



**Meeting of the DDA Board of Directors
June 15, 2021 - 8:00 a.m.**

The meeting will be held via video conference in compliance with the Open Meetings Act. Members of the public body and members of the public participating electronically will be considered present at the meeting and may participate as if physically present at the meeting. A personal zoom invitation will be sent to each DDA Board member in advance of the DDA Board meeting and again the morning of the meeting. The public link for the DDA meeting on June 15, 2021 at 8:00 am is <https://us02web.zoom.us/j/82200123868> to join by phone: 1-312-626-6799, Meeting ID: 822 0012 3868.

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3 - minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. May Financial Statement (Attachment 4.a)
 - b. May Invoice Report (Attachment 4.b)
 - c. May 18, 2021 Meeting Minutes (Attachment 4.c)
 - d. 4th Quarter Budget Amendments (Attachment 4.d)
5. Budget Update (Attachment 5)
6. Project Updates (Attachment 6)
7. Committee Information and Updates
 - 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
 - f. Sustainability Committee – Dave Gutman

8. Future Meetings / Important Dates
 - a. Economic Development Committee – June 29, 2021
 - b. Arts and Acts – June 18 – 20, 2021
 - c. Sustainability Committee Meetings – July 1, 2021
 - c. Marketing Committee Meeting – July 1, 2021
 - e. Independence Day Parade – July 5, 2021
 - f. Executive Committee Meeting – July 14, 2021
 - g. Design Committee Meeting – TBD
 - h. DDA Board Meeting – July 20, 2021
 - i. Parking Committee – TBD
9. Board and Staff Communications
10. Adjournment – Next Meeting – July 20, 2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 05/31/2021

% Fiscal Year Completed: 91.78

MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/21 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	737,956.00	734,234.00	734,235.23	0.00	(1.23)	100.00	
370-000-403.010	DDA OPERATING LEVY	61,418.00	61,487.00	61,007.15	0.00	479.85	99.22	
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	34,000.00	34,092.00	34,092.20	0.00	(0.20)	100.00	
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED	0.00	0.00	311.67	0.00	(311.67)	100.00	
370-000-418.000	PROPERTY TAXES - OTHER	(1,500.00)	(500.00)	132.50	(1.19)	(632.50)	(26.50)	
PROPERTY TAXES		831,874.00	829,313.00	829,778.75	(1.19)	(465.75)	100.06	
LICENSES, FEES, & PERMITS								
370-000-476.130	OUTDOOR DINING/RETAIL PERMIT FEES	0.00	18,000.00	22,139.00	3,298.00	(4,139.00)	122.99	
LICENSES, FEES, & PERMITS		0.00	18,000.00	22,139.00	3,298.00	(4,139.00)	122.99	
GRANTS								
370-000-528.000	OTHER FEDERAL GRANTS	0.00	20,212.00	20,212.05	0.00	(0.05)	100.00	
GRANTS		0.00	20,212.00	20,212.05	0.00	(0.05)	100.00	
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	39,500.00	20,000.00	43,400.00	13,000.00	(23,400.00)	217.00	
370-000-586.080	DONATIONS/SPONSORSHIPS	0.00	270,430.00	125,049.65	70.00	145,380.35	46.24	
GRANTS & OTHER LOCAL SOURCES		39,500.00	290,430.00	168,449.65	13,070.00	121,980.35	58.00	
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	500.00	2,000.00	340.00	340.00	1,660.00	17.00	
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00	0.00	
370-000-667.000	INSURANCE PROCEEDS	0.00	4,422.00	5,072.30	0.00	(650.30)	114.71	
MISCELLANEOUS REVENUES		700.00	6,622.00	5,412.30	340.00	1,209.70	81.73	
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	5,000.00	15.00	15.42	0.00	(0.42)	102.80	
370-000-664.190	INTEREST - MI CLASS 1 DIST	750.00	75.00	48.56	0.00	26.44	64.75	
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	6,000.00	5,548.66	0.00	451.34	92.48	
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(2,000.00)	(1,904.96)	0.00	(95.04)	95.25	
370-000-664.400	INVESTMENT POOL BANK FEES	(400.00)	(15.00)	(17.78)	(0.89)	2.78	118.53	
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(600.00)	(485.66)	(45.36)	(114.34)	80.94	
370-000-664.600	BANK LOCKBOX FEES	(550.00)	(150.00)	(136.11)	(27.50)	(13.89)	90.74	
370-000-664.700	CUSTODIAL FEES	(130.00)	(125.00)	(93.73)	0.00	(31.27)	74.98	
INTEREST		8,920.00	3,200.00	2,974.40	(73.75)	225.60	92.95	
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0.00	27,143.00	0.00	0.00	27,143.00	0.00	
FUND BALANCE RESERVE		0.00	27,143.00	0.00	0.00	27,143.00	0.00	
Total Dept 000		880,994.00	1,194,920.00	1,048,966.15	16,633.06	145,953.85	87.79	
TOTAL REVENUES		880,994.00	1,194,920.00	1,048,966.15	16,633.06	145,953.85	87.79	

PERIOD ENDING 05/31/2021
% Fiscal Year Completed: 91.78
MAY BENCHMARK 92%

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2021 (ABNORM)	MONTH 05/31/21 (INCR (DECR))	BALANCE (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 753 - DPW SERVICES							
370-753-706.000	WAGES - REGULAR FULL TIME	13,740.00	13,740.00	9,854.63	0.00	3,885.37	71.72
370-753-707.000	WAGES - REGULAR OVERTIME	1,220.00	1,185.00	489.60	0.00	695.40	41.32
370-753-939.000	AUTOMOTIVE SERVICE	500.00	920.00	916.74	0.00	3.26	99.65
370-753-943.000	EQUIPMENT RENTAL - CITY	10,600.00	10,600.00	10,436.34	0.00	163.66	98.46
370-753-967.000	FRINGE BENEFITS	14,595.00	14,595.00	9,125.13	0.00	5,469.87	62.52
Total Dept 753 - DPW SERVICES		40,655.00	41,040.00	30,822.44	0.00	10,217.56	75.10
Dept 861 - DESIGN COMMITTEE							
370-861-706.000	WAGES - REGULAR FULL TIME	16,845.00	17,125.00	15,400.47	1,249.57	1,724.53	89.93
370-861-710.000	WAGES - PART TIME	31,185.00	38,085.00	34,898.74	4,790.07	3,186.26	91.63
370-861-726.000	SUPPLIES	575.00	575.00	320.46	177.34	254.54	55.73
370-861-740.050	DOWNTOWN MATERIALS	19,700.00	37,300.00	23,443.71	153.41	13,856.29	62.85
370-861-751.000	FUEL & OIL	500.00	400.00	193.66	32.85	206.34	48.42
370-861-801.000	CONTRACTUAL SERVICES	49,580.00	28,980.00	17,073.58	2,412.29	11,906.42	58.92
370-861-801.160	RESTROOM PROGRAM	2,750.00	4,325.00	3,744.50	370.00	580.50	86.58
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,000.00	0.00	0.00	0.00	0.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	28,810.00	30,810.00	24,376.45	5,569.59	6,433.55	79.12
370-861-913.000	VEHICLE INSURANCE	370.00	385.00	385.00	0.00	0.00	100.00
370-861-920.010	ELECTRIC POWER	3,360.00	5,360.00	6,226.20	506.04	(866.20)	116.16
370-861-920.020	NATURAL GAS	4,090.00	8,090.00	9,441.01	106.52	(1,351.01)	116.70
370-861-920.030	WATER & SEWER SERVICE	8,440.00	8,440.00	2,264.84	0.00	6,175.16	26.83
370-861-967.000	FRINGE BENEFITS	10,490.00	10,540.00	9,596.71	989.42	943.29	91.05
370-861-973.000	CAPITAL OUTLAY < \$5,000	0.00	1,000.00	1,000.00	0.00	0.00	100.00
370-861-976.010	STREET FURNISHINGS	15,640.00	22,325.00	25,675.27	18,332.80	(3,350.27)	115.01
370-861-977.000	CAPITAL OUTLAY	0.00	300,430.00	145,564.40	0.00	154,865.60	48.45
Total Dept 861 - DESIGN COMMITTEE		194,335.00	514,170.00	319,605.00	34,689.90	194,565.00	62.16
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	16,845.00	17,125.00	15,400.66	1,249.63	1,724.34	89.93
370-862-710.000	WAGES - PART TIME	19,325.00	19,615.00	14,544.06	1,326.61	5,070.94	74.15
370-862-726.000	SUPPLIES	150.00	100.00	0.00	0.00	100.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	58,500.00	48,140.00	39,673.50	1,600.00	8,466.50	82.41
370-862-785.000	BUSINESS RETENTION PROGRAM	2,660.00	2,750.00	0.00	0.00	2,750.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	59,000.00	60,450.00	49,912.45	5,449.00	10,537.55	82.57
370-862-801.340	WEB SITE MAINTENANCE	900.00	4,400.00	810.89	35.99	3,589.11	18.43
370-862-967.000	FRINGE BENEFITS	8,500.00	8,330.00	7,487.61	641.58	842.39	89.89
Total Dept 862 - MARKETING		165,880.00	160,910.00	127,829.17	10,302.81	33,080.83	79.44
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,425.00	8,565.00	7,700.35	624.81	864.65	89.90
370-863-710.000	WAGES - PART TIME	1,935.00	1,935.00	1,454.40	132.67	480.60	75.16
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	500.00	500.00	90.00	0.00	410.00	18.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	50,000.00	0.00	0.00	100.00
370-863-950.260	OPER TFR TO PARKING FUND	118,220.00	118,220.00	93,220.00	0.00	25,000.00	78.85
370-863-967.000	FRINGE BENEFITS	3,655.00	3,560.00	3,294.08	279.77	265.92	92.53

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		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2021 (ABNORM)	MONTH 05/31/21 (INCR (DECR))	BALANCE (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Total Dept 863 - PARKING		182,785.00	182,830.00	155,758.83	1,037.25	27,071.17	85.19
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	21,055.00	21,410.00	19,250.68	1,562.02	2,159.32	89.91
370-864-710.000	WAGES - PART TIME	9,665.00	13,010.00	7,271.94	663.28	5,738.06	55.90
370-864-726.000	SUPPLIES	850.00	1,150.00	1,451.91	0.00	(301.91)	126.25
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
370-864-731.000	PUBLICATIONS	65.00	65.00	130.04	0.00	(65.04)	200.06
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	2,100.00	6,750.00	7,913.72	609.90	(1,163.72)	117.24
370-864-802.010	LEGAL SERVICES - GENERAL	3,500.00	5,000.00	5,165.00	405.00	(165.00)	103.30
370-864-805.000	AUDITING SERVICES	4,965.00	4,965.00	4,961.00	0.00	4.00	99.92
370-864-900.000	PRINTING & PUBLISHING	1,315.00	2,565.00	2,115.11	0.00	449.89	82.46
370-864-910.000	LIABILITY & PROPERTY INS POOL	6,460.00	6,175.00	4,373.18	0.00	1,801.82	70.82
370-864-920.000	UTILITIES	1,420.00	1,420.00	1,187.67	107.97	232.33	83.64
370-864-956.000	CONTINGENCIES	2,980.00	0.00	0.00	0.00	0.00	0.00
370-864-958.000	MEMBERSHIP & DUES	745.00	1,395.00	1,395.00	0.00	0.00	100.00
370-864-960.000	EDUCATION & TRAINING	1,250.00	850.00	75.00	0.00	775.00	8.82
370-864-967.000	FRINGE BENEFITS	9,505.00	9,270.00	8,693.35	741.96	576.65	93.78
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,710.00	12,710.00	12,710.00	0.00	0.00	100.00
Total Dept 864 - ORGANIZATIONAL		78,685.00	86,835.00	76,693.60	4,090.13	10,141.40	88.32
Dept 865 - ECONOMIC DEVELOPMENT							
370-865-706.000	WAGES - REGULAR FULL TIME	21,055.00	21,410.00	19,250.38	1,561.97	2,159.62	89.91
370-865-710.000	WAGES - PART TIME	3,865.00	3,925.00	2,908.79	265.32	1,016.21	74.11
370-865-726.000	SUPPLIES	200.00	150.00	0.00	0.00	150.00	0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	500.00	500.00	0.00	0.00	500.00	0.00
370-865-967.000	FRINGE BENEFITS	9,055.00	8,815.00	8,178.54	694.22	636.46	92.78
Total Dept 865 - ECONOMIC DEVELOPMENT		34,675.00	34,800.00	30,337.71	2,521.51	4,462.29	87.18
Dept 945 - DEBT SERVICE							
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	174,335.00	174,335.00	174,335.00	0.00	0.00	100.00
Total Dept 945 - DEBT SERVICE		174,335.00	174,335.00	174,335.00	0.00	0.00	100.00
Dept 999 - RESERVE ACCOUNTS							
370-999-999.000	UNALLOCATED RESERVE	9,644.00	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - RESERVE ACCOUNTS		9,644.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		880,994.00	1,194,920.00	915,381.75	52,641.60	279,538.25	76.61
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		880,994.00	1,194,920.00	1,048,966.15	16,633.06	145,953.85	87.79
TOTAL EXPENDITURES		880,994.00	1,194,920.00	915,381.75	52,641.60	279,538.25	76.61
NET OF REVENUES & EXPENDITURES		0.00	0.00	133,584.40	(36,008.54)	(133,584.40)	100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 05/01/2021 - 05/31/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-726.000	SUPPLIES	STAPLES CREDIT PLAN	PENS, GLOVES, TRASH BAGS	3474069235	05/05/21	4.07	115618
370-861-726.000	SUPPLIES	DETROIT CHEMICAL & PAP	PAPERTOWELS FOR DOWNTOWN CLEANING	442716	05/19/21	65.27	115767
370-861-726.000	SUPPLIES	NORTHVILLE STITCHING P	T-SHIRTS FOR SEASONAL EMPLOYEES	79410	05/19/21	108.00	115750
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035 3225 3883 9337 MISC SUPPLIES	041321	05/05/21	93.09	115652
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	6035322532048778	51321	06/02/21	60.32	115859
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	050921	05/05/21	299.00	500440
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	WIFI - TOWN SQUARE	051721	06/02/21	286.08	115838
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION SPRING TURN ON AND REPAIR	200686	06/02/21	1,827.21	115850
370-861-801.000	CONTRACTUAL SERVICES	ASCENSION PROVIDENCE H	SEASONAL EMPLOYEE PHYSICAL	426684	06/02/21	113.00	115861
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY - TOWN SQUARE	1193	05/05/21	185.00	115648
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY	1680	06/02/21	185.00	115856
370-861-850.000	LANDSCAPE MAINTENANCE	BEGONIA BROTHERS	CIRCLE PLANTERS - HOSTAS	11120	05/19/21	5,516.00	115744
370-861-850.000	LANDSCAPE MAINTENANCE	HOME DEPOT CREDIT SERV	6035-3225-3883-9337 SEASONAL SUPPLIES	051321	06/02/21	53.59	115858
370-861-920.010	ELECTRIC CARS - 120 N WIN	DTE ENERGY	ELECTRIC CHARGES 4/2/21 - 3/3/21	050321	05/19/21	428.94	115741
370-861-920.010	8671921 - 127 E MAIN - CC	DTE ENERGY	ELECTRIC CHARGES 4/17/21 - 5/17/21	0417-051721	06/02/21	77.10	115847
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE	051221	06/02/21	106.52	500442
370-861-976.010	STREET FURNISHINGS	CONCEPTUAL SITE FURNIS	10 MEMORIAL BENCHES & 2 PLAQUES	15515	05/19/21	14,150.00	115769
370-861-976.010	STREET FURNISHINGS	EMU AMERICAS LLC	OUTSIDE TABLES AND CHAIRS	0109404	05/19/21	2,862.80	115776
370-861-976.010	STREET FURNISHINGS	CUSTOM ENGRAVING, INC	8 MEMORIAL BENCH PLAQUES	10324	05/19/21	1,320.00	115792
Total For Dept 861 DESIGN COMMITTEE						27,740.99	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PR	BEGONIA BROTHERS	12' SKELETON	5941	05/19/21	1,600.00	115744
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER FOR MAY	5-2021	05/05/21	2,000.00	115615
370-862-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	STAGE BANNER FOR CONCERT SERIES	1-33067	05/05/21	235.00	115640
370-862-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	11 A-FRAME SIGNS	1-33119	05/19/21	420.75	115743
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FEE	053	05/19/21	500.00	115764
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	PR MONTHLY RETAINER - JUNE	6-2021	06/02/21	2,000.00	115822
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	SOCIAL DISTRICT POSTCARDS	64420	06/02/21	140.00	115823
370-862-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	DDA OFFICE DOOR GRAPHIC	1-33153	06/02/21	115.00	115853
370-862-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	CONCERT A-FRAME SIGN	1-33187	06/02/21	38.25	115853
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MAILCHIMP SUBSCRIPTION	05221	05/19/21	35.99	115752
Total For Dept 862 MARKETING						7,084.99	
Dept 864 ORGANIZATIONAL							
370-864-801.190	TECHNOLOGY SUPPORT & SERV	3PLAY MEDIA INC	CLOSED CAPTIONING - MARCH 21	104483	05/05/21	46.00	115685
370-864-801.190	TECHNOLOGY SUPPORT & SERV	CARLISLE-WORTMAN ASSOC	APR 2021 ELECTRONIC MEETINGS	2160584	05/19/21	406.00	115748
370-864-801.190	TECHNOLOGY SUPPORT & SERV	3PLAY MEDIA INC	CLOSED CAPTIONING SERVICE - APRIL 2	106639	05/19/21	69.50	115791
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA WIFI	051621	06/02/21	88.40	115837
370-864-802.010	LEGAL SERVICES - GENERAL	PLUNKETT COONEY	LEGAL FEES - GENERAL NOV 20 (18.1)	10780586	05/19/21	35.00	115740
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE MARCH 21 (124046	05/19/21	370.00	115774
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	050921	05/05/21	32.97	500440
Total For Dept 864 ORGANIZATIONAL						1,047.87	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						35,873.85	

DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
May 18, 2021
Zoom Meeting

The May meeting of the DDA Board was called to order at 8:00 a.m.

ROLL CALL

Present: *Carolann Ayers, Margene Buckhave, John Casey, Aaron Cozart, Jim Long, Ryan McKindles, Greg Presley, Shawn Riley, Mary Starring*

Absent: *Mayor Brian Turnbull, DJ Boyd*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Marilyn Price/City Council, Dave Gutman/Resident, Barbara Morowski-Brown/City Council, Fred Sheill/Resident*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Long noted that Redford Lock was used to do some work for the City and suggested using Northville Lock in the future because they are a local company. Ward stated that the work was commissioned by DPW but she would reach out and share the information with DPW for future purchases.

Motion by McKindle, seconded by Ayers to approve the Agenda and Consent Agenda as amended. **Motion carried unanimously.**

SUMMER MUSIC SERIES

Ward highlighted the changes in the Jag Entertainment contract. First, because of additional sponsorship money obtained the DDA has been able to add more concerts for a total of 46 beginning Memorial Day weekend through the end of October. The total cost of the expanded series is \$27,600. The second change in the contract is the concert performance time, they will now be Friday and Saturday from 7 – 9 pm. Lastly, Jag Entertainment modified the language of the clause to eliminate the need to get signed statements from participating parties alleviating Boyd's concern.

Presley questioned now that the pandemic guidelines have been lifted whether the DDA could have concerts back on the stage in Town Square. Ward said for this year the DDA has already booked smaller groups to play on the streets but they could possibly move

to the stage if that is what the Board desires. The street concerts helped promote the restaurants and merchants because people were able to stroll through town while listening to music. Riley said putting the Main Street concerts in front of the Marquis allowed more people to hear and see the bands. Long asked if and when the Friday Concerts will be brought back to Town Square like they were before the pandemic. Ward said the DDA Board will need to discuss what the future concerts will look like in the downtown now that all outdoor restrictions have been lifted. Ayers suggested to just continue with the concerts the way they are now but be open and flexible to changing in the future if need be. Riley suggested in the future we use the three weekends the City has secured at Ford Field for larger concerts.

Johnson provided a sponsorship update. The DDA has currently raised \$19,000 with the potential of another \$4,500. Johnson was surprised at how successful fundraising has been given the how difficult the Covid 19 was on the business community. Ward said that given the increase in sponsorship money the DDA will have additional funds for other projects.

Motion by Starring, seconded by McKindles to approve the amended contract with JAG Entertainment. **Motion carried unanimously.**

EV CHARGING STATION UPDATE

Ward met with Pat Sullivan after our May Board meeting concerning the EV Charging Stations. Sullivan suggested that the City/DDA work with the City's engineers (Fleis & Vandenbrink) to acquire and install the new EV charging stations with a pay feature and apply for the \$2,500 commercial rebate from DTE Energy. The engineering fees would be paid for out of the City's Parking Fund. It was also suggested that the City/DDA and Fleis & Vandenbrink select a vendor for the project that would manage the system for a percentage of the revenue produced through the pay feature, similar to the arrangement that the DDA has been discussing with ERC to replace the City's downtown decorative streetlights. This would provide ongoing management services for existing and future EV charging station.

A meeting between the City, DDA, and Fleis & Vandenbrink has been set up for Thursday, May 20th to discuss the project. Long requested at the meeting that the DDA/City look at pay as you go vendors that would provide income for the City/DDA.

Presley suggested the DDA look at how well the City is electrified for future increased needs in the downtown district. He suggested looking at this at the same time as we look at EV Charging Stations. Ayers said electricity would fall under infrastructure and would be part of the City's responsibility not the DDA's. Long suggested looking at EV providers that would give the City/DDA a percentage of the pay as you go revenue.

Starring expressed a concern about the large cords running behind the Stands creating a tripping hazard. Buckhave suggested using outdoor mats to cover the cords.

SOCIAL DISTRICT DISCUSSION

Ward said several ideas have been floated on how to improve the 4 entrances leading into the Social District.

The ideas centered on these concepts:

- Installing Tivoli lights overhead on N. Center and E. Main Street, similar to what we have in Town Square. Easements would need to be acquired by the property owners to be able to attach to the front façade of the buildings. DDA staff has reached out to the electrician that did the work in Town Square this summer to get an estimate for the work. The work in Town Square was \$11,000 so the lights in the streets would be in the range of \$75,000. Another option would be to line the buildings with Tivoli lights.
- Providing a banner over the orange water barricades that would welcome visitors to the Social District.
- Moving the triple barrels to the entranceways. They will be filled with summer color.
- Replace the damaged barricades and signs with new materials.
- Yet to be determined is what to replace the police cars with. The area needs to be hardened, yet mobile to allow for equipment and emergency vehicles to pass through.

Presley mentioned a low fence was suggested at the Main & Center entrance that would have a gentle curve to define the edges of where a car can pull off and provide some continuity. Presley said the orange barriers are necessary to alert drivers of the road closures so there is only so much the DDA can do to beautify. Presley suggested if the street closures become more permanent in the future the DDA could purchase attractive bollards and possibly build a stage at the north end of Center Street. Presley said right now the priority should be softening the entrances in an economical way to make them look more attractive. Adding some height with trees and bushes would help soften the entrances. McKindle suggested contacting a company like Planterra that rents plants to businesses.

In order to determine what meets codes, DDA staff is meeting with Fleis and Vandenbrink, the City's Engineers next week to get input ahead of any additional design work.

Ward stated that over the past few months the DDA has also been discussing what to do with the Pods and Stands over the summer months. The initial purpose of the structures was to provide alternative dining and food vending opportunities when there were restrictions on the capacity allowed for indoor dining and requirements for social distancing in place. As the restaurants opened back up to 25% and then 50% occupancy, it became harder and harder to fill the stands. The restaurants were busy running both their indoor and outdoor areas and were unable to also vend from Stand. In addition, staffing has been a real challenge for all of the restaurants. Now that summer is almost here, the DDA needs to decide what to do with the structures. The topic has been discussed at several DDA meetings and committee meetings, as well as with the new Social District Committee. Each committee has a different

recommendation on what to do, in fact each member of each committee has a different recommendation.

Recommendations include:

- Removing all of the Pods and Stands for the season and put them in storage (storage location to be determined). They could be reinstalled after Halloween.
- Move all of the Pods and Stands to Center Street and install mid-block. This would form a kind of food court and place to gather. This would require participation of the restaurants downtown or outside food vendors/trucks.
- Keeping 2 of the double Pods for use as a covered area for the Friday and Saturday night music. The remaining 2 Pods and 4 Stands would be move to storage.
- Remove just the Stands and allow the pods to be used for gatherings.

Ward asked all the restaurants their opinion about if they would be using the Stands in the future. Browndog was the only response and said they would not use the Stands since they are now open outside and inside and have no additional staff. Given the current usage the DDA Staff recommends that the Pods and Stands be store for the summer, and reinstalled in the fall (date to be determined).

Riley felt that a band could definitely fit in a Pod and would be a good alternative use of the space. Presley suggested all the Pods and Stands be on Center Street to create more synergy for the vendors. Casey felt if the food Stands are not used, they should be removed. Johnson said there has been a bit more interest from vendors lately in using the Stands but still not a consistent schedule. Ward said we need to be careful moving all the Stands to Center Street because we would be blocking the businesses storefronts. Long feels the two Stands in Town Square should be removed so more people can enjoy that area. Cozart questioned how difficult is it to move the Stands and where would they be stored. Ward said they would need to use a forklift and it is not easy to transport them. The DDA would most likely store them at the DPW yard. Buckhave feels we have not had enough time to test whether the Stands will be utilized more in the summer months. She also suggested moving the Stands to the side wall (near Spice Merchants) in Town Square to get them out of the center of the square. Long agrees moving the Stands in Town Square off to the side would be a good solution.

Motion by Long, seconded by Cozart to move the Town Square Stands off to the side (west wall) and leaving the other Stands and Pods where they currently are located.
Motion carried unanimously.

COMMITTEE INFORMATION AND UPDATES

a. *Design Committee:*
None

b. *Marketing Committee:*

Riley said the Committee met and talked about upcoming community events.

c. Parking Committee:

None

d. Organizational Committee:

None

e. Economic Development Committee:

None

f. Sustainability Committee:

Gutman said the Sustainability Committee along with the DPW has bolstered its Tree City USA designation by planting 100 trees.

BOARD AND STAFF COMMUNICATIONS

Beautification Day in downtown Northville is cancelled.

Motion by Starring, seconded by Casey to adjourn the DDA Board meeting. **Motion carried unanimously.**

Meeting adjourned at 9:25 am

Respectfully submitted,
Jeri Johnson, Marketing and Communications Director
Northville DDA

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE

Year Ended 06/30/2021

4TH QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS									
370-000-528.000	OTHER FEDERAL GRANTS	0	18,866	142	1,204	0	20,212	20,212	100.00
	GRANTS	0	18,866	142	1,204	0	20,212	20,212	100.00
GRANTS & OTHER LOCAL SOURCES									
370-000-586.020	SPONSORSHIPS	39,500	(14,500)	0	(5,000)	26,900	46,900	46,900	100.00
370-000-586.080	DONATIONS/SPONSORSHIPS	0	0	270,430	0	(145,100)	125,330	125,330	100.00
	GRANTS & OTHER LOCAL SOURCES	39,500	(14,500)	270,430	(5,000)	(118,200)	172,230	172,230	100.00
INTEREST									
370-000-664.000	INTEREST - COMERICA INVESTMENT	5,000	(4,985)	0	0	0	15	15	102.80
370-000-664.190	INTEREST - MI CLASS 1 DIST	750	(650)	0	(25)	(20)	55	51	92.42
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000	1,000	0	0	175	6,175	5,876	95.15
370-000-664.300	UNREALIZED MARKET CHANGE IN IN	0	300	(300)	(2,000)	0	(2,000)	(1,722)	86.10
370-000-664.400	INVESTMENT POOL BANK FEES	(400)	0	300	85	(5)	(20)	(18)	88.90
370-000-664.500	INVESTMENT ADVISORY FEES	(750)	0	0	150	0	(600)	(486)	80.94
370-000-664.600	BANK LOCKBOX FEES	(550)	0	0	400	(40)	(190)	(136)	71.64
370-000-664.700	CUSTODIAL FEES	(130)	0	0	5	15	(110)	(101)	91.48
	INTEREST	8,920	(4,335)	0	(1,385)	125	3,325	3,479	104.65
LICENSES, FEES, & PERMITS									
370-000-476.130	OUTDOOR DINING/RETAIL PERMIT	0	0	0	18,000	4,139	22,139	22,139	100.00
	LICENSES, FEES, & PERMITS	0	0	0	18,000	4,139	22,139	22,139	100.00
MISCELLANEOUS REVENUES									
370-000-659.110	RENTS-SHORT TERM	500	(500)	0	2,000	(1,660)	340	340	100.00
370-000-666.000	MISCELLANEOUS REVENUE	200	0	0	0	(200)	0	0	0.00
370-000-667.000	INSURANCE PROCEEDS	0	4,422	0	0	650	5,072	5,072	100.01
	MISCELLANEOUS REVENUES	700	3,922	0	2,000	(1,210)	5,412	5,412	100.01
PROPERTY TAXES									
370-000-403.000	CURRENT PROPERTY TAXES	737,956	(30,817)	26,019	1,076	0	734,234	734,235	100.00
370-000-403.010	DDA OPERATING LEVY	61,418	0	(3)	72	(480)	61,007	61,007	100.00
370-000-403.040	LOCAL COMMUNITY STABILIZATION	34,000	92	0	0	0	34,092	34,092	100.00
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES C	0	0	0	0	312	312	312	99.89
370-000-418.000	PROPERTY TAXES - OTHER	(1,500)	500	0	500	500	0	129	0.00
	PROPERTY TAXES	831,874	(30,225)	26,016	1,648	332	829,645	829,775	100.02
FUND BALANCE RESERVE									
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	0	42,008	6,412	(21,277)	(27,143)	0	0	0.00
	FUND BALANCE RESERVE	0	42,008	6,412	(21,277)	(27,143)	0	0	100.00
TOTALS FOR DEPT 000-		880,994	15,736	303,000	(4,810)	(141,957)	1,052,963	1,053,247	100.03
TOTAL Revenues		880,994	15,736	303,000	(4,810)	(141,957)	1,052,963	1,053,247	100.03

Year Ended 06/30/2021

4TH QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 753-DPW SERVICES									
370-753-706.000	WAGES - REGULAR FULL TIME	13,740	0	0	0	(2,000)	11,740	10,229	87.13
370-753-707.000	WAGES - REGULAR OVERTIME	1,220	0	(35)	0	(500)	685	490	71.47
370-753-939.000	AUTOMOTIVE SERVICE	500	0	35	385	(385)	535	917	171.35
370-753-943.000	EQUIPMENT RENTAL - CITY	10,600	0	0	0	600	11,200	10,886	97.20
370-753-967.000	FRINGE BENEFITS	14,595	0	0	0	(4,000)	10,595	9,482	89.50
TOTALS FOR DEPT 753-DPW SERVICES		40,655	0	0	385	(6,285)	34,755	32,004	92.08
DEPT: 861-DESIGN COMMITTEE									
370-861-706.000	WAGES - REGULAR FULL TIME	16,845	0	0	280	25	17,150	16,025	93.44
370-861-710.000	WAGES - PART TIME	31,185	0	0	6,900	4,400	42,485	38,495	90.61
370-861-726.000	SUPPLIES	575	0	0	0	(225)	350	320	91.56
370-861-740.050	DOWNTOWN MATERIALS	19,700	17,600	0	0	(13,855)	23,445	23,444	99.99
370-861-751.000	FUEL & OIL	500	0	0	(100)	(150)	250	194	77.46
370-861-801.000	CONTRACTUAL SERVICES	49,580	1,650	0	(22,250)	(10,000)	18,980	17,074	89.96
370-861-801.160	RESTROOM PROGRAM	2,750	0	1,000	575	0	4,325	3,745	86.58
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,000	0	0	(2,000)	0	0	0	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	28,810	0	0	2,000	3,000	33,810	24,376	72.10
370-861-913.000	VEHICLE INSURANCE	370	15	0	0	0	385	385	100.00
370-861-920.010	ELECTRIC POWER	3,360	1,000	0	1,000	2,200	7,560	6,226	82.36
370-861-920.020	NATURAL GAS	4,090	0	0	4,000	1,600	9,690	9,441	97.43
370-861-920.030	WATER & SEWER SERVICE	8,440	0	0	0	(4,000)	4,440	2,265	51.01
370-861-967.000	FRINGE BENEFITS	10,490	0	0	50	460	11,000	10,206	92.78
370-861-973.000	CAPITAL OUTLAY < \$5,000	0	0	0	1,000	0	1,000	1,000	100.00
370-861-976.010	STREET FURNISHINGS	15,640	2,185	0	4,500	3,350	25,675	25,675	100.00
370-861-977.000	CAPITAL OUTLAY	0	0	300,430	0	(154,865)	145,565	145,564	100.00
TOTALS FOR DEPT 861-DESIGN COMMITTEE		194,335	22,450	301,430	(4,045)	(168,060)	346,110	324,435	93.74
DEPT: 862-MARKETING									
370-862-706.000	WAGES - REGULAR FULL TIME	16,845	0	0	280	25	17,150	16,025	93.44
370-862-710.000	WAGES - PART TIME	19,325	0	0	290	(3,115)	16,500	15,138	91.75
370-862-726.000	SUPPLIES	150	0	0	(50)	(100)	0	0	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	58,500	(4,000)	0	(6,360)	(8,465)	39,675	39,674	100.00
370-862-785.000	BUSINESS RETENTION PROGRAM	2,660	0	0	90	(2,750)	0	0	0.00
370-862-801.000	CONTRACTUAL SERVICES	59,000	6,450	0	(5,000)	(9,000)	51,450	49,912	97.01
370-862-801.340	WEB SITE MAINTENANCE	900	0	0	3,500	0	4,400	811	18.43
370-862-967.000	FRINGE BENEFITS	8,500	0	0	(170)	70	8,400	7,801	92.87
TOTALS FOR DEPT 862-MARKETING		165,880	2,450	0	(7,420)	(23,335)	137,575	129,361	94.03
DEPT: 863-PARKING									
370-863-706.000	WAGES - REGULAR FULL TIME	8,425	0	0	140	10	8,575	8,013	93.44
370-863-710.000	WAGES - PART TIME	1,935	0	0	0	(285)	1,650	1,514	91.74
370-863-726.000	SUPPLIES	50	0	0	0	(50)	0	0	0.00
370-863-786.000	DOWNTOWN PARKING PROGRAM	500	0	0	0	(410)	90	90	100.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000	0	0	0	0	50,000	50,000	100.00
370-863-950.260	OPER TFR TO PARKING FUND	118,220	0	0	0	(25,000)	93,220	93,220	100.00
370-863-967.000	FRINGE BENEFITS	3,655	0	0	(95)	130	3,690	3,433	93.02
TOTALS FOR DEPT 863-PARKING		182,785	0	0	45	(25,605)	157,225	156,270	99.39
DEPT: 864-ORGANIZATIONAL									
370-864-706.000	WAGES - REGULAR FULL TIME	21,055	0	0	355	25	21,435	20,032	93.45
370-864-710.000	WAGES - PART TIME	9,665	0	0	3,345	(3,585)	9,425	7,569	80.31
370-864-726.000	SUPPLIES	850	0	0	300	305	1,455	1,464	100.60
370-864-730.000	POSTAGE	100	0	0	0	(100)	0	0	0.00
370-864-731.000	PUBLICATIONS	65	0	0	0	65	130	130	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	2,100	665	1,020	2,965	2,185	8,935	7,914	88.57

Year Ended 06/30/2021

4TH QUARTER BUDGET AMENDMENTS

Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
370-864-802.010	LEGAL SERVICES - GENERAL	3,500	0	0	1,500	1,500	6,500	5,165	79.46
370-864-805.000	AUDITING SERVICES	4,965	0	0	0	0	4,965	4,961	99.92
370-864-900.000	PRINTING & PUBLISHING	1,315	0	0	1,250	0	2,565	2,116	82.49
370-864-910.000	LIABILITY & PROPERTY INS POOL	6,460	(285)	0	0	(1,800)	4,375	4,373	99.96
370-864-920.000	UTILITIES	1,420	0	0	0	(120)	1,300	1,263	97.13
370-864-956.000	CONTINGENCIES	2,980	0	0	(2,980)	0	0	0	0.00
370-864-958.000	MEMBERSHIP & DUES	745	100	550	0	0	1,395	1,395	100.00
370-864-960.000	EDUCATION & TRAINING	1,250	0	0	(400)	(775)	75	75	100.00
370-864-967.000	FRINGE BENEFITS	9,505	0	0	(235)	475	9,745	9,068	93.05
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,710	0	0	0	0	12,710	12,710	100.00
TOTALS FOR DEPT 864-ORGANIZATIONAL		78,685	480	1,570	6,100	(1,825)	85,010	78,235	92.03
DEPT: 865-ECONOMIC DEVELOPMENT									
370-865-706.000	WAGES - REGULAR FULL TIME	21,055	0	0	355	25	21,435	20,031	93.45
370-865-710.000	WAGES - PART TIME	3,865	0	0	60	(635)	3,290	3,028	92.02
370-865-726.000	SUPPLIES	200	0	0	(50)	(150)	0	0	0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	500	0	0	0	(500)	0	0	0.00
370-865-967.000	FRINGE BENEFITS	9,055	0	0	(240)	345	9,160	8,522	93.04
TOTALS FOR DEPT 865-ECONOMIC DEVELOPMENT		34,675	0	0	125	(915)	33,885	31,581	93.20
DEPT: 945-DEBT SERVICE									
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	174,335	0	0	0	0	174,335	174,335	100.00
TOTALS FOR DEPT 945-DEBT SERVICE		174,335	0	0	0	0	174,335	174,335	100.00
DEPT: 999-RESERVE ACCOUNTS									
370-999-999.000	UNALLOCATED RESERVE	9,644	(9,644)	0	0	84,068	84,068	0	0.00
TOTALS FOR DEPT 999-RESERVE ACCOUNTS		9,644	(9,644)	0	0	84,068	84,068	0	0.00
TOTAL Expenditures		880,994	15,736	303,000	(4,810)	(141,957)	1,052,963	926,221	87.96
TOTAL FOR FUND 370									
REVENUES:		880,994	15,736	303,000	(4,810)	(141,957)	1,052,963	1,053,248	100.03
EXPENDITURES		880,994	15,736	303,000	(4,810)	(141,957)	1,052,963	926,220	87.96
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	127,028	0.00



June Project Updates

Light Conversion Update

The DTE audit has been completed and ERC is working with DTE to provide additional information on number of poles, cost per pole, ownership in order for ERC to provide a proposal to the DDA Board. This should be an agenda item for the Board's July meeting.

Changes to Surveillance System

DDA Staff has been meeting with the Chief of Police and several outside vendors to review the prospect to expand the City/DDA surveillance system. This would make it easier for the Police Department to monitor the Social District and to follow up on accidents and crimes committed downtown. The preferred vendor has evaluated the existing system and has asked to meet with the City's IT vendors for additional information. The meeting will be set up for this week. Currently the DDA has not budgeted any funds for surveillance system upgrades. Any DDA project would require a budget amendment and use of the DDA's Fund Balance to accomplish.

EV Charging Stations

The DDA and DPW met with Fleis & VandenBrink three weeks ago to discuss the possibility of having F & V assist with the upgrade of the City/DDA's EV charging Equipment. The upgrade would include adding a method of payment to the chargers so that the DDA was not footing the bill for the energy consumption which is currently running about \$5,000 a year. F & V included a staff member out of their Grand Rapids office that is knowledgeable about EV charging stations and would be involved in the project. The City is asking F & V to take over the management of the project and advise the City/DDA on potentially expanding the system as well using the current Commercial Abatement provided by DTE. A meeting is scheduled for next week to discuss the project and review a proposal by F & V.

Moving Pods and Stands

The DDA Board of Directors voted at their recent DDA meeting to move the food stands out of the middle of the Town Square to the west area of Town Square between the raised planters. DPW moved the Stands in Town Square this week to the area between the raised planters. All other pods and stands remain in their existing location. There are limited locations where the pods and stands can be plugged in using City/DDA special event outlets.

ADA Compliance

Over the weekend, the DDA received an email from a resident with a concern for the outdoor dining areas not being handicapped accessible. The structures area enclosed by planters and fencing that makes it difficult to access the dining area. I spoke to Brent Strong this morning and he agreed that they need to be modified to meet ADA requirements either from the street or from the sidewalk. DDA will reach out to the restaurant owners and provide a date that they must be modified and cc Strong.

Electrical Work

The DDA has requested proposals from Don Green, Green Electrical to modify the pods and the stands so that the lights will turn off at a set time. Currently it is an off/on switch and the structures are being left on all night resulting in increased electrical costs to the DDA. The DDA has also requested an estimate to install Tivoli lights overhead on Main and Center Streets that would crisscross the streets. Easements would be required from the property owner. DDA staff has also reached out to Begonia Brothers for an estimate to install the Tivoli lights as well. Begonia Brothers currently installs and maintains the DDA's Christmas lighting in and around Town Square. A large portion of Begonia Brothers work is in the lighting area.

MainCentre Parking Deck Agreement

There is a schedule facilitation on Wednesday, June 10th with Singh, the DDA and an outside facilitator to try to reach an agreement on the City/DDA's request for Singh to participate in the capital improvement projects needed to keep the deck in good operating condition. The City is looking to raise the existing monthly charge from \$10 per month to \$36 per month over the next 20 years to pay for the cost of the improvements. If we are unable to come to a resolution working with the facilitator, the City/DDA will need to discuss their legal options.



DDA 2021-22 Budget Update

DDA staff, working with the City's Finance Department has developed some end of the year numbers to share with the DDA Board of Directors. This information was developed during the 4th Quarter Budget Amendment process and the numbers will fluctuate a bit as the fiscal year still has almost 3 weeks to go.

Fund Balance at start of 2020-21	\$298,552
Returned to Fund Balance	<u>\$ 84,068</u>
Fund Balance at start of 2021-22	\$382,620
Restricted Fund Balance*	<u>\$121,187</u>
Unrestricted Fund Balance 2021-22	\$261,433

The DDA was able to contribute \$84,068 back to Fund Balance in part due to the postponement of capital improvement projects during the pandemic in order for the DDA to concentrate on the Social District and support of the business community. In addition, the DDA saved on operational costs with City Hall closed and staff working remotely.

Recently there has been requests for funding of projects and the DDA will need to determine if they are willing to spend some of their unrestricted fund balance to pay for the improvements and if so, to what extent. See the projects that have been discussed below that are not currently funded in the DDA's 2021-22 Budget.

Overhead Tivoli Lighting	\$75,000
Overhead Banners	\$20,000 - \$35,000
Additional Social District Impro	\$20,000
Improved Surveillance Cameras	\$12,000 – \$45,000

* dedicated street improvement funds, fringe benefit payout, dedicated parking fund