



AGENDA

SPECIAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Thursday, May 30, 2024

5:30 PM

Village Hall – 21 East Church Street, Lake Orion, MI 48362

(248) 693-8391 ext. 102

ADDRESSING THE VILLAGE COUNCIL: Each person wishing to address the DBA shall be afforded an opportunity to do so. If you wish to comment, please stand or raise a hand to indicate that you wish to speak. When recognized, give your name and address and direct your comments to the Chair.

1. **Call to Order**
2. **Roll Call and Determination of Quorum**
3. **Call to the Public**
4. **Approval of Agenda**

By order of the President/Chair, no matters will be discussed after 10:30 p.m., unless council/board/commission votes to continue the meeting.

5. **New and Old Business**
 - A. Budget discussion, Amendment and Approval - Fiscal Year 24-25
 - B. Purchasing Policy Discussion - Lumber Yard Exception(s)
6. **Board Comments and Training Feedback**
7. **Adjournment**

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the Village, at least three (3) business days in advance of the meeting, if requesting accommodations. The Village of Lake Orion will provide foreign language or hearing impaired interpretation services for those individuals who contact the village to request such services at least seven (7) days prior to the meeting.

En el espíritu de la observancia de la Ley de Estadounidenses con Discapacidades, las personas con discapacidad debe sentirse libre para ponerse en contacto con el pueblo, por lo menos tres (3) días hábiles de antelación a la fecha de la reunión, si se solicitan alojamiento. El municipio de Lake Orion proporcionará idioma extranjero o personas con problemas de audición servicios de interpretación para las personas que se ponen en contacto con el pueblo de solicitar dichos servicios con no menos de siete (7) días antes de la reunión.



DDA ACTION SUMMARY SHEET

MEETING DATE: May 30, 2024
TOPIC Budget discussion, Amendment and Approval - Fiscal Year 24-25

BACKGROUND BRIEF:

The Village Council has adopted a budget that differs from our proposed DDA 24-25 Budget. We need to re-consider and adopt a final budget.

FINANCIAL IMPACT:

FOR DISCUSSION AT THE MEETING

RECOMMENDED MOTION:

RESOLUTION TO ADOPT THE DDA BUDGET FOR FISCAL YEAR 2024-2025

Whereas, PA 57 of 2018 requires that the Director of the Authority will prepare and submit for the approval of the DDA Board a budget for the operation of the Authority for the ensuing fiscal year;

Whereas, The statute also requires that the budget be prepared in the manner and contain the information required of municipal departments;

RESOLVED, That any unspent DDA Grants included in the FY 2022 budget and approved by the DDA Board may be carried forward without regard to fiscal year;

RESOLVED, That any unspent capital funds included in the FY 2022 budget may be carried forward without regard to the fiscal year;

RESOLVED, That the Executive Director be authorized to reallocate budgeted amounts within funds;

RESOLVED, That the DDA Board adopts the revenue and expenditure appropriations by fund as its Fiscal Year 2024-2025 Budget in accord with the attached.

RESOLVED, That this adopted budget shall be presented to the Village of Lake Orion Council for final approval and adoption as recommended herein.

Calculations as of 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2023-24 PROJECTED ACTIVITY	DEPT.	2024-25 REQUESTED BUDGET	2024-25 MGR APPROVED BUDGET	2024-25 COUNCIL ADOPTED BUDGET
ESTIMATED REVENUES								
Dept 000 - REVENUE								
248-000-402-000	Current Real Property Taxes	903,236	772,911	961,221		987,129	987,129	
248-000-402-100	Property Tax - Twp DDA Capture							
248-000-405-000	Property Tax - Personal							
248-000-412-000	Property Tax - DPPT P/Y & C/Y		1,475					
248-000-441-000	Local Community Stabilization Sha	10,000	15,971	15,971		15,000	15,000	
248-000-445-000	Penalties & Interest on Taxes	2,000		2,000		2,000	2,000	
248-000-539-000	State Grants	109,028	3,500	109,028		43,500	43,500	
248-000-582-000	Intergovernment - Police		201,996					
248-000-664-000	Interest Earned	2,500	5,833	6,500		2,500	2,500	
248-000-671-999	Appropriation from Fund Balanc	107,459				134,031		
248-000-673-000	Gain/Loss on Sale of Assets							
248-000-676-404	Transfer From Prop Acq Fund						169,436	
248-000-676-592	Reimbursment -Admin Fee - W&S							
248-000-681-000	Reimburse - Insurance Claims		7,218					
248-000-683-000	Reimbursements-Other							
248-000-685-000	Sponsorships	102,400	11,276	102,400		35,000	35,000	
248-000-685-100	Transportaion Sponsorship	28,000	21,907	28,000		17,500	17,500	
248-000-686-000	Downtown Events	20,000	5,121	20,000		18,500	18,500	
248-000-686-002	Flower Fair Revenue		305					
248-000-686-003	New Year Resolution Run Revenue							
248-000-686-004	OktoberFest Revenue					1,500	1,500	
248-000-686-005	Babes On Broadway					1,500	1,500	
248-000-686-006	Electrical Vehicles		634			500	500	
248-000-687-000	Merchandise Sales	10,000		10,000		1,000	1,000	
248-000-688-000	Gift Certificate Sales	5,000	355	5,000		500	500	
248-000-692-000	Rent							
248-000-694-000	Miscellaneous		765			2,500	2,500	
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NC							
Totals for dept 000 - REVENUE		1,299,623	1,049,267	1,260,120		1,262,660	1,298,065	
TOTAL ESTIMATED REVENUES		1,299,623	1,049,267	1,260,120		1,262,660	1,298,065	

Calculations as of 04/30/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 04/30/24	2023-24 PROJECTED ACTIVITY	DEPT. 2024-25 REQUESTED BUDGET	MGR 2024-25 APPROVED BUDGET	COUNCIL 2024-25 ADOPTED BUDGET
APPROPRIATIONS							
Dept 260 - GENERAL ACTIVITIES							
248-260-701-000	Executive Director Wages	73,272	45,476	45,248	80,000	80,000	
248-260-701-019	COVID 19 PAYROLL						
248-260-704-000	Wages - Administrative Coordinator	34,278	30,948	33,280	37,188	37,188	
248-260-706-000	Asst. Executive Director wages	46,852	28,244	33,280	71,000	71,000	
248-260-706-001	Marketing Coordinator						
248-260-707-000	Wages - Grounds Coordinator	5,150	1,819	5,000	5,400	5,400	
248-260-711-013	OVERTIME						
248-260-715-000	Social Security	9,708	8,104	9,688	14,810	14,810	
248-260-716-000	Health Insurance- Medical	7,451	2,878	7,200	12,000	12,000	
248-260-717-000	Life & Disability Insurance	1,220	331	1,200	1,320	1,320	
248-260-718-000	Dental Insurance	700	222	700	770	770	
248-260-719-000	Pension	8,039	4,365	5,120	5,632	5,632	
248-260-720-000	Unemployment						
248-260-721-000	Vision Care	130	46	130	143	143	
248-260-722-000	Worker's Comp. Insurance						
248-260-801-000	Contractual Services	16,499	18,000	18,000	15,000	15,000	
248-260-801-002	Contr Services - Police Admin Fee	60,000	52,000	60,000	60,000	72,904	
248-260-801-003	Contract Services - DPW Admin Fee	30,000	25,814	30,000	30,000	36,452	
248-260-801-004	Contract Services - GF Admin Fee	70,000	58,333	70,000	70,000	85,055	
248-260-801-005	Contractual Services- Township	2,700		2,700	2,700	2,700	
248-260-801-012	Contractual Services-Parking Code	21,000	18,200	21,000	1,500	21,000	
248-260-801-022	Cont Service-Police Crowd Control	20,000	17,333	20,000	5,000	20,000	
248-260-801-023	Contract Services-DPW event suppo	10,000	8,667	10,000	10,000	10,000	
248-260-801-033	Contract Services-DPW snow removal	15,000	13,000	15,000	12,000	12,000	
248-260-805-000	Audit Fees	2,000	2,950	2,950	1,500	2,500	
248-260-810-000	Legal Services	17,984	17,497	17,365	8,000	8,000	
248-260-823-000	Website/Software	6,000	4,343	6,000	6,000	6,000	
248-260-823-001	Municipal Software	3,501	3,676	3,676	3,800	3,800	
248-260-829-000	Planner Services	1,829	675	5,000	3,500	3,500	
248-260-851-000	Telephone	3,500	2,902	3,500	3,500	3,500	
248-260-900-000	Printing and Publication	100		100	500	500	
248-260-920-000	Utilities	4,800	5,811	4,435	4,500	4,500	
248-260-921-000	Municipal Street Lighting	6,500	6,418	6,500	6,500	6,500	
248-260-930-000	Repair and Maintenance		58				
248-260-930-002	Building Maintenance	400	323	400	400	400	
248-260-940-000	Equipment Rental				250	250	
248-260-941-000	Office Rent	12,000	12,000	12,000	14,000	14,000	
248-260-942-000	Office Expenses	3,313	2,478	3,865	4,500	4,500	
248-260-942-019	Covid Office Expenses						
248-260-946-000	Credit Card Fees	100		100	100	100	
248-260-955-001	Credit Card Fees						
248-260-956-000	Dues & Miscellaneous	1,500	1,209	1,500	1,545	1,545	
248-260-957-000	Education & Training	920	919	4,500	5,000	5,000	
248-260-958-000	General Activities Misc				350	350	
248-260-958-019	Covid General Activities						
248-260-961-000	Tax Tribunal Refunds						
248-260-962-000	Mileage	500	38	500	1,000	1,000	
248-260-965-101	Transfer Out - General Fund						
248-260-965-401	Transfer to Capital Imp Fund			48,185		67,616	
248-260-965-404	Transfer Out - DDA Property Acq Fu	157,500	157,500	157,500			
248-260-974-000	Capital Outlay - Equipment	1,235	1,235	1,235	2,000	2,000	
Totals for dept 260 - GENERAL ACTIVITIES		655,681	553,812	666,857	501,408	638,935	

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APPROPRIATIONS										
Dept 725 - ORGANIZATION										
248-725-822-000	Newsletter	1,720	455	1,720		1,800		1,800		
248-725-824-000	Volunteer Recognition & Dvp.					1,000		1,000		
248-725-825-000	Gift Certificate Redemption	5,000	2,460	5,000		5,000		5,000		
248-725-826-000	Historic Celebration/Education	580	580	580		1,000		1,000		
248-725-827-000	Awareness Program	1,200	233	1,200		1,500		1,500		
248-725-827-019	Covid Awareness Program/Organizati									
248-725-864-000	Grant & Scholarship Distriubution									
248-725-881-000	Merchandise to Sell	500	211	500		1,000		1,000		
Totals for dept 725 - ORGANIZATION		9,000	3,939	9,000		11,300		11,300		

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APPROPRIATIONS										
Dept 726 - DESIGN										
248-726-745-000	Beautification Supplies	1,500	648	1,500		1,500		1,500		1,500
248-726-746-000	Hanging Baskets	3,400		3,400		4,000		4,000		4,000
248-726-801-000	Contractual Services	5,200	3,650	5,200		5,500		5,500		5,500
248-726-843-000	Facade Program	7,800	5	7,800		20,000		23,680		23,680
248-726-845-000	Public Art Program					2,500		2,500		2,500
248-726-883-000	Banners and Holiday Lighting	6,600	6,000	6,600		10,000		10,000		10,000
248-726-975-001	Capital Outlay - Beautification					5,000		5,000		5,000
248-726-975-002	Capital Outlay - Streets					500		500		500
248-726-975-019	Covid Capital Outlay									
Totals for dept 726 - DESIGN		24,500	10,303	24,500		49,000		52,680		52,680

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APPROPRIATIONS										
Dept 728 - ECONOMIC DEVELOPMENT										
248-728-801-000	Contractual Services	16,472	4,750	34,500		34,500		34,500		
248-728-860-000	Trolley Expense	28,000	19,133	28,000		22,000		22,000		
248-728-861-000	Survey Expense					468		468		
248-728-862-000	Training Materials					500		500		
248-728-864-000	Grant & Scholarship Distribution					12,500		12,500		
248-728-886-000	Marketing Materials					2,500		2,500		
248-728-886-001	Blight Reduction									
248-728-886-002	Social District	1,000	232	1,000		750		750		
248-728-888-000	Brand Marketing	23,831	18,837	20,731		50,000		50,000		
248-728-888-001	Contractual Services Brand Marketi	19,700	23,255	29,700		10,000		10,000		
Totals for dept 728 - ECONOMIC DEVELOPMENT		89,003	66,207	113,931		133,218		133,218		

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APPROPRIATIONS										
Dept 729 - PROMOTION										
248-729-880-000	Event Promotion	500	308	500		2,000		2,000		
248-729-880-001	Event Promo - Gazebo Series	10,170	10,170	10,170		11,000		11,000		
248-729-880-004	Event Promo - Halloween Parade	2,500	2,451	2,500		2,500		2,500		
248-729-880-005	Event Promo - Hmtwn/Holiday Vill	8,356	7,934	8,356		7,500		7,500		
248-729-880-006	Event Promo - New Years Res. Run									
248-729-880-007	Event Promo - Flower Fair									
248-729-880-008	Event Promo-Photo Contest					250		250		
248-729-880-009	Event Promo-Lake Orion Love Shop t									
248-729-880-010	Babes On Broadway					1,500		1,500		
248-729-880-011	Restaurant week					2,500		2,500		
248-729-880-012	Sing & Stroll Tree Lighting	12,000	11,754	12,000		12,100		12,100		
248-729-880-013	SD Nights- Stronger Together Winte	600	349	600		2,500		2,500		
248-729-880-014	Octoberfest					1,500		1,500		
248-729-880-015	Winter Activities	7,100	7,019	10,200		12,000		12,000		
248-729-880-016	Athletic Events-other					2,500		2,500		
248-729-880-017	Movie Night	999	999	999		3,000		3,000		
248-729-880-019	Covid Event Promotion									
248-729-880-100	Stronger Together- smr fall	3,300	722	3,300		5,000		5,000		
248-729-885-000	Port-A-Johns	2,200	1,794	2,200		3,500		3,500		
248-729-895-000	Event Promo-Comm. Sponsorships									
248-729-975-020	Capital Outlay Parks & rec									
Totals for dept 729 - PROMOTION		47,725	43,500	50,825		69,350		69,350		

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APPROPRIATIONS										
Dept 730										
248-730-253-885	Knox Box Grant Program									
248-730-885-100	Knox Box Grant Program	4,000		4,000		2,000		2,000		
248-730-931-000	Repair & Maintenance-Equipment									
248-730-965-101	Transfer Out - General Fund									
248-730-965-301	Interfund TRF 2023 DDA Bond Project	422,709		422,709		419,709		419,709		
248-730-965-404	Transfer Out - DDA Property Acq Fu									
248-730-965-592	Transfers To Water/Sewer Fund									
248-730-975-000	Capital Outlay	23,969	1,636	23,969		33,075		53,075		
248-730-975-003	DDA Capital Outlay	5,871	5,871	5,000		5,500		5,500		
248-730-975-005	DDA Capital Outlay- Wayfinding/Liç									
248-730-975-006	DDA Capital Outlay - Parking									
248-730-975-009	Capital Outlay - Dumpsters	30,000		30,000		30,000		30,000		
248-730-975-011	Capital Outlay - Trail Extensi			10,000		9,000		9,000		
248-730-975-015	Capital Outlay- Outdoor Sound									
248-730-975-020	Capital Outlay Parks & rec									
248-730-992-000	Bond Principal									
248-730-995-000	Bond Interest									
Totals for dept 730 -		486,549	7,507	495,678		499,284		519,284		
TOTAL APPROPRIATIONS		1,312,458	685,268	1,360,791		1,263,560		1,424,767		
NET OF REVENUES/APPROPRIATIONS - FUND 248		(12,835)	363,999	(100,671)		(900)		(126,702)		
BEGINNING FUND BALANCE		498,200	498,200	498,200		397,529		397,529		397,529
ENDING FUND BALANCE		485,365	862,199	397,529		396,629		270,827		397,529

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ESTIMATED REVENUES										
Dept 000 - REVENUE										
301-000-300-001	2023 Downtown Dev Tax Exempt Bond									
301-000-300-002	2023 Downtown Dev Tax Exempt Bond									
301-000-664-000	Interest Earnings		1,622			900		900		
301-000-671-999	Appropriation from Fund Balanc	2,755,000								
301-000-699-301	TRF in from DDA					419,709		419,709		
Totals for dept 000 - REVENUE		2,755,000	1,622			420,609		420,609		
TOTAL ESTIMATED REVENUES		2,755,000	1,622			420,609		420,609		

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APPROPRIATIONS										
Dept 901 - 905										
301-901-930-000	Repair and Maintenance									
301-901-950-000	Demolition & Land Improvement	296,647	2,250	296,647				500,000		
301-901-956-000	Dues & Miscellaneous									
301-901-971-000	Capital Outlay - Buildings	2,200,000	2,120,875	2,200,000						
Totals for dept 901 - 905		2,496,647	2,123,125	2,496,647				500,000		

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APPROPRIATIONS							
Dept 905 - Downtown Dev Bond 2023							
301-905-301-000	Bond Issuance Expense						
301-905-731-000	2023 Bond Taxable Issuance Expense	1,000	500	1,000			
301-905-731-001	2023 Tax exempt Bond Issuance Expense	1,000	500	1,000			
301-905-745-001	Property taxes-Orion Twp	3,353	3,353	3,353			
301-905-920-000	Utilities						
301-905-992-003	2023 DDA bonds Taxable	75,000	75,000	75,000	60,000	60,000	
301-905-992-004	2023 DDA BONDS TAX EXEMPT	180,000	180,000	180,000	150,000	150,000	
301-905-993-001	2023 DDA bond taxable interest	62,000	60,931	62,000	76,909	76,910	
301-905-993-002	2023 DDA tax exempt bond interest	106,000	105,778	106,000	132,800	132,800	
Totals for dept 905 - Downtown Dev Bond 2023		428,353	426,062	428,353	419,709	419,710	
TOTAL APPROPRIATIONS		2,925,000	2,549,187	2,925,000	419,709	919,710	
NET OF REVENUES/APPROPRIATIONS - FUND 301		(170,000)	(2,547,565)	(2,925,000)	900	(499,101)	
BEGINNING FUND BALANCE		4,944,950	4,944,950	4,944,950	2,019,950	2,019,950	2,019,950
ENDING FUND BALANCE		4,774,950	2,397,385	2,019,950	2,020,850	1,520,849	2,019,950

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ESTIMATED REVENUES							
Dept 000 - REVENUE							
404-000-664-000	Interest Earnings	150	104	115			
404-000-694-000	Miscellaneous Revenue						
404-000-699-248	Interfund Transfer In - DDA	483,750	157,500	157,500			
Totals for dept 000 - REVENUE		483,900	157,604	157,615			
TOTAL ESTIMATED REVENUES		483,900	157,604	157,615			

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APPROPRIATIONS								
Dept 901 - 905								
404-901-901-000	Debt Service- Parking Deck	168,750						
404-901-930-000	Repair & Maintenance - Bldg							
404-901-950-000	Demolition & Land Improvement							
404-901-956-000	Miscellaneous							
404-901-971-000	Capital Outlay - Building						169,436	
404-901-980-248	Prop Acq Transfer to DDA							
404-901-992-000	Bond Principal	300,000	300,000	300,000				
404-901-995-000	Bond Interest	15,000	15,000	15,000				
Totals for dept 901 - 905		483,750	315,000	315,000			169,436	
TOTAL APPROPRIATIONS		483,750	315,000	315,000			169,436	
NET OF REVENUES/APPROPRIATIONS - FUND 404		150	(157,396)	(157,385)			(169,436)	
BEGINNING FUND BALANCE		326,841	326,841	326,841		169,456	169,456	169,456
ENDING FUND BALANCE		326,991	169,445	169,456		169,456	20	169,456
ESTIMATED REVENUES - ALL FUNDS		4,538,523	1,208,493	1,417,735		1,683,269	1,718,674	
APPROPRIATIONS - ALL FUNDS		4,721,208	3,549,455	4,600,791		1,683,269	2,513,913	
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(182,685)	(2,340,962)	(3,183,056)			(795,239)	
BEGINNING FUND BALANCE - ALL FUNDS		5,769,990	5,769,990	5,769,990		2,586,934	2,586,934	2,586,934
ENDING FUND BALANCE - ALL FUNDS		5,587,305	3,429,028	2,586,934		2,586,934	1,791,695	2,586,934



DDA ACTION SUMMARY SHEET

MEETING DATE: May 30, 2024

TOPIC Purchasing Policy Discussion - Lumber Yard Exception(s)

BACKGROUND BRIEF:

The present Purchasing Policy will not allow for the project to commence on a time table that meets the estimated funding resources and demand for certain actions. Following legal measures, and adopting policy positions based in other similar communities, we can adopt rules specific to the Lumber Yard Project that will give the Director, Chair and Board broader discretion to move quickly, within the intentions of the current policy scope.

FINANCIAL IMPACT:

The protection of the public interest will not be impacted, all suggested opportunities to make a more flexible and efficient process are unpinned with the support of strong multi-quote and review processes.

RECOMMENDED MOTION:

To adopt and approve a modification to the Purchasing Policy and Procedures for the Village of Lake Orion Downtown Development Authority to allow the Executive Director to work within newly established monetary range(s) and authorizational oversight, including the application of a Local Vendor Policy.

(TERMS OF THE NEW LIMITS AND AUTHORITY TO BE ESTABLISHED AT THE MEETING)



118 N. Broadway, Lake Orion, MI 48362
Phone: 248-693-9742 Fax: 248-693-9749
www.downtownlakeorion.org



*The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DDA District, **the heart and hub of the Orion Community**, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents, and other stakeholders.*

**PURCHASING POLICY AND PROCEDURES FOR THE
VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY**

INTRODUCTION

This policy is intended to provide the policies and procedures necessary for the conduct of purchasing activities for the Village of Lake Orion Downtown Development Authority (DDA). It should be noted that the lowest bid may not always be the best bid. This policy is designed to:

- a) Encourage maximum competition through fair and equal opportunity to those qualified and interested bidders.
- b) Provide a uniform procedure for the procurement of material, equipment, supplies, and services.
- c) To award bids to the **lowest, responsive, responsible bidder**.
- d) Ensure that the taxpayers are getting the "best overall value" for their dollars.

2. PURCHASING PROCEDURES

- a) All purchases and expenditures for goods and services shall have an invoice, receipt, purchase order, or contract.
- b) Some of the factors considered when determining the "best overall value" are:
 - i) Price
 - ii) Quality
 - iii) Warranty
 - iv) Service
 - v) Availability
 - vi) Past Performance with the Downtown Development Authority
 - vii) References

**3. PURCHASING AUTHORITY LIMITS -
FOR PURCHASES:**

- a) **Under \$500.00:** The DDA Executive Director is encouraged to secure competitive pricing from multiple sources whenever practical. The telephone or internet quotations may be utilized to document pricing.

- b) Between \$500.00 and \$999.99:** Bids from at least three sources should be obtained. Bids must be supported by written quotations from qualified vendors, fax, internet, or e-mail quotations. This documentation shall be attached to the invoice and kept on file in the DDA office. Award of purchase may be made by the DDA Executive Director.
- c) Between \$1,000.00 and \$2,999.99:** Bids from at least three sources shall be obtained. Bids must be supported by written quotations from qualified vendors, fax, internet, or email quotations. This documentation shall be attached to the invoice and kept on file in the DDA office. Award of purchase requires the approval of the DDA Chairman.
- d) Between \$3,000.00 and \$9,999.99:** Bids from at least three sources shall be obtained. Bids must be supported by written quotations from qualified vendors, fax, internet, or email quotations are acceptable. This documentation shall be attached to the invoice and kept on file in the DDA office. Direct solicitation is allowed and bidding must be advertised. Award of purchase requires the approval of the DDA Board of Directors.
- e) Over \$10,000.00:** The formal sealed bid process is required for purchases. Award is given to the **lowest, responsive, responsible bidder**. An invitation to bid must be publicly advertised on the DDA web site, appropriate bid solicitation web sites and/or in the legal paper of record for at least fourteen (14) days prior to the date set for opening. Bid specifications require the approval of the DDA Board of Directors. Competitive bidding need not be conducted if there is a sole source for the purchase and the DDA Director is able to provide in writing reasonable justification to the DDA Board of Directors that circumstances exist that preclude obtaining a competitive bid. The invitation to bid must include a general description of supplies to be purchased. It must also state where bid forms and specifications may be obtained, when they must be filed, and when bids will be opened. Bidders shall be instructed to submit sealed bids which are clearly identified as bids on the outside of the envelope. Bids are to be opened publicly at a time, place, and date specified in the invitation for bids. Bids are to be recorded, tabulated and available for public inspection. Formal bids must be received sealed and in writing by a posted deadline. All bidders must be qualified vendors. All bids shall be opened before the public at a date, time and place designated in the bid request. The DDA Director, DDA Chairman, DDA Treasurer or Finance Director or their designee and other staff members of the DDA shall open all bids. Late bids will not be accepted. Bids not meeting specifications may be rejected. If at least three bids are not received the DDA Executive Director may require a re-bid. Award of purchase or contract requires the approval of the DDA Board of Directors.

4. PROFESSIONAL SERVICE CONTRACTS

Either the Request for Proposal (RFP) or the Request for Qualifications (RFQ) process (or a combination) may be used to solicit proposals from qualified vendors². The primary difference between the two processes is that in the RFP process a specific proposal is received and evaluated. The proposal includes a scope of work and a cost proposal. In the RFQ process, Statements of Qualifications (SOQs) are received and selection is made upon those qualifications. In this process, a mutually acceptable scope of work and contract amount is negotiated with the successful bidder.

Award is given to the **lowest, responsive, responsible bidder**. An invitation to bid must be publicly advertised on the DDA web site, appropriate bid solicitation web sites and/or in the legal paper of record for at least fourteen (14) days prior to the date set for opening. Bid specifications require the approval of the DDA Board of Directors. Competitive bidding need not be conducted if there is a sole source for the service and the DDA Director is able to provide in writing reasonable justification to the DDA Board of Directors that circumstances exist that preclude obtaining a competitive bid. The invitation to bid must include a general description of the service to be obtained. It must also state where bid forms and specifications may be obtained, when they must be filed, and when bids will be opened. Bidders shall be instructed to submit sealed bids which are clearly identified as bids on the outside of the envelope. Bids are to be opened publicly at a time, place, and date specified in the invitation for bids. Bids are to be recorded, tabulated and available for public inspection. Formal bids must be received sealed and in writing by a posted deadline. All bidders must be qualified professionals.

When a RFP/RFP is anticipated to be under \$10,000, it may be published with the approval of the DDA Executive Director and DDA Board Chair. When a RFP/RFQ is anticipated to be over \$10,000, it may be published with the approval of the DDA Board of Directors.

Proposals shall be opened before the public at a date, time and place designated in the RFP. The DDA Director, DDA Chairman, DDA Treasurer or Finance Director or their designee and other staff members of the DDA shall open all bids. Late responses will not be accepted. Responses not meeting terms may be rejected. If at least three responses are not received the DDA Executive Director may require a re-bid. Award of purchase or contract requires the approval of the DDA Board of Directors. The proposals shall be analyzed (based upon the "best overall value" to the DDA) and documented including Board member or staff recommendations. Award shall be made by the DDA Board of Directors including approval of contracts.

5. PUBLIC AUCTION

Purchases may be made through public auction. Written quotes from like products must be provided in order to provide a realistic price comparison. Upon receiving this information, and verifying budget availability, written authorization indicating the amount "not to exceed" may be granted allowing DDA staff or their designee to attend the auction and bid on that particular product. Purchasing authority limits listed in this policy document apply to public auctions.

If a purchase is made through a public auction, all documentation must be retained and submitted kept on file in the DDA office.

6. CASES NOT REQUIRING BIDDING PROCEDURE

The DDA Board Chairman, may approve a purchase order without bid under the following conditions:

- a) Item is to be purchased under State or Federal Bid lists.
- b) Only one known source of purchase, and there is no comparable substitute product or service; Written documentation supporting the sole source must be provided.

- c) Specific type or brand of supply or part necessary for acceptable operation of a machine or device, or as required by warranty or contract on the machine or device; written documentation supporting the purchase of a specific brand or part necessary for acceptable operation of a machine or device must be provided.
- d) An item or service that is required on an emergency basis, however, must still be presented to the DDA Board for approval as previously described at the next meeting.

7. EMERGENCY PROCUREMENTS

Emergency Procurements Definition: Emergency procurements may be made when there exists a threat to public health, welfare or safety, provided that such emergency procurement shall be made with such competition as is practical under the circumstances.

In case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the DDA Board of Directors hereby authorizes the DDA Executive Director to approve such emergency purchase if the situation permits. The DDA Board of Directors shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or vendor shall accompany the purchase order and voucher. As soon as is practicable, standard purchasing procedures will be reinstated.

8. ARTIFICIAL DIVISION PROHIBITED

Purchases shall not be artificially divided so as to create lower purchase amounts and therefore avoid some requirements of this policy. Whether or not a proposed purchase constitutes artificial division shall be determined by the DDA Board Chair.

9. EXCEPTIONS

Exceptions to the policy will be determined on a case-by-case basis by the DDA Board of Directors.

10. LOCAL ADVANTAGE

The Downtown Development Authority will make every effort to purchase from businesses located within the Lake Orion area if the purchase fits into the category of "best overall value." It must be noted that the Downtown Development Authority has a responsibility to the taxpayers of the district to ensure that bids are awarded to vendors offering their products or services at the "best overall value" to the district.

11. CANCELLATION AND REJECTION OF BIDS

An invitation to bid, request for proposal, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or part, as may be specified in the solicitation when it is in the best interest of the District. The reasons shall be made part of the formal bid file.

12. PRE-QUALIFICATIONS OF SUPPLIERS

Prospective suppliers may be pre-qualified for particular types of supplies and technical and construction services.

A "Request for Qualifications" will be solicited and advertised in order to establish a pre-qualified vendors list. Upon establishment of a pre-qualified vendors list, requests for proposals or requests for quotations may be submitted to individuals or companies on the list.

13. ETHICS IN PUBLIC PURCHASING AND CONTRACTING

It shall be unethical for any DDA staff or board member involved in making procurement decisions to have personal investments in any business conflicting between their private interests and their public duties.

It shall be unethical for any person to offer, give, or agree to give any Downtown Development Authority employee or Board member, or for any Downtown Development Authority employee or Board member to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval, or recommendation concerning a solicitation.

Inexpensive advertising items, bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, calendars, etc., are not considered articles of value or gifts in relation to this policy.

Failure to comply with the provisions of this policy will result in disciplinary action.

14. AUTHORITY


These policies are adopted by the Board of Directors in accordance with State of Michigan's DOWNTOWN DEVELOPMENT AUTHORITY PA 57 of 2018 ¹ as it relates to their management of the Downtown Development Authority's affairs and authority over expenditures.

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

² Qualified Vendors: The firm selected will be required to provide evidence of General Liability, and Professional Liability coverage in an amount of at least \$1,000,000 with the Village of Lake Orion as an additional insured and a certificate holder. The firm must provide evidence of Workers Compensation with statutory coverages. Please see Addendum A for the current limits of liability requirements accepted by the Village of Lake Orion.

CERTIFICATION

I, Susan C. Galeczka, Clerk of the Village of Lake Orion, do hereby certify that the foregoing is a true and complete copy of **PURCHASING POLICY AND PROCEDURES FOR THE VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY**, duly adopted by the Downtown Development Authority of the Village of Lake Orion at its Regular Meeting held on the 9th day of May, 2021, on Motion By Member Kenneth Van Portfliet, Seconded by Vice Chairperson Matt Shell. **Roll Call Vote:** Board Member Sheridan, Treasurer Squarcia, Board Member Barnett, Chairperson Burgess, Secretary Caruso, Board Member Coe, Board Member Horvath, Vice Chairperson Shell, Board Member Van Portfliet. Motion carried 9-0. Adopted.


Susan C. Galeczka, CMC Mi PMC
Village Clerk

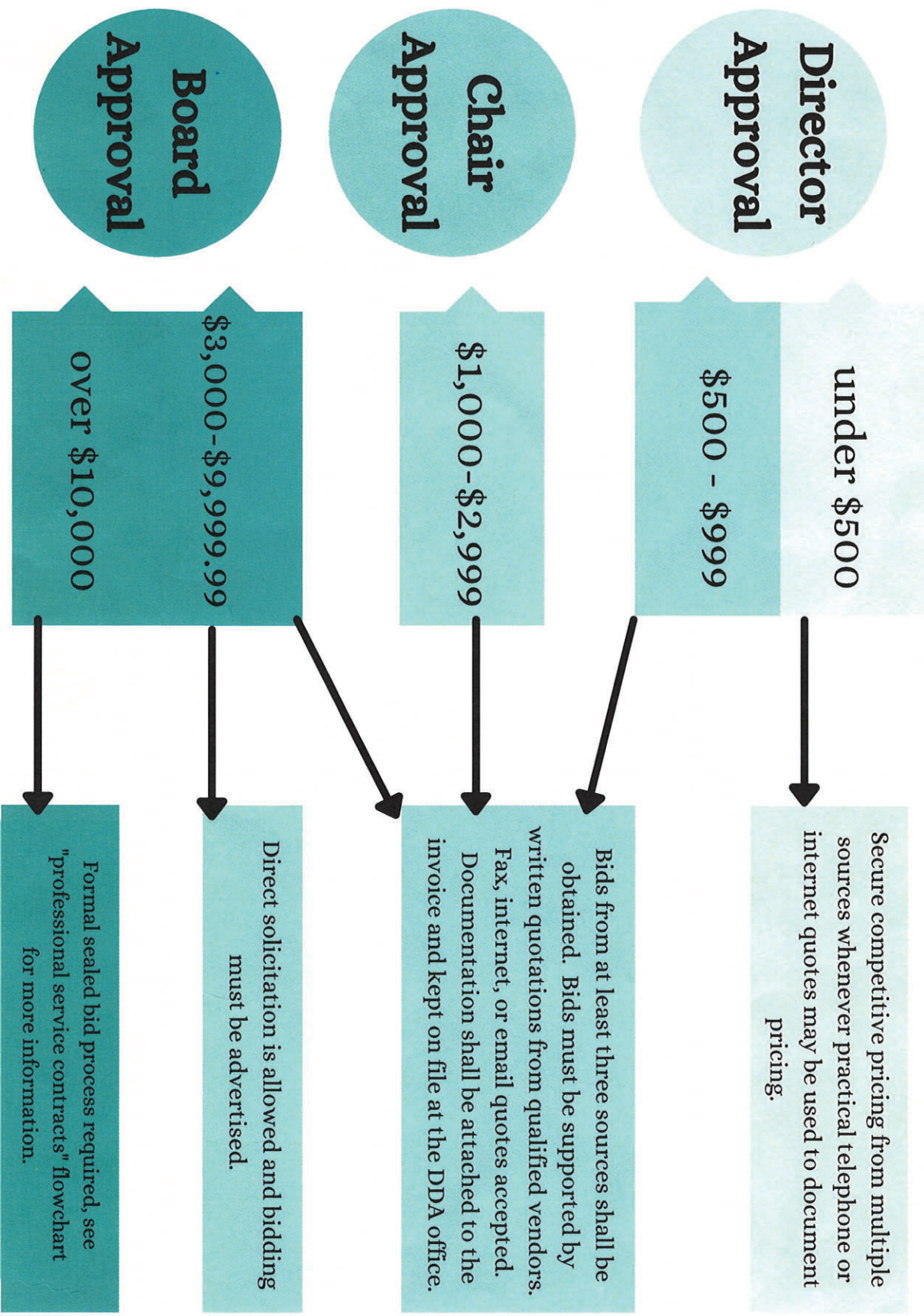
PURCHASING POLICIES AND PROCEDURES FOR THE VILLAGE OF LAKE ORION DDA

Some factors considered when determining the "best overall value" are:

1. Price
2. Quality
3. Warranty
4. Service
5. Availability
6. Past Performance with DDA
7. References

Certification - I, Susan C. Galeczka, Clerk of the Village of Lake Orion, do hereby certify that the foregoing is a true and complete copy of PURCASHING POLICY AND PROCEDURES FOR THE VILLAGE OF LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY, duly adopted by the Downtown Development Authority of the Village of Lake Orion at its Regular Meeting held on the 9th of May, 2021, on Motion by Member Kenneth Van Portfliet, Seconded by Vice Chairperson Matt Shell. **Roll Call Vote:** Board Member Sheridan, Treasurer Squarcia, Board Member Barnett, Chairperson Burgess, Secretary Caruso, Board Member Coe, Board Member Horvath, Vice Chairperson Shell, Board Member Van Portfliet. Motion carried 9-0. Adopted.

PURCHASES



PROFESSIONAL SERVICE CONTRACTS

per \$10,000
published
with Director
and Chair
Approval
Over \$10,000
published
with Board
Approval

For at least 14 days prior to the set date for opening, bid must be advertised on website, bid solicitation websites (like MITTN), and/or legal paper

- Bid invitation must contain:**
- where forms and specifications can be obtained
 - Filing Deadline
 - When bids will be opened
 - instructions to submit sealed bids identified as bids on the outside of the envelope

Award requires approval of DDA Board

- Based upon "Best overall Value"
- Include Board member and staff recommendations

- Bid Opened publicly as specified in invitation:**
- Opened by Director, Chair, Treasurer or their designee or other staff members
 - Bids will be recorded, tabulated and available for public inspection
 - Late responses not accepted
 - Responses not meeting terms may be rejected
 - Less than three (3) responses received, Director may require a re-bid

EXAMPLES OF POLICY LIMITS IN OTHER JURISDICTIONS

Clearwater, FL

Approval

The city department requesting procurement of a specific commodity and/or service, along with the Procurement Manager, will select the recommended vendor.

Approvals for commodities and/or services require the following approval authorization:

- Greater than \$100,000.00 (+): City Council
- \$50,000.01 - \$100,000.00: City Manager
- \$10,000.01 - \$50,000.00: Procurement Manager
- \$0.00 - \$10,000.00: Department Director

Elk Grove, IL

DOLLAR LIMITS:	APPROVAL LEVEL:	COMPETITIVE PROCESS:	PURCHASE JUSTIFICATION:
\$0 to \$7,000	Director/ Chief Approval	One (1) verbal quote for purchases \$1,000 or less; Three (3) verbal quotes for purchases in excess of \$1,000	Purchase Order with justification report attached if over \$1,000.
\$7,001 to \$15,000	Finance Director Approval	Three (3) written quotes	Purchase Order with justification report attached
\$15,001 to \$50,000	Manager Approval	Three (3) written quotes for purchases of \$25,000 or less; Bid or RFP for purchases in excess of \$25,000	Purchase Order with justification report attached
In excess of \$50,000	Council Approval	Bid or RFP	Manager’s Memo, followed by a Purchase Order

LOCAL VENDOR PREFERENCE ELIGIBILITY AFFIDAVIT

Policy: The Lake Orion Downtown Development Authority ("DDA") has a significant interest in encouraging the creation of employment opportunities for its residents and for businesses located within the District. As a purchaser of goods and services, the will benefit from expanded job and business opportunities for its residents and businesses through additional revenues generated by its activities. It is in the interest of the DDA and its residents to give preference on eligible local projects to those eligible Prospective Providers who have direct physical and economic relationships with the DDA.

Definition: A "Local Vendor" or "Local Business" means any corporation, partnership, sole proprietorship, franchise, or other business form which:

- 1 Has its headquarters, distribution point, retail location, locally-owned franchise, or place of business within ten miles of the territorial limits of the DDA, where work and business is and has been regularly conducted for at least six (6) months immediately prior to the issuance of the request for competitive proposals, quotes, or bids, by the DDA; and
- 2 Holds all business or professional licenses required by state and local law and ordinance.

Application of Local Preference to Specific Procurement Activity: In an effort to nurture small and large businesses, create jobs, boost local economic activity, and tax revenue, the DDA will grant the lesser of a five (5%) per cent or five (5) point local preference to all otherwise responsive and responsible vendors who have an actual physical presence and direct economic relationship within the DDA. This provision is applicable only to the DDA's acquisition of materials, equipment, or services through the Request for Proposal (RFP), Request for Qualification (RFQ), or Request for Quotation processes as defined in the DDA's policy.

Method of Granting Local Preference:

- 1 Each corporation, partnership, sole proprietorship, franchise, or other business form seeking Local Preference Points under this section shall certify under oath that it is eligible to receive the Local Preference Points as set forth above as a part of the submission of its proposal or bid to the DDA and, in the event the affidavit or other declaration under oath is determined to be false, such business shall be deemed "non-responsive" and shall not be considered for award of the applicable Contract by the Manager of Contracts and Procurement.
- 2 Any local vendor who has been determined by the Executive Director of the DDA to be otherwise responsive and responsible, which also provides proof of its local status under oath will receive the lesser of a five (5%) percent or five (5) point preference added onto its final total evaluated score.

Local Preference shall not apply to any of the following:

1. Procurements for which State or Federal law, Federal Grant provisions, or other funding source prohibits granting a Local Vendor Preference; or
2. Goods and services provided under a Cooperative Purchasing Agreement or Piggyback Contracts; or
3. Emergency Procurements.

My/Our company is a: Sole Proprietor Corporation Partnership Joint Venture

Company Name: _____

Primary or H. Q. Address: _____

Address: _____

DDA / State / Zip: _____

Number of Years at address above: _____

Local Preference Eligibility Address: _____

Address: _____

DDA / State / Zip: _____

Number of Years at local address: _____

Name: _____

Title: _____

Email Address: _____

Cell Phone Number: _____

Signature: _____

Date: _____

Proof of address must be provided with affidavit. Affix Notary Seal below: