET LIGHTS	11518	11/21/18	1,335.00	108656
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	MONTHLY TOWN SQUARE WIFI	110618	11/21/18	253.86	108681
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION WINTERIZATION	180165	11/21/18	600.00	108697
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 10/7/18 - 11/5/18	110518	11/26/18	88.07	500326
Total For Dept 861 DESIGN COMMITTEE						4,039.10	
Dept 862 MARKETING							
370-862-726.000	SUPPLIES	LORI WARD	REIMBURSE SUPPLIES FOR SANTA HOUSE,	15185	11/26/18	30.76	108713
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	DECEMBER PR AND MARKETING RETAINER	NORTHVILLE 12-18	11/21/18	2,000.00	108659
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	PRINTING OF NOV DEC EVENT CARDS	57579	11/21/18	545.00	108660
370-862-801.000	CONTRACTUAL SERVICES	GRAPHIC VISIONS INC.	NOV DEC DIRECTORIES	55203	11/21/18	471.00	108706
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	PRINT AD SEEN MAGAZINE	259829	11/21/18	700.00	108749
370-862-801.000	CONTRACTUAL SERVICES	JOURNEYMAN PUBLISHING	NOVEMBER AD IN THE VILLE	1218	11/21/18	375.00	108756
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE FOR MAILCHIMP LIST SERV	MC09556621	11/26/18	30.00	108713
Total For Dept 862 MARKETING						4,151.76	
Dept 863 PARKING							
370-863-786.000	DOWNTOWN PARKING PROGRAM	GRAPHIC VISIONS INC.	GRAPHICS FOR PARKING MAP	55205	11/21/18	250.00	108706
Total For Dept 863 PARKING						250.00	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	LORI WARD	REIMBURSE SUPPLIES FOR SANTA HOUSE,	15185	11/26/18	33.12	108713
370-864-801.190	TECHNOLOGY SUPPORT & SERV	NORTHVILLE TOWNSHIP	SEPTEMBER IT SERVICES	1800002498	11/26/18	78.00	108686
370-864-801.190	TECHNOLOGY SUPPORT & SERV	NORTHVILLE TOWNSHIP	OCTOBER IT SERVICES	1800002499	11/26/18	23.00	108686
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	MONTHLY OFFICE WIFI	111618	11/21/18	84.90	108682
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL SEPT 2018 (42.	10705369	11/26/18	12.50	108689
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - OCT 2018 (70.1)	10707881	11/26/18	52.50	108689
370-864-900.000	PRINTING & PUBLISHING	LORI WARD	REIMBURSE SEASONAL AD ON INDEED	17881405	11/07/18	165.87	108572
370-864-900.000	PRINTING & PUBLISHING	MICHIGAN.COM	ACCT 113100 AD 346328 DDA ANNUAL RE	2060424	11/26/18	314.40	108684
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	110418	11/07/18	43.22	500325
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	110418	12/05/18	43.22	500329
370-864-958.000	MEMBERSHIP & DUES	AMERICAN PLANNING ASSO	ANNUAL APA MEMBERSHIP	094129-18107	11/21/18	243.00	108654
Total For Dept 864 ORGANIZATIONAL						1,093.73	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						9,534.59	

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Regular Meeting of November 20, 2018**  
**Meeting Room A**

The regular meeting of the DDA Board was called to order at 8:02 a.m.

**ROLL CALL**

**Present:** *Mayor Ken Roth, Chairman Shawn Riley, Carolann Ayers, Margene Buckhave, John Casey, Aaron Cozart, Jeri Johnson, Robert Miller, Greg Presley, Mary Starring*

**Absent:** *Jim Long*

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Marilyn Price/City Council, Fred Sheill/resident, Alisha Watkins/Plante Moran, Sandi Wiktorowski, Finance Director, Sarah Prescott/Northville Public Schools*

**AUDIENCE COMMENTS**

None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent Agenda

- a. October 2018 Financial Statement
- b. October August 2018 Invoice Report
- c. October 16, 2018 Meeting Minutes

Ayers commented that she is concerned that the DDA's budget is in flux and it is difficult to make long term financial decisions.

**Motion by Miller, seconded by Buckhave** to approve the Agenda and Consent Agenda as presented. **Motion carried unanimously.**

**PRESENTATION OF AUDIT**

Wiktorowski introduced Alisha Watkins of Plante Moran, the City's auditors to present the DDA's audit and financial reports for the year ending June 30, 2018. Watkins reported that the audit went well and Plante Moran did not find any errors or irregularities. The DDA received a clean opinion or unmodified audit opinion which is the highest level of assurance that you can get.

Watkins presented a few highlights of the audit:

- Snapshot of the DDA's balance sheet shows a positive net position
- Revenue increased by 1%

- Revenue and expenses fairly steady
- DDA has committed revenue for Streetscape Bonds, retires in 2025
- DDA outperformed the budget in fiscal year 2017-18

Plante Moran recommended that the DDA and City review the methodology on cost allocations between the City and the DDA. This effort is currently underway in regard to street lighting and parking repairs.

Presley inquired as to why the Economic Development Committee (EDC) was not included in the report. Ward responded that this is the first year for the EDC and a budget did not exist for the Committee until July 1, 2018. Next year's audit will have information on the Committee.

**Motion by Casey, seconded by Johnson** to approve the Audit as presented. **Motion carried unanimously.**

#### **PARKING DECK REPAIR UPDATE**

An RFP was prepared for consulting services to evaluate the needed repairs at both the Cady Street and MainCentre parking decks. The contract was awarded to Carl Walker/WGI of Kalamazoo. Carl Walker has completed the evaluation and issued a report on each deck that lays out the needed capital projects over the next two years and then provides an 18 year maintenance plan for the two decks. The total costs for the rehabilitation is approximately \$750,000 and is phased over two year. The remaining maintenance will require approximately \$95,000 of additional funding to address the tasks outlined for annual maintenance. These costs are in addition to the currently \$110,000 that the DDA commits to the operation and maintenance of the decks. If the decks are maintained as recommended in the report they could stay in use for another 25-30 years.

The DDA and City need to develop a financial strategy for funding of the two decks and their ongoing maintenance. Discussions will take place with Singh Development that utilizes the first floor of the MainCentre deck to discuss their participation and the stair/elevator tower and pedestrian bridge. Those discussions will take place in early 2010. The DDA will be exploring all funding options including the establishment of a Special Assessment District.

Wiktorowski, Sullivan and Ward met to discuss how to proceed with the project. The recommendation to the DDA Board is to hire Carlisle Wortman to assist the City and DDA in development financial options for the repairs and maintenance. Carlisle Wortman has provided a proposal to assist in the development of the financing strategy in the not-to-exceed amount of \$7,500.

Casey asked who will be overseeing the ongoing maintenance of the decks annually, the City, DDA, outside contractors. Ward responded that that issue would be addressed in the funding strategy.

**Motion by Casey, seconded by Ayers** to approve the contract with Carlisle Wortman to assist in developing a financial strategy to fund the restoration of the MainCentre and Cady Street Parking decks and their ongoing maintenance. **Motion carried unanimously.**

#### **COMMITTEE INFORMATION AND UPDATES**

a. *Design Committee*

- American Flags were ordered and received and will be on hand for the next parade.
- Sponsorship for downtown amenities similar to a program run by the DNR. The site would provide information for individuals to sponsors site furnishings, flags, and other items.
- Interest in working with Marketing Committee to explore a winter holiday event.

b. *Marketing Committee*

- The Northville District Library representative has joined the Marketing Committee.
- Prescott asked if the DDA would be interested in including some of the events at the schools in our event cards, social media, and Newsletter. Ward responded that the DDA would be happy to include their information. Riley invited the Schools to participate in the Marketing Meetings.

c. *Parking Committee* – Nothing to Report

d. *Organizational Committee*

- Goals and Objectives are coming up and will be discussed at the December DDA meeting.
- Ayers suggested that the DDA and DPW have an agreement or understanding that shows what each department is responsible for. This information would be crucial in preparing the budget for 2019-20.
- The Organizational Committee will begin the budget preparation process in December.

e. *Economic Development Committee*

- Randy Wertheimer, Hunter Pasteur Homes attended the November meeting of the EDC to share information the members
- The Downs project will be on the Planning Commission's December 18<sup>th</sup> agenda for PUD Eligibility approval.
- EDC scheduled a Special Meeting on December 3<sup>rd</sup> to discuss the project and formulate Committee comments to share with the Planning Commission. The issues that will be addressed in the Comments will be: Daylighting the river, density, traffic and circulation, inclusion of the Farmers' Market, parking
- A lengthy discussion took place on the issues identified above.
- Pulte is no longer involved in the project. HPH may construct the Townhomes themselves.



- Presley stated that he thinks that the Cady Corridor could contribute to the Cultural and Industrial Arts niche we are looking to create.
- It appears that the developer is looking at paying for the public benefits by asking for a tax abatement from the City/DDA.
- Miller stated that we need to make sure that the developer understands the DDA's role in the Planning Process. Presley stated that he told the developer to think of the EDC as a focus group, that we do not have regulatory power, rather can only make comments and recommend to Planning Commission and City Council.
- Cozart encouraged all the Board members to attend the Planning Commission meeting and participate in the process.
- Also 335 E. Cady Street will be discussed at the Special EDC meeting on December 3<sup>rd</sup> and will be heard by Planning Commission on December 4<sup>th</sup>.

#### **FUTURE MEETINGS/ IMPORTANT DATES**

##### Future Meetings / Important Dates

- a. Marketing Committee – December 6
- b. First Friday/Holiday Shopping Event – December 7
- c. Design Committee – December 10
- d. Executive Committee – December 12
- e. Economic Development Committee – December 17
- f. DDA Board Meeting – December 18

#### **BOARD AND STAFF COMMUNICATIONS**

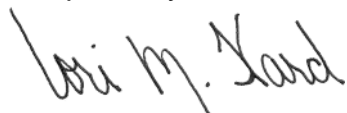
Sarah Prescott, Northville School Board liaison to the DDA was present at the meeting and asked the Board if any members had any questions on the NPS's position on the Main Street School project. Prescott stated that a suit had been filed by the City seeking a preliminary injunction to stop the demolition of the building while the issue is being decided. There is a hearing before a judge on December 7<sup>th</sup> to decide the request for an injunction. Prescott did not know what work was currently being done on the project.

Casey asked if the schools are studying the plans for The Downs project and how it might impact enrollment with the school district. Prescott assured them that they were.

The next DDA Board meeting is January 15, 2019

**Meeting adjourned at 9:39 am**

Respectfully submitted,



Lori M. Ward, Director  
Northville Downtown Development Authority

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2019

2ND QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
COMMUNITY CENTER REVENUES									
370-000-659.110	RENTS-SHORT TERM	150	250	0	0	0	400	400	100.00
	COMMUNITY CENTER REVENUES	150	250	0	0	0	400	400	100.00
GRANTS & OTHER LOCAL SOURCES									
370-000-586.020	SPONSORSHIPS	6,250	0	0	0	0	8,000	7,053	88.16
	GRANTS & OTHER LOCAL SOURCES	6,250	0	0	0	0	8,000	7,053	88.16
INTEREST									
370-000-664.000	INTEREST - COMERICA INVESTMENT	850	0	0	0	0	2,500	1,785	71.42
370-000-664.190	INTEREST - MI CLASS 1 DIST	0	100	117	0	0	217	217	99.95
370-000-664.200	LONG TERM INVESTMENT EARNINGS	1,500	0	0	0	0	5,000	2,184	43.68
370-000-664.300	UNREALIZED MARKET CHANGE IN IN	0	0	0	0	0	(2,000)	558	(27.90)
370-000-664.400	INVESTMENT POOL BANK FEES	(850)	0	0	0	0	(600)	(128)	21.32
370-000-664.500	INVESTMENT ADVISORY FEES	(800)	0	0	0	0	(750)	(111)	14.76
370-000-664.600	BANK LOCKBOX FEES	0	0	0	0	0	(300)	(81)	27.02
	INTEREST	700	100	117	0	0	4,067	4,424	108.79
MISCELLANEOUS REVENUES									
370-000-666.000	MISCELLANEOUS REVENUE	200	0	982	0	0	1,182	1,118	94.59
370-000-667.000	INSURANCE PROCEEDS	0	0	6,427	0	0	6,427	7,427	115.56
370-000-673.000	GAIN ON DISPOSAL OF ASSETS	0	0	0	0	0	0	64	0.00
370-000-687.010	MMRMA DISTRIBUTION	0	2,390	0	0	0	2,390	2,390	99.98
	MISCELLANEOUS REVENUES	200	2,390	7,409	0	0	9,999	10,999	110.00
PROPERTY TAXES									
370-000-403.000	CURRENT PROPERTY TAXES	658,692	0	0	0	0	669,444	580,377	86.70
370-000-403.010	DDA OPERATING LEVY	57,854	0	0	0	0	58,211	55,534	95.40
370-000-403.040	LOCAL COMMUNITY STABILIZATION	30,000	(3,959)	0	0	0	32,041	32,041	100.00
370-000-418.000	PROPERTY TAXES - OTHER	(5,000)	0	0	0	0	(5,000)	0	0.00
	PROPERTY TAXES	741,546	(3,959)	0	0	0	754,696	667,952	88.51
FUND BALANCE RESERVE									
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0	22,316	530	0	0	22,846	0	0.00
	FUND BALANCE RESERVE	0	22,316	530	0	0	22,846	0	0.00
TOTALS FOR DEPT 000-		748,846	21,097	8,056	0	0	800,008	690,828	86.35
TOTAL Revenues		748,846	21,097	8,056	0	0	800,008	690,828	86.35

Year Ended 06/30/2019

2ND QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
370-753-706.000	WAGES - REGULAR FULL TIME	5,000	2,500	5,000	0	0	12,985	6,572	50.61
370-753-707.000	WAGES - REGULAR OVERTIME	1,350	0	600	0	0	1,170	531	45.36
370-753-939.000	AUTOMOTIVE SERVICE	500	0	0	0	0	500	0	0.00
370-753-943.000	EQUIPMENT RENTAL - CITY	2,625	750	1,400	0	0	4,800	2,437	50.78
370-753-967.000	FRINGE BENEFITS	5,250	2,200	6,500	0	0	14,705	7,271	49.44
TOTALS FOR DEPT 753-DPW SERVICES		14,725	5,450	13,500	0	0	34,160	16,811	49.21
DEPT: 861-DESIGN COMMITTEE									
370-861-706.000	WAGES - REGULAR FULL TIME	23,645	0	30	0	0	16,190	7,550	46.63
370-861-710.000	WAGES - PART TIME	23,700	0	305	0	0	18,810	8,601	45.73
370-861-726.000	SUPPLIES	575	0	0	0	0	475	171	36.02
370-861-740.050	DOWNTOWN MATERIALS	13,430	0	0	0	0	19,450	(174)	(0.89)
370-861-751.000	FUEL & OIL	0	1,000	0	0	0	1,000	325	32.46
370-861-801.000	CONTRACTUAL SERVICES	37,250	0	0	0	0	25,807	13,205	51.17
370-861-801.160	RESTROOM PROGRAM	2,750	0	0	0	0	2,750	1,415	51.45
370-861-801.940	BRICK REPAIR & MAINTENANCE	3,000	0	0	0	0	2,500	0	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	32,000	0	0	0	0	31,750	38	0.12
370-861-913.000	VEHICLE INSURANCE	0	350	0	0	0	350	87	24.71
370-861-920.010	ELECTRIC POWER	2,450	0	0	0	0	1,500	189	12.58
370-861-920.020	NATURAL GAS	3,850	0	0	0	0	3,930	337	8.59
370-861-920.030	WATER & SEWER SERVICE	7,300	0	0	0	0	7,660	3,685	48.10
370-861-967.000	FRINGE BENEFITS	11,890	0	120	0	0	8,305	3,684	44.36
370-861-973.000	CAPITAL OUTLAY < \$5,000	0	1,500	0	0	0	1,500	1,500	100.00
370-861-976.010	STREET FURNISHINGS	3,550	14,455	4,700	0	0	19,655	19,024	96.79
TOTALS FOR DEPT 861-DESIGN COMMITTEE		165,390	17,305	5,155	0	0	161,632	59,637	36.90
DEPT: 862-MARKETING									
370-862-706.000	WAGES - REGULAR FULL TIME	23,645	0	30	0	0	16,190	7,549	46.63
370-862-710.000	WAGES - PART TIME	8,700	0	(6,485)	0	0	6,035	0	0.00
370-862-726.000	SUPPLIES	150	0	0	0	0	150	50	33.17
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	26,600	0	2,500	0	0	32,300	24,838	76.90
370-862-785.000	BUSINESS RETENTION PROGRAM	2,700	0	0	0	0	2,357	0	0.00
370-862-801.000	CONTRACTUAL SERVICES	65,500	0	0	0	0	65,500	29,664	45.29
370-862-801.340	WEB SITE MAINTENANCE	973	0	0	0	0	840	570	67.86
370-862-950.050	O/T TO PARKS & RECREATION	3,000	0	(2,500)	0	0	0	0	0.00
370-862-967.000	FRINGE BENEFITS	10,110	0	(490)	0	0	6,885	2,936	42.65
TOTALS FOR DEPT 862-MARKETING		141,378	0	(6,945)	0	0	130,257	65,607	50.37
DEPT: 863-PARKING									
370-863-706.000	WAGES - REGULAR FULL TIME	7,880	0	15	0	0	8,095	3,810	47.07
370-863-710.000	WAGES - PART TIME	8,700	0	(650)	0	0	605	0	0.00
370-863-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	250	0	0	0	0	400	250	62.50
370-863-801.930	PARKING STRUCTURE MAINTENANCE	25,000	0	0	0	0	0	0	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	135,650	0	0	0	0	50,000	25,000	50.00
370-863-950.260	OPER TFR TO PARKING FUND	0	0	0	0	0	113,100	44,050	38.95
370-863-967.000	FRINGE BENEFITS	3,820	0	(45)	0	0	3,255	1,519	46.66
TOTALS FOR DEPT 863-PARKING		181,350	0	(680)	0	0	175,505	74,629	42.52

Year Ended 06/30/2019

2ND QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 864-ORGANIZATIONAL									
370-864-706.000	WAGES - REGULAR FULL TIME	23,645	0	40	0	0	20,240	9,490	46.89
370-864-710.000	WAGES - PART TIME	8,700	0	(3,240)	0	0	3,020	0	0.00
370-864-726.000	SUPPLIES	1,150	0	0	0	0	1,150	442	38.39
370-864-730.000	POSTAGE	175	0	0	0	0	100	0	0.00
370-864-731.000	PUBLICATIONS	65	65	0	0	0	130	128	98.40
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	1,490	0	431	0	0	1,921	1,921	99.97
370-864-802.010	LEGAL SERVICES - GENERAL	2,500	0	0	0	0	3,000	641	21.37
370-864-805.000	AUDITING SERVICES	4,690	0	0	0	0	4,930	4,754	96.43
370-864-900.000	PRINTING & PUBLISHING	975	0	1,000	0	0	1,975	1,903	96.38
370-864-910.000	LIABILITY & PROPERTY INS POOL	5,270	(1,490)	0	0	0	4,120	2,398	58.21
370-864-920.000	UTILITIES	1,225	0	0	0	0	1,420	709	49.95
370-864-958.000	MEMBERSHIP & DUES	640	0	380	0	0	1,338	1,338	100.00
370-864-960.000	EDUCATION & TRAINING	1,750	0	0	0	0	1,400	0	0.00
370-864-967.000	FRINGE BENEFITS	10,110	0	(240)	0	0	8,255	3,847	46.60
370-864-967.020	OVERHEAD - ADMIN & RECORDS	10,970	0	0	0	0	11,520	5,760	50.00
TOTALS FOR DEPT 864-ORGANIZATIONAL		73,355	(1,425)	(1,629)	0	0	64,519	33,331	51.66
DEPT: 865-ECONOMIC DEVELOPMENT									
370-865-706.000	WAGES - REGULAR FULL TIME	0	0	40	0	0	20,240	9,701	47.93
370-865-710.000	WAGES - PART TIME	0	0	(1,295)	0	0	1,210	0	0.00
370-865-726.000	SUPPLIES	0	0	0	0	0	200	33	16.65
370-865-785.000	BUSINESS RETENTION PROGRAM	0	0	0	0	0	1,000	0	0.00
370-865-801.000	CONTRACTUAL SERVICES	0	0	0	0	0	5,000	0	0.00
370-865-803.200	PLANNING & DESIGN STUDIES	0	0	0	0	0	25,000	0	0.00
370-865-967.000	FRINGE BENEFITS	0	0	(90)	0	0	8,115	4,050	49.91
TOTALS FOR DEPT 865-ECONOMIC DEVELOPMENT		0	0	(1,345)	0	0	60,765	13,784	22.69
DEPT: 945-DEBT SERVICE									
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	172,355	0	0	0	0	173,170	16,585	9.58
TOTALS FOR DEPT 945-DEBT SERVICE		172,355	0	0	0	0	173,170	16,585	9.58
DEPT: 999-RESERVE ACCOUNTS									
370-999-999.000	UNALLOCATED RESERVE	293	(233)	0	0	0	0	0	0.00
TOTALS FOR DEPT 999-RESERVE ACCOUNTS		293	(233)	0	0	0	0	0	100.00
TOTAL Expenditures		748,846	21,097	8,056	0	0	800,008	280,384	35.05
TOTAL FOR FUND 370									
REVENUES:		748,846	21,097	8,056	0	0	800,008	690,828	86.35
EXPENDITURES		748,846	21,097	8,056	0	0	800,008	280,383	35.05
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	410,446	0.00

Northville DDA  
 FY 2018-19 Proposed DDA Budget  
 1st Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Amount +/-
<b>Revenue</b>			
370-000-666.00	Misc. Revenue	Sale of Surplus equipment	\$1,182
370-000-667.00	Insurance Proceeds	Insurance Proceeds from damaged planters	\$6,427
370-000-664.19	Investment Earnings – Long Term	Actual revenue distribution amount	\$117
<b>DPW</b>			
370-753-706.00	Wages – Regular Full Time	Additional charges assigned to DDA over prior years	\$5,000
370-753-707.00	Wages – Overtime	Additional charges assigned to DDA over prior years	\$600
370-753-943.00	Equipment rental	Additional charges assigned to DDA over prior years	\$1,400
370-753-967.00	Fringe Benefits	Additional charges assigned to DDA over prior years	\$6,500
<b>Design</b>			
370-861-706.00	Wages – Regular Full Time	Pay adjustment	\$30
370-861-710.00	Wages –Part Time	Pay adjustment	305
370-861-967.00	Fringe Benefits	Pay adjustment	\$120
370-861-976.01	Street Furnishings	Purchase of US Flags	\$4,700
<b>Marketing</b>			
370-862-706.00	Wages – Regular Full Time	Pay adjustment	\$30
370-862-710.00	Wage – Part Time	Pay adjustment	(\$6,485)
370-862-784.00	Downtown Programs & Promotions	Moved contribution to P & R for Tunes for Tuesday	\$2,500
370-862-950.05	OT to Parks and Recreation	Moved contribution from OT to Downtown Promotions	(\$2,500)
370-862-967.00	Fringe Benefits	Pay Adjustment	(\$490)
<b>Parking</b>			
370-863-706.00	Wages – Regular Full Time	Pay adjustment	\$15
370-863-710.00	Wages – Part Time	Pay adjustment	(\$650)
370-863-967.00	Fringe Benefits	Pay adjustment	(\$45)

<b>Organizational</b>			
370-864-706.00	Wages – Regular Full Time	Pay adjustment	\$40
370-864-710.00	Wages – Part Time	Pay adjustment	(\$3,200)
370-864-801.19	Technology Services	Computer Repair Service	\$431
370-864-864.00	Printing and Publishing	Copies and Color Copies	\$1,000
370-864-958.00	Membership and Dues	National Main Street Membership	\$380
370-864-967.00	Fringe Benefits	Pay adjustment	(\$240)
<b>Economic Dev.</b>			
370-865-706.00	Wages – Regular Full Time	Pay adjustment	\$40
370-865-710.00	Wages – Part Time	Pay adjustment	(\$1,295)
370-865-967.00	Fringe Benefits	Pay adjustment	(\$90)
Total 2 <sup>nd</sup> quarter			(\$530)



## DDA Communications

**To:** DDA Board of Directors

**From:** Lori Ward, DDA Director

**Subject:** DDA Goals and Objectives 2019-20

**Date:** December 18, 2018

### **Background:**

This year the DDA staff has approached the Goals and Objectives in a different way, focusing on the projects that will be accomplished in this fiscal year starting on July 1, 2019. The Goals and Objectives are for Fiscal year 2019-20 only. This means that any project that is scheduled to be completed in Budget year 2018-19 was eliminated. In addition, staff has eliminated typical operational issues like preparing a budget, representing the DDA at meetings, staffing/personnel.

Staff distributed the Draft Goals and Objectives to each of the Committee Chairs for review and input. Their comments were incorporated into the Draft Plan. In addition, staff met with the Organizational Committee to discuss the new format for the Goals and Objectives and to review them prior to the DDA Board meeting.

### **Recommendation:**

Staff recommends that the DDA Board of Directors approve the DDA Goals and Objectives for 2019-10 and forward them to the Northville City Council for review and approval.

## Northville Downtown Development Authority FY 2019-20 Goals and Objectives

The work of all committees will support the implementation of the vision created during the Updated Strategic Planning process.

Goal	Objective	Action Steps
<i>Organization Committee</i> Evaluate the operational structure and funding of the DDA.	Review options available to the DDA to strengthen the DDA's financial position and ability to facilitate projects that could enhance the downtown.	<ul style="list-style-type: none"> <li>▪ Evaluate the benefits and impacts of establishing a Principal Shopping District to help fund DDA marketing initiatives.</li> <li>▪ Review and evaluate cost sharing arrangements with the City.</li> <li>▪ Explore grants and other funding options for DDA projects and programs.</li> </ul>
<i>Organization Committee</i> Ensure the successful and smooth operation of the DDA.	Oversee the daily administrative duties required to effectively operate the DDA office.	<ul style="list-style-type: none"> <li>▪ Ensure DDA compliance with new legislative requirement impacting TIF capture.</li> <li>▪ Review Committee structure to ensure Board members are engaged and active participants in the Committee's efforts.</li> </ul>
<i>Design Committee:</i> Implement Wayfinding and Signage Systems for Downtown to assist residents and visitors in navigating our community and in learning about Northville's unique heritage.	Work with other Northville Organizations to develop Historic Marking Program	<ul style="list-style-type: none"> <li>▪ Using the design standards developed in the Wayfinding and Signage Program, work with the Historical Society to develop prototype for Historic Markers Program to tell Northville's unique story.</li> <li>▪ Research funding sources to assist with the implementation of the Historic Markers program.</li> <li>▪ Implement, where appropriate mural projects that receive the support of the community and HDC.</li> </ul>
	Add additional directory locations in the Downtown	<ul style="list-style-type: none"> <li>▪ Acquire Easement to allow design and installation of a wall mounted directory sign near the Comerica Community Connection.</li> </ul>
<i>Design Committee:</i> Develop sponsorship and memorial program	Develop guidelines to allow for sponsorship of street furnishings.	<ul style="list-style-type: none"> <li>▪ Retire old program, return plaques.</li> <li>▪ Develop guidelines for new program to allow the sponsorship of street furnishings and trees.</li> </ul>



<p><i>Design Committee:</i> Continue to develop connections in the Downtown area that make the Downtown more accessible and easier to navigate.</p>	<p>Continue to explore creation of physical link from Downtown to Ford Field and other areas.</p>	<ul style="list-style-type: none"> <li>▪ Work with Parks and Recreation Department and Northville Rotary to explore design solutions and funding options to visually and physically link Ford Field with the Downtown.</li> <li>▪ Explore foundation or other grant support for project.</li> </ul>
	<p>Continue to promote and develop Northville as a non-motorized community.</p>	<ul style="list-style-type: none"> <li>▪ Encourage citizens to ride, for recreation and for their health, including the placement of more bicycle racks.</li> </ul>
	<p>Provide high quality maintenance in the Downtown and ensure that the infrastructure systems are operational.</p>	<ul style="list-style-type: none"> <li>▪ Work with DPW staff to perform regular maintenance items including: painting and repair of trash receptacles, planters, drinking fountains and other furnishings.</li> <li>▪ Supervise seasonal maintenance staff responsible for daily upkeep of the Downtown.</li> <li>▪ Oversee contractor routine maintenance of irrigation system and snow melt systems, tree pruning, holiday lighting, and other repairs as necessary.</li> <li>▪ Explore opportunities to contract maintenance work out with outside vendors.</li> </ul>
	<p>Continue to Replace High Pressure Sodium lighting in the Downtown with Energy efficient lighting.</p>	<ul style="list-style-type: none"> <li>▪ Develop and Implement phasing plan for the replacement of High Pressure Sodium lights in the downtown with high efficiency Induction lighting.</li> <li>▪ Review options to replace parking lot lighting with high efficiency lighting.</li> </ul>
<p><i>Design Committee:</i> Create energy efficient and environmentally friendly Downtown.</p>	<p>Provide recycling opportunities for visitors.</p>	<p>Purchase recycling receptacles to install in high traffic locations, particularly for special events.</p>
	<p>Participate in sustainable practices with the City of Northville</p>	<ul style="list-style-type: none"> <li>▪ Explore projects and operational methods that provide energy efficiency and positively impact the environment.</li> </ul>
	<p>Monitor parking occupancy in parking decks, lots, and on-street.</p>	<ul style="list-style-type: none"> <li>▪ Investigate/implement other high tech options of collecting parking count data to provide accurate and comprehensive information.</li> <li>▪ Develop a parking app using parking count data collected.</li> <li>▪ Improve buffering of the surface parking lots.</li> </ul>

<p><i>Parking Committee:</i> Ensure adequate, safe aesthetically pleasing parking to support the Downtown.</p>	<p>Maintain and repair of existing parking lots and decks as required.</p>	<ul style="list-style-type: none"> <li>▪ Begin the renovation of the Cady Street and MainCentre parking decks as adopted in the Carl Walker Report.</li> <li>▪ Define responsibilities for maintenance and upkeep of the parking system.</li> <li>▪ Develop new program/plan to address management of the lower level residential parking at the MainCentre Parking Deck.</li> <li>▪ Convert Parking lot/deck parking to high efficiency lighting.</li> </ul>
<p><i>Marketing Committee:</i> Attract more people to Downtown.</p>	<p>Promote the Downtown as a destination for shopping, design and entertainment.</p>	<ul style="list-style-type: none"> <li>▪ Work with Marketing Consultant and Marketing Mix Committee to develop annual advertising and public relations plan for Downtown.</li> <li>▪ Monitor analytics to evaluate the effectiveness of the various marketing efforts.</li> <li>▪ Update the DDA website.</li> </ul>
	<p>Attract more visitors to the Downtown area for events.</p>	<ul style="list-style-type: none"> <li>▪ Evaluate the DDA's role in Special Events.</li> <li>▪ Oversee the rental of Town Square and encourage additional use of the facility.</li> </ul>
	<p>Attract potential new businesses to the Downtown Area</p>	<ul style="list-style-type: none"> <li>▪ Have ongoing discussions with property owners to determine when vacancies will be occurring in the Downtown and assist owners in filling those spaces.</li> <li>▪ Actively Market Available Properties.</li> </ul>
<p><i>Economic Development Committee</i> Leverage market opportunities to attract new development and redevelopment projects.</p>	<p>Attract potential developers and investors to the Downtown Area.</p>	<ul style="list-style-type: none"> <li>▪ Utilize Target Market Analysis, provided as part of the Update Strategic Plan, to attract developers to Northville.</li> <li>▪ Prepare an Executive Summary of Retail and Residential Target Market Analysis.</li> <li>▪ Informational meeting with local realtors and regional developers to provide information on available development sites and incentives.</li> </ul>
	<p>Support existing downtown businesses.</p>	<ul style="list-style-type: none"> <li>▪ Provide workshops and training opportunities that provide downtown businesses support and skills to compete in the market.</li> </ul>

	Monitor new development and its impacts and benefits to the downtown.	<ul style="list-style-type: none"> <li>▪ EDC participate in the review of new projects before the HDC, Planning Commission and City Council.</li> </ul>
<i>Economic Development Committee</i> Review policies and documents governing downtown development.	Refine Sub Area Plans.	<ul style="list-style-type: none"> <li>▪ Review potential E. Main Street sub area plan.</li> </ul>
	Assist businesses with specific needs.	<ul style="list-style-type: none"> <li>▪ Develop a Business Assistance Team to meet with businesses in need of additional support.</li> </ul>
	Develop downtown as an entertainment and arts district.	<ul style="list-style-type: none"> <li>▪ Explore the creation of an Arts and Creative Industries Master Plan for Downtown.</li> </ul>