



**Meeting of the DDA Board of Directors
April 9, 2024 - 8:00 a.m.
Meeting Room A**

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. February 2024 Financial Statement (Attachment 4.a)
 - b. February 2024 Invoice Report (Attachment 4.b)
 - c. February 27, 2024 Meeting Minutes (Attachment 4.c)
 - d. EV Monthly Usage Report (Attachment 4.d)
 - e. 3rd Quarter Budget Amendments (Attachment 4.e)
 - f. Explanation of Budget Amendments (Attachment 4.f)
 - g. 2024 Taxes Captured by DDA (Attachment 4.g)
5. 2023 – 24 DDA Budget Impacts
 - a. Parking Study – DDA Portion \$20,000
 - b. Preliminary Engineering Main Street Road work (Attachment 5.b)
6. DDA 2024 – 25 Draft Budget (Attachment 6)
7. Committee Updates
 - a. Design Committee – Robert Miller
 - b. Marketing Committee – Shawn Riley
 - c. Parking Committee – Chief Maciag
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – Aaron Cozart – April 11, 2024
 - Outdoor Dining Permits
8. DDA Future Meetings / Important Dates (Attachment 8)
9. Board and Staff Communications
10. Adjournment – Next Meeting – April 23, 2024

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

FEBRUARY BENCHMARK 67%

| GL NUMBER | DESCRIPTION | 2023-24 | | YTD BALANCE 02/29/2024 NORM (ABNORM) | ACTIVITY FOR MONTH 02/29/24 INCR (DECR) | AVAILABLE | | % BGDG USED |
|---|---|--------------------|---------------------------|--|---|--------------------------|----------|----------------|
| | | ORIGINAL BUDGET | 2023-24 AMENDED BUDGET | | | BALANCE NORM (ABNORM) | | |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | | |
| Revenues | | | | | | | | |
| Dept 000 | | | | | | | | |
| PROPERTY TAXES | | | | | | | | |
| 248-000-404.000 | CURRENT PROPERTY TAXES | 848,243.00 | 819,045.00 | 819,047.60 | 0.00 | (2.60) | 100.00 | |
| 248-000-418.000 | PROPERTY TAXES - OTHER | (1,000.00) | (1,000.00) | 15,220.55 | 0.00 | (16,220.55) | 1,522.06 | |
| 248-000-451.000 | DDA OPERATING LEVY | 70,074.00 | 70,074.00 | 68,385.64 | 1,093.31 | 1,688.36 | 97.59 | |
| PROPERTY TAXES | | 917,317.00 | 888,119.00 | 902,653.79 | 1,093.31 | (14,534.79) | 101.64 | |
| LICENSES, FEES, & PERMITS | | | | | | | | |
| 248-000-490.090 | NEWSPAPER RACK REGISTRATION FEES | 180.00 | 180.00 | 60.00 | 60.00 | 120.00 | 33.33 | |
| 248-000-490.100 | OUTDOOR DINING/RETAIL PERMIT FEES | 15,000.00 | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 | |
| LICENSES, FEES, & PERMITS | | 15,180.00 | 15,180.00 | 60.00 | 60.00 | 15,120.00 | 0.40 | |
| STATE REVENUES | | | | | | | | |
| 248-000-573.000 | LCSA - PERS PROP TAX REIMBURSEMENT | 24,000.00 | 46,075.00 | 46,074.15 | 0.00 | 0.85 | 100.00 | |
| STATE REVENUES | | 24,000.00 | 46,075.00 | 46,074.15 | 0.00 | 0.85 | 100.00 | |
| MISCELLANEOUS REVENUES | | | | | | | | |
| 248-000-626.000 | MISCELLANEOUS REVENUE | 200.00 | 320.00 | 317.00 | 0.00 | 3.00 | 99.06 | |
| 248-000-626.010 | DEVELOPER REIMBURSEMENT/CONTRIBUTION | 0.00 | 5,808.00 | 5,807.55 | 0.00 | 0.45 | 99.99 | |
| 248-000-626.110 | EV CHARGING STATION REVENUE | 1,515.00 | 1,515.00 | 0.00 | 0.00 | 1,515.00 | 0.00 | |
| 248-000-678.000 | INSURANCE PROCEEDS | 6,000.00 | 6,000.00 | 3,470.00 | 0.00 | 2,530.00 | 57.83 | |
| MISCELLANEOUS REVENUES | | 7,715.00 | 13,643.00 | 9,594.55 | 0.00 | 4,048.45 | 70.33 | |
| INTEREST | | | | | | | | |
| 248-000-665.000 | INTEREST - INVESTMENT POOL | 6,000.00 | 8,000.00 | 9,807.72 | 1,120.23 | (1,807.72) | 122.60 | |
| 248-000-665.190 | INTEREST - MI CLASS 1 DISTRIBUTED | 2,500.00 | 3,500.00 | 5,703.12 | 659.42 | (2,203.12) | 162.95 | |
| 248-000-665.200 | LONG TERM INVESTMENT EARNINGS | 5,500.00 | 5,500.00 | 9,097.71 | 0.00 | (3,597.71) | 165.41 | |
| 248-000-665.400 | INVESTMENT POOL BANK FEES | (500.00) | (500.00) | (348.06) | (50.42) | (151.94) | 69.61 | |
| 248-000-665.500 | INVESTMENT MANAGEMENT FEES | (700.00) | (700.00) | (480.08) | 0.00 | (219.92) | 68.58 | |
| 248-000-665.600 | BANK LOCKBOX FEES | (550.00) | (550.00) | (283.73) | (37.23) | (266.27) | 51.59 | |
| 248-000-665.700 | CUSTODIAL FEES | (140.00) | (250.00) | (100.75) | (12.12) | (149.25) | 40.30 | |
| 248-000-669.000 | UNREALIZED MARKET CHANGE IN INVESTMENTS | 0.00 | 0.00 | 14,582.17 | 0.00 | (14,582.17) | 100.00 | |
| INTEREST | | 12,110.00 | 15,000.00 | 37,978.10 | 1,679.88 | (22,978.10) | 253.19 | |
| RENTAL INCOME | | | | | | | | |
| 248-000-667.020 | RENT - SHORT TERM | 700.00 | 700.00 | 0.00 | 0.00 | 700.00 | 0.00 | |
| RENTAL INCOME | | 700.00 | 700.00 | 0.00 | 0.00 | 700.00 | 0.00 | |
| GRANTS & OTHER LOCAL SOURCES | | | | | | | | |
| 248-000-677.000 | SPONSORSHIPS | 39,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 248-000-677.010 | SPONSORSHIPS - CONCERTS | 0.00 | 20,000.00 | 25,200.00 | 0.00 | (5,200.00) | 126.00 | |
| 248-000-677.020 | SPONSORSHIPS - SKELETONS | 0.00 | 12,000.00 | 15,617.62 | 0.00 | (3,617.62) | 130.15 | |
| 248-000-677.030 | SPONSORSHIPS - HOLIDAY TO REMEMBER | 0.00 | 5,000.00 | 950.00 | 0.00 | 4,050.00 | 19.00 | |
| 248-000-677.040 | SPONSORSHIPS - CHILI COOK OFF | 0.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 | |
| GRANTS & OTHER LOCAL SOURCES | | 39,000.00 | 39,000.00 | 41,767.62 | 0.00 | (2,767.62) | 107.10 | |
| FUND BALANCE RESERVE | | | | | | | | |
| 248-000-699.000 | APPROP OF PRIOR YEAR'S SURPLUS | 88,008.00 | 210,375.00 | 0.00 | 0.00 | 210,375.00 | 0.00 | |
| FUND BALANCE RESERVE | | 88,008.00 | 210,375.00 | 0.00 | 0.00 | 210,375.00 | 0.00 | |

PERIOD ENDING 02/29/2024
% Fiscal Year Completed: 66.67
FEBUARY BENCHMARK 67%

| GL NUMBER | DESCRIPTION | 2023-24 | | YTD BALANCE 02/29/2024 NORM (ABNORM) | ACTIVITY FOR MONTH 02/29/24 INCR (DECR) | AVAILABLE | | % BDGT USED |
|---|---|--------------------|---------------------------|--|---|--------------------------|--------------------------|----------------|
| | | ORIGINAL BUDGET | 2023-24 AMENDED BUDGET | | | BALANCE NORM (ABNORM) | BALANCE NORM (ABNORM) | |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | | |
| Revenues | | | | | | | | |
| CONTRIBUTIONS FROM OTHER FUNDS | | | | | | | | |
| 248-000-699.101 | O/T FROM GENERAL FUND | 0.00 | 0.00 | 6,158.48 | 6,158.48 | (6,158.48) | | 100.00 |
| CONTRIBUTIONS FROM OTHER FUNDS | | 0.00 | 0.00 | 6,158.48 | 6,158.48 | (6,158.48) | | 100.00 |
| Total Dept 000 | | 1,104,030.00 | 1,228,092.00 | 1,044,286.69 | 8,991.67 | 183,805.31 | | 85.03 |
| TOTAL REVENUES | | 1,104,030.00 | 1,228,092.00 | 1,044,286.69 | 8,991.67 | 183,805.31 | | 85.03 |
| Expenditures | | | | | | | | |
| Dept 573 - DPW SERVICES | | | | | | | | |
| 248-573-706.000 | WAGES - REGULAR FULL TIME | 8,200.00 | 8,200.00 | 6,931.87 | 172.38 | 1,268.13 | | 84.54 |
| 248-573-707.000 | WAGES - REGULAR OVERTIME | 515.00 | 1,660.00 | 1,705.56 | 0.00 | (45.56) | | 102.74 |
| 248-573-725.000 | FRINGE BENEFITS | 8,505.00 | 9,650.00 | 7,095.58 | 141.39 | 2,554.42 | | 73.53 |
| 248-573-801.020 | AUTOMOTIVE SERVICE | 525.00 | 525.00 | 25.60 | 0.00 | 499.40 | | 4.88 |
| 248-573-943.000 | EQUIPMENT RENTAL - CITY | 11,150.00 | 11,150.00 | 7,663.68 | 26.99 | 3,486.32 | | 68.73 |
| Total Dept 573 - DPW SERVICES | | 28,895.00 | 31,185.00 | 23,422.29 | 340.76 | 7,762.71 | | 75.11 |
| Dept 741 - DESIGN COMMITTEE | | | | | | | | |
| 248-741-706.000 | WAGES - REGULAR FULL TIME | 23,175.00 | 23,175.00 | 14,747.35 | 1,682.41 | 8,427.65 | | 63.63 |
| 248-741-709.000 | WAGES - PART TIME | 64,880.00 | 64,880.00 | 32,922.96 | 1,240.27 | 31,957.04 | | 50.74 |
| 248-741-725.000 | FRINGE BENEFITS | 14,825.00 | 15,585.00 | 8,661.49 | 906.41 | 6,923.51 | | 55.58 |
| 248-741-726.000 | SUPPLIES | 300.00 | 300.00 | 414.45 | 0.00 | (114.45) | | 138.15 |
| 248-741-775.200 | DOWNTOWN MATERIALS | 29,000.00 | 29,000.00 | 16,210.31 | 0.00 | 12,789.69 | | 55.90 |
| 248-741-775.210 | SOCIAL DISTRICT EXPENDITURES | 3,000.00 | 3,000.00 | 659.00 | 0.00 | 2,341.00 | | 21.97 |
| 248-741-775.900 | FUEL & OIL | 1,000.00 | 1,000.00 | 126.73 | 0.00 | 873.27 | | 12.67 |
| 248-741-801.000 | CONTRACTUAL SERVICES | 26,620.00 | 26,620.00 | 22,312.46 | 4,663.66 | 4,307.54 | | 83.82 |
| 248-741-801.160 | RESTROOM PROGRAM | 4,000.00 | 4,000.00 | 2,609.00 | 185.00 | 1,391.00 | | 65.23 |
| 248-741-920.010 | ELECTRIC POWER | 5,100.00 | 5,100.00 | 4,142.70 | 1,472.06 | 957.30 | | 81.23 |
| 248-741-920.020 | NATURAL GAS | 18,610.00 | 18,610.00 | 4,555.05 | 0.00 | 14,054.95 | | 24.48 |
| 248-741-920.030 | WATER & SEWER SERVICE | 9,760.00 | 9,760.00 | 5,420.53 | 0.00 | 4,339.47 | | 55.54 |
| 248-741-938.120 | LANDSCAPE MAINTENANCE | 37,810.00 | 37,810.00 | 12,218.63 | 0.00 | 25,591.37 | | 32.32 |
| 248-741-938.160 | BRICK REPAIR & MAINTENANCE | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | | 0.00 |
| 248-741-962.500 | VEHICLE INSURANCE | 470.00 | 910.00 | 910.00 | 0.00 | 0.00 | | 100.00 |
| 248-741-967.000 | CAPITAL OUTLAY & IMPROVEMENTS < \$5,000 | 0.00 | 0.00 | 1,963.00 | 0.00 | (1,963.00) | | 100.00 |
| 248-741-976.010 | SITE AMENITIES | 96,000.00 | 97,900.00 | 80.00 | 80.00 | 97,820.00 | | 0.08 |
| 248-741-977.000 | CAPITAL OUTLAY-EQUIP > \$5,000 | 0.00 | 5,000.00 | 2,054.05 | 0.00 | 2,945.95 | | 41.08 |
| 248-741-979.110 | BOLLARD PROJECT | 0.00 | 96,105.00 | 3,734.24 | 0.00 | 92,370.76 | | 3.89 |
| 248-741-995.204 | O/T TO SDSI FUND | 110,000.00 | 110,000.00 | 0.00 | 0.00 | 110,000.00 | | 0.00 |
| 248-741-995.405 | O/T TO PUBLIC IMPROVEMENT FUND | 0.00 | 0.00 | 82,628.39 | 0.00 | (82,628.39) | | 100.00 |
| Total Dept 741 - DESIGN COMMITTEE | | 446,550.00 | 550,755.00 | 216,370.34 | 10,229.81 | 334,384.66 | | 39.29 |
| Dept 742 - MARKETING COMMITTEE | | | | | | | | |
| 248-742-706.000 | WAGES - REGULAR FULL TIME | 18,540.00 | 18,540.00 | 11,797.76 | 1,345.90 | 6,742.24 | | 63.63 |
| 248-742-709.000 | WAGES - PART TIME | 31,640.00 | 30,870.00 | 18,844.27 | 2,046.02 | 12,025.73 | | 61.04 |
| 248-742-725.000 | FRINGE BENEFITS | 9,425.00 | 10,905.00 | 5,999.43 | 823.09 | 4,905.57 | | 55.02 |
| 248-742-726.000 | SUPPLIES | 50.00 | 50.00 | 0.00 | 0.00 | 50.00 | | 0.00 |
| 248-742-801.000 | CONTRACTUAL SERVICES | 54,365.00 | 54,365.00 | 33,752.50 | 385.00 | 20,612.50 | | 62.08 |

PERIOD ENDING 02/29/2024
% Fiscal Year Completed: 66.67
FEBUARY BENCHMARK 67%

| GL NUMBER | DESCRIPTION | 2023-24 | | YTD BALANCE 02/29/2024 NORM (ABNORM) | ACTIVITY FOR MONTH 02/29/24 INCR (DECR) | AVAILABLE | | % BGDG USED |
|---|--|--------------------|---------------------------|--|---|--------------------------|--------------------------|----------------|
| | | ORIGINAL BUDGET | 2023-24 AMENDED BUDGET | | | BALANCE NORM (ABNORM) | BALANCE NORM (ABNORM) | |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | | |
| Expenditures | | | | | | | | |
| 248-742-801.340 | WEB SITE MAINTENANCE | 1,320.00 | 1,320.00 | 913.10 | 0.00 | | 406.90 | 69.17 |
| 248-742-955.160 | DOWNTOWN PROGRAMMING & PROMOTION | 53,600.00 | 2,800.00 | 355.00 | 255.00 | | 2,445.00 | 12.68 |
| 248-742-955.190 | BUSINESS RETENTION PROGRAM | 750.00 | 750.00 | 326.25 | 326.25 | | 423.75 | 43.50 |
| 248-742-955.310 | CONCERTS | 0.00 | 32,800.00 | 24,900.00 | 0.00 | | 7,900.00 | 75.91 |
| 248-742-955.320 | SKELETONS EVENT | 0.00 | 12,000.00 | 14,816.00 | 0.00 | | (2,816.00) | 123.47 |
| 248-742-955.330 | HOLIDAY TO REMEMBER EVENT | 0.00 | 5,000.00 | 2,418.46 | 0.00 | | 2,581.54 | 48.37 |
| 248-742-955.340 | CHILI COOKOFF EVENT | 0.00 | 1,000.00 | 3,307.41 | 2,146.18 | | (2,307.41) | 330.74 |
| Total Dept 742 - MARKETING COMMITTEE | | 169,690.00 | 170,400.00 | 117,430.18 | 7,327.44 | | 52,969.82 | 68.91 |
| Dept 743 - PARKING COMMITTEE | | | | | | | | |
| 248-743-706.000 | WAGES - REGULAR FULL TIME | 9,270.00 | 9,270.00 | 5,899.12 | 672.99 | | 3,370.88 | 63.64 |
| 248-743-709.000 | WAGES - PART TIME | 0.00 | 0.00 | 850.84 | 435.21 | | (850.84) | 100.00 |
| 248-743-725.000 | FRINGE BENEFITS | 3,495.00 | 3,775.00 | 2,351.77 | 373.33 | | 1,423.23 | 62.30 |
| 248-743-726.000 | SUPPLIES | 50.00 | 50.00 | 0.00 | 0.00 | | 50.00 | 0.00 |
| 248-743-955.200 | DOWNTOWN PARKING PROGRAM | 250.00 | 250.00 | 0.00 | 0.00 | | 250.00 | 0.00 |
| 248-743-995.101 | O/T TO GENERAL FUND | 50,000.00 | 50,000.00 | 37,500.00 | 0.00 | | 12,500.00 | 75.00 |
| 248-743-995.230 | O/T TO PARKING FUND | 101,500.00 | 101,500.00 | 76,125.00 | 0.00 | | 25,375.00 | 75.00 |
| Total Dept 743 - PARKING COMMITTEE | | 164,565.00 | 164,845.00 | 122,726.73 | 1,481.53 | | 42,118.27 | 74.45 |
| Dept 744 - ORGANIZATIONAL COMMITTEE | | | | | | | | |
| 248-744-706.000 | WAGES - REGULAR FULL TIME | 13,905.00 | 13,905.00 | 8,848.30 | 1,009.42 | | 5,056.70 | 63.63 |
| 248-744-709.000 | WAGES - PART TIME | 20,625.00 | 24,135.00 | 11,207.68 | 580.29 | | 12,927.32 | 46.44 |
| 248-744-725.000 | FRINGE BENEFITS | 6,830.00 | 8,500.00 | 4,372.79 | 560.55 | | 4,127.21 | 51.44 |
| 248-744-726.000 | SUPPLIES | 4,750.00 | 4,459.00 | 3,708.84 | 830.00 | | 750.16 | 83.18 |
| 248-744-730.000 | POSTAGE | 50.00 | 50.00 | 0.00 | 0.00 | | 50.00 | 0.00 |
| 248-744-801.190 | TECHNOLOGY SUPPORT & SERVICES | 2,950.00 | 2,950.00 | 2,367.56 | 0.00 | | 582.44 | 80.26 |
| 248-744-801.450 | DDA PLAN UPDATE & AMENDMENT | 0.00 | 5,808.00 | 11,966.03 | 0.00 | | (6,158.03) | 206.03 |
| 248-744-802.010 | LEGAL SERVICES - GENERAL | 6,500.00 | 6,500.00 | 796.50 | 0.00 | | 5,703.50 | 12.25 |
| 248-744-805.000 | AUDITING SERVICES | 5,395.00 | 5,395.00 | 5,392.00 | 1,150.00 | | 3.00 | 99.94 |
| 248-744-853.000 | TELEPHONE/COMMUNICATIONS | 0.00 | 0.00 | 1,063.85 | 75.00 | | (1,063.85) | 100.00 |
| 248-744-900.000 | PRINTING & PUBLISHING | 1,215.00 | 1,215.00 | 1,269.58 | 104.54 | | (54.58) | 104.49 |
| 248-744-920.000 | UTILITIES | 1,300.00 | 1,300.00 | 364.88 | 0.00 | | 935.12 | 28.07 |
| 248-744-958.000 | MEMBERSHIP & DUES | 1,100.00 | 1,100.00 | 845.00 | 0.00 | | 255.00 | 76.82 |
| 248-744-960.000 | EDUCATION & TRAINING | 850.00 | 850.00 | 0.00 | 0.00 | | 850.00 | 0.00 |
| 248-744-962.000 | LIABILITY & PROPERTY INSURANCE PREMIUM | 4,420.00 | 4,320.00 | 4,317.00 | 0.00 | | 3.00 | 99.93 |
| 248-744-962.010 | INSURANCE - SPECIAL EVENTS POLICY | 2,500.00 | 2,500.00 | 1,798.00 | 0.00 | | 702.00 | 71.92 |
| 248-744-965.000 | OVERHEAD/INDIRECT COST ALLOCATION | 13,480.00 | 13,480.00 | 10,110.00 | 0.00 | | 3,370.00 | 75.00 |
| Total Dept 744 - ORGANIZATIONAL COMMITTEE | | 85,870.00 | 96,467.00 | 68,428.01 | 4,309.80 | | 28,038.99 | 70.93 |
| Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE | | | | | | | | |
| 248-745-706.000 | WAGES - REGULAR FULL TIME | 27,810.00 | 27,810.00 | 17,696.69 | 2,018.88 | | 10,113.31 | 63.63 |
| 248-745-709.000 | WAGES - PART TIME | 0.00 | 0.00 | 1,134.43 | 580.26 | | (1,134.43) | 100.00 |
| 248-745-725.000 | FRINGE BENEFITS | 10,475.00 | 11,315.00 | 6,839.92 | 991.98 | | 4,475.08 | 60.45 |
| 248-745-726.000 | SUPPLIES | 100.00 | 100.00 | 0.00 | 0.00 | | 100.00 | 0.00 |
| 248-745-801.000 | CONTRACTUAL SERVICES | 0.00 | 2,500.00 | 2,500.00 | 0.00 | | 0.00 | 100.00 |
| 248-745-955.190 | BUSINESS RETENTION PROGRAM | 0.00 | 2,640.00 | 2,312.50 | 0.00 | | 327.50 | 87.59 |
| Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE | | 38,385.00 | 44,365.00 | 30,483.54 | 3,591.12 | | 13,881.46 | 68.71 |

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 66.67

FEBUARY BENCHMARK 67%

| GL NUMBER | DESCRIPTION | 2023-24 | | YTD BALANCE | ACTIVITY FOR | AVAILABLE | | % BDGT USED |
|--|--------------------------|---------------------|---------------------------|-----------------------------|-------------------------------|-------------------|----------|----------------|
| | | ORIGINAL BUDGET | 2023-24 AMENDED BUDGET | 02/29/2024 NORM (ABNORM) | MONTH 02/29/24 INCR (DECR) | NORM | (ABNORM) | |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | | |
| Expenditures | | | | | | | | |
| Dept 906 - DEBT SERVICE | | | | | | | | |
| 248-906-995.303 | O/T TO DEBT SERVICE FUND | 170,075.00 | 170,075.00 | 5,037.50 | 0.00 | 165,037.50 | | 2.96 |
| Total Dept 906 - DEBT SERVICE | | <u>170,075.00</u> | <u>170,075.00</u> | <u>5,037.50</u> | <u>0.00</u> | <u>165,037.50</u> | | <u>2.96</u> |
| TOTAL EXPENDITURES | | <u>1,104,030.00</u> | <u>1,228,092.00</u> | <u>583,898.59</u> | <u>27,280.46</u> | <u>644,193.41</u> | | <u>47.55</u> |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: | | | | | | | | |
| TOTAL REVENUES | | 1,104,030.00 | 1,228,092.00 | 1,044,286.69 | 8,991.67 | 183,805.31 | | 85.03 |
| TOTAL EXPENDITURES | | <u>1,104,030.00</u> | <u>1,228,092.00</u> | <u>583,898.59</u> | <u>27,280.46</u> | <u>644,193.41</u> | | <u>47.55</u> |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 | 460,388.10 | (18,288.79) | (460,388.10) | | 100.00 |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 02/01/2024 - 02/29/2024
 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 741 DESIGN COMMITTEE | | | | | | | |
| 248-741-775.200 | DOWNTOWN MATERIALS | LORI WARD | REIMBURSE FOR WEEDING TOOL | REISSUE 120972 | 02/07/24 | 54.06 | 122684 |
| 248-741-775.200 | DOWNTOWN MATERIALS | HOME DEPOT CREDIT SERV | 6035322538839337 | 030824 | 03/06/24 | 1,573.63 | 122950 |
| 248-741-801.000 | CONTRACTUAL SERVICES | CAMTRONICS COMMUNICATI | CITY SECURITY CAMERAS | 34986 | 03/01/24 | 78.16 | 122709 |
| 248-741-801.000 | CONTRACTUAL SERVICES | LONG MECHANICAL SERVIC | REPLACED THE 12' BVENT EXHAUST | 240282M | 02/21/24 | 2,982.00 | 122780 |
| 248-741-801.000 | CONTRACTUAL SERVICES | BJSH INVESTMENT, INC | DDA TRUCK PARTS | 4158 | 03/21/24 | 47.68 | |
| 248-741-801.000 | CONTRACTUAL SERVICES | GREEN ELECTRICAL SOLUT | RAISED BED ELECTRICAL | 1860 | 03/06/24 | 511.00 | 122881 |
| 248-741-801.000 | CONTRACTUAL SERVICES | CAMTRONICS COMMUNICATI | PARKING DECK CAMERAS OFFLINE | 34997 | 03/06/24 | 287.50 | 122882 |
| 248-741-801.000 | CONTRACTUAL SERVICES | CAMTRONICS COMMUNICATI | DOWNTOWN CAMERAS OUT | 34994 | 03/06/24 | 805.00 | 122882 |
| 248-741-801.160 | RESTROOM PROGRAM | JOHN'S SANITATION | PORTA JOHN | I15180 | 02/21/24 | 185.00 | 122789 |
| 248-741-920.010 | 8186976 - 150 E MAIN - J | DTE ENERGY | ELECTRIC CHARGES 1/17/24 - 2/14/24 | 1/17/24 - 2/14/24 | 02/21/24 | 321.32 | 122775 |
| 248-741-920.010 | ELECTRIC POWER | GREEN ELECTRICAL SOLUT | GFCI BOXES RAISED TREE BED | 1844 | 02/21/24 | 1,150.74 | 122813 |
| 248-741-976.010 | SITE AMENITIES | AARONSON MANAGEMENT, I | TOWN SQUARE TABLE SIGNS | I36838 | 02/21/24 | 80.00 | 122779 |
| Total For Dept 741 DESIGN COMMITTEE | | | | | | 8,076.09 | |
| Dept 742 MARKETING COMMITTEE | | | | | | | |
| 248-742-801.000 | CONTRACTUAL SERVICES | JEANNE A. MICALLEF | MARKETING SERVICES | NORTHVILLE3-2024 | 03/20/24 | 2,100.00 | |
| 248-742-801.000 | CONTRACTUAL SERVICES | NORTH RIVER CREATIVE L | GRAPHIC DESIGN | 075 | 03/06/24 | 385.00 | 122871 |
| 248-742-955.160 | DOWNTOWN PROGRAMMING & PRC | NORTHVILLE CHAMBER OF | CHAMBER AWARDS TICKETS | 272428 | 02/22/24 | 255.00 | 500551 |
| 248-742-955.160 | DOWNTOWN PROGRAMMING & PRC | NORTHVILLE CHAMBER OF | COMMUNITY AWARDS | 6077 | 03/21/24 | 375.00 | |
| 248-742-955.160 | DOWNTOWN PROGRAMMING & PRC | NORTHVILLE CHAMBER OF | COMMUNITY AWARDS | 264 | 03/21/24 | (30.00) | |
| 248-742-955.190 | BUSINESS RETENTION PROGRAM | RITTER GIS | DDA MAP APPLICATION | 21715 | 02/07/24 | 326.25 | 122687 |
| 248-742-955.340 | CHILI COOKOFF EVENT | SCHENDEL CORPORATION | CHILI A FRAME | 71001 | 02/21/24 | 98.64 | 122825 |
| 248-742-955.340 | CHILI COOKOFF EVENT | SURVEY MONKEY | CHILI VOTING SERVICE | 45310781 | 03/21/24 | 49.00 | |
| 248-742-955.340 | CHILI COOKOFF EVENT | NORTH RIVER CREATIVE L | GRAPHIC DESIGN | 075 | 03/06/24 | 105.00 | 122871 |
| 248-742-955.340 | CHILI COOKOFF EVENT | SCHENDEL CORPORATION | STICKER FOR SPONSOR SIGN | 71051 | 03/06/24 | 7.54 | 122893 |
| 248-742-955.340 | CHILI COOKOFF EVENT | CLEAR CUT ICE SCULPTUR | ICE CARVING - CHLI EVENT | 1596 | 03/06/24 | 3,240.00 | 122884 |
| 248-742-955.340 | CHILI COOKOFF EVENT | JAG ENTERTAINMENT | CHILI EVENT | 2802 | 03/06/24 | 825.00 | 122869 |
| Total For Dept 742 MARKETING COMMITTEE | | | | | | 7,736.43 | |
| Dept 744 ORGANIZATIONAL COMMITTEE | | | | | | | |
| 248-744-726.000 | SUPPLIES | INACOMP TECHNICAL SERV | (27) DESKTOP COMPUTERS | 23815 | 02/07/24 | 830.00 | 122676 |
| 248-744-801.190 | TECHNOLOGY SUPPORT & SERV | COMCAST CORPORATION | COMCAST SERVICES | 20242027 | 03/21/24 | 275.66 | |
| 248-744-805.000 | AUDITING SERVICES | PLANTE MORAN | FINAL - FY23 AUDIT FEES | 10081660 | 02/07/24 | 1,150.00 | 122670 |
| 248-744-920.000 | UTILITIES | CLEAR RATE COMMUNICATI | INTERNET SERVICES | 3650964 | 03/21/24 | 299.00 | |
| Total For Dept 744 ORGANIZATIONAL COMMITTEE | | | | | | 2,554.66 | |
| Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | 18,367.18 | |



**Downtown Development Authority
Meeting of the DDA Board of Directors
February 27, 2024**

The February meeting of the DDA Board of Directors was called to order at 8:05am.

ROLL CALL

Present: DJ Boyd, Margene Buckhave, David Cole, Aaron Cozart, Mike Jaafar, Jim Long, Ryan McKindles, Robert Miller, Shawn Riley, Amy Bonser, Mayor Brian Turnbull

Also Present: Lori Ward / DDA Director, Stacy Pearson / Assistant DDA Director, George Lahanas / City Manager, Sandi Wiktorowski / Finance Director, Al Maciag / Police Chief, Barbara Moroski-Browne / Mayor Pro-Tem, Dave Gutman, Mary Keys

AUDIENCE

Keys noted that while celebrating the success of the Chili event the previous weekend, an improvement for the future should be to announce the street closures along with the promotion of the event so that people are not surprised by the closures. Additionally, she suggested that street closure updates should be made public and always located in the same place for reference.

APPROVAL OF AGENDA AND CONSENT AGENDA

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

AWARD OF LANDSCAPING CONTRACT

Ward led discussion on recent landscaping contract. The bid opening was held on February 22, 2024 and two proposals were received. Begonia Brothers and CQC of Romulus submitted proposals. Price increases were anticipated as both the cost of materials and labor have increased over the past 3 years. Begonia Brothers pricing was consistently lower than CQC. Reference checks have been completed. The DDA/City been working with Begonia for years on landscaping and the Skeletons are Alive event held each October in downtown Northville. City staff is recommending Begonia Brothers be retained for unit prices listed in their proposal. The Mayor noted the excellent job that Begonia Brothers has provided over the years.

Motion by Boyd, **seconded by** Buckhave to approve landscaping contract with Begonia Brothers and forward to City Council for their approval. **Motion carried** unanimously.

BOARD DISCUSSION ON DDA FINANCES AND DRAFT BUDGET

Boyd led the discussion on DDA Finances and kicked off the discussion on upcoming changes to budget, debt commitment, and unrestricted fund balance. Boyd noted that the City has gone to a different format for budgeting for all of the departments. Boyd walked the Board through the new budget format. The DDAs 14 page line item budget has been condensed to one page that breaks the budget into 3 sections: Revenues, Expenditures, and Fund Balance.

The DDA's debt will be retired in 2024 – 25, with the final payment of \$167,518 being made to pay off the bonds issued in 2010 for the streetscape improvement project. The debt retirement will allow an additional, approximately \$175,000 annually, for pay-as-you-go projects or to service the debt on a new bond issue that the DDA may seek to pursue. Boyd also pointed out the unrestricted fund balance is approximately \$225,000. In previous discussions over the years, the DDA set a loose policy to retain 25% of the unrestricted fund. The Organization Committee had several meetings with City Manager George Lahanas. During the meetings, Lahanas assured the Organization Committee that the DDA had the full support of the City and the DDA may be overly conservative in its goals for fund balance. Lahanas suggested to the committee that they utilize the revenue to implement priority projects and programs and count on the City to assist should some unexpected emergency occurs, rather than just assembling a large fund balance. The City's practice has been very conservative in estimating revenues. New revenue generated from building sales, construction and other projects are not calculated in to the projected revenue until it actually occurs. Boyd suggested that we spend some time at future Board meetings to discuss how to utilize the new revenue generated from development, debt retirement and that we review the practice of compiling a large fund balance. McKindles confirmed that the DDA budget does not include projected revenue from new development. Boyd confirmed that this was the case.

Wiktorowski expressed that final taxable values will be prepared in the near future, and that the board of review will look at assessments to taxes and finances in the near future. There will most likely be some additional changes due to Board of Review as well. Changes can be anticipated after this time and a better look at exact numbers will be available.

Ward walked the Board through the new format of the budget. The DDA provided the Board with a description of the expected revenue and expenditures addressed in the proposed budget.

Boyd stated that the City has completed a cost allocation study to determine how the City allocates its expenses across all departments. The formula will consistently be applied. Lahanas stated that the information will give the public a look at the true cost of providing services. In the initial years, the City will not be charging the full amount of the cost allocation to the DDA, but may phase it in over time. McKindles asked if there was a

percentage that was applied over all department. The percentage differs from department to department and is subjective. McKindles suggested that in the near future that the DDA and City have a policy discussion of the role of the DDA.

Wiktorowski noted that at the end of this current fiscal year, the DDA has planned for a \$285,322 unrestricted fund balance. Going forward, that fund balance grows to \$334,000, to \$612, 103, to \$891460 and by year 2027-28 the fund balance will be at \$1,174,674. Ward note that the goal for the proposed 2024-25 budget is to get the funds out of fund the DDA's fund balance and into projects. Cole asked if there could be a discussion to take the unrestricted fund balance down further in the proposed budget. Boyd was in agreement.

Ward reminded the Board that the next month formal action will be taken on this item. Boyd noted that as an informal action item we need to identify the necessary priorities, visions, charter parameters, and policy for the DDA. Additionally, a clarification on city versus DDA responsibilities should be made over the upcoming months. Boyd requested that this along with discussion of a bond be added to the agenda for the next meeting. Boyd concluded stating no formal action is needed at this time.

INFORMATION AND UPDATES

Ward led discussion on the outdoor dining permit and ordinance, as well as announcing the second reading on March 18, 2024 of this ordinance along with an amendment to the Entertainment Ordinance. Permits will be distributed after the second reading. Ward also discussed the logistics of what each dining permit covers. There is no action required as this is an update.

Keys spoke, voicing her concerns that she is not seeing discussion on accessibility issues as a part the dining ordinance. Not all problems such as ramps and ADA are business problems. Keys noted all ADA needs to be addressed throughout town to make Northville accessible to everyone. Turnbull added that ADA issues are under the DPW Director's supervision.

Long asked for clarification on the street closures. Ward stated that the direction from council is that Main Street and Center Street be closed seasonally. Turnbull stated that the city is transitioning, and the City may move forward on holding a preliminary advisory vote on the ballot in November. Riley noted that the DDA is following lead of what council is telling us to do.

Lahanas said the last set of bollards will be going in last week of April, or before the road closure in May.

Design Committee – Miller announced the upcoming meeting next week.

Marketing Meeting – Riley and Ward noted the upcoming March 6 meeting on an overall updating of chairs and goals. Riley noted that Wednesday night concerts would be removed.

Economic Development Committee – Cozart noted the upcoming March 8 meeting along with a possible date and time change to future regularly scheduled meetings. Ward added that the last meeting included a discussion on ordinance and broader goals at next meeting.

Parking – Maciag updated the parking committee search for vendor app. The group has narrowed it to a single company and the purchase proposal will go to council soon. Revenue estimate to be “revenue neutral” from this program with a focus on getting a more accurate view of users and to ease the officer’s ability to deal with complaints of over parking times. Maciag also added that the cadet program for the police department will begin with two new cadets.

Long asked if the DDA would be going paperless soon. Lahanas said that the group will be notified when we move to paperless meetings, along with available training on the switch to a paperless system.

Long asked if anything is being done to monitor or protect the legacy of the Northville Downs, such as a significant pictorial history. Turnbull answered that a group went into each building to take anything of importance, and that the group met four months ago and entered every building. Turnbull was unsure of the photos, but added that perhaps Mill Race has older photos.

Turnbull thanked the DDA for the excellent work on the 2024 Chili in the Ville event.

Ward noted that the Day of the Dude would be on March 6, an Up to Go event lead by Manfred Schon from 4-10 pm with the theme of The Big Labowski. This event includes the closure for Main Street only for the duration of the event.

ADJOURNMENT

Motion by Cole, seconded by Turnbull to adjourn the DDA Board meeting. Motion carried. Meeting adjourned at 9:30 am.

Respectfully submitted,
Stacy Pearson, Assistant DDA Director
Northville DDA



NORTHVILLE DDA EV USAGE REPORT

Feb-24

| Charger Location | Energy (KWH) NOV | Energy (KWH) DEC | Energy (KWH) JAN | Energy (KWH) FEB |
|------------------|------------------|------------------|------------------|------------------|
| 123 E Cady St | 1123.23 | 900 | 869.99 | 621.06 |
| 123 W Cady St | 188.18 | 393.1 | 245.27 | 426.88 |
| 114 W Main St | 504.96 | 792.62 | 546.45 | 814.48 |
| Totals: | 1816.37 | 2085.72 | 1661.71 | 1862.42 |

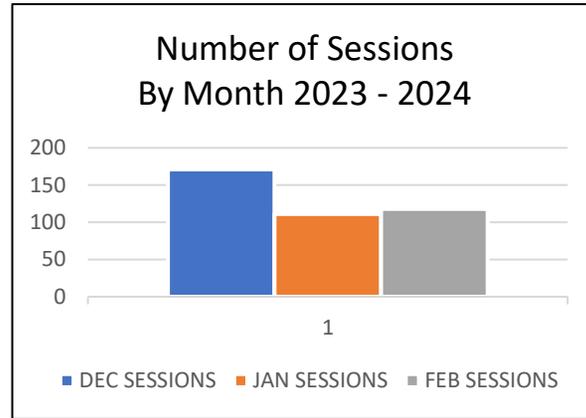
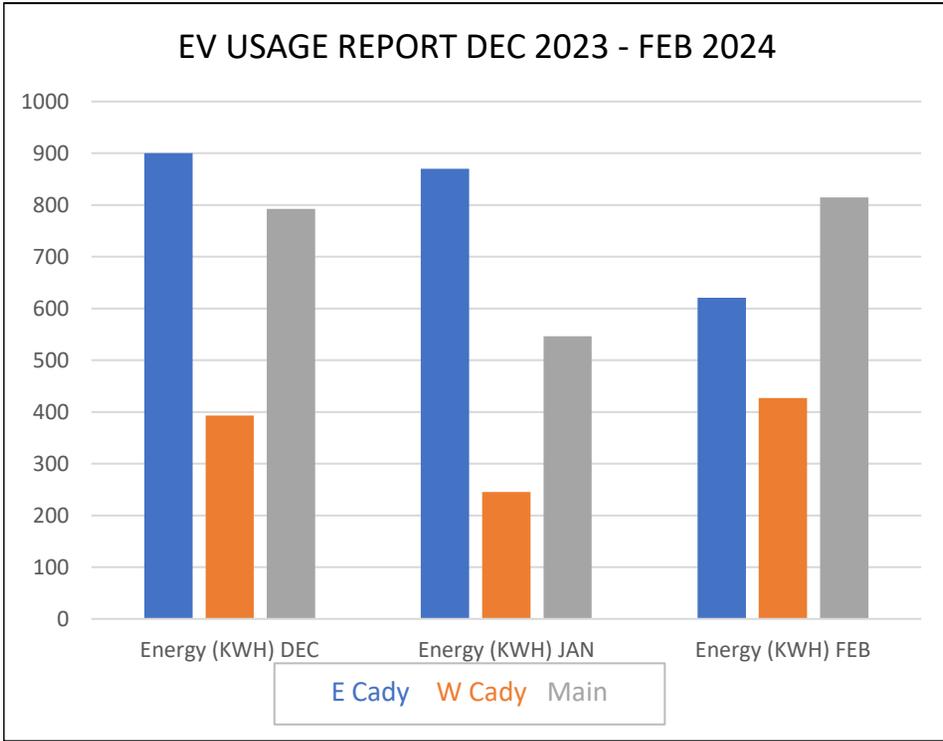
| Session Totals | NOV SESSIONS | DEC SESSIONS | JAN SESSIONS | FEB SESSIONS |
|----------------|--------------|--------------|--------------|--------------|
| | 150 | 171 | 111 | 118 |

| Location Cont. | Av Duration (Minutes) | # Sessions | Petroleum Dsplcmt (GAL) | Green House Gas (KG) |
|----------------|-----------------------|------------|-------------------------|----------------------|
| 123 E Cady St | 200.89 | 31 | 80.02 | 632.1 |
| 123 W Cady St | 107.12 | 20 | 34.25 | 270.52 |
| 114 W Main St | 83.43 | 19 | 33.85 | 267.37 |
| Totals: | 391.44 | 70 | 148.12 | 1169.99 |

| Annual Users | 2023 | 2024 |
|------------------|------|----------|
| Sessions | 856 | 299 |
| Failed Sessions | 57 | 21 |
| DDA Funds Earned | N/A | \$234.50 |



Northville, Michigan EV Report



FEBRUARY 2024 DATA

Petroleum Dsplcmt 148.12 GAL
 Green House Gas 1169.99 KG

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2024

3RD QUARTER BUDGET AMENDMENTS
 Fund 248 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- | | | | | | | | | |
| GRANTS & OTHER LOCAL SOURCES | | | | | | | | | |
| 248-000-677.000 | SPONSORSHIPS | 39,000 | (39,000) | 0 | 0 | 0 | 0 | 4,000 | 0.00 |
| 248-000-677.010 | SPONSORSHIPS - CONCERTS | 0 | 20,000 | 0 | 5,000 | 0 | 25,000 | 22,700 | 90.80 |
| 248-000-677.020 | SPONSORSHIPS - SKELETONS | 0 | 12,000 | 0 | 3,000 | 0 | 15,000 | 15,918 | 106.12 |
| 248-000-677.030 | SPONSORSHIPS - HOLIDAY TO REME | 0 | 5,000 | 0 | 0 | 0 | 5,000 | 3,490 | 69.80 |
| 248-000-677.040 | SPONSORSHIPS - CHILI COOK OFF | 0 | 2,000 | 0 | 0 | 0 | 2,000 | 5,180 | 259.00 |
| | GRANTS & OTHER LOCAL SOURCES | 39,000 | 0 | 0 | 8,000 | 0 | 47,000 | 51,288 | 109.12 |
| INTEREST | | | | | | | | | |
| 248-000-665.000 | INTEREST - INVESTMENT POOL | 6,000 | 0 | 2,000 | 5,000 | 0 | 13,000 | 10,784 | 82.95 |
| 248-000-665.190 | INTEREST - MI CLASS 1 DISTRIBU | 2,500 | 0 | 1,000 | 2,500 | 0 | 6,000 | 6,411 | 106.86 |
| 248-000-665.200 | LONG TERM INVESTMENT EARNINGS | 5,500 | 0 | 0 | 6,500 | 0 | 12,000 | 10,072 | 83.93 |
| 248-000-665.400 | INVESTMENT POOL BANK FEES | (500) | 0 | 0 | 0 | 0 | (500) | (384) | 76.83 |
| 248-000-665.500 | INVESTMENT MANAGEMENT FEES | (700) | 0 | 0 | 0 | 0 | (700) | (546) | 78.05 |
| 248-000-665.600 | BANK LOCKBOX FEES | (550) | 0 | 0 | 0 | 0 | (550) | (325) | 59.07 |
| 248-000-665.700 | CUSTODIAL FEES | (140) | 0 | (110) | 120 | 0 | (130) | (101) | 77.50 |
| 248-000-669.000 | UNREALIZED MARKET CHANGE IN IN | 0 | 0 | 0 | 15,180 | 0 | 15,180 | 13,100 | 86.30 |
| | INTEREST | 12,110 | 0 | 2,890 | 29,300 | 0 | 44,300 | 39,011 | 88.06 |
| CONTRIBUTIONS FROM OTHER FUNDS | | | | | | | | | |
| 248-000-699.101 | O/T FROM GENERAL FUND | 0 | 0 | 0 | 0 | 0 | 0 | 6,158 | 0.00 |
| | CONTRIBUTIONS FROM OTHER FUNDS | 0 | 0 | 0 | 0 | 0 | 0 | 6,158 | 100.00 |
| LICENSES, FEES, & PERMITS | | | | | | | | | |
| 248-000-490.090 | NEWSPAPER RACK REGISTRATION FE | 180 | 0 | 0 | 0 | 0 | 180 | 60 | 33.33 |
| 248-000-490.100 | OUTDOOR DINING/RETAIL PERMIT F | 15,000 | 0 | 0 | 0 | 0 | 15,000 | 7,178 | 47.86 |
| | LICENSES, FEES, & PERMITS | 15,180 | 0 | 0 | 0 | 0 | 15,180 | 7,238 | 47.68 |
| MISCELLANEOUS REVENUES | | | | | | | | | |
| 248-000-626.000 | MISCELLANEOUS REVENUE | 200 | 0 | 120 | 0 | 0 | 320 | 317 | 99.06 |
| 248-000-626.010 | DEVELOPER REIMBURSEMENT/CONTRI | 0 | 5,808 | 0 | 0 | 0 | 5,808 | 5,808 | 99.99 |
| 248-000-626.110 | EV CHARGING STATION REVENUE | 1,515 | 0 | 0 | (1,015) | 0 | 500 | 272 | 54.32 |
| 248-000-678.000 | INSURANCE PROCEEDS | 6,000 | 0 | 0 | 0 | 0 | 6,000 | 4,778 | 79.63 |
| | MISCELLANEOUS REVENUES | 7,715 | 5,808 | 120 | (1,015) | 0 | 12,628 | 11,175 | 88.48 |
| PROPERTY TAXES | | | | | | | | | |
| 248-000-404.000 | CURRENT PROPERTY TAXES | 848,243 | 0 | (29,198) | 2 | 0 | 819,047 | 819,048 | 100.00 |
| 248-000-418.000 | PROPERTY TAXES - OTHER | (1,000) | 0 | 0 | 16,230 | 0 | 15,230 | 15,221 | 99.94 |
| 248-000-451.000 | DDA OPERATING LEVY | 70,074 | 0 | 0 | 65 | 0 | 70,139 | 68,386 | 97.50 |
| | PROPERTY TAXES | 917,317 | 0 | (29,198) | 16,297 | 0 | 904,416 | 902,655 | 99.81 |
| RENTAL INCOME | | | | | | | | | |
| 248-000-667.020 | RENT - SHORT TERM | 700 | 0 | 0 | 0 | 0 | 700 | 0 | 0.00 |
| | RENTAL INCOME | 700 | 0 | 0 | 0 | 0 | 700 | 0 | 0.00 |
| FUND BALANCE RESERVE | | | | | | | | | |
| 248-000-699.000 | APPROP OF PRIOR YEAR'S SURPLUS | 88,008 | 84,510 | 37,857 | (36,281) | 0 | 174,094 | 0 | 0.00 |

Year Ended 06/30/2024

3RD QUARTER BUDGET AMENDMENTS

Fund 248 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 |
|--------------------------------------|--------------------------------|----------------|------------------|------------------|------------------|------------------|----------------------|------------|--------------------|
| | FUND BALANCE RESERVE | 88,008 | 84,510 | 37,857 | (36,281) | 0 | 174,094 | 0 | 0.00 |
| STATE REVENUES | | | | | | | | | |
| 248-000-573.000 | LCSA - PERS PROP TAX REIMBURSE | 24,000 | 22,075 | 0 | 0 | 0 | 46,075 | 46,074 | 100.00 |
| | STATE REVENUES | 24,000 | 22,075 | 0 | 0 | 0 | 46,075 | 46,074 | 100.00 |
| TOTALS FOR DEPT 000- | | 1,104,030 | 112,393 | 11,669 | 16,301 | 0 | 1,244,393 | 1,063,599 | 85.47 |
| TOTAL Revenues | | 1,104,030 | 112,393 | 11,669 | 16,301 | 0 | 1,244,393 | 1,063,599 | 85.47 |
| DEPT: 573-DPW SERVICES | | | | | | | | | |
| 248-573-706.000 | WAGES - REGULAR FULL TIME | 8,200 | 0 | 0 | 0 | 0 | 8,200 | 7,389 | 90.11 |
| 248-573-707.000 | WAGES - REGULAR OVERTIME | 515 | 0 | 1,145 | 45 | 0 | 1,705 | 2,711 | 159.01 |
| 248-573-725.000 | FRINGE BENEFITS | 8,505 | 0 | 1,145 | 250 | 0 | 9,900 | 8,526 | 86.12 |
| 248-573-801.020 | AUTOMOTIVE SERVICE | 525 | 0 | 0 | (25) | 0 | 500 | 29 | 5.72 |
| 248-573-943.000 | EQUIPMENT RENTAL - CITY | 11,150 | 0 | 0 | 0 | 0 | 11,150 | 8,022 | 71.94 |
| TOTALS FOR DEPT 573-DPW SERVICES | | 28,895 | 0 | 2,290 | 270 | 0 | 31,455 | 26,677 | 84.81 |
| DEPT: 741-DESIGN COMMITTEE | | | | | | | | | |
| 248-741-706.000 | WAGES - REGULAR FULL TIME | 23,175 | 0 | 0 | 0 | 0 | 23,175 | 17,271 | 74.52 |
| 248-741-709.000 | WAGES - PART TIME | 64,880 | 0 | 0 | 3,820 | 0 | 68,700 | 35,104 | 51.10 |
| 248-741-725.000 | FRINGE BENEFITS | 14,825 | 0 | 760 | 505 | 0 | 16,090 | 10,058 | 62.51 |
| 248-741-726.000 | SUPPLIES | 300 | 0 | 0 | 115 | 0 | 415 | 855 | 206.07 |
| 248-741-775.200 | DOWNTOWN MATERIALS | 29,000 | 0 | 0 | 500 | 0 | 29,500 | 33,244 | 112.69 |
| 248-741-775.210 | SOCIAL DISTRICT EXPENDITURES | 3,000 | 0 | 0 | 0 | 0 | 3,000 | 659 | 21.97 |
| 248-741-775.900 | FUEL & OIL | 1,000 | 0 | 0 | 0 | 0 | 1,000 | 127 | 12.67 |
| 248-741-801.000 | CONTRACTUAL SERVICES | 26,620 | 0 | 0 | 9,500 | 0 | 36,120 | 24,707 | 68.40 |
| 248-741-801.160 | RESTROOM PROGRAM | 4,000 | 0 | 0 | 0 | 0 | 4,000 | 2,609 | 65.23 |
| 248-741-920.010 | ELECTRIC POWER | 5,100 | 0 | 0 | 0 | 0 | 5,100 | 4,436 | 86.98 |
| 248-741-920.020 | NATURAL GAS | 18,610 | 0 | 0 | 0 | 0 | 18,610 | 6,409 | 34.44 |
| 248-741-920.030 | WATER & SEWER SERVICE | 9,760 | 0 | 0 | 0 | 0 | 9,760 | 5,421 | 55.54 |
| 248-741-938.120 | LANDSCAPE MAINTENANCE | 37,810 | 0 | 0 | 250 | 0 | 38,060 | 12,219 | 32.10 |
| 248-741-938.160 | BRICK REPAIR & MAINTENANCE | 2,000 | 0 | 0 | 0 | 0 | 2,000 | 0 | 0.00 |
| 248-741-962.500 | VEHICLE INSURANCE | 470 | 440 | 0 | 0 | 0 | 910 | 910 | 100.00 |
| 248-741-967.000 | CAPITAL OUTLAY & IMPROVEMENTS | 0 | 0 | 0 | 0 | 0 | 0 | 1,963 | 0.00 |
| 248-741-976.010 | SITE AMENITIES | 96,000 | 0 | 1,900 | 4,000 | 0 | 101,900 | 46,480 | 45.61 |
| 248-741-977.000 | CAPITAL OUTLAY-EQUIP > \$5,000 | 0 | 5,000 | 0 | 0 | 0 | 5,000 | 2,054 | 41.08 |
| 248-741-979.110 | BOLLARD PROJECT | 0 | 96,105 | 0 | (4,703) | 0 | 91,402 | 3,734 | 4.09 |
| 248-741-995.204 | O/T TO SDSI FUND | 110,000 | 0 | 0 | 0 | 0 | 110,000 | 0 | 0.00 |
| 248-741-995.405 | O/T TO PUBLIC IMPROVEMENT FUND | 0 | 0 | 0 | 0 | 0 | 0 | 82,628 | 0.00 |
| TOTALS FOR DEPT 741-DESIGN COMMITTEE | | 446,550 | 101,545 | 2,660 | 13,987 | 0 | 564,742 | 290,888 | 51.51 |
| DEPT: 742-MARKETING COMMITTEE | | | | | | | | | |
| 248-742-706.000 | WAGES - REGULAR FULL TIME | 18,540 | 0 | 0 | 0 | 0 | 18,540 | 13,817 | 74.52 |
| 248-742-709.000 | WAGES - PART TIME | 31,640 | 0 | (770) | (2,130) | 0 | 28,740 | 21,510 | 74.84 |
| 248-742-725.000 | FRINGE BENEFITS | 9,425 | 0 | 1,480 | (400) | 0 | 10,505 | 7,212 | 68.65 |
| 248-742-726.000 | SUPPLIES | 50 | 0 | 0 | 0 | 0 | 50 | 0 | 0.00 |
| 248-742-801.000 | CONTRACTUAL SERVICES | 54,365 | 0 | 0 | 0 | 0 | 54,365 | 39,880 | 73.36 |
| 248-742-801.340 | WEB SITE MAINTENANCE | 1,320 | 0 | 0 | (40) | 0 | 1,280 | 913 | 71.34 |
| 248-742-955.160 | DOWNTOWN PROGRAMMING & PROMOTI | 53,600 | (50,800) | 0 | 0 | 0 | 2,800 | 700 | 25.00 |
| 248-742-955.190 | BUSINESS RETENTION PROGRAM | 750 | 0 | 0 | 0 | 0 | 750 | 326 | 43.50 |
| 248-742-955.310 | CONCERTS | 0 | 32,800 | 0 | 0 | 0 | 32,800 | 23,400 | 71.34 |

Year Ended 06/30/2024

3RD QUARTER BUDGET AMENDMENTS

Fund 248 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 |
|--|--------------------------------|----------------|------------------|------------------|------------------|------------------|----------------------|------------|--------------------|
| 248-742-955.320 | SKELETONS EVENT | 0 | 12,000 | 0 | 0 | 0 | 12,000 | 15,116 | 125.97 |
| 248-742-955.330 | HOLIDAY TO REMEMBER EVENT | 0 | 5,000 | 0 | 0 | 0 | 5,000 | 4,958 | 99.17 |
| 248-742-955.340 | CHILI COOKOFF EVENT | 0 | 1,000 | 0 | 0 | 0 | 1,000 | 5,783 | 578.34 |
| TOTALS FOR DEPT 742-MARKETING COMMITTEE | | 169,690 | 0 | 710 | (2,570) | 0 | 167,830 | 133,615 | 79.61 |
| DEPT: 743-PARKING COMMITTEE | | | | | | | | | |
| 248-743-706.000 | WAGES - REGULAR FULL TIME | 9,270 | 0 | 0 | 0 | 0 | 9,270 | 6,909 | 74.53 |
| 248-743-709.000 | WAGES - PART TIME | 0 | 0 | 0 | 2,675 | 0 | 2,675 | 1,549 | 57.91 |
| 248-743-725.000 | FRINGE BENEFITS | 3,495 | 0 | 280 | 345 | 0 | 4,120 | 2,920 | 70.88 |
| 248-743-726.000 | SUPPLIES | 50 | 0 | 0 | 0 | 0 | 50 | 0 | 0.00 |
| 248-743-955.200 | DOWNTOWN PARKING PROGRAM | 250 | 0 | 0 | 0 | 0 | 250 | 0 | 0.00 |
| 248-743-995.101 | O/T TO GENERAL FUND | 50,000 | 0 | 0 | 0 | 0 | 50,000 | 50,000 | 100.00 |
| 248-743-995.230 | O/T TO PARKING FUND | 101,500 | 0 | 0 | 0 | 0 | 101,500 | 101,500 | 100.00 |
| TOTALS FOR DEPT 743-PARKING COMMITTEE | | 164,565 | 0 | 280 | 3,020 | 0 | 167,865 | 162,878 | 97.03 |
| DEPT: 744-ORGANIZATIONAL COMMITTEE | | | | | | | | | |
| 248-744-706.000 | WAGES - REGULAR FULL TIME | 13,905 | 0 | 0 | 0 | 0 | 13,905 | 10,362 | 74.52 |
| 248-744-709.000 | WAGES - PART TIME | 20,625 | 0 | 3,510 | (8,175) | 0 | 15,960 | 12,139 | 76.06 |
| 248-744-725.000 | FRINGE BENEFITS | 6,830 | 0 | 1,670 | (930) | 0 | 7,570 | 5,219 | 68.94 |
| 248-744-726.000 | SUPPLIES | 4,750 | 0 | (291) | 211 | 0 | 4,670 | 3,721 | 79.67 |
| 248-744-730.000 | POSTAGE | 50 | 0 | 0 | 0 | 0 | 50 | 0 | 0.00 |
| 248-744-801.190 | TECHNOLOGY SUPPORT & SERVICES | 2,950 | 0 | 0 | 0 | 0 | 2,950 | 2,732 | 92.62 |
| 248-744-801.450 | DDA PLAN UPDATE & AMENDMENT | 0 | 5,808 | 0 | 6,158 | 0 | 11,966 | 11,966 | 100.00 |
| 248-744-802.010 | LEGAL SERVICES - GENERAL | 6,500 | 0 | 0 | 0 | 0 | 6,500 | 861 | 13.24 |
| 248-744-805.000 | AUDITING SERVICES | 5,395 | 0 | 0 | 0 | 0 | 5,395 | 5,392 | 99.94 |
| 248-744-853.000 | TELEPHONE/COMMUNICATIONS | 0 | 0 | 0 | 1,300 | 0 | 1,300 | 1,139 | 87.60 |
| 248-744-900.000 | PRINTING & PUBLISHING | 1,215 | 0 | 0 | 0 | 0 | 1,215 | 1,291 | 106.24 |
| 248-744-920.000 | UTILITIES | 1,300 | 0 | 0 | (1,300) | 0 | 0 | 697 | 0.00 |
| 248-744-958.000 | MEMBERSHIP & DUES | 1,100 | 0 | 0 | 0 | 0 | 1,100 | 845 | 76.82 |
| 248-744-960.000 | EDUCATION & TRAINING | 850 | 0 | 0 | 0 | 0 | 850 | 0 | 0.00 |
| 248-744-962.000 | LIABILITY & PROPERTY INSURANCE | 4,420 | (100) | 0 | 0 | 0 | 4,320 | 4,317 | 99.93 |
| 248-744-962.010 | INSURANCE - SPECIAL EVENTS POI | 2,500 | 0 | 0 | 0 | 0 | 2,500 | 1,798 | 71.92 |
| 248-744-965.000 | OVERHEAD/INDIRECT COST ALLOCAT | 13,480 | 0 | 0 | 0 | 0 | 13,480 | 13,480 | 100.00 |
| TOTALS FOR DEPT 744-ORGANIZATIONAL COMMITTEE | | 85,870 | 5,708 | 4,889 | (2,736) | 0 | 93,731 | 75,959 | 81.04 |
| DEPT: 745-ECONOMIC DEVELOPMENT COMMITTEE | | | | | | | | | |
| 248-745-706.000 | WAGES - REGULAR FULL TIME | 27,810 | 0 | 0 | 0 | 0 | 27,810 | 20,725 | 74.52 |
| 248-745-709.000 | WAGES - PART TIME | 0 | 0 | 0 | 3,820 | 0 | 3,820 | 2,065 | 54.07 |
| 248-745-725.000 | FRINGE BENEFITS | 10,475 | 0 | 840 | 510 | 0 | 11,825 | 8,341 | 70.53 |
| 248-745-726.000 | SUPPLIES | 100 | 0 | 0 | 0 | 0 | 100 | 0 | 0.00 |
| 248-745-801.000 | CONTRACTUAL SERVICES | 0 | 2,500 | 0 | 0 | 0 | 2,500 | 2,500 | 100.00 |
| 248-745-955.190 | BUSINESS RETENTION PROGRAM | 0 | 2,640 | 0 | 0 | 0 | 2,640 | 2,313 | 87.59 |
| TOTALS FOR DEPT 745-ECONOMIC DEVELOPMENT COMMITTEE | | 38,385 | 5,140 | 840 | 4,330 | 0 | 48,695 | 35,944 | 73.81 |
| DEPT: 906-DEBT SERVICE | | | | | | | | | |
| 248-906-995.303 | O/T TO DEBT SERVICE FUND | 170,075 | 0 | 0 | 0 | 0 | 170,075 | 170,075 | 100.00 |
| TOTALS FOR DEPT 906-DEBT SERVICE | | 170,075 | 0 | 0 | 0 | 0 | 170,075 | 170,075 | 100.00 |
| TOTAL Expenditures | | 1,104,030 | 112,393 | 11,669 | 16,301 | 0 | 1,244,393 | 896,036 | 72.01 |
| TOTAL FOR FUND 248 | | 1,104,030 | 112,393 | 11,669 | 16,301 | 0 | 1,244,393 | 1,063,597 | 0.00 |
| REVENUES: | | 1,104,030 | 112,393 | 11,669 | 16,301 | 0 | 1,244,393 | 1,063,597 | 0.00 |
| EXPENDITURES | | 1,104,030 | 112,393 | 11,669 | 16,301 | 0 | 1,244,393 | 896,034 | 0.00 |

Northville DDA
 FY 2024-25 Proposed DDA
 Budget 3rd Quarter Budget
 Explanations

| Line Item # | Classification | Description of Amendment | Increase in Planned Earnings | Decrease in Planned Earnings |
|-----------------|--------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| Revenue | | | | |
| 248-000-404.000 | Current Property Taxes | Higher Capture | \$2 | |
| 248-000-418.000 | Property Taxes – Other | Higher Capture | \$16,230 | |
| 248-000-451.000 | DDA Operating Levy | Higher Capture | \$65 | |
| 248-000-626.110 | EV Charging Fees | Overestimated charging fees | | (\$1,015) |
| 248-000-665.000 | Interest Investment pool | Higher Return | \$5,000 | |
| 248-000-665.190 | Interest – MI class | Higher Return | \$2,500 | |
| 248-000-665-200 | Long Term Investment | Higher Return | \$6,500 | |
| 248-000-665-700 | Custodial Fees | Lower fees | \$120 | |
| 248-000-669.000 | Unrealized Market Fees | Higher Return | \$15,180 | |
| 248-000-677.100 | Sponsorships | Concert Sponsorship | \$5,000 | |
| 248-000-677.200 | Sponsorships | Skeletons Sponsorship | \$3,000 | |
| 248-000-699.000 | Use of Fund Balance | Use of Fund Balance | | (\$36,281) |
| Subtotal | | | (\$53,597) | (\$37,296) |
| Total | | | \$16,301 | |
| | | | Reduction in Planned Spending | Increase in Planned Spending |
| DPW | | | | |
| 248-573-707.000 | Wages – Regular Overtime | Weekend call in | | \$45 |
| 248-573-725.000 | Fringe Benefits | Fringe Benefits for overtime worked | | \$250 |
| 248-573-801.020 | Automotive Services | Less spent | (\$25) | |
| | | 16 | | |

| | | | | |
|-------------------------|-----------------------|---|------------|-----------------|
| Design | | | | |
| 248-741-709.000 | Wages – Part Time | Actual charges | | \$3,820 |
| 248-741-725.000 | Fringe Benefits | Change to part time benefits | | \$505 |
| Design Continued | | | | |
| 248-741-726.000 | Supplies | Expenses due to office move | | \$115 |
| 248-741-775.200 | Downtown Materials | Maintenance equipment | | \$500 |
| 248-741-801.000 | Contractual Services | Boiler repair, Irrigation repair, and electrical work | | \$9,500 |
| 248-741-938.120 | Landscape Maintenance | Annuals | | \$250 |
| 248-741-976.010 | Site Amenities | Lighting | | \$4,000 |
| 248-741-976.110 | Bollards | Actual cost lower than expected | (\$4,703) | |
| | | | | |
| Marketing | | | | |
| 248-742-709.000 | Wages – Part Time | Actual hours worked | (\$2,130) | |
| 248-742-725.000 | Fringe Benefits | Change to part time benefits | (\$400) | |
| 248-742-801.340 | Website | Increased cost of service | (\$40) | |
| | | | | |
| Parking | | | | |
| 248-473-709.000 | Wages – Part Time | Actual charges | | \$2,675 |
| 248-473-725.000 | Fringe Benefits | Change to part time benefits | | \$345 |
| | | | | |
| Organization | | | | |
| 248-744-709.000 | Wages – Part time | Changes percentage of wages charges | (\$8,175) | |
| 248-744-725.000 | Fringe Benefits | Actual Charges | (\$930) | |
| 248-744-726.000 | Supplies | Computer cost less | | \$211 |
| 248-744-801.450 | DDA Plan Update | Final cost to complete plan | | \$6,158 |
| 248-744-853.000 | Phone | Reassigned GL # | | \$1,300 |
| 248-744-920-000 | Utilities | Moved to account above | (\$1,300) | |
| | | | | |
| Economic Dev. | | | | |
| 248-745-709.000 | Wages – Part Time | Actual Charges | | \$3,820 |
| 248-745-725.000 | Fringe Benefits | Change to part time benefits | | \$510 |
| Sub Total | | | (\$17,703) | \$34,004 |
| Total | | | | \$16,301 |
| | | | | |



DATE: March 20, 2024

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

FROM: Sandi Wiktorowski, Treasurer

RE: 2023 Taxes Captured by the Northville Downtown Development Authority

The 2023 Taxable Valuations captured by the Northville Downtown Development Authority, pursuant to Act 197, Public Acts of 1975, as amended, are shown in the table below.

| | Base Year | 2023 P.R.E. <u>Captured</u> | 2023 Non-PRE <u>Captured</u> | Total Taxable <u>Captured</u> |
|------------------|------------------|-----------------------------------|------------------------------------|----------------------------------|
| <u>Base Year</u> | <u>SEV</u> | | | |
| DDA 1978 | 3,935,367 | 1,488,680 | 28,924,081 | 30,412,761 |
| DDA2 1993 | 454,300 | 175,625 | 1,103,301 | 1,278,926 |
| DDA3 | <u>2,413,621</u> | <u>(80,850)</u> | <u>352,046</u> | <u>271,196</u> |
| Total | <u>6,803,288</u> | <u>1,583,455</u> | <u>30,379,428</u> | <u>31,962,883</u> |

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

| | |
|---------------------------|---------|
| PRE | 25.6251 |
| Commercial Personal (MBT) | 25.6251 |
| Non-PRE | 25.6251 |

215 W. Main Street / Northville, Michigan 48167

Based on the above 2023 Taxable Value subject to capture, the taxes captured by the Northville Downtown Development Authority are shown on the following table:

| <u>Taxing Jurisdiction</u> | <u>Millage Rate</u> | <u>Distribution Calculated & Distributed</u> |
|--------------------------------------|---------------------|--|
| City of Northville | 15.3753 | 491,437.38 |
| Wayne County | 6.5928 | 210,723.84 |
| Wayne Parks | 0.2442 | 7,804.84 |
| Schoolcraft Community College | 2.2700 | 72,555.27 |
| Huron Clinton Metropolitan Authority | 0.2070 | 6,615.88 |
| Wayne Public Safety | 0.9358 | 29,910.39 |
| Total | | <u>\$ 819,047.60</u> |

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



February 26, 2024

Mr. Mike Domine
Director of Public Works
City of Northville
215 W. Main Street
Northville, MI 48167

Re: Main Street Improvements from Center Street to Griswold Street
Professional Engineering Services

Dear Mr. Domine:

Thank you for the opportunity to submit a proposal to continue providing professional engineering services for the City of Northville for the subject project.

PROJECT UNDERSTANDING

The City of Northville (City) is requesting professional consulting for preliminary engineering services from OHM Advisors (OHM) associated with roadway improvements on Main Street, between Center Street and Griswold Street. There are two different improvements planned. For the west block, Center Street to Hutton Street (530'), the intent of the project is to investigate removing the barrier style curb in place and replacing it with a flatter valley style curb. While this type of modification is called a "curbless" street, the valley style curb controls water runoff. For the east block, Hutton Street to Griswold Street (625' and includes the Hutton intersection but not the Griswold intersection), the road improvement would consist of a conventional road reconstruction.

This early phase of the project will provide topographic survey, a brief investigation of potential grading/drainage concerns, high-level project feasibility, and engineer's opinion of probable cost.

No date for construction is known. The project will be set up so when authorized for final design, it can be bid locally, or through MDOT if federal funding is secured through a grant.

PROJECT SCOPE

OHM will provide preliminary engineering services for the following improvements. The analyses outlined below will help identify challenges and provide a better cost estimate of the proposed work, as well as determine the feasibility of the future improvements.

1. Topographic Survey – OHM will obtain a survey within the limits of the project. For the west block, the survey will extend to the existing sidewalk to the building frontages and doorways to verify surface drainage flows. For the east block, the survey will extend to the back of the existing sidewalk as we understand it is desired to maintain the existing sidewalk and stop the reconstruct work at the front edge of walk.
2. Limits and Transition – An evaluation will be made to confirm the limits of the project at Center Street on the west end, specifically starting at the east end of radius of Center Street where the road's longitudinal slope will need to be tapered upward, elevating the road to meet the existing sidewalk elevation. This road raising concept will continue east to just west of Hutton Street where the new road elevation will taper



downward to meet the existing road elevation at the west end of radius of Hutton Street. The match existing location behind the existing curb and gutter will occur behind the proposed valley curb, at a distance to be determined. The east portion of the project will include the reconstruction of the intersection of Main Street and Hutton Street and reconstruct Main Street to the west end of radius of Griswold Street.

3. Vertical Road Analysis - Perform limited engineering analysis of a new road profile to determine if any drainage problems can be identified when constructing the block of “curbless” roadway, or if the eastern block is too flat.
4. Road Drainage – Investigate road drainage, especially at the vertical taper sections at each end of the road as these areas have the potential to create new low points that do not currently exist. If a low point is created in the new curb line, additional catch basins will be added. Other low points in the curb line will be investigated to see if additional catch basins are required to minimize flooding events. Design effort in a future design phase would include performing spread calculations that determine how wide the water will spread during a certain rain event at the catch basins. This is based on distance between catch basins, catch basin cover type, and the intensity of rain event.
5. Geometrics – Identify the cross slopes of the travel lanes and loading zone in the curbless section. These slopes will dictate how much area behind the curb will need to be removed and replaced. We assume the geometrics for the east segment will be similar to existing.
6. Pavement Section – For the western block, discuss options available to raise the road. From past pavement cores, the existing HMA pavement section consists of 9.5 inches of HMA over sand base. This is based on OHM’s last overlay project built in 2012. Some options include 1) a road reconstruction (most expensive) or 2) investigate cost saving options which would include salvaging the existing asphalt and placing additional courses of HMA material to raise the grade or 3) constructing a concrete overlay. The eastern segment will be a convention road pavement reconstruction and evaluated as such for the limits and use identified.
7. Brick pavers – For the western block, identify the feasibility of salvaging the decorative brick pavers located mid-block on Main Street. Existing record plans will be reviewed and we will consider the existing condition of the brick pavers to decide if removal and replacement of the pavers is a viable option. If it is determined that these pavers can be salvaged, OHM will evaluate the median island, recommending what features of the island can be maintained and what portions need modifications.
8. OHM will plan to attend two coordination meetings with the city during this stage of work.

A. Early Design Phase Service Process

1. Start-up & Early Design Plans

- a. Attend a kickoff meeting with the city, the DDA and other city committees that may have an interest and could impact the project scope. The meeting will discuss the project approach, communication between team members, confirm standard or guidance documents, meeting frequency and finalize schedule. Prepare summary of action items and distribute after the meeting.
- b. A topographic survey will be obtained of the project area.
- c. A Miss Dig request will be submitted to gain current utility information in the corridor along project area.
- d. A vertical alignment (profile) will be developed for engineering purposes that will identify the roads longitudinal slope, high points and low points. Effort will be made to have the longitudinal slope of the road meet or exceed minimum guidelines. If for some reason this is not possible, OHM will make the City aware.
- e. Drainage will be investigated. Existing drainage structure will be attempted to be reused.
- f. Prepare a preliminary engineer’s opinion of probable construction cost utilizing historical data. OHM will evaluate several options to raise the elevation of the road for the west segment. This could include



- options like a HMA overlay, a concrete overlay, and an HMA reconstruction.
g. Identify findings of this engineering analysis in a written summary memo.

B. Deliverables

1. Topographic Survey
2. Plan view exhibit of Main Street showing anticipated limits of proposed work and cursory notes
3. Engineer's Opinion of Probable Construction Cost
4. Engineering summary in Memo format

C. Design Criteria and Standards

1. Posted Speed: 25 mph
2. Design Speed: 25 mph
3. Pavement Classification: All Season
4. General Design Standards: MDOT 3R/4R Design Standards, and Michigan Manual of Uniform Traffic Control Devices Standards, and City of Northville Standards.
5. Specifications: MDOT: "2020 Standard Specifications for Construction", including the current "MDOT Standard Plans for Roads and Bridges", supplemented by locally authored Special Provisions will be utilized.

D. City Responsibilities

1. Provide existing road plans when brick pavers were placed.
2. Provide existing water, storm and sanitary sewer record plans that may be available.
3. Attend coordination meetings.
4. Provide known utility problems within the project limits from DPW and City records.

ADDITIONS/EXCLUSIONS

The following services are excluded from our Scope of Services. If these services are required, they can be performed on a Time and Materials basis per our current Rate Schedule.

- ▶ Engineering 30% plans are not included.
- ▶ A detailed investigation of the existing ROW is not included. It is assumed existing GIS property lines will be used. Title searches are not included in this phase of work.
- ▶ Right-of-way acquisition services and parcel exhibit is not anticipated other than identifying the potential need for additional right-of-way/easements.
- ▶ No effort has been included for the evaluation of in-line storm sewer storage at the proposed outlets.
- ▶ Storm sewer video to identify the condition of the existing storm sewer system is not included.

SCHEDULE

OHM is prepared to start the project with authorization of our proposal. Assuming authorization occurs by early March, we anticipate completion of this surveying and engineering evaluation by August 1, 2024.

FEE & AUTHORIZATION

We propose to provide the above outlined professional services on an hourly basis for a Not-to-Exceed Fee of \$42,000. If the City accepts our proposal, please sign and date the proposal on the next page and return to our office at your convenience.



We look forward to collaborating with the City of Northville on this project, and we appreciate this opportunity. Please do not hesitate to contact me with any questions.

Sincerely,
OHM Advisors

George Tsakoff

Digitally signed by George Tsakoff
DN: CN=US,
E=George.Tsakoff@ohm-advisors.com,
O=OHM ADVISORS, OU=Municipal,
C=George Tsakoff
Date: 2024.02.24 18:35:51-0500

George Tsakoff, PE
Principal

cc: Mark Loch, OHM
Claire Martin, OHM

Professional Services for Main Street Improvements Authorization

Accepted By: _____

Title: _____

Date: _____



To: DDA Board of Directors

From: Lori Ward, Northville DDA Director

Subject: DDA Budget Discussion 2024 - 25

Date: April 9, 2024

This year the city has developed a new format for budget preparation and presentation. (Attachment A) The budget shows revenue broken down into 5 categories: Captured taxes, Operating Levy, Captured Taxes - Brownfield, Personal Property Tax Reimbursement (PPT) and Other Income which includes items like event sponsorships, permit revenue, EV charging revenue, insurance proceeds and investment earnings. In addition, a spreadsheet has been developed that shows a similar breakdown for each of the DDA's 5 committees, include debt service (Attachment B).

DDA staff and the Organization Chair DJ Boyd, presented the draft DDA budget for fiscal year 2024-25 to the DDA Board at their February 27th meeting. The new format was presented as well as information regarding significant changes to the budget since last year. The new format also breaks the budget into several components including revenues, expenditures, and fund balance.

Revenue

The DDA's TIF revenue has been projected to increase by \$68,730 over last year. The exact amount of the increase is subject to change over the next few weeks as the City's Assessors complete their annual work, new tax revenue from recently completed projects comes on line, and the Board of Review meets to hear appeals. In addition to the increased TIF revenue, the DDA operating levy is also expected to increase approximately \$3,775. Personal Property Tax Reimbursement is budgeted for \$30,000 and other income is budgeted at \$98,650 for a total projected revenues of \$1,090,341.

Beginning in fiscal year 2025 – 26 the DDA will begin to capture \$50,000 of Brownfield Redevelopment Authority (BRA) funds from the Northville Downs project. These funds can be used for eligible expenses within the DDA Boundaries. An agreement with the BRA allows the DDA to capture the first \$50,000 of captured taxes generated from the project.

Expenditures

On the expenditure side, the new budget format combines all of the expenditures from the DDA's budget and reports them in 8 categories: Personnel services, contractual services, Other Services and Charges, Overhead/Indirect Cost Allocation, Overhead/Indirect Cost Subsidy, Debt Commitment, Capital Outlay and Transfers to Other funds.

Personnel Services include wages (including any vacation payouts and/or longevity), retirement payouts (if applicable), fringe benefits (medical, dental, vision, life, AD&D, pension or defined contribution, health care savings plan contributions, long term disability, workers compensation, social security/Medicare). This year Personnel Services is proposed at \$292,500 an increase of approximately \$10,000 over last year. This fiscal year the city began providing prorated benefits for regular part-time and Health Savings Accounts for full-time staff.

Contractual Services are services provided by outside contractors that would otherwise be performed in-house. These services include electricians, irrigation contractors, boiler repair, window cleaning, marketing consulting, and other similar contractual work related to primarily the DDA's Design Committee and Marketing Committee. Based on the discussion at the DDA's February meeting, staff, working with the Finance Director, has reallocated funds from the DDA's fund balance to Contractual Services. Rather than adding funds through the budget amendment process once the projects have been fully flushed out, DDA staff is recommending that funds be committed to projects to show both support for the projects and to illustrate how the DDA plans to use captured revenue.

The estimated costs of contractual services for fiscal year 2024-25 totals \$207,795, up \$46,250 from last year. The increased budget is primarily due to the recommended funding of two downtown projects: Ford Field redevelopment project and the repair and/or replacement of E. Main Street from Hutton Center Street to Griswold. The black concrete bands are crumbling and there are large pieces of concrete missing. DPW has been filling the holes with cold patch until a permanent solution can be developed. Over the coming months, the City/DDA, working with the City's Engineer will explore the conditions and develop alternatives for moving forward that could range from repairing in-kind the road, explore the concept of a curbless street, or other alternatives. In addition, the engineers will assist the City/DDA with cost estimate, schedule, and funding options. In fiscal year 2024 - 25 DDA staff is recommending that the DDA budget include \$75,000 for the E. Main Street project and then \$225,000 in each year after that until the project is completed. The budgeted amount (\$225,000) could be used to fund a phased project over time or it could be used for debt service on a new bond issue. As the projects progress, these decisions will be made by the DDA and City Council through the approval process.

In addition to the TIF funds budgeted for the E. Main Street project, \$110,000 has been earmarked in the current budget year and an additional \$55,000 in fiscal year 2025-26 from the Street Improvement Fund to assist in project funding. Revenue generated from the Street Improvement Fund is restricted and can only be used for street improvements. The DDA accrues approximately \$24,000 per year from this fund.

The Ford Field project has been discussed frequently over the years. The Ford Field Task Force has developed a scope service which addresses the replacement of Fort Griswold, the development of a comfort station for the park, and the development of a Gateway Plaza and new connection from Hutton Street to the park from the west side. The Gateway project has been discussed by the DDA and included in goals and objectives over the years. The current budget for the project is \$1.1 million dollars with funding coming in from several grant sources. The project is roughly \$100,000 short of funding the project. After discussions with city administration and city staff regarding the project, DDA staff is recommending a \$50,000 contribution to the project for the next two fiscal years to completed this highly desired project. The DDA received a presentation at its September Board meeting from Wendy Longpre Wilmers, Director of Special Projects that provide project information and conceptual designs.

Earlier this year as part of the process to update Northville's Development and Tax Increment Financing Plan, the DDA, with assistance from the Economic Development Committee (EDC), identified projects and programs within the DDA boundaries that would be funded with TIF revenue. Once the projects were identified, the DDA and EDC prioritized the projects and developed cost estimates for project implementation. (Attachment C) The E. Main Street streetscape and road project and the Ford Field Gateway project are both identified in the amended and restated Development TIF Plan.

Other Services & Charges include miscellaneous items not belonging to other categories. Examples: supplies, materials, postage, insurance premiums, publications, software licensing, memberships and dues, conferences, training, and utilities. These costs for the proposed 2024-25 fiscal year total \$235,750, down \$40,000 from last year. This is primarily due to the new format of the budget and how the cost allocation is represented in the budget. Also included in the proposed budget for 2024-25 is \$25,000 for the purchase of a new artificial Christmas Tree for Town Square. The previous tree is in poor condition and has been retired.

Debt Commitment. The DDA will retire its bond debt in 2024-25. The bonds issued 15 years ago for the construction of the streetscape improvement project will be retired, providing approximately \$170,000 per year in new revenue for future projects.

Capital Outlay identified in the proposed budget includes the \$20,000 budgeted for the purchase of water truck to assist seasonal DDA groundskeepers.

Transfer to Other Funds is the transfer of funds from one city fund to another. Currently the DDA transfers approximately \$105,000 annually to the Parking Fund to assist with the expenses associated with servicing, operating and maintaining the City's Parking system, including decks and surface lots. This amount varies from year to year based on what projects are underway. Last year's budget included transfers for the DDA's share of the bollard project totally roughly \$100,000, a General Fund transfer of \$50,000 to fund street lighting, and \$110,000 to the street fund for improvements to E. Main Street which may be deferred to next year as most of the work will likely take place after June 30, 2024.

Fund Balance

The end of year fund balance shows the use of \$46,930 to accomplish several planned projects. Going forward in fiscal year 2025-26 and subsequent years, the proposed budget shows a positive return to fund balance. At the DDA's February meeting, discussion took place regarding the use and size of the DDA's fund. In prior years, the DDA has planned for a 25% unrestricted fund balance as a % of expenditures, roughly \$250,000. The DDA's discussion at the February Board meeting centered on the reduction of fund balance to encourage the use of these funds to complete project and programs with the City's General Fund providing temporary support in the event that additional funds are needed. City Manager Lahanas stressed the need to work together to accomplish identified projects which cannot happen if both the City and DDA are accruing large fund balances.

The beginning fund balance as of July 1, 2024 is estimated to be \$259,089 and the ending fund balance is estimated at \$212,159. This would require the use of \$46,930 of fund balance in fiscal year 2024-25. The unrestricted fund balance is estimated to be 9% of revenue or approximately \$103,390.



Northville Downtown Development Authority

Overview

The Northville Downtown Development Authority (DDA) was created in 1978 to halt the deteriorating property values in downtown Northville. In subsequent years the Development Area described in the original plan has expanded, and several times the Plan was amended in scope. In 1997, the Northville City Council approved a two-mill operating levy as recommended by the DDA Board of Directors and allowed by State statute. The Plan, which expires in 2049, identifies DDA projects that will be funded by TIF revenue and provides estimates and prioritization to these projects.

The DDA staff allocates its time between physical improvement projects, economic development, parking, business recruitment and retention, planning, website maintenance, administrative duties, marketing, and special events. Time is also spent working with the Northville Central Business Association, Chamber of Commerce, and City staff and officials to achieve and maintain a vibrant and economically viable downtown. Currently the DDA is staffed by a full time Executive Director, a part-time Assistant Director, one part-time Marketing Assistant, a superintendent of groundskeeping, and several seasonal employees.

Proposed Fiscal Year Highlights

The taxable value subject to DDA capture increased 7.7% over last year generating an additional \$68,729 in captured taxes. The State is anticipated to reimburse \$30,000 to the DDA for the small taxpayer exemption from personal property with taxable values of less than \$180,000. The taxable value for the DDA's special levy increased 8.3%. The 2-mill levy has been permanently reduced to 1.7608 due to a Headlee rollback. That levy provides for an additional \$3,776 over the prior year.

In April 2023, the Northville City Council voted to allow the roads to remain closed to vehicular traffic seasonally. The DDA and City Council have been working together on the development of a pedestrian plan and funding strategy for the downtown area. The DDA will retire debt service for bonds originally issued in 2010 for the downtown streetscape project. This will free up approximately \$170,000 annually to fund pay-as-you-go projects or to utilize for debt service on a new bond issue. The DDA's FY25 budget shows an annual commitment to a street and sidewalk improvement project in the first year of \$75,000 and in subsequent years of \$225,000. Dedicated revenue from the City's street millage produces approximate \$24,000 in annual revenue that will also be committed to this project. In addition, the DDA has included a \$25,000 budgeted line item for fiscal years 2025 and 2026 to financially assist with two major projects at Ford Field: replacement of Fort Griswold playground and installation of new restrooms.



The unrestricted fund balance for the end of fiscal year 2025 is projected at \$103,390 which is approximately 9% of the DDA's annual expenditures.

The City and DDA jointly fund the improvements, operation, and maintenance of the City's parking system. Public Works is charged with the maintenance of the structures and the lots. Annually, the DDA makes an operating transfer to the Parking Fund for approximately 96% of the parking system maintenance costs. These expenses include lighting, sweeping, salting, striping, snow plowing and removal, and minor maintenance issues. In the current fiscal year, the City and the DDA are jointly funding a Parking Study. The last Parking Study was commissioned in 2006. The study will provide information regarding parking capacity, parking enforcement, maintenance requirements, and identify a funding source for improvements.

2023 Significant Accomplishments

- Onboarding on new Assistant Director and part-time seasonal employees.
- Provided 32 concerts for downtown as part of the Music is Main and Center.
- Managed three downtown events: Skeletons are Alive, a three-weekend Holiday to Remember, and Chilin in the 'Ville.
- Collaborated on the installation of the bollards.
- Coordinated removal of street and sidewalk structures to facilitate road opening.
- Expanded the DDA boundary.
- Updated the TIF and Development Plan and expanded plan to 2049.
- Executed Interlocal Agreement between Downtown Development Authority and Brownfield Redevelopment Authority.
- Development of Building Inventory to track square footage, usage, and occupancy of downtown buildings.
- Expansion of the Social District.
- Maintenance and Repair of downtown facilities.
- Seasonal landscaping of the downtown.



Downtown Development Authority

| Description | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|---|----------------|----------------|------------------|-------------------|------------------|------------------|------------------|
| | Actual | Actual | Projected | Proposed Budget | Forecast | Forecast | Forecast |
| <i>Calculation of Tax Revenues</i> | | | | | | | |
| Captured Property Taxes = | | | | | | | |
| Taxable Value Subject to Capture | | | 31,962,883 | 34,864,529 | 35,561,820 | 36,273,056 | 36,998,517 |
| x Estimated Tax Levies per Mill | | | 25.6251 | 25.4636 | 25.4636 | 25.4636 | 25.4636 |
| DDA Operating Levy = | | | | | | | |
| Prior Years' Millage Approved | | | 1.8093 | 1.8093 | 1.7608 | 1.7608 | 1.7608 |
| x Millage Reduction Fraction | | | 1.0000 | 0.9732 | 1.0000 | 1.0000 | 1.0000 |
| =Allowable Levy | | | 1.8093 | 1.7608 | 1.7608 | 1.7608 | 1.7608 |
| x DDA Taxable Value per Mill | | | 38,766 | 41,978 | 42,818 | 43,674 | 44,547 |
| <i>Revenues</i> | | | | | | | |
| Captured Taxes | 767,750 | 809,575 | 819,046 | 887,776 | 905,532 | 923,643 | 942,115 |
| Operating Levy | 63,393 | 66,728 | 70,140 | 73,915 | 75,394 | 76,901 | 78,438 |
| Captured Taxes - Brownfield | - | - | - | - | 50,000 | 50,000 | 50,000 |
| Personal Property Tax Reimbursement | 39,868 | 24,431 | 46,075 | 30,000 | 30,000 | 30,000 | 30,000 |
| Other Income | 35,810 | 91,868 | 141,196 | 98,650 | 93,650 | 93,650 | 93,650 |
| Total Revenues | 906,821 | 992,602 | 1,076,457 | 1,090,341 | 1,154,576 | 1,174,194 | 1,194,203 |
| <i>Expenditures</i> | | | | | | | |
| Personnel Services | 247,701 | 258,613 | 282,510 | 292,500 | 299,180 | 306,110 | 313,320 |
| Contractual Services | 119,814 | 138,362 | 161,545 | 207,795 | 355,795 | 352,795 | 355,795 |
| Other Services & Charges | 141,900 | 203,941 | 279,501 | 235,650 | 209,160 | 215,870 | 218,615 |
| Overhead/Indirect Cost Allocation | 12,960 | 13,220 | 13,480 | 119,980 | 123,580 | 127,290 | 131,110 |
| Overhead/Indirect Cost Subsidy | - | - | - | (60,505) | (62,320) | (64,190) | (66,120) |
| Debt Commitment | 174,685 | 169,880 | 170,075 | 167,421 | - | - | - |
| Capital Outlay | - | - | 5,000 | 20,000 | - | - | - |
| Transfers to Other Funds | 147,807 | 163,035 | 372,902 | 154,430 | 212,440 | 110,540 | 113,740 |
| Total Expenditures | 844,867 | 947,051 | 1,285,013 | 1,137,271 | 1,137,835 | 1,048,415 | 1,066,460 |
| <i>Fund Balance Analysis</i> | | | | | | | |
| Beginning Fund Balance | | | 467,645 | 259,089 | 212,159 | 228,900 | 354,679 |
| Change in Fund Balance | | | (208,556) | (46,930) | 16,741 | 125,779 | 127,743 |
| Projected Ending Fund Balance | | | 259,089 | 212,159 | 228,900 | 354,679 | 482,422 |
| <i>Fund Balance Constraints</i> | | | | | | | |
| Restricted for Street Improvements | | | 7,909 | 31,652 | 745 | 24,885 | 49,382 |
| Assigned for Compensated Absences | | | 59,192 | 59,192 | 59,192 | 59,192 | 59,192 |
| Non-spendable - Prepays | | | 17,925 | 17,925 | 17,925 | 17,925 | 17,925 |
| Unrestricted Fund Balance | | | 174,063 | 103,390 | 151,038 | 252,677 | 355,923 |
| Projected Total Fund Balance | | | 259,089 | 212,159 | 228,900 | 354,679 | 482,422 |
| Unrestricted Fund Balance as a % of Expenditures | | | 14% | 9% | 13% | 24% | 33% |

DDA Budgeted Expenditures - FY2025

| Expenditures | DPW Services | Design | Marketing & Business Mix | Parking | Organizational | Economic Development | Debt | Total |
|-----------------------------------|--------------|---------|-----------------------------|---------|----------------|-------------------------|---------|-----------|
| Personnel Services | 19,805 | 113,825 | 56,455 | 20,305 | 32,585 | 49,525 | - | 292,500 |
| Contractual Services | - | 146,930 | 55,645 | - | 6,500 | - | - | 209,075 |
| Other Services & Charges | 11,665 | 151,590 | 58,400 | 300 | 12,315 | 100 | - | 234,370 |
| Overhead/Indirect Cost Allocation | - | - | - | - | 119,980 | - | - | 119,980 |
| Overhead/Indirect Cost Subsidy | - | - | - | - | (60,505) | - | - | (60,505) |
| Debt Commitment | - | - | - | - | - | - | 167,421 | 167,421 |
| Capital Outlay | - | 20,000 | - | - | - | - | - | 20,000 |
| Contributions to Other Funds | - | 50,000 | - | 104,430 | - | - | - | 154,430 |
| Total | 31,470 | 482,345 | 170,500 | 125,035 | 110,875 | 49,625 | 167,421 | 1,137,271 |

6. The location, extent, character and estimated cost of improvements including rehabilitation for the development area.

The table on the next page outlines the project name, description and estimated cost for those projects identified by the DDA Board.

Table 1
Northville DDA Projects and Programs and Probable Costs

| Project Name | Description | Probable Cost |
|---|---|---------------|
| <i>Marketing</i> | | |
| Retail and/or Target Market Housing Study | Update the 2014-15 Housing and Retail Market Analysis | \$45,000 |
| <i>Design</i> | | |
| Additional Induction Lighting | Implement a phasing plan to replace High Pressure Sodium (HPS) lighting with Induction lighting on Cady, East Main, North Wing, and Dunlap. | \$25,000 |
| Alley Improvements | Improve alleyways and incorporate gateway features at Orin's, Rebecca's, and Los Tres Amigos. | \$75,000 |
| Banner Poles | Installation of banner poles at entrances to the downtown | \$95,000 |
| Banners | Historic banners in the Comerica Community Connection | \$30,000 |
| Downtown Connections | Improve connections between the historic downtown to Northville Downs along Center, Hutton, and Church Streets. | \$1,350,000 |
| Electric Charging Stations | Continued installation of electric charging portals. | \$50,000 |
| Furnishings & Fixtures | Fire pits, bike hoops, lighting enhancements, and new Santa house. | \$150,000 |
| Parking Lot Landscaping | Improve and correct landscaping within the downtown parking lot. | \$500,000 |
| Mary Alexander Court Improvements | 2-Way traffic analysis | \$25,000 |
| Pavilion Repairs | Conduct repairs on the downtown pavilion | \$25,000 |
| Pedestrian Streetscape | Implementation of the Downtown Pedestrian Plan. | \$2,500,000 |
| Streetscape | Installation of streetscape along Hutton and E. Main and Cady and E. Main Street | \$2,250,000 |
| Truck Replacement | Replace truck used by seasonal workers | \$75,000 |
| Utilities | Upgrade utility distribution and capacity | \$250,000 |
| Wayfinding and Signage | Implement and install newly designed wayfinding and signage program developed for the downtown and the Northville Downs PUD site (District #3). | \$75,000 |
| Historic Marker Program | Design and installation of historic markers at key locations throughout the downtown. | \$65,000 |
| <i>Mobility / Nonmotorized</i> | | |
| Non-Motorized Improvements | Coordinate implementation of non-motorized improvements for the downtown consistent with the City's non-motorized plan. | \$50,000 |
| Mobility Plan | Implement downtown components of the Mobility Plan. | \$500,000 |

| Project Name | Description | Probable Cost |
|---|--|---------------|
| <i>Northville Downs Redevelopment</i> | | |
| River Park | Provide tax increment revenues to the Northville Brownfield Redevelopment Authority to fund eligible activities associated with the proposed River Park. | \$2,942,000 |
| <i>Parking and Other Projects</i> | | |
| Parking Study | Preparation of a parking utilization study and assess other parking and management strategies for the downtown district. | \$55,000 |
| Expansion and/or Redevelopment of Existing Parking Facilities | General overhaul of the deck to correct outstanding deferred maintenance. | \$3,000,000 |
| Building and Land Acquisition Fund | Establish a designated fund which will be used to purchase property (building/land) for redevelopment or incubator projects. | \$1,500,000 |
| Place-Based Project Fund | Establish a designated fund for small place-based projects such as pocket parks, pedestrian plazas, and tactical placemaking projects. | \$250,000 |

Note: *The scope and cost of the project may vary depending on the final design of each component. Project descriptions reflect the overall scope of the projects envisioned by the Northville DDA. The DDA recognizes that market forces, private investment, future public-private partnerships, and legislative amendments may result in changes to the final design, cost, and prioritization of the projects consistent with overall concepts embodied in this Development Plan and Tax Increment Financing Plan.*

7. A statement of the construction or stages of construction planned, and the estimated time of completion.

On April 3, 2023, the Economic Development Committee of the DDA Board met to review the proposed projects and discuss the extent, probable cost and timing of projects and programs. The table below outlines the project name, description and priority and timing assigned for those projects by the DDA Board.

Table 2
Northville DDA Projects and Programs by Priority

| Project Name | Description | Priority |
|---|---|----------|
| <i>Marketing</i> | | |
| Retail and/or Target Market Housing Study | Update the 2014-15 Housing and Retail Market Analysis | Moderate |
| <i>Design</i> | | |
| Additional Induction Lighting | Implement a phasing plan to replace High Pressure Sodium (HPS) lighting with Induction lighting on Cady, East Main, North Wing, and Dunlap. | High |
| Banners | Historic banners in the Comerica Community Connection | High |
| Downtown Connections | Improve connections between the historic downtown to Northville Downs along Center, Hutton, and Church Streets. | High |
| Mary Alexander Court Improvements | 2-Way traffic analysis | High |
| Pavilion Repairs | Conduct repairs on the downtown pavilion | High |
| Pedestrian Streetscape | Implementation of the Downtown Pedestrian Plan. | High |
| Truck Replacement | Replace truck used by seasonal workers | High |

| Project Name | Description | Probable Cost |
|---|--|---------------|
| Utilities | Upgrade utility distribution and capacity | High |
| Furnishings & Fixtures | Fire pits, bike hoops, lighting enhancements, and new Santa house. | Moderate |
| Parking Lot Landscaping | Improve and correct landscaping within the downtown parking lot. | Moderate |
| Streetscape | Installation of streetscape along Hutton and E. Main, and Cady and E. Main Streets. | Moderate |
| Historic Marker Program | Design and installation of historic markers at key locations throughout the downtown. | Moderate |
| Alley Improvements | Improve alleyways and incorporate gateway features at Orin's, Rebecca's, and Los Tres Amigos. | Low |
| Banner Poles | Installation of banner poles at entrances to the downtown | Low |
| Electric Charging Stations | Continued installation of electric charging portals. | Low |
| Wayfinding and Signage | Implement and install newly designed wayfinding and signage program developed for the downtown and the Northville Downs PUD site (District #3). | Low |
| <i>Mobility / Nonmotorized</i> | | |
| Mobility Plan | Implement downtown components of the Mobility Plan. | Moderate |
| Non-Motorized Improvements | Coordinate implementation of non-motorized improvements for the downtown consistent with the City's non-motorized plan. | Low |
| <i>Northville Downs Redevelopment</i> | | |
| River Park | Provide tax increment revenues to the Northville Brownfield Redevelopment Authority to fund eligible activities associated with the proposed River Park. | High |
| <i>Parking and Other Projects</i> | | |
| Parking Study | Preparation of a parking utilization study and assess other parking and management strategies for the downtown district. | Moderate |
| Building and Land Acquisition Fund | Establish a designated fund which will be used to purchase property (building/land) for redevelopment or incubator projects. | Moderate |
| Place-Based Project Fund | Establish a designated fund for small place-based projects such as pocket parks, pedestrian plazas, and tactical placemaking projects. | Moderate |
| Expansion and/or Redevelopment of Existing Parking Facilities | General overhaul of the deck to correct outstanding deferred maintenance. | Low |

Priority Range: High (1 to 5 Years), Moderate (6 to 10 years), and Low (greater than 10 years)

Overall summary of the proposed development plan projects and programs is:

| Project Category | Prioritization | | | Total Costs |
|------------------|----------------|---------------------|---------------|-------------|
| | High (1-5 Yrs) | Moderate (6-10 Yrs) | Low (10+ Yrs) | |
| Design | 4,340,000 | 2,965,000 | 295,000 | 7,600,000 |
| Marketing | | 45,000 | | 45,000 |
| Mobility | | 500,000 | 50,000 | 550,000 |
| Northville Downs | 2,942,000 | | | 2,942,000 |
| Parking & Other | | 1,555,000 | 3,000,000 | 4,555,000 |
| Totals | 7,282,000 | 5,315,000 | 3,345,000 | 15,942,000 |



Future Meetings / Important Dates:

April 10, 2024 – Executive Committee Meeting

April 11, 2024 – Economic Development Committee meeting

April 11, 2024 – City Council Budget Meeting

April 15, 2024 – City Council Meeting

April 16, 2024 – Planning Commission Meeting

April 17, 2024 - Historic District Commission Meeting

April 18, 2024 - Coffee with Council – Browndog Creamery

April 22, 2024 - Sustainability Committee Meeting

April 23, 2024 – DDA Board Meeting

April 25, 2024 – Ladies Night – Derby Days

April 26, 2024 – State of the Community