



AGENDA

SPECIAL MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD

Wednesday, May 07, 2025

1:00 PM

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

(248) 693-8391 ext. 102

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

The DDA welcomes comments related to the work and spirit of the DDA on non-agenda items. Each person wishing to address the DDA Board shall be afforded an opportunity to do so. When recognized, give your name and address and direct your comments to the Chair. Comments on the agenda items may be allowed upon the calling of the item.

COMMENTS ARE LIMITED TO THREE (3) MINUTES, OR AS ALLOWED BY THE BOARD CHAIR.

5. New and Old Business
 - A. Approval of Proposed 2025-2026 DDA Budget
 - B. Approval of Proposed Contracts - Village of Lake Orion
6. 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 7, 2025

TOPIC Approval of Proposed 2025-2026 DDA Budget

BACKGROUND BRIEF:

The DDA Budget Task Force has met, including meeting with the Village Council Ad Hoc committee, and in concert with staff recommendations, the attached Budget is being presented to accept and approve, allowing the budget to be transmitted to Village Council for consideration and possible adoption.

NOTE: The budget is being presented in two formats, but with the same principal content. This is due to the fact that staff is re-focusing the line items and titles of now obsolete and mis-aligned GL numbered lines. The base numbers in both the Spread Sheet Format and the BSA format are principally the same and only need reconciliation into a final BSA inputted document. This is not done yet, as staff is instructed that the clerk's office must complete these organizational changes.

We are seeking acceptance and approval to move this forward as we require an adopted budget by June 30, 2025. The detail and titles of the re-organized document will be completed prior to the DDA Board considering and adopting a final budget after the Council's approval.

The General Administrative Fee, allowed to the Village by statute, is budgeted, and will be fully remitted pursuant to contract.

FINANCIAL IMPACT:

As stated in the 25-26 Budget, as proposed

RECOMMENDED MOTION:

Move to accept and approve the 2025-2026 Budget for the Lake Orion Downtown Development Authority, as presented, and direct that the Budget is delivered to the Village of Lake Orion for consideration of approval.

DDA Budget	2023-2024			2025-26	2026-27	2027-28		
				Board Request	PROJECTION	PROJECTION		Notes
GL NUMBER	DESCRIPTION							
FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
ESTIMATED REVENUES								
Dept 000 - REVENUE								
					1.00%	1.00%		Projection increase (1%) per Oak Cty Equalization Best Practice
248-000-402-000	Property Tax - Current Real			1,029,190	1,039,482	1,049,877		Tax rebate for 120 S. Broadway (PA210) until 2030, Land Bank payment from taxes until 2025, Property sales affect tax income
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			3,000				
248-000-441-000	Local Community Stabilization Share Tax			10,000	10,000	10,000		
248-000-445-000	Penalties & Interest on Taxes			2,000	2,000	2,000		
248-000-539-000	State Grants			15,000	15,000	15,000		
248-000-540-000	COUNTY/FEDERAL PROG GRANT			595,823				
248-000-582-000	Intergovernment - Police			0				
248-000-664-000	Interest Earned			9,708	2,500	2,500		
248-000-671-999	Appropriation from Fund Balanc			106,279				
248-000-673-000	Sale Of Fixed Assets							
248-000-681-000	Reimburse - Insurance Claims			17,000	17,000	17,000		
248-000-683-000	Reimbursements-Other							
248-000-685-000	Sponsorships			30,000	37,500	37,500		
248-000-685-100	Transportation sponsorship			5,000	28,000	28,000		
248-000-686-000	Downtown Events			8,000	18,500	18,500		
248-000-686-002	Flower Fair Revenue			2,500	4,025	4,427.5		
248-000-686-004	ST Event Revenue			3,500	3,500	3,500		
248-000-686-006	Electrical Vehicles			4,200	3,700	4,200		
248-000-687-000	Merchandise Sales			3,500	1,000	1,000		
248-000-688-000	Gift Certificate Sales			4,000	500	500		

DDA Budget	2023-2024		2025-26	2026-27	2027-28		
			Board Request	PROJECTION	PROJECTION		Notes
GL NUMBER	DESCRIPTION						
248-000-694-000	Miscellaneous		8,000	8,000	8,000		
248-000-696-000	PROCEEDS FROM THE SALE OF BONDS/NOTES						
Totals for dept 000 - REVENUE			1,856,700	1,190,707	1,202,004		
TOTAL ESTIMATED REVENUES			1,856,700	1,190,707	1,202,004		
APPROPRIATIONS							
Dept 260 - GENERAL ACTIVITIES							
248-260-701-000	Executive Director Wages		82,400	85,119	87,928		
248-260-704-000	Wages - Administrative Coordinator		32,417	33,487	34,592		
248-260-706-000	Assistant Exec Dir Wages		73,130	75,543	78,036		
248-260-707-000	Wages - Grounds Coordinator		5,400	5,400	5,400		
248-260-715-000	Social Security		15,254	16,779	18,457		
248-260-716-000	Health Insurance- Medical		14,820	16,302	17,932		
248-260-717-000	Life & Disability Insurance		0	0	0		
248-260-718-000	Dental Insurance		1,132	1,245	1,370		
248-260-719-000	Pension		5,800	6,380	7,018		
248-260-721-000	Vision Care		720	792	871		
248-260-722-000	Worker's Comp. Insurance						
248-260-801-000	Contractual Services - Downtown		36,000	37,080	38,192		
248-260-801-002	Contractual Services - Public Safety		12,000	12,360	12,731		
248-260-801-003	Contractual Services - Ordinance		0	20,000	20,000		
248-260-801-004	Contractual Services - PA 57 Admin		42,789	44,073	45,395		
248-260-801-005	Contractual Services - Township		6,700	6,901	7,108		
248-260-801-012							
248-260-801-022							
248-260-801-023							
248-260-801-033							
248-260-805-000	Audit Fees		7,900	8,400	5,000		
248-260-810-000	Legal Services		3,500	3,500	3,500		
248-260-823-000	Website/Software		8,100	8,505	8,930		

DDA Budget	2023-2024		2025-26	2026-27	2027-28		
			Board Request	PROJECTION	PROJECTION		Notes
GL NUMBER	DESCRIPTION						
248-260-823-001	Municipal Software		5,000	5,000	5,000		
248-260-829-000	Planner Services		1,000	1,000	1,000		
248-260-851-000	Telephone		3,500	3,535	3,570		
248-260-900-000	Printing and Publication		500	100	100		
248-260-920-000	Utilities		7,800	7,878	7,957		
248-260-921-000	Municipal Street Lighting		14,900	15,049	15,199		
248-260-930-000	Repair and Maintenance		1,870	1,964	2061.675		
248-260-930-002	Building Maintenance		1,200	1,200	1,200		
248-260-940-000	Equipment Rental		2,500	3,000	4,500		
248-260-941-000	Office Rent		16,800	20,400	20,400		
248-260-942-000	Office Expenses		5,000	5,050	5,101		
248-260-946-000	Credit Card Fees		175	175	175		
248-260-956-000	Dues & Miscellaneous		1,900	1,919	1,938		
248-260-957-000	Education & Training		8,000	8,400	8,820		
248-260-958-000	General Activities & Maintenance		15,400	15,862	16,338		
248-260-961-000	Tax Tribunal Refunds						
248-260-962-000	Mileage		500	700	700		
248-260-965-101	Transfer Out - General Fund						
248-260-965-401	Transfer to Capital Imp Fund		152250				
248-260-965-404	Transfer Out - DDA Property Acq Fund						
248-260-974-000	Capital Outlay - Equipment		2,000	2,020	2,040		
Totals for dept 260 - GENERAL ACTIVITIES			588,357	475,118	488,561		
Dept 725 - ORGANIZATION							
248-725-822-000	Newsletter		1,800	1,800	1,800		
248-725-824-000	Volunteer Recognition & Dvp.		1,700	1,751	1,804		
248-725-825-000	Gift Certificate Redemption		5,000	5,000	5,000		
248-725-826-000	Historic Celebration/Education		2,500	2,575	2,652		
248-725-827-000	Awareness Program		1,500	1,515	1,530		
248-725-864-000	Grant & Scholarship Distriubution		1,000	1,000	1000		

DDA Budget	2023-2024		2025-26	2026-27	2027-28		
			Board Request	PROJECTION	PROJECTION		Notes
GL NUMBER	DESCRIPTION						
248-725-881-000	Merchandise to Sell		1,200	1,212	1,224		
Totals for dept 725 - ORGANIZATION			14,700	14,853	15,010		
Dept 726 - DESIGN							
248-726-745-000	Beautification Supplies		7,620	8,001	8,401		
248-726-746-000	Hanging Baskets		4,120	4,244	4,371		
To be added	Seasonal Décor		2,780	2,863	2,949		
248-726-801-000	Contractual Services		5,780	5,838	5,896		
248-726-843-000	Facade Program		25,480	28,028	30,831		
248-726-845-000	Public Art Program		2,100	2,121	2,142		
248-726-883-000	Banners and Holiday Lighting		8,100	8,910	11,138		
248-726-975-001	Capital Outlay - Beautification		2,300	2,323	2,346		
248-726-975-002	Capital Outlay - Streets		2,790	2,818	2,846		
248-726-980-001	Public Space Grant - General		353,619				
248-726-980-002	Public Space Grant - Development		242,204				
Totals for dept 726 - DESIGN			656,893	65,146	70,920		
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-801-000	Contractual Services		17,800	19,580	24,475		
248-728-802-000	Trolley Expense		18,900	21,000	22,000		
248-728-861-000	Data and Metrics		1,460	1,475	1,489		
248-728-862-000	Training Materials		500	505	510		
248-728-864-000	Grant & Scholarship Distribution		4,000	4,040	4,080		
248-728-886-000	Marketing Materials		2,500	2,525	2,550		
248-728-886-001	Blight Reduction						
248-728-886-002	Social District		2,350	2,350	2350		
248-728-888-000	Brand Marketing		23,700	27,255	31,343		
248-728-888-001	Contractual Services Brand Marketing		12,000	13,800	15,870		
Totals for dept 728 - ECONOMIC DEVELOPMENT			83,210	92,530	104,668		
Dept 729 - PROMOTION							

DDA Budget	2023-2024			2025-26	2026-27	2027-28		
				Board Request	PROJECTION	PROJECTION		Notes
GL NUMBER	DESCRIPTION							
248-729-880-000	Event Promotion			2,500	2,525	2,550		
248-729-880-001	Event Promo - Gazebo Series			14,500	15,225	16,748		
248-729-880-004	Event Promo - Halloween Parade			2,500	2,525	2,550		
+	Event Promo - Hmtwn/Holiday Vill			3,000	3,030	3,060		
248-729-880-006	Event Promo - New Years Res. Run			0	0			
248-729-880-007	Event Promo - Flower Fair			2,500	2,575	2703.75		
248-729-880-008	Event Promo - Ice Fest			3,500	3,850	4,428		
248-729-880-010	Event Promo - Partnered Events			1,500	1,650	1815		
248-729-880-011	Restaurant week			1,000	1,300	1,313		
248-729-880-012	Sing & Stroll Tree Lighting			7,000	7,350	8,453		
248-729-880-013	Stronger Together - Winter			2,500	2,525	2,550		
248-729-880-100	Stronger Together - Summer Fall			1,500	1,545	1,622		
**248-729-880-015	Winter Activities			4,500	4,725	5,434		
248-729-880-016	Misc Events - other			2,500	2,525	2,550		
248-729-880-017	Movie Night			3,500	3,535	3,570		
248-729-885-000	Port-A-Johns			2,400	2,424	2,448		
248-729-895-000	Event Promo-Comm. Sponsorships			0	0	0		
Totals for dept 729 - PROMOTION				54,900	57,309	61,795		
Dept 730 - CAPITAL PROJECTS								
248-730-253-885	Knox Box Grant Program							
248-730-885-100	Knox Box Grant Program			2,000	2,000	2,000		
248-730-931-000	Repair & Maintenance-Equipment			1,800	1,854	1,947		
248-730-965-101	Transfer Out - General Fund							
248-730-965-301	Interfund TRF 2023 DDA Bond Project			420,840	419,000	420,000		
248-730-965-404	Transfer Out - DDA Prop Acq Fund							
248-730-965-592	Transfers To Water/Sewer Fund							
248-730-975-000	Capital Outlay			0	0	0		

DDA Budget	2023-2024		2025-26	2026-27	2027-28		
			Board Request	PROJECTION	PROJECTION		Notes
GL NUMBER	DESCRIPTION						
248-730-975-003	DDA Capital Outlay		0	0	0		
248-730-975-005	DDA Capital Outlay - Wayfinding/Lighting		0	0	0		
248-730-975-006	DDA Capital Outlay - Parking		10,000	0	0		
248-730-975-009	Capital Outlay - Dumpsters		19,000	30,000	30000		
248-730-975-011	Capital Outlay - Trail Extensi		5,000	5,050	5,101		
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 - CAPITAL PROJECTS			458,640	457,904	459,047		
TOTAL APPROPRIATIONS			1,856,700	1,162,859	1,200,002		
NET OF REVENUES/APPROPRIATIONS - FUND 248			0	27,848	2,002		
BEGINNING FUND BALANCE			0	0	27,848		
FUND BALANCE ADJUSTMENTS							
ENDING FUND BALANCE			0	27,848	29,850		
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023							
Revenues							
Dept 000 - REVENUE							
301-000-300-001	2023 Downtown Dev Tax Exempt						
301-000-300-002	2023 Downtown Dev Taxable Bond						
301-000-664-000	Interest Earnings		0	-	-		
301-000-671-999	Appropriation from Fund Balance		500,000	500,000	500,000		
ADD	Capital Campaign Fundraising		419,709	420,721	421,333		
301-000-699-301	TRF in from DDA						
Total Dept 000 - Revenue			919,709	920,721	921,333		
TOTAL REVENUES			919,709	920,721	921,333		

DDA Budget	2023-2024		2025-26	2026-27	2027-28		
			Board Request	PROJECTION	PROJECTION		Notes
GL NUMBER	DESCRIPTION						
Dept 901-905							
301-901-930-000	Repair and Maintenance						
301-901-950-000	Demolition & Land Improvement		174,500				
301-901-956-000	Dues & Miscellaneous						
301-901-971-000	Capital Outlay - Buildings				500,512		
ADD	Capital Outlay - Parking			250,640			
ADD	Capital Outlay - Infrastructure			250,000			
Total Dept 901-905			174,500	500,640	500,512		
Expenditures							
Dept 905 - Downtown Dev Bond 2023							
301-905-301-000	Bond Issuance Expenses		-	-			
301-905-731-000	2023 Bond Taxable Issuance						
301-905-731-001	2023 Tax exempt Bond Issuance						
301-905-992-003	2023 DDA bonds Taxable		60,000	60,000	65,000		
301-905-992-004	2023 DDA BONDS TAX EXEMPT		150,000	160,000	165,000		
301-905-993-001	2023 DDA bond taxable interest		76,909	73,921	70,933		
301-905-993-002	2023 DDA tax exempt bond interest		132,800	126,800	120,400		
Total Dept 905 - Downtown Dev Bond 2023			419,709	420,721	421,333		
TOTAL EXPENDITURES			594,209	921,361	921,845		
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:							
TOTAL REVENUES			919,709	920,721	921,333		
NET OF REVENUES & EXPENDITURES			325,500	(640)	(512)		
BEG. FUND BALANCE			0	(174,500)	(675,140)		
Adjustment to fund balance			(500,000)	(500,000)	(500,000)		
END FUND BALANCE			(174,500)	(675,140)	(1,175,652)		

DDA Budget	2023-2024		2025-26	2026-27	2027-28		
			Board Request	PROJECTION	PROJECTION		Notes
GL NUMBER	DESCRIPTION						
Fund 404 - DDA PROPERTY ACQUISITION & IMPROVEMENTS							
ESTIMATED REVENUES							
Dept 000 - REVENUE							
404-000-664-000	Interest Earnings		0	0	0		
404-000-699-248	Interfund Transfer In - DDA		0	0	0		
Totals for dept 000 - REVENUE			0	0	0		
TOTAL ESTIMATED REVENUES			0	0	0		
APPROPRIATIONS							
Dept 901 - CAPITAL OUTLAY							
248-901-971-000	Capital Outlay - Building						
404-901-901-000	Debt Service - Parking Deck		0	0	0		
404-901-992-000	Bond Principal		0	0	0		
404-901-995-000	Bond Interest		0	0	0		
Totals for dept 901 - CAPITAL OUTLAY			0	0	0		
TOTAL APPROPRIATIONS			0	0	0		
NET OF REVENUES/APPROPRIATIONS - FUND 404			0	0	0		
BEGINNING FUND BALANCE			0	0	0		
Fund Balance Adjustments							
ENDING FUND BALANCE			0	0	0		

BUDGET REPORT FOR VILLAGE OF LAKE ORION
Calculations As of 06/30/2025

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION	27-28 Projected	28-29 PROJECTION
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND											
Account Category: Estimated Revenues											
248-000-402-000	Current Real Property Taxes	934,065.33	804,104.22	987,129.00	987,129.00	962,796.76	0.00	1,029,190.00	0.00	0.00	0.00
248-000-402-100	Property Tax - Twp DDA Captur	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-405-000	Property Tax - Personal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-412-000	Property Tax - DPPT P/Y & C/Y	972.12	1,474.57	0.00	0.00	3,154.02	0.00	0.00	0.00	0.00	0.00
248-000-441-000	Local Community Stabilization	10,094.17	15,970.70	15,000.00	15,000.00	14,033.68	0.00	10,000.00	0.00	0.00	0.00
248-000-445-000	Penalties & Interest on Taxes	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
248-000-539-000	State Grants	2,812.50	3,500.00	43,500.00	43,500.00	0.00	0.00	15,000.00	0.00	0.00	0.00
248-000-540-000	COUNTY/FEDERAL PROGRAM GRANTS	0.00	0.00	0.00	595,823.00	446,867.25	0.00	595,823.00	0.00	0.00	0.00
248-000-582-000	Intergovernment - Police	15,927.21	201,995.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-664-000	Interest Earned	4,973.34	7,628.54	2,500.00	2,500.00	12,901.80	0.00	9,708.00	0.00	0.00	0.00
248-000-671-999	Appropriation from Fund Balan	0.00	0.00	0.00	0.00	0.00	0.00	171,128.00	0.00	0.00	0.00
248-000-673-000	Gain/Loss on Sale of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-676-404	Transfer From Prop Acq Fund	0.00	0.00	169,436.00	169,436.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-676-592	Reimbursement -Admin Fee - W&S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-681-000	Reimburse - Insurance Claims	12,464.79	(5,870.48)	0.00	0.00	5,406.89	0.00	17,000.00	0.00	0.00	0.00
248-000-683-000	Reimbursements-Other	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-685-000	Sponsorships	38,750.00	11,476.22	35,000.00	35,000.00	2,515.00	0.00	30,000.00	0.00	0.00	0.00
248-000-685-100	Transportaion Sponsorship	16,183.00	21,907.00	17,500.00	17,500.00	0.00	0.00	5,000.00	0.00	0.00	0.00
248-000-686-000	Downtown Events	18.80	5,120.51	18,500.00	18,500.00	5,466.19	0.00	8,000.00	0.00	0.00	0.00
248-000-686-002	Flower Fair Revenue	0.00	305.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00
248-000-686-003	New Year Resolution Run Reven	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-686-004	OktoberFest Revenue	20,361.10	0.00	1,500.00	1,500.00	0.00	0.00	3,500.00	0.00	0.00	0.00
248-000-686-005	Babes On Broadway	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-686-006	Electrical Vehicles	15.93	1,078.41	500.00	500.00	1,529.49	0.00	4,200.00	0.00	0.00	0.00
248-000-687-000	Merchandise Sales	195.00	0.00	1,000.00	1,000.00	0.00	0.00	3,500.00	0.00	0.00	0.00
248-000-688-000	Gift Certificate Sales	3,425.00	430.00	500.00	500.00	3,375.00	0.00	4,000.00	0.00	0.00	0.00
248-000-692-000	Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-694-000	Miscellaneous	683.21	1,355.00	2,500.00	2,500.00	8,756.10	0.00	8,000.00	0.00	0.00	0.00
248-000-696-000	PROCEEDS FROM THE SALE OF BON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Revenues		1,070,941.50	1,070,475.61	1,298,065.00	1,893,888.00	1,466,802.18	0.00	1,918,549.00	0.00	0.00	0.00
Account Category: Appropriations											
248-260-701-000	Executive Director wages	58,299.12	60,860.93	80,000.00	80,000.00	67,693.12	0.00	82,400.00	0.00	0.00	0.00
248-260-704-000	Wages - Administrative Coordi	20,247.60	35,878.15	37,188.00	37,188.00	14,874.49	0.00	32,417.00	0.00	0.00	0.00
248-260-706-000	Asst. Executive Director wage	24,068.37	41,897.51	71,000.00	71,000.00	60,077.60	0.00	73,130.00	0.00	0.00	0.00
248-260-706-001	Marketing Coordinator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-707-000	Wages - Grounds Coordinator	1,402.75	3,210.82	5,400.00	5,400.00	2,498.50	0.00	5,400.00	0.00	0.00	0.00
248-260-711-013	OVERTIME	947.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-715-000	Social Security	7,930.01	10,809.00	14,810.00	14,810.00	11,103.48	0.00	15,254.00	0.00	0.00	0.00
248-260-716-000	Health Insurance- Medical	6,630.39	2,877.74	12,000.00	12,000.00	17,114.52	0.00	14,820.00	0.00	0.00	0.00
248-260-717-000	Life & Disability Insurance	916.72	330.67	1,320.00	1,320.00	2,109.22	0.00	1,562.00	0.00	0.00	0.00
248-260-718-000	Dental Insurance	474.70	222.13	770.00	770.00	576.22	0.00	1,132.00	0.00	0.00	0.00
248-260-719-000	Pension	5,003.22	5,457.47	5,632.00	5,632.00	6,519.76	0.00	5,800.00	0.00	0.00	0.00
248-260-720-000	Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-721-000	Vision Care	99.25	45.91	143.00	143.00	667.34	0.00	720.00	0.00	0.00	0.00
248-260-722-000	Worker's Comp. Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-801-000	Contractual Services	234.00	18,000.00	15,000.00	10,000.00	9,392.50	0.00	36,000.00	0.00	0.00	0.00
248-260-801-002	Contr Services - Police Admin	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	0.00	12,000.00	0.00	0.00	0.00
248-260-801-003	Contract Services - DPW Admin	30,000.00	29,400.00	30,000.00	30,000.00	30,000.00	0.00	27,180.00	0.00	0.00	0.00
248-260-801-004	Contract Services - GF Admin	69,999.96	69,999.96	70,000.00	70,000.00	70,000.00	0.00	42,789.00	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION
 calculations As of 06/30/2025

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION	27-28 Projected	28-29 PROJECTION
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND											
Account Category: Appropriations											
248-260-801-005	Contractual Services- Townshi	2,700.00	2,700.00	2,700.00	2,700.00	0.00	0.00	6,700.00	0.00	0.00	0.00
248-260-801-012	Contractual Services-Parking	21,000.00	21,000.00	21,000.00	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-801-022	Cont Service-Police Crowd Con	19,999.92	20,000.00	20,000.00	20,000.00	461.90	0.00	0.00	0.00	0.00	0.00
248-260-801-023	Contract Services-DPW event s	9,999.96	10,000.00	10,000.00	10,000.00	300.00	0.00	0.00	0.00	0.00	0.00
248-260-801-033	Contract Services-DPW snow re	15,000.00	15,600.00	12,000.00	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-805-000	Audit Fees	1,545.13	2,950.00	2,500.00	4,490.00	3,979.00	0.00	7,900.00	0.00	0.00	0.00
248-260-810-000	Legal Services	12,726.48	17,496.90	8,000.00	8,000.00	5,733.25	0.00	3,500.00	0.00	0.00	0.00
248-260-823-000	Website/Software	6,828.42	5,710.54	6,000.00	6,000.00	2,488.45	0.00	8,100.00	0.00	0.00	0.00
248-260-823-001	Municipal Software	1,248.00	3,675.50	3,800.00	3,800.00	0.00	0.00	5,000.00	0.00	0.00	0.00
248-260-829-000	Planner Services	4,715.00	675.00	3,500.00	3,500.00	0.00	0.00	1,000.00	0.00	0.00	0.00
248-260-851-000	Telephone	3,247.20	3,392.33	3,500.00	3,500.00	2,733.58	0.00	3,500.00	0.00	0.00	0.00
248-260-900-000	Printing and Publication	181.98	0.00	500.00	500.00	0.00	0.00	500.00	0.00	0.00	0.00
248-260-920-000	utilities	4,199.26	9,600.96	4,500.00	6,370.00	5,489.55	0.00	7,800.00	0.00	0.00	0.00
248-260-921-000	Municipal Street Lighting	29,473.69	6,418.22	6,500.00	12,040.00	11,474.23	0.00	14,900.00	0.00	0.00	0.00
248-260-930-000	Repair and Maintenance	704.95	58.00	0.00	0.00	0.00	0.00	1,870.00	0.00	0.00	0.00
248-260-930-002	Building Maintenance	1,019.88	375.14	400.00	1,100.00	306.87	0.00	1,200.00	0.00	0.00	0.00
248-260-940-000	Equipment Rental	70.42	0.00	250.00	750.00	102.03	0.00	2,500.00	0.00	0.00	0.00
248-260-941-000	Office Rent	12,000.00	12,000.00	14,000.00	16,800.00	16,800.00	0.00	16,800.00	0.00	0.00	0.00
248-260-942-000	Office Expenses	5,150.44	3,427.48	4,500.00	4,500.00	3,609.54	0.00	5,000.00	0.00	0.00	0.00
248-260-942-019	Covid Office Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-946-000	Credit Card Fees	8.84	0.00	100.00	100.00	0.00	0.00	175.00	0.00	0.00	0.00
248-260-955-001	Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-956-000	Dues & Miscellaneous	1,036.00	1,504.13	1,545.00	1,545.00	1,487.88	0.00	1,900.00	0.00	0.00	0.00
248-260-957-000	Education & Training	8,965.35	4,360.34	5,000.00	5,000.00	1,470.45	0.00	8,000.00	0.00	0.00	0.00
248-260-958-000	General Activities Misc	738.78	0.00	350.00	350.00	344.31	0.00	15,400.00	0.00	0.00	0.00
248-260-961-000	Tax Tribunal Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-962-000	Mileage	1,536.51	37.65	1,000.00	1,000.00	544.86	0.00	500.00	0.00	0.00	0.00
248-260-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-965-401	Transfer to Capital Imp Fund	0.00	0.00	67,616.00	67,616.00	0.00	0.00	152,250.00	0.00	0.00	0.00
248-260-965-404	Transfer Out - DDA Property A	110,000.00	157,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-260-974-000	Capital Outlay - Equipment	5,199.79	1,234.84	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
248-725-822-000	Newsletter	882.40	650.00	1,800.00	1,800.00	130.00	0.00	1,800.00	0.00	0.00	0.00
248-725-824-000	Volunteer Recognition & Dvp.	281.87	0.00	1,000.00	1,000.00	675.21	0.00	1,700.00	0.00	0.00	0.00
248-725-825-000	Gift Certificate Redemption	9,365.00	3,210.00	5,000.00	5,000.00	4,416.00	0.00	5,000.00	0.00	0.00	0.00
248-725-826-000	Historic Celebration/Educatio	1,587.50	579.74	1,000.00	1,000.00	290.40	0.00	2,500.00	0.00	0.00	0.00
248-725-827-000	Awareness Program	1,636.90	918.28	1,500.00	1,500.00	217.97	0.00	1,500.00	0.00	0.00	0.00
248-725-864-000	Grant & Scholarship Distriubu	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00
248-725-881-000	Merchandise to Sell	75.00	211.01	1,000.00	1,000.00	0.00	0.00	1,200.00	0.00	0.00	0.00
248-726-745-000	Beautification Supplies	1,573.94	2,736.35	1,500.00	2,600.00	1,394.09	0.00	7,620.00	0.00	0.00	0.00
248-726-746-000	Hanging Baskets	3,353.00	3,443.00	4,000.00	4,000.00	0.00	0.00	4,120.00	0.00	0.00	0.00
248-726-801-000	Contractual Services	5,172.00	5,127.00	5,500.00	5,500.00	3,080.24	0.00	5,780.00	0.00	0.00	0.00
248-726-843-000	Facade Program	0.00	5.00	23,680.00	23,680.00	14,273.96	0.00	25,480.00	0.00	0.00	0.00
248-726-845-000	Public Art Program	2,250.00	0.00	2,500.00	2,500.00	390.69	0.00	2,100.00	0.00	0.00	0.00
248-726-883-000	Banners and Holiday Lighting	9,639.03	5,999.66	10,000.00	10,000.00	6,844.08	0.00	8,100.00	0.00	0.00	0.00
248-726-975-001	Capital Outlay - Beautificati	473.42	0.00	5,000.00	5,000.00	344.47	0.00	2,300.00	0.00	0.00	0.00
248-726-975-002	Capital Outlay - Streets	0.00	0.00	500.00	500.00	0.00	0.00	2,790.00	0.00	0.00	0.00
248-726-980-001	PUBLIC SPACE GRANT-GENERAL	0.00	0.00	0.00	353,619.00	121,261.24	0.00	353,619.00	0.00	0.00	0.00
248-726-980-002	PUBLIC SPACE GRANT-DEVELOPMEN	0.00	0.00	0.00	242,204.00	16,985.00	0.00	242,204.00	0.00	0.00	0.00
248-728-801-000	Contractual Services	6,562.50	6,312.50	34,500.00	34,500.00	15,185.63	0.00	17,800.00	0.00	0.00	0.00
248-728-860-000	Trolley Expense	34,246.33	23,902.51	22,000.00	22,000.00	7,010.04	0.00	18,900.00	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION
Calculations As of 06/30/2025

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION	27-28 Projected	28-29 PROJECTION
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND											
Account Category: Appropriations											
248-728-861-000	Survey Expense	0.00	0.00	468.00	468.00	0.00	0.00	1,460.00	0.00	0.00	0.00
248-728-862-000	Training Materials	456.61	0.00	500.00	500.00	57.37	0.00	500.00	0.00	0.00	0.00
248-728-864-000	Grant & Scholarship Distriubu	0.00	0.00	12,500.00	10,800.00	0.00	0.00	4,000.00	0.00	0.00	0.00
248-728-886-000	Marketing Materials	1,325.20	0.00	2,500.00	2,500.00	10.79	0.00	2,500.00	0.00	0.00	0.00
248-728-886-001	Blight Reduction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-728-886-002	Social District	3,389.60	1,000.00	750.00	750.00	60.00	0.00	2,350.00	0.00	0.00	0.00
248-728-888-000	Brand Marketing	29,944.90	23,295.55	50,000.00	50,000.00	16,860.97	0.00	23,700.00	0.00	0.00	0.00
248-728-888-001	Contractual Services Brand Ma	27,500.00	23,255.00	10,000.00	10,000.00	272.89	0.00	12,000.00	0.00	0.00	0.00
248-729-880-000	Event Promotion	1,795.65	473.44	2,000.00	2,000.00	404.71	0.00	2,500.00	0.00	0.00	0.00
248-729-880-001	Event Promo - Gazebo Series	17,342.36	10,170.07	11,000.00	11,000.00	10,600.00	0.00	14,500.00	0.00	0.00	0.00
248-729-880-004	Event Promo - Halloween Parad	2,015.35	2,450.61	2,500.00	2,500.00	1,240.10	0.00	2,500.00	0.00	0.00	0.00
248-729-880-005	Event Promo - Hmtwn/Holiday V	8,214.99	8,014.27	7,500.00	7,500.00	2,832.22	0.00	3,000.00	0.00	0.00	0.00
248-729-880-006	Event Promo - New Years Res.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-729-880-007	Event Promo - Flower Fair	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00
248-729-880-008	Event Promo-Photo Contest	0.00	0.00	250.00	250.00	0.00	0.00	3,500.00	0.00	0.00	0.00
248-729-880-009	Event Promo-Lake Orion Love S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-729-880-010	Babes On Broadway	0.00	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00
248-729-880-011	Restaurant week	0.00	0.00	2,500.00	2,500.00	0.00	0.00	1,000.00	0.00	0.00	0.00
248-729-880-012	Sing & Stroll Tree Lighting	12,211.88	11,753.72	12,100.00	12,100.00	3,890.49	0.00	7,000.00	0.00	0.00	0.00
248-729-880-013	SD Nights- Stronger Together	682.08	348.99	2,500.00	2,500.00	384.76	0.00	2,500.00	0.00	0.00	0.00
248-729-880-014	Octoberfest	22,703.72	0.00	1,500.00	1,500.00	128.14	0.00	1,500.00	0.00	0.00	0.00
248-729-880-015	Winter Activities	8,658.36	7,019.39	12,000.00	12,000.00	5,986.48	0.00	4,500.00	0.00	0.00	0.00
248-729-880-016	Athletic Events-other	0.00	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00	0.00	0.00
248-729-880-017	Movie Night	2,194.24	998.81	3,000.00	3,000.00	1,707.69	0.00	3,500.00	0.00	0.00	0.00
248-729-880-100	Stronger Together- smr fall	552.75	1,521.82	5,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
248-729-885-000	Port-A-Johns	2,124.11	2,103.51	3,500.00	2,600.00	1,007.50	0.00	2,400.00	0.00	0.00	0.00
248-729-895-000	Event Promo-Comm. Sponsorship	43.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-729-975-020	Capital Outlay Parks & rec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-253-885	Knox Box Grant Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-885-100	Knox Box Grant Program	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	0.00
248-730-931-000	Repair & Maintenance-Equipmen	3,146.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-965-101	Transfer Out - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-965-301	Interfund TRF 2023 DDA Bond P	0.00	422,709.00	419,709.00	419,709.00	0.00	0.00	419,709.00	0.00	0.00	0.00
248-730-965-404	Transfer Out - DDA Property A	104,178.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-965-592	Transfers To Water/Sewer Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-975-000	Capital Outlay	386.63	1,636.00	53,075.00	53,075.00	12,786.68	0.00	0.00	0.00	0.00	0.00
248-730-975-003	DDA Capital outlay	2,521.00	5,871.00	5,500.00	5,500.00	4,668.94	0.00	0.00	0.00	0.00	0.00
248-730-975-005	DDA Capital outlay- wayfindin	39,265.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-975-006	DDA Capital outlay - Parking	251,181.44	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00
248-730-975-009	Capital Outlay - Dumpsters	0.00	0.00	30,000.00	22,800.00	0.00	0.00	19,000.00	0.00	0.00	0.00
248-730-975-011	Capital Outlay - Trail Extens	0.00	0.00	9,000.00	4,300.00	0.00	0.00	4,300.00	0.00	0.00	0.00
248-730-975-015	Capital Outlay- outdoor Sound	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-975-020	Capital Outlay Parks & rec	25,705.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-992-000	Bond Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-730-995-000	Bond Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appropriations		1,211,187.88	1,214,423.55	1,390,356.00	1,986,179.00	665,351.40	0.00	1,879,031.00	0.00	0.00	0.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:											
TOTAL ESTIMATED REVENUES		1,070,941.50	1,070,475.61	1,298,065.00	1,893,888.00	1,466,802.18	0.00	1,918,549.00	0.00	0.00	0.00
TOTAL APPROPRIATIONS		1,211,187.88	1,214,423.55	1,390,356.00	1,986,179.00	665,351.40	0.00	1,879,031.00	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION
 Calculations As of 06/30/2025

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION	27-28 Projected	28-29 PROJECTION
Fund: 248	DOWNTOWN DEVELOPMENT AUTHORITY FUND										
	NET OF REVENUES & APPROPRIATIONS:	(140,246.38)	(143,947.94)	(92,291.00)	(92,291.00)	801,450.78	0.00	39,518.00	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION
Calculations As of 06/30/2025

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	25-26 DEPT. REQUESTED	26-27 PROJECTION	27-28 Projected	28-29 PROJECTION
Fund: 301 DOWNTOWN DEV BOND PROJECT 2023											
Account Category: Estimated Revenues											
301-000-300-001	2023 Downtown Dev Tax Exempt	3,533,382.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-000-300-002	2023 Downtown Dev Tax Exempt	1,480,826.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-000-664-000	Interest Earnings	90.73	1,917.41	900.00	900.00	1,438.90	0.00	900.00	0.00	0.00	0.00
301-000-671-999	Appropriation from Fund Balan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-000-699-301	TRF in from DDA	0.00	422,709.00	419,709.00	419,709.00	0.00	0.00	419,709.00	0.00	0.00	0.00
Estimated Revenues		5,014,299.68	424,626.41	420,609.00	420,609.00	1,438.90	0.00	420,609.00	0.00	0.00	0.00
Account Category: Appropriations											
301-901-805-000	Audit fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-901-930-000	Repair and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-901-950-000	Demolition & Land Improvement	0.00	26,826.76	500,000.00	500,000.00	163,951.77	0.00	174,500.00	0.00	0.00	0.00
301-901-956-000	Dues & Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-901-971-000	Capital Outlay - Buildings	0.00	2,120,874.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-905-301-000	Bond Issuance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-905-731-000	2023 Bond Taxable Issuance E	69,350.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-905-731-001	2023 Tax exempt Bond Issuance	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-905-745-001	Property taxes-Orion Twp	0.00	3,353.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-905-920-000	Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-905-992-003	2023 DDA BONDS TAXABLE PRINCI	0.00	75,000.00	60,000.00	60,000.00	60,000.00	0.00	60,000.00	0.00	0.00	0.00
301-905-992-004	2023 DDA BONDS TAX EXEMPT PRI	0.00	180,000.00	150,000.00	150,000.00	150,000.00	0.00	150,000.00	0.00	0.00	0.00
301-905-993-001	2023 DDA BOND TAXABLE INTERES	0.00	60,931.02	76,910.00	76,910.00	76,909.00	0.00	76,910.00	0.00	0.00	0.00
301-905-993-002	2023 DDA TAX EXEMPT BOND INTE	0.00	105,777.78	132,800.00	132,800.00	132,800.00	0.00	132,800.00	0.00	0.00	0.00
Appropriations		69,350.00	2,574,763.62	919,710.00	919,710.00	583,660.77	0.00	594,210.00	0.00	0.00	0.00
Fund 301 - DOWNTOWN DEV BOND PROJECT 2023:											
TOTAL ESTIMATED REVENUES		5,014,299.68	424,626.41	420,609.00	420,609.00	1,438.90	0.00	420,609.00	0.00	0.00	0.00
TOTAL APPROPRIATIONS		69,350.00	2,574,763.62	919,710.00	919,710.00	583,660.77	0.00	594,210.00	0.00	0.00	0.00
NET OF REVENUES & APPROPRIATIONS:		4,944,949.68	(2,150,137.21)	(499,101.00)	(499,101.00)	(582,221.87)	0.00	(173,601.00)	0.00	0.00	0.00

BUDGET REPORT FOR VILLAGE OF LAKE ORION
Calculations As of 06/30/2025

GL Number	Description	22-23 Activity	23-24 Activity	24-25 Original Budget	24-25 Amended Budget	24-25 Activity	24-25 Projected	DEPT. REQUESTED	25-26 PROJECTION	26-27 Projected	27-28 PROJECTION	28-29 Projected
Fund: 404 DDA PROPERTY ACQUISITION												
Account Category: Estimated Revenues												
404-000-664-000	Interest Earnings	189.25	124.17	0.00	0.00	96.24	0.00	0.00	0.00	0.00	0.00	0.00
404-000-694-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-000-699-248	Interfund Transfer In - DDA	214,178.00	157,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Estimated Revenues	214,367.25	157,624.17	0.00	0.00	96.24	0.00	0.00	0.00	0.00	0.00	0.00
Account Category: Appropriations												
404-901-805-000	Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-901-000	Debt Service- Parking Deck	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-930-000	Repair & Maintenance - Bldg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-950-000	Demolition & Land Improvement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-956-000	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-971-000	Capital Outlay - Building	0.00	0.00	169,436.00	169,436.00	0.00	0.00	169,436.00	0.00	0.00	0.00	0.00
404-901-980-248	Prop Acq Transfer to DDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-992-000	Bond Principal	100,000.00	300,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
404-901-995-000	Bond Interest	10,000.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Appropriations	110,000.00	315,000.00	169,436.00	169,436.00	0.00	0.00	169,436.00	0.00	0.00	0.00	0.00
Fund 404 - DDA PROPERTY ACQUISITION:												
	TOTAL ESTIMATED REVENUES	214,367.25	157,624.17	0.00	0.00	96.24	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL APPROPRIATIONS	110,000.00	315,000.00	169,436.00	169,436.00	0.00	0.00	169,436.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	104,367.25	(157,375.83)	(169,436.00)	(169,436.00)	96.24	0.00	(169,436.00)	0.00	0.00	0.00	0.00
Report Totals:												
	TOTAL ESTIMATED REVENUES - ALL FUNDS	6,299,608.43	1,652,726.19	1,718,674.00	2,314,497.00	1,468,337.32	0.00	2,339,158.00	0.00	0.00	0.00	0.00
	TOTAL APPROPRIATIONS - ALL FUNDS	1,390,537.88	4,104,187.17	2,479,502.00	3,075,325.00	1,249,012.17	0.00	2,642,677.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & APPROPRIATIONS:	4,909,070.55	(2,451,460.98)	(760,828.00)	(760,828.00)	219,325.15	0.00	(303,519.00)	0.00	0.00	0.00	0.00



DDA ACTION SUMMARY SHEET

MEETING DATE: May 7, 2025

TOPIC Approval of Proposed Contracts - Village of Lake Orion

BACKGROUND BRIEF:

The DDA Budget Task Force has met, including meeting with the Village Council Ad Hoc committee, and in concert with staff recommendations, the attached Intergovernmental Agreement is being presented as a basis for both the statutorily allowed Admin Fee, and for affirmation and contracting of core services to keep the district clean, safe and inviting.

The General Administrative Fee, allowed to the Village by statute, is budgeted, and will be fully remitted pursuant to contract.

It is notable that the DPW has provided a list of those things that will be done at no costs to the DDA. We have sued the DPW provided additional services lait and accepted certain of those that will benefit the district, and that is what is included in the contract.

FINANCIAL IMPACT:

As stated in the 25-26 Budget, as proposed

RECOMMENDED MOTION:

Move to accept and approve the Intergovernmental Agreement between the Village of Lake Orion and the Lake Orion Downtown Development Authority, as presented, and direct that the Contract is delivered to the Village of Lake Orion for consideration of approval.

Intergovernmental Agreement

Lake Orion Downtown Development Authority
and
Village of Lake Orion

THIS AGREEMENT is entered into this ____ day of _____ 2025, by and between the LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY (DDA), a statutorily authorized unit of the Village of Lake Orion, having an address of 118 N. Broadway St., Lake Orion MI 48362, and the Village of Lake Orion (Village), a Michigan municipal corporation, having an address of 21 E. Church St., Lake Orion MI 48362. Collectively, the DDA and the Village, may be referred to as the “Parties”.

RECITALS

Whereas, to maximize mutual support for the objectives, opportunities and responsibilities of both Parties, the DDA and Village desire to document the intergovernmental relationship between the two entities and the roles and responsibilities of the Parties in achieving the objectives of a nationally recognized and accredited Downtown.

Therefore the DDA and the Village hereby agree as follows:

1. TERM AND RENEWAL.

- a) Term. This agreement commences on July 1, 2025 and terminates on June 30, 2026.
- b) Renewal. This agreement shall automatically renew for consecutive one-year terms unless terminated by a Party.
- c) Notice of Termination. Either Party may terminate Agreement, for any cause, by delivering written “Notice of Termination” to the other Party not less than 90 days prior to the date of intended termination.

2. DEPARTMENT OF PUBLIC WORKS. As an obligation of this Agreement, the Village shall commit resources, and otherwise be responsible for, the following services in addition to its general charter obligations:

- a) Services provided at no cost to the DDA. Those services outlined in **Exhibit A** provided by the village DPW Director on April 29, 2025 and **attached hereto**.
- b) Additional Services the DDA.
 - i. Hanging and removing light pole mounted flower baskets, including any necessary pole or mounting repairs, in Spring and Fall.
 - ii. Monthly street and sidewalk cleaning, including street sweeping all streets in the Downtown and power-washing sidewalks and streetscaped brick areas.
 - iii. Inspection and clean up of all debris and litter in the Downtown not less than monthly, including cleaning and maintain the dumpster

- areas presently on Village owned properties.
- iv. Removal of all trash from, and maintenance of, the public trash receptacles in the Downtown, subject to the DDA providing any necessary replacement liners, bags, cans and supplies.
- v. Landscape maintenance of the DDA leased parking and office areas, including grass cutting, weeding, snow plowing, salting, and other general maintenance.
- vi. Tree trimming of all trees within the downtown district.

c) **COST TO DDA.** The DDA shall pay a total annual sum to the Village for the above described services of \$27,210.31, in equal quarterly payments.

3. GENERAL ADMINISTRATIVE SERVICES. Pursuant to the PA57 of 2018, the Village is entitled to compensation for services expended in the administration of the Tax Increment Finance Plan, which services include, the following:

- a) Financial Management & TIF Administration:
 - I) Collection, distribution, and reconciliation of TIF revenues in accordance with PA 57.
 - II) Preparation of financial reports and annual budget assistance.
 - III) Processing of payments, invoices, and reimbursements related to DDA operations.
 - IV) Coordination with auditors for the annual audit and financial review of DDA accounts.
- b) Legal & Compliance Services:
 - I) Assisting the DDA with verified compliance with PA 57 and other applicable state and local laws.
 - II) Preparation and submission of required reports to the State of Michigan and other regulatory bodies.
 - III) Coordination of public notices, meetings, and record-keeping per Open Meetings Act and FOIA requirements.
- c) Administrative & Clerical Support:
 - I) Payroll and check/requisition processing.
 - II) Assistance with board meeting minutes, and record retention.
 - III) General support for DDA requests for proposal, public notifications, and policy updates, including Information Technology and software.
- d) **COST TO DDA.** The DDA shall pay a total annual sum to the Village for the above described services of \$42,789.00, in equal quarterly payments.

4. **FACILITY RENTAL.** The DDA may access, and have use of, the public meeting room, conference room, and/or bulletin space at the Village Hall (21 E Church St.), on an as needed and pre-scheduled basis. The charge for use of the facility shall be \$250/hour, as set forth in a rental invoice for each scheduled use, as provided by the Clerk.

5. **ACCESS TO EQUIPMENT.** The DDA shall have access to certain equipment to meet its obligations under this Agreement, subject to any licensing requirement for operation and provided the timing for the use of the equipment does not materially conflict with the scheduling and needs of the Village, including but not limited to:

- a) The Four-Wheeler, including its watering tank and other equipment
- b) Standard pick-up truck(s)
- c) Landscaping tools and equipment

6. **NOTICES.** Any notices regarding this agreement shall be directed to:

Village of Lake Orion
 Attn: Village Manager
 21 Church St. Lake Orion, Michigan 48362

Lake Orion Downtown Development Authority
 Attn: Executive Director
 118 Broadway St. Lake Orion MI 48362

7. **MODIFICATION.** The Parties acknowledge that this is the entire understanding between them as to the subject matter hereof and that there are no other provisions or agreements, either express or implied, that have not been incorporated into this agreement. This Agreement may be modified only in writing signed by the Parties.

IN WITNESS WHEREOF, the Parties execute this agreement on the date denoted next to their respective signatures.

VILLAGE OF LAKE ORION

LAKE ORION DOWNTOWN
DEVELOPMENT AUTHORITY

 Darwin McClary
 Village Manager

 Debbie Burgess
 Board Chairperson

Dated: _____

Dated: _____

EXHIBIT A

Services provided in the DDA District at no additional cost to the DDA

Road and street maintenance

- Striping of streets
- Patching potholes
- Curb repair
- Repaving of streets

Parking maintenance

- Striping of non DDA lots
- Striping of streetside parking

Tree trimming of trees on village easements in the district.

Weed control

Wildlife rescue or removal from public areas including paint creek

Snow plowing and salting

Leaf collection

Sign maintenance

Bridge repairs

Public sidewalk repairs

Dam maintenance and monitoring

Repairs of dumpster enclosures

Graffiti removal

Bench repairs or replacement

Park maintenance of all parks in the district

Street sweeping including street sweeping of parking lots

Storm drain maintenance and cleaning

Paint creek trail maintenance

Lawnmowing and weed whipping of all public areas

Mulching of public areas including parking lots

Tree planting

This is just a small list of services the Village provides to the DDA District without additional cost to the DDA from a DPW standpoint.

	TOTAL	\$69,237.65
Equipment Operator -(Includes fringes)	\$38.91	
Equipment Rental/Oakland County (truck & plow)	\$26.20	
Sidewalk Machine	\$19.85	

Snow Removal	Hours	Wages	Material (salt)	Equipment Rental
Upper Municipal (old whiskey's)	1	\$38.91	\$22.00	\$26.20
DDA Office (Drive and sidewalk)	0.5	\$19.46	9.925	
Sidewalk Snow/Ice Control	4	\$155.64	79.4	
Slater St. Lot (and sidewalk)	0.5	\$19.46	\$11.00	\$13.10
Fork and Pint	0.5	\$19.46	\$22.00	\$13.10
DDA parking Lot	0.5	\$19.46	\$22.00	\$13.10
54 North	0.5	\$19.46	\$22.00	\$13.10
	Sub Totals	\$291.83	\$188.33	\$78.60
Snow events per year	20		TOTAL	\$8,381.25

NO

Equipment rental (backhoe)	\$77.12
Equipment rental (5yd Dump)	\$56.15
sidewalk machine	\$19.85

Snow Hauling	Hours	Wages	# of Employees	Equipment Rental
Pull Snow off Sidewalks, Haul away	5	\$389.10	2	\$561.50
pulling and loading snow	5	\$194.55	1	\$385.60
pushing snow sidewalk machine	5	\$194.55	1	\$99.25
	Sub Totals	\$778.20	4	\$1,046.35
	10 snow events / year		TOTAL	\$13,684.13

NO

Equipment rental (truck)	\$13.41
Equipment operator (includes fringe)	\$38.91

Street Light & Outlet	Hours	Wages	# of Employees	Equipment Rental
Diagnosics	2	\$155.64	2	\$12.75
Replace Bulb	0.5	\$38.91	2	\$6.71
Replace Ballast	2	\$155.64	2	\$26.82
Replace outlet	3	\$233.46	2	\$40.23
reset breakers	3	\$116.73	1	\$40.23
	Sub Totals	\$700.38		
TOTAL				\$827.12

YES

Equipment rental (truck) \$13.41
 Equipment operator (includes fringe) \$38.91

Garbage Pickup	Hours/week	Wages	# of employees	Equipment Rental
	4	\$155.64	1	\$53.64
			Sub total	\$209.28
		x 48 weeks =	TOTAL	\$10,045.44

YES

Equipment operator (includes fringe) \$38.91
 equipment rental (atv) \$14.43

De weeding Flower Gardens	Hours	Wages	Materials	Equipment Rental
Weed Killer (spray atv)	16	\$622.56		\$230.88
2 bottles of weed killer @159.99 EA.			\$319.98	
Includes Childrens Park (Broadway), Flint & Broadway, New parking lot.				
new areas since last worksheet				
Parking Lots- Slater St., Lot across from DDA, Fork and pint Lot,				

NO

TOTAL \$1,173.42

Equipment operator (includes fringe) \$38.91
 Equipment rental (truck) \$13.41

Christmas Decorations	Hours	Wages	Equipment Rental
Light Pole Garland (2 employees) Cutting garland, testing lights, hanging and removing	60	\$4,669.20	\$804.60
Tree Lights (2 employees) Testing and Hanging	40	\$3,112.80	\$536.40
Removing (2 employees)	20	\$1,556.40	\$268.20
Christmas Tree (3 employees) Retrival, installation, decoration, removal, disposal	15	\$1,750.95	\$402.30
	<i>Sub Totals</i>	\$11,089.35	\$2,011.50
			TOTAL \$13,100.85

NO

Equipment operator (includes fringe) \$38.91
 Equipment rental (truck) \$13.41
 Equipment rental (chainsaw) \$6.19
 Equipment rental (wood chipper) \$36.21

Tree Trimming	Hours	Wages	Equipment Rental
2x year (1 employee) 5 year plan until trees mature then this will be routine maintenance	40	\$1,556.40	\$3,788.80
			TOTAL \$5,345.20

YES

Equipment operator (includes fringe) \$38.91

Equipment rental (truck) \$13.41

Banner Installation	Hours	Wages	Equipment Rental
24 Banners (2 people)			
Installation	8	\$622.56	\$107.28
Removal	8	\$622.56	\$107.28
Misc. Repairs	4	\$311.28	\$53.64
	<i>Sub Totals</i>	<i>\$1,556.40</i>	<i>\$268.20</i>
TOTAL			\$1,824.60

NO

Entry Sign Rotation	Hours	Wages	Equipment Rental
Entry signs are no longer there			

Equipment operator (includes fringe) \$38.91

Equipment rental (truck) \$13.41

Downtown Cleaning	Hours	Wages	Equipment Rental
Every Other Week	80	\$6,225.60	\$1,072.80
2 People			
TOTAL			\$7,298.40

YES

Equipment operator (includes fringe) \$38.91

Equipment rental (truck) \$13.41

Equipment rental (air compressor) \$14.48

Sprinkler System	Hours	Wages	Materials	Equipment Rental
Charge System	4	\$311.28		\$53.64
Make Repairs (heads & fittings)	16	\$1,245.12	\$100.00	\$214.56
Winterize System	3	\$233.46		\$43.44
	<i>Subtotal</i>	<i>\$1,789.86</i>	<i>\$100.00</i>	<i>\$311.64</i>
				TOTAL
				\$2,201.50

Equipment operator (includes fringe) \$38.91
 Equipment rental (truck) \$13.41

Flower Baskets	Hours	Wages	Equipment Rental
Preparation (1 Person)	2	\$77.82	
Installation (2 People)	8	\$622.56	\$107.28
Removal & Emptying (2 People)	10	\$778.20	\$134.10
	<i>Sub Total</i>	<i>\$1,478.58</i>	<i>\$241.38</i>
			TOTAL
			\$1,719.96

Equipment operator (includes fringe) \$38.91
 Equipment rental (truck) \$13.41

Special Events	Hours	Wages	Equipment Rental
Flower Fair (2 People)	16	\$1,245.12	\$214.56
Resolution Run (2 people)	8	\$622.56	\$107.28
Halloween Parade (2 people)	2	\$155.64	\$26.82
Ice fest (2 people)	2	\$155.64	\$26.82
During Event Work (1 Person)	6	\$233.46	\$13.41
	<i>Sub Total</i>	<i>\$2,412.42</i>	<i>\$388.89</i>
			TOTAL
			\$2,801.31

Barricades, Clean-up (before and

after), Set-up, break down.

Equipment operator (includes fringe) \$38.91
 Equipment rental (truck) \$13.41

Mulch	Hours	Wages	Equipment Rental
Four Corners (2 People)	4	\$311.28	\$53.64
Childrens Park (2 people)	4	\$311.28	\$53.64
Upper Municipal Lot (new)	2	\$77.82	\$26.82
	<i>Sub Total</i>	<i>\$700.38</i>	<i>\$134.10</i>
			TOTAL
			\$834.48
Remove Old (When Necessary)			
Add New Mulch		Price does not include cost of mulch	

TOTALS

\$69,237.65

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Bridge repairs

Public sidewalk repairs

Dam maintenance and monitoring

Repairs of dumpster enclosures

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Tree planting

This is just a small list of services the Village provides to the DDA District without additional cost to the DDA from a DPW standpoint.

Darwin McClary

From: Darwin McClary
Sent: Friday, July 26, 2024 9:40 AM
To: Matthew Gibb; Sonja Stout; Lynsey Blough; Wesley Sanchez; Mark Amundson (amundsonm@lakeorionpolice.org)
Subject: DDA/Village Administrative Services Proposal
Attachments: DDA Village Services Cost Analysis Notes 2024.pdf; FY 2024-25 General Fund Budget as of 7-26-2024.pdf

Matt:

412,729

Following is the proposal of the Village for administrative services. We will handle public works, parking enforcement, and police services as separate topics of discussion at later dates.

VILLAGE MANAGER: The Village Manager will be available for up to two (2) hours per week for general consultation, budget preparation assistance, and attendance at DDA Board meetings at a cost of 5% of the total personnel cost for the Village Manager (salary and fringe benefits). Current year's cost is **\$6,787. yes**

VILLAGE CLERK: The Village Clerk's office will provide the same routine clerk services to the DDA up to four (4) hours per week, including attendance at DDA Board meetings and preparation of meeting notices and minutes, as are provided to other departments of the Village generally, except FOIA request management. The Clerk's office will not prepare meeting agendas or provide secretarial, research, special project, or any other administrative tasks that the director or staff of another department are generally expected to perform. The cost for these services is 10% of the total budget of the Village Clerk, currently **\$12,170. yes**

VILLAGE TREASURER: The Village Treasurer/Finance office will provide the same routine treasury/finance services to the DDA up to four (4) hours per week as are provided to other departments of the Village generally. The cost for these services is 10% of the total budget of the Village Treasurer, currently **\$18,432. yes**

INFORMATION TECHNOLOGY: The Village will provide necessary information technology services, software, and equipment, including maintenance, upgrade, and replacement, as are necessary to perform the administrative services under the contract for the DDA. The cost for these services is 10% of the total budget for such services, currently **\$9,355. \$5400 yes**

GENERAL ACTIVITIES: The Village's general support services costs are contained within the General Activities Department of the General Fund, including Village Hall operation, maintenance, and repair costs. The Village will provide Village Hall facilities for DDA Board regular and special meetings as part of these costs. The cost for these services will be 10% of the budget of the General Activities Department of the Village (excluding health insurance-retiree, retiree 115 trust, postage, copier lease, solid waste collection, telephone, and tax tribunal refund costs), currently **\$36,842**. The DDA will be responsible for performing its own copying, printing, telephone, and mailing services at the DDA office.

OFFERING A ROOM RENTAL FEE

INSURANCE/BOND, ENGINEERING, AND LEGAL SERVICES: The DDA will be responsible for 100% of all such costs. If the DDA requires the Village to invoice for these services, an additional 10% administrative fee will apply to all such costs. The DDA will be responsible for 100% of the cost of special audits or other special services allocable solely to the DDA.

TOTAL FY 2024-25 COST OF ADMINISTRATIVE SERVICES (retroactive to July 1, 2024): **\$83,586**.