



# DDA Board of Directors - Special Meeting Agenda

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

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1. **Call to Order**

2. **Approval of Agenda**

3. **Approval of Minutes**

[A.](#) DDA Minutes 2022 04 22

4. **Financial Review**

[A.](#) Financial Reports - April 2022

5. **Committee Reports**

6. **Other Business**

[A.](#) May 2022 CED Report

[B.](#) Code Enforcement Report - April

7. **Old Business**

A. Juneteenth Food Vendor Stipend

8. **New Business**

[A.](#) Fiscal Year 22/23 DDA Budget

9. **Public Comment**

10. **Adjourn**



## DDA Board of Directors Minutes

Friday, April 22, 2022 at 12:00 PM  
27400 Southfield Road, Lathrup Village, Michigan 48076

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### 1. Call to Order

12:03 pm by Chair Dan Sugg

Present: Bryan Ford, Charlotte Jones, Bobbi Lovins, Scott McKee, Pam Shermeyer, Dan Sugg, Mark Watts

Absent: Kelly Garrett, Fred Prime

Staff: Pam Bratschi, Susie Stec

Public: Jamar Bray, Karen Miller

Motion to excuse K. Garrett & F. Prime by Lovins, second by McKee. All in favor.

### 2. Approval of Agenda

Motion to approve the agenda by Shermeyer, second by Jones. All in favor.

### 3. Approval of Minutes

Motion to approve DDA Minutes from 2022 03 18 by Shermeyer, second by Ford. All in favor.

### 4. Financial Review

Bratschi provided update. Indicated that she is still settling with the county and expects to have final revenue numbers in May.

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

### 5. Committee Reports

### 6. Other Business

A. CED Report – April

Stec provided an update and told the board about the upcoming Corridor Cleanup.

B. Code Enforcement Report – March

Stec & McKee provided an update & answered questions regarding code enforcement activities. Discussed the need for good communication with property/business owners.

**7. Old Business - none****8. New Business****A. New Member Introductions**

All board members introduced themselves and what they do professionally. Bray also introduced himself and explained briefly what his role is for Oakland County and City.

**B. Election of Officers**

Stec reminded the board that they amended the bylaws to allow for 2-year terms with the intent of progression into the next office (i.e. Vice Chair becomes Chair, etc.)

Ford nominated Prime to serve as Chair, second by Sugg.

Lovins nominated Ford to serve as Vice Chair, second by Sugg

Sugg nominated Shermeyer to serve as Secretary, second by Jones.

All nominations were accepted by the nominees.

Motion to accept the nominations by Sugg, second by Lovins. All in favor.

**C. Draft FY 22/23 DDA Budget**

Stec provided an overview of the draft FY 22/23 budget. Board liked the extra detail provided in each line item & asked that it be included in the final document. Board specified increases to the Training/Membership, Main Street, and Repairs & Maintenance line items.

**D. Event Registration - The Main Event: May 5<sup>th</sup>**

Board was asked to RSVP to Stec as soon as possible for The Main Event.

**E. Juneteenth Food Vendor Stipend**

Board asked that the Juneteenth Committee make a recommendation regarding the stipend to be considered at the next board meeting.

**9. Public Comment**

Karen Miller introduced herself.

**10. Adjourn at 1:21 pm**

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 04/01/2022 TO 04/30/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000		TRUST ACCOUNT-GENERAL				
Journal GJ: GJ						
125504	04/30/2022	INTEREST POSTING - MONTHLY	15292	Multiple	279.76	
		Journal Totals			279.76	0.00
Totals for 494-000.000-010.000					279.76	0.00

Balance 04/01/22: 1,361,507.86

Net Change: 279.76

Balance 04/30/22: 1,361,787.62

## 494-000.000-202.000 ACCOUNTS PAYABLE

Journal AP: AP

124907	04/07/2022	GIFFELS-WEBSTER ENG INCVnd: GWE125467		494-000.000-882.000	2,577.00	
125020	04/08/2022	GIFFELS-WEBSTER ENG INCVnd: GWE125467		494-000.000-882.000		2,577.00
125026	04/14/2022	GIFFELS-WEBSTER ENG INCVnd: GWE125665		494-000.000-882.000		4,570.00
125051	04/14/2022	OAKLAND COUNTY TREASURERVnd: OA12095 31-MAR-22		494-000.000-802.000		9.02
125059	04/14/2022	REVIZE LLCVnd: REVIZE Invoice: 13361		Multiple		920.00
125062	04/14/2022	STEVEN STURKEYVnd: STURKEY ST I04132022		494-000.000-844.000		150.00
125134	04/19/2022	BLUE CARE NETWORKVnd: BLUECARE 220980000471		Multiple		540.28
125156	04/19/2022	STANDARD INSURANCE COMPANYVnd: APRIL		Multiple		41.06
125157	04/19/2022	VANTAGEPOINTE TRANSFER 803046Vn04132022		Multiple		75.81
125304	04/28/2022	GIFFELS-WEBSTER ENG INCVnd: GWE125885		494-000.000-882.000		3,609.00
125329	04/28/2022	VANTAGEPOINTE TRANSFER 803046Vn04272022		Multiple		75.81
125297	04/29/2022	CARDMEMBER SERVICEVnd: CARDMEMBEMARCH 2022		Multiple		41.78
		Journal Totals			2,577.00	12,609.76

Journal CD: CD

124913	04/07/2022	Check: NBDC 46413	46413	Multiple		2,577.00
125094	04/14/2022	Check: NBDC 46466	46466	Multiple	7,147.00	
125106	04/14/2022	Check: NBDC 46478	46478	Multiple	9.02	
125112	04/14/2022	Check: NBDC 46484	46484	Multiple	920.00	
125115	04/14/2022	Check: NBDC 46487	46487	Multiple	150.00	
125161	04/19/2022	Check: NBDC 46494	46494	Multiple	540.28	
125178	04/19/2022	Check: NBDC 46511	46511	Multiple	41.06	
125179	04/19/2022	Check: NBDC 46512	46512	Multiple	75.81	
125341	04/29/2022	Check: NBDC 46520	46520	Multiple	41.78	
125344	04/29/2022	Check: NBDC 46523	46523	Multiple	3,609.00	
125352	04/29/2022	Check: NBDC 46531	46531	Multiple	75.81	
		Journal Totals			12,609.76	2,577.00

Totals for 494-000.000-202.000

15,186.76 15,186.76

Balance 04/01/22: 0.00

Net Change: 0.00

Balance 04/30/22: 0.00

## 494-000.000-214.101 DUE TO GENERAL FUND

Journal CD: CD

124913	04/07/2022	Check: NBDC 46413	46413	Multiple	2,577.00	
125094	04/14/2022	Check: NBDC 46466	46466	Multiple		7,147.00
125106	04/14/2022	Check: NBDC 46478	46478	Multiple		9.02
125112	04/14/2022	Check: NBDC 46484	46484	Multiple		920.00
125115	04/14/2022	Check: NBDC 46487	46487	Multiple		150.00
125161	04/19/2022	Check: NBDC 46494	46494	Multiple		540.28
125178	04/19/2022	Check: NBDC 46511	46511	Multiple		41.06
125179	04/19/2022	Check: NBDC 46512	46512	Multiple		75.81
125341	04/29/2022	Check: NBDC 46520	46520	Multiple		41.78
125344	04/29/2022	Check: NBDC 46523	46523	Multiple		3,609.00
125352	04/29/2022	Check: NBDC 46531	46531	Multiple		75.81
		Journal Totals			2,577.00	12,609.76

Journal PA: PA

125502	04/15/2022	PAYROLL - SEE PAYROLL REPORT	15290	Multiple		6,248.51
		Journal Totals			0.00	6,248.51

Journal PR: Payroll

125503	04/30/2022	PAYROLL - SEE PAYROLL REPORT	15291	Multiple		6,248.51
125505	04/30/2022	CITY AMOUNT FOR ICMA	15293	Multiple		236.24
125509	04/30/2022	MERS POSTING - NEW HIRES AFTER	15297	Multiple		549.99
125510	04/30/2022	MERS POSTING	15298	Multiple		968.80
		Journal Totals			0.00	8,003.54

Totals for 494-000.000-214.101

2,577.00 26,861.81

Balance 04/01/22: 277,846.52

Net Change: 24,284.81

Balance 04/30/22: 302,131.33

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 04/01/2022 TO 04/30/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-214.101		DUE TO GENERAL FUND				
494-000.000-446.000		INVESTMENT INTEREST				
Journal GJ: GJ						
125504	04/30/2022	INTEREST POSTING - MONTHLY	15292	Multiple		279.76
		Journal Totals			0.00	279.76
Totals for 494-000.000-446.000					0.00	279.76
		Balance 04/01/22:		2,552.52		
		Net Change:		279.76		
		Balance 04/30/22:		2,832.28		
494-000.000-701.000		SALARIES FULL-TIME				
Journal PA: PA						
125502	04/15/2022	PAYROLL - SEE PAYROLL REPORT	15290	Multiple	5,857.61	
		Journal Totals			5,857.61	0.00
Journal PR: Payroll						
125503	04/30/2022	PAYROLL - SEE PAYROLL REPORT	15291	Multiple	5,857.61	
		Journal Totals			5,857.61	0.00
Totals for 494-000.000-701.000					11,715.22	0.00
		Balance 04/01/22:		120,379.35		
		Net Change:		11,715.22		
		Balance 04/30/22:		132,094.57		
494-000.000-703.000		EMPLOYEE TAXES & BENEFITS				
Journal AP: AP						
125134	04/19/2022	BLUE CARE NETWORKEMPLOYEE TAXES220980000471		Multiple	540.28	
125156	04/19/2022	STANDARD INSURANCE COMPANYEMPLCAPRIL		Multiple	41.06	
125157	04/19/2022	VANTAGEPOINTE TRANSFER 803046EM04132022		Multiple	75.81	
125329	04/28/2022	VANTAGEPOINTE TRANSFER 803046EM04272022		Multiple	75.81	
		Journal Totals			732.96	0.00
Journal PA: PA						
125502	04/15/2022	PAYROLL - SEE PAYROLL REPORT	15290	Multiple	390.90	
		Journal Totals			390.90	0.00
Journal PR: Payroll						
125503	04/30/2022	PAYROLL - SEE PAYROLL REPORT	15291	Multiple	390.90	
125505	04/30/2022	CITY AMOUNT FOR ICMA	15293	Multiple	236.24	
125509	04/30/2022	MERS POSTING - NEW HIRES AFTER	15297	Multiple	549.99	
125510	04/30/2022	MERS POSTING	15298	Multiple	968.80	
		Journal Totals			2,145.93	0.00
Totals for 494-000.000-703.000					3,269.79	0.00
		Balance 04/01/22:		40,271.13		
		Net Change:		3,269.79		
		Balance 04/30/22:		43,540.92		
494-000.000-726.000		OFFICE SUPPLIES				
Journal AP: AP						
125059	04/14/2022	REVIZE LLCOFFICE SUPPLIES	13361	Multiple	920.00	
125297	04/29/2022	CARDMEMBER SERVICEOFFICE SUPPLIMARCH 2022		Multiple	15.89	
125297	04/29/2022	CARDMEMBER SERVICEOFFICE SUPPLIMARCH 2022		Multiple	15.89	
		Journal Totals			951.78	0.00
Totals for 494-000.000-726.000					951.78	0.00
		Balance 04/01/22:		215.33		
		Net Change:		951.78		
		Balance 04/30/22:		1,167.11		
494-000.000-802.000		TAX TRIBUNAL RETURNS				
Journal AP: AP						
125051	04/14/2022	OAKLAND COUNTY TREASURERTAX TRI12095 31-MAR-22	494-000.000-202.000		9.02	
		Journal Totals			9.02	0.00
Totals for 494-000.000-802.000					9.02	0.00
		Balance 04/01/22:		13,791.37		
		Net Change:		9.02		
		Balance 04/30/22:		13,800.39		

05/19/2022 01:29 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 04/01/2022 TO 04/30/2022

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-802.000 TAX TRIBUNAL RETURNS						
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
125062	04/14/2022	STEVEN STURKEYMAIN STREET PROGR	04132022	494-000.000-202.000	150.00	
Journal Totals					150.00	0.00
Totals for 494-000.000-844.000					150.00	0.00
Balance 04/01/22:			6,311.35			
Net Change:			150.00			
Balance 04/30/22:			6,461.35			

494-000.000-882.000 PLANNING/CONSULTING FEES

Journal AP: AP

124907	04/07/2022	GIFFELS-WEBSTER ENG INC	PLANNING125467	494-000.000-202.000		2,577.00
125020	04/08/2022	GIFFELS-WEBSTER ENG INC	PLANNING125467	494-000.000-202.000	2,577.00	
125026	04/14/2022	GIFFELS-WEBSTER ENG INC	PLANNING125665	494-000.000-202.000	4,570.00	
125304	04/28/2022	GIFFELS-WEBSTER ENG INC	PLANNING125885	494-000.000-202.000	3,609.00	
Journal Totals					10,756.00	2,577.00
Totals for 494-000.000-882.000					10,756.00	2,577.00
Balance 04/01/22:			35,912.33			
Net Change:			8,179.00			
Balance 04/30/22:			44,091.33			

494-000.000-955.000 MISCELLANEOUS EXPENDITURES

Journal AP: AP

125297	04/29/2022	CARDMEMBER SERVICE	MISCELLANEOUSMARCH 2022	Multiple	10.00	
Journal Totals					10.00	0.00
Totals for 494-000.000-955.000					10.00	0.00
Balance 04/01/22:			737.09			
Net Change:			10.00			
Balance 04/30/22:			747.09			

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 04/30/2021	PERIOD ENDED 04/30/2022
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	992,488.33	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	222,281.22	72,110.11
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)
<b>Total Assets</b>		<b>1,474,658.27</b>	<b>1,691,799.18</b>
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	220.00	0.00
494-000.000-214.101	DUE TO GENERAL FUND	112,622.75	302,131.33
494-000.000-257.000	ACCRUED WAGES PAYABLE	0.00	1,095.92
<b>Total Liabilities</b>		<b>112,842.75</b>	<b>303,227.25</b>
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,518,412.77	1,611,211.99
<b>Total Fund Balance</b>		<b>1,518,412.77</b>	<b>1,611,211.99</b>
<b>Beginning Fund Balance</b>		<b>1,518,412.77</b>	<b>1,611,211.99</b>
<b>Net of Revenues VS Expenditures</b>		<b>(156,597.25)</b>	<b>(222,640.06)</b>
<b>Ending Fund Balance</b>		<b>1,361,815.52</b>	<b>1,388,571.93</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,474,658.27</b>	<b>1,691,799.18</b>

PERIOD ENDING 04/30/2022

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2022 NORM (ABNORM)	MONTH 04/30/22 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	51,202.38	0.00	253,797.62	16.79
494-000.000-410.000	TAX COLLECTED OTHER	24,643.00	24,643.00	5,156.47	0.00	19,486.53	20.92
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	279.76	7,167.72	28.32
Total Dept 000.000		347,443.00	347,443.00	80,367.85	279.76	267,075.15	23.13
TOTAL REVENUES		347,443.00	347,443.00	80,367.85	279.76	267,075.15	23.13
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	116,174.00	116,174.00	132,094.57	11,715.22	(15,920.57)	113.70
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	43,540.92	3,269.79	(9,540.92)	128.06
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	951.78	312.89	78.86
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	13,791.00	13,800.39	9.02	(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	1,417.09	0.00	3,082.91	31.49
494-000.000-844.000	MAIN STREET PROGRAM	16,500.00	16,500.00	6,461.35	150.00	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	8,179.00	(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	14,225.81	0.00	216,088.19	6.18
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	6,100.00	6,100.00	747.09	10.00	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	303,007.91	24,284.81	225,351.09	57.35
TOTAL EXPENDITURES		304,754.00	528,359.00	303,007.91	24,284.81	225,351.09	57.35
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		347,443.00	347,443.00	80,367.85	279.76	267,075.15	23.13
TOTAL EXPENDITURES		304,754.00	528,359.00	303,007.91	24,284.81	225,351.09	57.35
NET OF REVENUES & EXPENDITURES		42,689.00	(180,916.00)	(222,640.06)	(24,005.05)	41,724.06	123.06





27400 Southfield Rd  
 Lathrup Village, MI 48076  
 (248) 557 - 2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

## MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: May 13, 2022

RE: Department/Director Report

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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

- Mental Health Awareness Seminar: Wed., May 25<sup>th</sup>, 6 – 8 pm (DDA, Boys2Men, & In The Know)
- Coffee with Coulter, Thurs., May 26<sup>th</sup>, Time TBD
- Flower Basket Planting Party: late May, TBD on delivery
- Southfield Road Corridor Clean-up: June 4<sup>th</sup>, 9 – 11 am
- Juneteenth Celebration: Unity in the Community: June 18<sup>th</sup>, 12 Noon – 4 pm

### Commercial Business/Property Updates

- 26079 Southfield Road (US Rehab) – finishing interior improvements
- 26727 Southfield Road (BP Gas) – work is progressing and should be completed by June
- 18101 W. 12 Mile (LOGOS) – received site plan approval & recommended Special Land Use (SLU) approval. They will be seeking final SLU approval by City Council in June
- 27777 Southfield (Panera Bread) has submitted Planned Unit Development (PUD) application for Planning Commission consideration. Their intent is to demolish the exiting, vacant bank and build a new, larger restaurant with a drive-thru. It would be the second new prototype by Panera.
- Lathrup Village Apartments installed the screen wall soon. The final building phase is delayed until Spring 2022 due to material and contractor shortages

### Infrastructure

- Year 1 Sidewalk Replacement Program work has begun. Year 2 project work will begin in June.
- Sewer CCTV began on April 18<sup>th</sup> and will run through most of the summer
- Paving work has begun on Group 1 streets



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- 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.

#### **Miscellaneous**

- The new DDA & Special Projects Manager is Brittany Dorsey. She will be focused on coordinating & implementing DDA projects, programs, and events.
- DDA staff will be traveling to Richmond, VA May 15 – 19<sup>th</sup> for the National Main Street Conference.

05/25/2022

Item 6B.

## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
<b>27310 SOUTHFIELD</b>	<b>27300 SOUTHFIELD LLC</b>	<b>3/4/2022 Sign covering entire door</b>	<b>Re-Inspection</b>	<b>Sign Violation</b>	<b>VIOLATION</b>
<b>5/25/2022 Spoke with Kresto about the sign on the door and stated will be removed as of today.</b>					

### 52-24 Sign

Window Sign - Ten (10%) percent of the total glass area on that side of the building and on the floor where the sign will be located.

<b>26635 SOUTHFIELD RD</b>	<b>KM Lathrup, LLC</b>	<b>3/4/2022 Debris by 26637 Southfield door way on the inside corner must be cleaned.</b>	<b>Re-Inspection</b>	<b>DEBRIS</b>	<b>Resolved</b>
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### 302.1 Sanitation

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

<b>26635 SOUTHFIELD RD</b>	<b>KM Lathrup, LLC</b>	<b>3/4/2022 Have signs and flags that are in violation of city ordinance.</b>	<b>Re-Inspection</b>	<b>Sign Violation</b>	<b>Resolved</b>
<b>3/21/2022 signs were removed</b>					

52-25 SIGN types that require a permit.

## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
(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 or visibility. 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 not open 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 color background. 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.					
<b>28871 SOUTHFIELD</b>	<b>G &amp; A REAL ESTATE INV</b>	<b>3/7/2022 Sign and banner sign needs to come down, cannot place signs on the right of way.</b>	<b>Re-Inspection</b>	<b>Sign Violation</b>	<b>Resolved</b>

### 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 or visibility. 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 not open 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 color background. 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.

### 52-24 Sign

Window Sign - Ten (10%) percent of the total glass area on that side of the building and on the floor where the sign will be located.

<b>18505 W 12 MILE RD</b>	<b>SOUTH OAKLAND SHEL</b>	<b>3/9/2022 Donated cloths must be out of public view.</b>	<b>Re-Inspection</b>	<b>Property Maintenance</b>	<b>Resolved</b>
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## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
<p>54-66 Outside storage for unsightly or offensive materials.</p> <p>No person shall cause or permit the premises he owns or otherwise has under his occupancy or control or the adjoining right-of-way to be used for the outside storage (outside of an appropriate container or building) of garbage, sewage, filth, refuse, dead or cut tree branches, waste, including yard waste, trash, debris, litter, rubbish, including cans, bottles, wastepaper, cartons, boxes, crates, inoperable machinery, discarded building materials, discarded household goods, or any unsightly, offensive or obnoxious materials. All land areas found to be used for such purposes or to be strewn with such materials are declared to be public nuisances.</p> <p>(Code 1991, art. V, ch. 7, § 108)</p>					
<p>302.1 Sanitation</p> <p>All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.</p>					
28455 SOUTHFIELD RD	28455 SOUTHFIELD ROAD	3/4/2022 inspected the area, the ditch was dry from storm water. Spoke with Rich the property owner about maintaining the culvert free of any debris. Rich stated that he will have a company come out to clean the culvert.	Re-Inspection	Ditch and Culvert Main	Resolved
<p>30-41 Maintenance of ditches and culverts</p> <p>ARTICLE II. - STORMWATER MANAGEMENT</p> <p>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.</p> <p>(Ord. No. 409-10, pt. II, 10-18-2010)</p>					
28821 SOUTHFIELD RD	G & A REAL ESTATE INC	3/11/2022 parking blocks scattered all over the place.	Re-Inspection	Property Maintenance	Resolved
		3/11/2022 Called property owner Najah Gasso, stated that he is already aware of the issue and is looking for a company to achor them in, and replacing broken blocks. Mr. Gasso asked for 2 - 3 weeks to find someone.			
		4/20/2022 parking blocks are secured			
Article 5.0 Site Standards (Parking Block)					

## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
<p>The following are required except as modified for the R1 and R2 districts as provided in Section 5.13.16 and 5.13.17. Bumper stops, curbing or wheel chocks shall be provided to prevent any vehicle from damaging or encroaching upon any required wall, fence or buffer strips or upon any building adjacent to the parking lot. Stops, curbing, and chocks shall be of concrete or its durability equivalent and shall be suitably anchored.</p>					
<b>28927 SOUTHFIELD RD</b>	<b>NAJOR &amp; DABISH LLC</b>	<b>3/11/2022 Parking lot is in bad shape, needs to be repaved, resealed, and restripped.</b>	<b>Re-Inspection</b>	<b>Parking Lot Repair</b>	<b>VIOLATION</b>
<p>46-106 Dusty parking lots.</p> <p>It shall be unlawful to maintain or operate a parking lot without keeping it reasonably free from dust, or by permitting the same to become a nuisance to adjacent property owners. Violation of this section constitutes a misdemeanor and is declared a public nuisance subject to abatement as provided in section 46-146. (Ord. No. 348-00, pt. VII, 4-3-2000)</p>					
<p>62-1 Maintenance of sidewalks, parking lots and driveways</p> <p>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)</p>					
<b>28645 SOUTHFIELD RD</b>	<b>R AND B INC LLC</b>	<b>3/11/2022 Parking lot need your attention, needs patching, reseal and restrip.</b>	<b>Re-Inspection</b>	<b>Parking Lot Repair</b>	<b>VIOLATION</b>
<p>62-1 Maintenance of sidewalks, parking lots and driveways</p> <p>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)</p>					
<p>46-106 Dusty parking lots.</p> <p>It shall be unlawful to maintain or operate a parking lot without keeping it reasonably free from dust, or by permitting the same to become a nuisance to adjacent property owners. Violation of this section constitutes a misdemeanor and is declared a public nuisance subject to abatement as provided in section 46-146. (Ord. No. 348-00, pt. VII, 4-3-2000)</p>					

## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
28245 SOUTHFIELD RD	O'DELL ACQUISITIONS I	3/11/2022 The parking lot needs your attention.	Re-Inspection	Parking Lot Repair	VIOLATION

spoke with elizabeth (receptionist) about the pot hole by the sewer, she stated will give the violation notice to the doctor. Doc ran out with the violation notice, wanted to know where the pot hole was, code enforcement showed the doctor the area in question.

### 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)

### 46-106 Dusty parking lots.

It shall be unlawful to maintain or operate a parking lot without keeping it reasonably free from dust, or by permitting the same to become a nuisance to adjacent property owners. Violation of this section constitutes a misdemeanor and is declared a public nuisance subject to abatement as provided in section 46-146.  
(Ord. No. 348-00, pt. VII, 4-3-2000)

28939 SOUTHFIELD RD	BERINGER INVESTMENT	3/3/2022 parking lot has pot holes that needs to be repaired.	Re-Inspection	Parking Lot Repair	VIOLATION
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3/4/2022 Spoke with the owner Mr. Sharrak of the gas station, stated he is working on getting the concrete replaced.

### 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)

### 302.1 Sanitation

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
<b>28901 SOUTHFIELD RD</b>	<b>Odessa Properties LLC</b>	<b>3/15/2022 Parking lot needs your attention, repatch, reseal, and restripe.</b>	<b>Re-Inspection</b>	<b>Parking Lot Repair</b>	<b>VIOLATION</b>

### 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)

### 302.1 Sanitation

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.



## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
28880 SOUTHFIELD RD	LATHFIELD HOLDINGS	<p>3/15/2022 Dumpster enclosure must be repaired or replaced.</p> <p>From: David Winowiecki &lt;david.winowiecki@jmcmanagement.com&gt; Sent: Tuesday, March 15, 2022 4:47 PM To: Rami Sweidan &lt;rsweidan@lathrupvillage.org&gt; Cc: Christina Rice &lt;christina.rice@jmcmanagement.com&gt;; Deion Washington &lt;deion.washington@metrodetroitlofts.com&gt; Subject: Final Notice letter dated 2/23/22</p> <p>Rami, Please be advised that the Dumpster enclosure was repaired today 3/15/22.</p> <p>Thank you</p> <p>David Winowiecki Director of Facilities JMC Management LLC www.jmcmanagement.com</p> <p>24500 Northwestern Hwy Suite 100 Southfield, MI 48075 586-782-4373 Direct 586-915-7514 Cell 586-427-9411 Fax</p>	Re-Inspection	Dumpster Enclosure	Resolved
26411 SOUTHFIELD RD	KM Lathrup, LLC	3/15/2022 Yard waste must be removed from the approach.	Re-Inspection	DEBRIS	VIOLATION

## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
302.1 Sanitation					
All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.					
5.3 WASTE AND RUBBISH					
1. No garbage, sewage, filth, refuse, waste, trash, debris, or rubbish, including cans, bottles, wastepaper, cartons, boxes, crates, inoperable machinery, discarded building materials, discarded household goods, or any offensive or obnoxious matter, shall be kept in open containers or piled, placed or stored on the open ground. The owners and occupants of every building shall provide proper receptacles for said waste and keep receptacles clean and not exposed on the grounds outside of a building. Rubbish may, however, be placed at roadside for pickup on designated days in conformity with the city's ordinances regulating rubbish collections.					
26411 SOUTHFIELD RD	KM Lathrup, LLC	3/15/2022 Parking lot needs to be resealed and restriped.	Re-Inspection	Parking Lot Repair	VIOLATION
46-106 Dusty parking lots.					
It shall be unlawful to maintain or operate a parking lot without keeping it reasonably free from dust, or by permitting the same to become a nuisance to adjacent property owners. Violation of this section constitutes a misdemeanor and is declared a public nuisance subject to abatement as provided in section 46-146. (Ord. No. 348-00, pt. VII, 4-3-2000)					
26441 SOUTHFIELD RD	KM Lathrup, LLC	3/15/2022 Parking lot needs to be resealed and restriped.	Re-Inspection	Parking Lot Repair	VIOLATION
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)					
46-106 Dusty parking lots.					
It shall be unlawful to maintain or operate a parking lot without keeping it reasonably free from dust, or by permitting the same to become a nuisance to adjacent property owners. Violation of this section constitutes a misdemeanor and is declared a public nuisance subject to abatement as provided in section 46-146. (Ord. No. 348-00, pt. VII, 4-3-2000)					
28851 SOUTHFIELD RD	G & A REAL ESTATE INV	3/15/2022 Parking lot needs to be resealed and restriped.	Re-Inspection	Parking Lot Repair	VIOLATION

## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
<p>62-1 Maintenance of sidewalks, parking lots and driveways</p> <p>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.</p> <p>(Code 1991, art. V, ch. 7, § 110)</p>					
<p>46-106 Dusty parking lots.</p> <p>It shall be unlawful to maintain or operate a parking lot without keeping it reasonably free from dust, or by permitting the same to become a nuisance to adjacent property owners. Violation of this section constitutes a misdemeanor and is declared a public nuisance subject to abatement as provided in section 46-146.</p> <p>(Ord. No. 348-00, pt. VII, 4-3-2000)</p>					
<b>28801 SOUTHFIELD RD</b>	<b>JDV INVESTMENTS LLC</b>	<b>3/15/2022 Parking lot needs to be resealed and restriped.</b>	<b>Ordinance</b>	<b>Parking Lot Repair</b>	<b>VIOLATION</b>
<p>62-1 Maintenance of sidewalks, parking lots and driveways</p> <p>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.</p> <p>(Code 1991, art. V, ch. 7, § 110)</p>					
<p>46-106 Dusty parking lots.</p> <p>It shall be unlawful to maintain or operate a parking lot without keeping it reasonably free from dust, or by permitting the same to become a nuisance to adjacent property owners. Violation of this section constitutes a misdemeanor and is declared a public nuisance subject to abatement as provided in section 46-146.</p> <p>(Ord. No. 348-00, pt. VII, 4-3-2000)</p>					
<b>28601 SOUTHFIELD RD</b>	<b>JAGGED FORK HOLDING</b>	<b>3/15/2022 Parking lot needs to be patched, resealed and restriped. Also, the Island (Corridor) is all broken up which needs to be redone.</b>	<b>Re-Inspection</b>	<b>Parking Lot Repair</b>	
<p>62-1 Maintenance of sidewalks, parking lots and driveways</p> <p>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.</p> <p>(Code 1991, art. V, ch. 7, § 110)</p>					
<p>46-106 Dusty parking lots.</p> <p>It shall be unlawful to maintain or operate a parking lot without keeping it reasonably free from dust, or by permitting the same to become a nuisance to adjacent property owners. Violation of this section constitutes a misdemeanor and is declared a public nuisance subject to abatement as provided in section 46-146.</p> <p>(Ord. No. 348-00, pt. VII, 4-3-2000)</p>					

## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
26060 SOUTHFIELD RD	GROUP 4 LLC	3/16/2022 The Ditch and culvert needs your attention, cleaning and maintaining the ditch and culvert is very important for stormwater flow.	Re-Inspection	Ditch and Culvert Main	VIOLATION
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)					
26060 SOUTHFIELD RD	GROUP 4 LLC	3/16/2022 The stairs behind the building must be clear of debris for safety of employees and your customers.	Re-Inspection	Property Maintenance	VIOLATION
14-403 Maintenance requirements.					

## Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
<p>(a) Properties subject to this section shall be, in comparison to the neighborhood standard, kept free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state or local law, discarded personal items, including but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.</p> <p>(b) The property shall be maintained free of graffiti, tagging or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure.</p> <p>(c) Visible front and side yards shall be landscaped and maintained to the neighborhood standard at the time registration was required. Landscape includes, but is not limited to, grass, groundcovers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation. Landscape does not include weeds, gravel, broken concrete, asphalt, decomposed granite, plastic sheeting, mulch, indoor-outdoor carpet or any similar material.</p> <p>(d) Maintenance includes, but is not limited to, regular watering, irrigation, cutting, pruning and mowing of required landscape and removal of all trimmings.</p> <p>(e) Pools and spas shall be kept in working order so the water mains are clear and free of pollutants and debris or drained and kept dry. In either case properties with pools and/or spas must comply with the minimum security fencing requirements of the State of Michigan and local ordinance.</p> <p>(f) Adherence to this section does not relieve the beneficiary/trustee or property owner of any obligations set forth in any covenants, conditions and restrictions and/or homeowners' association rules and regulations which may apply to the property.</p> <p>(g) In addition to the above set forth requirements properties shall be maintained in accordance with the standards set forth under chapter 14 article VI, section 14-151 of the City of Lathrup Village Code of Ordinances.</p> <p>(Ord. No. 404-09, pt. III, 12-21-2009)</p>					

### 302.1 Sanitation

All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

### 304.1 General.

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

<b>26060 SOUTHFIELD RD</b>	<b>GROUP 4 LLC</b>	<b>3/16/2022 The property identification (26026) must be removed and the correct identification (26060) numbers put on the building.</b>	<b>Re-Inspection</b>	<b>Property Identification VIOLATION</b>	
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### 304.3 Premises identification

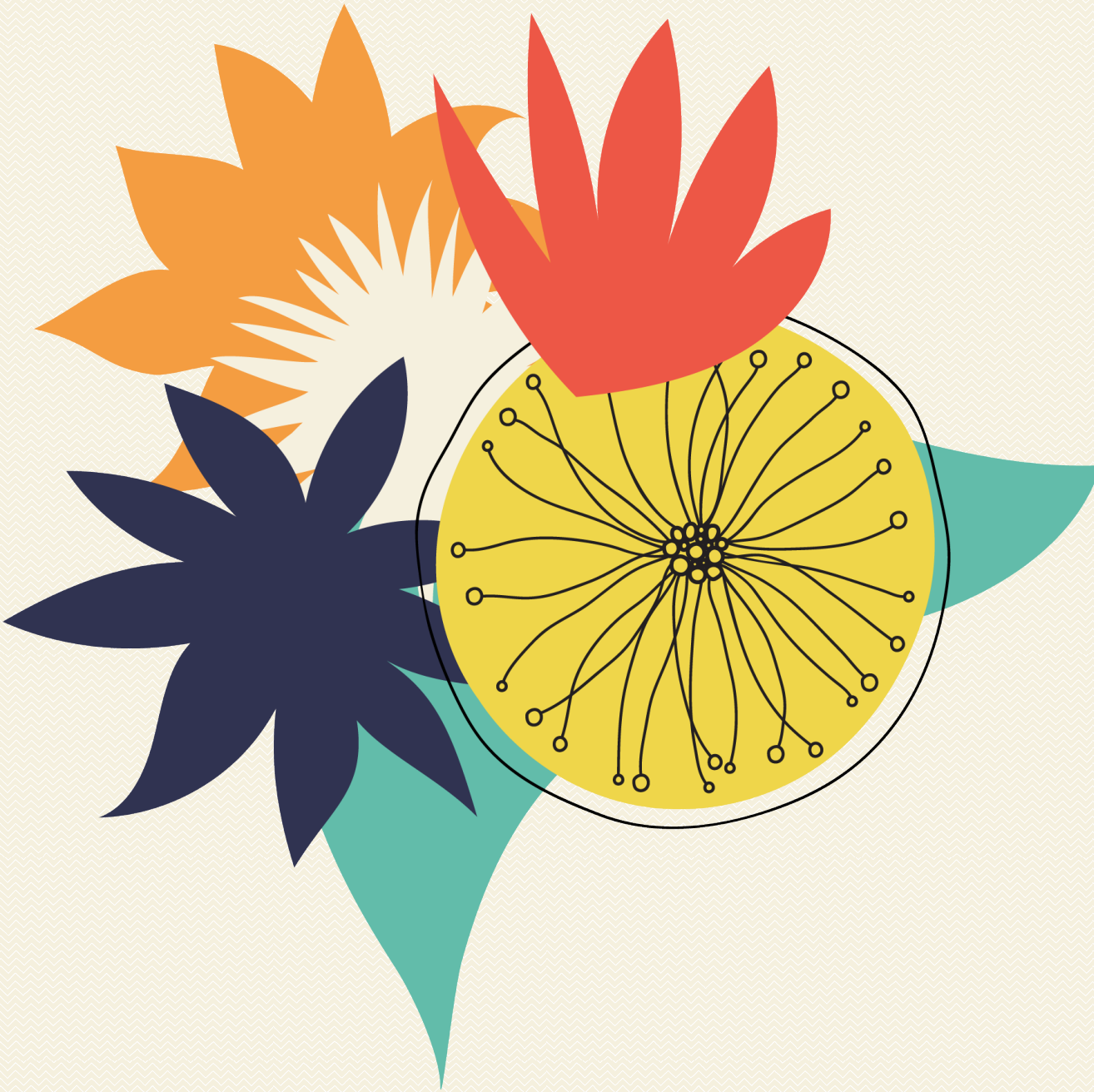
Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

<b>26026 SOUTHFIELD RD</b>	<b>JRY PROPERTIES, LLC</b>	<b>3/16/2022 The Ditch and Culvert needs your attention.</b>	<b>Re-Inspection</b>	<b>Ditch and Culvert Main VIOLATION</b>	
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# Commercial Enforcement List

Address	Business name	Violation	Inspection Type	Category	Status
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)					

**Records: 23**



# Lathrup Village Downtown Development Authority

## Fiscal Year 2022/2023 Budget





27400 Southfield Rd  
 Lathrup Village, MI 48076  
 (248) 557 - 2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

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## Mission

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

## Board of Directors

Fred Prime, Chair

Bryan Ford, Vice Chair

Pam Shermeyer, DDA Secretary

Kelly Garrett, Mayor

Charlotte Jones

Bobbi Lovins

Scott McKee, Interim City Administrator/Police Chief

Dan Sugg

Mark Watts

## Staff

Susie Stec, DDA Director

Brittany Dorsey, DDA & Special Projects Manager

Pam Bratschi, Treasurer

## Historical Snapshot

Over the years, DDA activities included hosting events, implementing business assistance programs such as a façade improvement grant, sign grant, and streetscaping initiatives. These activities demonstrate the DDA's desire to foster a business-friendly environment while transforming the commercial corridor into an identifiable & desirable destination. While the DDA intends to continue and expand these activities, the circumstances of the pandemic challenged us to refine and find new ways to support our business community more fully. The 2021 DDA Annual Report details how the pandemic continued to influence our activities last year.

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

Finally, both the City and LVDDA have experienced staff turnover in the 3<sup>rd</sup> and 4<sup>th</sup> quarter of the fiscal year. The result has been a temporary diminishment of programming and activities. Thankfully, the new DDA & Special Projects Manager started in May 2022 and programming is expected to begin ramping up in the new fiscal year.

## Planned Activities: 2022/2023

### *Business Development*

Lathrup Village is a great location for small business startups – space is affordable and major transportation arteries are easily accessible. While attracting new business remains a priority, supporting and retaining current business is our current focus. At the outset of the pandemic there were several financial assistance programs developed by the county which were then supplemented by Lathrup Village DDA with the establishment of an incubator program – Lovin' Lathrup Village Business Relief Mini-Grants. While implementation of this mini-grant faltered in FY 21/22 due to staff turnover, the Economic Vitality Committee will re-evaluate the grant requirements to fully implement the mini-grant in FY 22/23.

LVDDA assistance has not been exclusively financial but has included a concerted effort to provide opportunities for increased digital marketing, virtual events and trainings. LVDDA has partnered with Oakland County on the Business Forward pilot program which provides embedded staff who are able to meet with local business owners and prospective businesses and direct them to necessary support services. Other programs to be rejuvenated include Live in LV videos, Fireside Fridays, and reestablishing a quarterly e-newsletter specifically for businesses.

### *Streetscaping and Beautification*

In previous years, the DDA budget allocated funds for a façade improvement and sign grant programs. The sign grant program continues to be well-utilized by businesses. The façade improvements program was revamped to include site beautification activities such as landscaping and parking lot improvements.

Enhancing the “curb appeal” of Southfield Road continues to be a DDA priority. In the past, the uncertainty of *when* the long-awaited Southfield Road reconstruction will occur put the DDA in limbo and resulted in an overall lack of investment. Over the past three (3) years, beautification & streetscaping efforts have included the installation of banners, flowers, and flower planters, increased the number of corridor cleanups, and landscaping improvements at both gateway flowerbeds and at City Hall. Streetscaping improvements will continue in FY 22/23 with the implementation of the Sidewalk Replacement Program, and alleyway and approach paving initiatives.

A Beautification Task Force was formed in 2021 to assist with additional streetscaping and placemaking efforts. Previously, the DDA hired part-time, seasonal staff to maintain the aforementioned flowerbeds and watering of the hanging flower baskets along the corridor. A partnership with Boys2Men Youth Mentoring, and their partnership with MiWorks!, will allow the LVDDA cut costs in this regard, though more importantly, it will provide workforce development opportunities to young people.

### *Events*

DDA-sponsored events include the annual Southfield Corridor Cleanup, Small Business Saturday Winter Artisan Market, Fireside Fridays, Spring into Self-Care, Juneteeth Celebration, and Corvette Car Show. There is close coordination of events & programming between the DDA & the city. Opportunities to expand the DDA presence at events will be explored, as will adding new events such as an art fair and movie in the park. The DDA will continue providing grand opening ribbon-cuttings to new businesses.

### *Training & Strategic Planning*

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

### *Joint Meetings*

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

### *Future Development*

2020 saw the redevelopment of Lathrup Plaza (southeast corner of I-696/Southfield), beginning construction stages of BP Gas Station, and completion of phase two of the Lathrup Apartments along the 11 Mile Service Drive. 2021 brought improvements to a new MRI/Life Center, a new physical therapy practice, Anchor Seafood, and Beauty Hunters. 2022 will see the completion the BP Gas Station, improvements to Discount Tire, new church & social services at 18411 W. 12 Mile, and a brand-new Panera Bread the former Citizens Bank. There remains significant interest from the cannabis industry. There will be language on the November ballot for residents to decide if cannabis should be allowed. If permitted, cannabis will have a significant impact on development activity.

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

### *Main Street Oakland County*

Lathrup Village is an associate level community – the second rung of Main Street Oakland County's three-tiered system. The DDA's goal is to move up to the Select level in FY 22/23 which will provide greater access to MSOC resources and enhanced funding opportunities. The DDA continues to work closely with MSOC on numerous programs and initiatives.

## DDA Revenue

### *Revenue 2010 through 2021*

The district has seen revenues fluctuate in response to the various economic stressors. Revenues gradually began to climb in 2015, and by FY 19/20 the LVDDA district had exceed the highpoint from a decade ago. While investment in commercial properties happens at a slower pace than perhaps in neighboring communities, overall, the district sees a consistent number of redevelopment projects annually. This has led to increased property values. It should be noted that there is still a high level of uncertainty on the medium to long-term economic impact on businesses small & large due to the pandemic and the current global economic conditions. Reliant on tax revenues, DDAs across the county have been encouraged to diversify revenue sources. Efforts to identify new potential sources of revenue be encouraged.

### *Revenue Sources*

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

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

*DDA Millage (TAX COLLECTED OTHER):* The DDA levies an additional millage on properties within its boundaries. This is the second largest funding source for the DDA. The 2021/22 millage rate was **1.8823 mils** for every dollar of taxable value in the DDA District. This rate is anticipated to remain the same in 2022/2023.

*Special Assessment:* There was an ongoing payment to the DDA for the reimbursement of construction costs for the public-private parking lot adjacent to The Jagged Fork. The entire balance was paid in December 2021. No revenues are planned in this category.

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

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

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

Table: 2022-2023 Budget Revenue Summary

REVENUES	AMENDED JAN 20/21	ACTUAL 20/21	ADOPTED 21/22	AMENDED JAN 21/22	ACTUAL 5/31/22	BUDGETED 22/23	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	255,000	326,888	305,000	305,000	360,585	311,100	6,100
TAX COLLECTED OTHER	24,643	37,117	24,643	24,643	36,183	36,676	12,033
SPEC ASSESSMENT - REVENUE	1,800	-	1,800	1,800	-	-	(1,800)
MISC. REVENUES	6,000	18,681	6,000	6,000	21,177	6,000	-
INVESTMENT INTEREST	10,000	2,701	10,000	10,000	2,832	10,000	-
FEDERAL/STATE GRANTS	-	33,623	-	-	-	-	-
<b>Total Revenues</b>	<b>297,443</b>	<b>419,011</b>	<b>347,443</b>	<b>347,443</b>	<b>420,777</b>	<b>363,776</b>	<b>16,333</b>

## DDA Expenditures

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

### *Proposed 2022-2023 Expenditures*

*Salary & Wages:* The DDA pays the salary for the DDA Director, DDA & Special Manager, and a percentage of the City Administrator, City Treasurer, and Code Enforcement Officer salaries.

*Employee Taxes & Benefits:* The DDA pays the taxes and benefits for the DDA Director, DDA & Special Projects Manager, and a percentage of the City Administrator, City Treasurer, and Code Enforcement Officer salaries.

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

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

*Office Supplies:* This fund covers general office supplies, Adobe subscriptions for staff, and shared cost of website, technology/software subscriptions.

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

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

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

*Main Street Program:* The funds in this line item are broadly defined as business assistance. The DDA works to craft programs which are more accessible to Lathrup Village businesses and effective at achieving the district goals. This line includes costs incurred in the Business Mini-Grants, Southfield Corridor Cleanups, Juneteenth, Artisan Fair, Movie Night in the Park, and updated branding materials.

*Streetscaping:* Investing in the DDA district includes the maintenance of the two gateway gardens/signs in the district, landscaping surrounding City Hall. This line items includes district flowers, banners, holiday decorations, trash receptacles, and bike loops.

*Planning/Consulting Fees:* This includes a monthly fixed retainer cost, development plan review fees, zoning ordinance updates, and implementation of the Comprehensive Plan.

*Printing/Publication Costs:* Expenses related to advertising & marketing of the DDA.

*Postage Fees:* Expenditures for mailing DDA-related items.

*Repairs & Maintenance:* This fund reflects investment in the DDA district and is used for paying electricity bills for the streetlights within the district, I-696 Service Drive Mowing & Snow Removal, Sidewalk Replacement Program, alley & approach repaving, and installation of a pedestrian (HAWK) signal. The DDA will be utilizing a portion of its fund balance on these infrastructure projects, which are in alignment with the Development Plan.

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

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

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

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

*Façade Improvement Program Grant:* A program expressly identified in the TIF Plan, the façade improvement program was reinstated two years ago. The program was revamped to be more responsive to business/property owner needs related to overall site beautification.



Table 2022-2023 Budget Expenditures Summary

EXPENDITURES	AMENDED JAN 20/21	ACTUAL 20/21	ADOPTED 21/22	AMENDED JAN 21/22	ACTUAL 5/31/22	BUDGETED 22/23	INCREASE (DECREASE)
SALARIES & WAGES	198,565	111,326	204,522	116,174	132,095	157,595	41,421
PART TIME SEASONAL CREW	900	331	5,000	5,000	3,603	5,000	-
EMPLOYEE TAXES & BENEFITS	46,000	41,466	34,000	34,000	43,617	34,000	-
LEGAL SERVICES	900	-	900	900	-	900	-
OFFICE SUPPLIES	2,900	1,482	1,480	1,480	1,167	3,360	1,880
TAX TRIBUNAL RETURNS	2,000	-	2,000	13,791	13,800	2,000	(11,791)
AUDITING & ACCOUNTING	800	800	800	800	800	800	-
TRAINING/MEMBERSHIP	2,000	1,675	4,500	4,500	2,392	8,175	3,675
MAIN STREET PROGRAM	43,000	70,103	16,500	16,500	6,461	22,200	3,700
STREETSCAPING	32,000	27,626	24,000	24,000	23,140	33,300	9,300
PLANNING/CONSULTING FEES	46,250	54,203	42,100	42,100	44,091	15,300	(26,800)
PRINTING/PUBLICATION COSTS	2,000	2,081	1,500	2,500	2,145	2,000	(500)
POSTAGE FEES	200	6	200	200	135	200	-
REPAIRS & MAINTENANCE	515,624	11,116	19,500	230,314	88,757	505,624	275,310
MISCELLANEOUS EXPENDITURES	6,100	2,011	6,100	6,100	737	8,457	2,357
SIGN GRANT PROGRAM	10,000	386	10,000	10,000	4,000	10,000	-
FAÇADE GRANT PROGRAM	20,000	-	20,000	20,000	11,640	20,000	-
<b>TOTAL EXPENDITURES</b>	<b>929,239</b>	<b>324,610</b>	<b>393,102</b>	<b>528,359</b>	<b>378,579</b>	<b>828,911</b>	<b>298,552</b>

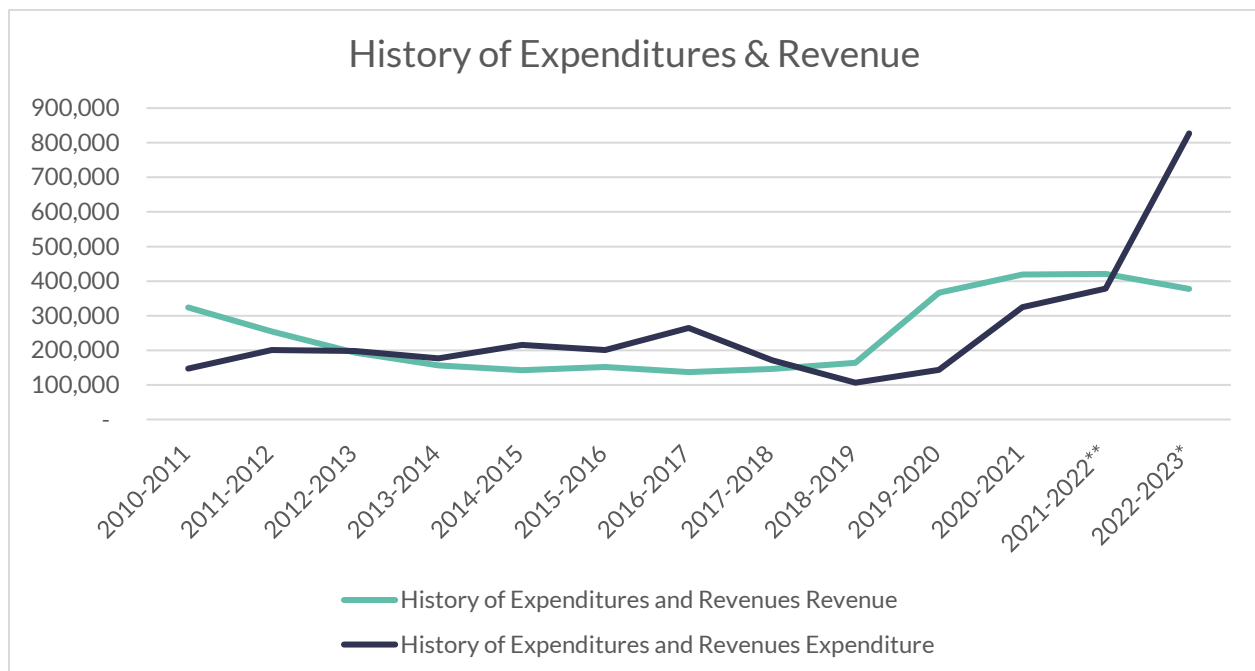
### History of Expenditures and Revenues

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

History of Expenditures and Revenues		
Fiscal Year	Revenue	Expenditure
2010-2011	323,943	147,303
2011-2012	254,118	200,418
2012-2013	193,228	198,028
2013-2014	156,217	176,392
2014-2015	142,843	215,848
2015-2016	151,691	200,782
2016-2017	137,045	264,682
2017-2018	146,375	171,420
2018-2019	163,875	106,400
2019-2020	366,232	143,678
2020-2021	419,011	324,610
2021-2022**	420,776	378,589
2022-2023*	377,726	826,911

\*budgeted

\*\*projected

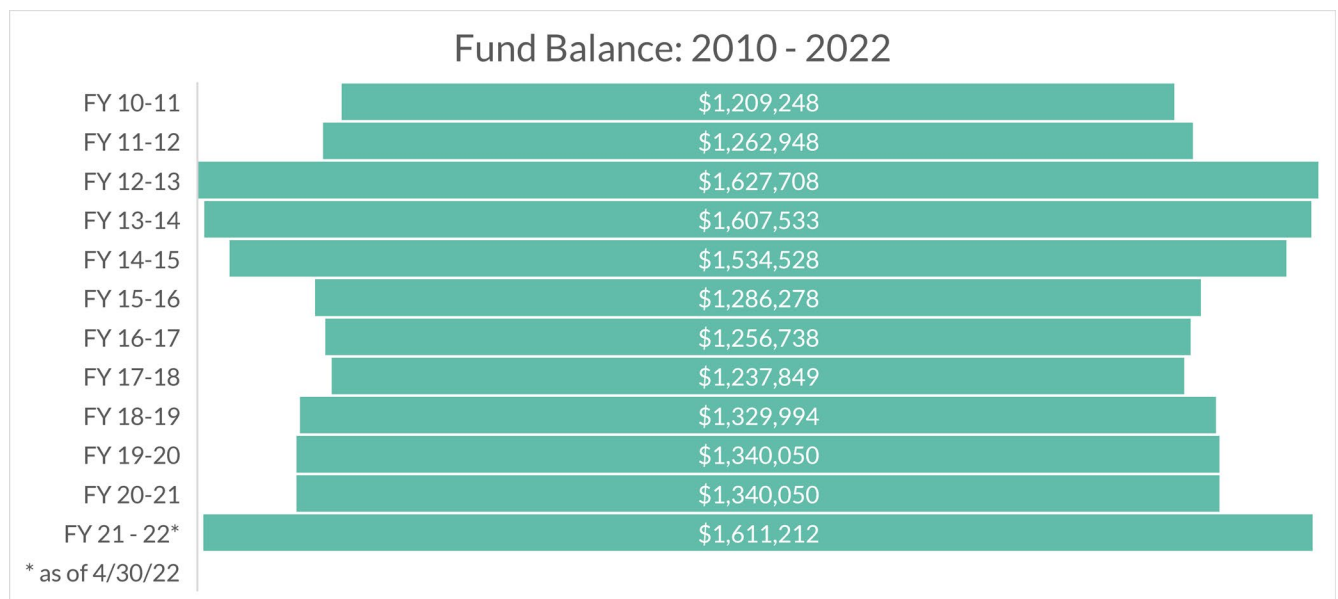


## Fund Balance: FY 10-11 to FY 21-22

Historical Fund Balance	
Fiscal Year	Fund Balance
FY 10-11	\$1,209,248
FY 11-12	\$1,262,948
FY 12-13	\$1,627,708
FY 13-14	\$1,607,533
FY 14-15	\$1,534,528
FY 15-16	\$1,286,278
FY 16-17	\$1,256,738
FY 17-18	\$1,237,849
FY 18-19	\$1,329,994
FY 19-20	\$1,340,050
FY 20-21	\$1,340,050
<b>FY 21 - 22*</b>	<b>\$1,611,212</b>

\* As of 4/30/22

The DDA has successfully built a healthy fund balance with the intent of utilizing those funds as the primary match for the reconstruction of Southfield Road. The DDA has only use its fund balance for operational expenses in a limited manner. The DDA intends to start dipping into the fund balance to enhance the physical appearance and functioning of the Southfield Road corridor, as well as enhance the programs of the DDA. Projects include the Sidewalk Replacement Program, Alley & Approach Paving, and installation of pedestrian (HAWK) signals.



## Appendix

Cost – Share Agreement

**LATHRUP VILLAGE DOWNTOWN DEVELOPMENT COST SHARE AGREEMENT**  
**2021 -2026**

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

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

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

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

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

- D. Maintain an inventory/database of occupied and vacant properties in the DDA district to be updated quarterly.
  - E. Assist CITY with Code Enforcement and property maintenance activities in the DDA district.
  - F. Work with the CITY to evaluate and prioritize public infrastructure needs in the DDA district, emphasizing alley repairs, and establish an alley maintenance fund.
  - G. Coordinate and work with CITY on public infrastructure projects in the DDA District, including Southfield Road project, installation of side street parking, alleyways, bus stops, non-motorized transportation, etc.
  - H. Implement the Downtown Development Plan and support the CITY's implementation of the Comprehensive Plan.
  - I. Manage the maintenance contract for the I-696 Service Drive.
  - J. Maintain and enhance the streetscaping along Southfield, 11 Mile and Twelve Mile Roads, to include features such as banners, flower baskets, and holiday decorations. The DDA will also maintain the gateway flowerbeds, flowerbeds and planters at City Hall.
  - K. Promote programs and initiatives of the DDA and CITY by way of social media, e-newsletters, website, and printed marketing materials.
- 3. CITY Scope of Services.** The CITY, its City Administrator and staff shall devote their best professional efforts towards the following:
- A. Providing all financial services required of the DDA.
  - B. Assisting the DDA with organizing and management of promotional activities and events held in Municipal Park and/or Community Room
  - C. Attending DDA Board of Directors meetings and various committee meetings as requested by DDA staff.
  - D. Facilitate operational need of the DDA including office space, technology & software, etc.

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

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

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

SIGNED BY DDA this \_\_\_\_\_ day of \_\_\_\_\_, 2021

SIGNED BY CITY this \_\_\_\_\_ day of \_\_\_\_\_, 2021

City of Lathrup Village

Lathrup Village Downtown Development Authority

BY: \_\_\_\_\_  
Mykale Garrett, Mayor

BY: \_\_\_\_\_  
Susie Stec, DDA Director

BY: \_\_\_\_\_  
Sheryl L. Mitchell Theriot, City Administrator

BY: \_\_\_\_\_  
Yvette Talley, City Clerk



*Fiscal Year 2022/2023 Budget Detail*

EXPENDITURES	AMENDED 1/21/2022	BUDGETED 22/23
SALARIES & WAGES	116,174	157,595
DDA Director		69,615
DDA & Special Projects Mgr		44,290
City Administrator & Treasurer		20,000
Code Enforcement		23,690
PART TIME SEASONAL CREW	5,000	5,000
EMPLOYEE TAXES & BENEFITS	34,000	34,000
LEGAL SERVICES	900	900
OFFICE SUPPLIES	1,480	3,360
Adobe Subscription (SS & BD)		360
Technology/Software		2,700
Office supplies		300
TAX TRIBUNAL RETURNS	13,791	2,000
AUDITING & ACCOUNTING	800	800
TRAINING/MEMBERSHIP	4,500	8,175
MAP		675
MDA		250
National Main Street Conf (Director, Manager, 2 Board)		5,000
MEDA		250
misc. trainings		2,000
MAIN STREET PROGRAM	16,500	22,200
Corrdior Cleanup		200
Artisan Market		5,000
Juneteenth		3,000
Branding		2,000
Movie Night in the Park		2,000
Business Mini-Grant		10,000

STREETSCAPING	24,000	<b>33,300</b>
Flowers		1,500
Banners		1,500
Holiday Decorations		10,000
Trash Receptacles		13,000
Bike Loops		7,300
PLANNING/CONSULTING FEES	42,100	<b>15,300</b>
PRINTING/PUBLICATION COSTS	2,500	<b>2,000</b>
POSTAGE FEES	200	<b>200</b>
REPAIRS & MAINTENANCE	230,314	<b>505,624</b>
Alleys & Approaches		155,624
SRP Yr2		80,000
Excell (696 Mowing & Snow)		5,000
Alley Maintenance		5,000
HAWK Pedestrian Signals		250,000
Streetlight/DTE		10,000
MISCELLANEOUS EXPENDITURES	6,100	<b>8,457</b>
Meadowbrook Liability Insurance		4,657
misc. expense		500
LVTV -DDA mtg		3,300
DEPRECIATION INFRASTRUCTURE	-	-
CAPITAL EXPENDITURE	-	-
SIGN GRANT PROGRAM	10,000	<b>10,000</b>
FAÇADE GRANT PROGRAM	20,000	<b>20,000</b>
<b>TOTAL EXPENDITURES</b>	<b>528,359</b>	<b>828,911</b>