

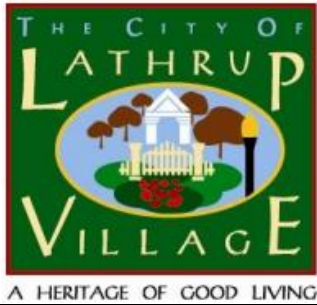


Downtown Development Authority

Friday, April 25, 2025 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - [A.](#) February 2025 - DDA Board Minutes
5. **Consent Agenda**
 - [A.](#) Monthly Financial Reports
 - [B.](#) Monthly Code Enforcement Report
6. **Public Comment (*speakers are limited to 3 minutes*)**
7. **Old Business**
8. **New Business**
 - [A.](#) Request to Approve LVMF Roots Vibrations Performance Agreements
 - [B.](#) City Hall Standing Flowerpots
 - [C.](#) Recommended DDA Budget FY25/26
 - D. DDA Board Meeting Time
 - E. New Interactive DDA Map Introduction
9. **DDA Director Report**
 - A. Monthly Report
10. **Adjourn**



Downtown Development Authority

Friday, February 17, 2025 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

MINUTES

1. **Call to Order**

Meeting called to order at 12:03pm

2. **Roll Call**

Present: Alex Green, Mike Greene, Patricia Felton, Danielle Huey Charlotte Jones, Bruce Kantor, Pam Shermeyer, Dan Sugg.

Absent: Austin Colson, Fred Prime

3. **Approval of Agenda**

Motion to approve meeting agenda passed unanimously.

4. **Approval of Minutes**

A. January 2025 - DDA Board Minutes

Motion to approve January 17 meeting minutes made by Dan Sugg with request to amend Brian Ford out of January minutes. Motion seconded by Mike Greene and approved unanimously.

5. **Presentations**

A. Southfield Area Chamber of Commerce: Update on Lathrup Village Activities

Jasmin Patton, Executive Director, Southfield Area Chamber of Commerce introduced her organization and the benefit they provide to the Lathrup Village business community.

6. **Consent Agenda**

A. Monthly Financial Reports

B. Monthly Code Enforcement Report

Motion to approve consent agenda passed unanimously.

7. New Business

A. FY25 & FY26 Alleyway Enhancements Bid

City Engineer Scott Ringler facilitated a discussion on the Alleyway Enhancement Bids for FY2025 and FY2026. He explained that by combining both years into a single project, the city was able to secure a lower overall cost than initially anticipated.

Bids were opened on February 11, with a total of seven (7) bids received. After review, Mierzwa Paving was identified as the lowest bidder and was recommended for approval by the DDA.

A motion to approve the bid was made by Dan Sugg, seconded by Pam Shermeyer, and approved unanimously.

B. 2024 DDA Annual Report

2024 DDA Annual Report was completed by Austin Colson, and discussion is facilitated by Mike Greene regarding the report details. Motion is made to recommend City Council approve the report by Mayor Kelly Garrett, and seconded by Dan Sugg. Motion passed unanimously.

C. Southfield Road Hanging Flower Baskets Order

Board Member Shermeyer provided an update on the Southfield Road Hanging Flower Baskets Order and the Beautification Committee's ongoing efforts. The committee identified a grower in Macomb County who specializes in growing flowers during the early spring months. This farmer offers flowers for both flowerpots and hanging baskets, allowing cities to provide their own containers for planting at a reasonable cost.

A motion to approve the purchase of flowers for the city's flowerpots was made by Dan Sugg, seconded by Mike Greene, and approved unanimously.

Additionally, Mayor Kelly mentioned that the Gardening Club at Southfield-Lathrup High School has expressed interest in volunteering to assist with planting efforts around the city.

D. FY 25/26 DDA Budget (draft v1)

Board Member Greene presented the initial draft of the DDA FY 2025/26 Annual Budget for review and discussion. He emphasized that this is an early draft, and a more refined version will be presented at the next meeting.

Board members were encouraged to submit any questions or recommendations before the next meeting to ensure their input is considered in the revised draft.

8. **Public Comment** (*speakers are limited to 3 minutes*)

9. **DDA Director Report**

Motion made to accept DDA Director's December Report and approved unanimously.

10. **Adjourn – 12:38pm**

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2025 (ABNORMAL)	MONTH 03/31/2025 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000									
494-000.000-407.000	TIFA-CAPTURE TAXES	410,000.00		409,682.11	(14,749.74)		317.89		99.92
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00		35,108.25	827.58		2,379.75		93.65
494-000.000-415.000	MISCELLANEOUS REVENUE	23,000.00		6,100.00	0.00		16,900.00		26.52
494-000.000-446.000	INVESTMENT INTEREST	40,000.00		30,524.01	3,568.79		9,475.99		76.31
494-000.000-614.000	MUSIC FEST REV	16,250.00		18,067.45	1,700.00		(1,817.45)		111.18
494-000.000-615.000	MAIN STREET REVENUES	600.00		600.00	0.00		0.00		100.00
Total Dept 000.000		527,338.00		500,081.82	(8,653.37)		27,256.18		94.83
TOTAL REVENUES		527,338.00		500,081.82	(8,653.37)		27,256.18		94.83
Expenditures									
Dept 000.000									
494-000.000-701.000	SALARIES FULL-TIME	180,000.00		102,075.94	18,654.89		77,924.06		56.71
494-000.000-702.000	SALARIES PART-TIME	5,000.00		0.00	0.00		5,000.00		0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	65,000.00		32,220.40	3,323.95		32,779.60		49.57
494-000.000-722.000	LEGAL SERVICES	900.00		0.00	0.00		900.00		0.00
494-000.000-726.000	OFFICE SUPPLIES	3,755.00		270.53	37.14		3,484.47		7.20
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00		0.00	0.00		2,000.00		0.00
494-000.000-810.000	AUDITING & ACCOUNTING	8,900.00		10,923.57	0.00		(2,023.57)		122.74
494-000.000-822.000	TRAINING/MEMBERSHIP	7,125.00		1,811.39	0.00		5,313.61		25.42
494-000.000-844.000	MAIN STREET PROGRAM	28,500.00		25,721.14	0.00		2,778.86		90.25
494-000.000-845.000	STREETSCAPING	39,000.00		29,027.18	0.00		9,972.82		74.43
494-000.000-846.000	MUSIC FESTIVAL EXP	0.00		2,950.00	1,000.00		(2,950.00)		100.00
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		18,900.00	2,400.00		(3,600.00)		123.53
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00		235.86	167.50		1,764.14		11.79
494-000.000-901.000	POSTAGE FEES	200.00		0.00	0.00		200.00		0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	503,980.00		38,432.53	20,102.13		465,547.47		7.63
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	23,457.00		1,973.86	0.00		21,483.14		8.41
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00		0.00	0.00		30,000.00		0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00		0.00	0.00		10,000.00		0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00		0.00	0.00		20,000.00		0.00
Total Dept 000.000		945,117.00		264,542.40	45,685.61		680,574.60		27.99
TOTAL EXPENDITURES		945,117.00		264,542.40	45,685.61		680,574.60		27.99
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		527,338.00		500,081.82	(8,653.37)		27,256.18		94.83
TOTAL EXPENDITURES		945,117.00		264,542.40	45,685.61		680,574.60		27.99
NET OF REVENUES & EXPENDITURES		(417,779.00)		235,539.42	(54,338.98)		(653,318.42)		56.38

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY		PERIOD ENDED	PERIOD ENDED
GL Number	Description	03/31/2024	03/31/2025
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,177,850.49	1,259,641.64
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	9,697.14	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	494,364.56	(30,421.39)
494-000.000-084.494	DUE FROM DDA FUND	3,945.65	0.00
494-000.000-141.001	INFRASTRUCTURE	360,289.69	640,945.69
494-000.000-177.000	NON DEPRECIABLE-CAPITAL ASSETS	0.00	27,972.00
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	75,432.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(229,016.22)	(277,782.22)
Total Assets		1,842,374.56	1,705,485.11
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	0.00	1,500.00
494-000.000-214.101	DUE TO GENERAL FUND	443,774.77	30,711.35
494-000.000-214.202	DUE TO MAJOR ROADS	133,801.50	0.00
494-000.000-214.203	DUE TO LOCAL ROADS	133,801.50	0.00
Total Liabilities		711,377.77	32,211.35
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,283,692.70	1,437,734.34
Total Fund Balance		1,283,692.70	1,437,734.34
Beginning Fund Balance		1,284,693.70	1,437,734.34
Net of Revenues VS Expenditures		(152,695.91)	235,539.42
Fund Balance Adjustments		(1,001.00)	0.00
Ending Fund Balance		1,130,996.79	1,673,273.76
Total Liabilities And Fund Balance		1,842,374.56	1,705,485.11

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
148462	03/18/2025	ADJ CASH BALANCE TO FLAGSTAR	16840	494-000.000-446.000		4.98
148844	03/31/2025	MONTHLY INTEREST POSTING- 03/3	16880	Multiple	3,573.77	
Journal Totals					3,573.77	4.98
Totals for 494-000.000-010.000					3,573.77	4.98
Balance 03/01/25:				1,256,072.85		
Net Change:				3,568.79		
Balance 03/31/25:				1,259,641.64		
494-000.000-084.101 DUE FROM GENERAL FUND						
Journal GJ: GJ						
148250	03/04/2025	CR#326196 LVMF DONATION	16830	494-000.000-614.000	200.00	
148251	03/13/2025	INTERFUND DUE-TO/DUE-FROM (NO	16831	Multiple		3,606.48
148486	03/14/2025	CR#326418 LVMF DONATION	16850	494-000.000-614.000	1,500.00	
148480	03/18/2025	SETTLEMENT POSTING 2024	16844	Multiple	2,228.58	
148480	03/18/2025	SETTLEMENT POSTING 2024	16844	Multiple	28,192.81	
148823	03/18/2025	TO REVERSE MANUAL JOURNAL ENTR	16876	Multiple		28,192.81
148823	03/18/2025	TO REVERSE MANUAL JOURNAL ENTR	16876	Multiple		2,228.58
148561	03/26/2025	INTERFUND DUE-TO/DUE-FROM	16865	Multiple		31,921.39
Journal Totals					32,121.39	65,949.26
Totals for 494-000.000-084.101					32,121.39	65,949.26
Balance 03/01/25:				3,406.48		
Net Change:				(33,827.87)		
Balance 03/31/25:				30,421.39 CR		
494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
148100	03/04/2025	MISSIONSQUARE - 803046Vnd: MIS	6747091	Multiple		180.83
148230	03/12/2025	BRIAN WHITEVnd: BWHITE Invoice	LVMF2025-AR-226	494-000.000-846.000		200.00
148231	03/12/2025	MICHAEL O'BRIENVnd: MICHAEL O	LVMF2025-MO-226	494-000.000-846.000		200.00
148232	03/12/2025	STEVEN GULIANVnd: GULIAN Invoi	LVMF2025-SG-226	494-000.000-846.000		100.00
148277	03/14/2025	AMAZON CAPITAL SERVICESVnd: AM	1TYR-LY4M-7QLK	494-000.000-726.000		37.14
148287	03/14/2025	C & G NEWSPAPERSVnd: C & G Inv	0033635-IN	494-000.000-900.000		147.50
148304	03/14/2025	DANIEL GAMLINVnd: DGAMLIN Invo	02.26.25	494-000.000-846.000		300.00
148330	03/14/2025	MISSIONSQUARE - 803046Vnd: MIS	6941336	Multiple		180.83
148335	03/14/2025	PARADISE GARDEN LANDSCAPINGVnd	3565	494-000.000-882.000		2,400.00
148337	03/14/2025	ROAD COMM. FOR OAKLAND COUNTYV	8426	494-000.000-933.000		158.11
148629	03/31/2025	BLUE CARE NETWORKVnd: BLUECARE	25066003137	Multiple		1,201.80
148632	03/31/2025	BLUE CARE NETWORKVnd: BLUECARE	250660004213	Multiple		113.11
148637	03/31/2025	BRIAN WHITEVnd: BWHITE Invoice	03.20.25	494-000.000-846.000		200.00
148656	03/31/2025	GIFFELS-WEBSTER ENG INCVnd: GW	134151	494-000.000-933.000		10,829.48
148657	03/31/2025	GIFFELS-WEBSTER ENG INCVnd: GW	134155	494-000.000-933.000		2,956.00
148664	03/31/2025	GIFFELS-WEBSTER ENG INCVnd: GW	133979	494-000.000-933.000		698.54
148665	03/31/2025	GIFFELS-WEBSTER ENG INCVnd: GW	133983	494-000.000-933.000		5,460.00
148687	03/31/2025	MISSIONSQUARE - 803046Vnd: MIS	6999724	Multiple		180.83
148700	03/31/2025	STANDARD INSURANCE COMPANYVnd:	03.17.25	Multiple		74.60
148708	03/31/2025	ZIP PRINTINGVnd: ZIP PRINT Inv	1229142	494-000.000-900.000		20.00
Journal Totals					0.00	25,638.77
Journal CD: CD						
148104	03/05/2025	Check: NBDC 50699	50699	Multiple	180.83	
148233	03/12/2025	Check: NBDC 50701	50701	Multiple	200.00	
148234	03/12/2025	Check: NBDC 50702	50702	Multiple	200.00	
148235	03/12/2025	Check: NBDC 50703	50703	Multiple	100.00	
148353	03/14/2025	Check: NBDC 50707	50707	Multiple	37.14	
148363	03/14/2025	Check: NBDC 50717	50717	Multiple	147.50	
148374	03/14/2025	Check: NBDC 50728	50728	Multiple	300.00	
148395	03/14/2025	Check: NBDC 50749	50749	Multiple	180.83	
148399	03/14/2025	Check: NBDC 50753	50753	Multiple	2,400.00	
148401	03/14/2025	Check: NBDC 50755	50755	Multiple	158.11	
148717	03/31/2025	Check: NBDC 50776	50776	Multiple	1,201.80	
148718	03/31/2025	Check: NBDC 50777	50777	Multiple	113.11	
148723	03/31/2025	Check: NBDC 50782	50782	Multiple	200.00	
148737	03/31/2025	Check: NBDC 50796	50796	Multiple	19,944.02	
148750	03/31/2025	Check: NBDC 50809	50809	Multiple	180.83	
148762	03/31/2025	Check: NBDC 50821	50821	Multiple	74.60	
148769	03/31/2025	Check: NBDC 50828	50828	Multiple	20.00	
Journal Totals					25,638.77	0.00

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Totals for 494-000.000-202.000					25,638.77	25,638.77
Balance 03/01/25:				1,500.00		
Net Change:				0.00		
Balance 03/31/25:				1,500.00		
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
148104	03/05/2025	Check: NBDC 50699	50699	Multiple		180.83
148233	03/12/2025	Check: NBDC 50701	50701	Multiple		200.00
148234	03/12/2025	Check: NBDC 50702	50702	Multiple		200.00
148235	03/12/2025	Check: NBDC 50703	50703	Multiple		100.00
148353	03/14/2025	Check: NBDC 50707	50707	Multiple		37.14
148363	03/14/2025	Check: NBDC 50717	50717	Multiple		147.50
148374	03/14/2025	Check: NBDC 50728	50728	Multiple		300.00
148395	03/14/2025	Check: NBDC 50749	50749	Multiple		180.83
148399	03/14/2025	Check: NBDC 50753	50753	Multiple		2,400.00
148401	03/14/2025	Check: NBDC 50755	50755	Multiple		158.11
148717	03/31/2025	Check: NBDC 50776	50776	Multiple		1,201.80
148718	03/31/2025	Check: NBDC 50777	50777	Multiple		113.11
148723	03/31/2025	Check: NBDC 50782	50782	Multiple		200.00
148737	03/31/2025	Check: NBDC 50796	50796	Multiple		19,944.02
148750	03/31/2025	Check: NBDC 50809	50809	Multiple		180.83
148762	03/31/2025	Check: NBDC 50821	50821	Multiple		74.60
148769	03/31/2025	Check: NBDC 50828	50828	Multiple		20.00
Journal Totals					0.00	25,638.77
Journal DTDF: DUE TO/DUE FROM						
148236	03/12/2025	FINAL Settlement TAX DISTRIBUT	16825	Multiple		13,922.16
Journal Totals					0.00	13,922.16
Journal GJ: GJ						
148251	03/13/2025	INTERFUND DUE-TO/DUE-FROM (NO	16831	Multiple	3,606.48	
148561	03/26/2025	INTERFUND DUE-TO/DUE-FROM	16865	Multiple	31,921.39	
Journal Totals					35,527.87	0.00
Journal PR: Payroll						
148426	03/13/2025	1ST PAYROLL IN MARCH	16834	Multiple		6,564.43
148504	03/13/2025	1ST PAY IN MARCH	16851	Multiple		6,564.43
148780	03/28/2025	2ND PAYROLL FOR MARCH	16870	Multiple		6,917.98
Journal Totals					0.00	20,046.84
Totals for 494-000.000-214.101					35,527.87	59,607.77
Balance 03/01/25:				6,631.45		
Net Change:				24,079.90		
Balance 03/31/25:				30,711.35		
494-000.000-407.000 TIFA-CAPTURE TAXES						
Journal DTDF: DUE TO/DUE FROM						
148236	03/12/2025	FINAL Settlement TAX DISTRIBUT	16825	Multiple	14,749.74	
Journal Totals					14,749.74	0.00
Journal GJ: GJ						
148480	03/18/2025	SETTLEMENT POSTING 2024	16844	Multiple		28,192.81
148823	03/18/2025	TO REVERSE MANUAL JOURNAL ENTR	16876	Multiple	28,192.81	
Journal Totals					28,192.81	28,192.81
Totals for 494-000.000-407.000					42,942.55	28,192.81
Balance 03/01/25:				424,431.85		
Net Change:				(14,749.74)		
Balance 03/31/25:				409,682.11		
494-000.000-410.000 TAX COLLECTED OTHER						
Journal DTDF: DUE TO/DUE FROM						
148236	03/12/2025	FINAL Settlement TAX DISTRIBUT	16825	Multiple		827.58
Journal Totals					0.00	827.58
Journal GJ: GJ						
148480	03/18/2025	SETTLEMENT POSTING 2024	16844	Multiple		2,228.58
148823	03/18/2025	TO REVERSE MANUAL JOURNAL ENTR	16876	Multiple	2,228.58	
Journal Totals					2,228.58	2,228.58

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-410.000 TAX COLLECTED OTHER						
Totals for 494-000.000-410.000					2,228.58	3,056.16
Balance 03/01/25:				34,280.67		
Net Change:				827.58		
Balance 03/31/25:				35,108.25		
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
148462	03/18/2025	ADJ CASH BALANCE TO FLAGSTAR	16840	494-000.000-010.000	4.98	
148844	03/31/2025	MONTHLY INTEREST POSTING- 03/3	16880	Multiple		3,573.77
Journal Totals					4.98	3,573.77
Totals for 494-000.000-446.000					4.98	3,573.77
Balance 03/01/25:				26,955.22		
Net Change:				3,568.79		
Balance 03/31/25:				30,524.01		
494-000.000-614.000 MUSIC FEST REV						
Journal GJ: GJ						
148250	03/04/2025	CR#326196 LVMF DONATION	16830	494-000.000-084.101		200.00
148486	03/14/2025	CR#326418 LVMF DONATION	16850	494-000.000-084.101		1,500.00
Journal Totals					0.00	1,700.00
Totals for 494-000.000-614.000					0.00	1,700.00
Balance 03/01/25:				16,367.45		
Net Change:				1,700.00		
Balance 03/31/25:				18,067.45		
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
148426	03/13/2025	1ST PAYROLL IN MARCH	16834	Multiple	6,109.13	
148504	03/13/2025	1ST PAY IN MARCH	16851	Multiple	6,109.13	
148780	03/28/2025	2ND PAYROLL FOR MARCH	16870	Multiple	6,436.63	
Journal Totals					18,654.89	0.00
Totals for 494-000.000-701.000					18,654.89	0.00
Balance 03/01/25:				83,421.05		
Net Change:				18,654.89		
Balance 03/31/25:				102,075.94		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
148100	03/04/2025	MISSIONSQUARE - 803046EMPLOYEE	6747091	Multiple	180.83	
148330	03/14/2025	MISSIONSQUARE - 803046EMPLOYEE	6941336	Multiple	180.83	
148629	03/31/2025	BLUE CARE NETWORKEMPLOYEE TAXE	25066003137	Multiple	1,201.80	
148632	03/31/2025	BLUE CARE NETWORKEMPLOYEE TAXE	250660004213	Multiple	113.11	
148687	03/31/2025	MISSIONSQUARE - 803046EMPLOYEE	6999724	Multiple	180.83	
148700	03/31/2025	STANDARD INSURANCE COMPANYEMPL	03.17.25	Multiple	74.60	
Journal Totals					1,932.00	0.00
Journal PR: Payroll						
148426	03/13/2025	1ST PAYROLL IN MARCH	16834	Multiple	455.30	
148504	03/13/2025	1ST PAY IN MARCH	16851	Multiple	455.30	
148780	03/28/2025	2ND PAYROLL FOR MARCH	16870	Multiple	481.35	
Journal Totals					1,391.95	0.00
Totals for 494-000.000-703.000					3,323.95	0.00
Balance 03/01/25:				28,896.45		
Net Change:				3,323.95		
Balance 03/31/25:				32,220.40		
494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
148277	03/14/2025	AMAZON CAPITAL SERVICESOFFICE	1TYR-LY4M-7QLK	494-000.000-202.000	37.14	
Journal Totals					37.14	0.00

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-726.000 OFFICE SUPPLIES						
Totals for 494-000.000-726.000					37.14	0.00
Balance 03/01/25:				233.39		
Net Change:				37.14		
Balance 03/31/25:				270.53		
494-000.000-846.000 MUSIC FESTIVAL EXP						
Journal AP: AP						
148230	03/12/2025	BRIAN WHITEMUSIC FESTIVAL EXP	LVMF2025-AR-226	494-000.000-202.000	200.00	
148231	03/12/2025	MICHAEL O'BRIENMUSIC FESTIVAL	LVMF2025-MO-226	494-000.000-202.000	200.00	
148232	03/12/2025	STEVEN GULIANMUSIC FESTIVAL EX	LVMF2025-SG-226	494-000.000-202.000	100.00	
148304	03/14/2025	DANIEL GAMLINMUSIC FESTIVAL EX	02.26.25	494-000.000-202.000	300.00	
148637	03/31/2025	BRIAN WHITEMUSIC FESTIVAL EXP	03.20.25	494-000.000-202.000	200.00	
Journal Totals					1,000.00	0.00
Totals for 494-000.000-846.000					1,000.00	0.00
Balance 03/01/25:				1,950.00		
Net Change:				1,000.00		
Balance 03/31/25:				2,950.00		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
148335	03/14/2025	PARADISE GARDEN LANDSCAPINGPLA	3565	494-000.000-202.000	2,400.00	
Journal Totals					2,400.00	0.00
Totals for 494-000.000-882.000					2,400.00	0.00
Balance 03/01/25:				16,500.00		
Net Change:				2,400.00		
Balance 03/31/25:				18,900.00		
494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
148287	03/14/2025	C & G NEWSPAPERSPRINTING/PUBLI	0033635-IN	494-000.000-202.000	147.50	
148708	03/31/2025	ZIP PRINTINGPRINTING/PUBLICATI	1229142	494-000.000-202.000	20.00	
Journal Totals					167.50	0.00
Totals for 494-000.000-900.000					167.50	0.00
Balance 03/01/25:				68.36		
Net Change:				167.50		
Balance 03/31/25:				235.86		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
148337	03/14/2025	ROAD COMM. FOR OAKLAND COUNTYR	8426	494-000.000-202.000	158.11	
148656	03/31/2025	GIFFELS-WEBSTER ENG INCREPAIRS	134151	494-000.000-202.000	10,829.48	
148657	03/31/2025	GIFFELS-WEBSTER ENG INCREPAIRS	134155	494-000.000-202.000	2,956.00	
148664	03/31/2025	GIFFELS-WEBSTER ENG INCREPAIRS	133979	494-000.000-202.000	698.54	
148665	03/31/2025	GIFFELS-WEBSTER ENG INCREPAIRS	133983	494-000.000-202.000	5,460.00	
Journal Totals					20,102.13	0.00
Totals for 494-000.000-933.000					20,102.13	0.00
Balance 03/01/25:				18,330.40		
Net Change:				20,102.13		
Balance 03/31/25:				38,432.53		

DDA Code Enforcement Report February + March 2025

Address

Property Owner

Violation

Category

Status

February and March 2025

27300 SOUTHFIELD RD Abro Property	PLACEMENT OF INSTALLED WALL MUST BE IN LOCATION OF APPROVED PLANS	Sign Violation	Letter Sent
<p>R105.1 Required</p> <p>Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.</p> <p>INSPECTOR COMMENTS: PLACEMENT OF INSTALLED WALL SIGN MUST BE IN LOCATION OF APPROVED PLANS</p>			

26631 SOUTHFIELD RD SMJ BUILDING LLC	ALL OBSOLETE/ABANDONED SIGNAGE TO BE REMOVED -REMOVE ALL SIGNAGE WHERE BUSINESS ENTITY NO LONGER OCCUPIES THE PROPERTY FROM MONUMENT SIGN AND WINDOWS OR WALLS WHERE APPLICABLE ***IGWT NOT THE OWNER - SEND NEW NOTICE TO SMJ***	Sign Violation	Letter Sent
<p>Sec. 52-30. - Maintenance</p> <p>(a) Damaged or abandoned signs</p> <p>(1) Signs which are broken, torn, bent, or whose supports are broken, bent, or damaged, and signs that are not reasonably level and plumb shall be</p>			

DDA Code Enforcement Report February + March 2025

Address Property Owner Violation Category Status

repaired and installed in a manner prescribed by the enforcement officer and/or building official, but in no case shall repair requirements exceed building code requirements and the original condition of the sign and/or its supports.

(2) Abandoned signs shall be removed or put into service. Removal of such signs shall include removal of the poles and/or supports.

INSPECTOR COMMENTS: ALL OBSOLETE/ABANDONED SIGNAGE TO BE REMOVED - REMOVE ALL SIGNAGE WHERE BUSINESS ENTITY NO LONGER OCCUPIES THE PROPERTY FROM MONUMENT SIGN AND WINDOWS OR WALLS WHERE APPLICABLE. (MONUMENT SIGNAGE TO BE REPLACED WITH PLAIN INSERT OF LIKE COLOR)

26237 SOUTHFIELD RD JALEEL, QUADIR MD PC	A) ALL OBSOLETE/ABANDONED SIGNAGE TO BE REMOVED - REMOVE ALL SIGNAGE WHERE BUSINESS ENTITY NO LONGER THE PROPERTY FROM MONUMENT SIGN AND WINDOWS OR WALLS WHERE APPLICABLE. (MONUMENT SIGNAGE TO BE REPLACED WITH PLAIN INSERT OF LIKE COLOR) B) SIGN FRAME REMAINING AFTER "FIRST LADY" (26221) SIGN WAS REMOVED. THE METAL SIGN FRAMING MUST ALSO BE REMOVED FROM ROOF	Sign Violation	Letter Sent
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Sec. 52-30. Maintenance

(a) Damaged or abandoned signs.

(1) Signs which are broken, torn, bent or whose supports are broken, bent or damaged, and signs that are not reasonably level and plumb shall be repaired and installed in a manner prescribed by the enforcement officer and/or building official, but in no case shall repair requirements exceed building code requirements and the original condition of the sign and/or its supports.

(2) Abandoned signs shall be removed or put into service. Removal of such signs shall include removal of the poles and/or supports.

INSPECTOR COMMENTS:

DDA Code Enforcement Report February + March 2025

Address	Property Owner	Violation	Category	Status
A) ALL OBSOLETE/ABANDONED SIGNAGE TO BE REMOVED - REMOVE ALL SIGNAGE WHERE BUSINESS ENTITY NO LONGER OCCUPIES THE PROPERTY FROM MONUMENT SIGN AND WINDOWS OR WALLS WHERE APPLICABLE. (MONUMENT SIGNAGE TO BE REPLACED WITH PLAIN INSERT OF LIKE COLOR)				
B) SIGN FRAME REMAINING AFTER "FIRST LADY" (26221) SIGN WAS REMOVED. THE METAL SIGN FRAMING MUST ALSO BE REMOVED FROM ROOF				

26237 SOUTHFIELD RD JALEEL, QUADIR MD	TRASH BINS TO BE STORED OUT OF PUBLIC VIEW - BIN PC OBSERVED IN PARKING LOT ON THURSDAY, 3/13/2025	Trash Container in Public View	Complied
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54-34 Removal of emptied containers.

Solid waste containers that have been emptied shall be promptly removed from the roadside by the owner, tenant or occupant of the abutting property who caused or permitted the containers for solid waste to be placed on the roadside in the first place by no later than sunrise of the next day following collection.

(Code 1991, art. VIII, ch. 4, § 302; Ord. No. 385-06, pt. III, 1-22-2007)

INSPECTOR COMMENTS: TRASH BINS TO BE STORED OUT OF PUBLIC VIEW - BIN OBSERVED IN PARKING LOT ON THURSDAY, 3/13/2025

26237 SOUTHFIELD RD JALEEL, QUADIR MD PC	PAPER NOT APPROVED SIGN MATERIAL - REMOVE PAPER SIGNAGE FROM WINDOW AT 26221	Sign Violation	Letter Sent
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Sec. 52-28. - Prohibited signs.

The following signs are prohibited:

(1)Add-on signs(2)Animated signs(3)Beacon lights(4)Banners (except street banners advertising community/special events)(5)Feather and flutter signs(6)Festoons(7)Inflatable signs(8)Mirrors or mirrored signs(9)Moving signs(10)Obsolete signs(11)Pennants(12)Pole signs(13)Roof signs(14)Snipe signs (Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21 , 6-21-2021)

INSPECTOR COMMENTS:

Sec. 52-23. (h)

Paper sheets shall not be applied in any manner to any sign or any building, except any allowed window signs as otherwise permitted in this article.

PAPER NOT APPROVED SIGN MATERIAL - REMOVE PAPER SIGNAGE FROM WINDOW AT 26221

26237 SOUTHFIELD RD JALEEL, QUADIR MD PC	ALL OBSOLETE/ABANDONED SIGNAGE TO BE REMOVED - REMOVE ALL SIGNAGE WHERE BUSINESS ENTITY NO LONGER OCCUPIES THE PROPERTY (SOUTHFIELD PHARMACY)	Sign Violation	No Cause For Action
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Sec. 52-30. Maintenance

(a)Damaged or abandoned signs.

(1)Signs which are broken, torn, bent or whose supports are broken, bent or damaged, and signs that are not reasonably level and plumb shall be repaired and installed in a manner prescribed by the enforcement officer and/or building official, but in no case shall repair requirements exceed building code requirements and the original condition of the sign and/or its supports.

(2)Abandoned signs shall be removed or put into service. Removal of such signs shall include removal of the poles and/or supports.

INSPECTOR COMMENTS: ALL OBSOLETE/ABANDONED SIGNAGE TO BE REMOVED - REMOVE ALL SIGNAGE WHERE BUSINESS ENTITY NO LONGER OCCUPIES THE PROPERTY (SOUTHFIELD PHARMACY)

26727 SOUTHFIELD RD JAVANTE SHAMMAMI	OUTLINE TUBING SIGN LIMIT IS ONE PER BUSINESS - DISPLAYING 2 "OPEN" OUTLINE TUBING SIGNS NOT PERMITTED	Sign Violation	Letter Sent
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Sec. 52-25. (e) Other signs

(1) Outline tubing sign. Outline tubing signs are limited to two square feet and one per business.

INSPECTOR COMMENTS: OUTLINE TUBING SIGN LIMIT IS ONE PER BUSINESS - DISPLAYING 2 "OPEN" OUTLINE TUBING SIGNS NOT PERMITTED

52-25 SIGN types that require a permit.

(c) Temporary pedestrian or A-frame signs.

- (1) A-frame signs shall be permitted in the following districts: MX and village center districts.
- (2) The area of the A-frame sign shall not exceed six square feet per side or a total of 12 square feet total.
- (3)One such sign shall be permitted per customer entrance or per on-site business, whichever is less.
- (4) The sign height of the sign structure shall be no greater than four feet and the width shall be no greater than three feet.
- (5) The sign shall not be illuminated in any manner.
- (6) The sign shall be located a minimum of three feet from the back of street curb and it shall not be located in a manner as to interfere with vehicular or pedestrian traffic flow orvisibility. A four-foot minimum pedestrian clearance area is required.
- (7) The sign is permitted only during operating business hours or from the hours of 6:00 a.m. to 10:00 p.m., whichever is less, and must be stored inside when the establishment is notopen to the general public.
- (8) A-frame signs shall be spaced a minimum of 20 feet apart.

- (9) The sign must be professionally constructed of weather-proof, durable material, and kept in good repair.
- (10) The sign shall have a black or silver/gray frame. Changeable message panels shall be either professionally printed or white changeable letters shall be used on a black or dark colorbackground. A "blackboard-style" message area, similar to those used for daily restaurant specials, may all be used for all or a portion of the sign area.
- (11) The signs shall not be illuminated, nor shall they contain moving parts, or have balloons, windsocks, pinwheels, streamers, pennants, or similar adornment attached to them.

INSPECTOR COMMENTS: TEMPORARY SIGNAGE FASTENED TO GAS PUMP STRUCTURES NOT PERMITTED OR APPROVED - REMOVE

27300 SOUTHFIELD RD Abro Property	BUSINESS NOT TO EXCEED CITY BUSINESS HOURS OF Hours of OperationNo Cause for OPERATION TIMES BETWEEN 7 AM AND 11 PM	Action
4.7 HOURS OF OPERATION FOR ALL PLACES OF BUSINESS, TRADE OR COMMERCE		

It is the express policy and intent of the city to preserve and protect its essence and character as a fine residential community by placing reasonable limitations on the uses of property where such uses will, or may be likely to, intrude upon the peaceful and quiet enjoyment of adjacent residential areas to an unreasonable degree or to be or to become a legal nuisance in fact as defined by the common law of this state. To this end, no place of business, trade or commerce shall be open for the transaction of business with the general public between the hours of 11:00 p.m. and 7:00 a.m. the following day except with the express prior approval of the Zoning Board of Appeals as a deviation under the provisions of Section 7.

INSPECTOR COMMENTS: OPERATING HOURS NOT TO EXCEED CITY HOURS OF OPERATION OF BETWEEN 7 AM AND 11 PM

27300 SOUTHFIELD RD Abro Property	OUTLINE TUBING SIGN LIMIT IS ONE PER BUSINESS - DISPLAYING 3 "OPEN" OUTLINE TUBING SIGNS NOT PERMITTED - CANNOT EXCEED 2 SQUARE FEET	Sign Violation	Complied
Sec. 52-25. (e) Other signs (1) Outline tubing sign. Outline tubing signs are limited to two square feet and one per business. INSPECTOR COMMENTS: OUTLINE TUBING SIGN LIMIT IS ONE PER BUSINESS - DISPLAYING 3 "OPEN" OUTLINE TUBING SIGNS NOT PERMITTED - CANNOT EXCEED 2 SQUARE FEET			

27047 SOUTHFIELD RD LAN LAN HOLDINGS LLC	OUTLINE TUBING SIGN LIMIT IS ONE PER BUSINESS - DISPLAYING 2 OUTLINE TUBING SIGNS NOT PERMITTED	Sign Violation	Complied
Sec. 52-25. (e) Other signs (1) Outline tubing sign. Outline tubing signs are limited to two square feet and one per business. INSPECTOR COMMENTS: OUTLINE TUBING SIGN LIMIT IS ONE PER BUSINESS - DISPLAYING 2 OUTLINE TUBING SIGNS NOT PERMITTED			

27327 SOUTHFIELD RD KAY BEE BEAUTY & NAIL SALON LLC	A) OUTLINE TUBING SIGN LIMIT IS ONE PER BUSINESS B) ANIMATED SIGNS NOT PERMITTED	Sign Violation	Complied
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Sec. 52-25. (e) Other signs

(1) Outline tubing sign. Outline tubing signs are limited to two square feet and one per business.

Sec. 52-28. - Prohibited signs.

The following signs are prohibited:

(1)Add-on signs(2)Animated signs(3)Beacon lights(4)Banners (except street banners advertising community/special events)(5)Feather and flutter signs(6)Festoons(7)Inflatable signs(8)Mirrors or mirrored signs(9)Moving signs(10)Obsolete signs(11)Pennants(12)Pole signs(13)Roof signs(14)Snipe signs (Ord. No. 437-15, pt. II, 4-20-2015; Ord. No. 464-21 , 6-21-2021)

INSPECTOR COMMENTS: ANIMATED SIGNS NOT PERMITTED - REMOVE

27651 SOUTHFIELD RD OAKLAND CITY BUSINESS DEVELOPMENT COMPANY	HOURS OF OPERATION ARE BETWEEN 7 AM AND PM - NOT TO EXCEED HOURS OF OPERATION PER ZONING 4.7	11Hours of Operation	Letter Sent
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4.7 HOURS OF OPERATION FOR ALL PLACES OF BUSINESS, TRADE OR COMMERCE

It is the express policy and intent of the city to preserve and protect its essence and character as a fine residential community by placing reasonable limitations on the uses of property where such uses will, or may be likely to, intrude upon the peaceful and quiet enjoyment of adjacent residential areas to an unreasonable degree or to be or to become a legal nuisance in fact as defined by the common law of this state. To this end, no place of business, trade or commerce shall be open for the transaction of business with the general public between the hours of 11:00 p.m. and 7:00 a.m. the following day except with the express prior approval of the Zoning Board of Appeals as a deviation under the provisions of Section 7.

INSPECTOR COMMENTS: CITY BUSINESS HOURS OF OPERATION ARE BETWEEN 7 AM AND 11 PM - NOT TO EXCEED HOURS OF OPERATION PER ZONING 4.7

27777 SOUTHFIELD RD SURNOW CO	DEBRIS IN DITCH ALONG SOUTHFIELD ROAD - REMOVE	Debris	Complied
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30-41 Maintenance of ditches and culverts

ARTICLE II. - STORMWATER MANAGEMENT

It shall be the duty of every property owner to maintain all stormwater ditches and culverts constructed or installed in the area between his property line and the centerline of any street or alley abutting upon his property in a condition free of waste, dirt, plant growth, and other obstructions which block or obstruct the designed flow of stormwater in the ditch or culvert. All ditches and culverts which are so obstructed as to allow the unreasonable accumulation or impounding of stormwaters are declared to be public nuisances and are subject to the abatement and special assessment provisions as provided in this Code. (Ord. No. 409-10, pt. II, 10-18-2010)

INSPECTOR COMMENTS: DEBRIS IN DITCH ALONG SOUTHFIELD ROAD - REMOVE

28939 SOUTHFIELD RD BERINGER LANDSCAPING INVESTMENT, LLC	RETAINING WALL NOT ANCHORED (ALONG 12 RD) AND HAS BEGUN TO COLLAPSE INTO AND OBSTRUCT SIDEWALK - REPAIR REQUIRED	MILESidewalk Maintenance	Letter Sent
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62-1 Maintenance of sidewalks, parking lots and driveways

Every property owner and other person in possessory control of a sidewalk, parking lot, or driveway on private property which is a public place, as defined in this Code, shall exercise due care to maintain such sidewalk, parking lot, or driveway and the adjoining right-of-way in reasonable repair and in condition reasonably safe and fit for travel. Every such person who fails to do so shall be in violation of this section, and such premises not so maintained shall constitute a public nuisance.

(Code 1991, art. V, ch. 7, § 110)

INSPECTOR COMMENTS: LANDSCAPING RETAINING WALL NOT ANCHORED (ALONG 12 MILE RD) AND HAS BEGUN TO COLLAPSE INTO AND OBSTRUCT SIDEWALK - REPAIR REQUIRED



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

To: DDA Board of Directors
 From: Austin Colson, Director – Community & Economic Development/DDA Director
 Date: April 25, 2025
 RE: Roots Vibrations Performance Agreement – Lathrup Village Music Festival

Background

The 3rd Annual Lathrup Village Music Festival (LVMF) is scheduled for September 13, 2025, and planning efforts are well underway. To finalize the artist lineup, the DDA Board's approval is required for one of the performance agreements:

Roots Vibrations – Performance agreement (\$1,000) with a \$500 deposit

Following approval of this contract, the festival lineup will be nearly fully secured, allowing the planning committee to shift focus toward sponsorship outreach and new festival additions, including a "Family Fun Zone".

Budget & Sponsorship Updates

Sponsorships Secured: \$2,045 received.

Sponsorships Pledged: \$3,250 (pending), plus \$10,000 donated by the DDA.

Total Artist Booking Expenses: \$4,450 (including these two contracts)

Action Requested

The DDA Board approval of the performance agreement for Roots Vibrations (\$500 deposit) to complete the festival lineup.

Suggested Motion: *"Motion to approve the performance agreements of \$500 Roots Vibrations for the 3rd Annual Lathrup Village Music Festival on September 13, 2025."*

Alexander Garden Center Quote

Plant	Quantity	Price Estimate	Extended Cost Estimate
Sweet Caroline Sweetheart Lime Sweet Potato Vine	7	\$ 6.99	\$ 48.93
Diamantina™ Coral Orange Sunrise	2	\$ 19.99	\$ 39.98
Diamantina™ Opal Yellow	2	\$ 19.99	\$ 39.98
Celosia Kelos® Fire Yellow	2	\$ 6.99	\$ 13.98
Celosia Kelos® Fire Red	2	\$ 6.99	\$ 13.98
Celosia argentea Century Pink Cockscomb	2	\$ 6.99	\$ 13.98
Lantana Bandana® Lemon Zest	3	\$ 6.99	\$ 20.97
Dalina® Midi Pinta Dahlia hybrid	4	\$ 6.99	\$ 27.96
Virtuoso® Classy Carmine <i>Dahlia variabilis</i>	2	\$ 6.99	\$ 13.98
Rieger Begonia Solenia Yellow	8	\$ 6.99	\$ 55.92
Crazytunia Frisky Orange	9	\$ 6.99	\$ 62.91
Crazytunia Lucky Lilac	6	\$ 6.99	\$ 41.94
Rockapulco® Wisteria Double Impatiens	2	\$ 6.99	\$ 13.98
Rockapulco Purple Double Impatiens	2	\$ 6.99	\$ 13.98
Angelface® Super White Summer Snapdragon	2	\$ 6.99	\$ 13.98
Angelface® Super Blue Summer Snapdragon	2	\$ 6.99	\$ 13.98
Angelface® Perfectly Pink Summer Snapdragon	1	\$ 6.99	\$ 6.99
Angel Wings Sea Cabbage	4	\$ 19.99/Gal	\$ 79.96
Superbena Cobalt	7	\$ 6.99	\$ 48.93
Superbena Sparkling Amethyst	2	\$ 6.99	\$ 13.98
Strobilanthes Persian Shield	5	\$ 6.99	\$ 34.95
Golden Butterfly® Marguerite Daisy	1	\$ 6.99	\$ 6.99
Supertunia® Persimmon <i>Petunia hybrid</i>	4	\$ 6.99	\$ 27.96
Supertunia Mini Vista® Pink Star <i>Petunia hybrid</i>	3	\$ 6.99	\$ 20.97
Supertunia® Vista Snowdrift	2	\$ 6.99	\$ 13.98
Supertunia® Priscilla® <i>Petunia hybrid</i>	3	\$ 6.99	\$ 20.97
Sunstar® Lavender Egyptian Star Flower	2	\$ 6.99	\$ 3.98
Truffula™ Pink Globe Amaranth	2	\$ 14.99/Gal	\$ 29.98
Dynamo™ Light Pink Zonal Geranium	8	\$ 6.99	\$ 55.92
Unplugged® Red scarlet sage <i>Salvia coccinea</i>	1	\$ 6.99	\$ 6.99
Hypoestes Hippo® White	2	\$ 6.99	\$ 13.98
Begonia Surefire® Red	3	\$ 6.99	\$ 20.97
Begonia Double Up™ Pink	3	\$ 6.99	\$ 20.97
Twist and Twirl® Coleus scutellarioides	2	\$ 6.99	\$ 13.98
Catalina® Gilded Grape™ Wishbone Flower	1	\$ 6.99	\$ 6.99
Nonstop® Mocca Red Tuberous Begonia	2	\$ 6.99	\$ 13.98
		Total	\$ 909.87
		with tax 6%	\$ <u>1002.59 (approximately)</u>



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

To: DDA Board of Directors
 From: Austin Colson, Director – Community & Economic Development/DDA Director
 Date: April 21, 2025
 RE: 2025 City Hall Standing Flowerpots

Background

The standing flowerpots outside City Hall play a key role in enhancing the aesthetic appeal of the downtown district, contributing to a more inviting environment for residents, businesses, and visitors. Eight (8) nurseries and greenhouses were provided with a list of flowers identified by the Beautification Committee of their desired species.

Standing Flowerpots - RFQ	
Supplier	Response
Alexander Garden Center	Provided quote with requested species included.
English Gardens	Follow-up response not received.
Blocks Greenhouse	Unable to fulfill special orders
Bordines	Follow-up response not received.
Schwartz's Greenhouse	Initial response not received.
Home Depot	Custom orders cannot be fulfilled.
Kalamazoo Flower Group	Follow-up response not received.
Lowe's	Referred to their flower supplier - <i>Kalamazoo Flower Group</i>

The only supplier contacted who could provide the requested species was *Alexander Garden Center*. They provided a quote of \$1,002.59, which is less than the amount spent last year for flowers to fill the standing pots. The soil currently in the flowerpots have not been replaced in over six years. This exp

City Hall Standing Flowerpots	
Fertilizer	\$ 35.00
Flowers - Standing Pots	\$1,100.00
Potting Soil	\$ 365.00
Plant Supports	\$ 50.00
Total \$1,550.00	

Budget Impact

The budget for FY24/25 allocated \$7,000 for Plant and Flower Materials. Based on the total expenditures for this line item, the requested flowers exceed this budget item by \$206.28. We can accommodate this flower purchase without significant impact on other planned DDA expenditures.

To continue this effort, an additional \$207 budget amendment is requested for the purchase of flowers.

FY24/25 Plant and Flower Purchases	
Standing Flowerpots	\$ 1,550.00
Park Trees	\$ 1,862.80
Hanging Flowers Pots	\$ 1,871.00
Flowerbed Trees/Bushes	\$ 1,922.48
Total	\$ 7,206.28

Action Requested

The DDA Board is requested to:

1. Approve a budget amendment of \$207 for the purchase of flowers for the standing flowerpots outside City Hall.
2. Authorize the DDA Director to proceed with the purchase based on the quote provided by Alexander Garden Center

Suggested Motion: "Motion to approve a budget amendment of \$207 for the purchase of flowers for the standing flowerpots outside City Hall and to authorize the DDA Director to proceed with the purchase of flowers for the standing pots from Alexander Garden Center to not exceed the quote provided."

LATHRUP VILLAGE DDA FY25/26 BUDGET

REVENUES	BUDGET 24/25	NOTES	RECOMMENDED BUDGET 25/26	INCREASE (DECREASE)	NOTES
TIFA-CAPTURE TAXES	410,000		422,500	12,500	Michigan First property assessment went into effect in FY25 and was already accounted for.
TAX COLLECTED OTHER	37,488		38,000	512	
MISC. REVENUES	23,000		23,000	-	
INVESTMENT INTEREST	40,000		40,000	-	
MUSIC FESTIVAL REVENUE	16,250		10,000	(6,250)	Sales and Expenditures from 2024 festival indicated surplus of \$10,000.
FEDERAL/STATE GRANTS			-	-	TBD
Total Revenues	526,738		533,500	6,762	
EXPENDITURES	BUDGET 24/25		RECOMMENDED BUDGET 25/26	INCREASE (DECREASE)	NOTES
SALARIES & WAGES	180,000		130,000	(50,000)	Changing the FT Special Projects position to a PT Intern
<i>Code Enforcement (45%)</i>		27,540			
<i>DDA Director (90%)</i>		73,440			
<i>City Administrator (10%)</i>		11,800			
<i>Finance Director (10%)</i>		11,100			
PART TIME SEASONAL CREW	5,000		28,000	23,000	Changing the FT Special Projects position to a PT Intern
EMPLOYEE TAXES & BENEFITS	65,000		40,000	(25,000)	Changing the FT Special Projects position to a PT Intern
LEGAL SERVICES	900		900	-	
OFFICE SUPPLIES	3,755		3,500	(255)	
<i>Adobe Subscription</i>		400			
<i>Technology</i>		1,000			
<i>Cell Phone</i>		800			
<i>Misc. Office Supplies</i>		500			
TAX TRIBUNAL RETURNS	2,000		-	(2,000)	

AUDITING & ACCOUNTING	8,900		2,500	(6,400)	FY26 does not include additional accounting assistance.
TRAINING/MEMBERSHIP	7,125		5,000	(2,125)	
MAIN STREET PROGRAM	28,500		12,500	(16,000)	Decrease from the prior year as Music Festival Expenses has its own dedicated line item.
<i>Corridor Cleanup</i>		500			
<i>Juneteenth</i>		2,000			
<i>Branding/Swag</i>		2,000			
<i>Tri-City Partnership/Business Mini- Grant</i>		4,500			
STREETSCAPING	39,000		20,500	(18,500)	
<i>Plant Materials</i>		6,000			
<i>Banners</i>		2,500			
<i>Holiday Decorations</i>		12,000			
MUSIC FESTIVAL EXPEN			10,000	10,000	DDA contribution to the Music Festival
PLANNING/CONSULTING FEES	15,300		15,300	-	Planner Fees are covered under Cost Share Agreement.
PRINTING/PUBLICATION COSTS	2,289		2,000	(289)	
POSTAGE FEES	200		250	50	
CAPITAL IMPROVEMENTS			100,000		FY26 Alleyway improvements.
REPAIRS & MAINTENANCE	503,980		64,500	(439,480)	Decrease from the prior year as Capital Improvements (alley projects) has its own dedicated line item.
<i>Streetlight/DTE</i>		12,500			
<i>Paradise Gardens Landscape Maintenance</i>		52,000			
MISCELLANEOUS EXPENDITURES	23,457		24,000	543	
<i>Liability Insurance</i>		5,000			
<i>Flock Safety Cameras</i>		15,000			
<i>LVTV - DDA Meetings</i>		3,300			
<i>Misc. Expense</i>		500			

DEPRECIATION INFRASTRUCTURE	30,000		40,000	10,000	
SIGN GRANT PROGRAM	10,000		10,000	-	
FAÇADE GRANT PROGRAM	20,000		20,000	-	
TOTAL EXPENDITURES	945,406		528,950	(416,456)	



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To: DDA Board of Directors
 From: Austin Colson, Director – Community & Economic Development/DDA Director
 Date: March 21, 2025
 RE: FY25/26 DDA Budget

Background

The FY25/26 DDA Budget has been prepared to align with the Downtown Development Authority's strategic goals while maintaining financial responsibility. The budget reflects anticipated revenues and expenditures, adjustments to staffing, key projects, and a continued commitment to economic development, placemaking, and infrastructure improvements within the district.

Key Highlights of the Budget

Revenues:

- Total projected revenues: \$533,500, reflecting a slight increase of \$6,762 from FY24/25.
- TIFA capture taxes: \$422,500, reflecting property assessments already accounted for.

Expenditures:

- Salaries & Wages: Adjusted to \$130,000 (decrease of \$50,000) due to converting the Special Projects position into a part-time role.
- Streetscaping Projects: Budgeted at \$20,500, including plant materials, banners, and holiday decorations.
- Capital Improvements: \$100,000 allocated for completion of alleyway improvements.
- Music Festival: \$10,000 contribution from the DDA.
- Repairs & Maintenance: \$64,500, significantly reduced due to reallocation of alleyway projects to Capital Improvements line item.
- Façade & Sign Grant Programs: Remain at \$20,000 and \$10,000, respectively, to support business development.

Action Requested

The DDA Board is requested to review and approve the FY25/26 Budget. This budget maintains a balance between business development, infrastructure improvements, and financial sustainability while continuing to support key DDA initiatives.

Suggested Motion: *"Motion to approve the FY25/26 Downtown Development Authority Budget as presented."*