



Meeting of the DDA Board of Directors September 21, 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 September 21, 2021 at 8:00 am The link is <https://us02web.zoom.us/j/89950243349> US: 1 312 626 6799 Webinar ID: 899 5024 3349.

AGENDA

1. Call to Order – Shawn Riley
2. Audience Comments (3 - minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
 - a. August Financial Statement (Attachment 4.a)
 - b. August Invoice Report (Attachment 4.b)
 - c. August 24, 2021 Meeting Minutes (Attachment 4.c)
 - d. End of the Year Financial Statement (Attachment 4.d)
 - e. 1st Quarter Budget Amendments (Attachment 4.e)
 - f. Budget Amendment Explanation (Attachment 4.f)
5. EV Charging Stations Update
6. Committee Information and Updates
 - a. Design Committee – DJ Boyd
 - i. Update of Surveillance Equipment
 - 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

7. Future Meetings / Important Dates
 - a. Design Committee Meeting – September 22, 2021
 - b. Sustainability Committee Meetings – TBD
 - c. Skeletons are Alive Kick Off Event – October 1, 2021
 - d. Marketing Committee Meeting – October 7, 2021
 - e. Design Committee Meeting – October 11, 2021
 - f. Executive Committee Meeting – October 13, 2021
 - g. Parking Committee – TBD
 - h. DDA Board Meeting – October 19, 2021
8. Board and Staff Communications
9. Adjournment – Next Meeting – October 19, 2021

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 08/31/2021
% Fiscal Year Completed: 16.99
AUGUST BENCHMARK 17%

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE 08/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/21 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	769,414.00	769,414.00	668,511.63	193,649.09	100,902.37		86.89
370-000-403.010	DDA OPERATING LEVY	64,025.00	64,025.00	60,490.31	49,730.55	3,534.69		94.48
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	34,000.00	34,000.00	0.00	0.00	34,000.00		0.00
370-000-418.000	PROPERTY TAXES - OTHER	(500.00)	(500.00)	463.59	463.59	(963.59)		(92.72)
PROPERTY TAXES		866,939.00	866,939.00	729,465.53	243,843.23	137,473.47		84.14
LICENSES, FEES, & PERMITS								
370-000-476.130	OUTDOOR DINING/RETAIL PERMIT FEES	0.00	0.00	332.00	332.00	(332.00)		100.00
LICENSES, FEES, & PERMITS		0.00	0.00	332.00	332.00	(332.00)		100.00
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	30,000.00	30,000.00	3,600.00	3,600.00	26,400.00		12.00
370-000-586.080	DONATIONS/SPONSORSHIPS	3,000.00	3,000.00	350.00	350.00	2,650.00		11.67
GRANTS & OTHER LOCAL SOURCES		33,000.00	33,000.00	3,950.00	3,950.00	29,050.00		11.97
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	0.00	0.00	100.00	100.00	(100.00)		100.00
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00		0.00
MISCELLANEOUS REVENUES		200.00	200.00	100.00	100.00	100.00		50.00
INTEREST								
370-000-664.190	INTEREST - MI CLASS 1 DIST	75.00	75.00	2.74	1.67	72.26		3.65
370-000-664.200	LONG TERM INVESTMENT EARNINGS	8,000.00	8,000.00	452.94	0.00	7,547.06		5.66
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	0.00	763.00	0.00	(763.00)		100.00
370-000-664.400	INVESTMENT POOL BANK FEES	0.00	0.00	(37.62)	(37.62)	37.62		100.00
370-000-664.500	INVESTMENT ADVISORY FEES	(600.00)	(600.00)	(51.32)	(51.32)	(548.68)		8.55
370-000-664.600	BANK LOCKBOX FEES	0.00	0.00	(43.13)	(43.13)	43.13		100.00
370-000-664.700	CUSTODIAL FEES	(125.00)	(125.00)	(23.27)	(13.39)	(101.73)		18.62
INTEREST		7,350.00	7,350.00	1,063.34	(143.79)	6,286.66		14.47
Total Dept 000		907,489.00	907,489.00	734,910.87	248,081.44	172,578.13		80.98
TOTAL REVENUES		907,489.00	907,489.00	734,910.87	248,081.44	172,578.13		80.98
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,740.00	13,740.00	68.37	17.00	13,671.63		0.50
370-753-707.000	WAGES - REGULAR OVERTIME	1,185.00	1,185.00	0.00	0.00	1,185.00		0.00
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00		0.00
370-753-943.000	EQUIPMENT RENTAL - CITY	10,215.00	10,215.00	241.95	0.00	9,973.05		2.37
370-753-967.000	FRINGE BENEFITS	14,595.00	14,595.00	49.37	1.75	14,545.63		0.34
Total Dept 753 - DPW SERVICES		40,235.00	40,235.00	359.69	18.75	39,875.31		0.89
Dept 861 - DESIGN COMMITTEE								

PERIOD ENDING 08/31/2021
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AUGUST BENCHMARK 17%

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2021 NORM (ABNORM)	MONTH 08/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
370-861-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,590.00	1,999.36	1,249.60	15,590.64	11.37
370-861-707.000	WAGES - REGULAR OVERTIME	0.00	0.00	90.00	0.00	(90.00)	100.00
370-861-710.000	WAGES - PART TIME	55,960.00	55,960.00	10,963.05	6,572.16	44,996.95	19.59
370-861-726.000	SUPPLIES	575.00	575.00	0.00	0.00	575.00	0.00
370-861-740.050	DOWNTOWN MATERIALS	20,400.00	20,400.00	3,802.12	2,772.83	16,597.88	18.64
370-861-740.150	SOCIAL DISTRICT EXPENDITURES	0.00	0.00	139.50	139.50	(139.50)	100.00
370-861-751.000	FUEL & OIL	400.00	400.00	141.95	68.08	258.05	35.49
370-861-801.000	CONTRACTUAL SERVICES	25,930.00	25,930.00	394.74	(476.42)	25,535.26	1.52
370-861-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	718.50	479.00	3,281.50	17.96
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	32,310.00	32,310.00	243.39	(82.05)	32,066.61	0.75
370-861-913.000	VEHICLE INSURANCE	400.00	400.00	203.00	0.00	197.00	50.75
370-861-920.010	ELECTRIC POWER	5,390.00	5,390.00	73.24	0.00	5,316.76	1.36
370-861-920.020	NATURAL GAS	8,250.00	8,250.00	213.74	213.74	8,036.26	2.59
370-861-920.030	WATER & SEWER SERVICE	8,860.00	8,860.00	907.51	907.51	7,952.49	10.24
370-861-967.000	FRINGE BENEFITS	11,525.00	11,525.00	1,883.00	1,144.69	9,642.00	16.34
370-861-976.010	STREET FURNISHINGS	10,700.00	10,700.00	0.00	0.00	10,700.00	0.00
370-861-977.000	CAPITAL OUTLAY	0.00	0.00	0.00	12,466.87	0.00	0.00
Total Dept 861 - DESIGN COMMITTEE		204,290.00	204,290.00	21,773.10	25,455.51	182,516.90	10.66
Dept 862 - MARKETING							
370-862-706.000	WAGES - REGULAR FULL TIME	17,590.00	17,590.00	1,999.37	1,249.60	15,590.63	11.37
370-862-710.000	WAGES - PART TIME	14,595.00	14,595.00	1,869.14	1,240.80	12,725.86	12.81
370-862-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	50,000.00	50,000.00	7,000.00	7,000.00	43,000.00	14.00
370-862-785.000	BUSINESS RETENTION PROGRAM	750.00	750.00	0.00	0.00	750.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	60,000.00	60,000.00	12,197.00	3,749.87	47,803.00	20.33
370-862-801.340	WEB SITE MAINTENANCE	900.00	900.00	420.00	420.00	480.00	46.67
370-862-967.000	FRINGE BENEFITS	8,125.00	8,125.00	1,007.74	634.58	7,117.26	12.40
Total Dept 862 - MARKETING		152,060.00	152,060.00	24,493.25	14,294.85	127,566.75	16.11
Dept 863 - PARKING							
370-863-706.000	WAGES - REGULAR FULL TIME	8,795.00	8,795.00	999.70	624.82	7,795.30	11.37
370-863-710.000	WAGES - PART TIME	1,460.00	1,460.00	186.91	124.08	1,273.09	12.80
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
370-863-950.260	OPER TFR TO PARKING FUND	120,900.00	120,900.00	0.00	0.00	120,900.00	0.00
370-863-967.000	FRINGE BENEFITS	3,610.00	3,610.00	446.16	278.99	3,163.84	12.36
Total Dept 863 - PARKING		184,815.00	184,815.00	1,632.77	1,027.89	183,182.23	0.88
Dept 864 - ORGANIZATIONAL							
370-864-706.000	WAGES - REGULAR FULL TIME	21,990.00	21,990.00	2,499.22	1,562.00	19,490.78	11.37
370-864-710.000	WAGES - PART TIME	28,100.00	28,100.00	1,284.55	970.40	26,815.45	4.57
370-864-726.000	SUPPLIES	850.00	850.00	212.13	(370.49)	637.87	24.96
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	(3.00)	0.00	68.00	(4.62)
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	4,435.00	4,435.00	2,824.52	305.72	1,610.48	63.69
370-864-802.010	LEGAL SERVICES - GENERAL	3,500.00	3,500.00	624.00	624.00	2,876.00	17.83
370-864-805.000	AUDITING SERVICES	5,105.00	5,105.00	0.00	0.00	5,105.00	0.00

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		ORIGINAL BUDGET	2021-22 AMENDED BUDGET			NORM	(ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-900.000	PRINTING & PUBLISHING	1,315.00	1,315.00	0.00	0.00	1,315.00	0.00	
370-864-910.000	LIABILITY & PROPERTY INS POOL	6,280.00	6,280.00	3,299.82	0.00	2,980.18	52.54	
370-864-920.000	UTILITIES	1,420.00	1,420.00	215.94	107.97	1,204.06	15.21	
370-864-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	575.00	575.00	820.00	41.22	
370-864-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	0.00	850.00	0.00	
370-864-967.000	FRINGE BENEFITS	9,305.00	9,305.00	1,198.81	765.34	8,106.19	12.88	
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,960.00	12,960.00	0.00	0.00	12,960.00	0.00	
Total Dept 864 - ORGANIZATIONAL		97,670.00	97,670.00	12,730.99	4,539.94	84,939.01	13.03	
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	21,990.00	21,990.00	2,499.15	1,561.98	19,490.85	11.36	
370-865-710.000	WAGES - PART TIME	2,920.00	2,920.00	373.81	248.16	2,546.19	12.80	
370-865-726.000	SUPPLIES	150.00	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	8,970.00	8,970.00	1,108.20	692.69	7,861.80	12.35	
Total Dept 865 - ECONOMIC DEVELOPMENT		34,530.00	34,530.00	3,981.16	2,502.83	30,548.84	11.53	
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	174,685.00	174,685.00	0.00	0.00	174,685.00	0.00	
Total Dept 945 - DEBT SERVICE		174,685.00	174,685.00	0.00	0.00	174,685.00	0.00	
Dept 999 - RESERVE ACCOUNTS								
370-999-999.000	UNALLOCATED RESERVE	19,204.00	19,204.00	0.00	0.00	19,204.00	0.00	
Total Dept 999 - RESERVE ACCOUNTS		19,204.00	19,204.00	0.00	0.00	19,204.00	0.00	
TOTAL EXPENDITURES		907,489.00	907,489.00	64,970.96	47,839.77	842,518.04	7.16	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		907,489.00	907,489.00	734,910.87	248,081.44	172,578.13	80.98	
TOTAL EXPENDITURES		907,489.00	907,489.00	64,970.96	47,839.77	842,518.04	7.16	
NET OF REVENUES & EXPENDITURES		0.00	0.00	669,939.91	200,241.67	(669,939.91)	100.00	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE
 POST DATES 08/01/2021 - 08/31/2021
 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							
370-861-740.050	DOWNTOWN MATERIALS	AARONSON MANAGEMENT, I	10 LAMINATED SOCIAL DISTRICT POSTER	1-33517	08/04/21	150.00	116298
370-861-740.050	DOWNTOWN MATERIALS	GRAPH-X SIGNS & DESIGN	BARRICADE COVERS	2102097	08/25/21	2,404.00	116387
370-861-740.050	DOWNTOWN MATERIALS	HOME DEPOT CREDIT SERV	MAINTENANCE MATERIALS CHG CARD #603	81321	08/25/21	201.88	116414
370-861-740.150	SOCIAL DISTRICT EXPENDITUF	AARONSON MANAGEMENT, I	SPONSOR MAGNETS FOR PODS & STANDS	1-33531	08/25/21	139.50	116408
370-861-801.000	CONTRACTUAL SERVICES	ASCENSION PROVIDENCE H	NEW HIRE PHYSICAL	436681	08/11/21	86.00	116315
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	080821	08/11/21	299.00	500449
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE WIFI	081721	08/25/21	286.08	116399
370-861-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	PORTA POTTY RENTAL	12073	08/25/21	479.00	116413
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS CHARGES	080621	08/11/21	107.11	500448
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE	081021	09/08/21	106.63	500451
370-861-977.000	CAPITAL OUTLAY	UP2GO INTERNATIONAL LL	HEAT IN THE STREET PROJECT	15-2021-NVDDA-HI'	08/25/21	12,466.87	116439
Total For Dept 861 DESIGN COMMITTEE						16,726.07	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	CONCERTS 7/2-7/31	2296	08/04/21	5,400.00	116317
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	NORTHVILLE TOWNSHIP	TUNES ON TUESDAY SPONSORSHIP	2021-DDA2021	08/25/21	1,600.00	116401
370-862-801.000	CONTRACTUAL SERVICES	CUSTOMCHANNELS.NET LLC	DOWNTOWN MUSIC SERVICE	101995	08/04/21	348.00	116322
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	SEPT MARKETING	NORTHVILLE9-2021	08/25/21	2,000.00	116386
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FEES 5/21-8/21	054	08/25/21	850.00	116424
370-862-801.000	CONTRACTUAL SERVICES	UP2GO INTERNATIONAL LL	HEAT IN THE STREET PROJECT	15-2021-NVDDA-HI'	08/25/21	551.87	116439
370-862-801.340	WEB SITE MAINTENANCE	ACCUNET, INC	WEBSITE HOSTING FEE	21305	08/25/21	420.00	116410
Total For Dept 862 MARKETING						11,169.87	
Dept 864 ORGANIZATIONAL							
370-864-726.000	SUPPLIES	CDW GOVERNMENT, INC.	PRINTER RETURN	J415035	08/25/21	(370.49)	6
370-864-801.190	TECHNOLOGY SUPPORT & SERV	3PLAY MEDIA INC	CLOSED CAPTIONING SERVICE - JULY 20	113013	08/11/21	7.32	116341
370-864-801.190	TECHNOLOGY SUPPORT & SERV	CARLISLE-WORTMAN ASSOC	JULY 2021 ELECTRONIC MTGS	2161883	09/08/21	210.00	116482
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	OFFICE DDA WIFI	081621	08/25/21	88.40	116398
370-864-802.010	LEGAL SERVICES - GENERAL	ADKISON, NEED & ALLEN	LEGAL FEES - REAL ESTATE JULY 21 (5	125341	08/25/21	624.00	116426
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	080821	08/11/21	32.97	500449
370-864-958.000	MEMBERSHIP & DUES	MICHIGAN DOWNTOWN ASSO	MICH DOWNTOWN ASSOC DUES	2891	08/25/21	575.00	116384
Total For Dept 864 ORGANIZATIONAL						1,167.20	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						29,063.14	

**DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
August 24, 2021
Zoom Meeting**

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

ROLL CALL

Present: *Carolann Ayers, Margene Buckhave, John Casey, DJ Boyd, Jim Long, Ryan McKindles, Greg Presley, Shawn Riley, Mary Starring, Mayor Brian Turnbull*

Absent: *Aaron Cozart*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Dave Gutman/Resident, Barbara Morowski-Brown/City Council, Fred Sheill/Resident, Andrew Krenz/Resident, John Carter/Resident, Kathy Spillane/Resident*

AUDIENCE COMMENTS

Resident John Carter commented in favor of the EV spaces as being good for the downtown, economy, clean environment and for the citizens. The auto industry has fully committed to this new technology and Northville should follow suit.

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by Turnbull, seconded by McKindles to approve the Agenda and Consent Agenda. **Motion carried unanimously.**

DISCUSSION OF JUNE 15, 2021 MEETING MINUTES

Presley wanted the June minutes clarified regarding Long's comments on the Down's property agreement.

Long clarified his statement from the June meeting regarding the Downs property and the 3-year contract with Hunter Pasteur. The \$100 referenced in the June meeting minutes is not the purchase price of the Northville Downs but a refundable security deposit for the parking lot the City owns on Cady St. The approximate purchase price of the property on Cady St is \$460,000. Long feels this was a terrible agreement the City entered into with Hunter Pasteur.

Motion by Ayers, seconded by Starring to approve minutes from June 15, 2021 meeting. **Motion carried unanimously.**

UPGRADE OF SURVEILLANCE EQUIPMENT

Chief Maciag updated the DDA Board on a proposal for updated surveillance equipment that is utilized by the Police Dept and DDA. The current system which was installed in 2014, has a total of 8 cameras for the DDA that are needing upgrades. In October 2020 he went to council to upgrade city hall with the future plan to add the 8 DDA cameras to the new system. Camtronics' proposal to upgrade is a total of \$12,238.88 and a with split for cost between City Hall, a grant from MMRA and the DDA each paying 1/3, the total DDA cost would be approximately \$4,000.00. The upgrade would cover new cameras and place all the surveillance on one server to streamline security throughout the city. It would also allow a live feed that can also be accessed remotely. Maciag said the upgrades would have to be done in stages and maybe Center St surveillance could be in future discussions. Maciag also mentioned while there are no current increased crime issues, these cameras have proved useful in the past with misc. crime (ie. accidents, fights in parking lot).

Motion to approve by Long, seconded by Casey to upgrade surveillance equipment with expenditures as presented. Ayers, Buckhave, Casey, Long, McKindles, Presley, Riley, Starring, Turnbull voted in favor, Boyd voted in opposition. Motion carried.

EV CHARGING STATIONS PROPOSAL

Ward said the DDA entered into a partnership in 2017 with Up2Go to provide 2 EV charging stations in the parking area behind 120 W. Main Street. Up2Go agreed to pay for purchase and installation of the units and electrical costs for 18 months. At the end of this term, the DDA took over electrical costs which has averaged \$5,000.00 per year. The proposal, under a 10-year contract, suggests the DDA/City install charging stations at the two locations on Main Street where the infrastructure is already available and add 4-6 new charging stations in the lower level of the Cady Street parking Deck. A pay station would be installed and the DDA would receive 10% of the revenue produced by the units. After recommendation at the previous board meeting, the DDA presented the proposal to the Parking Committee on July 29th. The Parking Committee voted to recommend replacement of the 2 existing charging stations with no further charging stations added to the lower-level Cady Deck or Main Street at this time. Based on recommendation of the Parking Committee, the DDA is going to review with Hage the contract terms and amount of charging stations.

Casey added that the Parking Committee voted in unison not to have charging stations added to Main Street, and that the current receptacles be removed. The parking spots on Main Street are way too valuable to remove for EV stations. He also added that the current 10-year contract is way too long and it might end up costing the City/DDA profits that are going directly to another company.

Boyd questioned whether Hage would be willing to negotiate a shorter term; Ward responded that the DDA has reached out to seek shorter terms based on recommendation from Parking and Sustainability Committees feel that technology evolves so rapidly, that we need more flexibility with the contract.

Ayers said that residents have found it difficult to park with road the closures and if we take away additional parking for EV charging stations, we are not thinking of needs of everyone that utilizes the downtown. Turnbull suggested that the DDA does have several handicap spots available throughout downtown. Based on future auto industry projections Turnbull said that 2% of total parking spaces in downtown Northville, or 40 spots, should be EV. He said we don't have to be on the cutting edge of EV spaces but we do want to evolve and he is in full support of adding a handful of spots somewhere downtown. Ayers clarified that she was not looking for more handicapped parking in downtown just easier access parking for the elderly.

McKindles feels that the DDA needs to be proactive and embrace the new EV charging trend by adding more spaces in the downtown area. He believes given the expertise of the Parking Committee that they should be the ones to determine the location of those spaces. Sheill said the Parking Committee was not against adding more EV parking spaces but more concerned about the length of the Hage contract given the ever-changing technology. Gutman also strongly believes that the new EV charging technology should be fully embraced and the City needs to have more parking spaces to accommodate the increase in electric cars throughout the local area.

Krenz, a GM electrical engineer that designs electric vehicles, said most electrical car owners do not like to park in a parallel parking place but rather a space they can back into. EV owners prefer a reliable charge station over walking distance. City's usually try to install EV charging stations where there can be multiple spaces using one charge station.

Long would like to consider tabling this topic and maybe having other companies put together a proposal. Consensus is that the length of the contract is the biggest issue, but the Board agrees more spaces are needed.

Motion by Long, seconded by Boyd, to table the discussion with the goal of obtaining a shorter contract from Hage in addition to obtaining quotes from 1-2 other firms for comparison. Long amended the motion, seconded by Boyd, to add that the DDA determine how many spots to create for the future proposals. Motion carried unanimously.

HERITAGE FESTIVAL

Ward said the Heritage Festival is back this year, with the beer tent being canceled due to challenges in finding available tents and they are more expensive due to demand from Covid. The Heritage Festival will be located along Cady Street, with the exception of Shawn Riley Band, playing in Town Square. This was previously lined up through the DDA and it's been agreed that the Chamber will cover the cost of live music for the Heritage Festival.

Turnbull felt that the no lawn chair policy is no longer necessary for the concert series.

Motion by Starring, seconded by Turnbull, to accept the Heritage Festival music that the Chamber will provide on Friday evening 9/17/2021 and to remove the “No Lawn Chairs Allowed” language from the Social Media posts and the DDA website regarding Friday and Saturday acoustic concerts. **Riley abstains. Motion carried unanimously.**

SOCIAL DISTRICT IMPROVEMENTS

Ward said the Pods and Stands have continued to be utilized by vendors on the weekends. Derek Blair, owner of Northville Gallery, with the Rotary, has sponsored the purchase of the fans for a total of \$1,250. Derek Blair also funded the barricade banners, totaling \$2,680. The DDA allocated \$8,000 for entranceway improvements. To date, all improvements have been made by outside sponsorship, freeing up the funds to be used on other improvements.

Ward said the DDA met with F & V regarding the road closures and barricades. The DDA met with Meridian Rapid Defense Group for a demonstration of steel removable barriers. The barriers would cost \$33,821 to purchase or \$3,000 per month to rent. These barriers are not user friendly and very costly. A long-term solution will have to be looked at if the roads remain closed. The DDA has reached out to Dr. Demray to possibly use his bugs to decorate seasonally in place of the black police cars.

The Tivoli lighting would cost about \$115,000 on Main Street. Green Electrical estimated \$200,000 to add on both Main and Center; and on top of that we would have to find someone to install anchor poles and obtain easements.

COMMITTEE INFORMATION AND UPDATES

a. Design Committee:

Boyd said the Design Committee is meeting again regularly. Ward added the planning has begun to add a winter market and winter activities to the downtown running from 12/1-12/31.

b. Marketing Committee:

Nothing to report.

c. Parking Committee:

Casey wanted to clarify the overnight parking passes do not require people to move their cars each day. They will add the issue to the next Parking Committee meeting. Casey also said the barricades were moved on an angle at Main and Center so no one can use that area as a drop off spot. Long expressed concern for Genitti's events needing an area for event drop-offs. Maciag had a conversation with Laura Genitti and she stated she does need loading zone parking at this time.

d. Organizational Committee:

Nothing to report.

e. *Economic Development Committee:*

Ward said EDC comments for the Planning Commission was that they are in support of The Exchange Bar & Grill project and the project is moving forward.

f. *Sustainability Committee:*

Nothing to report.

BOARD AND STAFF COMMUNICATIONS

Ward reminded everyone that starting in September meetings are scheduled to go back in person. All parties entering the City Hall building need to be vaccinated or wear a mask.

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

Meeting adjourned at 9:50 am

Respectfully submitted,
Jessica Howlin, Administrative Assistant
Northville DDA

STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL FOR CITY OF NORTHVILLE
 Period Ending 06/30/2021

FUND 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	ORIGINAL	FINAL	ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET + (-)
REVENUES					
GRANTS					
370-000-528.000	OTHER FEDERAL GRANTS		20,212.00	20,212.05	0.05
	Total GRANTS	0.00	20,212.00	20,212.05	0.05
GRANTS & OTHER LOCAL SOURCES					
370-000-586.020	SPONSORSHIPS	39,500.00	46,900.00	46,900.00	
370-000-586.080	DONATIONS/SPONSORSHIPS		125,330.00	125,432.65	102.65
	Total GRANTS & OTHER LOCAL SOURCES	39,500.00	172,230.00	172,332.65	102.65
INTEREST					
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	5,000.00	15.00	15.42	0.42
370-000-664.190	INTEREST - MI CLASS 1 DIST	750.00	55.00	53.79	(1.21)
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	6,175.00	6,378.44	203.44
370-000-664.300	UNREALIZED MARKET CHANGE IN INVESTMEN		(2,000.00)	(2,548.84)	(548.84)
370-000-664.400	INVESTMENT POOL BANK FEES	(400.00)	(20.00)	(24.50)	(4.50)
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(600.00)	(570.15)	29.85
370-000-664.600	BANK LOCKBOX FEES	(550.00)	(190.00)	(191.11)	(1.11)
370-000-664.700	CUSTODIAL FEES	(130.00)	(110.00)	(110.30)	(0.30)
	Total INTEREST	8,920.00	3,325.00	3,002.75	(322.25)
LICENSES, FEES, & PERMITS					
370-000-476.130	OUTDOOR DINING/RETAIL PERMIT FEES		22,139.00	21,768.00	(371.00)
	Total LICENSES, FEES, & PERMITS	0.00	22,139.00	21,768.00	(371.00)
MISCELLANEOUS REVENUES					
370-000-659.110	RENTS-SHORT TERM	500.00	340.00	340.00	
370-000-666.000	MISCELLANEOUS REVENUE	200.00			
370-000-667.000	INSURANCE PROCEEDS		5,072.00	5,072.30	0.30
	Total MISCELLANEOUS REVENUES	700.00	5,412.00	5,412.30	0.30
PROPERTY TAXES					
370-000-403.000	CURRENT PROPERTY TAXES	737,956.00	734,234.00	734,235.23	1.23
370-000-403.010	DDA OPERATING LEVY	61,418.00	61,007.00	61,007.15	0.15
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	34,000.00	34,092.00	34,092.20	0.20
370-000-417.000	DLNQ PERSONAL PROPERTY TAXES COLLECTED		312.00	320.98	8.98
370-000-418.000	PROPERTY TAXES - OTHER	(1,500.00)		(5,484.69)	(5,484.69)
	Total PROPERTY TAXES	831,874.00	829,645.00	824,170.87	(5,474.13)
Total Revenues		880,994.00	1,052,963.00	1,046,898.62	(6,064.38)
EXPENDITURES					
UNCLASSIFIED					
370-753-706.000	WAGES - REGULAR FULL TIME	13,740.00	11,740.00	11,039.80	700.20
370-753-707.000	WAGES - REGULAR OVERTIME	1,220.00	685.00	489.60	195.40
370-753-939.000	AUTOMOTIVE SERVICE	500.00	535.00	534.18	0.82
370-753-943.000	EQUIPMENT RENTAL - CITY	10,600.00	11,200.00	10,953.47	246.53
370-753-967.000	FRINGE BENEFITS	14,595.00	10,595.00	10,087.18	507.82
370-861-706.000	WAGES - REGULAR FULL TIME	16,845.00	17,150.00	17,149.92	0.08
370-861-710.000	WAGES - PART TIME	31,185.00	42,485.00	45,242.87	(2,757.87)
370-861-726.000	SUPPLIES	575.00	350.00	356.46	(6.46)
370-861-740.050	DOWNTOWN MATERIALS	19,700.00	23,445.00	24,152.17	(707.17)
370-861-751.000	FUEL & OIL	500.00	250.00	279.06	(29.06)
370-861-801.000	CONTRACTUAL SERVICES	49,580.00	18,980.00	20,767.48	(1,787.48)

STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL FOR CITY OF NORTHVILLE
 Period Ending 06/30/2021

FUND 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	ORIGINAL	FINAL	ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET + (-)
EXPENDITURES					
370-861-801.160	RESTROOM PROGRAM	2,750.00	4,325.00	4,326.49	(1.49)
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,000.00			
370-861-803.590	SIGNAGE AND MARKERS PROJECTS				
370-861-850.000	LANDSCAPE MAINTENANCE	28,810.00	33,810.00	33,980.07	(170.07)
370-861-913.000	VEHICLE INSURANCE	370.00	385.00	385.00	
370-861-920.010	ELECTRIC POWER	3,360.00	7,560.00	7,342.32	217.68
370-861-920.020	NATURAL GAS	4,090.00	9,690.00	9,547.64	142.36
370-861-920.030	WATER & SEWER SERVICE	8,440.00	4,440.00	2,723.55	1,716.45
370-861-967.000	FRINGE BENEFITS	10,490.00	11,000.00	11,333.76	(333.76)
370-861-973.000	CAPITAL OUTLAY < \$5,000		1,000.00	1,000.00	
370-861-976.010	STREET FURNISHINGS	15,640.00	25,675.00	25,675.27	(0.27)
370-861-977.000	CAPITAL OUTLAY		145,565.00	158,031.27	(12,466.27)
370-862-706.000	WAGES - REGULAR FULL TIME	16,845.00	17,150.00	17,150.09	(0.09)
370-862-710.000	WAGES - PART TIME	19,325.00	16,500.00	16,179.55	320.45
370-862-726.000	SUPPLIES	150.00			
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	58,500.00	39,675.00	45,673.50	(5,998.50)
370-862-785.000	BUSINESS RETENTION PROGRAM	2,660.00			
370-862-801.000	CONTRACTUAL SERVICES	59,000.00	51,450.00	50,764.32	685.68
370-862-801.340	WEB SITE MAINTENANCE	900.00	4,400.00	1,404.38	2,995.62
370-862-967.000	FRINGE BENEFITS	8,500.00	8,400.00	8,367.29	32.71
370-863-706.000	WAGES - REGULAR FULL TIME	8,425.00	8,575.00	8,575.09	(0.09)
370-863-710.000	WAGES - PART TIME	1,935.00	1,650.00	1,617.93	32.07
370-863-726.000	SUPPLIES	50.00			
370-863-786.000	DOWNTOWN PARKING PROGRAM	500.00	90.00	90.00	
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	50,000.00	
370-863-950.260	OPER TFR TO PARKING FUND	118,220.00	93,220.00	93,220.00	
370-863-967.000	FRINGE BENEFITS	3,655.00	3,690.00	3,683.36	6.64
370-864-706.000	WAGES - REGULAR FULL TIME	21,055.00	21,435.00	21,437.49	(2.49)
370-864-710.000	WAGES - PART TIME	9,665.00	9,425.00	8,089.68	1,335.32
370-864-726.000	SUPPLIES	850.00	1,455.00	1,890.24	(435.24)
370-864-730.000	POSTAGE	100.00			
370-864-731.000	PUBLICATIONS	65.00	130.00	130.04	(0.04)
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	2,100.00	8,935.00	8,540.11	394.89
370-864-802.010	LEGAL SERVICES - GENERAL	3,500.00	6,500.00	8,301.00	(1,801.00)
370-864-805.000	AUDITING SERVICES	4,965.00	4,965.00	4,961.00	4.00
370-864-900.000	PRINTING & PUBLISHING	1,315.00	2,565.00	2,115.93	449.07
370-864-910.000	LIABILITY & PROPERTY INS POOL	6,460.00	4,375.00	4,373.18	1.82
370-864-920.000	UTILITIES	1,420.00	1,300.00	1,295.64	4.36
370-864-956.000	CONTINGENCIES	2,980.00			
370-864-958.000	MEMBERSHIP & DUES	745.00	1,395.00	1,395.00	
370-864-960.000	EDUCATION & TRAINING	1,250.00	75.00	75.00	
370-864-967.000	FRINGE BENEFITS	9,505.00	9,745.00	9,728.60	16.40
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,710.00	12,710.00	12,710.00	
370-865-706.000	WAGES - REGULAR FULL TIME	21,055.00	21,435.00	21,437.15	(2.15)
370-865-710.000	WAGES - PART TIME	3,865.00	3,290.00	3,235.89	54.11
370-865-726.000	SUPPLIES	200.00			
370-865-785.000	BUSINESS RETENTION PROGRAM	500.00			
370-865-967.000	FRINGE BENEFITS	9,055.00	9,160.00	9,145.40	14.60
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	174,335.00	174,335.00	174,335.00	
370-999-999.000	UNALLOCATED RESERVE	9,644.00	84,068.00		84,068.00
UNCLASSIFIED		880,994.00	1,052,963.00	985,319.42	67,643.58
Total Expenditures		880,994.00	1,052,963.00	985,319.42	67,643.58

STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL FOR CITY OF NORTHVILLE
 Period Ending 06/30/2021
 FUND 370 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	ORIGINAL	FINAL	ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET + (-)
EXPENDITURES					
	Excess (deficiency) of Revenues vs. Expenditu	0.00	0.00	61,579.20	61,579.20
OTHER FINANCING SOURCES					
FUND BALANCE RESERVE					
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS				
	Total FUND BALANCE RESERVE	0.00	0.00	0.00	0.00
	Total OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
	Net Change in Fund Balances	8,440.00	0.00	61,579.20	61,579.20
	Fund Balances - Beginning:	0.00	0.00	298,551.84	298,551.84
	Fund Balances - Ending:	8,440.00	0.00	360,131.04	360,131.04

Northville DDA														
Budget Amendment Worksheet														
FY2021-22 Budget														
Department:	Downtown Development Authority			Account Number										
Activity:	Revenues			Fund #	Activity #									
Prepared By:	Lori Ward			Revenues										
Account #	Classification & Description	Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget		
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-000-403.00	Current Property Taxes		769,414										769,414	
	Captured - non streets (2% each year)	745,658		-		-		-		-			745,658	
	Captured - restricted for street improvements	23,756		-		-		-		-			23,756	
													-	
370-000-403.01	DDA Operating Levy		64,025										64,025	
	1.8158 mills	64,025		-		-		-		-			64,025	
													-	
370-000-403.04	PPT Reimbursement - Small Taxpayer Loss		34,000		5,868								39,868	
	Local Community Stabilization Share	34,000		5,868		-		-		-			39,868	
													-	
370-000-417.00	Delinquent Personal Property Taxes												-	
													-	
370-000-418.00	Property Taxes - Other		(500)										(500)	
	Reserve - Tax Appeals	(500)		-		-		-		-			(500)	
													-	
Total Taxes		866,939	866,939	5,868	5,868	-	-	-	-	-	-	872,807	872,807	
370-000-476.13	Outdoor Dining/Retail Permits			332	332								332	
													-	
370-000-528.00	Other Federal Grants												-	
													-	
370-000-586.02	Sponsorships		30,000										30,000	
	Skeletons Are Alive	10,000		-		-		-		-			10,000	
	Friday Concerts	15,000		-		-		-		-			15,000	
	Christmas	5,000		-		-		-		-			5,000	
													-	
370-000-586.08	Sponsorships - Heat in the Street		3,000										3,000	
		3,000		-		-		-		-			3,000	
													-	
370-000-659.11	Rent Revenue				100								100	
	Rental of Town Square			100		-		-		-			100	
													-	
370-000-666.00	Misc Revenue		200										200	
	Change in fountain	200		-		-		-		-			200	
													-	
370-000-667.00	Insurance Proceeds												-	
													-	
Misc Revenue		33,200	33,200	432	432	-	-	-	-	-	-	33,632	33,632	

Northville DDA													
Budget Amedment Worksheet													
FY2021-22 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Revenues			Fund #	Activity #								
Prepared By:	Lori Ward			Revenues									
Account #	Classification & Description	Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-000-664.00	Investment Earnings - Short Term	-	-	-	-	-	-	-	-	-	-	-	-
370-000-664.19	Investment Earnings - Long Term MI Class	75	75	-	-	-	-	-	-	-	-	75	75
370-000-664.20	Investment Earnings - Long Term	8,000	8,000	-	-	-	-	-	-	-	-	8,000	8,000
370-000-664.30	Unrealized Market Change	-	-	-	-	-	-	-	-	-	-	-	-
370-000-664.40	Investment Pool Bank Fees	-	-	(100)	(100)	-	-	-	-	-	-	(100)	(100)
370-000-664.50	Investment Advisory Fees	(600)	(600)	-	-	-	-	-	-	-	-	(600)	(600)
370-000-664.60	Bank Lockbox Fees	-	-	(100)	(100)	-	-	-	-	-	-	(100)	(100)
370-000-664.70	Custodial Fees	(125)	(125)	-	-	-	-	-	-	-	-	(125)	(125)
Net Investment Earnings		7,350	7,350	(200)	(200)	-	-	-	-	-	-	7,150	7,150
Total		907,489	907,489	6,100	6,100	-	-	-	-	-	-	913,589	913,589
Difference (should be zero)			-		-		-		-		-		-
	Total Expenditures	888,285	888,285	7,514	7,514	-	-	-	-	-	-	895,799	895,799
	Total Revenues	907,489	907,489	6,100	6,100	-	-	-	-	-	-	913,589	913,589
	Use of (Increase to) Fund Balance	19,204	19,204	(1,414)	(1,414)	-	-	-	-	-	-	17,790	17,790
	Beginning Fund Balance (unassigned)	261,697											
	Projected Ending Fund Balance (unassigned) *												279,487
	Fund Balance as a % of expenditures												31%

Northville DDA														
Budget Amedment Worksheet														
FY2021-22 Budget														
Department:	Downtown Development Authority			Account Number										
Activity:	DPW Services			Fund #	Activity #									
Prepared By:	Lori Ward			370	753									
		Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget		
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	
370-753-706	Wages and Salaries - Full Time (1)		13,740		-		-		-		-		13,740	
	DPW Staff (full time)	13,740		-		-		-		-		13,740		
												-		
												-		
370-753-707	Wages - Regular Overtime (DPW)		1,185		-		-		-		-		1,185	
		1,185		-		-		-		-		1,185		
												-		
												-		
370-753-939	Automotive Service		500		-		-		-		-		500	
	Vehicle Repair	500		-		-		-		-		500		
												-		
												-		
370-753-943	Equipment Rental		10,215		-		-		-		-		10,215	
	DPW Equipment	4,800		-		-		-		-		4,800		
	Streetsweeper Contribution	5,415		-		-		-		-		5,415		
												-		
370-753-967	Fringe Benefits (1)		14,595		-		-		-		-		14,595	
	DPW	14,595		-		-		-		-		14,595		
												-		
												-		
Total		40,235	40,235	-	-	-	-	-	-	-	-	40,235	40,235	
Difference (should be zero)			-	-	-	-	-	-	-	-	-	40,235	-	

Northville DDA													
Budget Amendment Worksheet													
FY2021-22 Budget													
Department:	Downtown Development Authority	Account Number											
Activity:	Design	Fund #	Activity #										
Prepared By:	Lori Ward	370	861										
		Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-706.00	Wages and Salaries - Full Time		17,590		-		-		-		-		17,590
	Director (30%)	17,590		-		-		-		-		17,590	
												-	
370-861-707.00	Wages and Salaries - Overtime				90								90
	2 Seasonals			90								90	
												-	
370-861-710.00	Wages and Salaries - Part Time		55,960		-		-		-		-		55,960
	(\$18 x 1520 hours) - 38 weeks	27,360		-		-		-		-		27,360	
	(\$18 x 560 hrs) winter help 14 weeks	10,080		-		-		-		-		10,080	
	Social District Help (\$15 hr x 1040) May - Oct	15,600		-		-		-		-		15,600	
	DDA part-time staff (reduced to 21 hours)	2,920		-		-		-		-		2,920	
												-	
370-861-726.00	Supplies		575		-		-		-		-		575
	Meeting supplies	50		-		-		-		-		50	
	Reproduction	50		-		-		-		-		50	
	Catering	125		-		-		-		-		125	
	Printing tshirts	100		-		-		-		-		100	
	Maintenance Equipment	250		-		-		-		-		250	
	Misc.											-	
												-	
370-861-740.05	Downtown Materials		20,400		-		-		-		-		20,400
	Downtown Greenery	2,500		-		-		-		-		2,500	
	LED Tree lights17 raised planters	2,400		-		-		-		-		2,400	
	Holiday Lights in Downtown	3,000		-		-		-		-		3,000	
	LED Lights for Light Poles	1,000		-		-		-		-		1,000	
	Town Square Christmas Tree	2,500		-		-		-		-		2,500	
	Holiday Lighting & Decor - Town Square	5,000		-		-		-		-		5,000	
	Halloween Decorations	3,000		-		-		-		-		3,000	
	Maintenance Equipment	1,000		-		-		-		-		1,000	
												-	
370-861-740.15	Social District Expenditures				1,800								1,800
	Signage			500								500	
	Garbage Bags			300								300	
	Equipment			1,000								1,000	
				-								-	
370-861-751.00	Fuel & Oil	400	400		-		-		-		-	400	400
												-	

Northville DDA													
Budget Amedment Worksheet													
FY2021-22 Budget													
Department:	Downtown Development Authority	Account Number											
Activity:	Design	Fund #	Activity #										
Prepared By:	Lori Ward	370	861										
Account #	Classification & Description	Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-801.00	Contractual Services		25,930		-		-		-		-		25,930
	Expanded WiFi - Clear Rate	3,600		-		-		-		-			3,600
	Electrical Repairs	10,000		-		-		-		-			10,000
	New Hire Physicals (\$81/hire)	400		-		-		-		-			400
	Irrigation Repairs	3,000		-		-		-		-			3,000
	Sprinkler Start Up and Winterization	960		-		-		-		-			960
	Landscape/Planter Repair	400		-		-		-		-			400
	Umbrella Repairs	250		-		-		-		-			250
	Sound System in Town Square - BMI Fees	420		-		-		-		-			420
	Radio Licensing Fees	350		-		-		-		-			350
	Heat Melt Repair	500		-		-		-		-			500
	Painting of Receptacles and Planters	1,000		-		-		-		-			1,000
	Security Cameras	1,000		-		-		-		-			1,000
	WiFi Service Town Square - Comcast	3,000		-		-		-		-			3,000
	Fountain Repair	500		-		-		-		-			500
	Window Cleaning - CCC	300		-		-		-		-			300
	Boiler Start UP	250		-		-		-		-			250
													-
370-861-801.16	Public Restroom Program		4,000		-		-		-		-		4,000
	Porta Potty rental (\$430/mo)	4,000		-		-		-		-			4,000
													-
370-861-801.94	Brick Repair & Maintenance		2,000		-		-		-		-		2,000
	Downtown	2,000		-		-		-		-			2,000
													-
370-861-850.00	Landscape Maintenance & Materials		32,310		-		-		-		-		32,310
	Annuals & perennials	22,000		-		-		-		-			22,000
	Landscape Replacement	3,000		-		-		-		-			3,000
	Tree Maintenance and Replacement	3,000		-		-		-		-			3,000
	Trim and Mulch	2,000		-		-		-		-			2,000
	Beautification Commission Plantings	2,250		-		-		-		-			2,250
	Fall Décor Packet	60		-		-		-		-			60
		-		-		-		-		-			-
													-
370-861-913.00	Vehicle Insurance		400		6		-		-		-		406
	MMRMA	400		6		-		-		-			406
													-
370-861-920.01	Electrical Service (127 E Main)		5,390		-		-		-		-		5,390
	Town Square & Walkway	1,390		-		-		-		-			1,390
	EV Charging	4,000		-		-		-		-			4,000
													-
370-861-920.02	Natural Gas Service		8,250		-		-		-		-		8,250
	Heat Melt System & Fire Pits - Town Square	7,660		-		-		-		-			7,660
	Walkway	590		-		-		-		-			590
													-

Northville DDA													
Budget Amedment Worksheet													
FY2021-22 Budget													
Department:	Downtown Development Authority	Account Number											
Activity:	Design	Fund #	Activity #										
Prepared By:	Lori Ward	370	861										
		Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-861-920.03	Water and Sewer Service		8,860		-		-		-		-		8,860
	Town Square, 120 W Main, Hutton Park	8,520		-		-		-		-		8,520	
	Walkway	340		-		-		-		-		340	
370-861-967	Fringe Benefits (1)		11,525		-		-		-		-		11,525
		11,525		-		-		-		-		11,525	
370-861-976.01	Street Furnishings		10,700		-		-		-		-		10,700
	Light Fixture Replacement	8,000		-		-		-		-		8,000	
	Table and Chairs	2,700										2,700	
Total		204,290	204,290	1,896	1,896	-	-	-	-	-	-	206,186	206,186
Difference (should be zero)			-		-		-		-		-		-

Northville DDA													
Budget Amedment Worksheet													
FY2021-22 Budget													
Department:	Downtown Development Authority	Account Number											
Activity:	Marketing & Business Mix	Fund #	Activity #										
Prepared By:	Lori Ward	370	862										
Account #	Classification & Description	Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget	
		Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-862-706.00	Wages and Salaries - Full Time (1)		17,590		-		-		-		-		17,590
	Director -30%	17,590		-		-		-		-		17,590	
370-862-710.00	Wages and Salaries - Part Time		14,595		-		-		-		-		14,595
	part time staff - reduced to 21 hrs/week	14,595		-		-		-		-		14,595	
370-862-726.00	Supplies		100		-		-		-		-		100
	Meeting Supplies, refreshments	100		-		-		-		-		100	
370-862-784.00	Downtown Programming & Promotions		50,000		-		-		-		-		50,000
	Northville Chamber of Commerce	5,000		-		-		-		-		5,000	
	Friday Night Concerts	25,000		-		-		-		-		25,000	
	NCBA	1,000		-		-		-		-		1,000	
	Skeletons are Alive	12,000		-		-		-		-		12,000	
	Tunes on Tuesday	2,000		-		-		-		-		2,000	
	Christmas	5,000		-		-		-		-		5,000	
	Misc												
370-862-785.00	Business Retention Program		750		-		-		-		-		750
	Restaurant Guide	750		-		-		-		-		750	
370-862-801.00	Contractual Services		60,000		-		-		-		-		60,000
	Graphic Design	9,000		-		-		-		-		9,000	
	Newsletter	1,500		-		-		-		-		1,500	
	IMJ Communications	24,000		-		-		-		-		24,000	
	Print	17,000		-		-		-		-		17,000	
	Internet/Social Media	2,000		-		-		-		-		2,000	
	Video/Photography	2,000		-		-		-		-		2,000	
	Event Panels	2,500		-		-		-		-		2,500	
	Sign Printing	2,000		-		-		-		-		2,000	
370-862-801.34	Web Site		900		-		-		-		-		900
	Accunet	420		-		-		-		-		420	
	Mail Chimp	480		-		-		-		-		480	
370-862-967.00	Fringe Benefits (1)		8,125		-		-		-		-		8,125
	Per Finance Department	8,125		-		-		-		-		8,125	
Total		152,060	152,060	-	-	-	-	-	-	-	-	152,060	152,060
Difference (should be zero)			-	-	-	-	-	-	-	-	-	-	-

Northville DDA															
Budget Amedment Worksheet															
FY2021-22 Budget															
Department:		Downtown Development Authority		Account Number											
Activity:		Parking		Fund #		Activity #									
Prepared By:		Lori Ward		370		863									
		Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget			
Account #		Classification & Description		Amount		Total		Amount		Total		Amount		Total	
370-863-706		Wages and Salaries - Full Time (1)		8,795		8,795		-		-		-		-	
		Director - 10%		8,795				-		-		-		8,795	
														-	
370-863-710		Wages and Salaries - Part Time		1,460		1,460		-		-		-		-	
		part time staff - reduced to 21 hrs/week		1,460				-		-		-		1,460	
														-	
370-863-726		Supplies		50		50		-		-		-		-	
		Meeting Supplies		50				-		-		-		50	
														-	
370-863-786		Downtown Parking Program		-		-		-		-		-		-	
		Brochures and Maps				-		-		-		-		-	
		Signage				-		-		-		-		-	
														-	
370-863-950.21		O/T to General Fund		-		50,000		-		-		-		-	
		Street Lighting & Parking Lot Electrical		50,000				-		-		-		50,000	
														-	
370-863-950.26		O/T to Parking Fund		-		120,900		-		-		-		-	
		parking maintenance costs		91,900				-		-		-		91,900	
		snow removal		4,000				-		-		-		4,000	
		Parking Deck Repairs		25,000				-		-		-		25,000	
		only tsfr \$25K if spent												-	
														-	
370-861-950.46		O/T to Public Improvement Fund		-		-		3,060		-		-		-	
				-		3,060		-		-		-		3,060	
														-	
370-863-967.00		Fringe Benefits (1)		-		3,610		-		-		-		-	
		Per Finance Department		3,610				-		-		-		3,610	
														-	
Total				184,815		184,815		3,060		3,060		-		-	
Difference (should be zero)				-		-		-		-		-		-	

Northville DDA													
Budget Amedment Worksheet													
FY2021-22 Budget													
Department:		Downtown Development Authority		Account Number									
Activity:		Organizational		Fund #		Activity #							
Prepared By:		Lori Ward		370		864							
		Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget	
Account #		Classification & Description		Amount Total		Amount Total		Amount Total		Amount Total		Amount Total	
370-864-706.00	Wages and Salaries - Full Time (1)		21,990		-		-		-		-		21,990
	Director		21,990		-		-		-		-		21,990
													-
370-864-710.00	Wages - Temp/Part Time Reg		28,100		-		-		-		-		28,100
	part time staff - reduced to 21 hrs/week		7,300		-		-		-		-		7,300
	part time staff - office administration (\$20x20)		20,800		-		-		-		-		20,800
													-
370-864-726.00	Supplies		850		1,500		-		-		-		2,350
	Office . Supplies		250		-		-		-		-		250
	Computer Supplies		500		-		-		-		-		500
	Meetings Catering		100		-		-		-		-		100
	Desk Top				1,500								1,500
													-
370-864-730.00	Postage		100		-		-		-		-		100
	Postage machine & stamps		100		-		-		-		-		100
													-
370-864-731.00	Publications		65		-		-		-		-		65
	Northville Record		65		-		-		-		-		65
													-
370-864-801.19	Technology Services		4,435		1,000		-		-		-		5,435
	Comcast DSL (\$85/mo)		1,070		-		-		-		-		1,070
	Email Archival Service		20		-		-		-		-		20
	IT Right - staff pc's/downtown wifi & cameras		2,220		-		-		-		-		2,220
	closed captioning services		125		-		-		-		-		125
	Zoom Meeting Support		1,000		1,000								2,000
													-
370-864-802.01	Legal Services		3,500		-		-		-		-		3,500
	General Legal Fees		1,000		-		-		-		-		1,000
	Real Estate Legal Fees		2,500		-		-		-		-		2,500
	Other												-
													-
370-864-805.00	Auditing Services		5,105		-		-		-		-		5,105
	audit, prep/print statements, meeting		5,105		-		-		-		-		5,105
													-
370-864-900.00	Printing & Publishing		1,315		-		-		-		-		1,315
	Notecards/Envelopes/Labels		250		-		-		-		-		250
	Slide and Photo Processing		100		-		-		-		-		100
	Color Copying Charges		800		-		-		-		-		800
	Personnel Ad Placement - Indeed		165		-		-		-		-		165
	Postage												-
													-
370-864-910.00	Insurance - MMRMA		6,280		58		-		-		-		6,338
	Per Schedule		3,780		58		-		-		-		3,838
	Special Event Insurance		2,500		-		-		-		-		2,500

Northville DDA													
Budget Amedment Worksheet													
FY2021-22 Budget													
Department:	Downtown Development Authority		Account Number										
Activity:	Organizational	Fund #	Activity #										
Prepared By:	Lori Ward	370	864										
		Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
												-	
370-864-920.00	Utilities		1,420		-		-		-		-	-	1,420
	cell phone allowance (\$75/mo)	900		-		-		-		-		900	
	Clear Rate phone & internet (\$43/mo)	520		-		-		-		-		520	
												-	

Northville DDA													
Budget Amedment Worksheet													
FY2021-22 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Organizational	Fund #	Activity #										
Prepared By:	Lori Ward	370	864										
		Original Budget		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-864-958.00	Memberships & Dues		1,395		-		-		-		-		1,395
	APA	255		-		-		-		-		255	
	Chamber of Commerce	270		-		-		-		-		270	
	NTHP - National Main Street Center	295		-		-		-		-		295	
	Michigan Downtown Association	575		-		-		-		-		575	
370-864-960.00	Education & Training		850		-		-		-		-		850
	Travel - mileage and parking	500		-		-		-		-		500	
	Conference Fees	350		-		-		-		-		350	
370-864-967.00	Fringe Benefits (1)		9,305		-		-		-		-		9,305
	Per Finance Department	9,305		-		-		-		-		9,305	
370-864-967.02	Overhead		12,960		-		-		-		-		12,960
	services by Finance Dept, DPW Dir, Manager	12,960		-		-		-		-		12,960	
Total		97,670	97,670	2,558	2,558	-	-	-	-	-	-	100,228	100,228
Difference (should be zero)			-		-		-		-		-		-

Northville DDA													
Budget Amedment Worksheet													
FY2021-22 Budget													
Department:	Downtown Development Authority	Account Number											
Activity:	Economic Development	Fund #	Activity #										
Prepared By:	Lori Ward	370	865										
		Original Budget		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Amended Budget					
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-865-706	Wages and Salaries - Full Time (1)		21,990		-		-		-		-		21,990
		21,990		-		-		-		-		21,990	
													-
370-865-710	Wages - Temp/Part Time Reg		2,920		-		-		-		-		2,920
	reduced to 21 hrs/week	2,920		-		-		-		-		2,920	
													-
370-865-726	Supplies		150		-		-		-		-		150
	Meeting suplies , refreshments	100		-		-		-		-		100	
	Reproduction	50		-		-		-		-		50	
													-
370-865-785	Business Retention Program		500		-		-		-		-		500
	Recruitment Package	500		-		-		-		-		500	
													-
370-865-967	Fringe Benefits (1)		8,970		-		-		-		-		8,970
	Per Finance Department	8,970		-		-		-		-		8,970	
													-
Total		34,530	34,530	-	-	-	-	-	-	-	-	34,530	34,530
Difference (should be zero)			-	-	-	-	-	-	-	-	-	-	-

Northville DDA													
Budget Amedment Worksheet													
FY2021-22 Budget													
Department:	Downtown Development Authority			Account Number									
Activity:	Debt			Fund #	Activity #								
Prepared By:	Lori Ward			370	945								
		Original	Budget	Quarter 1		Quarter 2		Quarter 3		Quarter 4		Amended Budget	
Account #	Classification & Description	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total	Amount	Total
370-945-950.49	O/T to DDA Debt Service Fund		174,685		-		-		-		-		174,685
	2013 DDA Refunding Bond Debt Service												
	Principal	155,000		-		-		-		-		155,000	
	Interest	19,685		-		-		-		-		19,685	
	Final payment due April 2025												
Total		174,685	174,685	-	-	-	-	-	-	-	-	174,685	174,685
Difference (should be zero)			-	-	-	-	-	-	-	-	-	-	-

Northville DDA
 FY 2020-21 Proposed DDA Budget
 1st Quarter Budget Explanations

Line Item #	Classification	Description of Amendment	Increase in Planned Earnings	Decrease in Planned Earnings
Revenue				
370-000-404.04	PPT Reimbursement	Actual amount	\$5,868	
370-000-476.13	Outdoor Dining/Retail Permit	Outdoor Retail Permit	\$332	
370-000-659.11	Town Square Rental	Garden Club Rental	\$100	
370-000-664.40	Investment Pool Bank Fees	Actual Charges	(\$100)	
370-000-664.60	Bank Lock Box Fees	Actual Charges	(\$100)	
Subtotal			\$6,100	
			Reduction in Planned Spending	Increase in Planned Spending
DPW				
none				
Design				
370-861-707.00	Wages & Salaries Overtime	Groundskeeping Overtime		\$90
370-861-740.15	Social District	Set up new GL account number for Social Distr.		\$1,800
370-861-913.00	Vehicle Insurance	Actual Cost		\$6
370-861-950.46	O/T Public Improvement Fund	Replacement of Surveillance Equipment		\$3,060
Marketing				
none				
Parking				
none				

Organizational				
370-864-726.00	Supplies	Desk Top for new Admin		\$1,500
370-864-801.19	Technology Services	Carlisle Wortman Zoom Services		\$1,000
370-864-910.00	Insurance	Social District Event Insurance actual cost		\$58
Economic Dev.				
None				
Subtotal				\$7,514
Total Impact to DDA Budget to date				-\$1,414