



Downtown Development Authority Agenda

Friday, January 20, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - A. 2022 12 16 DDA Board of Directors
4. **Financial Review**
 - A. December 2022 Financial Reports
5. **Committee Reports**
6. **Other Business**
 - A. January 2023 CED Report
7. **Old Business**
8. **New Business**
 - A. 2023 January Budget Amendments
 - B. 2023 National Main Street Conference
 - C. 2022 DDA Annual Report
9. **Public Comment**
10. **Adjourn**



DDA Board of Directors Minutes

Friday, December 16, 2022 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order by Chair Prime at 12:32 pm

Present: Mayor Kelly Garrett, Bobbi Lovins, Scott McKee, Fred Prime, Pam Shermeyer

Absent: Bryan Ford, Charlotte Jones, Dan Sugg

Staff: Susie Stec, Pam Bratschi, Brittany Dorsey, Sue Montenegro

Public: Barb Kenez, Mary Manoukian, Karen Miller

Motion to excuse Ford, Jones, and Sugg by Shermeyer, seconded by Lovins. All in favor.

2. Approval of Agenda

Motion to approve the agenda by Lovins, seconded by McKee. All in Favor.

3. Approval of Minutes

Motion to approve the 2022 11 18 DDA Board of Directors minutes by Lovins, seconded by Shermeyer. All in favor.

4. Financial Review

A. Annual Audit Report for Fiscal Year Ending 6/30/2022: Bratschi provided a brief overview and indicated that the DDA is in great shape.

Motion to receive and file the Annual Audit Report for Fiscal Year Ending 6/30/2022 by Garrett, seconded by McKee. All in favor.

B. November 2022 Financial Reports: Bratschi answered questions and reminded the board that budget amendments may need to be done in January.

Motion to receive and file November 2022 Financial Reports by Lovins, seconded by Garrett. All in favor.

5. Committee Reports

Dorsey gave an update on Winter Market. Board suggested identifying top 3 improvements and revisiting the workplans to remove completed projects and adding new initiatives.

6. Other Business

A. December 2022 CED Report: Stec answered questions.

7. Old Business

8. New Business

A. 2022 Holiday Decorations invoice

Motion to authorize the payment of \$8,437.39 to Christmas Décor for the 2022 holiday decorations by Shermeyer, seconded by Garrett. All in favor.

B. 2023 Proposed Calendar of Meetings

Motion to adopted the 2023 Calendar of Meeting for the DDA Board of Directors by Lovins, seconded by McKee. All in favor.

9. Public Comment (speakers are limited to 3 minutes)

Mary Manoukian asked the DDA to take on the expense of providing a wreath at the memorial in Municipal Park and suggested having a memorial tree.

10. Adjourn at 1:03 pm

Motion to adjourn by McKee, seconded by Lovins. All in favor.

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 12/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	311,100.00	311,100.00	26,761.25	0.00	284,338.75		8.60
494-000.000-410.000	TAX COLLECTED OTHER	36,676.00	36,676.00	29,860.86	0.00	6,815.14		81.42
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	0.00	0.00	6,000.00		0.00
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	14,584.10	3,535.30	(4,584.10)		145.84
Total Dept 000.000		363,776.00	363,776.00	71,206.21	3,535.30	292,569.79		19.57
TOTAL REVENUES		363,776.00	363,776.00	71,206.21	3,535.30	292,569.79		19.57
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	157,595.00	157,595.00	81,781.60	11,266.04	75,813.40		51.89
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	27,013.17	5,335.44	6,986.83		79.45
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	3,360.00	3,360.00	323.24	15.89	3,036.76		9.62
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	8,175.00	8,175.00	1,524.41	217.01	6,650.59		18.65
494-000.000-844.000	MAIN STREET PROGRAM	22,200.00	22,200.00	733.89	36.68	21,466.11		3.31
494-000.000-845.000	STREETSCAPING	33,300.00	33,300.00	257.56	0.00	33,042.44		0.77
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	15,497.00	2,203.50	(197.00)		101.29
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	956.60	0.00	1,043.40		47.83
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	505,624.00	505,624.00	39,482.24	11,707.15	466,141.76		7.81
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	8,457.00	8,457.00	361.91	0.00	8,095.09		4.28
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
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		828,911.00	828,911.00	168,731.62	30,781.71	660,179.38		20.36
TOTAL EXPENDITURES		828,911.00	828,911.00	168,731.62	30,781.71	660,179.38		20.36
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		363,776.00	363,776.00	71,206.21	3,535.30	292,569.79		19.57
TOTAL EXPENDITURES		828,911.00	828,911.00	168,731.62	30,781.71	660,179.38		20.36
NET OF REVENUES & EXPENDITURES		(465,135.00)	(465,135.00)	(97,525.41)	(27,246.41)	(367,609.59)		20.97

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 12/31/2021	PERIOD ENDED 12/31/2022
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,360,668.91	1,377,745.41
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	25,491.00	23,503.93
494-000.000-084.101	DUE FROM GENERAL FUND	(11,404.84)	28,340.92
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(169,584.22)	(199,302.22)
Total Assets		1,590,703.79	1,615,820.98
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	108,775.23	296,266.06
Total Liabilities		108,775.23	296,266.06
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,611,211.99	1,417,080.33
Total Fund Balance		1,611,211.99	1,417,080.33
Beginning Fund Balance		1,611,211.99	1,417,080.33
Net of Revenues VS Expenditures		(129,283.43)	(97,525.41)
Ending Fund Balance		1,481,928.56	1,319,554.92
Total Liabilities And Fund Balance		1,590,703.79	1,615,820.98

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 12/01/2022 TO 12/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
130268	12/31/2022	INTEREST POSTING-MONTHLY	15605	Multiple	3,535.30	
Journal Totals					3,535.30	0.00
Totals for 494-000.000-010.000					3,535.30	0.00
Balance 12/01/22:				1,374,210.11		
Net Change:				3,535.30		
Balance 12/31/22:				1,377,745.41		

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
129876	12/07/2022	DTE ENERGYVnd: DTE EN STR Invo		494-000.000-933.000		1,908.72
129858	12/14/2022	BLUE CARE NETWORKVnd: BLUECARE		Multiple		1,570.91
129923	12/14/2022	VANTAGEPOINTE TRANSFER 803046Vn		Multiple		90.22
130098	12/20/2022	EXCELL SNOW & TURF MAINTENANCEV		494-000.000-933.000		1,100.00
130101	12/20/2022	GIFFELS-WEBSTER ENG INCVnd: GWE		494-000.000-882.000		2,203.50
130128	12/20/2022	WEINGARTZVnd: WEINGARTZ Invoice		494-000.000-933.000		528.43
130072	12/27/2022	CARDMEMBER SERVICEVnd: CARDMEMB		Multiple		269.58
130105	12/27/2022	GIFFELS-WEBSTER ENG INCVnd: GWE		494-000.000-933.000		8,170.00
130118	12/29/2022	STANDARD INSURANCE COMPANYVnd:		Multiple		65.16
130125	12/29/2022	VANTAGEPOINTE TRANSFER 803046Vn		Multiple		90.22
Journal Totals					0.00	15,996.74
Journal CD: CD						
129931	12/15/2022	Check: NBDC 47268	47268	Multiple	1,570.91	
129941	12/15/2022	Check: NBDC 47278	47278	Multiple	1,908.72	
129969	12/15/2022	Check: NBDC 47306	47306	Multiple	90.22	
130139	12/29/2022	Check: NBDC 47319	47319	Multiple	269.58	
130142	12/29/2022	Check: NBDC 47322	47322	Multiple	1,100.00	
130143	12/29/2022	Check: NBDC 47323	47323	Multiple	10,373.50	
130151	12/29/2022	Check: NBDC 47331	47331	Multiple	65.16	
130156	12/29/2022	Check: NBDC 47336	47336	Multiple	90.22	
130159	12/29/2022	Check: NBDC 47339	47339	Multiple	528.43	
Journal Totals					15,996.74	0.00
Totals for 494-000.000-202.000					15,996.74	15,996.74
Balance 12/01/22:				0.00		
Net Change:				0.00		
Balance 12/31/22:				0.00		

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
129931	12/15/2022	Check: NBDC 47268	47268	Multiple		1,570.91
129941	12/15/2022	Check: NBDC 47278	47278	Multiple		1,908.72
129969	12/15/2022	Check: NBDC 47306	47306	Multiple		90.22
130139	12/29/2022	Check: NBDC 47319	47319	Multiple		269.58
130142	12/29/2022	Check: NBDC 47322	47322	Multiple		1,100.00
130143	12/29/2022	Check: NBDC 47323	47323	Multiple		10,373.50
130151	12/29/2022	Check: NBDC 47331	47331	Multiple		65.16
130156	12/29/2022	Check: NBDC 47336	47336	Multiple		90.22
130159	12/29/2022	Check: NBDC 47339	47339	Multiple		528.43
Journal Totals					0.00	15,996.74
Journal GJ: GJ						
130334	12/30/2022	CITY AMOUNT FOR ICMA	15613	Multiple		310.53
129842	12/31/2022	MERS POSTING	15592	Multiple		1,082.20
129843	12/31/2022	MERS POSTING- NEW HIRES AFTER	015593	Multiple		528.89
Journal Totals					0.00	1,921.62
Journal PR: Payroll						
129979	12/15/2022	PAYROLL-SEE PAYROLL REPORT	15595	Multiple		5,984.75
130224	12/30/2022	PAYROLL REPORT	15604	Multiple		6,878.60
Journal Totals					0.00	12,863.35
Totals for 494-000.000-214.101					0.00	30,781.71
Balance 12/01/22:				265,484.35		
Net Change:				30,781.71		
Balance 12/31/22:				296,266.06		

494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
130268	12/31/2022	INTEREST POSTING-MONTHLY	15605	Multiple		3,535.30
Journal Totals					0.00	3,535.30

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 12/01/2022 TO 12/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-446.000 INVESTMENT INTEREST						
Totals for 494-000.000-446.000					0.00	3,535.30
Balance 12/01/22:				11,048.80		
Net Change:				3,535.30		
Balance 12/31/22:				14,584.10		

494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
129979	12/15/2022	PAYROLL-SEE PAYROLL REPORT	15595	Multiple	5,592.65	
130224	12/30/2022	PAYROLL REPORT	15604	Multiple	5,673.39	
Journal Totals					11,266.04	0.00
Totals for 494-000.000-701.000					11,266.04	0.00
Balance 12/01/22:				70,515.56		
Net Change:				11,266.04		
Balance 12/31/22:				81,781.60		

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
129858	12/14/2022	BLUE CARE NETWORKEMPLOYEE TAXESJANUARY2023		Multiple	1,570.91	
129923	12/14/2022	VANTAGEPOINTE TRANSFER 803046EM12142022		Multiple	90.22	
130118	12/29/2022	STANDARD INSURANCE COMPANYEMPLCDECEMBER2022		Multiple	65.16	
130125	12/29/2022	VANTAGEPOINTE TRANSFER 803046EM12272022		Multiple	90.22	
Journal Totals					1,816.51	0.00
Journal GJ: GJ						
130334	12/30/2022	CITY AMOUNT FOR ICMA	15613	Multiple	310.53	
129842	12/31/2022	MERS POSTING	15592	Multiple	1,082.20	
129843	12/31/2022	MERS POSTING- NEW HIRES AFTER 015593		Multiple	528.89	
Journal Totals					1,921.62	0.00
Journal PR: Payroll						
129979	12/15/2022	PAYROLL-SEE PAYROLL REPORT	15595	Multiple	392.10	
130224	12/30/2022	PAYROLL REPORT	15604	Multiple	1,205.21	
Journal Totals					1,597.31	0.00
Totals for 494-000.000-703.000					5,335.44	0.00
Balance 12/01/22:				21,677.73		
Net Change:				5,335.44		
Balance 12/31/22:				27,013.17		

494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
130072	12/27/2022	CARDMEMBER SERVICEOFFICE SUPPLINOVEMBER2022		Multiple	15.89	
Journal Totals					15.89	0.00
Totals for 494-000.000-726.000					15.89	0.00
Balance 12/01/22:				307.35		
Net Change:				15.89		
Balance 12/31/22:				323.24		

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
130072	12/27/2022	CARDMEMBER SERVICE TRAINING/MEMBNOVEMBER2022		Multiple	6.12	
130072	12/27/2022	CARDMEMBER SERVICE TRAINING/MEMBNOVEMBER2022		Multiple	30.32	
130072	12/27/2022	CARDMEMBER SERVICE TRAINING/MEMBNOVEMBER2022		Multiple	30.00	
130072	12/27/2022	CARDMEMBER SERVICE TRAINING/MEMBNOVEMBER2022		Multiple	64.24	
130072	12/27/2022	CARDMEMBER SERVICE TRAINING/MEMBNOVEMBER2022		Multiple	37.80	
130072	12/27/2022	CARDMEMBER SERVICE TRAINING/MEMBNOVEMBER2022		Multiple	25.53	
130072	12/27/2022	CARDMEMBER SERVICE TRAINING/MEMBNOVEMBER2022		Multiple	23.00	
Journal Totals					217.01	0.00
Totals for 494-000.000-822.000					217.01	0.00
Balance 12/01/22:				1,307.40		
Net Change:				217.01		
Balance 12/31/22:				1,524.41		

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 12/01/2022 TO 12/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
130072	12/27/2022	CARDMEMBER SERVICE	MAIN STREET PNOVEMBER2022	Multiple	36.68	
Journal Totals					36.68	0.00
Totals for 494-000.000-844.000					36.68	0.00
Balance 12/01/22:				697.21		
Net Change:				36.68		
Balance 12/31/22:				733.89		

494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
130101	12/20/2022	GIFFELS-WEBSTER ENG INC	PLANNING127548	494-000.000-202.000	2,203.50	
Journal Totals					2,203.50	0.00
Totals for 494-000.000-882.000					2,203.50	0.00
Balance 12/01/22:				13,293.50		
Net Change:				2,203.50		
Balance 12/31/22:				15,497.00		

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
129876	12/07/2022	DTE ENERGY	REPAIRS & MAINTENANCE	NOVEMBER	494-000.000-202.000	1,908.72
130098	12/20/2022	EXCELL SNOW & TURF	MAINTENANCE	CERCLIP51819	494-000.000-202.000	1,100.00
130128	12/20/2022	WEINGARTZ	REPAIRS & MAINTENANCE	20466288-00	494-000.000-202.000	528.43
130105	12/27/2022	GIFFELS-WEBSTER ENG INC	REPAIRS	127665	494-000.000-202.000	8,170.00
Journal Totals					11,707.15	0.00
Totals for 494-000.000-933.000					11,707.15	0.00
Balance 12/01/22:				27,775.09		
Net Change:				11,707.15		
Balance 12/31/22:				39,482.24		



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 (248) 557 - 2600
www.lathrupvillage.org

MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: January 18, 2023

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.

Upcoming Events

- Diversity, Equity & Inclusion Round table: February, TBD
- Business Planning Seminar: March 15th
- Fireside Friday: March 24th, 6 – 9 pm

Past Events

- Informational Meeting: December 16th, 1 pm – 2 pm
- Small Business Financial Resources: January 18th, 8 – 10 am
 - * In partnership with MSOC, Oak Park & Southfield

Commercial Business/Property Updates

- 26727 Southfield Road (BP Gas) – Obtained amended site plan approval on Jan. 17th; seeking sign variance from ZBA
- 27777 Southfield (Panera Bread) – Panera is working to obtain required wrecking clearances
- 27000 Southfield Road (Discount Tire) – Final inspections are complete. Waiting on DTE to move an overhead wire in order to place the dumpster
- 18411 W 12 Mile (LOGOS) – Exterior hardscape site work is complete; landscaping will be finished in the spring. Planning for an April grand opening/dedication

Infrastructure

- Project work is complete for the year. Any remaining restoration work will be completed in the spring.



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- DDA infrastructure project work will be on alley & approach improvements
- HRC has begun preliminary design & engineering work related to installation of a HAWK signal at Margate/Southfield Road

Miscellaneous

- DDA was awarded a DTE Tree Planting Grant (\$4K). The city will be contributing to the required match. Trees will be planted throughout the city in the spring.
- DDA staff will be attending the National Main Street Conference in Boston, MA, March 26th – 30th



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MEMORANDUM

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: January 19, 2023
RE: Proposed FY 22/23 January Budget Amendments

The DDA staff and Board of Directors make an earnest effort each year to make realistic revenue projections and budget accordingly. As a standard practice the DDA tries to limit budget amendments to once per fiscal year. The budget amendments for FY 22/23 are described below.

Planning/Consulting Fees

The Cost-Share Agreement between the DDA and City stipulates that the DDA is financially responsible for \$15,300 in this line item. Proposed is a modest adjustment to account for a slight overage. For the remainder of the fiscal year planning/consulting fees will be paid by the city's general fund.

Suggested Motion: To adopt the proposed January Amendments to the FY 22/23 DDA Budget.



FY 22/23 January Amendments

EXPENDITURES	BUDGETED 22/23	ACTUAL 12/31/2022	AMENDE D	INCREASE (DECREASE)
SALARIES & WAGES	157,595	81,782	157,595	-
PART TIME SEASONAL CREW	5,000	-	5,000	-
EMPLOYEE TAXES & BENEFITS	34,000	27,013	34,000	-
LEGAL SERVICES	900	-	900	-
OFFICE SUPPLIES	3,360	323	3,360	-
TAX TRIBUNAL RETURNS	2,000	-	2,000	-
AUDITING & ACCOUNTING	800	800	800	-
TRAINING/MEMBERSHIP	8,175	1,524	8,175	-
MAIN STREET PROGRAM	22,200	734	22,200	-
STREETSCAPING	33,300	258	33,300	-
PLANNING/CONSULTING FEES	15,300	15,497	15,497	197
PRINTING/PUBLICATION COSTS	2,000	957	2,000	-
POSTAGE FEES	200	-	200	-
REPAIRS & MAINTENANCE	505,624	39,482	505,624	-
MISCELLANEOUS EXPENDITURES	8,457	362	8,457	-
SIGN GRANT PROGRAM	10,000	-	10,000	-
FAÇADE GRANT PROGRAM	20,000	-	20,000	-
TOTAL EXPENDITURES	828,911	168,732	829,108	197



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To: DDA Board of Directors

From: Susie Stec, Director – Community & Economic Development /DDA Director

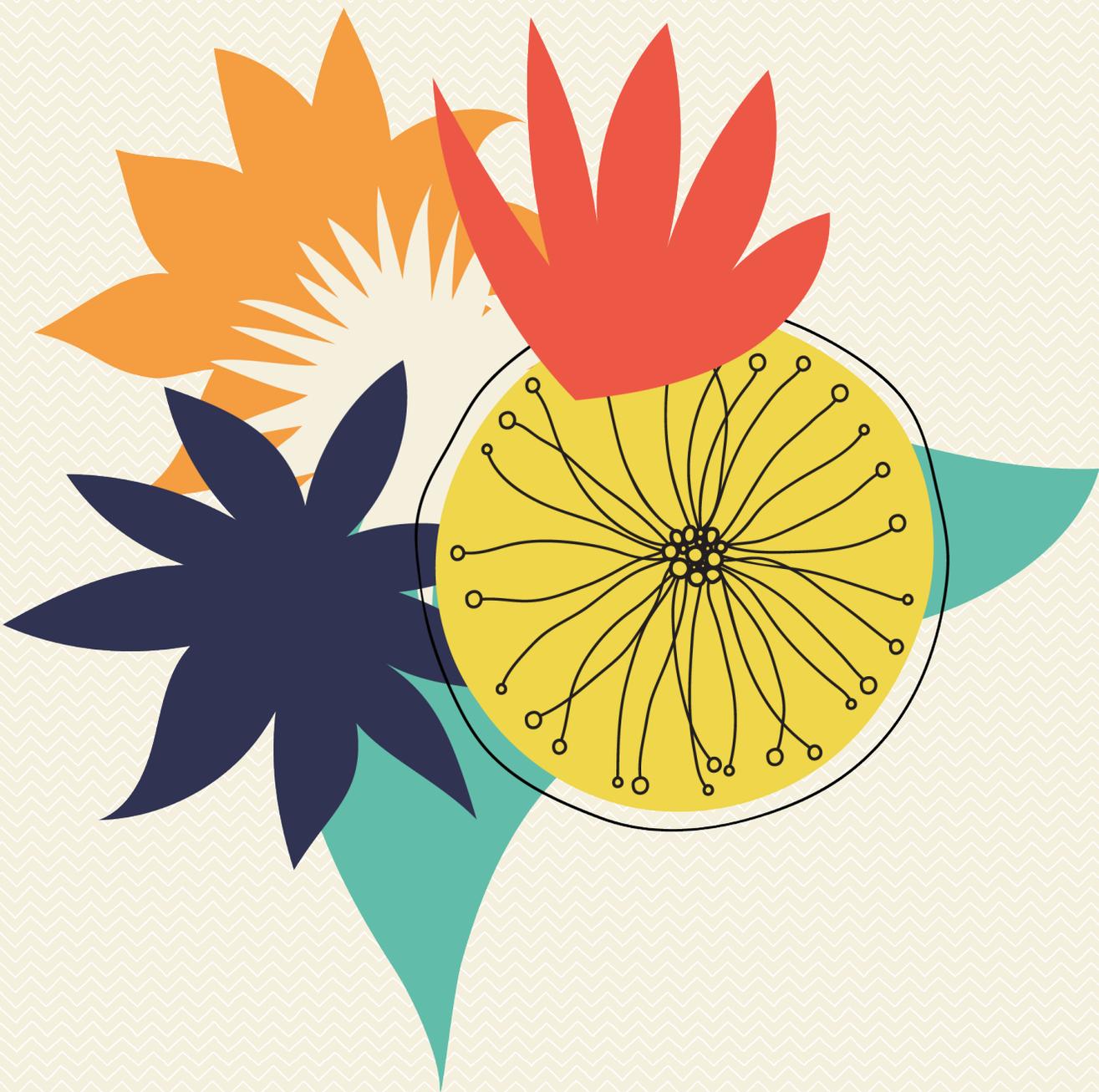
RE: 2023 National Main Street Conference

Date: January 18, 2023

Annually LVDDA staff attends the National Main Street Conference. This year the conference is being held in Boston, MA from March 27th – 29th. This conference provides high quality training and education directly related to LVDDA activities. The FY 22/23 DDA Budget for Training/Membership was increased from previous years to provide an opportunity for both DDA Director and Manager to attend the conference. Below is the estimated breakdown of costs to send both the DDA Director and DDA Manager to the conference. As part of our involvement in Main Street Oakland County (MSOC) we are provided with one (1) free conference registration.

Registration (1, early bird)	\$455
Flight (2 tickets, round-trip)	\$905.60
Hotel (2 rooms, 4 nights, Sun – Wed)	\$2,282.42
Per Diem allowance (\$55/day)	\$440
TOTAL	\$4,083.02

Suggested Motion: To authorize the DDA Director to proceed with registering and making travel arrangements for the 2023 National Main Street Conference in Boston, MA.



Lathrup Village

Downtown Development Authority

2022 Annual Report



27400 Southfield Rd
 Lathrup Village, MI 48076
 (248) 557 - 2600
 www.lathrupvillage.org

In accordance with PA 57 of 2018, the Lathrup Village Downtown Development Authority (LVDDA) submits the following information to fulfill the reporting requirements of the aforementioned act.

History & Mission

The LVDDA was formed and established in 1998 and expanded in 1999. Its 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 LVDDA is dedicated to combining public and private resources for the physical and economic development of properties located within the district borders. LVDDA is active in the Main Street Oakland County program and is at the Associate Level.

The Board of Directors is comprised of nine members consisting of the Mayor and eight appointees who are confirmed by City Council for four-year terms. These members have a vested interest in the district as a property owner, business owner/interest, and/or resident. As of December 31, 2022, the Board of Directors is comprised of the following individuals:

Name	Office	Stake in District	Term Ends
Bryan Ford	Vice Chair	Resident	2/1/2024
Kelly Garrett	Member	Mayor	n/a
Charlotte Jones	Member	Business	2/1/2026
Bobbi Lovins	Member	Business	2/1/2024
Scott McKee	Member	Police Chief	n/a
Fred Prime	Chair	Resident	2/1/2026
Pam Shermeyer	Secretary	Resident	2/1/2025
Dan Sugg	Member	Business	2/1/2026
Vacant			2/1/2023

The LVDDA activities are supported by the following City of Lathrup Village staff:

DDA Staff	Title
Susie Stec	Director- DDA/Community & Economic Development
Brittany Dorsey	Manager - DDA and Special Events
Pam Bratschi	Treasurer

In 2022, the LVDDA Board of Directors had six (6) regular meetings, three (3) special meetings, and formally canceled five (5) meetings. See appendix A for a complete attendance roster.

The LVDDA runs on a June/July fiscal year, which mirrors that of the City of Lathrup Village. Therefore, LVDDA’s budgeted revenues, expenses, and fund balances for Fiscal Years 2022/23 and 2021/22 are shown below.

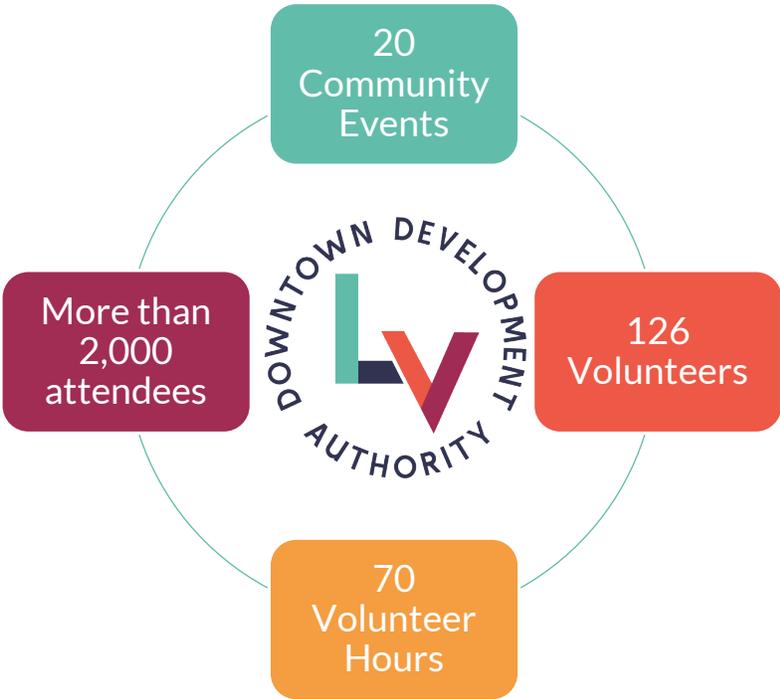
	Original Budgeted Revenues	Actual Revenues	Original Budgeted Expenses	Actual Expenses	Fund Balance
FY 22/23**	\$363,776	\$71,206	828,911	\$168,732	\$1,417,080
FY 21/22	\$347,443	\$421,340	\$304,754	\$431,050	\$1,611,212

**As of 12/31/22

Synopsis of LVDDA Activities, Accomplishments, & Events

2022 was a year of recovery for the district as a whole, and change for the organization itself. The previous DDA & Special Projects Manager left in January just as the DDA Director was taking on additional responsibilities as Interim City Administrator. Additionally, the city and DDA were left without a code enforcement officer in the last quarter of the year. While progress to fill the open was slow, a new DDA & Special Projects Manager was brought on-board in May which has positively impacted all aspects of DDA-led programs and activities. A new City Administrator was hired in July, and a new code enforcement officer started in January 2023.

Despite being understaffed and stretched thin over the past year, LVDDA was able to host several successful programs and events.



Accomplishments

Streetscaping Projects

Held planting parties for the hanging baskets and district flower pots



Informational Meetings

Per the requirements set forth in PA 57 of 2018, LVDDA held informational meetings on August 4th and December 16th. Approximately 20 individuals attended these meetings. These meetings were held in-person.



Infrastructure Improvements

- Sidewalk Replacement Program - LVDDA is funding the Sidewalk Replacement Program in the Downtown District over the course of three (3) years.
 - In 2022, LVDDA funded the replacement of more than 15,000 lineal feet of sidewalk along 12 Mile Road which dramatically improves pedestrian safety in that section of the district.
- LVDDA had an Alley Assessment completed in order to prepare a 5-year plan for the improvement and maintenance of the alleys and approaches.
 - In 2022, six (6) alley approaches & one (1) alley were replaced.
- RCOC gave LVDDA the go-ahead to install a HAWK pedestrian signal south of I-696. HRC was engage to complete the traffic design and engineering work necessary. Work is expected to continue through 2023, possibly into 2024.

Events & Promotional Campaigns

Trunk or Treat

The DDA welcomed the community to Municipal Park for an evening of fun. This included music, candy, costume contest, and much more.



Southfield Road Corridor Clean-Up



LVDDA continues to hold two clean-ups annually in the Downtown Corridor in June and October. These clean-ups typically have two dozen volunteers.

Summer Concert Series

The DDA tabled at the Summer Concert Series, businesses were invited to table at each concert.

Juneteenth

LVDDA hosted the second annual Juneteenth Celebration on June 18, 2022. The day was planned in collaboration with the Juneteenth Task Force and Promotions Committee. The celebration included an array of activities including a storyteller, hustle instructor, live music, kids activities and a panel discussion.



Winter Market



For Shop Small Saturday, on November 19, 2022 the LVDDA hosted the annual Winter Market with local artisans, vendors, and bakers. There were two dozen vendors and more than 50 attendees.

Adopt-A-Senior/Boys 2 Men Partnership

LVDDA partnered with local non-profit Boys 2 Men on an initiative to provide participating youth with job opportunities and life skills. These young men performed light yard work and clean-up activities for residents in the Police Department's Adopt-A-Senior

Program. They also helped LVDDA maintain our flowerbeds, hanging baskets, and much more.



Appendix A – 2022 DDA Board of Directors Attendance

DDA Meeting Date

DDA Board Member Last Name

	Beltur	Ford	Garrett	Jones	Lovins	McKee	Prime	Shermeyer	Sugg	Watts
1/21/2022	E	x	e	na	x	na	x	x	x	e
2/18/2022						canceled				
3/18/2022	na	x	x	x	x	x	x	x	x	x
4/22/2022	na	x	e	x	x	x	e	x	x	x
5/27/2022*	na	e	e	x	x	x	x	x	x	e
6/17/2022						canceled				
6/22/2022*	na	x	x	x	x	x	e	e	x	na
7/15/2022						canceled				
8/19/2022						canceled				
9/16/2022	na	x	e	x	x	e	x	x	e	na
10/17/2022*	na	e	x	x	x	e	x	x	x	na
11/18/2022	na	x	x	x	x	x	a	x	x	na
12/16/2022	na	e	x	e	x	x	x	x	e	na

*denotes Special Meeting
 x - present
 e - excused
 na - not applicable
 a - absent

