



Downtown Development Authority - Special Meeting Agenda

Wednesday, June 22, 2022 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 05 27 DDA Board of Directors minutes
4. **Financial Review**
 - [A.](#) May 2022 Financial Reports
5. **Committee Reports**
6. **Other Business**
 - [A.](#) June CED Department Report
 - [B.](#) June Code Enforcement Report
7. **Old Business**
8. **New Business**
 - [A.](#) FY 21/22 June Budget Amendments
 - B. CY 22 Wiltshire Alley discussion
9. **Public Comment**
10. **Adjourn**



DDA Board of Directors - Special Meeting Minutes

Friday, May 27, 2022 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:06 pm by Chair Fred Prime

Present: Charlotte Jones, Bobbi Lovins, Scott McKee Fred Prime, Pam Shermeyer, Dan Sugg

Absent: Bryan Ford, Mayor Kelly Garrett, Mark Watts

Staff: Pam Bratschi, Brittany Dorsey, Susie Stec

Public: Barb Kenez

Motion by Shermeyer to excuse Ford, Garrett, and Watts. Second by Lovins. All in favor.

2. Approval of Agenda

Motion to approve agenda by Sugg, second by McKee. All in favor.

3. Approval of Minutes

Motion to approve DDA Minutes from 2022 04 22 by Sugg, second by Lovins. All in favor.

4. Financial Review

Bratschi provided an update.

Motion to receive & file Financial Reports - April 2022 by Lovins, second by Shermeyer. All in favor.

5. Committee Reports

Stec provided an update.

6. Other Business

A. May 2022 CED Report

Stec provided an update.

B. Code Enforcement Report - April

Stec & McKee provided an update. Board discussed ways to improve communication between business/property owners and Code Enforcement.

7. Old Business

Stec presented the recommendation from the Juneteenth Committee to the board about providing a stipend of up to \$500 for two (2) food trucks/vendors. Stec explained it has been difficult to secure food trucks/vendors at previous events due to uncertainty related to attendance.

Motion to provide stipend of \$500 for 2 food vendors for Juneteenth event, not to exceed \$1,000 by Sugg, second by Jones. All in favor.

8. New Business

A. Fiscal Year 22/23 DDA Budget

Stec provided an overview and highlighted changes made based on board discussion in April.

Motion to adopt the LVDDA Fiscal Year 2022/2023 Budget as presented by Sugg, second by Shermeyer. All in favor.

9. Public Comment

Jones asked if the DDA would be interested in partnering with LOGOS on the Back 2 School Backpack Rally which was previously done with the Parks & Recreation Department. Board was enthusiastic and supportive; businesses & community coming together for the kids.

10. Adjourn

Motion to adjourn at 1:00pm by Lovins, second by McKee. All in Favor.

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	05/31/2022 NORM (ABNORM)	MONTH 05/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	305,000.00	305,000.00	360,584.54	309,382.16	(55,584.54)	118.22
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	36,183.05	31,026.58	(11,540.05)	146.83
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	21,176.72	0.00	(15,176.72)	352.95
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	2,832.28	0.00	7,167.72	28.32
Total Dept 000.000		347,443.00	347,443.00	420,776.59	340,408.74	(73,333.59)	121.11
TOTAL REVENUES		347,443.00	347,443.00	420,776.59	340,408.74	(73,333.59)	121.11
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	116,174.00	116,174.00	147,034.81	14,940.24	(30,860.81)	126.56
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	3,602.55	0.00	1,397.45	72.05
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	45,651.13	2,110.21	(11,651.13)	134.27
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	1,480.00	1,480.00	1,167.11	0.00	312.89	78.86
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	13,791.00	13,800.39	0.00	(9.39)	100.07
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	4,500.00	2,392.09	975.00	2,107.91	53.16
494-000.000-844.000	MAIN STREET PROGRAM	16,500.00	16,500.00	6,461.35	0.00	10,038.65	39.16
494-000.000-845.000	STREETSCAPING	24,000.00	24,000.00	23,140.43	0.00	859.57	96.42
494-000.000-882.000	PLANNING/CONSULTING FEES	42,100.00	42,100.00	44,091.33	0.00	(1,991.33)	104.73
494-000.000-900.000	PRINTING/PUBLICATION COSTS	1,500.00	2,500.00	2,144.71	0.00	355.29	85.79
494-000.000-901.000	POSTAGE FEES	200.00	200.00	134.56	0.00	65.44	67.28
494-000.000-933.000	REPAIRS & MAINTENANCE	19,500.00	230,314.00	88,756.56	74,530.75	141,557.44	38.54
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	6,100.00	6,100.00	747.09	0.00	5,352.91	12.25
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	4,000.00	0.00	6,000.00	40.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	11,640.00	0.00	8,360.00	58.20
Total Dept 000.000		304,754.00	528,359.00	395,564.11	92,556.20	132,794.89	74.87
TOTAL EXPENDITURES		304,754.00	528,359.00	395,564.11	92,556.20	132,794.89	74.87
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		347,443.00	347,443.00	420,776.59	340,408.74	(73,333.59)	121.11
TOTAL EXPENDITURES		304,754.00	528,359.00	395,564.11	92,556.20	132,794.89	74.87
NET OF REVENUES & EXPENDITURES		42,689.00	(180,916.00)	25,212.48	247,852.54	(206,128.48)	13.94

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 05/31/2021	PERIOD ENDED 05/31/2022
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	992,699.06	1,361,787.62
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	0.00	25,491.00
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	0.00	16,461.73
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	0.00
494-000.000-084.101	DUE FROM GENERAL FUND	529,409.62	412,518.85
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	(138,244.22)	(169,584.22)
Total Assets		1,781,997.40	2,032,207.92
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	(750.00)	0.00
494-000.000-214.101	DUE TO GENERAL FUND	134,053.43	394,687.53
494-000.000-257.000	ACCRUED WAGES PAYABLE	0.00	1,095.92
Total Liabilities		133,303.43	395,783.45
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,518,412.77	1,611,211.99
Total Fund Balance		1,518,412.77	1,611,211.99
Beginning Fund Balance		1,518,412.77	1,611,211.99
Net of Revenues VS Expenditures		130,281.20	25,212.48
Ending Fund Balance		1,648,693.97	1,636,424.47
Total Liabilities And Fund Balance		1,781,997.40	2,032,207.92

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 05/01/2022 TO 05/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-084.101		DUE FROM GENERAL FUND				
Journal TR: TR						
125699	05/19/2022	TAX SETTLEMENT POSTING	15302	Multiple	340,408.74	
		Journal Totals			340,408.74	0.00
Totals for 494-000.000-084.101					340,408.74	0.00
		Balance 05/01/22:		72,110.11		
		Net Change:		340,408.74		
		Balance 05/31/22:		412,518.85		

494-000.000-202.000		ACCOUNTS PAYABLE				
Journal AP: AP						
125551	05/11/2022	EXCELL SNOW & TURF MAINTENANCEVCLIP50602		494-000.000-933.000		220.00
125593	05/11/2022	MICHIGAN ASSOCIATION OF PLANNIN1910		494-000.000-822.000		675.00
125594	05/11/2022	MICHIGAN DOWNTOWN ASSOC.Vnd: MI2995		494-000.000-822.000		300.00
125586	05/13/2022	KD CEMENT INCVnd: KD Invoice: 119985.21		494-000.000-933.000		74,310.75
125614	05/13/2022	VANTAGEPOINTE TRANSFER 803046Vn05122022		Multiple		75.81
125797	05/24/2022	ASCENSION MICHIGAN Vnd: PROVIDE462114		494-000.000-703.000		62.00
125799	05/24/2022	BLUE CARE NETWORKVnd: BLUECARE 221300007011		Multiple		796.78
125836	05/24/2022	STANDARD INSURANCE COMPANYVnd: JUNE		Multiple		39.06
125841	05/26/2022	VANTAGEPOINTE TRANSFER 803046Vn05252022		Multiple		108.06
		Journal Totals			0.00	76,587.46
Journal CD: CD						
125641	05/13/2022	Check: NBDC 46552	46552	Multiple	220.00	
125651	05/13/2022	Check: NBDC 46562	46562	Multiple	74,310.75	
125658	05/13/2022	Check: NBDC 46569	46569	Multiple	675.00	
125659	05/13/2022	Check: NBDC 46570	46570	Multiple	300.00	
125674	05/13/2022	Check: NBDC 46585	46585	Multiple	75.81	
125850	05/31/2022	Check: NBDC 46595	46595	Multiple	62.00	
125852	05/31/2022	Check: NBDC 46597	46597	Multiple	796.78	
125878	05/31/2022	Check: NBDC 46623	46623	Multiple	39.06	
125880	05/31/2022	Check: NBDC 46625	46625	Multiple	108.06	
		Journal Totals			76,587.46	0.00
Totals for 494-000.000-202.000					76,587.46	76,587.46
		Balance 05/01/22:		0.00		
		Net Change:		0.00		
		Balance 05/31/22:		0.00		

494-000.000-214.101		DUE TO GENERAL FUND				
Journal CD: CD						
125641	05/13/2022	Check: NBDC 46552	46552	Multiple		220.00
125651	05/13/2022	Check: NBDC 46562	46562	Multiple		74,310.75
125658	05/13/2022	Check: NBDC 46569	46569	Multiple		675.00
125659	05/13/2022	Check: NBDC 46570	46570	Multiple		300.00
125674	05/13/2022	Check: NBDC 46585	46585	Multiple		75.81
125850	05/31/2022	Check: NBDC 46595	46595	Multiple		62.00
125852	05/31/2022	Check: NBDC 46597	46597	Multiple		796.78
125878	05/31/2022	Check: NBDC 46623	46623	Multiple		39.06
125880	05/31/2022	Check: NBDC 46625	46625	Multiple		108.06
		Journal Totals			0.00	76,587.46
Journal PR: Payroll						
125758	05/15/2022	PAYROLL - SEE PAYROLL REPORT	15306	Multiple		7,984.37
125759	05/31/2022	PAYROLL - SEE PAYROLL REPORT	15307	Multiple		7,984.37
		Journal Totals			0.00	15,968.74
Totals for 494-000.000-214.101					0.00	92,556.20
		Balance 05/01/22:		302,131.33		
		Net Change:		92,556.20		
		Balance 05/31/22:		394,687.53		

494-000.000-407.000		TIFA-CAPTURE TAXES				
Journal TR: TR						
125699	05/19/2022	TAX SETTLEMENT POSTING	15302	Multiple		309,382.16
		Journal Totals			0.00	309,382.16
Totals for 494-000.000-407.000					0.00	309,382.16
		Balance 05/01/22:		51,202.38		
		Net Change:		309,382.16		
		Balance 05/31/22:		360,584.54		

06/14/2022 03:36 PM

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

Page:

Item 4A.

User: PAM

FROM 494-000.000-001.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 05/01/2022 TO 05/31/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-407.000		TIFA-CAPTURE TAXES				
494-000.000-410.000		TAX COLLECTED OTHER				
Journal TR: TR						
125699	05/19/2022	TAX SETTLEMENT POSTING	15302	Multiple		31,026.58
		Journal Totals			0.00	31,026.58
Totals for 494-000.000-410.000					0.00	31,026.58
		Balance 05/01/22:		5,156.47		
		Net Change:		31,026.58		
		Balance 05/31/22:		36,183.05		

494-000.000-701.000		SALARIES FULL-TIME				
Journal PR: Payroll						
125758	05/15/2022	PAYROLL - SEE PAYROLL REPORT	15306	Multiple	7,470.12	
125759	05/31/2022	PAYROLL - SEE PAYROLL REPORT	15307	Multiple	7,470.12	
		Journal Totals			14,940.24	0.00
Totals for 494-000.000-701.000					14,940.24	0.00
		Balance 05/01/22:		132,094.57		
		Net Change:		14,940.24		
		Balance 05/31/22:		147,034.81		

494-000.000-703.000		EMPLOYEE TAXES & BENEFITS				
Journal AP: AP						
125614	05/13/2022	VANTAGEPOINTE TRANSFER 803046EM05122022		Multiple	75.81	
125797	05/24/2022	ASCENSION MICHIGAN EMPLOYEE TAX462114		494-000.000-202.000	62.00	
125799	05/24/2022	BLUE CARE NETWORKEMPLOYEE TAXES221300007011		Multiple	796.78	
125836	05/24/2022	STANDARD INSURANCE COMPANYEMPLCJUNE		Multiple	39.06	
125841	05/26/2022	VANTAGEPOINTE TRANSFER 803046EM05252022		Multiple	108.06	
		Journal Totals			1,081.71	0.00
Journal PR: Payroll						
125758	05/15/2022	PAYROLL - SEE PAYROLL REPORT	15306	Multiple	514.25	
125759	05/31/2022	PAYROLL - SEE PAYROLL REPORT	15307	Multiple	514.25	
		Journal Totals			1,028.50	0.00
Totals for 494-000.000-703.000					2,110.21	0.00
		Balance 05/01/22:		43,540.92		
		Net Change:		2,110.21		
		Balance 05/31/22:		45,651.13		

494-000.000-822.000		TRAINING/MEMBERSHIP				
Journal AP: AP						
125593	05/11/2022	MICHIGAN ASSOCIATION OF PLANNIN1910		494-000.000-202.000	675.00	
125594	05/11/2022	MICHIGAN DOWNTOWN ASSOC.TRAININ2995		494-000.000-202.000	300.00	
		Journal Totals			975.00	0.00
Totals for 494-000.000-822.000					975.00	0.00
		Balance 05/01/22:		1,417.09		
		Net Change:		975.00		
		Balance 05/31/22:		2,392.09		

494-000.000-933.000		REPAIRS & MAINTENANCE				
Journal AP: AP						
125551	05/11/2022	EXCELL SNOW & TURF MAINTENANCERCLIP50602		494-000.000-202.000	220.00	
125586	05/13/2022	KD CEMENT INCREPAIRS & MAINTENA19985.21		494-000.000-202.000	74,310.75	
		Journal Totals			74,530.75	0.00
Totals for 494-000.000-933.000					74,530.75	0.00
		Balance 05/01/22:		14,225.81		
		Net Change:		74,530.75		
		Balance 05/31/22:		88,756.56		



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

MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: June 15, 2022

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

- Juneteenth Celebration: Unity in the Community: June 18th, 12 Noon – 4 pm
- Southfield Road Corridor Cleanup: July, TBD

Past Events

- Planting Party! – We had a small group of volunteer plant all of the corridor hanging baskets and planters around City Hall.
- Southfield Road Corridor Cleanup – Another successful event! There were about 2 dozen volunteers who collected garbage from the ditches and did some yard work at the Veterans Memorial.

Commercial Business/Property Updates

- 26079 Southfield Road (US Rehab) – finishing interior improvements
- 26727 Southfield Road (BP Gas) – The state required the property to move the tanks. The property owner is working diligently to finish the project and open as soon as possible.
- 18101 W. 12 Mile (LOGOS) – Special Land Use approval by City Council.
- 27777 Southfield (Panera Bread) received PUD approval by City Council. The City Attorney is drafting a Development Agreement, and Panera will obtain final site plan approval by Planning Commission.

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Infrastructure

- Year 1 Sidewalk Replacement Program work is nearly finished. Year 2 project work along 12 Mile is scheduled to begin the week of June 13th. Project work in the neighborhoods in late June.



27400 Southfield Rd
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- Sewer CCTV began on April 18th and will run through most of the summer
- Paving work has begun on Group 1 streets
 - El Dorado (Resurface from Middlesex to Rainbow)
 - Rainbow Ct (Resurface from Rainbow to Dead End)
 - Lathrup / Rainbow (Rehabilitate from Southfield to Coral Gables)
 - Meadowbrook (Rehabilitate from 11 Mile to Goldengate)
 - Cambridge (Remove driveway and install sewer from Southfield to Lathrup)
- CMS Energy is working on remaining restoration work. It is coordinated with other city projects.

Inspection List - Enforcement

06/10/22

Item 6B.

Enforcement	Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
E22-0114	19111 SARATOGA BLVD	40-24-14-331-002	Re-Inspection	06/01/2022	06/01/2022	No Change
2/9/2022 Property is in need of your attention. 1. Dead tree in front yard 2. Privacy fence sections laying on the ground, in public view. 3. Garage door deteriorated and needs to be painted (paint is peeling). 4. Window frames are deteriorating. 5. House is abandoned 3/14/2022 Called homeowner left a message to clean up property to avoid a citation 3/16/2022 removed the branches from edge of the street. 1. Dead tree in front yard 2. Garage door deteriorated and needs to be painted (paint is peeling). 3. Window frames are deteriorating. 4. House is abandoned 3/21/2022 No change 4/5/2022 called Noralie, to let him know that his brother did not clean or cut the dead branches. gave him an extension of 2 weeks. 4/11/2022 Met with Matthew (property owners brother) at the property to talk about timeframe to clean up and paint, powerwash house, remove dead tree and branches, rake the front lawn to make it presentable to residents. agreed to 1 week for the front property to complete, and 2 weeks for the backyard. 6/1/2022 issued a citation #01737 5041 Catalina Dr. Unite 2 Reno, NV 89502 6/8/2022 Called Marcus to inform him about the issue of his property. tall grass, vines in front of porch, abandand home must be cleaned up ASAP. All issues must be solved by Friday to avoid another citation.						
E22-0213	26606 SOUTHFIELD	40-24-24-104-033	Re-Inspection	06/01/2022	06/02/2022	Complied
4/5/2022 Ditch is full of debris.						
E22-0258	18814 SAN JOSE BLVD	40-24-14-401-013	Re-Inspection	06/01/2022	06/01/2022	Partially Complied
5/2/2022 Front lawn needs work, and side deck panels need repair. 5/27/2022 deck panels removed. 6/7/2022 mound of dirt removed, and leveled, work will continue when weather permits.						

Inspection List - Enforcement

06/10/22

Item 6B.

Enforcement	Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
E22-0272 5/3/2022-Remove garbage	26059 SOUTHFIELD RD	40-24-23-277-049	Re-Inspection	06/01/2022	06/02/2022	Complied
E22-0325 10/13/2021 Eaves are deteriorated must repair. 6/1/2022	17590 RAINBOW DR	40-24-24-153-026	Re-Inspection	06/01/2022	06/02/2022	Partially Complied
E20-0405 7/9/2020 7/9/2020 Parking lot restriping, and repair awning Sec. 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)	26811 SOUTHFIELD	40-24-23-227-030	Re-Inspection	06/02/2022		
E22-0269 5/3/2022 Ditch full of garabage, plugged up with debris abstructing the water flow. 6/6/2022 Permit expired, work is not complete.	26333 SOUTHFIELD RD	40-24-23-278-032	Re-Inspection	06/03/2022	06/06/2022	Violation(s)
E22-0345 5/31/2022 Tall grass over 13" violation notice hung on the door.	18185 WILTSHIRE BLVD	40-24-14-277-008	Re-Inspection	06/03/2022	06/07/2022	No Change
E22-0338 5/27/2022 Backyard needs some TLC, must cut down dead tree's, and clear all invasive brush. Pond/water fountain must be cleaned out from stagnate water to avoid infestation of mosquitoes.	18441 W GLENWOOD BLVD	40-24-14-256-008	Re-Inspection	06/03/2022		
E22-0346 5/31/2022 Shrubs in front must be 30" in height. violation notice hung on door.	28421 ELDORADO PL	40-24-14-276-012	Re-Inspection	06/03/2022		
E21-0246 11/18/2021 According to the Road Commission of Oakland County the Culvert on California N.W. side is damaged and must be replaced. 4/11/2022 Called Andrea the manager for maintenance department to get update on the repairs. Andrea stated he is looking for contractors to have the culvert jettted adn cleaned. once thats done Andrea will let the City know the status. 5/26/2022 Code spoke with Andrea the maintenance manager of the plaza, and stated that he had jetting service done, and no luck on opening the culvert, dictated that the culvert is damaged, which means they need to replace the entire culvert.	27881 SOUTHFIELD RD	40-24-14-431-046	Re-Inspection	06/03/2022		

Inspection List - Enforcement

06/10/22

Item 6B.

Enforcement	Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
E22-0349 6/1/2022 Tall grass must not exceed 7"	27411 LATHRUP BLVD	40-24-13-306-019	Re-Inspection	06/03/2022		
E22-0347 5/31/2022 Tall shrubs in front setback to the sidewalk must be 30" in height. violation notice hung on door.	18856 SAN QUENTIN DR	40-24-14-402-013	Re-Inspection	06/03/2022		
E22-0355 6/1/2022 dumpster without permit.	18735 SUNNYBROOK AVE	40-24-14-454-008	Re-Inspection	06/03/2022		
E22-0348 6/1/2022 Tall Grass over 12"	27735 CALIFORNIA NE DR	40-24-13-303-020	Re-Inspection	06/06/2022	06/07/2022	Complied
E22-0364 6/2/2022 Tall grass 6/9/2022 No change, posted a final notice on the door.	18153 CORAL GABLES AVE	40-24-23-229-007	Re-Inspection	06/06/2022	06/07/2022	No Change
E22-0357 6/2/2022 Tall Grass over 7" must be cut. Mrs. Pariseau, did not want to except the violation notice, and yelled at me to get off of her property. She started saying that I look for trouble, and conflict with residents.	27786 RAINBOW CIR	40-24-14-327-002	Re-Inspection	06/06/2022	06/07/2022	Partially Complied
E22-0353 6/1/2022 Tall grass must not exceed 7"	18211 W 12 MILE RD 2 NE	40-24-14-227-048	Re-Inspection	06/06/2022	06/07/2022	Complied
E22-0363 6/2/2022 Car parked on grass.	28441 ELDORADO PL	40-24-14-276-011	Re-Inspection	06/06/2022	06/07/2022	Complied
E22-0354 6/1/2022 Trailer must be out of public view	18811 BUNGALOW DR	40-24-14-452-006	Re-Inspection	06/06/2022	06/07/2022	Complied
E22-0282 5/3/2022 Mulch bags placed in landscaping beds 6/2/2022 spoke with Mrs. Brenda, and stated the mulch bags will be removed before Monday	27674 MORNINGSIDE PLZ	40-24-14-328-002	Re-Inspection	06/06/2022	06/07/2022	Complied
E22-0359 6/2/2022 Tall grass exceeds 7" must be cut.	18202 WILTSHIRE BLVD	40-24-14-232-012	Re-Inspection	06/06/2022	06/07/2022	Complied
E22-0158	27441 MORNINGSIDE PLZ	40-24-14-353-012	Re-Inspection	06/06/2022	06/06/2022	Violation(s)

Inspection List - Enforcement

06/10/22

Item 6B.

Enforcement	Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
3/21/2022 Spoke with Mrs. Johnson about the vehicle has to be removed or register with secretary of state.						
3/24/2022 Inoperable vehicle must be out of public view.						
E22-0362	18774 SUNNYBROOK AVE	40-24-14-453-012	Re-Inspection	06/07/2022	06/07/2022	Complied
6/2/2022 Trash container in public view						
E22-0360	17640 WILTSHIRE BLVD	40-24-13-107-009	Re-Inspection	06/07/2022	06/07/2022	No Change
6/2/2022 Trash container in public view.						
E22-0351	18764 DOLORES AVE	40-24-14-251-009	Re-Inspection	06/07/2022	06/07/2022	Complied
6/1/2022 Trash container in public view						
E22-0352	18181 W 12 MILE RD	40-24-14-227-046	Re-Inspection	06/07/2022	06/07/2022	Complied
6/1/2022 Tall grass must not exceed 7"						
E22-0361	18790 SUNNYBROOK AVE	40-24-14-453-011	Re-Inspection	06/07/2022	06/07/2022	Complied
6/2/2022 Trash container in public view.						
E22-0350	18781 DOLORES AVE	40-24-14-252-003	Re-Inspection	06/07/2022	06/07/2022	Complied
6/1/2022 Trash container in public view						
E22-0269	26333 SOUTHFIELD RD	40-24-23-278-032	Re-Inspection	06/08/2022		
5/3/2022 Ditch full of garbage, plugged up with debris obstructing the water flow.						
6/6/2022 Permit expired, work is not complete.						
E22-0365	17590 LINCOLN DR	40-24-24-154-028	Re-Inspection	06/08/2022		
6/6/2022 Tall grass must be less than 7"						
E22-0272	26059 SOUTHFIELD RD	40-24-23-277-049	Re-Inspection	06/09/2022		
5/3/2022-Remove garbage						
E22-0213	26606 SOUTHFIELD	40-24-24-104-033	Re-Inspection	06/09/2022		
4/5/2022 Ditch is full of debris.						
E22-0322	26237 SOUTHFIELD	40-24-23-279-014	Re-Inspection	06/10/2022		
5/17/2022 Ditch needs your attention, garbage and tall grass.						
E22-0325	17590 RAINBOW DR	40-24-24-153-026	Re-Inspection	06/10/2022		

Inspection List - Enforcement

06/10/22

Item 6B.

Enforcement	Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
10/13/2021 Eaves are deteriorated must repair.						
6/1/2022						
E22-0364	18153 CORAL GABLES AVE	40-24-23-229-007	Re-Inspection	06/10/2022	06/09/2022	No Change
6/2/2022 Tall grass						
6/9/2022 No change, posted a final notice on the door.						
E22-0327	18490 ROSELAND BLVD	40-24-14-226-043	Re-Inspection	06/10/2022		
5/25/2022 2 dead trees must be removed from the rear of the property. knocked on the door did not get a response, posted violation notice on the door.						
E22-0348	27735 CALIFORNIA NE DR	40-24-13-303-020	Re-Inspection	06/10/2022		
6/1/2022 Tall Grass over 12"						
E22-0328	18490 ROSELAND BLVD	40-24-14-226-043	Re-Inspection	06/10/2022	06/07/2022	Complied
5/25/2022 Firewood storage must be raised 8" to 18" above ground.						
E22-0357	27786 RAINBOW CIR	40-24-14-327-002	Re-Inspection	06/10/2022		
6/2/2022 Tall Grass over 7" must be cut.						
Mrs. Pariseau, did not want to except the violation notice, and yelled at me to get off of her property. She started saying that I look for trouble, and conflict with residents.						
E22-0369	27035 MEADOWBROOK WAY	40-24-14-478-005	Re-Inspection	06/10/2022		
6/6/2022 Tall grass, violaiton notice posted.						
E22-0370	26333 SOUTHFIELD RD	40-24-23-278-032	Re-Inspection	06/10/2022		
6/6/2022 Tall grass in ditch.						

Inspections: 42

Population: All Records

Inspection.DateTimeScheduled Between 6/1/2022 12:00:00 AM AND 6/10/2022 11:59:59 PM AND

Inspection.Inspector = RAMI SWEIDAN

AND

Inspection.InspectionType = Re-inspection OR

Inspection.InspectionType = Re-inspection

Requests filtered by request category that have been created 05/01/2022 - 06/01/2022

Request Category	Created in period	Created in comparison period	Acknowledged in period	Acknowledged in comparison period	Closed in period
Other	4	3	2	0	1
Property Maintenance	8	4	8	4	7
Pothole	5	5	0	0	0
Trash and Recycling	0	0	0	0	0
Private Property Issue	2	0	1	0	2
Abandoned Vehicle	0	0	0	0	0
Street Light	0	0	0	0	0
Trees	0	0	0	0	0
Parks and Playgrounds	0	0	0	0	0
Street Sign	0	0	0	0	0
Sidewalk Damage	0	0	0	0	0
Animal Control	0	0	0	0	0
Illegal Dumping	0	0	0	0	0
Branches/Chipping	2	1	0	0	2
Drainage	1	0	0	0	0

2 compared to 04/01/2022 - 05/01/2022 filtered to a category within all geographies

Closed in comparison period	Average days to acknowledge in period	Days to acknowledge previous	Average days to close	Average days to close in comparison period	Category SLA length
1	1.4		4.6	2.1	3
3	1.5	1	7.2	20.7	3
1				0	3
0					1
0	4.1		4.3		3
0					3
0					3
0					3
0					3
0					5
0					5
0					2
0					3
0					3
1			6.9	7.4	2
0					3

Unit of category SLA length	Percentage of requests closed within SLA	Number of requests within period that are overdue	Open count	Number of requests within period that are overdue and not closed
days	0%	1	3	3
days	14%	4	1	0
days	0%	0	5	5
days	0%	0	0	0
days	0%	2	0	0
days	0%	0	0	0
days	0%	0	0	0
days	0%	0	0	0
days	0%	0	0	0
days	0%	0	0	0
weeks	0%	0	0	0
days	0%	0	0	0
days	0%	0	0	0
days	50%	1	0	0
days	0%	0	1	1

Enforcements By Category

06/10/22

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ACCESSORY STRUCTURE

Enforcement Number	Address	Status	Filed	Closed
E22-0195	18444 MIDDLESEX AVE	VIOLATION	03/30/22	
E22-0228	18131 CAMBRIDGE BLVD	VIOLATION	04/08/22	
Total Entries:				2

DEAD TREE

Enforcement Number	Address	Status	Filed	Closed
E22-0196	18681 MIDDLESEX AVE	Resolved	04/01/22	04/05/22
Total Entries:				1

DEBRIS

Enforcement Number	Address	Status	Filed	Closed
E22-0159	18241 MEADOWOOD AVE	Resolved	03/23/22	03/29/22
E22-0192	26726 LATHRUP BLVD	VIOLATION	03/29/22	04/05/22
E22-0193	26385 LATHRUP BLVD	Resolved	03/29/22	03/30/22
E22-0203	26333 SOUTHFIELD RD	VIOLATION	04/01/22	
E22-0214	17310 LINCOLN DR	Resolved	04/05/22	04/05/22
E22-0224	19050 WILTSHIRE BLVD	Resolved	04/08/22	05/25/22
Total Entries:				6

DITCH AND CULVERT MAINTEN

Enforcement Number	Address	Status	Filed	Closed
E22-0140	26060 SOUTHFIELD RD	VIOLATION	03/17/22	
E22-0143	26026 SOUTHFIELD RD	VIOLATION	03/17/22	
E22-0204	26021 SOUTHFIELD RD 101A	VIOLATION	04/04/22	
E22-0205	26411 SOUTHFIELD RD	Resolved	04/04/22	05/25/22
E22-0206	26441 SOUTHFIELD RD	VIOLATION	04/04/22	
E22-0207	26600 SOUTHFIELD RD	VIOLATION	04/04/22	

Enforcements By Category

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E22-0208	26603 SOUTHFIELD RD	VIOLATION	04/04/22
E22-0209	26612 SOUTHFIELD RD	VIOLATION	04/04/22
E22-0211	26300 SOUTHFIELD RD	VIOLATION	04/05/22
E22-0213	26606 SOUTHFIELD	VIOLATION	04/05/22
E22-0226	27800 SOUTHFIELD RD	VIOLATION	04/08/22

Total Entries: 11

FIREWOOD STORAGE

Enforcement Number	Address	Status	Filed	Closed
E22-0153	27650 CALIFORNIA SE DR	VIOLATION	03/22/22	
E22-0152	27640 CALIFORNIA SE DR	VIOLATION	03/23/22	
E22-0225	27754 RACKHAM DR	Resolved	04/08/22	05/06/22

Total Entries: 3

INOPERABLE VEHICLE

Enforcement Number	Address	Status	Filed	Closed
E22-0144	28777 SUNSET W BLVD	VIOLATION	03/18/22	
E22-0146	27881 RACKHAM DR	Resolved	03/21/22	03/29/22
E22-0158	27441 MORNINGSIDE PLZ	VIOLATION	03/21/22	
E22-0185	18459 MIDDLESEX AVE	VIOLATION	03/25/22	
E22-0188	18561 SAN JOSE BLVD	Resolved	03/29/22	05/18/22
E22-0189	18819 SUNNYBROOK AVE	VIOLATION	03/29/22	

Total Entries: 6

ITEMS IN R. O. W.

Enforcement Number	Address	Status	Filed	Closed
E22-0220	28420 ELDORADO PL	VIOLATION	04/07/22	

Total Entries: 1

Enforcements By Category

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NO PERMITS

Enforcement Number	Address	Status	Filed	Closed
E22-0234	28690 SOUTHFIELD RD 103	VIOLATION	04/08/22	
E22-0239	17535 WILTSHIRE BLVD	Resolved	04/11/22	04/11/22
Total Entries:				2

OTHER

Enforcement Number	Address	Status	Filed	Closed
E22-0202	18735 SUNNYBROOK AVE	Resolved	04/01/22	04/15/22
Total Entries:				1

PARKING LOT REPAIR

Enforcement Number	Address	Status	Filed	Closed
E22-0237	26021 SOUTHFIELD RD 101A	VIOLATION	04/11/22	
E22-0238	26079 SOUTHFIELD RD	VIOLATION	04/11/22	
E22-0241	26059 SOUTHFIELD RD	VIOLATION	04/11/22	
E22-0242	26440 SOUTHFIELD RD	VIOLATION	04/11/22	
Total Entries:				4

PROPERTY IDENTIFICATION

Enforcement Number	Address	Status	Filed	Closed
E22-0142	26060 SOUTHFIELD RD	VIOLATION	03/17/22	
Total Entries:				1

PROPERTY MAINTENANCE

Enforcement Number	Address	Status	Filed	Closed
E22-0141	26060 SOUTHFIELD RD	VIOLATION	03/17/22	
E22-0147	18805 W GLENWOOD BLVD	Resolved	03/18/22	03/21/22
E22-0149	18844 SUNBRIGHT AVE	Resolved	03/22/22	04/11/22

Enforcements By Category

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E22-0150	19010 WILTSHIRE BLVD	Resolved	03/22/22	03/23/22
E22-0184	28025 ELDORADO PL	VIOLATION	03/25/22	
E22-0240	18780 BUNGALOW DR	VIOLATION	04/11/22	
Total Entries:				6

TRAILER / PODS

Enforcement Number	Address	Status	Filed	Closed
E22-0235	27720 LATHRUP BLVD	VIOLATION	04/11/22	
E22-0252	26310 MEADOWBROOK WAY	VIOLATION	04/13/22	
Total Entries:				2

TRAILER IN YARD

Enforcement Number	Address	Status	Filed	Closed
E22-0233	28565 LATHRUP BLVD	VIOLATION	04/08/22	
Total Entries:				1

TRASH CONTAINER IN PUBLIC '

Enforcement Number	Address	Status	Filed	Closed
E22-0167	28420 SUNSET W BLVD	Resolved	03/23/22	04/19/22
E22-0170	19091 WILTSHIRE BLVD	VIOLATION	03/23/22	
E22-0171	18770 WILTSHIRE BLVD	VIOLATION	03/23/22	
E22-0172	18400 WILTSHIRE BLVD	VIOLATION	03/23/22	
E22-0162	28452 WOODWORTH WAY	VIOLATION	03/24/22	
E22-0165	28440 SUNSET W BLVD	VIOLATION	03/24/22	
E22-0169	19080 WILTSHIRE BLVD	VIOLATION	03/24/22	
E22-0174	18190 RAINBOW DR	Resolved	03/25/22	04/19/22
E22-0175	19061 WILTSHIRE BLVD	VIOLATION	03/25/22	
E22-0176	18459 MIDDLESEX AVE	Resolved	03/25/22	04/19/22
E22-0177	18160 RAINBOW DR	Resolved	03/25/22	04/19/22

Enforcements By Category

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E22-0178	19010 WILTSHIRE BLVD	VIOLATION	03/25/22	
E22-0179	18467 MIDDLESEX AVE	Resolved	03/25/22	04/19/22
E22-0180	18447 MIDDLESEX AVE	Resolved	03/25/22	04/19/22
E22-0186	18716 CAMBRIDGE BLVD	VIOLATION	03/29/22	
E22-0190	18571 SAN DIEGO BLVD	Resolved	03/29/22	04/19/22
E22-0191	18632 BUNGALOW DR	VIOLATION	03/29/22	
E22-0194	18444 MIDDLESEX AVE	Resolved	03/30/22	04/19/22
E22-0197	26560 MEADOWOOD N CT	VIOLATION	04/01/22	
E22-0198	17541 SUNNYBROOK AVE	VIOLATION	04/01/22	
E22-0199	28005 ELDORADO PL	Resolved	04/01/22	04/19/22
E22-0200	28145 LATHRUP BLVD	Resolved	04/01/22	04/19/22
E22-0215	27714 CALIFORNIA NW DR	Resolved	04/06/22	04/19/22
E22-0216	28650 ELDORADO PL	VIOLATION	04/07/22	
E22-0217	18679 RAINBOW DR	Resolved	04/07/22	04/11/22
E22-0218	19252 RAINBOW DR	VIOLATION	04/07/22	
E22-0219	26441 MEADOWOOD S CT	VIOLATION	04/07/22	
E22-0222	18150 MARGATE AVE	VIOLATION	04/07/22	
E22-0227	18550 DOLORES AVE	VIOLATION	04/08/22	
E22-0230	28714 BLACKSTONE DR	VIOLATION	04/08/22	
E22-0236	27315 LATHRUP BLVD	VIOLATION	04/08/22	
E22-0243	27640 CALIFORNIA SE DR	VIOLATION	04/12/22	
E22-0245	27760 CALIFORNIA NE DR	VIOLATION	04/12/22	
E22-0246	27705 CALIFORNIA NE DR	Resolved	04/12/22	05/27/22
E22-0247	27620 CALIFORNIA SE DR	VIOLATION	04/12/22	
E22-0248	18840 SAN QUENTIN DR	VIOLATION	04/12/22	
E22-0249	27720 BLOOMFIELD DR	VIOLATION	04/12/22	
E22-0250	18741 SAN JOSE BLVD	Resolved	04/12/22	05/18/22
E22-0253	18650 SAN DIEGO BLVD	Resolved	04/12/22	05/18/22

Enforcements By Category

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Total Entries: 39

TREE BRANCHES

Enforcement Number	Address	Status	Filed	Closed
E22-0212	26400 SOUTHFIELD RD	Resolved	04/05/22	05/27/22
Total Entries:				1

YARD WASTE

Enforcement Number	Address	Status	Filed	Closed
E22-0139	26571 MEADOWOOD N CT	Resolved	03/16/22	03/21/22
E22-0145	18811 ALHAMBRA AVE	VIOLATION	03/18/22	
E22-0148	27786 RAINBOW CIR	Closed	03/21/22	05/19/22
E22-0154	17617 AVILLA BLVD	VIOLATION	03/22/22	
E22-0155	19328 SARATOGA BLVD	Resolved	03/22/22	03/29/22
E22-0157	18736 CAMBRIDGE BLVD	VIOLATION	03/22/22	
E22-0151	28125 LATHRUP BLVD	VIOLATION	03/23/22	
E22-0156	18716 CAMBRIDGE BLVD	VIOLATION	03/23/22	
E22-0163	18318 RAINBOW DR	Resolved	03/23/22	03/29/22
E22-0164	26349 MEADOWBROOK WAY	VIOLATION	03/23/22	
E22-0166	28420 SUNSET W BLVD	Resolved	03/23/22	03/29/22
E22-0160	28420 WOODWORTH WAY	Resolved	03/24/22	03/28/22
E22-0161	28452 WOODWORTH WAY	VIOLATION	03/24/22	
E22-0168	18564 DOLORES AVE	Resolved	03/24/22	05/27/22
E22-0173	18810 SAN QUENTIN DR	Resolved	03/24/22	04/01/22
E22-0181	28020 ELDORADO PL	VIOLATION	03/25/22	
E22-0182	28100 GOLDENGATE E DR	VIOLATION	03/25/22	
E22-0183	27510 CALIFORNIA SE DR	VIOLATION	03/25/22	
E22-0187	18568 SAN DIEGO BLVD	Resolved	03/29/22	05/18/22

Enforcements By Category

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E22-0201	26571 MEADOWOOD N CT	VIOLATION	04/01/22	
E22-0210	26371 MEADOWBROOK WAY	Resolved	04/05/22	04/11/22
E22-0221	18433 SARATOGA BLVD	VIOLATION	04/07/22	
E22-0223	28275 ELDORADO PL	Resolved	04/07/22	04/19/22
E22-0229	18190 MEADOWOOD AVE	VIOLATION	04/08/22	
E22-0231	28714 BLACKSTONE DR	VIOLATION	04/08/22	
E22-0232	18255 MEADOWOOD AVE	VIOLATION	04/08/22	
E22-0251	28060 ELDORADO PL	Resolved	04/12/22	05/27/22
			Total Entries:	27

Total Records: 114

Enforcement.CodeOfficer = RAMI SWEIDAN ANDEnforcemen

Total Pages: 7



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

MEMORANDUM

To: DDA Board of Directors
From: Susie Stec, DDA Director
Date: June 16, 2022
RE: Proposed FY 21/22 June 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 twice per fiscal year (January and June).

The proposed DDA FY 21/22 Budget Revenue amendments reflect the final revenue amounts.

The budget amendments presented and described below are primarily to align the DDA FY 21/22 Budget Expenditures with the actual and projected amounts in the following line items:

Salaries Full-Time

The DDA Director & Treasurer are receiving \$4,000/month to fulfill the Interim City Administrator role. The additional expenditures in this line were unaccounted for in the January amendments as it was unknown how long this temporary arrangement would last. A conditional offer was made to fulfill the City Administrator position, and it is anticipated that these additional salary expenses will conclude by August.

Employee Taxes & Benefits

See explanation above. These are the expenses associated with the temporary salary increases.

Tax Tribunal Returns

A property owner successful appealed the valuation of his three (3) properties. This is a minor adjustment to reflect the actual amount.

Streetscaping

Unanticipated costs associated with repairing the DDA tow-behind watering trailer.



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Planning/Consulting Fees

The DDA covered a significant portion of the city's planning/consulting fees. This amount will be reduced in the FY 22/23 DDA Budget to align with the Cost-Share Agreement with the city. Additionally, as the Comprehensive Plan is adopted, these expenses will be reduced in the upcoming fiscal year.

Suggested Motion: To adopt the proposed June Amendments to the FY 21/22 DDA Budget.

FY 21/22 June Amendments

REVENUES	ADOPTED 21/22	AMENDED 1/21/2022	ACTUAL 6/16/2022	PROPOSED 6/17/2022	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	305,000	305,000	360,585	360,585	55,585
TAX COLLECTED OTHER	24,643	24,643	36,183	36,183	11,540
SPEC ASSESSMENT - REVENUE	1,800	1,800	-	-	(1,800)
MISC. REVENUES	6,000	6,000	21,177	21,177	15,177
INVESTMENT INTEREST	10,000	10,000	2,832	2,832	(7,168)
FEDERAL/STATE GRANTS	-	-	-	-	-
Total Revenues	347,443	347,443	420,777	420,777	73,334

EXPENDITURES	ADOPTED 21/22	AMENDED 1/21/2022	ACTUAL 6/16/2022	PROPOSED 6/17/2022	INCREASE (DECREASE)
SALARIES & WAGES	116,174	116,174	147,035	162,035	45,861
PART TIME SEASONAL CREW	5,000	5,000	3,603	3,603	(1,397)
EMPLOYEE TAXES & BENEFITS	34,000	34,000	45,759	50,259	16,259
LEGAL SERVICES	900	900	-	-	(900)
OFFICE SUPPLIES	1,480	1,480	1,183	1,480	-
TAX TRIBUNAL RETURNS	2,000	13,791	13,800	13,800	9
AUDITING & ACCOUNTING	800	800	800	800	-
TRAINING/MEMBERSHIP	4,500	4,500	2,392	2,542	(1,958)
MAIN STREET PROGRAM	16,500	16,500	6,572	9,572	(6,928)
STREETSCAPING	24,000	24,000	23,195	25,000	1,000
PLANNING/CONSULTING FEES	42,100	42,100	44,091	44,091	1,991
PRINTING/PUBLICATION COSTS*	1,500	2,500	2,145	2,500	-
POSTAGE FEES	200	200	135	135	(65)
REPAIRS & MAINTENANCE	19,500	230,314	88,757	230,314	-
MISCELLANEOUS EXPENDITURES	6,100	6,100	757	6,100	-
DEPRECIATION INFRASTRUCTURE	-	-	-	-	-
CAPITAL EXPENDITURE	-	-	-	-	-
SIGN GRANT PROGRAM	10,000	10,000	4,000	4,000	(6,000)
FAÇADE GRANT PROGRAM	20,000	20,000	11,640	11,640	(8,360)
TOTAL EXPENDITURES	304,754	528,359	395,864	567,871	39,512