



**Meeting of the DDA Board of Directors  
April 23, 2024 - 8:00 a.m.  
Meeting Room A – City Hall**

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments (3-minute limit)
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. March 2024 Financial Statement (Attachment 4.a)
  - b. March 2024 Invoice Report (Attachment 4.b)
  - c. Update to 3<sup>rd</sup> Quarter Budget Amendments and Explanation (Attachment 4.c)
5. DDA Bylaws (Attachment 5)
6. Downtown Projects Review
  - a. Priorities (Attachment 6.a)
  - b. Financing (Attachment 6.b)
7. Update on Street Closures (Attachment 7)
8. Music for May 4<sup>th</sup> Downtown Event (Attachment 8)
9. Information and Updates
  - a. Design Committee – Robert Miller
  - b. Marketing Committee – Shawn Riley
  - c. Parking Committee – Chief Maciag
  - d. Organizational Committee – DJ Boyd
    - Budget Presentation April 11, 2024
  - e. Economic Development Committee – Aaron Cozart
    - EDC April 11, 2024 Recap
    - Next Meeting, May 9, 2024
10. DDA Future Meetings / Important Dates (Attachment 10)
11. Board and Staff Communications
12. Adjournment – Next Meeting – **May 21, 2024**

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 75.14

MARCH BENCHMARK 75%

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 03/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/24 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	848,243.00	819,047.00	819,047.60	0.00	(0.60)	100.00	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	15,230.00	15,220.55	0.00	9.45	99.94	
248-000-451.000	DDA OPERATING LEVY	70,074.00	70,139.00	68,385.64	0.00	1,753.36	97.50	
	PROPERTY TAXES	917,317.00	904,416.00	902,653.79	0.00	1,762.21	99.81	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	60.00	0.00	120.00	33.33	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	15,000.00	4,902.50	4,902.50	10,097.50	32.68	
	LICENSES, FEES, & PERMITS	15,180.00	15,180.00	4,962.50	4,902.50	10,217.50	32.69	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	24,000.00	46,075.00	46,074.15	0.00	0.85	100.00	
	STATE REVENUES	24,000.00	46,075.00	46,074.15	0.00	0.85	100.00	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	200.00	320.00	317.00	0.00	3.00	99.06	
248-000-626.010	DEVELOPER REIMBURSEMENT/CONTRIBUTION	0.00	5,808.00	5,807.55	0.00	0.45	99.99	
248-000-626.110	EV CHARGING STATION REVENUE	1,515.00	500.00	271.60	271.60	228.40	54.32	
248-000-678.000	INSURANCE PROCEEDS	6,000.00	6,000.00	3,470.00	0.00	2,530.00	57.83	
	MISCELLANEOUS REVENUES	7,715.00	12,628.00	9,866.15	271.60	2,761.85	78.13	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	6,000.00	13,000.00	10,784.04	976.32	2,215.96	82.95	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	2,500.00	6,000.00	6,411.37	708.25	(411.37)	106.86	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	5,500.00	12,000.00	10,071.84	0.00	1,928.16	83.93	
248-000-665.400	INVESTMENT POOL BANK FEES	(500.00)	(500.00)	(384.13)	(36.07)	(115.87)	76.83	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(700.00)	(700.00)	(546.37)	0.00	(153.63)	78.05	
248-000-665.600	BANK LOCKBOX FEES	(550.00)	(550.00)	(324.88)	(41.15)	(225.12)	59.07	
248-000-665.700	CUSTODIAL FEES	(140.00)	(130.00)	(100.75)	0.00	(29.25)	77.50	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	15,180.00	13,100.30	0.00	2,079.70	86.30	
	INTEREST	12,110.00	44,300.00	39,011.42	1,607.35	5,288.58	88.06	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	0.00	0.00	700.00	0.00	
	RENTAL INCOME	700.00	700.00	0.00	0.00	700.00	0.00	
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	39,000.00	0.00	4,000.00	4,000.00	(4,000.00)	100.00	
248-000-677.010	SPONSORSHIPS - CONCERTS	0.00	25,000.00	22,700.00	(2,500.00)	2,300.00	90.80	
248-000-677.020	SPONSORSHIPS - SKELETONS	0.00	15,000.00	15,917.62	300.00	(917.62)	106.12	
248-000-677.030	SPONSORSHIPS - HOLIDAY TO REMEMBER	0.00	5,000.00	3,490.00	2,540.00	1,510.00	69.80	
248-000-677.040	SPONSORSHIPS - CHILI COOK OFF	0.00	2,000.00	5,530.00	5,530.00	(3,530.00)	276.50	
	GRANTS & OTHER LOCAL SOURCES	39,000.00	47,000.00	51,637.62	9,870.00	(4,637.62)	109.87	
FUND BALANCE RESERVE								
248-000-699.000	APPROP OF PRIOR YEAR'S SURPLUS	88,008.00	214,094.00	0.00	0.00	214,094.00	0.00	
	FUND BALANCE RESERVE	88,008.00	214,094.00	0.00	0.00	214,094.00	0.00	

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GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 03/31/2024 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/24 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
CONTRIBUTIONS FROM OTHER FUNDS								
248-000-699.101	O/T FROM GENERAL FUND	0.00	0.00	6,158.48	0.00	(6,158.48)	100.00	
CONTRIBUTIONS FROM OTHER FUNDS		0.00	0.00	6,158.48	0.00	(6,158.48)	100.00	
Total Dept 000		1,104,030.00	1,284,393.00	1,060,364.11	16,651.45	224,028.89	82.56	
TOTAL REVENUES		1,104,030.00	1,284,393.00	1,060,364.11	16,651.45	224,028.89	82.56	
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	8,200.00	8,200.00	7,388.88	457.01	811.12	90.11	
248-573-707.000	WAGES - REGULAR OVERTIME	515.00	1,705.00	2,711.10	1,005.54	(1,006.10)	159.01	
248-573-725.000	FRINGE BENEFITS	8,505.00	9,900.00	8,525.74	1,430.16	1,374.26	86.12	
248-573-801.020	AUTOMOTIVE SERVICE	525.00	500.00	25.60	0.00	474.40	5.12	
248-573-943.000	EQUIPMENT RENTAL - CITY	11,150.00	11,150.00	8,021.77	358.09	3,128.23	71.94	
Total Dept 573 - DPW SERVICES		28,895.00	31,455.00	26,673.09	3,250.80	4,781.91	84.80	
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	23,175.00	23,175.00	17,270.96	2,523.61	5,904.04	74.52	
248-741-709.000	WAGES - PART TIME	64,880.00	68,700.00	35,103.84	2,180.88	33,596.16	51.10	
248-741-725.000	FRINGE BENEFITS	14,825.00	16,090.00	10,058.04	1,396.55	6,031.96	62.51	
248-741-726.000	SUPPLIES	300.00	415.00	855.19	0.00	(440.19)	206.07	
248-741-775.200	DOWNTOWN MATERIALS	29,000.00	29,500.00	32,573.62	(3.18)	(3,073.62)	110.42	
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000.00	3,000.00	659.00	0.00	2,341.00	21.97	
248-741-775.900	FUEL & OIL	1,000.00	1,000.00	126.73	0.00	873.27	12.67	
248-741-801.000	CONTRACTUAL SERVICES	26,620.00	56,120.00	22,438.30	78.16	33,681.70	39.98	
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	2,609.00	0.00	1,391.00	65.23	
248-741-920.010	ELECTRIC POWER	5,100.00	5,100.00	4,142.70	0.00	957.30	81.23	
248-741-920.020	NATURAL GAS	18,610.00	18,610.00	6,409.36	0.00	12,200.64	34.44	
248-741-920.030	WATER & SEWER SERVICE	9,760.00	9,760.00	5,420.53	0.00	4,339.47	55.54	
248-741-938.120	LANDSCAPE MAINTENANCE	37,810.00	38,060.00	12,218.63	0.00	25,841.37	32.10	
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
248-741-962.500	VEHICLE INSURANCE	470.00	910.00	910.00	0.00	0.00	100.00	
248-741-967.000	CAPITAL OUTLAY & IMPROVEMENTS < \$5,000	0.00	0.00	1,963.00	0.00	(1,963.00)	100.00	
248-741-976.010	SITE AMENITIES	96,000.00	101,900.00	80.00	0.00	101,820.00	0.08	
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	0.00	5,000.00	2,054.05	0.00	2,945.95	41.08	
248-741-979.110	BOLLARD PROJECT	0.00	91,402.00	3,734.24	0.00	87,667.76	4.09	
248-741-995.204	O/T TO SDSI FUND	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00	
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0.00	0.00	82,628.39	0.00	(82,628.39)	100.00	
Total Dept 741 - DESIGN COMMITTEE		446,550.00	584,742.00	241,255.58	6,176.02	343,486.42	41.26	
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,540.00	18,540.00	13,816.68	2,018.92	4,723.32	74.52	
248-742-709.000	WAGES - PART TIME	31,640.00	28,740.00	21,510.27	2,666.00	7,229.73	74.84	
248-742-725.000	FRINGE BENEFITS	9,425.00	10,505.00	7,211.76	1,212.33	3,293.24	68.65	
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00	
248-742-801.000	CONTRACTUAL SERVICES	54,365.00	54,365.00	35,537.50	(315.00)	18,827.50	65.37	

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-742-801.340	WEB SITE MAINTENANCE	1,320.00	1,280.00	913.10	0.00		366.90	71.34
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	53,600.00	2,800.00	700.00	0.00		2,100.00	25.00
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	750.00	326.25	0.00		423.75	43.50
248-742-955.310	CONCERTS	0.00	32,800.00	23,400.00	(1,500.00)		9,400.00	71.34
248-742-955.320	SKELETONS EVENT	0.00	12,000.00	15,116.00	300.00		(3,116.00)	125.97
248-742-955.330	HOLIDAY TO REMEMBER EVENT	0.00	5,000.00	4,958.46	2,540.00		41.54	99.17
248-742-955.340	CHILI COOKOFF EVENT	0.00	1,000.00	5,783.41	2,427.00		(4,783.41)	578.34
Total Dept 742 - MARKETING COMMITTEE		169,690.00	167,830.00	129,273.43	9,349.25		38,556.57	77.03
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,270.00	9,270.00	6,908.58	1,009.46		2,361.42	74.53
248-743-709.000	WAGES - PART TIME	0.00	2,675.00	1,549.01	698.17		1,125.99	57.91
248-743-725.000	FRINGE BENEFITS	3,495.00	4,120.00	2,920.45	568.68		1,199.55	70.88
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00		50.00	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250.00	250.00	0.00	0.00		250.00	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	37,500.00	0.00		12,500.00	75.00
248-743-995.230	O/T TO PARKING FUND	101,500.00	121,500.00	76,125.00	0.00		45,375.00	62.65
Total Dept 743 - PARKING COMMITTEE		164,565.00	187,865.00	125,003.04	2,276.31		62,861.96	66.54
Dept 744 - ORGANIZATIONAL COMMITTEE								
248-744-706.000	WAGES - REGULAR FULL TIME	13,905.00	13,905.00	10,362.43	1,514.13		3,542.57	74.52
248-744-709.000	WAGES - PART TIME	20,625.00	15,960.00	12,138.57	930.89		3,821.43	76.06
248-744-725.000	FRINGE BENEFITS	6,830.00	7,570.00	5,218.61	845.82		2,351.39	68.94
248-744-726.000	SUPPLIES	4,750.00	4,670.00	3,720.79	0.00		949.21	79.67
248-744-730.000	POSTAGE	50.00	50.00	0.00	0.00		50.00	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,950.00	2,950.00	2,732.26	0.00		217.74	92.62
248-744-801.450	DDA PLAN UPDATE & AMENDMENT	0.00	11,966.00	11,966.03	0.00		(0.03)	100.00
248-744-802.010	LEGAL SERVICES - GENERAL	6,500.00	6,500.00	860.50	64.00		5,639.50	13.24
248-744-805.000	AUDITING SERVICES	5,395.00	5,395.00	5,392.00	0.00		3.00	99.94
248-744-853.000	TELEPHONE/COMMUNICATIONS	0.00	1,300.00	1,138.85	75.00		161.15	87.60
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	1,290.80	21.22		(75.80)	106.24
248-744-920.000	UTILITIES	1,300.00	0.00	696.85	0.00		(696.85)	100.00
248-744-958.000	MEMBERSHIP & DUES	1,100.00	1,100.00	845.00	0.00		255.00	76.82
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	0.00		850.00	0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	4,420.00	4,320.00	4,317.00	0.00		3.00	99.93
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	2,500.00	2,500.00	1,798.00	0.00		702.00	71.92
248-744-965.000	OVERHEAD/INDIRECT COST ALLOCATION	13,480.00	13,480.00	10,110.00	0.00		3,370.00	75.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,870.00	93,731.00	72,587.69	3,451.06		21,143.31	77.44
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,810.00	27,810.00	20,724.97	3,028.28		7,085.03	74.52
248-745-709.000	WAGES - PART TIME	0.00	3,820.00	2,065.31	930.88		1,754.69	54.07
248-745-725.000	FRINGE BENEFITS	10,475.00	11,825.00	8,340.59	1,500.67		3,484.41	70.53
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00		100.00	0.00
248-745-801.000	CONTRACTUAL SERVICES	0.00	2,500.00	2,500.00	0.00		0.00	100.00
248-745-955.190	BUSINESS RETENTION PROGRAM	0.00	2,640.00	2,312.50	0.00		327.50	87.59
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		38,385.00	48,695.00	35,943.37	5,459.83		12,751.63	73.81

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		ORIGINAL BUDGET	2023-24 AMENDED BUDGET	03/31/2024 NORM (ABNORM)	MONTH 03/31/24 INCR (DECR)	NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	170,075.00	170,075.00	5,037.50	0.00	165,037.50		2.96
Total Dept 906 - DEBT SERVICE		<u>170,075.00</u>	<u>170,075.00</u>	<u>5,037.50</u>	<u>0.00</u>	<u>165,037.50</u>		<u>2.96</u>
TOTAL EXPENDITURES		<u>1,104,030.00</u>	<u>1,284,393.00</u>	<u>635,773.70</u>	<u>29,963.27</u>	<u>648,619.30</u>		<u>49.50</u>
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		1,104,030.00	1,284,393.00	1,060,364.11	16,651.45	224,028.89		82.56
TOTAL EXPENDITURES		<u>1,104,030.00</u>	<u>1,284,393.00</u>	<u>635,773.70</u>	<u>29,963.27</u>	<u>648,619.30</u>		<u>49.50</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	424,590.41	(13,311.82)	(424,590.41)		100.00

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE  
 POST DATES 03/01/2024 - 03/31/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 573 DPW SERVICES							
248-573-801.020	AUTOMOTIVE SERVICE	NORTHVILLE CITY CAR WA	CAR WASHES	10012	04/17/24	3.00	123066
						<u>3.00</u>	
Total For Dept 573 DPW SERVICES						3.00	
Dept 741 DESIGN COMMITTEE							
248-741-775.200	DOWNTOWN MATERIALS	LIGHTING SUPPLY CO	LED RECESSED	LS24010996	04/03/24	670.60	123085
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	CITY SOFTWARE SUPPORT	35000	04/01/24	78.16	122882
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRICITY CHARGES 2/15/24 - 3/14/24	2/15/24 - 3/14/24	04/03/24	293.35	123059
248-741-976.010	SITE AMENITIES	SPRING CITY ELECTRICAL	LUMINAIRES	IN/14194	04/03/24	9,300.00	123086
248-741-976.010	SITE AMENITIES	SPRING CITY ELECTRICAL	LUMINAIRES	IN/14197	04/03/24	7,500.00	123086
248-741-976.010	SITE AMENITIES	SPRING CITY ELECTRICAL	POLES	IN/14213	04/03/24	14,600.00	123086
248-741-976.010	SITE AMENITIES	SPRING CITY ELECTRICAL	POLES	IN/14218	04/03/24	15,000.00	123086
						<u>47,442.11</u>	
Total For Dept 741 DESIGN COMMITTEE						47,442.11	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	EVENT POSTCARDS	71782	04/03/24	482.00	123044
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MARKETING	NORTHVILLE4-2024	04/03/24	2,000.00	123043
248-742-801.000	CONTRACTUAL SERVICES	NORTH RIVER CREATIVE L	GRAPHIC DESIGN	076	04/03/24	945.00	123081
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	DIRECTORY SIGNS	I-36958	04/03/24	315.00	123062
						<u>3,742.00</u>	
Total For Dept 742 MARKETING COMMITTEE						3,742.00	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-801.190	TECHNOLOGY SUPPORT & SERV	CDW GOVERNMENT, INC.	(36) OFFICE 2021 LICENSES	1CDHP28	04/18/24	960.87	500558
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	INTERNET	852910	04/18/24	275.66	500558
248-744-801.190	TECHNOLOGY SUPPORT & SERV	CDW GOVERNMENT, INC.	PROOFPOINT EMAIL FILTER	1CDJMX	04/18/24	161.16	500558
248-744-802.010	LEGAL SERVICES - GENERAL	GIARMARCO, MULLINS, &	LEGAL FEES - GENERAL FEB 24	8-000B	03/20/24	64.00	122962
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE INTERNET	3676003	04/18/24	299.00	500558
						<u>1,760.69</u>	
Total For Dept 744 ORGANIZATIONAL COMMITTEE						1,760.69	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						<u>52,947.80</u>	

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE  
 Year Ended 06/30/2024  
 Department: Multiple  
 3RD QUARTER BUDGET AMENDMENTS  
 Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 741-DESIGN COMMITTEE									
248-741-706.000	WAGES - REGULAR FULL TIME	23,175	0	0	0	0	23,175	18,112	78.15
248-741-709.000	WAGES - PART TIME	64,880	0	0	3,820	0	68,700	35,795	52.10
248-741-725.000	FRINGE BENEFITS	14,825	0	760	505	0	16,090	10,519	65.38
248-741-726.000	SUPPLIES	300	0	0	115	0	415	855	206.07
248-741-775.200	DOWNTOWN MATERIALS	29,000	0	0	500	0	29,500	33,244	112.69
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	3,000	0	0	0	0	3,000	659	21.97
248-741-775.900	FUEL & OIL	1,000	0	0	0	0	1,000	127	12.67
248-741-801.000	CONTRACTUAL SERVICES	26,620	0	0	29,500	0	56,120	25,025	44.59
248-741-801.160	RESTROOM PROGRAM	4,000	0	0	0	0	4,000	2,609	65.23
248-741-920.010	ELECTRIC POWER	5,100	0	0	0	0	5,100	4,436	86.98
248-741-920.020	NATURAL GAS	18,610	0	0	0	0	18,610	7,006	37.65
248-741-920.030	WATER & SEWER SERVICE	9,760	0	0	0	0	9,760	5,421	55.54
248-741-938.120	LANDSCAPE MAINTENANCE	37,810	0	0	250	0	38,060	12,219	32.10
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000	0	0	0	0	2,000	0	0.00
248-741-962.500	VEHICLE INSURANCE	470	440	0	0	0	910	910	100.00
248-741-967.000	CAPITAL OUTLAY & IMPROVEMENTS	0	0	0	0	0	0	1,963	0.00
248-741-976.010	SITE AMENITIES	96,000	0	1,900	4,000	0	101,900	46,480	45.61
248-741-977.000	CAPITAL OUTLAY-EQUIP > \$5,000	0	5,000	0	0	0	5,000	2,054	41.08
248-741-979.110	BOLLARD PROJECT	0	96,105	0	(4,703)	0	91,402	3,734	4.09
248-741-995.204	O/T TO SDSI FUND	110,000	0	0	0	0	110,000	0	0.00
248-741-995.405	O/T TO PUBLIC IMPROVEMENT FUND	0	0	0	0	0	0	82,628	0.00
TOTALS FOR DEPT 741-DESIGN COMMITTEE		446,550	101,545	2,660	33,987	0	584,742	293,796	50.24
DEPT: 743-PARKING COMMITTEE									
248-743-706.000	WAGES - REGULAR FULL TIME	9,270	0	0	0	0	9,270	7,245	78.16
248-743-709.000	WAGES - PART TIME	0	0	0	2,675	0	2,675	1,790	66.90
248-743-725.000	FRINGE BENEFITS	3,495	0	280	345	0	4,120	3,111	75.50
248-743-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	250	0	0	0	0	250	0	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000	0	0	0	0	50,000	50,000	100.00
248-743-995.230	O/T TO PARKING FUND	101,500	0	0	20,000	0	121,500	101,500	83.54
TOTALS FOR DEPT 743-PARKING COMMITTEE		164,565	0	280	23,020	0	187,865	163,646	87.11
TOTAL Expenditures		611,115	101,545	2,940	57,007	0	772,607	457,442	59.21
TOTAL FOR FUND 248									
REVENUES:		0	0	0	0	0	0	0	0.00
EXPENDITURES		611,115	101,545	2,940	57,007	0	772,607	457,441	0.00
NET OF REVENUES vs. EXPENDITURES		(611,115)	(101,545)	(2,940)	(57,007)	0	(772,607)	(457,441)	0.00

Northville DDA  
 FY 2023-24 Proposed DDA  
 3<sup>rd</sup> Quarter Budget  
 Amended Explanations

Line Item #	Classification	Description of Amendment	Increase in Planned Earnings	Decrease in Planned Earnings
<b>Revenue</b>				
248-000-699.000	Use of Fund Balance	Use of Fund Balance		(\$40,000)
Subtotal			<b>0</b>	<b>(\$40,000)</b>
<b>Total</b>				<b>(\$40,000)</b>
			Reduction in Planned Spending	Increase in Planned Spending
<b>Design</b>				
248-741-801.000	Contractual Services	Shared cost of pre-engineering study with City		\$20,000
<b>Parking</b>				
248-473-995.230	O/T Parking Fund	Shared cost of Parking Study with City		\$20,000
Sub Total			<b>0</b>	<b>\$40,000</b>
<b>Total</b>				<b>\$40,000</b>



**To:** DDA Board of Directors

**From:** Lori Ward, Northville DDA Director

**Subject:** Proposed changes to DDA Bylaws

**Date:** April 18, 2024

**Background:**

The DDA bylaws were originally adopted in 1978 with the establishment of the DDA. Over the years, the DDA has amended the bylaws to address changing legislation, board and committee structures and other issues. Recently DDA staff noticed several items that need to be updated as part of the bylaws. Staff sent the bylaws to City Attorney Tony Chubb who reviewed the bylaws and prepared updates for the DDA's consideration.

**Analysis:**

The items below have been addressed in the bylaws and are now ready for adoption and consideration by the DDA Board and City Council.

- Article 1. The DDA enabling legislation was changed in 2018 from Public Act 197 of 1975 to Public Act 57 of 2023. The change appears in several places throughout the document.
- Article 4. The language addresses the issue of what constitutes a quorum for the DDA Board to meet and to take action. The current bylaws are silent on the matter. The proposed language would require a majority of the Board to hold a meeting and a majority of the Board to take action.
- Article 4. The DDA currently has 5 standing committees: Design, Operation, Marketing, Economic Development and Parking. Article IV Section 1 sets out the current standing committees which required correction. The DDA's Business Mix Committee was disbanded when the Marketing Committee and Business Mix Committee merged to constitute the Marketing Committee. Staff has provided a description of the 5 standing committees for consideration by the Board.

**Budget:**

No impact on DDA budget.

**Recommendation:**

DDA staff recommends that the DDA Board of Directors approve the proposed changes to the DDA bylaws.

**CITY OF NORTHVILLE**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**BYLAWS**  
**ARTICLE I**  
**BOARD OF DIRECTORS**

**Section 1.** The business and property of the Authority shall be managed and directed by the Board of Directors, who shall serve terms as provided in the ordinance creating the Authority.

**Section 2.** The fiscal year of the Authority shall begin on July 1 of each year and end on the next succeeding June 30. The Board annually at its first regular meeting in January shall elect a Chairperson, Vice-Chairperson, Secretary and Treasurer. The Secretary and Treasurer do not need to be a member of the Board to serve in this office. The officers so elected shall be for a term of one (1) year or any part thereof as may be determined, and until a successor is designated. No term of office created under this section shall extend beyond the term of the member designated.

**Section 3.** The Board may employ and fix the compensation of an Executive Director, subject to the approval of the City Council. The Executive Director shall not be a member of the Board. The Executive Director shall serve at the pleasure of the Board for no definite term of office. The Board may use the City Attorney to advise the Board in the proper performance of its duties. The City Attorney may represent the Authority in actions brought by or against the Authority.

**Section 4.** Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary out-of-pocket expenses, as approved by the Board.

**Section 5.** The Board may exercise all powers provided by **Act 57, Public Acts of Michigan, 2018**, as amended, or otherwise by law, including those bestowed by the ordinance establishing the Authority.

**Section 6.** The Board shall have the power to engage and employ such manual, clerical, technical, financial and professional assistants, as in its judgment, may be necessary and incidental to carry out the purposes of the Authority.

**Section 7.** The Board shall cause an annual audit of its business to be made and the result thereof shall be submitted to the City Council.

**Section 8.** Pursuant to notice and an opportunity to be heard, a member of the Board may be removed for cause by the City Council. Cause shall include the reasons set forth in the City Charter.

**Section 9.** The Board may authorize the Executive Director or an agent or agents of the Authority to enter into any contracts necessary or incidental to the exercise of its powers and performance of its duties authorized under **Act 57**.

**Section 10.** A Board member who has a direct interest in any matter before the Authority shall disclose the member's interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure shall then refrain from participating in the Authority's decision-making process relative to such matter. All Board members are subject to the City's policy or policies in effect from **time-to-time** governing conflicts of interest.

**Section 11.** The seat of any member of the Board who has been appointed to the Board as a person having an interest in property in the district shall be deemed vacant when the person no longer has an interest in property in the district.

## ARTICLE II

### MEETINGS

**Section 1.** Meetings of the Board shall be held in accordance with the provisions of the Michigan Open Meetings Act, being Act 267 of the Public Acts of Michigan, 1976, as amended, and shall be held in the City of Northville, Michigan.

**Section 2.** Regular meetings of the Board shall be held at times and locations set by the Board.

**Section 3.** Special meetings shall be held whenever called by direction of the Chairperson, Executive Director, or any two (2) members of the Board on eighteen (18) hours' written notice of the time and place of meeting. A waiver of notice in writing signed by a member entitled to such notice, whether before or after the time of the meeting, shall be deemed the equivalent to the giving of such notice.

**Section 4.** A quorum of the Board shall be necessary for the transaction of business or the passage of any resolution. An affirmative vote of a quorum of the Board is required to transact business or pass a resolution.

**Section 5.** At meetings of the Board, business shall be transacted in such order as from **time-to-time** the Board may determine.

## ARTICLE III

### OFFICERS

**Section 1.** The Chairperson shall preside at meetings of the Board and shall do and perform such other duties as may be from time to time assigned by the Board. The Vice Chairperson shall perform the duties of the Chairperson in the Chairperson's absence and such other duties as shall from time to time be assigned by the Board.

**Section 2.** (a) The Executive Director shall be the chief administrative officer of the Authority. Subject to the approval of the Board, the Executive Director shall supervise and be responsible for the preparation of plans and the performance of the functions of the Authority in the manner authorized by law. The Executive Director shall attend the meetings of the Board, and shall render to the Board and to the Council a regular report covering the activities and

financial condition of the Authority. If the Executive Director is absent or disabled, the Board may designate a qualified person as acting Executive Director to perform the duties of the office. Before entering upon the duties of the office, the acting Executive Director shall take and subscribe to the oath, and furnish bond, as required by law of the director. The Acting Executive Director shall furnish the Board with information or reports governing the operation of the Authority as the Board may require from time to time.

(b) The Executive Director annually shall prepare and submit for the approval of the Board a budget for the operation of the Authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Funds of the City shall not be included in the budget of the Authority except those funds authorized by law and by the City Council.

**Section 3.** The Secretary shall maintain custody of the records, books, documents, or other papers of the Authority not required to be maintained by the Treasurer. The Secretary shall attend meetings of the Board and keep (or cause to be kept) a record of its proceedings, and shall perform such other duties delegated by the Board.

**Section 4.** The Treasurer shall keep the financial records of the Authority. All payments on behalf of the Authority shall be processed by the City of Northville in accordance with its financial policies. The Treasurer shall perform such other duties as may be delegated by the Board and shall furnish bond in an amount as prescribed by the Board.

**Section 5.** An officer may be removed by the Board whenever in its judgment the best interest of the Authority would be served.

## ARTICLE IV

### COMMITTEES

**Section 1.** The Board by resolution may designate and appoint one or more committees to advise the Board. The current standing committees are: Design, ~~Business Mix~~, Marketing, Parking, ~~Economic Development~~, and Organizational, with duties as prescribed in the sections below. The Chairperson of the Authority shall appoint the members and select the committee Chair. The committees may be terminated by a vote of the Authority. At the annual meeting, the committees will be evaluated and reappointed or dissolved. ~~A majority of the members of a committee will constitute a quorum. A majority of the members present at the meeting at which a quorum is present shall be empowered to act on behalf of the committee.~~

**Section 2.** The Design Committee will coordinate design development for all Authority projects, including studying design alternatives, negotiating contracts with vendors, soliciting input from the City and other citizens and interested groups, and preparing design recommendations for the Authority.

~~**Section 3.** The Business Mix Committee will develop and recommend programs and strategies to recruit, retain and assist businesses operating within the district, with a view to achieving goals and objectives consistent with the City's 2006 Strategic Plan, as it may be amended and supplemented. The Parking Committee will periodically study vehicular traffic and circulation patterns within the district, monitor parking capacity in the lots within the district, develop and recommend strategies to manage existing parking, and study and recommend~~

physical changes to parking lots and structures, including the development of new projects, ~~if any.~~

**Section 4.** The Marketing Committee will create and maintain a brand identity for Downtown Northville that supports the district economy. Its responsibilities will include developing marketing and promotions plans, improvements to the Authority's website, **maintaining the DDA's social media sites**, and managing DDA sponsored special events.

**Section 5.** The Economic Development Committee will] develop and recommend programs and strategies to recruit, retain and assist businesses operating within the district, with a view to achieving goals and objectives consistent with the DDA's Tax Increment and Development Plan, as it may be amended and supplemented. In addition, the Economic Development Committee provides input to the Planning Commission on the economic impact of proposed projects within the DDA Boundaries.

**Section 6.** The Organizational Committee has responsibility for recommending any changes in governance and organizational matters, including committees, bylaws, district boundaries, tax levies, policies and procedures. The Committee will work with the DDA Director to develop an annual budget and quarterly budget amendments for consideration and action by the DDA

## ARTICLE V

### BYLAWS

**Section 1.** The Board shall have power to make, alter or amend the bylaws in whole or in part, to be effective upon approval of the City Council. Written copies of the proposed changes shall be delivered to the Board prior to submission for approval at the next preceding regular or special meeting of the Board.

**Section 2.** These bylaws and subsequent amendments shall become effective after adoption by the DDA Board and approval by the City Council of the City of Northville.

## ARTICLE VI

### INDEMNITY

Any member of the Board, officer, or employee shall be indemnified or reimbursed by the Authority for expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Authority, in the event of which such indemnification or reimbursement may extend only to expenses, including attorney's fees actually and reasonably incurred in connection with the defense or settlement of such action or suit and then only if such person acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Authority) to which he/she was or is a party or is threatened to be made a party by reason of his/her being or having been a member of the Board, officer or employee of the Authority or of any corporation, partnership, joint venture,

trust or other enterprise which he/she served in any such capacity at the request of the Authority; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in any such action, suit, or proceeding as to which he/she shall finally be adjudged to have been guilty of or liable for gross negligence, willful misconduct or criminal acts in the performance of his/her duties to the Authority; and provided further that no person shall be so indemnified or reimbursed in relation to any such matter in any such action, suit, or proceeding which has been made the subject of a compromise settlement, except with the approval of a court of competent jurisdiction, or the Board of the Authority, acting by vote of members not parties to the same or substantially the same action, suit, or proceeding, constituting a majority of the Board. The foregoing right of indemnification or reimbursement shall not be deemed exclusive of other rights to which such person may be otherwise entitled, and shall continue as to a person who has ceased to be a member of the Board, officer, or employee and shall insure to the benefit of the heirs, executors and administrators of such a person.

If not already provided by the City, the Authority may, upon the affirmative vote of a majority of its Board, purchase insurance for the purpose of indemnifying its members, officers and other employees to the extent that such indemnification is allowed in the preceding paragraph. Such insurance may but need not be for the benefit of all members, officers, or employees. Expenses incurred in defending a civil or criminal action, suit, or proceeding described in the first paragraph of this Article VI may be paid by the Authority in advance of the final disposition of such action, suit, or proceeding as authorized by the Board of the Authority in the specific case upon receipt of an undertaking by or on behalf of the member of the Board, officer, or employee to repay such amount unless it shall ultimately be determined that he/she is entitled to be indemnified by the Authority as authorized in this Article VI.

Adopted \_\_\_\_\_, 2024

\_\_\_\_\_  
Secretary

Approved by the City Council of the City of  
Northville on \_\_\_\_\_, 2024

\_\_\_\_\_  
City Clerk

## DDA Project Prioritization

Project Name	Description	Priority	Projected Cost	Status
	<i>Marketing</i>			
Retail and / or Target Market Housing Study	Update the 2014-15 Housing and Retail Market Analysis.	Moderate	\$45,000	No Activity
	<i>Design</i>			
Additional LED Lighting	Implement a phasing plan to replace High Pressure Sodium (HPS) lighting with LED lighting on Cady, East Main, North Wing, and Dunlap Streets.	High	\$25,000	Actively being Addressed - phasing plan provided by DPW.
Banners	Historic banners in the Comerica Community Connection	High	\$30,000	VOLK printing providing quote
Downtown Connections	Connections from Main to Cady Streets from Center, Hutton, Church, and Griswold Streets and stair to west of Los Tres Amigos.	High	\$1,350,000	No Activity
Mary Alexander Court Improvements	2-Way traffic analysis	High	\$25,000	No Activity
Pavilion Repair	Conduct repairs on the downtown pavilion	High	\$25,000	Coordinating with DPW for Plan Including OHM proposal
Truck Replacement	Replace truck used by seasonal workers	High	\$25,000	Actively seeking second truck with assistance from City
Utilities	Upgrade utility distribution and capacity	High	\$250,000	No Activity

Furnishings & Fixtures	Fire pits, bike hoops, lighting enhancements, and new Santa House	Moderate	\$150,000	Fire Pits - Troy Laser to produce once professional design work provided, bike hoop locations being identified, lighting being addressed with Begonia Brothers, Santa House has 1 more year
Parking Lot Landscaping	Improve and correct landscaping within the downtown parking lot	Moderate	\$500,000	No Activity
Streetscape	Installation of streetscape along E. Main Street from Hutton to Griswold	Moderate	\$2,250,000	Proposal for pre-engineering services approved for OHM. Should be completed this summer. DDA has set aside initial funding from TIF revenue and Road Improvement millage.
Historic Marker Program	Design and installation of historic markers at key locations throughout the downtown	Moderate	\$65,000	No Activity
Alley Improvements	Improve alleyways and incorporate gateway features at Orin's, Rebecca's, and Los Tres Amigos	Low	\$75,000	Rebecca's alley upgraded, Orin's Alley under design by alley owner, no activity on alley next to Los Tres Amigos
Banner Poles	Installation of banner poles at entrances to the downtown	Low	\$95,000	No Activity
Electric Charging Station	Continued installation of electric charging portals	Low	\$50,000	Initial 2 phases completed.

Wayfinding and Signage	Implement and install newly designed wayfinding and signage program developed for the downtown and the Northville Downs PUD site (District #3)	Low	\$75,000	Responsibility of the developer to complete, after Planning Commission review and approval.
<i>Mobility /Nonmotorized</i>				
Mobility Plan	Implement downtown components of the Mobility Plan	Moderate	\$500,000	No DDA activity. City has implemented some of the recommendations.
Non-Motorized Improvements	Coordinate implementation of non-motorized improvements for the downtown consistent with the City's non-motorized plan.	Low	\$50,000	No DDA activity
<i>Northville Downs Redevelopment</i>				
River Park	Provide tax increment revenues for the Northville Brownfield Redevelopment Authority to fund eligible activities associated with the proposed River Park	High	\$2,942,000	First Phase of the Northville Downs Project. Will be completed with BRA captured funds.
<i>Parking and other Projects</i>				
Parking Study	Preparation of a parking utilization study and assess other parking and management strategies for the downtown district	Moderate	\$55,000	RFP for Parking has been prepared. City/DDA is waiting for city attorney and MMRMA to complete review before issuing.

Building and Land Acquisitions Fund	Establish a designated fund which will be used to purchase property (building / land) for redevelopment or incubator projects	Moderate	\$1,500,000	No Activity
Place-Based Project Fund	Establish a designated fund for small place-based projects such as pocket parks, pedestrian plazas, and tactical placement projects	Moderate	\$250,000	DDA has budgeted for a \$50,000 contribution to Ford Field Gateway project for fiscal years 2024-25 and 2025-26.
Expansion and / or Redevelopment of Existing Parking Facilities	General overhaul of the deck to correct outstanding deferred maintenance	Low	\$3,000,000	Items will be addressed in Park Study funded for 2024-25.



**City of Northville**  
 Proposed 2023 Bonds  
 Estimated Debt Service Scenarios  
 Interest Rates as of 2/15/23 | Assumed AA+ | June 1, 2023 Closing

June 30,	Estimated Rate	10 Year Issue \$1,000,000			10 Year Issue \$2,500,000			10 Year Issue Capacity		
		Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2024	-	\$ -	\$ 31,125	\$ 31,125	\$ -	\$ 75,288	\$ 75,288	\$ -	\$ 45,878	\$ 45,878
2025	-	-	31,125	31,125	-	75,288	75,288	-	45,878	45,878
2026	2.67	95,000	31,125	126,125	230,000	75,288	305,288	130,000	45,878	175,878
2027	2.67	95,000	28,588	123,588	235,000	69,147	304,147	135,000	42,407	177,407
2028	2.70	100,000	26,052	126,052	240,000	62,873	302,873	140,000	38,802	178,802
2029	2.73	105,000	23,352	128,352	250,000	56,393	306,393	150,000	35,022	185,022
2030	2.78	105,000	20,485	125,485	255,000	49,568	304,568	155,000	30,927	185,927
2031	2.83	110,000	17,566	127,566	260,000	42,479	302,479	160,000	26,618	186,618
2032	2.88	110,000	14,453	124,453	270,000	35,121	305,121	165,000	22,090	187,090
2033	3.02	115,000	11,285	126,285	280,000	27,345	307,345	175,000	17,338	192,338
2034	3.16	120,000	7,812	127,812	285,000	18,889	303,889	180,000	12,053	192,053
2035	3.35	120,000	4,020	124,020	295,000	9,883	304,883	190,000	6,365	196,365
<b>Total</b>		<b>\$ 1,075,000</b>	<b>\$ 246,986</b>	<b>\$ 1,321,986</b>	<b>\$ 2,600,000</b>	<b>\$ 597,558</b>	<b>\$ 3,197,558</b>	<b>\$ 1,580,000</b>	<b>\$ 369,254</b>	<b>\$ 1,949,254</b>

June 30,	Estimated Rate	15 Year Issue \$1,000,000			15 Year Issue \$2,500,000			15 Year Issue Capacity		
		Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2024	-	\$ -	\$ 35,315	\$ 35,315	\$ -	\$ 85,427	\$ 85,427	\$ -	\$ 72,110	\$ 72,110
2025	-	-	35,315	35,315	-	85,427	85,427	-	72,110	72,110
2026	2.67	60,000	35,315	95,315	140,000	85,427	225,427	105,000	72,110	177,110
2027	2.67	60,000	33,713	93,713	145,000	81,689	226,689	110,000	69,306	179,306
2028	2.70	60,000	32,111	92,111	150,000	77,817	227,817	115,000	66,369	181,369
2029	2.73	65,000	30,491	95,491	155,000	73,767	228,767	120,000	63,264	183,264
2030	2.78	65,000	28,716	93,716	155,000	69,536	224,536	125,000	59,988	184,988
2031	2.83	65,000	26,909	91,909	160,000	65,227	225,227	130,000	56,513	186,513
2032	2.88	70,000	25,070	95,070	165,000	60,699	225,699	135,000	52,834	187,834
2033	3.02	70,000	23,054	93,054	170,000	55,947	225,947	140,000	48,946	188,946
2034	3.16	70,000	20,940	90,940	175,000	50,813	225,813	150,000	44,718	194,718
2035	3.35	75,000	18,728	93,728	180,000	45,283	225,283	155,000	39,978	194,978
2036	3.59	75,000	16,215	91,215	185,000	39,253	224,253	160,000	34,786	194,786
2037	3.80	80,000	13,523	93,523	195,000	32,611	227,611	170,000	29,042	199,042
2038	3.94	85,000	10,483	95,483	200,000	25,201	225,201	180,000	22,582	202,582
2039	4.03	85,000	7,134	92,134	210,000	17,321	227,321	185,000	15,490	200,490
2040	4.12	90,000	3,708	93,708	215,000	8,858	223,858	195,000	8,034	203,034
<b>Total</b>		<b>\$ 1,075,000</b>	<b>\$ 396,734</b>	<b>\$ 1,471,734</b>	<b>\$ 2,600,000</b>	<b>\$ 960,298</b>	<b>\$ 3,560,298</b>	<b>\$ 2,175,000</b>	<b>\$ 828,177</b>	<b>\$ 3,003,177</b>

**City of Northville**  
Existing and Proposed Debt Service Summary



June 30,	10 Year Issue \$1,000,000			10 Year Issue \$2,500,000			10 Year Issue Capacity		
	2013 Bonds	2023 Bonds	Total Debt Service	2013 Bonds	2023 Bonds	Total Debt Service	2013 Bonds	2023 Bonds	Total Debt Service
2024	\$ 170,075	\$ 31,125	\$ 201,200	\$ 170,075	\$ 75,288	\$ 245,363	\$ 170,075	\$ 45,878	\$ 215,953
2025	170,115	31,125	201,240	170,115	75,288	245,403	170,115	45,878	215,993
2026	-	126,125	126,125	-	305,288	305,288	-	175,878	175,878
2027	-	123,588	123,588	-	304,147	304,147	-	177,407	177,407
2028	-	126,052	126,052	-	302,873	302,873	-	178,802	178,802
2029	-	128,352	128,352	-	306,393	306,393	-	185,022	185,022
2030	-	125,485	125,485	-	304,568	304,568	-	185,927	185,927
2031	-	127,566	127,566	-	302,479	302,479	-	186,618	186,618
2032	-	124,453	124,453	-	305,121	305,121	-	187,090	187,090
2033	-	126,285	126,285	-	307,345	307,345	-	192,338	192,338
2034	-	127,812	127,812	-	303,889	303,889	-	192,053	192,053
2035	-	124,020	124,020	-	304,883	304,883	-	196,365	196,365
<b>Total</b>	<b>\$ 340,190</b>	<b>\$ 1,321,986</b>	<b>\$ 1,662,176</b>	<b>\$ 340,190</b>	<b>\$ 3,197,558</b>	<b>\$ 3,537,748</b>	<b>\$ 340,190</b>	<b>\$ 1,949,254</b>	<b>\$ 2,289,444</b>

June 30,	15 Year Issue \$1,000,000			15 Year Issue \$2,500,000			15 Year Issue Capacity		
	2013 Bonds	2023 Bonds	Total Debt Service	2013 Bonds	2023 Bonds	Total Debt Service	2013 Bonds	2023 Bonds	Total Debt Service
2024	\$ 170,075	\$ 35,315	\$ 205,390	\$ 170,075	\$ 85,427	\$ 255,502	\$ 170,075	\$ 72,110	\$ 242,185
2025	170,115	35,315	205,430	170,115	85,427	255,542	170,115	72,110	242,225
2026	-	95,315	95,315	-	225,427	225,427	-	177,110	177,110
2027	-	93,713	93,713	-	226,689	226,689	-	179,306	179,306
2028	-	92,111	92,111	-	227,817	227,817	-	181,369	181,369
2029	-	95,491	95,491	-	228,767	228,767	-	183,264	183,264
2030	-	93,716	93,716	-	224,536	224,536	-	184,988	184,988
2031	-	91,909	91,909	-	225,227	225,227	-	186,513	186,513
2032	-	95,070	95,070	-	225,699	225,699	-	187,834	187,834
2033	-	93,054	93,054	-	225,947	225,947	-	188,946	188,946
2034	-	90,940	90,940	-	225,813	225,813	-	194,718	194,718
2035	-	93,728	93,728	-	225,283	225,283	-	194,978	194,978
2036	-	91,215	91,215	-	224,253	224,253	-	194,786	194,786
2037	-	93,523	93,523	-	227,611	227,611	-	199,042	199,042
2038	-	95,483	95,483	-	225,201	225,201	-	202,582	202,582
2039	-	92,134	92,134	-	227,321	227,321	-	200,490	200,490
2040	-	93,708	93,708	-	223,858	223,858	-	203,034	203,034
<b>Total</b>	<b>\$ 340,190</b>	<b>\$ 1,471,734</b>	<b>\$ 1,811,924</b>	<b>\$ 340,190</b>	<b>\$ 3,560,298</b>	<b>\$ 3,900,488</b>	<b>\$ 340,190</b>	<b>\$ 3,003,177</b>	<b>\$ 3,343,367</b>



During the spring of 2023, the Northville City Council approved a seasonal street closure from the end of April to the beginning of November. The goal of the closure is to create a pedestrian-friendly area for outdoor dining, events and placemaking. Last fall, Let's Open Northville, a non-profit entity, filed a lawsuit in order to stop the seasonal closure. On April 11, 2024, Let's Open Northville was granted an injunction against the city, temporarily stopping the city from implementing that plan.

The city and a number of downtown businesses had already begun preparations for the street closure, including the approval of outdoor dining permits that allow on-street parking to be used for tables and chairs. While the seasonal closure is on hold, the city retains the right to close streets temporarily for events.

The city is currently working to appeal the preliminary injunction and will continue to vigorously defend against the lawsuit. The goal is to support Council's action and also uphold the important principle that the city has the authority to manage its public right-of-way. Cities in Michigan have broad authority to manage streets based on the Michigan Constitution and Home Rule Cities Act. For now, outdoor dining will be limited to sidewalk use as the lawsuit makes its way through the legal process and the City and DDA work together to identify alternatives that utilize parking spaces for dining while the streets are open.

We will provide additional updates as information becomes available. Please refer to the City of Northville's website. Updates will be posted to the homepage at <https://www.ci.northville.mi.us/>



**To:** DDA Board of Directors  
**From:** Lori Ward, Northville DDA Director  
**Subject:** Proposed Funding for Special Event  
**Date:** April 18, 2024

**Background:**

The downtown restaurant owner Mishelle Lussier has organized a Special Event taking place on May 4, 2024 "See You on the Streets." Lussier has asked other downtown merchants to participate and to provide food and activities. The DDA approached Lussier to propose that the DDA cosponsor the event. During this event, Main Street will be closed to traffic. Live music will be provided during the day and downtown restaurants will provide food, beverages, face painting and other family friendly activities. Lussier has hired Northville Folk to provide music from noon – 4:00 pm under the Maquis sign. DDA staff is requesting that the DDA provide additional music in the evening to contribute to the vitality of the event. JAG Entertainment will provide the band, and oversee the sound engineering. The band will play in the Pavilion in Town Square from 7:00 pm - 9:00 pm.

**Budget:**

Request for \$1,500 to \$2,000 not to exceed \$2,000 for the funding of live music during the "See You on the Streets" event. The funds would come from the DDA Fund Balance.

**Recommendation:**

DDA staff recommends that the DDA Board of Directors consent to cosponsor the See You in the Streets event on May 4<sup>th</sup> and approve a not to exceed amount of \$2,000 to cover the cost of a band for Saturday evening.



## Future Meetings / Important Dates:

April 22, 2024 - Sustainability Committee Meeting

April 24, 2024 – Special City Council Meeting

April 25, 2024 – Ladies Night – Derby Days

April 26, 2024 – State of the Community

May 6, 20, 2024 – City Council Meeting

May 7, 21, 2024 – Planning Commission Meeting

May 8, 2024 – Executive Committee Meeting

May 9, 2024 – Economic Development Committee meeting

May 18, 2024 – Coffee with Council @ Toria

May 21, 2024 – DDA Board Meeting

May 24, 25, 2024 – Flower Sale

May 25, 2024 – Orin Rocks Block Party

May 27, 2024 – Memorial Day Parade