



Downtown Development Authority Board of Directors Agenda

Friday, April 16, 2021 at 12:00 PM
Remote Meeting via Zoom

ZOOM REMOTE MEETING INFORMATION

Webinar ID: 914 1822 7857

Password: 337459

CLICK HERE: [Online Link](#)

Telephone: +1 301 715 8592 or +1 312 626 6799

CLICK HERE: [Public Comment Form Link](#)

In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the DDA will be meeting electronically using www.Zoom.us for videoconference and public access.

1. **Call to Order**

2. **Approval of Agenda**

3. **Approval of Minutes**

[A.](#) Board of Directors Minutes 3-19-21

4. **Financial Review**

[A.](#) March Financial Reports

5. **Committee Reports**

A. Economic Vitality Committee Update

B. Promotions Committee 4-15-21

6. **Other Business**

[A.](#) March Code Enforcement Report

[B.](#) April 2021 Director Report

7. **Old Business**

8. **New Business**

A. Alley Assesment & Scope of Work Proposal

B. Facade Improvement Program update

C. DDA FY 21/22 Budget

9. **Public Comment**

10. **Adjourn**



Downtown Development Authority Board of Directors Minutes

Friday, March 19, 2021 at 12:00 PM
Remote Meeting via Zoom

ZOOM REMOTE MEETING INFORMATION

Webinar ID: 914 1822 7857

Password: 337459

CLICK HERE: [Online Link](#)

Telephone: 646.558.8656 or 312.626.6799

CLICK HERE: [Public Comment Form Link](#)

In accordance with Emergency Orders issued by the Michigan Department of Health and Human Services, Oakland County, local officials, and State of Michigan legislation, which allows for electronic meetings of public bodies, notice is hereby given that the DDA will be meeting electronically using www.Zoom.us for videoconference and public access.

1. Call to Order at 12:06 p.m.

Present: Fred Prime (Lathrup Village, Oakland County, MI), Mark Watts (Lathrup Village, Oakland County, MI), Bryan Ford (Wixom, Oakland County), Bobbi Lovins (Lathrup Village, Oakland County, MI) Pam Shermeyer (Lathrup Village, Oakland County, MI), Sheryl Mitchell Theriot (Lathrup Village, Oakland County, MI), Shyla Beltur (Lathrup Village, Oakland County, MI)

Excused Absent: Kelly Garrett and Dan Sugg

Other Present: Pam Bratschi (Treasurer), Chris Clough (Parks & Recreation Director), Cori Dahl (DDA Manager), Susie Stec (DDA Director)

Motion to excuse Dan Sugg and Kelly Garrett by Lovins, second by Ford; approved unanimously by a roll call vote.

2. Approval of Agenda

Motion to amend the agenda to add Restaurant Relief Oakland Together awards as agenda item E by Ford, second by Lovins; approved unanimously by a roll call vote.

Motion to approve agenda with amended items by Lovins, second by Shermeyer; approved unanimously by a roll call vote.

3. Approval of Minutes

A. Board of Directors Minutes 2-19-21

Motion for approval of February 19, 2021 minutes by Shermeyer, second by Lovins; approved unanimously by a roll call vote.

4. Financial Review

- A. February Financial Reports: Stec provided an overview of the financial reports.

Motion to receive and file financial reports by Mitchell Theriot, second by Lovins, approved unanimously by a roll call vote.

5. Committee Reports

- A. Economic Vitality Committee Minutes 3-5-21: Dahl provided an overview of the March meeting, mainly discussing rebranding options and working with local graphic designers that the EV committee had been exploring at previous meeting. Additionally, reopening the Lovin' Lathrup Village Business Relief Program was discussed through a Patronicity Campaign.
- B. Promotions Committee 3-18-21: Dahl provided an overview of upcoming Promotions including: Spring into Self-Care, Mental Health Awareness, and a Juneteenth Celebration Event.

6. Other Business

- A. National Main Street Conference: The conference is taking place virtually on April 12-14. Early bird deals end March 27. The full schedule and details can be found [here](#).
- B. Department Report - DDA/Community & Economic Development: Stec provided a summary of the Department Report covering site plan review, Planning Commission and the Comprehensive Plan, Adult Recreation Cannabis Use, Infrastructure projects, Self-Reporting Water Service Line Survey, and the upcoming Bike Path and Wayfinding.

7. Old Business—none.

8. New Business

- A. DDA Rebranding: Dahl provided an overview of the rebranding work that the Economic Vitality committee has done and the designer kittyShark. The group discussed the difference between a Downtown logo and the Lovin' Lathrup Village logo and agreed to assign the rebranding to stay within the Economic Vitality Committee.

Motion to select kittyShark as the designer and approve the \$2,800 towards brand redesign by Lovins, second by Watts; approved unanimously on a roll call vote.

- B. DDA Budget Draft FY 2020/21: Stec provided an overview of the proposed Budget Draft for FY 21/22. The Planning fees, Salaries, and Liability Insurance costs were discussed. Alleyway assessment process was discussed and possible funding options. The Board is set to approve the budget in April.

- C. Beautification Task Force: Dahl discussed the benefits of creating a Beautification Task Force and the duties they would take on. Shermeyer will chair the Task Force.

Motion to establish a Beautification Task Force by Shermeyer, second by Lovins; approved unanimously on a roll call vote.

- D. Earth Planter Purchase Approval

Motion to approve the purchase of Earth Planters but not to exceed \$8,000 by Lovins, second by Ford; approved unanimously on a roll-call vote.

- E. Restaurant Relief Oakland Together Program: Dahl discussed awarding three Lathrup Village Restaurants reimbursement funds through Oakland County. Stec added that each would be awarded a maximum of \$10,000 to total \$30,000 awarded. The DDA would need to cover \$377 to allow the total of \$30,000. Stec also provided an overview of the reimbursement process.

Motion to award each restaurant a maximum of \$10,000 to approve the use of funds to allow for a total of \$30,000 but not over \$375 by Ford, second by Shermeyer; approved unanimously on a roll call vote.

9. Public Comment—none.

10. Adjourn at 1:06 p.m.

Motion to adjourn by Ford, second by Lovins.

Minutes prepared Dahl, DDA Manager, on behalf of Mitchell Theriot, DDA Secretary.

User: PAM

FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 03/01/2021 TO 03/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000		TRUST ACCOUNT-GENERAL				
Journal GJ: GJ						
118280	03/31/2021	INTEREST POSTING MONTHLY	14867	Multiple	210.65	
		Journal Totals			210.65	0.00
Totals for 494-000.000-010.000					210.65	0.00

Balance 03/01/21: 992,073.79

Net Change: 210.65

Balance 03/31/21: 992,284.44

494-000.000-202.000 ACCOUNTS PAYABLE

Journal AP: AP

117719	03/04/2021	BROW SLAYER MICROBLADING LLCVndINV-483		494-000.000-971.000		386.00
117721	03/04/2021	CARDMEMBER SERVICEVnd: CARDMEMB4798510049443209		Multiple		82.68
117833	03/15/2021	GIFFELS-WEBSTER ENG INCVnd: GWE122961		494-000.000-882.000		3,170.00
117850	03/15/2021	NATIONAL MAIN STREET CNTRVnd: NMS-10051		494-000.000-844.000		1,500.00
117855	03/15/2021	VANTAGEPOINTE TRANSFER 803046Vn803046		Multiple		82.45
117873	03/15/2021	REVIZE LLCVnd: REVIZE Invoice: 11281		Multiple		970.00
117874	03/15/2021	GIFFELS-WEBSTER ENG INCVnd: GWE12153		494-000.000-882.000		7,339.00
117875	03/15/2021	GIFFELS-WEBSTER ENG INCVnd: GWE121359		494-000.000-882.000		5,037.50
117879	03/15/2021	GIFFELS-WEBSTER ENG INCVnd: GWE122120		494-000.000-882.000		3,831.14
117997	03/19/2021	BLUE CARE NETWORKVnd: BLUECARE 210680043255		Multiple		1,226.87
118117	03/31/2021	EARTHPLANTERVnd: EARTHPLANT Inv23249		494-000.000-845.000		5,703.00
118142	03/31/2021	KABOB KABOB INC.Vnd: KABOB Invo3/25/21		494-000.000-844.000		4,319.00
118143	03/31/2021	HELENIC RESTAURANTVnd: HELENIC 3/25/2021		494-000.000-844.000		5,000.00
118144	03/31/2021	JAGGED FORKVnd: JAGGED FOR Invo3/25/2021		494-000.000-844.000		5,000.00
118146	03/31/2021	VANTAGEPOINTE TRANSFER 803046Vn3/31/2021		Multiple		82.45
118151	03/31/2021	STANDARD INSURANCE COMPANYVnd: 3/31/21		Multiple		73.36
		Journal Totals			0.00	43,803.45

Journal CD: CD

117722	03/04/2021	Check: NBDC 45054	45054	Multiple	386.00	
117723	03/04/2021	Check: NBDC 45055	45055	Multiple	82.68	
117925	03/15/2021	Check: NBDC 45081	45081	Multiple	19,377.64	
117942	03/15/2021	Check: NBDC 45098	45098	Multiple	1,500.00	
117950	03/15/2021	Check: NBDC 45106	45106	Multiple	970.00	
117959	03/15/2021	Check: NBDC 45115	45115	Multiple	82.45	
118006	03/19/2021	Check: NBDC 45119	45119	Multiple	1,226.87	
118159	03/31/2021	Check: NBDC 45143	45143	Multiple	5,703.00	
118162	03/31/2021	Check: NBDC 45146	45146	Multiple	5,000.00	
118165	03/31/2021	Check: NBDC 45149	45149	Multiple	5,000.00	
118166	03/31/2021	Check: NBDC 45150	45150	Multiple	4,319.00	
118177	03/31/2021	Check: NBDC 45161	45161	Multiple	73.36	
118182	03/31/2021	Check: NBDC 45166	45166	Multiple	82.45	
		Journal Totals			43,803.45	0.00

Totals for 494-000.000-202.000

43,803.45 43,803.45

Balance 03/01/21: 750.00 DR

Net Change: 0.00

Balance 03/31/21: 750.00 DR

494-000.000-214.101 DUE TO GENERAL FUND

Journal CD: CD

117722	03/04/2021	Check: NBDC 45054	45054	Multiple		386.00
117723	03/04/2021	Check: NBDC 45055	45055	Multiple		82.68
117925	03/15/2021	Check: NBDC 45081	45081	Multiple		19,377.64
117942	03/15/2021	Check: NBDC 45098	45098	Multiple		1,500.00
117950	03/15/2021	Check: NBDC 45106	45106	Multiple		970.00
117959	03/15/2021	Check: NBDC 45115	45115	Multiple		82.45
118006	03/19/2021	Check: NBDC 45119	45119	Multiple		1,226.87
118159	03/31/2021	Check: NBDC 45143	45143	Multiple		5,703.00
118162	03/31/2021	Check: NBDC 45146	45146	Multiple		5,000.00
118165	03/31/2021	Check: NBDC 45149	45149	Multiple		5,000.00
118166	03/31/2021	Check: NBDC 45150	45150	Multiple		4,319.00
118177	03/31/2021	Check: NBDC 45161	45161	Multiple		73.36
118182	03/31/2021	Check: NBDC 45166	45166	Multiple		82.45
		Journal Totals			0.00	43,803.45

Journal GJ: GJ

118287	03/31/2021	CITY AMOUNT FOR ICMA	14874	Multiple		177.50
118289	03/31/2021	MERS POSTING	14876	Multiple		713.30

Journal Totals 0.00 890.80

Journal PR: Payroll

118275	03/15/2021	PAYROLL SEE PAYROLL REPORT	14866	Multiple		6,119.28
118285	03/31/2021	PAYROLL - SEE PAYROLL REPORT	14872	Multiple		6,119.28

Journal Totals 0.00 12,238.56

User: PAM

FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 03/01/2021 TO 03/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101 DUE TO GENERAL FUND						
Totals for 494-000.000-214.101					0.00	56,932.81
		Balance 03/01/21:		179,743.96		
		Net Change:		56,932.81		
		Balance 03/31/21:		236,676.77		
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal GJ: GJ						
118291	03/31/2021	RECLASS TAX REVENUE	14878	494-000.000-410.000		14,000.00
Journal Totals					0.00	14,000.00
Totals for 494-000.000-407.000					0.00	14,000.00
		Balance 03/01/21:		17,986.79		
		Net Change:		14,000.00		
		Balance 03/31/21:		31,986.79		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal GJ: GJ						
118291	03/31/2021	RECLASS TAX REVENUE	14878	494-000.000-407.000	14,000.00	
Journal Totals					14,000.00	0.00
Totals for 494-000.000-410.000					14,000.00	0.00
		Balance 03/01/21:		38,312.87		
		Net Change:		(14,000.00)		
		Balance 03/31/21:		24,312.87		
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
118280	03/31/2021	INTEREST POSTING MONTHLY	14867	Multiple		210.65
Journal Totals					0.00	210.65
Totals for 494-000.000-446.000					0.00	210.65
		Balance 03/01/21:		1,869.40		
		Net Change:		210.65		
		Balance 03/31/21:		2,080.05		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
118275	03/15/2021	PAYROLL SEE PAYROLL REPORT	14866	Multiple	5,717.58	
118285	03/31/2021	PAYROLL - SEE PAYROLL REPORT	14872	Multiple	5,717.58	
Journal Totals					11,435.16	0.00
Totals for 494-000.000-701.000					11,435.16	0.00
		Balance 03/01/21:		63,426.46		
		Net Change:		11,435.16		
		Balance 03/31/21:		74,861.62		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
117855	03/15/2021	VANTAGEPOINTE TRANSFER 803046EM803046		Multiple	82.45	
117997	03/19/2021	BLUE CARE NETWORKEMPLOYEE TAXES210680043255		Multiple	1,226.87	
118146	03/31/2021	VANTAGEPOINTE TRANSFER 803046EM3/31/2021		Multiple	82.45	
118151	03/31/2021	STANDARD INSURANCE COMPANYEMPLC3/31/21		Multiple	73.36	
Journal Totals					1,465.13	0.00
Journal GJ: GJ						
118287	03/31/2021	CITY AMOUNT FOR ICMA	14874	Multiple	177.50	
118289	03/31/2021	MERS POSTING	14876	Multiple	713.30	
Journal Totals					890.80	0.00
Journal PR: Payroll						
118275	03/15/2021	PAYROLL SEE PAYROLL REPORT	14866	Multiple	401.70	
118285	03/31/2021	PAYROLL - SEE PAYROLL REPORT	14872	Multiple	401.70	
Journal Totals					803.40	0.00

04/14/2021 11:04 AM

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

Page:

Item 4A.

User: PAM

FROM 494-000.000-000.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 03/01/2021 TO 03/31/2021

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Totals for 494-000.000-703.000					3,159.33	0.00
		Balance 03/01/21:		25,787.27		
		Net Change:		3,159.33		
		Balance 03/31/21:		28,946.60		
494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
117873	03/15/2021	REVIZE LLCOFFICE SUPPLIES	11281	Multiple	970.00	
Journal Totals					970.00	0.00
Totals for 494-000.000-726.000					970.00	0.00
		Balance 03/01/21:		85.29		
		Net Change:		970.00		
		Balance 03/31/21:		1,055.29		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
117721	03/04/2021	CARDMEMBER SERVICE MAIN STREET P4798510049443209		Multiple	82.68	
117850	03/15/2021	NATIONAL MAIN STREET CNTR MAIN SMS-10051		494-000.000-202.000	1,500.00	
118142	03/31/2021	KABOB KABOB INC. MAIN STREET PRC3/25/21		494-000.000-202.000	4,319.00	
118143	03/31/2021	HELENIC RESTAURANT MAIN STREET P3/25/2021		494-000.000-202.000	5,000.00	
118144	03/31/2021	JAGGED FORK MAIN STREET PROGRAM 3/25/2021		494-000.000-202.000	5,000.00	
Journal Totals					15,901.68	0.00
Totals for 494-000.000-844.000					15,901.68	0.00
		Balance 03/01/21:		35,881.38		
		Net Change:		15,901.68		
		Balance 03/31/21:		51,783.06		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
118117	03/31/2021	EARTHPLANTER STREETSCAPING	23249	494-000.000-202.000	5,703.00	
Journal Totals					5,703.00	0.00
Totals for 494-000.000-845.000					5,703.00	0.00
		Balance 03/01/21:		19,316.69		
		Net Change:		5,703.00		
		Balance 03/31/21:		25,019.69		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
117833	03/15/2021	GIFFELS-WEBSTER ENG INC PLANNING122961		494-000.000-202.000	3,170.00	
117874	03/15/2021	GIFFELS-WEBSTER ENG INC PLANNING12153		494-000.000-202.000	7,339.00	
117875	03/15/2021	GIFFELS-WEBSTER ENG INC PLANNING121359		494-000.000-202.000	5,037.50	
117879	03/15/2021	GIFFELS-WEBSTER ENG INC PLANNING122120		494-000.000-202.000	3,831.14	
Journal Totals					19,377.64	0.00
Totals for 494-000.000-882.000					19,377.64	0.00
		Balance 03/01/21:		17,838.01		
		Net Change:		19,377.64		
		Balance 03/31/21:		37,215.65		
494-000.000-971.000 SIGN GRANT PROGRAM						
Journal AP: AP						
117719	03/04/2021	BROW SLAYER MICROBLADING LLC SIG INV-483		494-000.000-202.000	386.00	
Journal Totals					386.00	0.00
Totals for 494-000.000-971.000					386.00	0.00
		Balance 03/01/21:		0.00		
		Net Change:		386.00		
		Balance 03/31/21:		386.00		

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 03/31/2020	PERIOD ENDED 03/31/2021
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,089,998.30	992,284.44
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	10,000.00	0.00
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	12,600.00
494-000.000-084.101	DUE FROM GENERAL FUND	0.00	350,332.10
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-149.001	ALLOWANCE FOR DOUBTFUL DEBT	(10,000.00)	0.00
494-000.000-177.001	DEPRECIABLE ASSETS	16,280.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(106,909.22)	(138,244.22)
Total Assets		1,372,259.02	1,602,505.26
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	(750.00)
494-000.000-214.101	DUE TO GENERAL FUND	89,735.11	236,676.77
Total Liabilities		89,735.11	235,926.77
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,340,049.75	1,518,412.77
Total Fund Balance		1,340,049.75	1,518,412.77
Beginning Fund Balance		1,340,049.75	1,518,412.77
Net of Revenues VS Expenditures		(57,525.84)	(151,834.28)
Ending Fund Balance		1,282,523.91	1,366,578.49
Total Liabilities And Fund Balance		1,372,259.02	1,602,505.26

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2021 NORM (ABNORM)	MONTH 03/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	255,000.00	255,000.00	31,986.79	14,000.00	223,013.21	12.54
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	24,312.87	(14,000.00)	330.13	98.66
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	17,850.28	0.00	(11,850.28)	297.50
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	2,080.05	210.65	7,919.95	20.80
494-000.000-543.000	FEDERAL/STATE GRANTS	0.00	0.00	4,000.00	0.00	(4,000.00)	100.00
Total Dept 000.000		297,443.00	297,443.00	80,229.99	210.65	217,213.01	26.97
TOTAL REVENUES		297,443.00	297,443.00	80,229.99	210.65	217,213.01	26.97
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	71,820.00	112,790.00	74,861.62	11,435.16	37,928.38	66.37
494-000.000-702.000	SALARIES PART-TIME	5,500.00	0.00	0.00	0.00	0.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	34,000.00	28,946.60	3,159.33	5,053.40	85.14
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	200.00	2,900.00	1,055.29	970.00	1,844.71	36.39
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	4,500.00	2,000.00	75.00	0.00	1,925.00	3.75
494-000.000-844.000	MAIN STREET PROGRAM	20,000.00	43,000.00	51,783.06	15,901.68	(8,783.06)	120.43
494-000.000-845.000	STREETSCAPING	10,000.00	32,000.00	25,019.69	5,703.00	6,980.31	78.19
494-000.000-882.000	PLANNING/CONSULTING FEES	46,250.00	46,250.00	37,215.65	19,377.64	9,034.35	80.47
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	945.15	0.00	1,054.85	47.26
494-000.000-901.000	POSTAGE FEES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	9,500.00	19,500.00	9,705.69	0.00	9,794.31	49.77
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	6,100.00	1,270.52	0.00	4,829.48	20.83
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	386.00	386.00	9,614.00	3.86
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		226,970.00	334,440.00	232,064.27	56,932.81	102,375.73	69.39
TOTAL EXPENDITURES		226,970.00	334,440.00	232,064.27	56,932.81	102,375.73	69.39
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		297,443.00	297,443.00	80,229.99	210.65	217,213.01	26.97
TOTAL EXPENDITURES		226,970.00	334,440.00	232,064.27	56,932.81	102,375.73	69.39
NET OF REVENUES & EXPENDITURES		70,473.00	(36,997.00)	(151,834.28)	(56,722.16)	114,837.28	410.40

Enforcements By Category

04/08/21

Item 6A.

DEBRIS

Enforcement Number	Address	Status	Filed	Closed
18632 BUNGALOW DR		Resolved	03/15/21	03/22/21
3/15/2021 The tires and wood must be removed out of public view.3/22/2021 tires and wood was removed				
18755 LACROSSE AVE		VIOLATION	03/15/21	
3/15/2021 Pallet on West side of the house must be removed out of public view.				
27260 SOUTHFIELD RD 2		VIOLATION	03/17/21	
3/17/2021 garbage bag in the middle of the road.				

Total DEBRIS Entries: 3

DOWNSPOUT EXT.

Enforcement Number	Address	Status	Filed	Closed
17578 RAMSGATE DR		VIOLATION	03/10/21	
3/9/2021 Gutter on the West side of the house needs repair.				
27631 LATHRUP BLVD		VIOLATION	03/18/21	
3/18/2021 downspout needs repair.				

Total Downspout Ext. Entries: 2

DUMPSTER ENCLOSURE

Enforcement Number	Address	Status	Filed	Closed
17641 TWELVE MILE RD		VIOLATION	03/04/21	
3/4/2021 dumpster enclosure needs cleaning				
27900 EVERGREEN RD		VIOLATION	03/11/21	
3/11/2021 Dumpster enclosure needs to be cleaned.				

Total Dumpster Enclosure Entries: 2

FIREWOOD STORAGE

Enforcement Number	Address	Status	Filed	Closed
19070 W GLENWOOD BLVD		VIOLATION	03/12/21	
3/12/2021 pile of logs, wood, and debris must be removed out of public view.				
18120 SUNNYBROOK AVE		VIOLATION	03/12/21	
3/12/2021 pile of branches, logs must be removed out of public view.				

Enforcements By Category

04/08/21

Item 6A.

Total Firewood Storage Entries: 2

INOPERABLE VEHICLE

Enforcement Number	Address	Status	Filed	Closed
28511 LATHRUP BLVD		Resolved	03/08/21	03/16/21
3/8/2021 inoperable vehicle must be removed out of public view.				

Total Inoperable Vehicle Entries: 1

PROPERTY MAINTENANCE

Enforcement Number	Address	Status	Filed	Closed
18130 CAMBRIDGE BLVD		VIOLATION	03/08/21	
3/8/2021 deteriorated wood must be removed and replaced.				
26812 ELDORADO PL		VIOLATION	03/08/21	
3/8/2021 Peeling paint must be scraped and repainted				
18171 KILBIRNIE AVE		VIOLATION	03/08/21	
3/8/2021 The eaves must be repaired from deteriorated wood.				
28250 SOUTHFIELD RD		Resolved	03/09/21	03/26/21
3/9/2021 the sidewalk is severely damaged, from an eroded drainpipe running from the sewer system going underneath the side				
26026 SOUTHFIELD RD		VIOLATION	03/11/21	
3/11/2021 Culvert needs work, spoke with ali about the culvert, and sent pictures.				
18554 ROSELAND BLVD		VIOLATION	03/12/21	
3/12/2021 privacy fence is broken				
27035 MEADOWBROOK WAY		VIOLATION	03/12/21	
3/12/2021 signs of deterioration on the roof must be repaired.				

Total Property Maintenance Entries: 7

SANITATION

Enforcement Number	Address	Status	Filed	Closed
27901 SUNSET W BLVD		Resolved	03/01/21	03/22/21
3/1/2021 Broken branches on the easement must be removed.				
28511 LATHRUP BLVD		Resolved	03/08/21	03/16/21
3/8/2021 2X4 lumber on the ground must be removed out of public view, the fire wood must be stacked and raised off of the gr				

Enforcements By Category

04/08/21

Item 6A.

26263 MEADOWBROOK WAY VIOLATION 03/17/21

3/17/2021 ridge vent is broken needs to be repaired.

Total SANITATION Entries: 3

TRASH CONTAINER IN PUBLIC VIEW

Enforcement Number	Address	Status	Filed	Closed
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28538 LATHRUP BLVD		Resolved	03/10/21	03/16/21
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3/9/2021 Trash container must be stored out of public view.

Total Trash Container in Public View Entries: 1

WORK W/O A PERMIT

Enforcement Number	Address	Status	Filed	Closed
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18130 RAMSGATE DR		VIOLATION	03/22/21	
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3/22/2021 Put up a privacy fence without a permit.

28265 ELDORADO PL		VIOLATION	03/31/21	
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3/31/2021 Put up a gate in the front set back of the home without a permit.

Total Work w/o a permit Entries: 2

YARD WASTE

Enforcement Number	Address	Status	Filed	Closed
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28538 LATHRUP BLVD		Resolved	03/10/21	03/16/21
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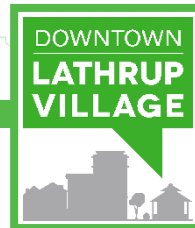
3/9/2021 Dog fecis in the front yard must be removed immediately.Sec. 10-7. - Sanitation. (a) It shall be unlawful for any own

Total Yard waste Entries: 1

Total Records: 24

Enforcement.CodeOfficer = RAMI
SWEIDAN AND
Enforcement.DateFiled Between
3/1/2021 12:00:00 AM AND
3/31/2021 11:59:59 PM

Total Pages3



MEMORANDUM

TO: Sheryl Mitchell, City Administrator
CC: DDA Board of Directors
FROM: Susie Stec, Director – CED / DDA Director
DATE: April 13, 2021
RE: Department/Director Report

In an effort to provide consistent updates to the DDA Board of Directors, City Administrator, and City Council the following monthly is submitted for your review.

COVID-19 Resources

- A resource page has been created: http://www.lathrupvillage.org/how_do_i/resources.php. There are a series of links to financial resources & programs available to business.
- DDA just launched another crowdfunding campaign and will reprogram 20/21 budget items to re-fund the Lovin' Lathrup Village Business Relief Mini-Grants.

Events

- **Spring into Self-Care** is a month-long, virtual event for the month of April. It is featuring tutorials and other short videos from many of our LV businesses. There is a shopping promotion and grand prize drawing. People are encouraged to join the Step UP Challenge, as well. To register for the Step UP Challenge: <https://www.eventbrite.com/e/148942106851>.
- **Spring Roll** to celebrate the implementation of the city's bike route a tour of the city is being planned with Parks & Rec for Saturday, June 5th. More details to follow.
- **Corridor Cleanup** will specifically for businesses will be April 17th – 23rd. The next volunteer-based event be on Saturday, June 12th from 9 – 11am. <https://forms.gle/37rGjAY2n3zNTmhc7>
- **Fireside Friday** is being held on Fridays from 11 am – 1 pm at the pavilion in Municipal Park through the month of April. Event is being promoted on social media, website, and e-newsletter. A new event will be promoted through the summer months.
- **Juneteeth Celebration – Unity in the Community** is being planned for Saturday, June 19th from 4 – 8pm, overlapping with the Art Fair.

Grants

- **OC Weatherization** – DDA was successfully awarded \$34,295 in Restaurant Relief Grant Program funds. The bulk of these funds will be used for COVID-19 expense reimbursement incurred by local restaurants. DDA received 2 sanitization stations to be located at Municipal Park, as well as

4 patio heaters to be used during Fireside Fridays. DDA Manager is developing an application for eligible restaurants.

Commercial Business/Property Updates

- 27215 Southfield Road is working on site improvements and interior renovations
- Discount Tire will be seeking a non-conforming use determination from ZBA on April 18th before moving through the special land use & site plan review process.
- Ruby Lee's Honey Chicken and Shrimp is applied for a sign permit. They will be locating in the former Happy's Pizza location.

Comprehensive Plan update

- The plan is pending release for comment to the surrounding communities.

Cannabis

- Targeting April 20th to present updated ordinance & evaluation criteria to Planning Commission.

Infrastructure

- Letters regarding Sidewalk Replacement Program and Water Service Line excavations were mailed the week of March 15th. Instructions on self-identification of service lines were included.
- Susie & Rami continue marking sidewalks in the neighborhoods south of I-696.
- Code enforcement letters to fixing ditches & culverts were mailed week of April 6th.
- Paving construction notification letters will be mailed week of April 12th
- GIS mapping & data collection system is in place to track excavations, fire hydrants, gate valves, and sidewalk.

Miscellaneous

- Staff is meeting with RCOC to identify interim improvements for Southfield Road. Preliminary scope of work includes ditching and resurfacing.
- Hanging flower baskets will be hung throughout the entire district this spring. DDA will be coordinating a "planting party". Contact Cori at cdahl@lathrupvillage.org to participate.
- Bike Route pavement markings and sign installation will begin and end in May.







04/13/2021

GW # 15850.99

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI., 48076
Attn: Susie Stec, CED Director

Re: Southfield Corridor Alley Evaluation
Scope of Work

Dear Susie,

We have prepared the following scope of work and fees for the inspection of City alleys along the Southfield Corridor from Lincoln to 12 Mile Road. Our intent is to walk each alley to inspect the current condition of the paved surface and rate the surface using the Pavement Surface Evaluation and Rating (PASER). Preliminary construction cost estimates will be prepared for repair scenarios for pavements rated as good, fair, or poor condition. Please note that the distresses identified are surface distresses.

1. Unimproved alleys – will be noted as such and no rating will be provided. Unimproved alleys are either gravel or grassed alleys. In some instances, a portion of the alley may be unimproved and a portion improved.
2. Improved alleys – field review each of the paved alleys and assign a condition rating using the concrete or asphalt PASER descriptions and distresses. This will assist the City / DDA in prioritizing repairs and budgets. Typical cost estimates (per foot or square foot) will be prepared for each of the distress conditions (good, fair, and poor conditions). Our initial thoughts for the repairs are maintenance related (good condition), concrete patching or asphalt overlays (fair condition), and reconstruction (poor condition).
3. Prepare an excel type spreadsheet for each of the alleys with an ID for each. The columns would include, but not limited to alley ID, length, width, existing surface material, PASER rating, repair method, and estimated repair cost.
4. Prepare a brief report with our findings, total estimated costs, repair strategies, etc.

Estimated budget:

Alley Inspections (approximately 34 segments): 4 days = 32 hrs x \$ 115 = \$3,680

Prepare cost estimates: 6 estimates at 1.5 hrs ea = 9 hrs x \$115 = \$1,035

Prepare excel spreadsheet: 4 hrs x \$115 = \$460

Report preparation: 8 hrs x \$115 = \$920

Total = \$6,095

Please feel free to contact me if you have any questions or need additional information.

Respectfully,
GIFFELS WEBSTER



Scott A. Ringler, P.E., LEED AP
Partner



City of Ferndale
521 East Cambourne
Ferndale, MI 48220

November 10th, 2020

Attn: Carlos Kennedy, DPW Director
Dan Antosik, Deputy DPW Director

SAMPLE

Re: Citywide Alley Assessment

Carlos and Dan,

The following city-wide alley assessment is hereby submitted in order to budget for and allocate sufficient funds to reconstruct and repair the City’s alley system. The costs should be periodically updated to account for on-going additions, changes, inflation, and bid costs.

The scope of the assessment was to determine the current condition of each alley and the corresponding repair cost. The alleys were separated into “improved” alleys which generally consist of a concrete pavement surface and “unimproved” alleys which generally consist of a gravel surface or combination of gravel and grass (two track).

In the spring of 2020, Giffels Webster visually inspected and performed a pavement evaluation study utilizing a common rating system known as the Pavement Surface Evaluation and Rating System (PASER) for each of the improved alleys. Whereas, the unimproved alleys were not visually inspected but were quantified in order to determine a construction cost. This method of evaluating the improved pavement surface consists of a visual survey to evaluate the surface and compare the surface distresses to standardized conditions within a rating scale of 1 to 10 which includes:

<u>Rating</u>	<u>Condition</u>	<u>Rating</u>	<u>Condition</u>
1	Failed	6-7	Good
2	Very Poor	8	Very Good
3	Poor	9	Excellent
4-5	Fair	10	New Construction

It should be noted that this standard evaluation procedure consists of rating the “surface” distress only and not any underlying concrete, aggregate, or subgrade distresses.

Background

The City of Ferndale owns and maintains approximately 6.95 miles of alleys in which 4.55 miles are considered improved and 1.40 miles unimproved. The alleys range in width from 10 feet to 20 feet with the average width around 15 feet. Over the years, the City has not performed a city-wide alley repair program. In the 1990’s, the City did repair some alleys generally along the Woodward Corridor.

ADA Accessibility Compliance

Federal and State regulations such as the Americans with Disabilities Act (ADA) and Title 24 require all facilities open to the public be accessible to all. Any alley repair project which is considered a structural alteration requires ADA compliance. In general, this would consist of the sidewalk crossing the alleys at each abutting street. The City has been performing this requirement during the 2016 – 2025 street repair program and therefore we have not included the cost in this estimate.

IMPROVED ALLEYS

Current Conditions

The following depicts the current PASER ratings of the City's improved alleys. In summary:

<u>Rating</u>	<u>Condition</u>	<u>Lineal Feet</u>	<u>Percentage</u>
1	Failed	635	2.65%
2	Very Poor	1,005	4.19%
3	Poor	240	1.00%
4-5	Fair	11,410	47.53%
6-7	Good	8,135	33.90%
8	Very Good	1,865	7.77%
9	Excellent	350	1.46%
10	New Construction	360	1.50%

Generally, the overall improved alley system is in fair to good condition.

Approximately 8% are considered in poor condition and should be reconstructed.



Approximately 47% are in fair condition and should be repaired.



Approximately 34% are in good condition with light repairs recommended.



Improved Alley CIP Cost

The estimated cost for the alley reconstruction and repairs should be monitored and updated annually. Alleys will deteriorate at different rates which are dependant on numerous factors including age, traffic type and amount, base materials, water infiltration, and condition of the original pavement section. Scheduled repair areas should be physically inspected each year to assess and verify the work requirements for the upcoming program.

In order to develop a forecast of costs, a preliminary construction cost estimate was prepared for each of the anticipated repair methods that would be required based on the current condition of the improved alley. These repair methods would include, but not be limited to:

<u>Rating</u>	<u>Condition</u>	<u>Repair Method</u>
1 - 3	Failed /Very Poor / Poor	Reconstruction
4	Fair	Replace 35% to 45% of the concrete pavement
5	Fair	Replace 25% to 35% of the concrete pavement
6 - 7	Good	Replace 10% to 20% of the concrete pavement
8 - 10	Very Good / Excellent	Routine Maintenance

The repair strategy used would be to concentrate on repairing condition 4 and 5 alleys in the early years of a repair program. This strategy would significantly improve the condition 4 and 5 alleys before they continue to deteriorate to a condition 2 or 3. Condition 2 and 3 alleys are estimated to cost approximately \$737,000 more per mile to reconstruct. Because the rate of deterioration varies from alley to alley, we would recommend that the determination of when each alley is repaired be identified annually, one year prior to construction. Based on the above repair treatments and the current conditions of the improved alleys, the estimated cost in 2020 dollars to repair the alley system to a “good” condition is \$2,810,346. In summary:

<u>2020 Condition</u>	<u>Repair Type</u>	<u>Total SFT</u>	<u>Cost per SFT</u>	<u>Total</u>
1 - 3	Reconstruction	28,770	\$ 18.11	\$521,025
4	40% Pavt patching	110,475	\$ 9.26	\$1,022,998
5	30% Pavt patching	62,975	\$ 7.39	\$465,385
6 - 7	15% Pavt patching	172,245	\$ 4.65	\$800,939
8 - 10	No Work	42,920	\$ 0	\$0

TOTAL ESTIMATED COST IMPROVED ALLEYS \$2,810,346

Note: Due to various width alleys, the units were broken down into square feet.

UNIMPROVED ALLEYS

Approximately 1.40 miles of City alleys are considered unimproved. These alleys generally consist of an aggregate base or a combination of an aggregate base and grass. The City’s standard alley pavement section is 7 inches of concrete over 8 inches of aggregate. The cost to improve the alleys to current standards and a typical width of 15 feet is:

<u>Repair Type</u>	<u>Total SFT</u>	<u>Cost per SFT</u>	<u>Total</u>
Construct 7” concrete pavement	88,460	\$ 17.74	\$1,569,280

TOTAL ESTIMATED COST UNIMPROVED ALLEYS \$1,569,280

Typical unimproved alleys:



Please see the attached preliminary construction cost estimates for anticipated items of work and assumptions.

Please feel free to contact me if you have any questions or need additional information.

Respectfully,

Giffels Webster

A handwritten signature in black ink, appearing to read "Scott A. Ringler".

Scott A. Ringler, PE, LEED AP
Partner

Encl: Preliminary Cost Estimates
Alley Quadrant Maps
Alley Network Spreadsheet


Improved Alley - Concrete Pavt Reconstruction PASER = 1, 2, 3 (Poor)

GW NO.: 16015.70

DATE: November 4, 2020

PRELIMINARY CONSTRUCTION COST ESTIMATE

The preliminary cost estimate is based on the removal and replacement of the existing concrete pavement with 7 inches of non-reinforced concrete. The estimate will be based on a typical 100' long by 15' wide section of pavement in order to break the cost down to a SFT basis.

ITEM	WORK ACTIVITY	QUANTITY	UNIT	UNIT PRICE	TOTAL	COMMENTS
DEMOLITION						
	Rem HMA surface	6	SY	\$18.00	\$108.00	Assumes 25% adjacent asphalt pkg
	Pavt, Remove	170	SY	\$20.00	\$3,400.00	
	SUBTOTAL - DEMOLITION				\$3,508	
EARTHWORK						
	Earth excavation	20	CY	\$40.00	\$800.00	Based on 4" thick (ex. agg base) Estimate 5% at 8" thick
	Subgrade undercutting, 21AA CC	2	CY	\$50.00	\$100.00	
	Stabilizing filter fabric (geoblanket)	170	SY	\$2.50	\$425.00	
	SUBTOTAL - EARTHWORK				\$1,325	
SOIL EROSION SEDIMENT CONTROL						
	Inlet/CB filter	0.5	EA	\$110.00	\$55.00	Typically 1 CB per alley
	SUBTOTAL - EROSION CONTROL				\$55	
STORM SEWER						
	Adjust stm structure cover, case I	0.5	EA	\$700.00	\$350.00	Typically 1 CB per alley
	SUBTOTAL - STORM SEWER				\$350	
AGGREGATES AND SAND						
	Aggregate Base, 4", 21AA CC	170	SY	\$9.00	\$1,530.00	Assumes ex. agg base present
	SUBTOTAL - AGGREGATES AND SAND				\$1,530	
HOT MIX ASPHALT PAVEMENT						
	Handpatching, 0 - 20 tons	1	TN	\$250.00	\$250.00	Patch adjacent asphalt parking
	SUBTOTAL - HOT MIX ASPHALT				\$250	
CONCRETE PAVEMENTS						
	Concrete Pavt, Non-Reinf, 7 inch	170	SY	\$60.00	\$10,200.00	Centerline joint
	Lane Ties, Epoxy Coated	50	EA	\$5.00	\$250.00	
	Saw and Seal Transverse Joints	150	LFT	\$5.00	\$750.00	
	SUBTOTAL - CONCRETE PAVEMENT				\$11,200	
TRAFFIC CONTROL AND STRIPING						
	Sign, Type __, temp	50	SFT	\$5.00	\$250.00	Budget
	Channelizers	10	EA	\$25.00	\$250.00	
	Barricade, type III, Lighted	2	EA	\$250.00	\$500.00	
	SUBTOTAL TRAFFIC CONTROL AND STRIPING				\$1,000	
LANDSCAPING						
	Topsoil surf., furnish, 2"	23	SY	\$3.00	\$69.00	Assumes one side
	Class "A" seeding	1	LB	\$20.00	\$20.00	
	Mulch Blanket	23	SY	\$3.00	\$69.00	
	SUBTOTAL - LANDSCAPING				\$158	
MOBILIZATION AND MINOR TRAFFIC CONTROL						
	Mobilization, Max 3%	1	LS	\$581	\$581	
	Minor Traffic Control Devices, Max 3%	1	LS	\$581	\$581	
	SUBTOTAL - MOBILIZATION AND MINOR TRAFFIC CONTROL				\$1,163	
	SUBTOTAL CONSTRUCTION COST				\$20,539	
	SUBTOTAL CONSTRUCTION COST				\$20,539	
	CONSTRUCTION CONTINGENCY			15%	\$3,081	
	SUBTOTAL ENGINEERING, BIDDING, INSPECTION			15%	\$3,543	
	TOTAL ESTIMATED COST PER 100 LFT OF ALLEY BY 15' WIDE				\$27,162	
	UNIT COST PER SFT	\$18.11				


Improved Alley - Concrete Pavt Patching PASER = 4 (Fair)
GW NO.: 16015.70
DATE: November 4, 2020
PRELIMINARY CONSTRUCTION COST ESTIMATE

The preliminary cost estimate is based on the patching of approximately 40% of the existing concrete pavement. The estimate will be based on a typical 100' long by 15' wide section of pavement in order to break the cost down to a SFT basis.

ITEM	WORK ACTIVITY	QUANTITY	UNIT	UNIT PRICE	TOTAL	COMMENTS
DEMOLITION						
	Pavt Repr, Remove	67	SY	\$30.00	\$2,010.00	
	SUBTOTAL - DEMOLITION				\$2,010	
EARTHWORK						
	Earth excavation	8	CY	\$50.00	\$400.00	Based on 4" thick
	SUBTOTAL - EARTHWORK				\$400	
SOIL EROSION SEDIMENT CONTROL						
	Inlet/CB filter	0.5	EA	\$110.00	\$55.00	Typically 1 CB per alley
	SUBTOTAL - EROSION CONTROL				\$55	
STORM SEWER						
	Adjust stm structure cover, case I	0.5	EA	\$700.00	\$350.00	Typically 1 CB per alley
	SUBTOTAL - STORM SEWER				\$350	
AGGREGATES AND SAND						
	Aggregate Base, 4", 21AA CC	67	SY	\$11.00	\$737.00	
	SUBTOTAL - AGGREGATES AND SAND				\$737	
CONCRETE PAVEMENTS						
	Pavt Repr, Conc, Non-Reinf, 7 inch	67	SY	\$60.00	\$4,020.00	
	Lane Ties, Epoxy Coated	90	EA	\$5.00	\$450.00	24" OC
	Saw and Seal Joints	170	LFT	\$3.00	\$510.00	Entire patch area
	SUBTOTAL - CONCRETE PAVEMENT				\$4,980	
TRAFFIC CONTROL AND STRIPING						
	Sign, Type_, temp	50	SFT	\$5.00	\$250.00	Budget
	Channelizers	25	EA	\$25.00	\$625.00	
	Barricade, type III, Lighted	2	EA	\$250.00	\$500.00	
	SUBTOTAL TRAFFIC CONTROL AND STRIPING				\$1,375	
MOBILIZATION AND MINOR TRAFFIC CONTROL						
	Mobilization, Max 3%	1	LS	\$297	\$297	
	Minor Traffic Control Devices, Max 3%	1	LS	\$297	\$297	
	SUBTOTAL - MOBILIZATION AND MINOR TRAFFIC CONTROL				\$594	
	SUBTOTAL CONSTRUCTION COST				\$10,501	
	SUBTOTAL CONSTRUCTION COST				\$10,501	
	CONSTRUCTION CONTINGENCY			15%	\$1,575	
	SUBTOTAL ENGINEERING, BIDDING, INSPECTION			15%	\$1,811	
	TOTAL ESTIMATED COST PER 100 LFT OF ALLEY BY 15' WIDE				\$13,888	
	UNIT COST PER SFT				\$9.26	


Improved Alley - Concrete Pavt Patching PASER = 4 (Fair)
GW NO.: 16015.70
DATE: November 4, 2020
PRELIMINARY CONSTRUCTION COST ESTIMATE

The preliminary cost estimate is based on the patching of approximately 30% of the existing concrete pavement. The estimate will be based on a typical 100' long by 15' wide section of pavement in order to break the cost down to a SFT basis.

ITEM	WORK ACTIVITY	QUANTITY	UNIT	UNIT PRICE	TOTAL	COMMENTS
DEMOLITION						
	Pavt Repr, Remove	50	SY	\$30.00	\$1,500.00	
	SUBTOTAL - DEMOLITION				\$1,500	
EARTHWORK						
	Earth excavation	5.5	CY	\$50.00	\$275.00	Based on 4" thick
	SUBTOTAL - EARTHWORK				\$275	
SOIL EROSION SEDIMENT CONTROL						
	Inlet/CB filter	0.5	EA	\$110.00	\$55.00	Typically 1 CB per alley
	SUBTOTAL - EROSION CONTROL				\$55	
STORM SEWER						
	Adjust stm structure cover, case I	0.5	EA	\$700.00	\$350.00	Typically 1 CB per alley
	SUBTOTAL - STORM SEWER				\$350	
AGGREGATES AND SAND						
	Aggregate Base, 4", 21AA CC	50	SY	\$11.00	\$550.00	
	SUBTOTAL - AGGREGATES AND SAND				\$550	
CONCRETE PAVEMENTS						
	Pavt Repr, Conc, Non-Reinf, 7 inch	50	SY	\$60.00	\$3,000.00	
	Lane Ties, Epoxy Coated	70	EA	\$5.00	\$350.00	24" OC
	Saw and Seal Joints	150	LFT	\$3.00	\$450.00	Entire patch area
	SUBTOTAL - CONCRETE PAVEMENT				\$3,800	
TRAFFIC CONTROL AND STRIPING						
	Sign, Type_, temp	50	SFT	\$5.00	\$250.00	Budget
	Channelizers	25	EA	\$25.00	\$625.00	
	Barricade, type III, Lighted	2	EA	\$250.00	\$500.00	
	SUBTOTAL TRAFFIC CONTROL AND STRIPING				\$1,375	
MOBILIZATION AND MINOR TRAFFIC CONTROL						
	Mobilization, Max 3%	1	LS	\$237	\$237	
	Minor Traffic Control Devices, Max 3%	1	LS	\$237	\$237	
	SUBTOTAL - MOBILIZATION AND MINOR TRAFFIC CONTROL				\$474	
SUBTOTAL CONSTRUCTION COST					\$8,379	
SUBTOTAL CONSTRUCTION COST					\$8,379	
CONSTRUCTION CONTINGENCY				15%	\$1,257	
SUBTOTAL ENGINEERING, BIDDING, INSPECTION				15%	\$1,445	
TOTAL ESTIMATED COST PER 100 LFT OF ALLEY BY 15' WIDE					\$11,082	
UNIT COST PER SFT		\$7.39				


Improved Alley - Concrete Pavt Patching PASER = 6,7 (Good)
GW NO.: 16015.70
DATE: November 4, 2020
PRELIMINARY CONSTRUCTION COST ESTIMATE

The preliminary cost estimate is based on the patching of approximately 15% of the existing concrete pavement. The estimate will be based on a typical 100' long by 15' wide section of pavement in order to break the cost down to a SFT basis.

ITEM	WORK ACTIVITY	QUANTITY	UNIT	UNIT PRICE	TOTAL	COMMENTS
DEMOLITION						
	Pavt Repr, Remove	25	SY	\$30.00	\$750.00	
	SUBTOTAL - DEMOLITION				\$750	
EARTHWORK						
	Earth excavation	2.8	CY	\$50.00	\$140.00	Based on 4" thick
	SUBTOTAL - EARTHWORK				\$140	
SOIL EROSION SEDIMENT CONTROL						
	Inlet/CB filter	0.5	EA	\$110.00	\$55.00	Typically 1 CB per alley
	SUBTOTAL - EROSION CONTROL				\$55	
STORM SEWER						
	Adjust stm structure cover, case I	0.5	EA	\$700.00	\$350.00	Typically 1 CB per alley
	SUBTOTAL - STORM SEWER				\$350	
AGGREGATES AND SAND						
	Aggregate Base, 4", 21AA CC	25	SY	\$11.00	\$275.00	
	SUBTOTAL - AGGREGATES AND SAND				\$275	
CONCRETE PAVEMENTS						
	Pavt Repr, Conc, Non-Reinf, 7 inch	25	SY	\$60.00	\$1,500.00	
	Lane Ties, Epoxy Coated	40	EA	\$5.00	\$200.00	24" OC
	Saw and Seal Joints	110	LFT	\$3.00	\$330.00	Entire patch area
	SUBTOTAL - CONCRETE PAVEMENT				\$2,030	
TRAFFIC CONTROL AND STRIPING						
	Sign, Type_, temp	50	SFT	\$5.00	\$250.00	Budget
	Channelizers	25	EA	\$25.00	\$625.00	
	Barricade, type III, Lighted	2	EA	\$250.00	\$500.00	
	SUBTOTAL TRAFFIC CONTROL AND STRIPING				\$1,375	
MOBILIZATION AND MINOR TRAFFIC CONTROL						
	Mobilization, Max 3%	1	LS	\$149	\$149	
	Minor Traffic Control Devices, Max 3%	1	LS	\$149	\$149	
	SUBTOTAL - MOBILIZATION AND MINOR TRAFFIC CONTROL				\$299	
SUBTOTAL CONSTRUCTION COST					\$5,274	
SUBTOTAL CONSTRUCTION COST					\$5,274	
CONSTRUCTION CONTINGENCY				15%	\$791	
SUBTOTAL ENGINEERING, BIDDING, INSPECTION				15%	\$910	
TOTAL ESTIMATED COST PER 100 LFT OF ALLEY BY 15' WIDE					\$6,974	
UNIT COST PER SFT		\$4.65				


Unimproved Alley - Concrete Pavt Construction
GW NO.: 16015.70
DATE: November 4, 2020
PRELIMINARY CONSTRUCTION COST ESTIMATE

The preliminary cost estimate is based on the construction of a 7 inch non-reinforced concrete pavement placed over an 8 inch aggregate base. The estimate will be based on a typical 100' long by 15' wide section of pavement in order to break the cost down to a SFT basis.

ITEM	WORK ACTIVITY	QUANTITY	UNIT	UNIT PRICE	TOTAL	COMMENTS
EARTHWORK						
	Earth excavation	70	CY	\$40.00	\$2,800.00	Based on 15" thick
	Earth excavation, shoulders	5	CY	\$40.00	\$200.00	Based on 1' wide x 8" thick
	Subgrade undercutting, 21AA CC	5.5	CY	\$50.00	\$275.00	Estimate 15% at 8" thick
	Stabilizing filter fabric (geoblanke)	170	SY	\$2.50	\$425.00	
	SUBTOTAL - EARTHWORK				\$3,700	
SANITARY SEWER						
	Adjust sanitary structure cover, case II	0.5	EA	\$700.00	\$350.00	Ex. combined sewers in alleys
	SUBTOTAL - STORM SEWER				\$350	
AGGREGATES AND SAND						
	Aggregate Base, 8", 21AA CC	170	SY	\$14.00	\$2,380.00	
	Aggregate Shoulder, 8", 23A	23	SY	\$15.00	\$345.00	1 foot wide each side
	SUBTOTAL - AGGREGATES AND SAND				\$2,725	
CONCRETE PAVEMENTS						
	Concrete Pavt, Non-Reinf, 7 inch	170	SY	\$60.00	\$10,200.00	
	Lane Ties, Epoxy Coated	50	EA	\$5.00	\$250.00	Centerline joint
	Saw and Seal Transverse Joints	150	LFT	\$3.00	\$450.00	Transverse joints
	SUBTOTAL - CONCRETE PAVEMENT				\$10,900	
TRAFFIC CONTROL AND STRIPING						
	Sign, Type_, temp	50	SFT	\$5.00	\$250.00	Budget
	Channelizers	10	EA	\$25.00	\$250.00	
	Barricade, type III, Lighted	2	EA	\$250.00	\$500.00	
	SUBTOTAL TRAFFIC CONTROL AND STRIPING				\$1,000	
LANDSCAPING						
	Topsoil surf., furnish, 2"	45	SY	\$3.00	\$135.00	Estimated at 2' each side
	Class "A" seeding	2	LB	\$20.00	\$40.00	
	Mulch Blanket	45	SY	\$3.00	\$135.00	
	SUBTOTAL - LANDSCAPING				\$310	
MOBILIZATION AND MINOR TRAFFIC CONTROL						
	Mobilization, Max 3%	1	LS	\$570	\$570	
	Minor Traffic Control Devices, Max 3%	1	LS	\$570	\$570	
	SUBTOTAL - MOBILIZATION AND MINOR TRAFFIC CONTROL				\$1,139	
	SUBTOTAL CONSTRUCTION COST				\$20,124	
	SUBTOTAL CONSTRUCTION COST				\$20,124	
	CONSTRUCTION CONTINGENCY			15%	\$3,019	
	SUBTOTAL ENGINEERING, BIDDING, INSPECTION			15%	\$3,471	
	TOTAL ESTIMATED COST PER 100 LFT OF ALLEY BY 15' WIDE				\$26,614	
	UNIT COST PER SFT				\$17.74	



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Call before you dig.

DATE	ISSUE

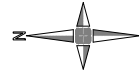
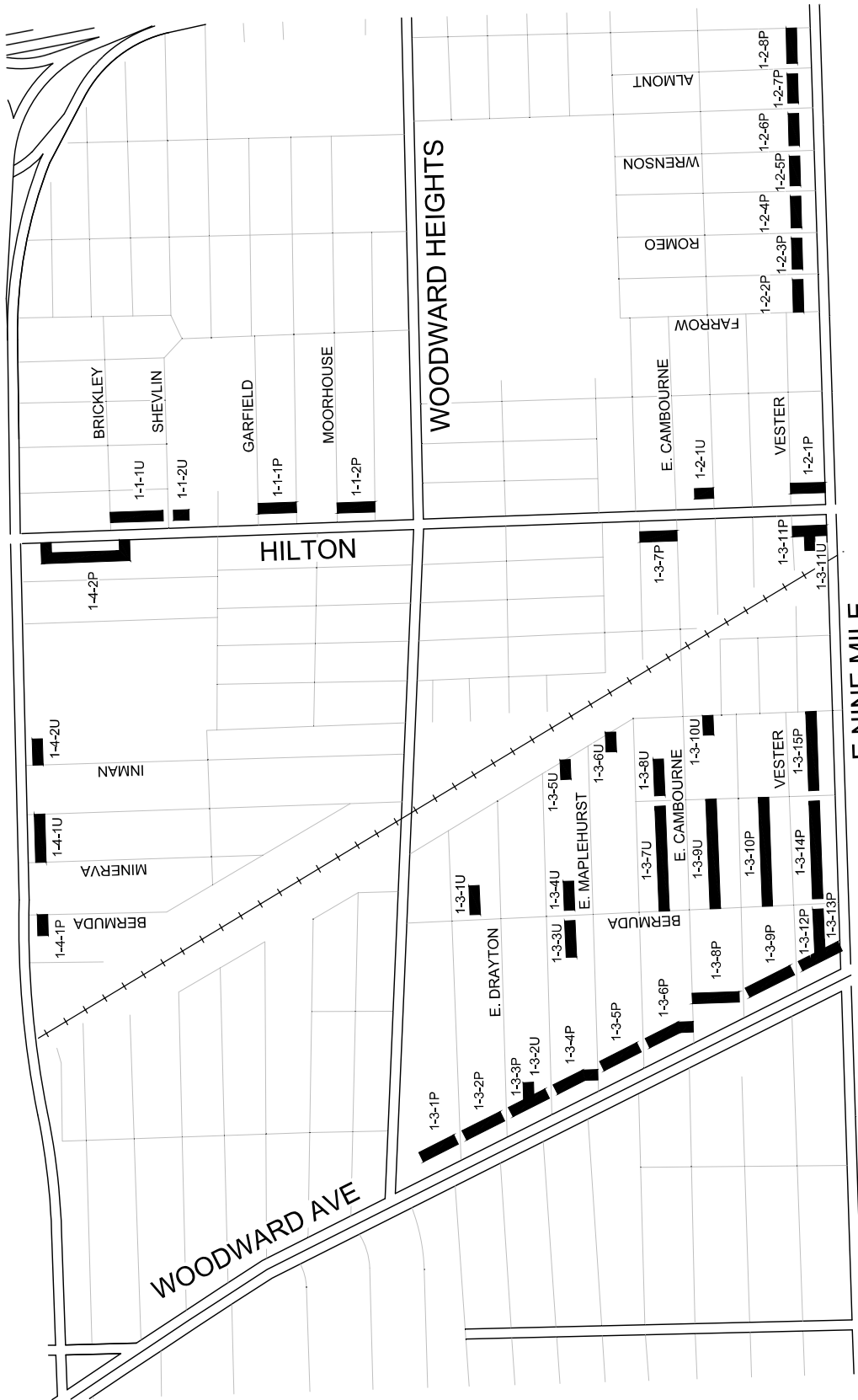
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AREA 1 MAP

**CITY WIDE ALLEY
IMPROVEMENT**
CITY OF FERDALE
OAKLAND COUNTY
MICHIGAN

Date	08/09/2019
Scale	AS SHOWN
Sheet	1 of 13
Project	16015.70
Drawn	16015.70

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KEY: 1 - 3 - 15 PIU
 PAVED OR UNDEVELOPED
 ALLEY NUMBER
 SUBQUADRANT
 QUADRANT

AREA 1 LOCATION MAP
SCALE: NONE



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DATE	ISSUE

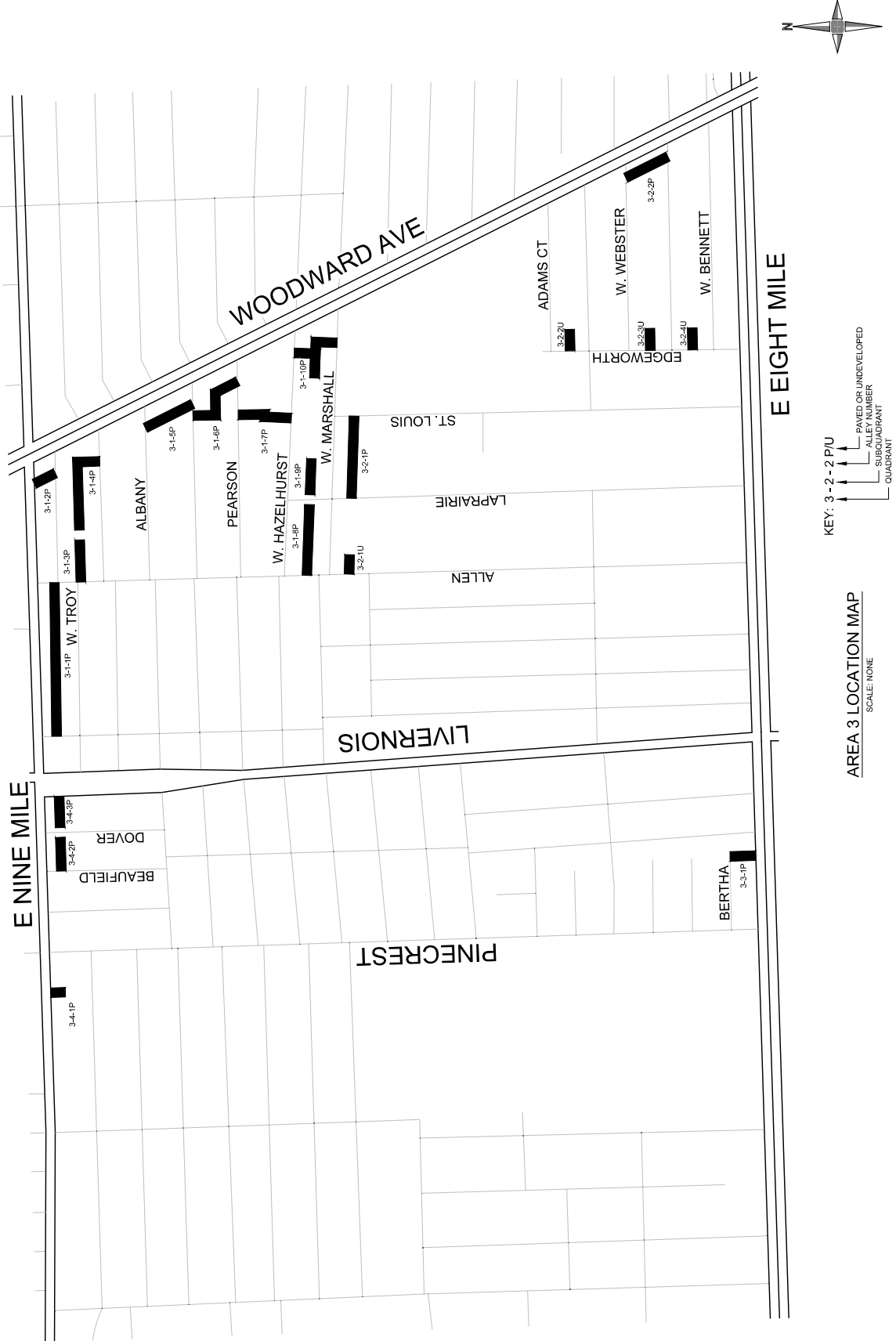
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AREA 3 MAP

**CITY WIDE ALLEY
IMPROVEMENT**
CITY OF FERDALE
OAKLAND COUNTY
MICHIGAN

Date	09/09/2019
Scale	AS SHOWN
Sheet	82 of 103
Project	16015.70
Drawn	09/05/20

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AREA 3 LOCATION MAP
SCALE: NONE

KEY: 3-2-2 PU
PAVED OR UNDEVELOPED
ALLEY NUMBER
SURVEY QUADRANT
QUADRANT



Know what's below.
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DATE	ISSUE

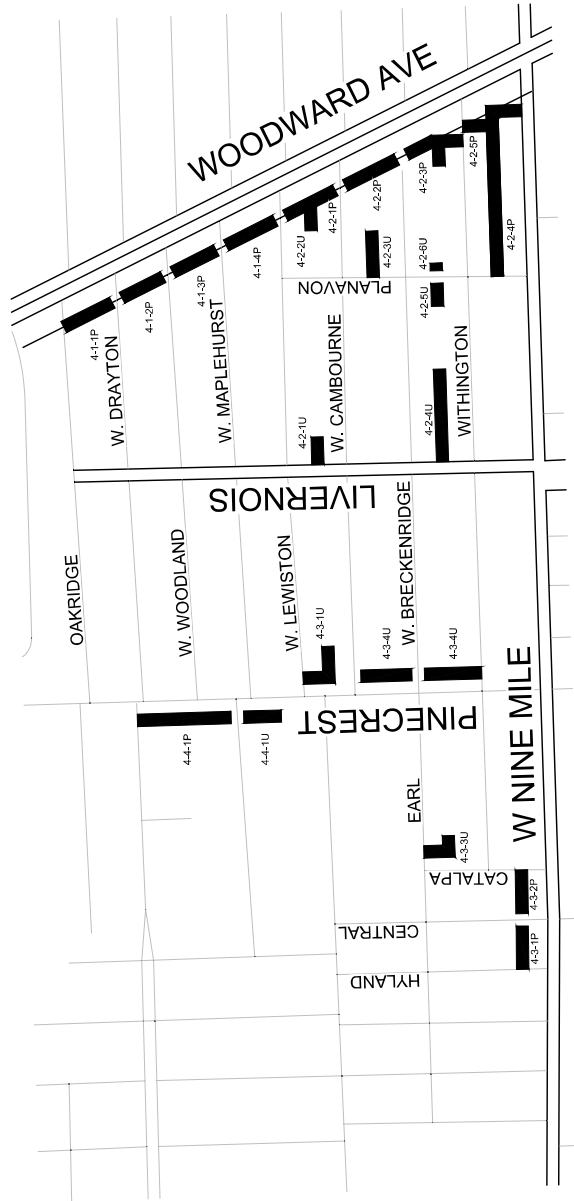
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FERDALE, MI 48220
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AREA 4 MAP

**CITY WIDE ALLEY
IMPROVEMENT
CITY OF FERDALE
OAKLAND COUNTY
MICHIGAN**

Date:	08/09/2019
Scale:	AS SHOWN
Sheet:	108 of 133
Project:	16015.70
Drawn:	16015.70

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KEY: 4-2-1 P/U
PAVED OR UNDEVELOPED
ALLEY NUMBER
SURQUADRANT
QUADRANT

AREA 4 LOCATION MAP
SCALE: NONE

CITY OF FERNDALE ALLEY NETWORK

CITY QUADRANT	ALLEY NO.	IMPROVED / UNIMPROVED	SURFACE MATERIAL	PASER RATING	LENGTH (FT)	WIDTH (FT)	SQUARE FEET (SFT)	COST / SFT	REPAIR COST	REMARKS
1-1	1P	Improved	Conc	7	215	14	3,010	\$4.65	\$13,997	
1-1	1U	Unimproved	Grav /Asph		360	14	5,040	\$17.74	\$89,410	
1-1	2P	Improved	Conc	4	215	16	3,440	\$9.26	\$31,854	
1-1	2U	Unimproved	Gravel		230	15	3,450	\$17.74	\$61,203	
1-2	1P	Improved	Conc	5	200	14	2,800	\$7.39	\$20,692	
1-2	1U	U/I	Grav / Conc	10	105	15	1,575	\$17.74	\$27,941	
1-2	2P	Improved	Conc	4	220	15	3,300	\$9.26	\$30,558	
1-2	3P	Improved	Conc	6	225	14	3,150	\$4.65	\$14,648	
1-2	4P	Improved	Conc	6	220	14	3,080	\$4.65	\$14,322	
1-2	5P	Improved	Conc	5	220	13	2,860	\$7.39	\$21,135	
1-2	6P	Improved	Conc	6	230	14	3,220	\$4.65	\$14,973	
1-2	7P	Improved	Conc	5	225	14	3,150	\$7.39	\$23,279	
1-2	8P	Improved	Conc	6	225	14	3,150	\$4.65	\$14,648	
1-3	10P	Improved	Conc	6	670	16	10,720	\$4.65	\$49,848	
1-3	10U	Unimproved	Gravel		150	14	2,100	\$17.74	\$37,254	
1-3	11P	Improved	Conc	8	220	17	3,740	\$0.00	\$0	
1-3	11U	Unimproved	Gravel		175	10	1,750	\$17.74	\$31,045	Actually grass
1-3	12P	Improved	Conc	4	300	15	4,500	\$9.26	\$41,670	
1-3	13P	Improved	Conc	6	270	15	4,050	\$4.65	\$18,833	
1-3	14P	Improved	Conc	4	670	16	10,720	\$9.26	\$99,267	
1-3	15P	Improved	Conc	2	510	15	7,650	\$18.11	\$138,542	
1-3	1P	Improved	Conc	8	210	14	2,940	\$0.00	\$0	
1-3	1U	Unimproved	Gravel		245	10	2,450	\$17.74	\$43,463	
1-3	2P	Improved	Conc	4	280	14	3,920	\$9.26	\$36,299	
1-3	2U	Unimproved	Gravel		80	14	1,120	\$17.74	\$19,869	
1-3	3P	Improved	Conc	5	280	16	4,480	\$7.39	\$33,107	
1-3	3U	Unimproved	Gravel		280	10	2,800	\$17.74	\$49,672	
1-3	4P	Improved	Conc	4	275	14	3,850	\$9.26	\$35,651	
1-3	4U	Unimproved	Gravel		210	10	2,100	\$17.74	\$37,254	Actually grass
1-3	5P	Improved	Conc	4	280	16	4,480	\$9.26	\$41,485	
1-3	5U	Unimproved	Gravel		110	10	1,100	\$17.74	\$19,514	Actually grass
1-3	6P	Improved	Conc	4	300	16	4,800	\$9.26	\$44,448	
1-3	6U	Unimproved	Gravel		70	10	700	\$17.74	\$12,418	Actually grass
1-3	7P	Improved	Conc	4	210	10	2,100	\$9.26	\$19,446	
1-3	7U	Unimproved	Gravel		690	14	9,660	\$17.74	\$171,368	
1-3	8P	Improved	Conc	5	280	15	4,200	\$7.39	\$31,038	
1-3	8U	Unimproved	Gravel		160	10	1,600	\$17.74	\$28,384	
1-3	9P	Improved	Conc	4	300	15	4,500	\$9.26	\$41,670	
1-3	9U	Unimproved	Gravel		670	14	9,380	\$17.74	\$166,401	
1-4	1P	Improved	Conc	5	160	20	3,200	\$7.39	\$23,648	
1-4	1U	Unimproved	Gravel		280	13	3,640	\$17.74	\$64,574	
1-4	2P	Improved	Conc	1	635	15	9,525	\$18.11	\$172,498	
1-4	2U	Unimproved	Gravel		130	13	1,690	\$17.74	\$29,981	
2-1	1U	Unimproved	Gravel		65	15	975	\$17.74	\$17,297	
2-2	1P	Improved	Conc	5	130	15	1,950	\$7.39	\$14,411	
2-2	1U	Unimproved	Gravel		130	8	1,040	\$17.74	\$18,450	

CITY OF FERNDALE ALLEY NETWORK

CITY QUADRANT	ALLEY NO.	IMPROVED / UNIMPROVED	SURFACE MATERIAL	PASER RATING	LENGTH (FT)	WIDTH (FT)	SQUARE FEET (SFT)	COST / SFT	REPAIR COST	REMARKS
2-2	2P	Improved	Conc	7	220	16	3,520	\$4.65	\$16,368	
2-2	3P	Improved	Conc	5	255	16	4,080	\$7.39	\$30,151	
2-2	4P	Improved	Conc	7	255	14	3,570	\$4.65	\$16,601	
2-2	5P	Improved	Conc	7	240	15	3,600	\$4.65	\$16,740	
2-2	6P	Improved	Conc	7	220	14	3,080	\$4.65	\$14,322	
2-2	7P	Improved	Conc	4	220	15	3,300	\$9.26	\$30,558	
2-2	8P	Improved	Conc	8	100	16	1,600	\$0.00	\$0	
2-2	9P									Not Applicable
2-3	1P	Improved	Conc	4	320	14	4,480	\$9.26	\$41,485	
2-3	1U	Unimproved	Gravel		120	10	1,200	\$17.74	\$21,288	
2-3	2P	Improved	Conc	8	260	17	4,420	\$0.00	\$0	
2-3	2U	Unimproved	Gravel		360	12	4,320	\$17.74	\$76,637	
2-3	3P	Improved	Conc	5	280	15	4,200	\$7.39	\$31,038	
2-3	4P	Improved	Conc	4	310	15	4,650	\$9.26	\$43,059	
2-3	5P	Improved	Conc	8	430	16	6,880	\$0.00	\$0	
2-3	6P	Improved	Conc	5	360	16	5,760	\$7.39	\$42,566	
2-3	7P	Improved	Conc	4	235	15	3,525	\$9.26	\$32,642	
2-4	1P	Improved	Conc	7	100	18	1,800	\$4.65	\$8,370	
2-4	1U	Unimproved	Gravel		30	15	450	\$17.74	\$7,983	
2-4	2P	Improved	Conc	5	250	18	4,500	\$7.39	\$33,255	
2-4	3P	Improved	Conc	6	240	16	3,840	\$4.65	\$17,856	
2-4	4P	Improved	Conc	7	245	15	3,675	\$4.65	\$17,089	
2-4	5P	Improved	Conc	7	240	16	3,840	\$4.65	\$17,856	
2-4	6P	Improved	Conc	7	245	16	3,920	\$4.65	\$18,228	
2-4	7P	Improved	Conc	5	230	15	3,450	\$7.39	\$25,496	
2-4	8P	Improved	Conc	4	300	15	4,500	\$9.26	\$41,670	
2-4	9P	Improved	Conc	4	255	15	3,825	\$9.26	\$35,420	
3-1	10P	Improved	Conc	6	3320	15	49,800	\$4.65	\$231,570	
3-1	1P	Improved	Conc	4	1050	15	15,750	\$9.26	\$145,845	
3-1	2P	Improved	Conc	7	160	16	2,560	\$4.65	\$11,904	
3-1	3P	Improved	Conc	10	360	17	6,120	\$0.00	\$0	
3-1	4P	Improved	Conc	7	625	17	10,625	\$4.65	\$49,406	
3-1	5P	Improved	Conc	7	300	17	5,100	\$4.65	\$23,715	
3-1	6P	Improved	Conc	7	425	14	5,950	\$4.65	\$27,668	
3-1	7P	Improved	Conc	8	330	16	5,280	\$0.00	\$0	
3-1	8P	Improved	Conc	4	485	15	7,275	\$9.26	\$67,367	
3-1	9P	Improved	Asphalt	2	210	12	2,520	\$18.11	\$45,637	Asph / Gravel
3-2	1P	Improved	Asphalt	5	510	14	7,140	\$7.39	\$52,765	
3-2	1U	Unimproved	Asphalt		115	9	1,035	\$17.74	\$18,361	Only 1/2 Alley
3-2	2U	Unimproved	Gravel		100	5	500	\$17.74	\$8,870	Only 5' Alley
3-2	3U	Unimproved	Gravel		175	9	1,575	\$17.74	\$27,941	
3-2	4U	Unimproved	Gravel		105	11	1,155	\$17.74	\$20,490	
3-3	1P	Improved	Asphalt	2	160	15	2,400	\$18.11	\$43,464	
3-3	2P	Improved	Conc	4	270	14	3,780	\$9.26	\$35,003	
3-4	1P	Improved	Asphalt	2	125	15	1,875	\$18.11	\$33,956	

CITY OF FERNDALE ALLEY NETWORK

CITY QUADRANT	ALLEY NO.	IMPROVED / UNIMPROVED	SURFACE MATERIAL	PASER RATING	LENGTH (FT)	WIDTH (FT)	SQUARE FEET (SFT)	COST / SFT	REPAIR COST	REMARKS
3-4	2P	Improved	Conc	7	235	15	3,525	\$4.65	\$16,391	
3-4	3P	Improved	Conc	5	235	15	3,525	\$7.39	\$26,050	
4-1	1P	Improved	Conc	5	270	14	3,780	\$7.39	\$27,934	
4-1	2P	Improved	Conc	5	260	15	3,900	\$7.39	\$28,821	
4-1	3P	Improved	Conc	4	270	14	3,780	\$9.26	\$35,003	
4-1	4P	Improved	Conc	6	310	14	4,340	\$4.65	\$20,181	
4-2	1P	Improved	Conc	9	300	20	6,000	\$0.00	\$0	
4-2	1U	Unimproved	Gravel		150	17	2,550	\$17.74	\$45,237	
4-2	2P	Improved	Conc	8	315	16	5,040	\$0.00	\$0	
4-2	2U	Unimproved	Gravel		100	15	1,500	\$17.74	\$26,610	
4-2	3P	Improved	Conc	6	405	15	6,075	\$4.65	\$28,249	Some asph
4-2	3U	Unimproved	Gravel		300	13	3,900	\$17.74	\$69,186	
4-2	4P	Improved	Conc	7	820	20	16,400	\$4.65	\$76,260	
4-2	4U	Unimproved	Gravel		550	10	5,500	\$17.74	\$97,570	
4-2	5P	Improved	Conc	4	500	20	10,000	\$9.26	\$92,600	
4-2	5U	Unimproved	Gravel		150	10	1,500	\$17.74	\$26,610	
4-2	6U	Improved	Conc	9	50	18	900	\$0.00	\$0	New conc pavt
4-3	1P	Improved	Conc	7	235	15	3,525	\$4.65	\$16,391	
4-3	1U	Unimproved	Gravel		220	14	3,080	\$17.74	\$54,639	
4-3	2P	Improved	Conc	7	230	14	3,220	\$4.65	\$14,973	
4-3	2U	Unimproved	Gravel		135	15	2,025	\$17.74	\$35,924	
4-3	3U	Unimproved	Gravel		150	10	1,500	\$17.74	\$26,610	
4-3	4U	Unimproved	Gravel		230	10	2,300	\$17.74	\$40,802	
4-4	1P	Improved	Asphalt	3	240	20	4,800	\$18.11	\$86,928	
4-4	1U	Unimproved	Gravel		220	10	2,200	\$17.74	\$39,028	



FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM GUIDELINES

Program Description and Intent:

The City of Lathrup Village Downtown Development (LVDDA) Authority has established a competitive Façade Improvement & Site Beautification Grant Program to foster redevelopment throughout its commercial corridors. **Qualifying work includes exterior building and/or site improvements for properties located within the DDA District and which are visible from the public right-of-way.** Funded projects should enhance the built environment of Lathrup Village and achieve the high standards desired in the DDA area. Given that nearly 50,000 cars traverse Southfield Road daily, it is imperative that the commercial district communicates a look and feel of quality.

Program Scope and Eligibility:

A variety of improvements are eligible for funding, including, but not necessarily limited to:

1. Significant façade repair and treatment
2. New window systems or frame replacement and repair (excluding broken glass)
3. Exterior doors
4. Awnings (without signage)
5. Exterior lighting
6. Exterior building materials for building additions
7. Parking lot improvements (i.e. installation of bumper blocks, sealcoating)
8. Landscaping enhancements
9. Other permanent exterior improvements to the property consistent with the architectural integrity of the building and the City's Village Center Design Guidelines

NOTE: Green energy improvements may be eligible for reimbursement when accompanied by one or more of the activities listed above.

**Program Scope and Eligibility (continued):**

- Applicants may receive dollar-for-dollar matching funds for up to 50% of the cost of improvements. Projects which encompass façade and site beautification improvements are eligible for a maximum award of \$10,000. Projects that are focused on parking lot and landscaping site improvements are eligible for a maximum award of \$2,500. All grants are subject to available program funding.
- Grant funds are distributed on a reimbursement basis and will not be issued until the proposed project has been completed and all final inspections have been conducted. Work completed prior to receiving a Grant Funding Commitment Letter is not eligible for funding.
- Applications will be reviewed by the DDA Board of Directors at regular monthly board meetings. Successful applicants will be notified following the meeting.
- A business is eligible to apply for grants only once in each three-year period. In the case of a multi-tenant center, a commercial property owner may apply for one Façade Improvement & Site Beautification Program grant per parcel, or, alternatively, individual tenants are able to apply with the consent of the property owner.
- Proposed improvements must be completed and the business must be operational within one (1) year of grant approval by the DDA Board of Directors.
- All work must follow the Village Center Design Guidelines to be considered an eligible project. All parking lot and landscaping work must comply with the standards set forth in Sections 5.13 and 5.15 of the zoning ordinance, as applicable to the proposed projects.
- The Lathrup Village DDA reserves the right to promote the project using signage on-site before, during and after construction and using before/after photos in promotional materials.

The applicant agrees to the provisions above when s/he signs the Application form and subsequent Reimbursement Request Certification.



Criteria for Selection:

The DDA Board of Directors will review applications and make funding decisions during DDA board meetings. Each application will be measured against the criteria below:

- **Follows the Village Center Design Guidelines.** Our Village Center Design Guidelines suit any commercial property within the DDA District, and help ensure that the parcels along Southfield, 11 and 1 2 Mile Roads incorporate design elements proven to attract business and investment.
- **Increases social activity and visitation.** We want very structure to look its best, but those that simultaneously change the building functionality and site appearance, thereby encouraging the general public to visit the business(es) inside of the building, better achieve the DDA's goal of traditional, retail-oriented downtown district.
- **Authenticity.** Looks and feels natural in the presences of surrounding buildings
- **Impact.** Activities that provide the most "bang for your buck," making good use of resources required to deliver the highest quality and most impacting product.
- **Compliant with city ordinances.** Businesses are expected to have a current business license, up-to-date on their water bill and taxes, and not have any code violations.

Note: If a business closes or moves out of Lathrup Village within three (3) years of being awarded a façade and site beautification grant, the following pay back schedule shall apply:

Years Out of Business	< 1 year	1-2 years	2-3 years
% of grant repaid to Lathrup Village	75%	50%	25%



FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM APPLICATION PROCEDURE

1. Contact the Community & Economic Development/DDA Director at sstec@lathrupvillage.org or 248.557.2600 ext. 223 to discuss your proposed scope of work and the Façade Improvement & Site Beautification Grant Program *before* any work is done.
2. Review the Village Center Design Guidelines and Section 5.15 Landscaping Regulations.
3. Complete the application and attach all required information and documents:
 - Current digital photos of all building façades visible from the public right-of-way which will receive improvements
 - A schematic drawing with enough detail to depict the proposed improvements. For landscaping projects, a complete list of plant species and quantities
 - Signed bids from two (2) licensed contractors with detailed costs for each improvement (excluding ineligible portions of improvements, e.g. lettering on awnings), with the right to request additional proposals, if necessary
 - For tenants, building owner's consent for improvements is required
 - Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
 - A narrative as outlined below:
 - Description of proposed façade and/or site beautification work, including information about the proposed building/planting materials and methodology for proposed changes.
 - Business plan which includes a description of your business and the related industry, as well as credentials and experience of business owner
 - Any unusual or expected difficulties or hardships in making the proposed improvements
4. Based on funding availability and the score received by following the criteria listed as part of the application, successful applicants will receive a Grant Funding Commitment Letter from

Downtown Development Authority



the DDA. Should funding not be available at the time, applicants will be placed on a waiting list and contacted when additional funding is available.

5. Following receipt of the Grant Funding Commitment letter, the applicant must submit a Building Permit Application to the Building Official for approval, ensuring that all code and permitting requirements are met. All work must comply with the Michigan Building Code, Lathrup Village Code of Ordinances and Zoning Code.
6. Construction must be in accordance with the approved design. Construction must be completed and business must be operational within one (1) year of receipt of Grant Funding Commitment Letter. **The DDA must authorize any changes from the approved design in advance, in writing, or the DDA may withdraw its funding commitment.**
7. Upon completion of construction, all work must receive final approval from the city's Building Department. The applicant must then submit copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed Reimbursement Request, and photos of all improvements to the DDA Director.
8. The DDA will disburse grant funds to the applicant following a DDA final inspection to verify that the work is consistent with the approved grant application and plans. Approved grant funds are available to the applicant for one (1) year from the date of the Grant Funding Commitment letter.

Submit the completed and signed application to:

Lathrup Village DDA
Attn: Susie Stec
27400 Southfield Road
Lathrup Village, MI 48076
sstec@lathrupvillage.org

Questions? Contact Susie Stec at sstec@lathrupvillage.org or 248.557.2600 ext 223.



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FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM APPLICATION FORM

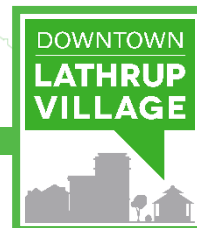
PROPERTY INFORMATION

Property Address:	
Parcel ID Number:	
Current Zoning:	

BUSINESS INFORMATION

Business Name:	
Business Owner Name:	
Mailing Address (if different):	
Phone Number:	
Email:	

Project Description:



PROPERTY OWNER INFORMATION

Property Owner Name:	
Property Owner Address:	
Property Owner Phone:	
Property Owner Email:	

Applications must include the following attachments to be considered for funding. Incomplete applications will not be accepted or considered for funding:

- ☐ Current digital photos of all building façades visible from the public right-of-way which will receive improvements
- ☐ A schematic drawing with enough detail to depict the proposed improvements. For landscaping projects, a complete list of plant species and quantities
- ☐ Signed bids from two (2) licensed contractors with detailed costs for each improvement (excluding ineligible portions of improvements, e.g. lettering on awnings), with the right to request additional proposals, if necessary
- ☐ For tenants, building owner's consent for improvements is required
- ☐ Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- ☐ Project description of proposed façade and/or site beautification work, including information about the proposed building/planting materials and methodology for proposed changes
- ☐ Business plan which includes a description of your business and the related industry, as well as credentials and experience of business owner
- ☐ Any unusual or expected difficulties or hardships in making the proposed improvements

Completed applications should be returned to:

Lathrup Village DDA
 Attn: Susie Stec
 27400 Southfield Road
 Lathrup Village, MI 48076
sstec@lathrupvillage.org



FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM AFFIRMATION FORM

The undersigned applicant affirms and understands that:

1. The information submitted herein is true and accurate to the best of my knowledge.
2. I have read and understand the Façade Improvement & Site Beautification Grant Program Guidelines, Village Center Design Guidelines, Section 5.13 Off-Street Parking, and Section 5.15 Landscaping Regulations and agree to abide by these conditions, as applicable to the proposed project.
3. I understand that any changes made to the approved design without the approval of the DDA may be cause to withdraw the DDA's funding commitment.
4. I understand and agree to the pay back schedule if the business closes or moves from Lathrup Village within three years of being awarded a facade grant.
5. The property owner and business owner shall indemnify, defend, and hold the Downtown Development Authority and the City of Lathrup Village, their affiliates, and their respective officers, directors, council, members, employees, agents, and other representatives harmless from and against all claims, losses, expenses, liabilities, demands, obligations, or damages of every kind and nature (including, without limitation, reasonable attorney fees and expenses) (Losses), arising out of or related to (i) any act or omission of property owner and business owner or (ii) any breach of this Agreement by the property owner and business owner relative to this grant.

Signature – Business Owner

Date

Signature – Property Owner

Date



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FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM REIMBURSEMENT REQUEST

Please submit the following information to the Community & Economic Development Department once all façade and/site beautification work is completed and final inspection(s) have been conducted.

- ☐ Signed reimbursement request certification
- ☐ Copies of invoices stamped "paid" from all contractors, companies, and/or individuals
- ☐ Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- ☐ Digital photos of all building facades, parking lot, and/or landscaping improvements visible from the public right-of-way.

Note: The following pay back schedule shall apply if a business closes or moves out of Lathrup Village within three (3) years of being awarded a facade grant:

Years Out of Business	< 1 year	1-2 years	2-3 years
% of grant repaid to Lathrup Village	75%	50%	25%

Downtown Development Authority

*Reimbursement Request Certification*

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the City of Lathrup Village Downtown Development Authority are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the City of Lathrup Village Downtown Development Authority Façade Grant certification in public at my business/property for one year. I understand that if my business closes or moves out of the City of Lathrup Village within 3 years, I will be required to repay the City in an amount as described on Page 3 of the Façade Improvement & Site Beautification Program Guidelines. The City of Lathrup Village Downtown Development Authority may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable codes and regulations.

Date:	
Applicant Name:	
Applicant Signature:	
Business Name:	
Business Address:	
Mailing Address (If different):	
Phone:	
Email:	



DDA Memorandum

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: April 16, 2021
RE: Expansion of Façade Improvement Grant

The current Façade Improvement Grant does not cover landscaping or parking lot improvements. The proposed expansion of the Façade Improvement Grant would allow business and property owners to apply for reimbursement to cover parking lot and landscaping site improvements for a 50% match of cost of improvements, with a maximum award of \$2,500. Applicants may apply for other façade improvements in congruent with landscape and parking lot improvements, but the project which encompass façade and site beautification improvements are eligible for a **total** maximum award of \$10,000.

An updated copy of the proposed Façade Improvement & Site Beautification Grant Program Guidelines and Application is attached to the agenda.

Recommend Motion: *Approve expansion of Façade Improvement Grant to include landscape and parking lot site improvements.*



Lathrup Village

Downtown Development Authority

2021/2022 Budget



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Mission

The Lathrup Village Downtown Development Authority's mission is to undertake public improvements that have the greatest impact to strengthen the downtown area and attract new investments. To serve this mission, the DDA is dedicated to combining public and private resources for the physical and economic development of properties located within the district borders.

Board of Directors

Dan Sugg, Chair
Fred Prime, Vice Chair
Kelly Garrett, Mayor
Sheryl Mitchell, City Administrator/DDA Secretary
Bryan Ford
Bobbi Lovins
Pam Shermeyer
Mark Watts
Shyla Beltur

Staff

Susie Stec, DDA Director
Cori Dahl, DDA Manager
Pam Bratschi, Treasurer



Historical Snapshot

Over the years, DDA activities included hosting events, implementing business assistance programs such as a façade improvement grant, sign grant, and streetscaping initiatives. These activities demonstrate the DDA's desire to foster a business-friendly environment while transforming the commercial corridor into an identifiable & desirable destination. While the DDA intends to continue and expand these activities, the COVID-19 pandemic challenged us to refine and find new ways to support our business community more fully. The 2020 DDA Annual Report details how the pandemic reshaped our activities last year.

Southfield Road is the main commercial corridor; however, this thoroughfare poses many challenges to fostering a thriving business district. Some of these challenges include a wide public right-of-way, lack of curbing and pedestrian crossings, high travel speeds, and an old stormwater ditch system. The Road Commission for Oakland County (RCOC) has spent numerous years working with Lathrup Village, Southfield, and Beverly Hills to develop a preferred alternative for the reconstruction of Southfield Road. The required environmental assessment for the preferred alternative was submitted in 2021; however, it is generally believed that federal funding will not be secured for several more years. As a result, the city is working with RCOC to design interim improvements with construction to be completed in 2024.

Planned Activities: 2021/2022

Business Development

Lathrup Village is a great location for small business startups – space is affordable and major transportation arteries are easily accessible. While attracting new business remains a priority, supporting and retaining current business is our current focus. At the outset of the pandemic, it was immediately recognized that our small businesses needed financial support if they were to weather the storm. In response to the emerging economic hardships of the pandemic, several financial assistance programs were developed by the county. This was supplemented by Lathrup Village DDA with the establishment of an incubator program – Lovin' Lathrup Village Business Relief Mini-Grants.

Our assistance has not been exclusively financial but has included a concerted effort to provide opportunities for increased digital marketing, virtual events, and distribution of personal protective equipment (PPE). Other examples include expanding Small Business Bingo to be a month-long event, launching Live in LV videos, implementing Fireside Fridays, and

establishing a quarterly e-newsletter specifically for businesses. These activities will continue and will be expanded in the upcoming fiscal year.



DDA Director and Manager with Lovin' Lathrup Village Business Relief Awardee, Valerie Bryant

Streetscaping and Beautification

In previous years, the DDA budget allocated funds for a façade improvement and sign grant programs. While the sign grant program has been successfully utilized by Lathrup Village business, the façade improvements program funds are not being sought after, despite being promoted. To encourage use of these funds, address site-related challenges experienced by our property owners, and promote investment in the community, the façade program guidelines have been expanded to include site beautification activities such as landscaping and parking lot improvements.

Enhancing the “curb appeal” of Southfield Road continues to be a DDA priority. In the past, the uncertainty of *when* the long-awaited Southfield Road reconstruction will occur put the DDA in limbo and resulted in an overall lack of investment. In 2020 the DDA began beautification & streetscaping efforts through the installation of banners, flowers, and trash receptacles. We also “adopted” Southfield Road through the RCOC Adopt-A-Road Program and increased the number of corridor cleanups. Streetscaping improvements will continue in 2021 with the installation of additional hanging baskets, landscaping improvements at both gateway flowerbeds and at City Hall. To help facilitate continued improvements, the DDA Board of Directors has established a Beautification Task Force.



Volunteers at the Lovin' Lathrup Village Corridor Clean-Up.

Working with the Parks & Recreation Department, the DDA will be hiring part-time, seasonal staff to maintain the aforementioned flowerbeds and watering of the hanging flower baskets along the corridor.



Hanging Flower Baskets that will be featured throughout the corridor

Events

DDA-sponsored events include the annual Southfield Corridor Cleanup, Small Business BINGO, Small Business Saturday Artisan Market, Fireside Fridays, Spring into Self-Care, and a

Juneteeth Celebration. There is close coordination of events & programming between the DDA & Parks & Recreation Department. Opportunities to expand the DDA presence at events will be explored. The DDA will continue providing grand opening ribbon-cuttings to new businesses.



Residents at a Fireside Fridays event.

Training & Strategic Planning

Now that staffing has stabilized, efforts are being made to ensure board members have access to training and they are actively encouraged to take advantage of these opportunities. The Board of Directors participated in strategic planning efforts lead by the National Main Street Center to guide our COVID-19 recovery efforts. These workplans will be the foundation to guide our activities over the next few years.

Joint Meetings

The DDA Board of Directors will continue participating in joint meetings with City Council and Planning Commission to ensure consistent communication and collaboration on planning projects, zoning ordinance amendments, and related initiatives.

Future Development

2020 saw the redevelopment of Lathrup Plaza (southeast corner of I-696/Southfield), beginning construction stages of BP Gas Station, and completion of phase two of the Lathrup Apartments along the 11 Mile Service Drive. 2021 will bring improvements to Discount Tire, a new MRI/Life Center, a new physical therapy practice, and the third (and final) phase of the

apartments. In addition, there is a significant amount of speculation and interest from the cannabis industry. City Council will be making a final determination whether to allow these uses in the community. If permitted, cannabis will likely have a significant impact on development activity.

The city continues to refine its processes to better align with the Redevelopment Ready Communities (RRC) best practices. This has included updating the city's development guide, establishing pre-application meetings, and generally fostering a welcoming, business-friendly atmosphere. It is expected that these efforts will help attract future development.

Main Street Oakland County

Lathrup Village is an associate level community – the second rung of Main Street Oakland County's three-tiered system. The DDA's goal is to move up to the Select level which will provide greater access to MSOC resources and enhanced funding opportunities. The DDA continues to work closely with MSOC on numerous programs and initiatives.

DDA Revenue

Revenue 2010 through 2019

Revenues have significantly declined since their peak in 2009. Since that time, DDA revenues have been reduced by more than 50 percent due to the devaluation of commercial property (see chart on Page 12). In 2015, revenues began to slightly improve which has continued now into the new decade. Commercial properties are seeing investment and values are expected to increase, but not at the quick pace at which they decreased during the Great Recession.

While the COVID-19 pandemic has had an immediate economic impact on businesses small & large, it remains to be seen what impact this will have in the medium to long-term. Lathrup Village as a whole is anticipating significant tax revenue losses; however, remaining cautiously optimistic that anticipated projects come to fruition.

Reliant on tax revenues, DDAs across the county have been encouraged to diversify revenue sources. Efforts to identify new potential sources of revenue be encouraged.

Revenue Sources

The revenue sources for the DDA are outlined and briefly described below:

Tax Increment Financing (TIFA-CAPTURE TAXES): Tax increment financing is the largest funding source. This funding mechanism captures increases in taxable value for the DDA. Since the



2008 Great Recession, taxable value – and the DDA’s revenue – declined dramatically. Some properties even dipped below their base valuation, which is the value of the properties when the DDA was established in 1998 and 1999. The development of The Mint provided a significant increase.

DDA Millage (TAX COLLECTED OTHER): The DDA levies an additional millage on properties within its boundaries. This is the second largest funding source for the DDA. The 2020/21 millage rate was **1.8823 mils** for every dollar of taxable value in the DDA District. This rate is anticipated to remain the same in 2021/2022. Often, as property values increase, the Headlee Amendment requires millage rates to roll back to not exceed the rate of inflation.

Special Assessment: There is an ongoing payment to the DDA for the reimbursement of construction costs for the public-private parking lot adjacent to The Jagged Fork. The DDA Director is in communication with the property owners to either pay-off the outstanding balance or re-establish a payment plan. Efforts to collect these funds have been hampered by the COVID-19 pandemic.

Investment Interest: The DDA earns interest on its saved fund balance.

Federal/State Grants: The DDA routinely seeks out and applies for grant funding to support its programs & initiatives.

Miscellaneous Revenues: This is comprised of personal property taxes paid to the state and passed on to the DDA.

Table: 2021-2022 Budget Revenue Summary

REVENUES	BUDGETED 19/20	ACTUAL 19/20	BUDGETED 20/21	AMENDED JAN 20/21	ACTUAL 3/31/21	PROPOSED 21/22	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	92,837	308,173	255,000	255,000	31,987	255,000	-
TAX COLLECTED OTHER	45,000	36,147	24,643	24,643	24,313	24,643	-
SPEC ASSESSMENT - REVENUE	1,800	-	1,800	1,800	-	1,800	-
INVESTMENT INTEREST	10,000	13,097	10,000	10,000	2,080	10,000	-
FEDERAL/STATE GRANTS	-	5,866	-	-	4,000	-	-
MISC. REVENUES	6,000	11,445	6,000	6,000	17,850	6,000	-
Total Revenues	155,637	374,728	297,443	297,443	80,230	297,443	-

DDA Expenditures

Throughout the fall of 2020, the DDA Executive Committee and City worked to develop a Cost-Share Agreement that clearly articulated shared expenses and areas ripe for formalized collaboration. This agreement was adopted in January 2021 and is included in the appendix. The expenditures outlined below are aligned with this agreement.

Proposed 2021-2022 Expenditures

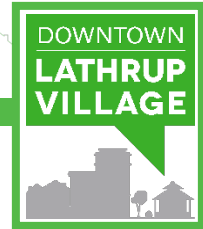
Salary & Wages: The DDA pays the salary for the DDA Director, DDA Manager, and a percentage of the City Administrator, City Treasurer, and Parks & Recreation Coordinator salaries.

Employee Taxes & Benefits: The DDA pays the taxes and benefits for the DDA Director, DDA Manager, and a percentage of the City Administrator, City Treasurer, and Parks & Recreation Coordinator salaries.

Part Time Seasonal Crew: A two-person crew to performance maintenance in the district.

Legal Services: This fund covers the costs of legal advice and/or the drafting of agreements.

Office Supplies: This fund covers general office supplies, Adobe subscriptions for staff, and shared cost of website and Zoom subscription.



Tax Tribunal Returns: The DDA sets aside approximately \$2,000 for the Tax Tribunal refunds.

Auditing & Accounting: The DDA sets aside approximately \$800 for these financial services.

Training and Memberships: Training sessions and memberships are important for staff and boards/commission. These opportunities help sharpen skills, educate about latest trends and research, and build social capital for the city. Funds in this line item include registration and travel expenses for regional, state & national conferences. It also covers memberships for the DDA Board of Directors, Planning Commission and Historic District Commission, as the focus of the latter bodies lies within the district boundaries.

Main Street Program: The funds in this line item are broadly defined for business assistance, with an eye toward COVID-19 relief such as the Business Relief Mini-Grant program. The DDA will work to craft additional programs are more accessible to Lathrup Village businesses and effective at achieving the district goals. This line also includes costs incurred in the Southfield Corridor Cleanups, Small Business BINGO, Artisan Fair, and updated rebranding efforts.

Streetscaping: Investing in the DDA district includes the maintenance of the two gateway gardens/signs in the district, landscaping surrounding City Hall. This fund also includes hanging flower baskets, planters, new seasonal banners, and holiday decorations.

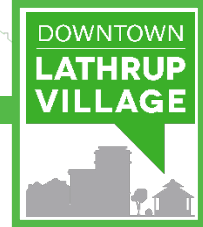
Planning/Consulting Fees: This includes a monthly fixed retainer cost, development plan review fees, zoning ordinance updates, and implementation of the Comprehensive Plan. In 2021/22 this will also include an alley maintenance & feasibility study.

Printing/Publication Costs: Expenses related to advertising and marketing of the DDA and events.

Postage Fees: Expenditures for mailing DDA-related items.

Repairs & Maintenance: This fund reflects investment in the DDA district and is used for paying electricity bills for the streetlights within the district, as well as the I-696 Service Drive Mowing & Snow Removal, and alley maintenance.

Miscellaneous Expenditures: This includes general and/or unanticipated costs, as well as general board of directors' costs and portion of liability insurance premium.



Depreciation Infrastructure: This is related to the annual audit regarding infrastructure – primarily alleys – in the DDA district and is typically determined well after the budgeting process.

Capital Expenditure: This fund would include investments in the DDA district in the form of equipment purchases or maintenance.

Sign Grant Program: This program was reinstated two years ago and has been successful tool for new and existing businesses.

Façade Improvement Program Grant: A program expressly identified in the TIF Plan, the façade improvement program was reinstated two years ago. While it has not been as popular as the Sign Grant Program, it is still a resource. The program will be revamped to be more responsive to business/property owner needs related to overall site beautification.

Table 2021-2022 Budget Expenditures Summary

EXPENDITURES	AMENDED 19/20	ACTUAL 19/20	BUDGETED 20/21	AMENDED JAN 20/21	ACTUAL 3/31/21	PROPOSED 21/22	INCREASE (DECREASE)
SALARIES & WAGES	56,136	56,434	71,820	112,790	74,862	116,174	3,384
PART TIME SEASONAL CREW	5,840	2,294	5,500	900	-	5,000	4,100
EMPLOYEE TAXES & BENEFITS	23,618	28,176	22,000	34,000	28,947	34,000	-
LEGAL SERVICES	900	-	900	900	-	900	-
OFFICE SUPPLIES	72	72	200	2,900	1,055	1,480	(1,420)
TAX TRIBUNAL RETURNS	874	-	2,000	2,000	-	2,000	-
AUDITING & ACCOUNTING	800	800	800	800	800	800	-
TRAINING/MEMBERSHIP	2,000	1,969	4,500	2,000	75	4,500	2,500
MAIN STREET PROGRAM	15,814	4,991	20,000	43,000	51,783	16,500	(26,500)
STREETSCAPING	22,910	5,535	10,000	32,000	25,020	24,000	(8,000)
PLANNING/CONSULTING FEES	38,186	28,621	46,250	46,250	37,216	42,100	(4,150)
PRINTING/PUBLICATION COSTS	884	884	2,000	2,000	945	1,500	(500)
POSTAGE FEES	-	-	200	200	-	200	-
REPAIRS & MAINTENANCE	10,630	10,630	9,500	19,500	9,706	19,500	-
MISC. EXPENDITURES	1,516	2,118	1,300	6,100	1,271	6,100	-
DEPRECIATION INFRASTRUCTURE	-	31,335	-	-	-	-	-
CAPITAL EXPENDITURE	-	-	-	-	-	-	-
SIGN GRANT PROGRAM	2,000	2,000	10,000	10,000	386	10,000	-
FAÇADE GRANT PROGRAM	-	-	20,000	20,000	-	20,000	-
TOTAL EXPENDITURES	182,180	175,858	226,970	335,340	232,064	304,754	(30,586)

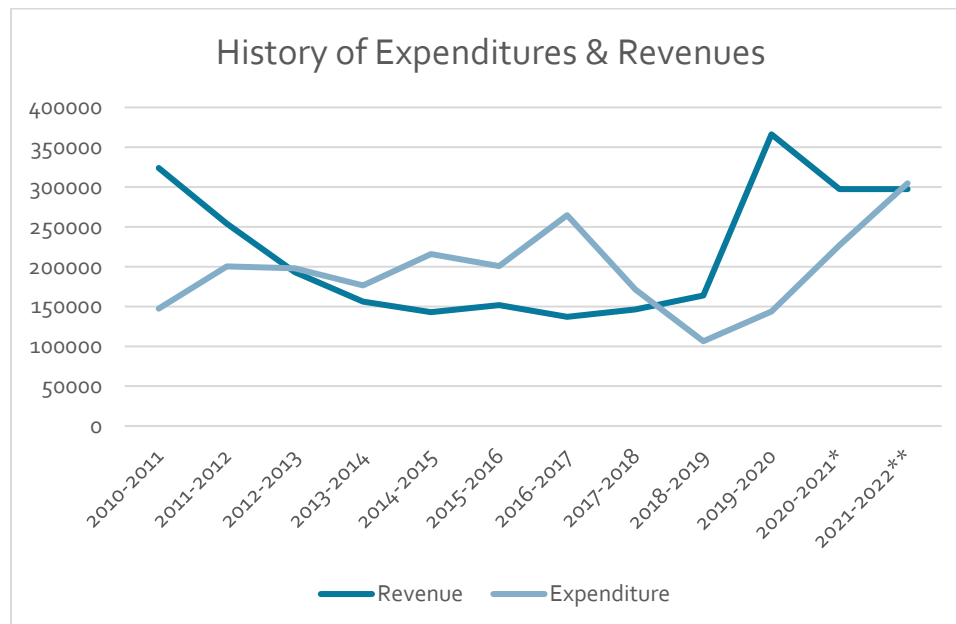
History of Expenditures and Revenues

The following charts and graphs are meant to provide an overview of previous budget years.

History of Expenditures and Revenues		
Fiscal Year	Revenue	Expenditure
2010-2011	323,943	147,303
2011-2012	254,118	200,418
2012-2013	193,228	198,028
2013-2014	156,217	176,392
2014-2015	142,843	215,848
2015-2016	151,691	200,782
2016-2017	137,045	264,682
2017-2018	146,375	171,420
2018-2019	163,875	106,400
2019-2020	366,232	143,678
2020-2021*	297,443	335,340
2021-2022**	297,443	304,754

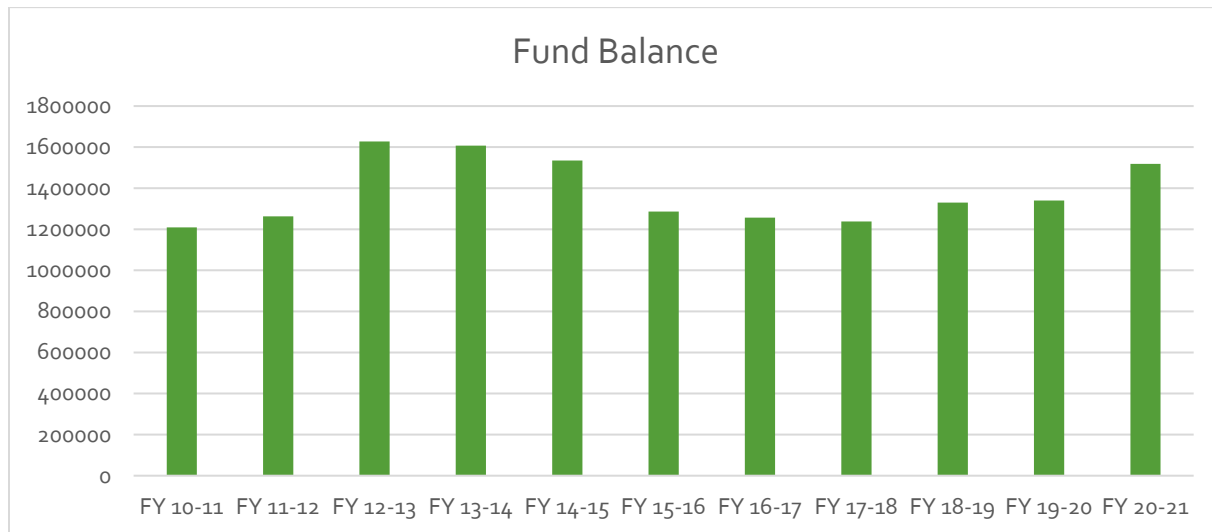
*budgeted

**projected





Fund Balance: FY 10-11 to FY 20-21



The DDA has successfully built a healthy fund balance with the intent of utilizing those funds as the primary match for the reconstruction of Southfield Road. The DDA has only use its fund balance for operational expenses in a limited manner. Additionally, in accordance with PA 57, the DDA intends to start dipping into the fund balance to enhance the physical appearance and functioning of the Southfield Road corridor, as well as enhance the programs of the DDA.

Historical Fund Balance	
Fiscal Year	Fund Balance
FY 10-11	\$1,209,248
FY 11-12	\$1,262,948
FY 12-13	\$1,627,708
FY 13-14	\$1,607,533
FY 14-15	\$1,534,528
FY 15-16	\$1,286,278
FY 16-17	\$1,256,738
FY 17-18	\$1,237,849
FY 18-19	\$1,329,994
FY 19-20	\$1,340,050
FY 20-21*	\$1,518,413

*As of 3/31/21



Appendix

LATHRUP VILLAGE DOWNTOWN DEVELOPMENT COST SHARE AGREEMENT
2021 -2026

THIS AGREEMENT is entered into between LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY (hereinafter referred to as "DDA"), and the CITY OF LATHRUP VILLAGE (hereinafter referred to as the "CITY").

WHEREAS, DDA has demonstrated special expertise in promoting the economic, physical and aesthetic redevelopment and maintenance of the downtown area, and these activities are directly and indirectly related to implementing the Development Plan and Tax Increment Financing Plan; and

WHEREAS, the expenses related to these activities are above and beyond what the CITY would incur, and it is more practical and efficient for the CITY and DDA to share or take on the expenses set forth herein than it would be for the CITY to incur these expenses on their own.

NOW THEREFORE, for mutual consideration, the parties hereby agree as follows:

1. **Term of Agreement.** The term of this Agreement shall be from January 1, 2021, through June 30, 2026, to be reviewed every 3-years.
2. **DDA Scope of Services.** DDA, its Director and staff shall devote their best professional efforts towards the following:
 - A. Provide staff assistance for the CITY by:
 - Coordinating with CITY staff in preparation of the DDA budget.
 - Administration of DDA grant programs to include disseminating information and distributing press releases about DDA grant programs; coordinating application intake; coordinating review of applications for completeness; conducting committee meetings for application review and recommendations; preparation and administration of grant contracts; inspection and validation of completed work and coordination of payment of grant funds.
 - Administer all planning and zoning related activities, including management of planning consultants.
 - Attending CITY Commission meetings and various committee meetings as requested by CITY staff.
 - B. Develop and implement projects and programming that further the mission and Development Plan of the DDA, including corridor cleanups, beautification, and placemaking projects.

- C. Assisting CITY staff and CITY Commissioners on projects, meetings, and workshops pertaining to downtown redevelopment.
 - D. Maintain an inventory/database of occupied and vacant properties in the DDA district to be updated quarterly.
 - E. Assist CITY with Code Enforcement and property maintenance activities in the DDA district.
 - F. Work with the CITY to evaluate and prioritize public infrastructure needs in the DDA district, emphasizing alley repairs, and establish an alley maintenance fund.
 - G. Coordinate and work with CITY on public infrastructure projects in the DDA District, including Southfield Road project, installation of side street parking, alleyways, bus stops, non-motorized transportation, etc.
 - H. Implement the Downtown Development Plan and support the CITY's implementation of the Comprehensive Plan.
 - I. Manage the maintenance contract for the I-696 Service Drive.
 - J. Maintain and enhance the streetscaping along Southfield, 11 Mile and Twelve Mile Roads, to include features such as banners, flower baskets, and holiday decorations. The DDA will also maintain the gateway flowerbeds, flowerbeds and planters at City Hall.
 - K. Promote programs and initiatives of the DDA and CITY by way of social media, e-newsletters, website, and printed marketing materials.
3. **CITY Scope of Services.** The CITY, its City Administrator and staff shall devote their best professional efforts towards the following:
- A. Providing all financial services required of the DDA.
 - B. Assisting the DDA with organizing and management of promotional activities and events held in Municipal Park and/or Community Room, by way of the Parks & Recreation Department.
 - C. Promoting awareness of the downtown community through management of quarterly promotions annually including but not limited to the Outdoor Winter Market/Artisan Fair.
 - D. Attending DDA Board of Directors meetings and various committee meetings as requested by DDA staff.
 - E. Facilitate operational need of the DDA including office space, technology & software, etc.

4. Compensation. The DDA agrees to share the following annual expenses with the CITY:

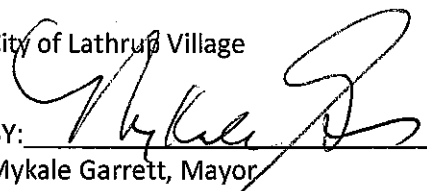
- A. I-696 Service Drive Maintenance - \$5,000
- B. Streetscaping - \$10,000
- C. Technology/Software - \$2,700
- D. Planning consultant fees - \$15,300
- E. Liability insurance - \$4,657
- F. A percentage of the salaries and fringe benefits for the employees listed below.
Percentage split is identified listing first the DDA, then the CITY:
 - DDA/CED Director (90/10)
 - DDA & Special Projects Manager (90/10)
 - City Administrator (10/90)
 - Treasurer (10/90)
 - Parks & Recreation Coordinator (15/85)
 - Code Enforcement Officer (45/55)

5. Reporting. DDA shall provide an account of activities to the CITY, through Board of Directors agendas, minutes and Director Reports provided to the CITY. These reports shall include detailed information regarding projects and programs of the DDA.

SIGNED BY DDA this 3rd day of FEBRUARY, 2021

SIGNED BY CITY this 3rd day of FEBRUARY, 2021

City of Lathrup Village

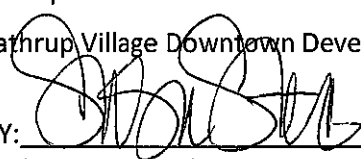
BY: 

Mykale Garrett, Mayor

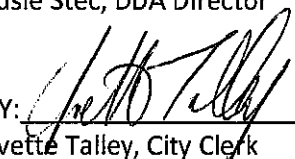
BY: 

Sheryl L. Mitchell Theriot, City Administrator

Lathrup Village Downtown Development Authority

BY: 

Susie Stec, DDA Director

BY: 

Yvette Talley, City Clerk