



**Meeting of the DDA Board of Directors
July 25, 2023 - 8:00 a.m.**

AGENDA

1. Call to Order – Shawn Riley
 - Introduction of new DDA staff – Stacy Pearson
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. June 2023 Revenue and Expenditure Report (Attachment 4.a)
 - b. June 2023 Invoice Report (Attachment 4.b)
 - c. June 27, 2023 DDA Meeting Minutes (Attachment 4.c)
 - d. Electric Vehicle Charging Station Usage Report (Attachment 4.d)
5. Purchase of Lighting Replacement Fixtures (Attachment 5)
6. Information and Updates
 - a. Design Committee – DDA Staff
 - b. Marketing Committee – Shawn Riley
 - i. Marketing Update (Attachment 6.b.i)
 - c. Organizational Committee – DJ Boyd
 - d. Economic Development Committee – Aaron Cozart
 - i. Downtown Pedestrian Plan
 - e. Parking Committee – Lori Ward
7. Future Meetings / Important Dates (Attachment 7)
8. Board and Staff Communications
9. Adjournment – Next Meeting – **August 22, 2023**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 06/30/2023

% Fiscal Year Completed: 100.00

JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 06/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/23 INCR (DECR)		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET		NORM	(ABNORM)	NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000									
PROPERTY TAXES									
248-000-404.000	CURRENT PROPERTY TAXES	814,558.00	815,346.00	815,346.26	0.00		(0.26)	100.00	
248-000-412.000	DLQ PERS PROP TAXES COLLECTED	0.00	0.00	275.64	275.64		(275.64)	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	(3.01)	0.00		(996.99)	0.30	
248-000-451.000	DDA OPERATING LEVY	67,216.00	66,728.00	66,727.60	0.00		0.40	100.00	
PROPERTY TAXES		880,774.00	881,074.00	882,346.49	275.64		(1,272.49)	100.14	
LICENSES, FEES, & PERMITS									
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	180.00	0.00		0.00	100.00	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	13,376.00	12,098.75	(1,276.88)		1,277.25	90.45	
LICENSES, FEES, & PERMITS		15,180.00	13,556.00	12,278.75	(1,276.88)		1,277.25	90.58	
STATE REVENUES									
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	36,000.00	24,431.00	24,430.86	0.00		0.14	100.00	
STATE REVENUES		36,000.00	24,431.00	24,430.86	0.00		0.14	100.00	
MISCELLANEOUS REVENUES									
248-000-626.000	MISCELLANEOUS REVENUE	1,610.00	561.00	561.00	0.00		0.00	100.00	
248-000-626.010	DEVELOPER REIMBURSEMENT	0.00	20,000.00	13,296.20	13,296.20		6,703.80	66.48	
248-000-626.110	EV CHARGING STATION REVENUE	0.00	300.00	299.45	0.00		0.55	99.82	
MISCELLANEOUS REVENUES		1,610.00	20,861.00	14,156.65	13,296.20		6,704.35	67.86	
INTEREST									
248-000-665.000	INTEREST - INVESTMENT POOL	0.00	7,000.00	6,618.77	374.37		381.23	94.55	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	30.00	3,750.00	3,459.90	0.00		290.10	92.26	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650.00	6,750.00	6,498.33	0.00		251.67	96.27	
248-000-665.400	INVESTMENT POOL BANK FEES	(100.00)	(500.00)	(399.38)	(30.93)		(100.62)	79.88	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750.00)	(700.00)	(613.72)	(41.61)		(86.28)	87.67	
248-000-665.600	BANK LOCKBOX FEES	(200.00)	(550.00)	(454.74)	(28.93)		(95.26)	82.68	
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(114.98)	0.00		(25.02)	82.13	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(6,000.00)	(3,530.37)	0.00		(2,469.63)	58.84	
INTEREST		5,490.00	9,610.00	11,463.81	272.90		(1,853.81)	119.29	
RENTAL INCOME									
248-000-667.020	RENT - SHORT TERM	700.00	570.00	720.00	150.00		(150.00)	126.32	
RENTAL INCOME		700.00	570.00	720.00	150.00		(150.00)	126.32	
GRANTS & OTHER LOCAL SOURCES									
248-000-677.000	SPONSORSHIPS	38,000.00	52,855.00	60,080.80	(4,877.00)		(7,225.80)	113.67	
GRANTS & OTHER LOCAL SOURCES		38,000.00	52,855.00	60,080.80	(4,877.00)		(7,225.80)	113.67	
Total Dept 000		977,754.00	1,002,957.00	1,005,477.36	7,840.86		(2,520.36)	100.25	
TOTAL REVENUES		977,754.00	1,002,957.00	1,005,477.36	7,840.86		(2,520.36)	100.25	
Expenditures									

PERIOD ENDING 06/30/2023
% Fiscal Year Completed: 100.00
JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2022-23	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2023 (ABNORM)	MONTH 06/30/23 (INCR (DECR))	BALANCE (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 573 - DPW SERVICES							
248-573-706.000	WAGES - REGULAR FULL TIME	11,500.00	6,400.00	5,007.95	612.42	1,392.05	78.25
248-573-707.000	WAGES - REGULAR OVERTIME	500.00	240.00	236.25	0.00	3.75	98.44
248-573-725.000	FRINGE BENEFITS	11,000.00	7,000.00	5,086.01	556.10	1,913.99	72.66
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	510.10	350.00	14.90	97.16
248-573-943.000	EQUIPMENT RENTAL - CITY	11,135.00	8,635.00	8,635.00	1,105.50	0.00	100.00
Total Dept 573 - DPW SERVICES		34,660.00	22,800.00	19,475.31	2,624.02	3,324.69	85.42
Dept 741 - DESIGN COMMITTEE							
248-741-706.000	WAGES - REGULAR FULL TIME	22,605.00	22,650.00	22,650.63	2,461.81	(0.63)	100.00
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	64,350.68	14,659.00	529.32	99.18
248-741-725.000	FRINGE BENEFITS	13,540.00	14,705.00	14,592.29	2,282.12	112.71	99.23
248-741-726.000	SUPPLIES	500.00	500.00	499.11	0.00	0.89	99.82
248-741-775.200	DOWNTOWN MATERIALS	27,145.00	27,145.00	18,095.20	644.23	9,049.80	66.66
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	800.00	2,800.00	2,798.07	0.00	1.93	99.93
248-741-775.900	FUEL & OIL	400.00	800.00	607.59	51.79	192.41	75.95
248-741-801.000	CONTRACTUAL SERVICES	31,470.00	25,970.00	27,829.47	2,887.63	(1,859.47)	107.16
248-741-801.160	RESTROOM PROGRAM	4,000.00	3,200.00	2,464.67	303.00	735.33	77.02
248-741-920.010	ELECTRIC POWER	1,420.00	5,000.00	4,506.68	400.72	493.32	90.13
248-741-920.020	NATURAL GAS	8,410.00	18,600.00	15,353.02	123.37	3,246.98	82.54
248-741-920.030	WATER & SEWER SERVICE	9,300.00	9,300.00	6,904.66	1,129.34	2,395.34	74.24
248-741-938.120	LANDSCAPE MAINTENANCE	35,310.00	35,310.00	16,278.04	487.64	19,031.96	46.10
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	1,706.00	0.00	294.00	85.30
248-741-955.210	SIGNAGE & MARKERS PROJECT	500.00	500.00	0.00	0.00	500.00	0.00
248-741-962.500	VEHICLE INSURANCE	420.00	455.00	680.00	228.00	(225.00)	149.45
248-741-976.010	STREET FURNISHINGS	37,500.00	34,370.00	34,367.56	0.00	2.44	99.99
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 741 - DESIGN COMMITTEE		260,200.00	269,685.00	233,683.67	25,658.65	36,001.33	86.65
Dept 742 - MARKETING COMMITTEE							
248-742-706.000	WAGES - REGULAR FULL TIME	18,085.00	18,135.00	18,133.14	1,969.45	1.86	99.99
248-742-709.000	WAGES - PART TIME	30,865.00	30,865.00	29,153.68	1,605.93	1,711.32	94.46
248-742-725.000	FRINGE BENEFITS	8,625.00	9,270.00	9,160.31	882.68	109.69	98.82
248-742-726.000	SUPPLIES	50.00	0.00	0.00	0.00	0.00	0.00
248-742-801.000	CONTRACTUAL SERVICES	55,865.00	54,365.00	47,863.50	1,054.00	6,501.50	88.04
248-742-801.340	WEB SITE MAINTENANCE	1,355.00	1,300.00	1,245.21	0.00	54.79	95.79
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,100.00	61,450.00	61,443.63	0.00	6.37	99.99
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	1,365.00	1,365.00	0.00	0.00	100.00
Total Dept 742 - MARKETING COMMITTEE		165,695.00	176,750.00	168,364.47	5,512.06	8,385.53	95.26
Dept 743 - PARKING COMMITTEE							
248-743-706.000	WAGES - REGULAR FULL TIME	9,045.00	9,070.00	9,066.82	984.73	3.18	99.96
248-743-725.000	FRINGE BENEFITS	3,445.00	3,460.00	3,457.71	379.44	2.29	99.93
248-743-726.000	SUPPLIES	50.00	0.00	0.00	0.00	0.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	500.00	0.00	0.00	0.00	0.00	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	50,000.00	0.00	0.00	100.00
248-743-995.230	O/T TO PARKING FUND	123,660.00	108,860.00	98,660.00	0.00	10,200.00	90.63

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		ORIGINAL BUDGET	AMENDED BUDGET	06/30/2023 NORM (ABNORM)	MONTH 06/30/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Total Dept 743 - PARKING COMMITTEE		186,700.00	171,390.00	161,184.53	1,364.17	10,205.47	94.05
Dept 744 - ORGANIZATIONAL COMMITTEE							
248-744-706.000	WAGES - REGULAR FULL TIME	13,565.00	13,635.00	13,631.87	1,477.07	3.13	99.98
248-744-709.000	WAGES - PART TIME	20,120.00	20,120.00	19,651.06	722.00	468.94	97.67
248-744-725.000	FRINGE BENEFITS	5,745.00	6,720.00	6,883.79	651.81	(163.79)	102.44
248-744-726.000	SUPPLIES	2,750.00	1,790.00	1,787.14	0.00	2.86	99.84
248-744-730.000	POSTAGE	50.00	50.00	31.80	0.00	18.20	63.60
248-744-731.000	PUBLICATIONS	65.00	0.00	0.00	0.00	0.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,530.00	4,380.00	4,378.26	0.00	1.74	99.96
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0.00	20,000.00	13,296.20	3,277.70	6,703.80	66.48
248-744-802.010	LEGAL SERVICES - GENERAL	11,000.00	11,000.00	5,114.07	35.00	5,885.93	46.49
248-744-805.000	AUDITING SERVICES	5,250.00	5,250.00	5,248.00	0.00	2.00	99.96
248-744-900.000	PRINTING & PUBLISHING	1,215.00	2,000.00	1,852.59	73.42	147.41	92.63
248-744-920.000	UTILITIES	1,300.00	1,300.00	1,295.64	107.97	4.36	99.66
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,330.00	1,330.80	0.00	(0.80)	100.06
248-744-960.000	EDUCATION & TRAINING	850.00	135.00	135.00	0.00	0.00	100.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	6,450.00	4,290.00	6,449.00	2,159.00	(2,159.00)	150.33
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	0.00	2,720.00	2,716.00	0.00	4.00	99.85
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,220.00	13,220.00	13,220.00	0.00	0.00	100.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,505.00	107,940.00	97,021.22	8,503.97	10,918.78	89.88
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE							
248-745-706.000	WAGES - REGULAR FULL TIME	27,125.00	27,185.00	27,183.76	2,954.14	1.24	100.00
248-745-725.000	FRINGE BENEFITS	10,340.00	10,370.00	10,365.97	1,138.22	4.03	99.96
248-745-726.000	SUPPLIES	100.00	0.00	0.00	0.00	0.00	0.00
248-745-801.000	CONTRACTUAL SERVICES	0.00	24,955.00	24,951.03	0.00	3.97	99.98
248-745-955.190	BUSINESS RETENTION PROGRAM	500.00	7,500.00	2,078.75	2,078.75	5,421.25	27.72
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		38,065.00	70,010.00	64,579.51	6,171.11	5,430.49	92.24
Dept 906 - DEBT SERVICE							
248-906-995.303	O/T TO DEBT SERVICE FUND	169,880.00	169,880.00	169,880.00	0.00	0.00	100.00
Total Dept 906 - DEBT SERVICE		169,880.00	169,880.00	169,880.00	0.00	0.00	100.00
Dept 999 - RESERVE ACCOUNTS							
248-999-999.000	UNALLOCATED RESERVE	37,049.00	14,502.00	0.00	0.00	14,502.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		37,049.00	14,502.00	0.00	0.00	14,502.00	0.00
TOTAL EXPENDITURES		977,754.00	1,002,957.00	914,188.71	49,833.98	88,768.29	91.15
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		977,754.00	1,002,957.00	1,005,477.36	7,840.86	(2,520.36)	100.25
TOTAL EXPENDITURES		977,754.00	1,002,957.00	914,188.71	49,833.98	88,768.29	91.15

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 06/30/2023

% Fiscal Year Completed: 100.00

JUNE BENCHMARK 100%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET	06/30/2023 NORM (ABNORM)	06/30/2023 INCR (DECR)	NORM (ABNORM)	BALANCE			
Fund 248 -	DOWNTOWN DEVELOPMENT AUTHORITY									
	NET OF REVENUES & EXPENDITURES	0.00	0.00	91,288.65	(41,993.12)	(91,288.65)	100.00			

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 573 DPW SERVICES							
248-573-801.020	AUTOMOTIVE SERVICE	NAPA AUTO PARTS	BATTERY FOR TRUCK	2698-791284	07/12/23	158.64	121251
248-573-801.020	AUTOMOTIVE SERVICE	DAVIS AUTO CARE	AUTO CARE	10-165374	06/28/23	350.00	121161
Total For Dept 573 DPW SERVICES						508.64	
Dept 741 DESIGN COMMITTEE							
248-741-775.200	DOWNTOWN MATERIALS	ADORN LLC	SEASONAL DECORATION FOR FRAME	REISSUE 121077	06/15/23	200.00	121102
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322532048778	6132023	06/28/23	124.81	121169
248-741-775.200	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	MULCH, POTTING SOIL , TOOLS	61323	06/28/23	319.42	121167
248-741-775.200	DOWNTOWN MATERIALS	COMMUNITY FINANCIAL CR	1793788-05 - DOWNTOWN SUPPLIES	71023	07/12/23	448.78	121285
248-741-775.210	SOCIAL DISTRICT EXPENDITURE	DETROIT CHEMICAL & PAP	PAPER WIPES FOR DOWNTOWN	488013	07/12/23	187.19	121299
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION MI EMPLOYER	DDA NEW HIRE	507903	06/14/23	140.00	121058
248-741-801.000	CONTRACTUAL SERVICES	ASCENSION MI EMPLOYER	DDA NEW HIRE	509168	06/28/23	140.00	121177
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	060823	06/14/23	299.00	500522
248-741-801.000	CONTRACTUAL SERVICES	GREEN ELECTRICAL SOLUT	ELECTRICAL REPAIR	1725	06/14/23	2,223.63	121074
248-741-801.000	CONTRACTUAL SERVICES	ALLIANCE WINDOW CLEANI	WINDOW WASHING	11815	06/28/23	85.00	121195
248-741-801.000	CONTRACTUAL SERVICES	COMMUNITY FINANCIAL CR	1793788-02 ZOOM, WIFI, CC, BOOKS, T	063023	07/12/23	252.59	121290
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTYS	111831	06/28/23	303.00	121165
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC CHARGES 5/17/23 - 6/15/23	5/17/23 - 6/15/23	06/28/23	400.72	121151
248-741-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 5/5/23 - 6/5/23	060523	06/28/23	123.37	500523
248-741-938.120	LANDSCAPE MAINTENANCE	WILDTYPE DESIGN, NATIV	SEDGE GRASS ON MARY ALEXANDER COURT	FM 9474	06/14/23	272.00	121079
248-741-938.120	LANDSCAPE MAINTENANCE	HOME DEPOT CREDIT SERV	MULCH, POTTING SOIL , TOOLS	61323	06/28/23	215.64	121167
248-741-938.120	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	REMOVAL OF ARBORVITAE AND TRIM BUSH	14957	07/12/23	1,209.00	121268
248-741-962.500	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RIS	2023-2024 MMRMA CONTRIBUTION INS. I	M0001315-1	06/28/23	228.00	121156
248-741-979.110	BOLLARD PROJECT	OHM ENGINEERING ADVISO	BOLLARDS	63357	07/12/23	2,320.25	121281
248-741-979.110	BOLLARD PROJECT	OHM ENGINEERING ADVISO	BOLLARDS	64374	07/12/23	4,825.50	121281
Total For Dept 741 DESIGN COMMITTEE						14,317.90	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	SIGNS FOR CONCERT SPONSORSHIP	1-36085	06/14/23	54.00	121041
248-742-801.000	CONTRACTUAL SERVICES	COBB COMMUNICATIONS, I	AD IN STATE PARK MAP	202230	06/14/23	350.00	121073
248-742-801.000	CONTRACTUAL SERVICES	SEEN MEDIA GROUP LLC	SEEN MAGZINE AD	2107	06/14/23	600.00	121086
248-742-801.000	CONTRACTUAL SERVICES	COMMUNITY PUBLISHING &	ADD IN NORTHVILLE TODAY	13682	06/28/23	650.00	121188
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY MARKETING SERVICES	NORTHVILLE7-2023	07/12/23	2,000.00	121242
248-742-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN	069	07/12/23	840.00	121298
248-742-801.340	WEB SITE MAINTENANCE	COMMUNITY FINANCIAL CR	1793788-02 ZOOM, WIFI, CC, BOOKS, T	063023	07/12/23	52.25	121290
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	SUMMER CONCERTS 2 OF 4	2636	06/28/23	7,900.00	121181
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	COMMUNITY FINANCIAL CR	1793788-05 - DOWNTOWN SUPPLIES	71023	07/12/23	89.00	121285
Total For Dept 742 MARKETING COMMITTEE						12,535.25	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-726.000	SUPPLIES	COMMUNITY FINANCIAL CR	1793788-05 - DOWNTOWN SUPPLIES	71023	07/12/23	9.70	121285
248-744-801.450	DDA PLAN UPDATE & AMENDMEN	BECKETT AND RAEDER, IN	BOUNDARY EXPANSION	2023132	06/14/23	950.00	121044
248-744-801.450	DDA PLAN UPDATE & AMENDMEN	MILLER JOHNSON SNALL&	LEGAL SERVICES FOR BOUNDARY EXPANSI	1876982	06/14/23	162.50	121089
248-744-801.450	DDA PLAN UPDATE & AMENDMEN	BECKETT AND RAEDER, IN	TIF AND DEVELOPMENT PLAN UPDATE	2023414	06/28/23	960.00	121158
248-744-801.450	DDA PLAN UPDATE & AMENDMEN	MICHIGAN.COM	MAY 2023 PUBLICATIONS - CITY AND DD.	0005656075	06/28/23	1,205.20	121148
248-744-801.450	DDA PLAN UPDATE & AMENDMEN	MILLER JOHNSON SNALL&	LEGAL SERVICES - NORTHVILLE DOWNS R	1880357	07/12/23	130.00	121349
248-744-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL MAY 2023 (26.5	10884651	06/14/23	35.00	121034
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	060823	06/14/23	32.97	500522
248-744-962.000	LIABILITY & PROPERTY INSUF	MICHIGAN MUNICIPAL RIS	2023-2024 MMRMA CONTRIBUTION INS. I	M0001315-1	06/28/23	2,159.00	121156
Total For Dept 744 ORGANIZATIONAL COMMITTEE						5,644.37	
Dept 745 ECONOMIC DEVELOPMENT COMMITTEE							
248-745-955.190	BUSINESS RETENTION PROGRAM	RITTER GIS	GIS SERVICES FOR BUILDING INVENTORY 1		06/14/23	2,078.75	121057

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
POST DATES 06/01/2023 - 06/30/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY Dept 745 ECONOMIC DEVELOPMENT COMMITTEE 248-745-955.190	BUSINESS RETENTION PROGRAM	RITTER GIS	BUILD DATA BASE	2022-0475	07/05/23	2,782.50	121291
Total For Dept 745 ECONOMIC DEVELOPMENT COMMITTEE						4,861.25	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						37,867.41	

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
June 27, 2023

The May meeting of the DDA Board was called to order at 8:03 am.

ROLL CALL

Present: *DJ Boyd, Margene Buckhave, David Cole, Steven Huprich, Mike Jaafar, Jim Long, Greg Presley, Shawn Riley, Mayor Brian Turnbull*

Absent: *Aaron Cozart, Ryan McKindles*

Also Present: *Lori Ward/DDA Director, George Lahanas/City Manager, Barbara Moroski-Browne/City Council, Marilyn Price/City Council, Fred Sheill*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by Long, seconded by Boyd, to approve the agenda and consent agenda as presented. **Motion carried unanimously.**

PURCHASE AND INSTALLATION OF BOLLARDS

Lahanas briefed the DDA on the status of the bollard project. The topic was presented to the City Council on June 19th and the Historic District Commission on June 21st for approval and funding. The cost of the bollards is roughly \$83,000 and it is suggested that the City and DDA split the costs evenly. The DDA's Design Committee met earlier to review the design of the bollards and voted to support the purchase and installation in a black powder coated finish. The bollards are scheduled to arrive in late August for a September installation. OHM, the City's engineers, are working on the bid documents.

Ward informed the group that the specifications for the bollards has changed since the DDA last met and discussed the project Lahanas provided updated information to the group. Lahanas, representatives from OHM and several department heads met to discuss the project and after discussing the functionality of the bollards made the recommendation to install pneumatic bollards at all locations rather than installing the drop-down in some locations and the pneumatic bollards in other locations. The group felt that the drop-down bollards would require special equipment to install and remove the bollards which would be both time consuming and difficult if utilized on a regular basis opening and closing the street. Previously there had been concern expressed over having two different types of bollards from two different vendors and the mixed appearance it would create. By purchasing all pneumatic bollards, they would have a consistent appearance. The pneumatic may require more maintenance to keep them up, but the ease of access, not needing any special equipment and improved appearance made tipped the scale in favor of

the pneumatic bollards. The preferred bollards are all crash rated for a 7,000-pound truck going 30 miles an hour.

Jaffar arrived at 8:25 am.

The city will be able to greatly diminish the number of street signs that are required to regulate the intersection. Only one sign will be required that provides an arrow directing traffic. All other signs will be removed. The arrow will be mounted on a movable pole for emergency access.

Boyd stated that the figures that are being discussed for the purchase, fabrication and installation of the bollards are much less than earlier anticipated and this will result in a more favorable fund balance. Ward stated that the DDA will spend roughly \$125,000 from fund balance as part of their share of the project. Turnbull stated that the City is still exploring additional funding sources that could offset the cost of the project. Long asked what the warranty on the equipment was and Ward responded that there is a one year warranty on the equipment.

Cole asked about the status of the water main conflict that the DDA spoke about at their last meeting. Lahanas responded that the issue had been resolved by moving the row of bollards out another foot into the intersection to avoid the manhole. In addition, a small amount of fiber optics may have to be moved, but the cost is minimal. At the Design Committee meeting it was discussed that there might need to be two additional bollards installed to close the gap in the bollards. Lahanas stated that we will either have 2 or 3 surplus bollards in inventory in the event any of the bollards are damaged. OHM will assist the city in determining if the proposed spacing for the bollards is accurate or needs to be adjusted.

Long commented that there is a need for a drop off location at the intersection of Main and Center Street is important. Long asked if the engineers would be looking at this issued. Riley asked where deliveries were made prior to the street being closed. Long responded that the loading zone in front of Orin's was utilized. Riley noted that there is a loading zone in front of Great White Buffalo, which is not that far away from the drop off location in front of Orin's. Long noted that Genittis has been impacted by the inability to unload deliveries in close proximity to the restaurant. A discussion on how to address loading and deliveries too place. Boyd stated that if there is some way for the DDA to support businesses in town with a reasonable adjustment to the plan, the DDA should explore it. Presley stated that the previously the police chief has expressed concern that the intersection is an active intersection with cars driving through it and that cars parked in the intersection are unsafe. Ward stated that if a car is parked is parked in the intersection and an emergency vehicle needs to get through, it would be difficult to move the vehicle. The Police Chief concurred that parked cars in the intersection could be unsafe. The Board spoke extensively about the loading and delivery issue.

Riley asked if we have looked at the purchase of a small golf cart to use to get deliveries or people around the downtown. Turnbull suggested that the City/DDA could explore the use of valet parking. Ward noted that the Police Chief and DDA staff looked into golf carts early on in the pandemic and spoke to several of the business owners.

Motion by Huprich, seconded by Buckhave, to approve the purchase of 43 retractable manual bollards from Ameristar Security Products and authorize monies to fund 50% of the purchase cost of \$83,012.57 to a maximum of \$41,510, and 50% of the engineering costs of \$52,500 to a maximum of \$26,250 for a total of \$67,760 for the DDA share of the costs. **Motion carried unanimously.**

PURCHASE OF TRUCK FROM FIRE DEPARTMENT

The DDA currently has 6 part time seasonal employees – four that are summer employees, one that works until November and one that works year-round. The DDA seasonals currently utilize a watering truck that was purchased from the DPW approximately six years ago for \$1,500. The truck has had several issues this summer that required repairs and recently the DDA took the truck to Davis Auto on Doheny Drive to be evaluated. Davis Auto determined that the excessive rusting had caused the frame to be in danger of separating from the truck and that it should not be driven any longer and should be retired. The DDA originally thought it was just a radiator issue that could be repaired but discovered that the problem was much bigger than anticipated. Ward was aware that the Fire Department had retired a vehicle and was looking to dispose of the vehicle. Ward approached Chief Samhat regarding the possibility of the DDA purchasing the truck from the Fire Department. The Fire Department recently had a new transmission installed in the truck which cost the department \$5,000. The Chief stated that the Fire Department was just looking to recover the costs of the transmission and would sell the truck to the DDA for \$5,000.

The truck is a 2008 GMC Sierra with approximately 137,000 miles on it. The DDA is currently using another truck from the DPW fleet. It would be a stretch to continue to utilize the DPW truck and the DDA needs to replace the current watering truck. Currently the DDA budgets annually \$1,000 for gas and oil, \$525 for repairs and \$475 for insurance. In next year's budget the DDA has \$25,000 budget for a truck replacement. The DDA has been advised by the DPW on the process to dispose, through a bidding site, the truck. DPW has indicated that, given their experience, the DDA should see some revenue from the sale of the retired truck that could offset the cost of purchasing the truck from the Fire Department. Boyd asked what the Blue Book value of the truck was. Turnbull estimated that the Blue Book value of \$8,000 - \$9,000. Huprich asked if it was worth spending \$5,000 on a truck that has over 130,000 miles on it. Ward responded that the DDA seasonals put very few miles on the truck only driving it between the downtown and the DPW yard a few times a day. Usually, it is spent parked in a downtown parking lot, while the seasonals work nearby.

Motion by **Boyd**, seconded by **Long**. Motion carried 8 – 1, Huprich voting no.

FORD FIELD RAP GRANT REQUEST FOR SUPPORT

Lahanas explained to the Board that the City was seeking a letter of support for a RAP grant which is an ARPA grant flowing through MEDC which can be used for activating downtown spaces. The grant is design for getting people downtown and for placemaking. The City is submitting a grant application for the replacement of the Fort Griswold play structure because the current play structure does not meet current safely standards. The City is asking the DDA

to provide a letter of support for the grant. The City is requesting a \$400,000 grant with a \$400,000 matching grant for the project.

Motion by Long, seconded by Huprich to approve a letter of support for the RAP grant application to replace the play structure at Ford Field. **Motion carried unanimously.**

Presley asked if the City was still exploring adding bathrooms to Ford Field. Lahanas responded that the additions of bathrooms to Ford Field will be addressed as part of the Ford Field Master Plan currently underway.

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee:* The City recently held a community workshop entitled Parks, Pathways and Pedestrians which solicited input from the community on a variety of different projects. The projects that were on display included Ford Field Master Plan, the City's Non-motorized plan and the Fleiss & Vandenbrink pedestrian study. Approximately 60 people took part in the workshop. The City hopes to hold more of these types of meetings in the future.

The Design Committee met recently to discuss the bollard purchase and installation. The planter component of the project was removed from the discussion to allow the DDA to explore more compatible planters. Presley noted that the Design Committee should be involved with the pedestrian improvements, including updating the GMA plan. Ward stated that she has been in touch with GMA and they are anticipating a plan update in the near future. Ward stated the DDA funds for implementation of the GMA plan are limited, however updating the plan is essential for competing for grant funding and for demonstrating a vision to the Northville community.

Lahanas mentioned the interest from the City in exploring curbless streets in the downtown that would be part of the pedestrian plan. Lahanas suggested that instead of repairing broken concrete now that the City/DDA should take the opportunity to upgrade the area and providing a really exciting project. The streets would be raised up to meet the level of the sidewalk. The project would take roughly 6 – 8 weeks to implement.

- b. *Marketing Committee:* Marketing Committee met to discuss upcoming events. The summer concert series is in full swing.
- c. *Parking Committee:* Parking Committee met two weeks ago with downtown business owner Craig Serra to discuss parking for his business. He was interested in having a parking space near his business dedicated to short term use. The Chief will prepare a Traffic Control Order to take to City Council to facilitate the change to 1 hour parking only. The Committee also discussed parking enforcement and will be meeting again to discuss recommendations to City Council.

- d. *Organizational Committee:* Ward provided an update on DDA staffing. The DDA received 9 applications and interviewed 4 candidates. An offer was made to an applicant who declined the offer and decided not to move from Cheboygan to take the job. DDA staff will recast a net for another application cycle and will continue to work with the Organization Committee to fill the vacancy. Jeri and Jessica are continuing to help out with the workload at the DDA and hopefully will continue on with the specific tasks once the position is filled.
- e. *Economic Development Committee:* Two public hearings were held on June 19th. One of the hearings was for the DDA boundary expansion and the other was for the Development and TIF Plan text amendments. The taxing jurisdictions now have 60 days to contact the City/DDA with their plans to opt out or stay in the tax capture.

Ward stated that the City had recently held a meeting on June 22 to discuss Strategic Financial Planning and strategic Goals and Objectives for the coming year. Ward noted that the meeting was very useful and allowed staff to see the bigger picture and plan for upcoming change.

Turnbull recapped the joint State of the Community held at the Northville Township Hall. The City, Township and School District provided a recap of accomplishments and updates on upcoming initiatives.

Ward reviewed the proposed changes to City Hall. The DDA offices will be relocated to the current training room and the current DDA offices will be used for a City Council office and adjacent small conference room. The changes will provide a more efficiently layout of space and allow all employees to have a window in their workspace. The renovation should be done in early fall. Architect Robert Miller is working with Lahanas on the project.

Huprich asked to revisit agenda item #6, purchase of a new truck for the DDA. The truck in question is 15 years old and has over 137,000 miles on it. Huprich questioned whether the DDA should sell the GMC Sierra truck and put the profits towards a newer truck. Ward stated that the truck is presently owned by the Fire Department and if we did not purchase it, the Fire Department would sell the truck and capture the proceeds from the sale, not the DDA. The Fire Department has agreed to sell the truck to the DDA for \$5,000 because we are all part of the city.

BOARD COMMUNICATION

Motion by Boyd, seconded by Turnbull to adjourn the DDA Board meeting. **Motion carried. Meeting adjourned at 9:12 am.**

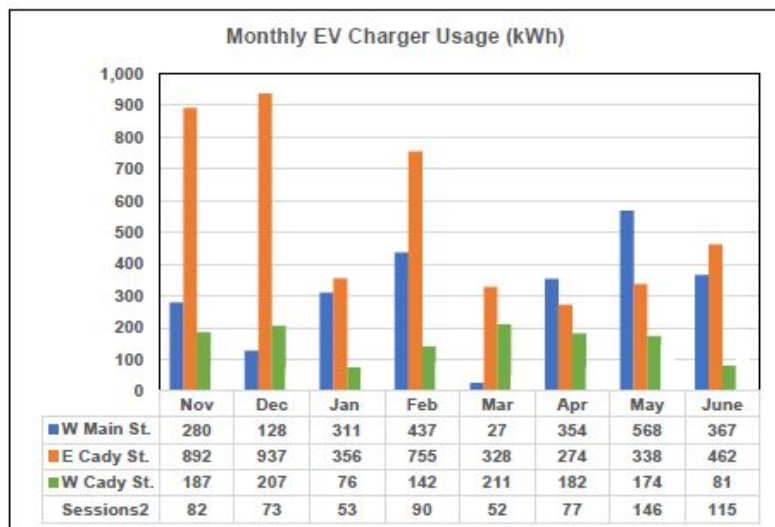
Respectfully submitted,
Lori M. Ward, DDA Director
Northville DDA

Northville, Michigan

W Main St. & E Cady St. Parking Deck

Attachment 4.d

SITE USAGE



TRAFFIC DATA

Avg. kWh per Day

29.3

Avg. Visits per Day

3.7

Gas Saved (gal)^{1 2}

132.5

CO2 Eliminated (lbs)³

2,597.6

Assumptions:

1. 3.7 miles per kWh based on Tesla, BMW and Chevy driving data
2. 25.4 miles per gallon based on USDOT data
3. 19.6 pounds of CO2 per gallon of gas based on EPA estimates



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Executive Director

Subject: Streetlighting Purchase – Spring City Electrical

Date: July 25, 2023

Background:

The City's inventory of decorative street lighting poles and decorative luminaries has once again been depleted. There has been a number of recent accidents involving street lights and the City/DDA needs to replenish its inventory. Herwig Lighting, provided the DDA/City with street lightings beginning with the MainStreet '78 project. During the recent streetscape enhancement project in 2013, the DDA converted the Herwig High-Pressure Sodium luminaries to Induction lighting using a similar luminaire produced by Spring City. The DDA, working with DPW, has continued to replace the new lights along Center, East Main and in other areas with the Spring City luminaire. The new Spring City lights will be LED, compatible in color rendition.

Analysis:

DPW staff obtained an estimate in the amount of \$22,350 for the purchase of 4 Spring City Edgewater LED luminaires and 4 Wayzata tapered fluted shaft poles. Additionally, 1 Spring City Edgewater head only for purchase in the amount of \$1,550. Shipping and handling are included in the pricing. (Attachment A)

Budget:

The lights are aging and require more maintenance and replacement and the increased traffic on the side streets in downtown has led to more conflicts between cars/trucks and the lighting. The DDA has \$20,000 budget for purchase of street lighting in DDA budget 2023-24. In addition, the cost of one of the streetlights will be covered by the insurance of the driver who hit the streetlight and a second light will be covered directly by the construction company building the new building at the corner of Dunlap and Center Streets. The streetlight was knocked down during construction. There should be ample funds between these three funding sources to cover the costs of the order. The DDA is requesting to waive the bidding process as we are matching an existing product.

In addition, the DDA has budgeted \$25,000 for the conversion of the remaining High Pressure Sodium lights with LED lights. The DDA, working with DPW hopes to complete the 100-fixture replacement project by the end of the summer.

Recommendation:

DDA staff recommends that the Northville City Council approve the purchase of 4 Spring City Edgewater LED Luminaires with 4 Wayzata tapered fluted shaft poles and one Spring City Edgewater head only for a total of \$23,900.

Recommended Motion:

Move that the DDA Board of Directors approve the purchase of 4 Spring City Edgewater LED luminaries with 4 Wayzata tapered fluted shaft poles and 1 Edgewater LED head for a total of \$23,900 and waive the bidding requirement in order to match the existing downtown lighting.

Date: Jul 17, 2023

Quote: EL23-116554-5



Michigan Lighting Systems East, LLC
 691 North Squirrel Road, Suite 200
 Auburn Hills MI 48326
 Phone: (248) 542-2200
 Fax: (248) 519-2700
From: Brian Mendez
Quoter Ph:
email: bmendez@mls-east.com

Project Location Northville - Spring City
Quote EL23-116554-5

To: Chris Helinski
 City of Northville
 650 Doheny Drive
 Northville MI 48167-1540
 EMail: chelinski@ci.northville.mi.us

For
Bid Date Jul 14, 2023
Expires Aug 13, 2023
 Owner: City of Northville

QTY	Type	MFG	Part	Price	UQ	ExtPrice
5		SPRING	SPEC-34033 Edgewater LED Luminaire (wattage TBD) Wayzata Lamppost at 12' with Tapered Fluted Shaft Finished Painted River Texture Black	\$4,470.00		\$22,350.00
1		SPRING	ALMEDM-LE080-EVX-2G2-27-CR3-YHSP-FED-MD-CU Head only	\$1,550.00		\$1,550.00
Total:						\$23,900.00

Terms and conditions of sale:

1. Pricing is firm for 30 days from date of quotation, release of order within 60 days from date of quotation and is based on the complete BOM. Changes will result in a requote.
2. Subject to manufacturer's published terms and conditions of sale, Std Warranties Apply unless otherwise noted.
3. Prices DO NOT include spare material, fuses, special finishes, mounting devices, installation, or applicable taxes unless otherwise noted.
4. The purchaser is responsible for verifying voltage, quantities.
5. Michigan Lighting Systems will NOT be responsible for errors resulting on orders released without receipt of Approved Submittals, or errors missed in the Approval Process.
6. Where applicable, Poles quoted are provided for the Fixture EPA's ONLY unless otherwise noted.
7. This quote may contain separately invoiced drawings, documentation, and field service fees.
8. Michigan Lighting Systems and our Manufacturers are not responsible for lost or damaged material that shows up to a job site or electrical distributors location. All material should be inspected for damage and accounted for before the freight company leaves the site.
9. No lamps included unless noted otherwise

Mfg Terms:

SPRIN Spring City Electrical Manuf

Freight
 Allowance
 Plus Freight

Minimum
 Order

June 2023:

FACEBOOK:

Facebook Page Update:

Through June 25

Followers: 16,138 (109 more than last summary)

Demo:

- Women (81.8%)/ Men (18.2%)
- Age demo: 35-44 main demo with 45-54 next largest
- Top 10 cities followers are from: Northville (16.6%, Novi (9.4%), Livonia (7.7%), Plymouth, Canton, Farmington Hills, Westland, South Lyon, Detroit, & Commerce

Monthly Total Reach: 24,823

Monthly Post Engagement: 11,500

- Reactions: 670
- Comments: 32
- Shares: 51
- Photo views: 4,824
- Link clicks: 401

Impressions: 176,700

Organic Post ~ Monday Music At Maybury Announcement (with image)

Run date(s): June 21

Impressions: **4,845**

Reach: 4,357

Engagement: 199

Reactions: 66

Like: 57

Love: 8

Ha: 1

Comments: 5

Shares: 12

Other Clicks: 27

Organic Post ~ Announcement of Buy Michigan Now Festival (With link)

Run date(s): June 16

Impressions: **6,029**

Reach: 6,029

Engagement: 454

Reactions: 85

Like: 80

Love: 5

Comments: 2

Link Clicks: 144

Other Clicks: 223

**Organic Post ~ Post of NHS Jazz Band on Stage Kicking off summer concert series
(with UGC photo)**

Run date(s): June 3
Impressions: **13,285**
Reach: 13,285
Engagement: 503
Reactions: 209
Like: 191
Love: 18
Comments: 6
Shares: 3
Other Clicks: 204

INSTAGRAM:

Followers: 6,473 (34 more followers since last summary)
77% women / 23% men
Age demo: 35-44 (32%), 25-34 (27.9%), 45-54 (20.6%)
Top Locations: Northville (23.1%), Novi (12.1%), Plymouth (9.1%), Livonia (5.7%) & Canton (3.8%)

Insights from last 30 days:

Reach: 3,920 (the number of unique accounts that have seen any of our posts)

- 3,100 followers / 820 non followers
- 4,260 posts / 107 Reels / 2,219 stories / 7 videos

Accounts Engaged: 350

- 334 Followers/16 non-followers

Account Activity: 859

- Profile visits: 815
- External Link taps: 43
- Call Button Taps: 1

Impressions: 44,081 (total number of times posts have been seen)

Content Interactions: 543

Post Interactions: 465

- Likes: 428
- Comments: 8
- Saves: 8
- Shares: 12
- Story Interactions: 74
 - Replies: 15
 - Shares: 59
- Reel Interactions: 4
 - Likes: 2
 - Comments: 0
 - Shares: 1
 - Saves: 1

Top Post(s):

Based on likes

June 21 – First Day of Summer (With photo of Clock)

Reach: 1,964 (1,898 followers / 66 non followers)

Impressions: 2,113 (2,064 from home, 25 from profile, 3 from explore & 20 other)

Engagement: 200 (193 followers / 2 non-followers)

Post Interactions: 204

- Likes: 195
- Comments: 2
- Shares: 6
- Saved: 1

Profile Activity: 13

- Profile visits: 10
- Follows: 3

Top Story(s):

June 24 – Shared tagged post of concert in Town Square

Reach: 891 (888 followers / 3 non followers)

Impressions: 891 (1,474 from home, 106 from profile, 6 from explore & 16 other)

Engagement: 2 (65 followers / 3 non-followers)

Story Interactions: 2

- Replies: 2
- Shares: 2

Sticker Taps: 4 (@dscottauto)

Navigation: 851

- Forward: 621
- Next Story: 155
- Exited: 65
- Back: 10

Profile Activity: 1

- Visits: 1

ADVERTISING:

The Ville:

Renewed for six months starting May 2023 and upgraded to 1/2 page ads.

The 'Ville is mailed directly to every residential and business address – a total of nearly 21,000 – in the Northville Community, covering the 48167 and 48168 zip codes.

Northville Today:

- Two half-page Ads in Northville Today

- Q2: Ad will focus on summer concerts (MAILED WEEK OF JUNE 5)
- Q3: SKELETONS Ad (MAILED WEEK OF SEPTEMBER 19)

SEEN MAGAZINE:

- Full page ad placed in SEEN Magazine (July & October issues)

Maybury State Park Map:

- Double space ad in Park Map (Overall ad about Downtown Northville)



Future Meetings / Important Dates:

August 1, 8, 14, 2023 Tunes on Tuesday Concerts

August 1, 15, 2023 – Planning Commission Meeting

August 2, 9, 16, 23, 30, 2023 Dancing in the 'Ville

August 3, 10, 17, 24, 31 Farmers' Market

August 3, 2023 Marketing Committee Meeting

August 4 – 6, 2023 Buy Michigan Now Festival

August 4-5, 11-12, 18-19, 25-26, 2023 Friday and Saturday Concert Series

August 5, 2023 Mill Race Village Garden Party

August 7, 21, 2023 – City Council Meeting

August 28, 2023 – Sustainability Meeting