

**PA 57 Informational Meeting  
of the Northville DDA  
City Hall – Meeting Room A  
215 West Main Street  
September 17, 2019 – 8:00**

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments
3. New Requirements of PA 57 – Lori Ward
  - a. Informational Meetings
  - b. Website Requirements - (Attachment 3.b)
  - c. Reporting Requirements – (Attachment 3.c)
4. Financial Overview – Lori Ward (Attachment 4)
5. DDA Goals and Objectives 2019 – 20 (Attachment 5)
  - a. Design Committee – DJ Boyd
  - b. Marketing Committee – Shawn Riley
  - c. Parking Committee – John Casey
  - d. Organizational Committee – Carolann Ayers
  - e. Economic Development Committee – Aaron Cozart
6. Board and Staff Communications
7. Adjournment – Next Informational Meeting December 17, 2019

**RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)**  
**Act 57 of 2018**

**125.4910 Website; requirements.**

Sec. 910. (1) Subject to subsection (5), each municipality that has created an authority or that creates an authority shall create a website or utilize the existing website of the municipality that is operated and regularly maintained with access to authority records and documents for the fiscal year beginning on the effective date of this act, including all of the following:

- (a) Minutes of all board meetings.
- (b) Annual budget, including encumbered and unencumbered fund balances.
- (c) Annual audits.
- (d) Currently adopted development plan, if not included in a tax increment financing plan.
- (e) Currently adopted tax increment finance plan, if currently capturing tax increment revenues.
- (f) Current authority staff contact information.
- (g) A listing of current contracts with a description of those contracts and other documents related to management of the authority and services provided to the authority.
- (h) An updated annual synopsis of activities of the authority. An updated synopsis of the activities of the authority includes all of the following, if any:
  - (i) For any tax increment revenues described in the annual audit that are not expended within 5 years of their receipt, a description that provides the following:
    - (A) The reasons for accumulating those funds and the uses for which those funds will be expended.
    - (B) A time frame when the fund will be expended.
    - (C) If any funds have not been expended within 10 years of their receipt, both of the following:
      - (I) The amount of those funds.
      - (II) A written explanation of why those funds have not been expended.
  - (ii) List of authority accomplishments, including progress made on development plan and tax increment finance plan goals and objectives for the immediately preceding fiscal year.
  - (iii) List of authority projects and investments, including active and completed projects for the immediately preceding fiscal year.
  - (iv) List of authority events and promotional campaigns for the immediately preceding fiscal year.
- (2) The requirements in subsection (1) are required for records and documents related to fiscal years as follows:
  - (a) For the fiscal year in which this act takes effect, the records and documents for that fiscal year.
  - (b) For the fiscal year 1 year following the effective date of this act, the records and documents for that fiscal year and the immediately preceding fiscal year.
  - (c) For the fiscal year 2 years following the effective date of this act, the records and documents for that fiscal year and the 2 immediately preceding fiscal years.
  - (d) For the fiscal year 3 years following the effective date of this act, the records and documents for the fiscal year and the 3 immediately preceding fiscal years.
  - (e) For the fiscal year 4 years following the effective date of this act and each subsequent fiscal year, the records and documents for the fiscal year and the 4 immediately preceding fiscal years.
- (3) The requirements of this section shall not take effect until 180 days after the end of an authority's current fiscal year as of the effective date of this act.
- (4) Each year, the board of an authority shall hold not fewer than 2 informational meetings. Notice of an informational meeting shall be posted on the municipality's or authority's website not less than 14 days before the date of the informational meeting. Not less than 14 days before the informational meeting, the board of an authority shall mail notice of the informational meeting to the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act. As an alternative to mailing notice of the informational meeting, the board of the authority may notify the clerk of the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act by electronic mail. The informational meetings may be held in conjunction with other public meetings of the authority or municipality.
- (5) If the municipality creating an authority does not have an existing website and chooses not to create a website under subsection (1), the municipality shall maintain the records described in subsection (1) at a physical location within the municipality that is open to the public.

**History:** 2018, Act 57, Eff. Jan. 1, 2019.

**RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)**  
**Act 57 of 2018**

**125.4911 Capture of tax increment revenues; report by authority; contents; filing; compilation by department of treasury; submission to legislature; consultation with professional organizations.**

Sec. 911. (1) Annually, on a form and in the manner prescribed by the department of treasury, an authority that is capturing tax increment revenues shall submit to the governing body of the municipality, the governing body of a taxing unit levying taxes subject to capture by an authority, and the department of treasury a report on the status of the tax increment financing account. However, an authority may submit by electronic means a report described in this subsection to the governing body of the municipality and the governing body of a taxing unit levying taxes subject to capture by the authority. The report shall include all of the following:

- (a) The name of the authority.
  - (b) The date the authority was formed, the date the tax increment financing plan is set to expire or terminate, and whether the tax increment financing plan expired during the immediately preceding fiscal year.
  - (c) The date the authority began capturing tax increment revenues.
  - (d) The current base year taxable value of the tax increment financing district.
  - (e) The unencumbered fund balance for the immediately preceding fiscal year.
  - (f) The encumbered fund balance for the immediately preceding fiscal year.
  - (g) The amount and source of revenue in the account, including the amount of revenue from each taxing jurisdiction.
  - (h) The amount in any bond reserve account.
  - (i) The amount and purpose of expenditures from the account.
  - (j) The amount of principal and interest on any outstanding bonded indebtedness.
  - (k) The initial assessed value of the development area or authority district by property tax classification.
  - (l) The captured assessed value retained by the authority by property tax classification.
  - (m) The tax increment revenues received for the immediately preceding fiscal year.
  - (n) Whether the authority amended its development plan or its tax increment financing plan within the immediately preceding fiscal year and if the authority amended either plan, a link to the current development plan or tax increment financing plan that was amended.
  - (o) Any additional information the governing body of the municipality or the department of treasury considers necessary.
- (2) The report described in subsection (1) shall be filed with the department of treasury at the same time as the annual financial report is filed with the department of treasury under section 4 of the uniform budgeting and accounting act, 1968 PA 2, MCL 141.424.
- (3) The department of treasury shall collect the reports described in subsection (1) and annually compile a combined report that summarizes the information reported in subsection (1) and annually submit a copy of that combined report to each member of the legislature.
- (4) The department of treasury shall consult with the professional organizations that represent municipalities in developing the reporting form described in subsection (1).
- (5) The department of treasury shall consult with the professional organizations described in subsection (4) and finalize and publish the form described in subsection (1) not later than 60 days after the effective date of this act.

**History:** 2018, Act 57, Eff. Jan. 1, 2019.

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE  
 PERIOD ENDING 06/30/2019

Attachment 4

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	06/30/2019 NORMAL (ABNORMAL)	MONTH 06/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
PROPERTY TAXES						
370-000-403.000	CURRENT PROPERTY TAXES	670,195.00	670,194.98	0.00	0.02	100.00
370-000-403.010	DDA OPERATING LEVY	58,180.00	58,179.71	0.00	0.29	100.00
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	32,041.00	32,041.08	0.00	(0.08)	100.00
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED	779.00	851.45	72.90	(72.45)	109.30
370-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	14.14	0.00	(1,014.14)	(1.41)
PROPERTY TAXES		760,195.00	761,281.36	72.90	(1,086.36)	100.14
GRANTS & OTHER LOCAL SOURCES						
370-000-586.020	SPONSORSHIPS	8,550.00	8,353.00	1,300.00	197.00	97.70
GRANTS & OTHER LOCAL SOURCES		8,550.00	8,353.00	1,300.00	197.00	97.70
MISCELLANEOUS REVENUES						
370-000-659.110	RENTS-SHORT TERM	450.00	400.00	0.00	50.00	88.89
370-000-666.000	MISCELLANEOUS REVENUE	1,182.00	1,182.00	0.00	0.00	100.00
370-000-667.000	INSURANCE PROCEEDS	7,427.00	7,427.00	0.00	0.00	100.00
370-000-687.010	MMRMA DISTRIBUTION	2,390.00	4,600.50	2,211.00	(2,210.50)	192.49
MISCELLANEOUS REVENUES		11,449.00	13,609.50	2,211.00	(2,160.50)	118.87
INTEREST						
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	4,525.00	4,754.28	428.82	(229.28)	105.07
370-000-664.190	INTEREST - MI CLASS 1 DIST	800.00	887.34	66.37	(87.34)	110.92
370-000-664.200	LONG TERM INVESTMENT EARNINGS	7,070.00	7,447.92	416.31	(377.92)	105.35
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	4,000.00	6,711.50	840.64	(2,711.50)	167.79
370-000-664.400	INVESTMENT POOL BANK FEES	(380.00)	(366.49)	(45.72)	(13.51)	96.44
370-000-664.500	INVESTMENT ADVISORY FEES	(530.00)	(526.15)	(83.28)	(3.85)	99.27
370-000-664.600	BANK LOCKBOX FEES	(375.00)	(379.92)	(55.00)	4.92	101.31
370-000-664.700	CUSTODIAL FEES	(85.00)	(80.19)	(8.01)	(4.81)	94.34
INTEREST		15,025.00	18,448.29	1,560.13	(3,423.29)	122.78
Total Dept 000		795,219.00	801,692.15	5,144.03	(6,473.15)	100.81
TOTAL REVENUES		795,219.00	801,692.15	5,144.03	(6,473.15)	100.81
Expenditures						
Dept 753 - DPW SERVICES						
Unclassified						
370-753-706.000	WAGES - REGULAR FULL TIME	12,985.00	11,197.53	573.28	1,787.47	86.23
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	615.90	85.22	554.10	52.64
370-753-939.000	AUTOMOTIVE SERVICE	550.00	548.98	0.00	1.02	99.81
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800.00	4,336.88	200.56	463.12	90.35
370-753-967.000	FRINGE BENEFITS	13,535.00	11,796.50	649.97	1,738.50	87.16
Unclassified		33,040.00	28,495.79	1,509.03	4,544.21	86.25
Total Dept 753 - DPW SERVICES		33,040.00	28,495.79	1,509.03	4,544.21	86.25
Dept 861 - DESIGN COMMITTEE						

PERIOD ENDING 06/30/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 06/30/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY									
Expenditures									
Unclassified									
370-861-706.000	WAGES - REGULAR FULL TIME	16,190.00	16,108.40		1,479.71		81.60		99.50
370-861-710.000	WAGES - PART TIME	18,470.00	15,415.90		6,120.44		3,054.10		83.46
370-861-726.000	SUPPLIES	650.00	247.06		0.00		402.94		38.01
370-861-740.050	DOWNTOWN MATERIALS	17,610.00	18,165.01		712.79		(555.01)		103.15
370-861-751.000	FUEL & OIL	1,000.00	370.95		46.38		629.05		37.10
370-861-801.000	CONTRACTUAL SERVICES	29,120.00	27,178.82		3,388.90		1,941.18		93.33
370-861-801.160	RESTROOM PROGRAM	2,400.00	2,133.50		718.50		266.50		88.90
370-861-850.000	LANDSCAPE MAINTENANCE	31,750.00	23,181.87		10,785.87		8,568.13		73.01
370-861-913.000	VEHICLE INSURANCE	350.00	346.00		0.00		4.00		98.86
370-861-920.010	ELECTRIC POWER	1,480.00	825.68		(531.18)		654.32		55.79
370-861-920.020	NATURAL GAS	8,335.00	7,877.56		544.91		457.44		94.51
370-861-920.030	WATER & SEWER SERVICE	6,000.00	4,398.19		713.53		1,601.81		73.30
370-861-967.000	FRINGE BENEFITS	7,500.00	7,045.59		266.48		454.41		93.94
370-861-973.000	CAPITAL OUTLAY < \$5,000	1,500.00	1,500.00		0.00		0.00		100.00
370-861-976.010	STREET FURNISHINGS	20,655.00	20,727.28		1,037.89		(72.28)		100.35
Unclassified		163,010.00	145,521.81		25,284.22		17,488.19		89.27
Total Dept 861 - DESIGN COMMITTEE		163,010.00	145,521.81		25,284.22		17,488.19		89.27
Dept 862 - MARKETING									
Unclassified									
370-862-706.000	WAGES - REGULAR FULL TIME	16,190.00	16,108.18		1,479.67		81.82		99.49
370-862-710.000	WAGES - PART TIME	3,850.00	3,053.15		1,134.41		796.85		79.30
370-862-726.000	SUPPLIES	50.00	49.75		0.00		0.25		99.50
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	43,050.00	41,380.36		(1,427.00)		1,669.64		96.12
370-862-801.000	CONTRACTUAL SERVICES	61,000.00	57,028.17		3,458.41		3,971.83		93.49
370-862-801.340	WEB SITE MAINTENANCE	840.00	720.00		0.00		120.00		85.71
370-862-967.000	FRINGE BENEFITS	6,875.00	6,006.55		(119.13)		868.45		87.37
Unclassified		131,855.00	124,346.16		4,526.36		7,508.84		94.31
Total Dept 862 - MARKETING		131,855.00	124,346.16		4,526.36		7,508.84		94.31
Dept 863 - PARKING									
Unclassified									
370-863-706.000	WAGES - REGULAR FULL TIME	8,095.00	8,089.54		739.88		5.46		99.93
370-863-710.000	WAGES - PART TIME	345.00	305.31		113.43		39.69		88.50
370-863-786.000	DOWNTOWN PARKING PROGRAM	250.00	250.00		0.00		0.00		100.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00		0.00		0.00		100.00
370-863-950.260	OPER TFR TO PARKING FUND	113,100.00	108,627.74		20,527.74		4,472.26		96.05
370-863-967.000	FRINGE BENEFITS	3,395.00	2,959.57		(94.62)		435.43		87.17
Unclassified		175,185.00	170,232.16		21,286.43		4,952.84		97.17
Total Dept 863 - PARKING		175,185.00	170,232.16		21,286.43		4,952.84		97.17
Dept 864 - ORGANIZATIONAL									
Unclassified									
370-864-706.000	WAGES - REGULAR FULL TIME	20,240.00	20,188.12		1,849.57		51.88		99.74

PERIOD ENDING 06/30/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2019 NORMAL (ABNORMAL)	MONTH 06/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
370-864-710.000	WAGES - PART TIME	1,875.00	1,526.57	567.19	348.43	81.42
370-864-726.000	SUPPLIES	2,650.00	2,894.80	483.20	(244.80)	109.24
370-864-731.000	PUBLICATIONS	130.00	127.92	0.00	2.08	98.40
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	2,440.00	2,516.81	86.90	(76.81)	103.15
370-864-802.010	LEGAL SERVICES - GENERAL	2,500.00	2,748.50	648.00	(248.50)	109.94
370-864-805.000	AUDITING SERVICES	4,755.00	4,754.00	0.00	1.00	99.98
370-864-900.000	PRINTING & PUBLISHING	2,145.00	2,081.87	133.58	63.13	97.06
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,175.00	4,173.68	0.00	1.32	99.97
370-864-920.000	UTILITIES	1,300.00	1,418.64	75.00	(118.64)	109.13
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,338.00	0.00	2.00	99.85
370-864-967.000	FRINGE BENEFITS	8,690.00	7,623.60	(187.95)	1,066.40	87.73
370-864-967.020	OVERHEAD - ADMIN & RECORDS	11,520.00	11,520.00	0.00	0.00	100.00
Unclassified		63,760.00	62,912.51	3,655.49	847.49	98.67
Total Dept 864 - ORGANIZATIONAL		63,760.00	62,912.51	3,655.49	847.49	98.67
Dept 865 - ECONOMIC DEVELOPMENT						
Unclassified						
370-865-706.000	WAGES - REGULAR FULL TIME	20,400.00	20,399.56	1,849.50	0.44	100.00
370-865-710.000	WAGES - PART TIME	675.00	610.63	226.88	64.37	90.46
370-865-726.000	SUPPLIES	35.00	33.30	0.00	1.70	95.14
370-865-967.000	FRINGE BENEFITS	8,705.00	7,639.62	(241.14)	1,065.38	87.76
Unclassified		29,815.00	28,683.11	1,835.24	1,131.89	96.20
Total Dept 865 - ECONOMIC DEVELOPMENT		29,815.00	28,683.11	1,835.24	1,131.89	96.20
Dept 945 - DEBT SERVICE						
Unclassified						
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,170.00	173,170.00	0.00	0.00	100.00
Unclassified		173,170.00	173,170.00	0.00	0.00	100.00
Total Dept 945 - DEBT SERVICE		173,170.00	173,170.00	0.00	0.00	100.00
Dept 999 - RESERVE ACCOUNTS						
Unclassified						
370-999-999.000	UNALLOCATED RESERVE	25,384.00	0.00	0.00	25,384.00	0.00
Unclassified		25,384.00	0.00	0.00	25,384.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		25,384.00	0.00	0.00	25,384.00	0.00
TOTAL EXPENDITURES		795,219.00	733,361.54	58,096.77	61,857.46	92.22

Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:

PERIOD ENDING 06/30/2019

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	06/30/2019 NORMAL (ABNORMAL)	MONTH 06/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
	TOTAL REVENUES	795,219.00	801,692.15	5,144.03	(6,473.15)	100.81		
	TOTAL EXPENDITURES	795,219.00	733,361.54	58,096.77	61,857.46	92.22		
	NET OF REVENUES & EXPENDITURES	0.00	68,330.61	(52,952.74)	(68,330.61)	100.00		
	BEG. FUND BALANCE	403,977.08	403,977.08					
	END FUND BALANCE	403,977.08	472,307.69					
	TOTAL REVENUES - FUND 370	795,219.00	801,692.15	5,144.03	(6,473.15)	100.81		
	TOTAL EXPENDITURES - FUND 370	795,219.00	733,361.54	58,096.77	61,857.46	92.22		
	NET OF REVENUES & EXPENDITURES	0.00	68,330.61	(52,952.74)	(68,330.61)	100.00		
	BEG. FUND BALANCE	403,977.08	403,977.08					
	END FUND BALANCE	403,977.08	472,307.69					

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

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

Goal	Objective	Action Steps
<i>Organization Committee</i> Evaluate the operational structure and funding of the DDA.	Review options available to the DDA to strengthen the DDA's financial position and ability to facilitate projects that could enhance the downtown.	<ul style="list-style-type: none"> <li>▪ Review and evaluate cost sharing arrangements with the City.</li> <li>▪ Explore grants and other funding options for DDA projects and programs.</li> <li>▪ Hire part-time staff person to assist in the DDA office.</li> </ul>
<i>Organization Committee</i> Ensure the successful and smooth operation of the DDA.	Oversee the daily administrative duties required to effectively operate the DDA office.	<ul style="list-style-type: none"> <li>▪ Ensure DDA compliance with new legislative requirement impacting TIF capture.</li> <li>▪ Review Committee structure to ensure Board members are engaged and active participants in the Committee's efforts.</li> </ul>
<i>Design Committee:</i> Implement Wayfinding and Signage Systems for Downtown to assist residents and visitors in navigating our community and in learning about Northville's unique heritage.	Work with other Northville Organizations to develop Signage, Historic Markers and Walking Tour Programs	<ul style="list-style-type: none"> <li>▪ Using the design standards developed in the Wayfinding and Signage Program, work with the others to develop prototype for Historic Markers Program to tell Northville's unique story.</li> <li>▪ Work with the Northville Historical Society to develop a walking map and app to highlight Downtown Northville's history and architecture.</li> <li>▪ Research funding sources to assist with the implementation of the Historic Markers program.</li> <li>▪ Implement, where appropriate mural projects that receive the support of the community and HDC.</li> </ul>
	Add additional directory locations in the Downtown	<ul style="list-style-type: none"> <li>▪ Acquire Easement to allow design and installation of a wall mounted directory sign near the Comerica Community Connection.</li> </ul>



<p><i>Design Committee:</i> Develop sponsorship and memorial program</p>	<p>Develop guidelines to allow for sponsorship of street furnishings.</p>	<ul style="list-style-type: none"> <li>▪ Retire old program, return plaques.</li> <li>▪ Develop guidelines for new program to allow the sponsorship of street furnishings and trees.</li> </ul>
<p><i>Design Committee:</i> Continue to develop connections in the Downtown area that make the Downtown more accessible and easier to navigate.</p>	<p>Continue to explore creation of physical link from Downtown to Ford Field and other areas.</p>	<ul style="list-style-type: none"> <li>▪ Work with Parks and Recreation Department and Northville Rotary to explore design solutions and funding options to visually and physically link Ford Field with the Downtown.</li> <li>▪ Explore foundation or other grant support for project.</li> </ul>
	<p>Continue to promote and develop Northville as a non-motorized community.</p>	<ul style="list-style-type: none"> <li>▪ Encourage citizens to ride, for recreation and for their health, including the placement of more bicycle racks.</li> </ul>
	<p>Provide high quality maintenance in the Downtown and ensure that the infrastructure systems are operational.</p>	<ul style="list-style-type: none"> <li>▪ Work with DPW staff to perform regular maintenance items including: painting and repair of trash receptacles, planters, drinking fountains and other furnishings.</li> <li>▪ Supervise seasonal maintenance staff responsible for daily upkeep of the Downtown.</li> <li>▪ Oversee contractor routine maintenance of irrigation system and snow melt systems, tree pruning, holiday lighting, and other repairs as necessary.</li> <li>▪ Explore opportunities to contract maintenance work out with outside vendors.</li> </ul>
	<p>Continue to Replace High Pressure Sodium lighting in the Downtown with Energy efficient lighting.</p>	<ul style="list-style-type: none"> <li>▪ Develop and Implement phasing plan for the replacement of High Pressure Sodium lights in the downtown with high efficiency Induction lighting.</li> <li>▪ Review options to replace parking lot lighting with high efficiency lighting.</li> <li>▪ Explore creating a dark-sky program to reduce light pollution and provide lighting regulations for Downtown Northville.</li> </ul>
<p><i>Design Committee:</i> Create energy efficient and environmentally friendly Downtown.</p>	<p>Provide recycling opportunities for visitors.</p>	<ul style="list-style-type: none"> <li>▪ Explore adding recycling receptacles to high traffic locations, particularly for special events.</li> </ul>

	Participate in sustainable practices with the City of Northville	<ul style="list-style-type: none"> <li>▪ Explore projects and operational methods that provide energy efficiency and positively impact the environment.</li> </ul>
	Monitor parking occupancy in parking decks, lots, and on-street.	<ul style="list-style-type: none"> <li>▪ Investigate/implement other high tech options of collecting parking count data to provide accurate and comprehensive information.</li> <li>▪ Develop a parking app using parking count data collected.</li> <li>▪ Improve buffering of the surface parking lots.</li> </ul>
<i>Parking Committee:</i> Ensure adequate, safe aesthetically pleasing parking to support the Downtown.	Maintain and repair of existing parking lots and decks as required.	<ul style="list-style-type: none"> <li>▪ Begin the renovation of the Cady Street and MainCentre parking decks as adopted in the Carl Walker Report.</li> <li>▪ Define responsibilities for maintenance and upkeep of the parking system.</li> <li>▪ Develop new program/plan to address management of the lower level residential parking at the MainCentre Parking Deck.</li> <li>▪ Convert Parking lot/deck parking to high efficiency lighting.</li> </ul>
<i>Marketing Committee:</i> Attract more people to Downtown.	Promote the Downtown as a destination for shopping, design and entertainment.	<ul style="list-style-type: none"> <li>▪ Work with Marketing Consultant and Marketing Mix Committee to develop annual advertising and public relations plan for Downtown.</li> <li>▪ Monitor analytics to evaluate the effectiveness of the various marketing efforts.</li> <li>▪ Update the DDA website.</li> </ul>
	Attract more visitors to the Downtown area for events.	<ul style="list-style-type: none"> <li>▪ Evaluate the DDA's role in Special Events.</li> <li>▪ Oversee the rental of Town Square and encourage additional use of the facility.</li> </ul>
	Attract potential new businesses to the Downtown Area	<ul style="list-style-type: none"> <li>▪ Have ongoing discussions with property owners to determine when vacancies will be occurring in the Downtown and assist owners in filling those spaces.</li> <li>▪ Actively Market Available Properties.</li> </ul>

<p><i>Economic Development Committee</i> Leverage market opportunities to attract new development and redevelopment projects.</p>	<p>Attract potential developers and investors to the Downtown Area.</p>	<ul style="list-style-type: none"> <li>▪ Work with LandUSA to better understand and communicate the results of the Target Market Analysis in terms of the definition of commercial space and how much commercial square footage Downtown Northville can support.</li> <li>▪ Utilize Target Market Analysis, provided as part of the Update Strategic Plan, to attract developers to Northville.</li> <li>▪ Prepare an Executive Summary of Retail and Residential Target Market Analysis.</li> <li>▪ Informational meeting with local realtors and regional developers to provide information on available development sites and incentives.</li> </ul>
	<p>Support existing downtown businesses.</p>	<ul style="list-style-type: none"> <li>▪ Provide workshops and training opportunities that provide downtown businesses support and skills to compete in the market.</li> </ul>
	<p>Monitor new development and its impacts and benefits to the downtown.</p>	<ul style="list-style-type: none"> <li>▪ Participate in the review of the economic impact of new projects on the DDA/City.</li> </ul>
<p><i>Economic Development Committee</i> Review policies and documents governing downtown development.</p>	<p>Refine Sub Area Plans.</p>	<ul style="list-style-type: none"> <li>▪ Review potential E. Main Street sub area plan.</li> </ul>
	<p>Assist businesses with specific needs.</p>	<ul style="list-style-type: none"> <li>▪ Develop a Business Assistance Team to meet with businesses in need of additional support.</li> </ul>
	<p>Develop downtown as an entertainment and arts district.</p>	<ul style="list-style-type: none"> <li>▪ Explore the creation of an Arts and Creative Industries Master Plan for Downtown.</li> </ul>