



Downtown Development Authority

Friday, May 17, 2024 at 12:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
 - A. [4-19-24 - DDA Board Minutes](#)
5. **Public Comment on Agenda Items (*speakers are limited to 3 minutes*)**
6. **Consent Agenda**
 - A. [Monthly Financial Reports](#)
 - B. [Committee Reports](#)
 - C. [Monthly Code Enforcement Report](#)
7. **Old Business**
 - A. [FY 24/25 DDA Budget \(v3\)](#)
8. **New Business**
 - A. [Request to Confirm Community & Economic Development Director Appointment](#)
 - B. [Request to Approve Community & Economic Development Director Computer Purchase](#)
 - C. [Request to Approve LVMF Terrence Parker Performance Agreement](#)
 - D. [Request to Approve LVMF Robert Jenson \(Lights, Stage, Sound\) Proposal](#)
9. **DDA Director Report**
10. **Public Comment (*speakers are limited to 3 minutes*)**

11. Adjourn



Downtown Development Authority Minutes

Friday, April 19, 2024 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order

12:01 pm by Chair Fred Prime

2. Roll Call

Attendees: Dr. Patricia Felton (late 12:03 pm), Bryan Ford, Danielle Huey, Bruce Kantor, Fred Prime, Pam Shermeyer

Absent: Kelly Garrett, Mike Greene, Charlotte Jones, Dan Sugg

Staff: Steve Colliau, Susie Stec, Michelle Townsend, Lt. Mike Zang

Motion to excuse Garrett, Greene, Jones and Sugg by Ford. Seconded by Prime. All in favor.

Stec introduced new staff members Steve Colliau and Michelle Townsend.

3. Approval of Agenda

Motion by Shermeyer to approve the agenda. Seconded by Kantor. All in favor.

4. Approval of Minutes

A. 2024 03 19 DDA Board of Directors Minutes

Motion by Kantor. Seconded by Ford. All in favor.

4. Consent Agenda

Motion by Shermeyer to remove items 4A and 4C from the consent agenda. Seconded by Ford. All in favor.

Motion to approve remaining item on the consent agenda by Kantor. Seconded by Ford. All in favor.

A. Monthly Financial Reports

Townsend indicated that she's been focused on taxes and city budget in her first couple of months but that she's keen to make adjustments that provide the board with more real-time information. The board had questions regarding checks and how the assets/liabilities are reported. Townsend stated she is happy to tweak the reports as desired.

Motion to receive & file monthly financial reports by Shermeyer. Seconded by Kantor. All in favor.

- B. Committee Reports
- C. Monthly Code Enforcement Report

Colliau stated he is reviewing and following up on items that were left by the previous Code Enforcement Officer. His approach is to knock on doors and have conversations before issuing citations. Colliau stated one of his goals is to get into every building & unit in the district to identify any health & safety concerns. It was suggested that a checklist be developed for businesses so that they understand what the city is inspecting.

Motion to receive & file the monthly code enforcement report by Kantor. Seconded by Ford. All in favor.

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

Jason Hammond commented as a member of the LVMF Committee. He stated the committee is ready and willing to continue moving forward with the 2nd Annual LVMF even without having staff support in the near-term.

7. Old Business

8. New Business

- A. Election of Officers

Motion by Kantor for Prime to serve as Chair and Shermeyer to serve as Vice Chair. Seconded by Ford. All in favor.

Motion by Shermeyer for Jones to serve as Secretary. Seconded by Kantor. All in favor.

- B. Establish DDA Hiring Committee

The board discussed the recommendation. Prime & Ford are available as needed, and can participate in remote-based interviews.

Motion by Shermeyer to establish a Hiring Committee to be comprised of City Administrator Mike Greene, Danielle Huey, and Pam Shermeyer, for the purpose of reviewing applicants, conducting interviews, making a recommendation to the board, and participating in compensation negotiations. Seconded by Kantor. All in favor.

- C. Flock Cameras Proposal

Lt. Zang made a presentation regarding installing four (4) the Flock Safety license plate readers along Southfield Road, and how installation of them would benefit the DDA district. Lt. Zang answered questions. Board was impressed with the benefits of the system. They are asking why it was a reoccurring fee (basically licensing for the software), if there is a volume-based discount for cameras (no), installation timeframe if approved (several months due to

supply chain), and if there is a height limit (unknown). It was suggested that businesses also be asked to sponsor the installation of the cameras.

Motion by Kantor to install four (4) Flock Safety cameras in an amount not to exceed \$15,000. Seconded by Ford. All in favor.

D. Code Enforcement Vehicle Purchase

Stec informed the board members this item is in the current fiscal year budget.

Motion by Shermeyer to authorize DDA Director to purchase 2024 Chevrolet Colorado from Berger Chevrolet for \$33,584 and have the new vehicle branded with the DA logo. Seconded by Ford. All in favor.

E. Code Enforcement Computer Purchase

Stec discussed the benefits of the Code Enforcement Officer being able to work from the field.

Motion by Kantor to authorize DDA Director to purchase a Microsoft Surface Pro, at a cost not to exceed \$1,200, for the Code Enforcement Officer. Seconded by Shermeyer. All in favor.

F. FY 24/25 DDA Budget (draft v2)

Stec went over the revisions since the previous meeting, including removal of items that were specific to her (i.e. MEDA membership). Stec also noted that the Flock Safety cameras are not included in this version. Board comments included concern about depleting the fund balance down to \$500K. It was suggested that the Municipal Park Renovation, while a great feel-good project be removed from the budget, and that the future alley work be reduced or otherwise spread out. Prime suggested that a meeting be facilitated with the city’s municipal bond representative to understand what our financing options may be before approving the budget. Stec will organize that meeting in advance of the May 17th Board of Directors meeting. The board members instructed Stec to increase the flower budget (under “Streetscaping”) to \$7K.

G. 2nd Annual LVMF Event Overview

Stec first asked if the board is comfortable moving forward with the event even without staff currently in place; all agreed the event should happen as scheduled. Stec provided an overview of the planning thus far.

Motion by Kantor to authorize the DDA Director to complete and submit a MLCC Special License Application on behalf of the Lathrup Village DDA for the Lathrup Village Music Festival on August 10, 2024, an event to be held in Municipal Park (27400 Southfield Road). Seconded by Shermeyer. All in favor.

Motion by Shermeyer to authorize the DDA Director to enter into a contract/agreement with Thornetta Davis to perform at the LV Music Festival on August 10, 2024 for a cost of \$2,500 and provide a 50% deposit of \$1,250, with the balance to be paid following the performance. Seconded by Kantor. All in favor.

Motion by Shermeyer to authorize the DDA Director to enter into a contract/agreement with Nadir Omowale to perform at the LV Music Festival on August 10, 2024 for a cost of \$2,200 and provide a 50% deposit of \$1,100, with the balance to be paid following the performance. Seconded by Kantor. All in favor.

- H. Alley & Approach Update
Stec presented the updated spreadsheet and indicated that she and Scott Ringler had recently driven the alleys.

- I. City Hall Flowerbeds Landscape Design
Stec presented the design to the board members. Modifications to the design are desired.

Motion by Ford to authorize Board Member Shermeyer and DDA Beautification Committee to take the lead and work with the contractor on a design. Seconded by Kantor. All in favor.

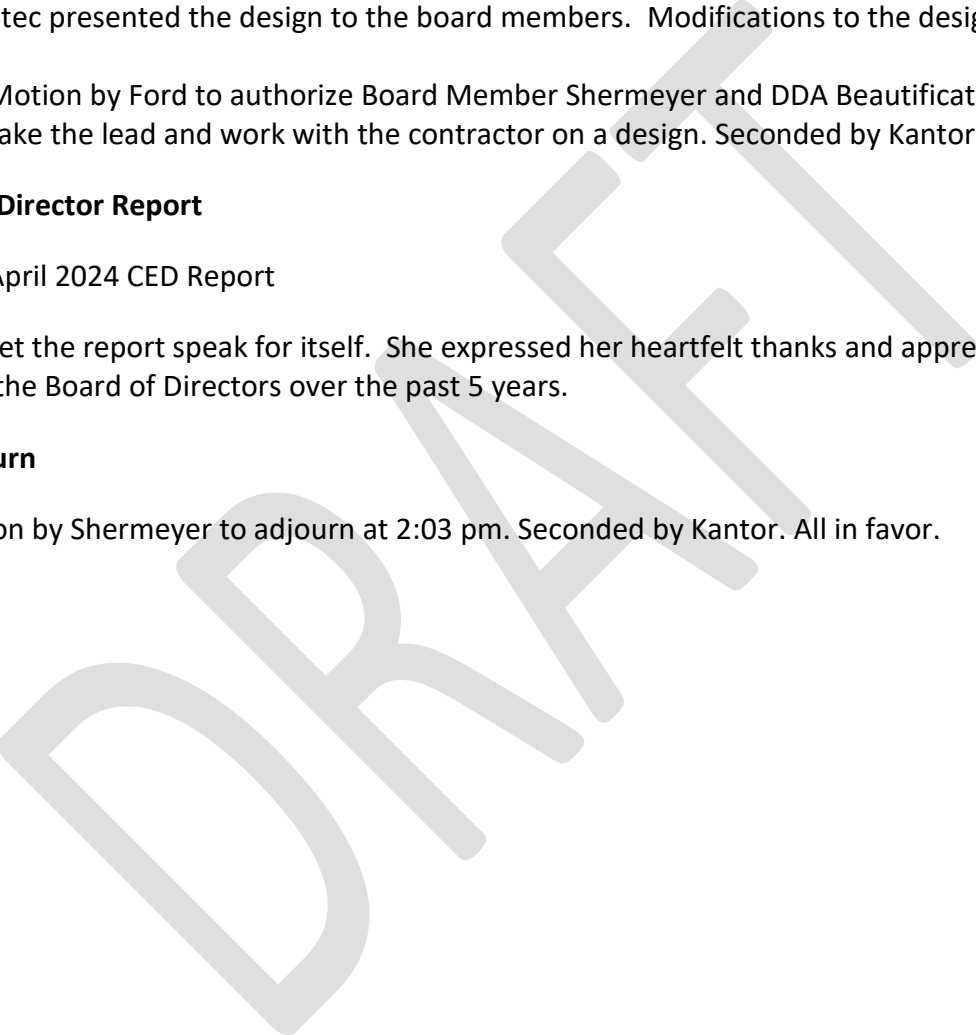
9. DDA Director Report

- A. April 2024 CED Report

Stec let the report speak for itself. She expressed her heartfelt thanks and appreciation in working with the Board of Directors over the past 5 years.

10. Adjourn

Motion by Shermeyer to adjourn at 2:03 pm. Seconded by Kantor. All in favor.



Item 6A.

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 04/30/2023	PERIOD ENDED 04/30/2024
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,092,808.88	914,026.03
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	23,503.93	9,697.14
494-000.000-084.101	DUE FROM GENERAL FUND	79,731.41	(7,400.02)
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	(199,302.22)	(229,016.22)
Total Assets		1,382,274.94	1,072,839.87
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	121,404.50	34,197.76
Total Liabilities		121,404.50	34,197.76
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,417,080.33	1,283,692.70
Total Fund Balance		1,417,080.33	1,283,692.70
Beginning Fund Balance		1,417,080.33	1,284,693.70
Net of Revenues VS Expenditures		(156,209.89)	(245,050.59)
Fund Balance Adjustments		0.00	(1,001.00)
Ending Fund Balance		1,260,870.44	1,038,642.11
Total Liabilities And Fund Balance		1,382,274.94	1,072,839.87

User: JESSICA

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

Item 6A.

DB: Lathrup

TRANSACTIONS FROM 04/01/2024 TO 04/30/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
140112	04/29/2024	RECLASS DDA-RETIREMENT DONATIO	16214	Multiple	45.00	
140065	04/30/2024	CLEAR DUE TO DUE FROMS CASH TR	16209	Multiple		133,801.50
140065	04/30/2024	CLEAR DUE TO DUE FROMS CASH TR	16209	Multiple		133,801.50
140275	04/30/2024	MONTHLY INTEREST POSTING- 04/2	16222	Multiple	3,733.54	
Journal Totals					3,778.54	267,603.00
Totals for 494-000.000-010.000					3,778.54	267,603.00
Balance 04/01/24:					1,177,850.49	
Net Change:					(263,824.46)	
Balance 04/30/24:					914,026.03	

494-000.000-084.101 DUE FROM GENERAL FUND						
Journal CR: CR						
140051	04/22/2024	GIFFELS WEBSTER 2024 LV MUSIC	16208	494-000.000-614.000	1,000.00	
Journal Totals					1,000.00	0.00
Journal GJ: GJ						
140034	04/30/2024	CLEARING DUE TO/FROM W/O AFFEC	16205	Multiple		450,500.66
140067	04/30/2024	CORRECT GJ 16206, ENTERED WRON	16210	Multiple	3,232.37	
140067	04/30/2024	CORRECT GJ 16206, ENTERED WRON	16210	Multiple	713.28	
Journal Totals					3,945.65	450,500.66
Totals for 494-000.000-084.101					4,945.65	450,500.66
Balance 04/01/24:					438,154.99	
Net Change:					(445,555.01)	
Balance 04/30/24:					7,400.02 CR	

494-000.000-084.494 DUE FROM DDA FUND						
Journal GJ: GJ						
140067	04/30/2024	CORRECT GJ 16206, ENTERED WRON	16210	Multiple		713.28
140067	04/30/2024	CORRECT GJ 16206, ENTERED WRON	16210	Multiple		3,232.37
Journal Totals					0.00	3,945.65
Totals for 494-000.000-084.494					0.00	3,945.65
Balance 04/01/24:					3,945.65	
Net Change:					(3,945.65)	
Balance 04/30/24:					0.00	

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
139694	04/04/2024	MISSIONSQUARE - 803046Vnd: MIS	3-29-2024	Multiple		125.68
139850	04/15/2024	GIFFELS-WEBSTER ENG INCVnd: GW	131445	494-000.000-933.000		5,530.17
139852	04/15/2024	GIFFELS-WEBSTER ENG INCVnd: GW	131444	494-000.000-933.000		1,819.77
139853	04/15/2024	GIFFELS-WEBSTER ENG INCVnd: GW	131434	494-000.000-933.000		82.50
139988	04/15/2024	MISSIONSQUARE - 803046Vnd: MIS	APRIL 15, 2024	Multiple		125.68
139960	04/16/2024	BLUE CARE NETWORKVnd: BLUECARE	241000006386	Multiple		97.97
139963	04/16/2024	BLUE CARE NETWORKVnd: BLUECARE	241000006899	Multiple		905.74
139967	04/16/2024	CARDMEMBER SERVICEVnd: CARDMEM	2.29.2024	494-000.000-822.000		375.00
139969	04/16/2024	CARDMEMBER SERVICEVnd: CARDMEM	2713098900	494-000.000-726.000		21.19
140120	04/30/2024	CARDMEMBER SERVICEVnd: CARDMEM	APRIL302024	Multiple		49.94
140139	04/30/2024	LEVY & ASSOCIATESVnd: LEVY/ASS	4-18-2024	494-000.000-971.000		9,750.00
140147	04/30/2024	PAMELA SHERMEYERVnd: SHERMEYER	100	494-000.000-955.000		136.46
Journal Totals					0.00	19,020.10
Journal CD: CD						
139700	04/05/2024	Check: NBDC 48909	48909	Multiple	125.68	
139910	04/15/2024	Check: NBDC 48941	48941	Multiple	7,432.44	
140008	04/17/2024	Check: NBDC 48964	48964	Multiple	97.97	
140010	04/17/2024	Check: NBDC 48966	48966	Multiple	905.74	
140013	04/17/2024	Check: NBDC 48969	48969	Multiple	375.00	
140015	04/17/2024	Check: NBDC 48971	48971	Multiple	21.19	
140026	04/17/2024	Check: NBDC 48982	48982	Multiple	125.68	
140162	04/30/2024	Check: NBDC 48994	48994	Multiple	49.94	
140168	04/30/2024	Check: NBDC 49000	49000	Multiple	9,750.00	
140178	04/30/2024	Check: NBDC 49010	49010	Multiple	136.46	
Journal Totals					19,020.10	0.00

User: JESSICA

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

DB: Lathrup

TRANSACTIONS FROM 04/01/2024 TO 04/30/2024

Item 6A.

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-202.000 ACCOUNTS PAYABLE						
Totals for 494-000.000-202.000					19,020.10	19,020.10
		Balance 04/01/24:		0.00		
		Net Change:		0.00		
		Balance 04/30/24:		0.00		
494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
139700	04/05/2024	Check: NBDC 48909	48909	Multiple		125.68
139910	04/15/2024	Check: NBDC 48941	48941	Multiple		7,432.44
140008	04/17/2024	Check: NBDC 48964	48964	Multiple		97.97
140010	04/17/2024	Check: NBDC 48966	48966	Multiple		905.74
140013	04/17/2024	Check: NBDC 48969	48969	Multiple		375.00
140015	04/17/2024	Check: NBDC 48971	48971	Multiple		21.19
140026	04/17/2024	Check: NBDC 48982	48982	Multiple		125.68
140162	04/30/2024	Check: NBDC 48994	48994	Multiple		49.94
140168	04/30/2024	Check: NBDC 49000	49000	Multiple		9,750.00
140178	04/30/2024	Check: NBDC 49010	49010	Multiple		136.46
Journal Totals					0.00	19,020.10
Journal GJ: GJ						
140034	04/30/2024	CLEARING DUE TO/FROM W/O AFFEC	16205	Multiple	450,500.66	
Journal Totals					450,500.66	0.00
Journal PR: Payroll						
140113	04/12/2024	FIRST PAY APRIL PAYROLL	16215	Multiple		7,351.97
140276	04/29/2024	PAYROLL APRIL	16223	Multiple		7,958.91
140330	04/29/2024	PAYROLL APRIL RETRO PAY	16227	Multiple		7,365.82
Journal Totals					0.00	22,676.70
Totals for 494-000.000-214.101					450,500.66	41,696.80
		Balance 04/01/24:		443,001.62		
		Net Change:		(408,803.86)		
		Balance 04/30/24:		34,197.76		
494-000.000-214.202 DUE TO MAJOR ROADS						
Journal GJ: GJ						
140065	04/30/2024	CLEAR DUE TO DUE FROMS CASH TR	16209	Multiple	133,801.50	
Journal Totals					133,801.50	0.00
Totals for 494-000.000-214.202					133,801.50	0.00
		Balance 04/01/24:		133,801.50		
		Net Change:		(133,801.50)		
		Balance 04/30/24:		0.00		
494-000.000-214.203 DUE TO LOCAL ROADS						
Journal GJ: GJ						
140065	04/30/2024	CLEAR DUE TO DUE FROMS CASH TR	16209	Multiple	133,801.50	
Journal Totals					133,801.50	0.00
Totals for 494-000.000-214.203					133,801.50	0.00
		Balance 04/01/24:		133,801.50		
		Net Change:		(133,801.50)		
		Balance 04/30/24:		0.00		
494-000.000-415.000 MISCELLANEOUS REVENUE						
Journal GJ: GJ						
140112	04/29/2024	RECLASS DDA-RETIREMENT DONATIO	16214	Multiple		45.00
Journal Totals					0.00	45.00
Totals for 494-000.000-415.000					0.00	45.00
		Balance 04/01/24:		2,999.59		
		Net Change:		45.00		
		Balance 04/30/24:		3,044.59		
494-000.000-446.000 INVESTMENT INTEREST						
Journal GJ: GJ						
140275	04/30/2024	MONTHLY INTEREST POSTING- 04/2	16222	Multiple		3,733.54
Journal Totals					0.00	3,733.54

User: JESSICA

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

Item 6A.

DB: Lathrup

TRANSACTIONS FROM 04/01/2024 TO 04/30/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-446.000 INVESTMENT INTEREST						
Totals for 494-000.000-446.000					0.00	3,733.54
Balance 04/01/24:				35,471.10		
Net Change:				3,733.54		
Balance 04/30/24:				39,204.64		

494-000.000-614.000 ARTISAN MARKET						
Journal CR: CR						
140051	04/22/2024	GIFFELS WEBSTER 2024 LV MUSIC	16208	494-000.000-084.101		1,000.00
Journal Totals					0.00	1,000.00
Totals for 494-000.000-614.000					0.00	1,000.00
Balance 04/01/24:				0.00		
Net Change:				1,000.00		
Balance 04/30/24:				1,000.00		

494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
140113	04/12/2024	FIRST PAY APRIL PAYROLL	16215	Multiple	6,842.38	
140276	04/29/2024	PAYROLL APRIL	16223	Multiple	7,404.88	
140330	04/29/2024	PAYROLL APRIL RETRO PAY	16227	Multiple	6,842.38	
Journal Totals					21,089.64	0.00
Totals for 494-000.000-701.000					21,089.64	0.00
Balance 04/01/24:				125,298.20		
Net Change:				21,089.64		
Balance 04/30/24:				146,387.84		

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
139694	04/04/2024	MISSIONSQUARE - 803046EMPLOYEE	3-29-2024	Multiple	125.68	
139988	04/15/2024	MISSIONSQUARE - 803046EMPLOYEE	APRIL 15, 2024	Multiple	125.68	
139960	04/16/2024	BLUE CARE NETWORKEMPLOYEE TAXE	241000006386	Multiple	97.97	
139963	04/16/2024	BLUE CARE NETWORKEMPLOYEE TAXE	241000006899	Multiple	905.74	
Journal Totals					1,255.07	0.00
Journal PR: Payroll						
140113	04/12/2024	FIRST PAY APRIL PAYROLL	16215	Multiple	509.59	
140276	04/29/2024	PAYROLL APRIL	16223	Multiple	554.03	
140330	04/29/2024	PAYROLL APRIL RETRO PAY	16227	Multiple	523.44	
Journal Totals					1,587.06	0.00
Totals for 494-000.000-703.000					2,842.13	0.00
Balance 04/01/24:				52,434.79		
Net Change:				2,842.13		
Balance 04/30/24:				55,276.92		

494-000.000-726.000 OFFICE SUPPLIES						
Journal AP: AP						
139969	04/16/2024	CARDMEMBER SERVICEOFFICE SUPPL	2713098900	494-000.000-202.000	21.19	
140120	04/30/2024	CARDMEMBER SERVICEOFFICE SUPPL	APRIL302024	Multiple	49.94	
Journal Totals					71.13	0.00
Totals for 494-000.000-726.000					71.13	0.00
Balance 04/01/24:				1,767.72		
Net Change:				71.13		
Balance 04/30/24:				1,838.85		

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
139967	04/16/2024	CARDMEMBER SERVICE TRAINING/MEM	2.29.2024	494-000.000-202.000	375.00	
Journal Totals					375.00	0.00

User: JESSICA

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

Item 6A.

DB: Lathrup

TRANSACTIONS FROM 04/01/2024 TO 04/30/2024

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-822.000 TRAINING/MEMBERSHIP						
Totals for 494-000.000-822.000					375.00	0.00
Balance 04/01/24:				3,120.85		
Net Change:				375.00		
Balance 04/30/24:				3,495.85		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
139850	04/15/2024	GIFFELS-WEBSTER ENG INCREPAIRS	131445	494-000.000-202.000	5,530.17	
139852	04/15/2024	GIFFELS-WEBSTER ENG INCREPAIRS	131444	494-000.000-202.000	1,819.77	
139853	04/15/2024	GIFFELS-WEBSTER ENG INCREPAIRS	131434	494-000.000-202.000	82.50	
Journal Totals					7,432.44	0.00
Totals for 494-000.000-933.000					7,432.44	0.00
Balance 04/01/24:				40,606.41		
Net Change:				7,432.44		
Balance 04/30/24:				48,038.85		
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
140147	04/30/2024	PAMELA SHERMEYERMISCELLANEOUS	100	494-000.000-202.000	136.46	
Journal Totals					136.46	0.00
Totals for 494-000.000-955.000					136.46	0.00
Balance 04/01/24:				1,366.47		
Net Change:				136.46		
Balance 04/30/24:				1,502.93		
494-000.000-971.000 SIGN GRANT PROGRAM						
Journal AP: AP						
140139	04/30/2024	LEVY & ASSOCIATESSIGN GRANT PR 4-18-2024		494-000.000-202.000	9,750.00	
Journal Totals					9,750.00	0.00
Totals for 494-000.000-971.000					9,750.00	0.00
Balance 04/01/24:				3,730.00		
Net Change:				9,750.00		
Balance 04/30/24:				13,480.00		

User: JESSICA
DB: Lathrup

PERIOD ENDING 04/30/2024

Item 6A.

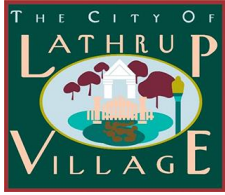
GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	NORMAL	04/30/2024 (ABNORMAL)	MONTH 04/30/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 000.000									
494-000.000-407.000	TIFA-CAPTURE TAXES	367,901.00		26,761.25		0.00		341,139.75	7.27
494-000.000-410.000	TAX COLLECTED OTHER	37,488.00		7,459.33		0.00		30,028.67	19.90
494-000.000-415.000	MISCELLANEOUS REVENUE	21,974.00		3,044.59		45.00		18,929.41	13.86
494-000.000-446.000	INVESTMENT INTEREST	10,000.00		39,204.64		3,733.54		(29,204.64)	392.05
494-000.000-614.000	ARTISAN MARKET	0.00		1,000.00		1,000.00		(1,000.00)	100.00
Total Dept 000.000		437,363.00		77,469.81		4,778.54		359,893.19	17.71
TOTAL REVENUES		437,363.00		77,469.81		4,778.54		359,893.19	17.71
Expenditures									
Dept 000.000									
494-000.000-701.000	SALARIES FULL-TIME	170,940.00		146,387.84		21,089.64		24,552.16	85.64
494-000.000-702.000	SALARIES PART-TIME	5,000.00		4,525.00		0.00		475.00	90.50
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	60,000.00		55,276.92		2,842.13		4,723.08	92.13
494-000.000-722.000	LEGAL SERVICES	900.00		0.00		0.00		900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	6,350.00		1,838.85		71.13		4,511.15	28.96
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00		0.00		0.00		2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00		5,958.53		0.00		(5,158.53)	744.82
494-000.000-822.000	TRAINING/MEMBERSHIP	10,050.00		3,495.85		375.00		6,554.15	34.78
494-000.000-844.000	MAIN STREET PROGRAM	22,500.00		13,169.55		0.00		9,330.45	58.53
494-000.000-845.000	STREETSCAPING	132,000.00		9,980.00		0.00		122,020.00	7.56
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00		17,059.39		0.00		(1,759.39)	111.50
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00		1,806.69		0.00		193.31	90.33
494-000.000-901.000	POSTAGE FEES	200.00		0.00		0.00		200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	417,293.00		48,038.85		7,432.44		369,254.15	11.51
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	53,457.00		1,502.93		136.46		51,954.07	2.81
494-000.000-968.001	DEPRECIATION INFRASTRUCTURE	30,000.00		0.00		0.00		30,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00		13,480.00		9,750.00		(3,480.00)	134.80
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00		0.00		0.00		20,000.00	0.00
Total Dept 000.000		958,790.00		322,520.40		41,696.80		636,269.60	33.64
TOTAL EXPENDITURES		958,790.00		322,520.40		41,696.80		636,269.60	33.64
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:									
TOTAL REVENUES		437,363.00		77,469.81		4,778.54		359,893.19	17.71
TOTAL EXPENDITURES		958,790.00		322,520.40		41,696.80		636,269.60	33.64
NET OF REVENUES & EXPENDITURES		(521,427.00)		(245,050.59)		(36,918.26)		(276,376.41)	47.00

Excel Spreadsheet

Created: 5/14/2024, User: Steve

Filter: All Records, Property.StreetName Starts With 11 Mile OR

Parcel Number	Name Owner	Street Number	Street Name	Enforcement Number	Status	Amount Balance Due	Category
40-24-13-103-001	LATHFIELD HOLDINGS LLC	28820	SOUTHFIELD	E24-0078		\$0.00	Items in R. O. W.
40-24-13-105-017	LATHFIELD PARTNERS LLC	28600	SOUTHFIELD	E24-0077		\$0.00	Items in R. O. W.
40-24-13-353-001	LATHRUP VILLAGE PLAZA LLC	27300	SOUTHFIELD	E24-0122	Discovered	\$0.00	Refuse Container w/o Permit
40-24-13-353-001	LATHRUP VILLAGE PLAZA LLC	27310	SOUTHFIELD	E24-0086		\$0.00	Property Maintenance
40-24-14-227-043	SOUTHFIELD LLC	28901	SOUTHFIELD	E24-0121	Discovered	\$0.00	Sign Violation
40-24-14-230-017	G & A REAL ESTATE INVESTORS	28851	SOUTHFIELD	E24-0071	Closed	\$0.00	Sign Violation
40-24-14-277-018	28455 SOUTHFIELD ROAD LLC	28455	SOUTHFIELD	E24-0089	Closed	\$0.00	Tall Grass/ Weeds
40-24-14-280-015	AESTHETICS AND BEYOND REAL ESTATE	28001	SOUTHFIELD	E24-0091		\$0.00	Tall Grass/ Weeds
40-24-14-280-015	AESTHETICS AND BEYOND REAL ESTATE	28001	SOUTHFIELD	E24-0092	Discovered	\$0.00	DEBRIS
40-24-14-280-015	AESTHETICS AND BEYOND REAL ESTATE	28001	SOUTHFIELD	E24-0093	Discovered	\$0.00	Refuse Container w/o Permit
40-24-23-278-032	DANOBAY PROPERTIES, LLC	26333	SOUTHFIELD	E24-0097		\$0.00	Ditch and Culvert Maintenance
40-24-23-280-037	KATTOUAH, ANDROS	26021	SOUTHFIELD	E24-0102	Discovered	\$0.00	Tall Grass/ Weeds
40-24-24-104-033	IGWT REALTY 11, LLC	26606	SOUTHFIELD	E24-0103	Discovered	\$0.00	Sign Violation
40-24-24-104-033	IGWT REALTY 11, LLC	26600	SOUTHFIELD	E24-0090		\$0.00	Tall Grass/ Weeds
40-24-24-151-007	26400 SOUTHFIELD ROAD LLC	26400	SOUTHFIELD	E24-0094	Discovered	\$0.00	Dumpster - No permit
40-24-24-151-014	GREEN III, ALEX	26440	SOUTHFIELD	E24-0118		\$0.00	Dumpster - No permit
40-99-00-006-040	ZIP PRINTING LLC	28635	SOUTHFIELD	E24-0075	Closed	\$0.00	Sign Violation
40-99-00-015-005	CASH GIANT	28645	SOUTHFIELD	E24-0072		\$0.00	No Business License
40-99-00-017-007	DOMINOS	28651	SOUTHFIELD	E24-0076	VIOLATION	\$0.00	Sign Violation
40-99-00-024-003	BASSETT INSURANCE	28305	SOUTHFIELD	E24-0073	VIOLATION	\$0.00	Sign Violation
40-99-00-024-003	BASSETT INSURANCE	28305	SOUTHFIELD	E24-0074		\$0.00	No Business License
						\$0.00	



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: DDA Board of Directors
FROM: Mike Greene – City Administrator
DATE: May 17, 2024
RE: Fiscal Year 2024-2025

Background Brief: At the previous meeting, former Director Stec went over the revisions since the previous meeting, including the removal of items that were specific to her (i.e. MEDA membership). Former Director Stec also noted that the Flock Safety cameras are not included in this version. Board comments included concern about depleting the fund balance down to \$500K. It was suggested that the Municipal Park Renovation, while a great feel-good project, be removed from the budget, and that the future alley work be reduced or otherwise spread out.

Chair Prime suggested that a meeting be facilitated with the city’s municipal bond representative to understand what our financing options may be before approving the budget. That meeting has taken place, however, the City’s Financial Advisors have yet to respond with final estimated numbers.

The board members instructed Stec to increase the flower budget (under “Streetscaping”) to \$7K.

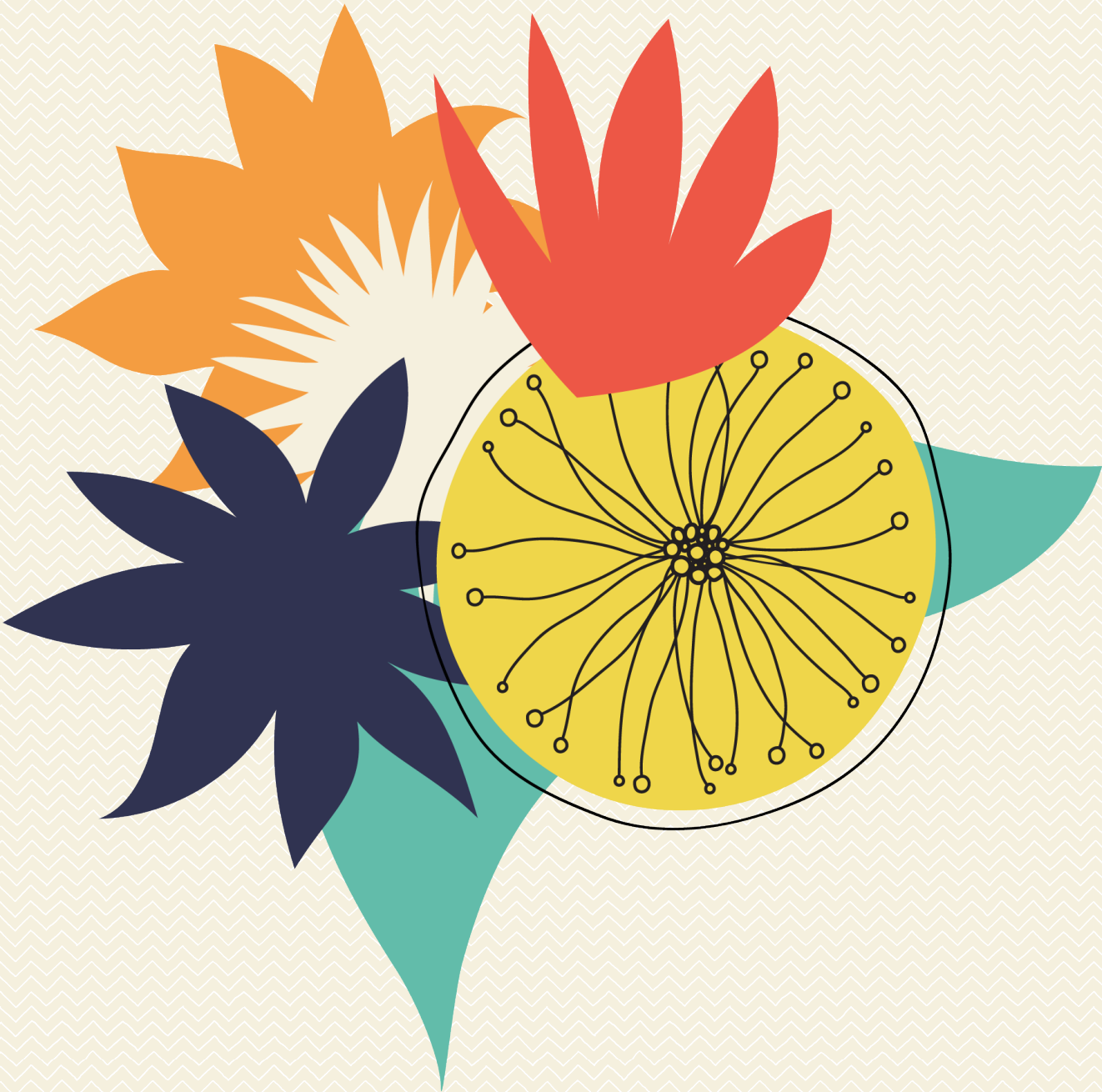
Previous Action: Discussion during the May 17, 2024, DDA meeting.

Economic Impact: The DDA adopted budget will be included with the City’s budget for consideration during their May 20, 2024, meeting.

Recommendation: It is my recommendation to finalize the Fiscal Year 2024-2025 budget.

Recommended Motion:
Moved by Board Member _____ seconded by Board Member _____ to adopt the Downtown Development Authority Fiscal Year 2024-2025 budget as discussed.

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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Lathrup Village Downtown Development Authority

Fiscal Year 2024/2025
Budget





27400 Southfield Rd
Lathrup Village, MI 48076
(248) 557 - 2600
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, Secretary
- Kelly Garrett, Mayor
- Charlotte Jones
- Danielle Huey
- Mike Greene, City Administrator
- Dan Sugg
- Dr. Patricia Felton

Staff

- Susie Stec, DDA Director
- Brittany Dorsey, DDA & Special Projects Manager
- Michelle Townsend, Treasurer
- Steve Colliau, Code Enforcement

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 2023 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. While this project is slow-moving, it is progressing through the necessary federal and state approval processes. The city, DDA and RCOC submitted a joint application for funding to implement this project; if successful, construction would begin in 2027. In the meantime, RCOC will be resurfacing Southfield Road and making drainage improvements from 11 Mile to 12 Mile in 2024.

The DDA continues to make strides in its streetscaping and accessibility. The Board of Directors initiated a 3-year Sidewalk Replacement Program to coincide with the city program, which saw the direct investment of DDA funds into the district infrastructure. The DDA also adopted a 5-year alleyway and approach program, and has already replaced 3 alleys and 15 approaches.

Planned Activities: 2024/2025

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 the Lathrup Village DDA established an incubator program – Lovin’ Lathrup Village Business Relief Mini-Grants. Implementation of this mini grant has faltered, and staff continues to explore the best path forward.

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 the cities of Oak Park and Southfield to develop a series of

free learning opportunities for our businesses; these efforts are supported by Main Street Oakland County and the Southfield Regional Chamber of Commerce. Other programs to be rejuvenated and reimagined include Live in LV videos, Featured 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. There has been a modest increase in the use of these funds since making adjustments to the parameters.

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 and accessibility improvements have been pervasive over the past two years. The business district saw the direct investment of DDA funds into the infrastructure through the DDA Sidewalk Replacement Program and the implementation of the alleyway and approach program, which has already replaced 3 alleys and 15 approaches.

The DDA continues to advocate to the Road Commission for Oakland County (RCOC) for improved pedestrian safety and accessibility along the Southfield Road corridor. RCOC granted the DDA permission to install a HAWK signal near the Margate/Southfield Road intersection, and a Safety Grant was awarded to LVDDA to install the signal (CY 2025). Two additional signals will be installed as part of the 2024 RCOC project work.

Events

DDA-sponsored events include the annual Southfield Corridor Cleanup, Juneteeth Celebration, and Lathrup Village Music Festival. 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 partnering with the Southfield Regional Chamber of Commerce to provide ribbon-cuttings to new businesses.

Training & Strategic Planning

It is extremely important to ensure staff is being trained and keeping up-to-date on the latest best practices. It is equally as important that 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

Interest in (re)developing commercial properties in the city has steadily been increasing over the past few years. As of April 2024, there are a dozen projects for which the city is anticipating plans or in-process. In nearly all of these instances, physical improvements to the commercial properties are proposed, which will have a positive impact on the DDA’s revenue.

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 strengthen our volunteer-base and community engagement with the intent to move up to the Select level. Advancing through the tiers at MSOC 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 2023

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.

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. For the past two years, the millage rate has remained consistent at **1.8823 mils** for every dollar of taxable value in the DDA District. This rate will remain the same in 2024/2025.

Special Assessment: 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: 2024-2025 Budget Revenue Summary

REVENUES	ACTUAL 21/22	ACTUAL 22/23	ADOPTED 23/24	AMENDED MARCH 23/24	ACTUAL 3/31/2024	BUDGETED 24/25	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	364,258	396,236	367,901	367,901	26,761	410,000	42,099
TAX COLLECTED OTHER	37,117	37,187	37,488	37,488	7,459	37,488	-
MISC. REVENUES	21,757	22,364	21,974	21,974	3,000	23,000	1,026
INVESTMENT INTEREST	4,104	39,300	10,000	40,000	35,471	40,000	30,000
FEDERAL/STATE GRANTS	-	-	-	-	-	-	-
Total Revenues	427,237	495,087	437,364	467,364	72,691	510,488	73,125

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 2024-2025 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: This will fund any additional staff that may be needed.

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.

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 Southfield Corridor Cleanups, Juneteenth, Lathrup Village Music Festival 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, and Municipal Park Play Structure match.

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, alley & approach repaving, installation of a pedestrian (HAWK) signal, and new Landscape & Maintenance contract. 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 2024-2025 Budget Expenditures Summary

EXPENDITURES	ACTUAL 21/22	ACTUAL 22/23	ADOPTED 23/34	AMENDED MARCH 23/24	ACTUAL 3/31/2024	BUDGETED 24/25
SALARIES & WAGES	163,062	162,929	170,940	180,000	125,298	180,000
PART TIME SEASONAL CREW	2,525	-	5,000	5,000	4,525	5,000
EMPLOYEE TAXES & BENEFITS	50,249	57,701	34,000	60,500	52,435	65,000
LEGAL SERVICES	-	-	900	900	-	900
OFFICE SUPPLIES	1,072	507	6,350	6,350	1,768	3,755
TAX TRIBUNAL RETURNS	13,800	-	2,000	2,000	-	2,000
AUDITING & ACCOUNTING	800	800	800	800	5,959	800
TRAINING/MEMBERSHIP	2,502	8,575	10,050	10,050	3,121	7,125
MAIN STREET PROGRAM	10,465	5,524	22,500	22,500	13,170	18,500
STREETSCAPING	24,035	9,047	132,000	132,000	9,980	119,000
PLANNING/CONSULTING FEES	50,646	15,497	15,300	17,017	17,059	15,300
PRINTING/PUBLICATION COSTS	2,145	972	2,000	2,500	1,807	2,000
POSTAGE FEES	135	-	200	200	-	200
REPAIRS & MAINTENANCE	252,007	335,203	417,293	350,000	40,606	503,980
MISCELLANEOUS EXPENDITURES	2,567	1,007	53,457	53,457	1,366	23,457
DEPRECIATION INFRASTRUCTURE	29,718	29,714	30,000	30,000	-	30,000
SIGN GRANT PROGRAM	4,000	-	10,000	10,000	3,730	10,000
FAÇADE GRANT PROGRAM	11,640	-	20,000	20,000	-	20,000
TOTAL EXPENDITURES	621,368	627,474	932,790	903,274	280,824	1,007,017

History of Expenditures and Revenues

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

History of Revenues & Expenditures

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	489,396	293,531
2023-2024	437,364	932,790
2024-2025*	510,488	990,017

*budgeted

Since its inception the DDA has been building a 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 began dipping into the fund balance to enhance the physical appearance and functioning of the Southfield Road corridor. Projects include the Sidewalk Replacement Program, Alley & Approach Paving, and installation of pedestrian (HAWK) signals.

Fund Balance: FY 16-17 to FY 23-24

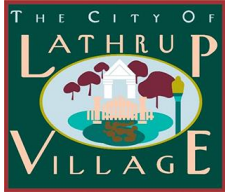
Historical Fund Balance	
Fiscal Year	Fund Balance
FY 16-17	\$1,256,738
FY 17-18	\$1,237,849
FY 18-19	\$1,329,994
FY 19-20	\$1,340,050
FY 20-21	\$1,340,050
FY 21 - 22	\$1,611,212
FY 22 -23	\$1,417,808
FY 23-24	\$1,284,694

Appendix

Fiscal Year 2024/2025 Budget Detail

EXPENDITURES	AMENDED 3/2024	BUDGETED 24/25
SALARIES & WAGES	180,000	180,000
DDA Director		83,232
DDA & Special Projects Mgr		46,079
City Administrator & Treasurer		20,400
Code Enforcement		24,647
PART TIME SEASONAL CREW	5,000	5,000
EMPLOYEE TAXES & BENEFITS	60,500	65,000
LEGAL SERVICES	900	900
OFFICE SUPPLIES	6,350	3,755
Adobe Subscription		360
DDA Website		375
Computers		2,000
Cell Phone		720
Office supplies		300
TAX TRIBUNAL RETURNS	2,000	2,000
AUDITING & ACCOUNTING	800	800
TRAINING/MEMBERSHIP	10,050	7,125
Michigan Downtown Association Membership		250
National Main Street Center Membership		375
National Main Street Conference		2,500
MAP Annual Conference		2,000
misc. trainings		2,000
MAIN STREET PROGRAM	22,500	18,500
Corrdior Cleanup		500
Juneteenth		2,000
Branding/Swag		2,000
LVMF		10,000
Tri-City Partnership/Business Mini-Grant		4,000
STREETSCAPING	132,000	119,000
Plants Materials		7,000
Banners		2,000
Holiday Decorations		10,000
Municipal Park Play Structure Match		100,000
PLANNING/CONSULTING FEES	17,017	15,300
PRINTING/PUBLICATION COSTS	2,500	2,000
POSTAGE FEES	200	200

REPAIRS & MAINTENANCE	350,000	503,980
Alleys & Approaches		345,000
Excell (696 Mowing & Snow)		5,000
Paradise Gardens Landscape Maintenance		43,980
HAWK Pedestrian Signals		100,000
Streetlight/DTE		10,000
MISCELLANEOUS EXPENDITURES	53,457	23,457
Meadowbrook Liability Insurance		4,657
misc. expense		500
Flock Safety Cameras		15,000
LTVV -DDA mtg		3,300
DEPRECIATION INFRASTRUCTURE	30,000	30,000
CAPITAL EXPENDITURE	-	-
SIGN GRANT PROGRAM	10,000	10,000
FAÇADE GRANT PROGRAM	20,000	20,000
TOTAL EXPENDITURES	903,274	1,007,017



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: DDA Board of Directors
FROM: Mike Greene – City Administrator
DATE: May 17, 2024
RE: Community & Economic Development Director Confirmation

Background Brief: As the DDA Board is aware, the DDA/City’s Community & Economic Development Director left the City for another opportunity at the beginning of May 2024. During the April 19, 2024, DDA meeting, the board formed a hiring committee consisting of City Administrator Greene, and board members Huey & Shermeyer to bring a candidate recommendation to the rest of the board for approval.

With our former Director providing substantial notification of their departure, the City was able to be proactive in placing the job posting while they were still employed. The City had a Community & Economic Development Director posting available via MML and the Michigan Association of Planning (MAP) for over 30 days. The committee reviewed seven applications that were received and invited three applicants for interviews (with only two committing to interviews).

While both finalists brought a unique skill set to the table, Austin Colson stood out from the pack as an individual who can handle the day-to-day duties of this position while bringing new ideas to the Board that can benefit the district.

Mr. Colson would be coming to the City from the City of Hamtramck where he served as the Assistant Community & Economic Development / DDA Manager. Before Hamtramck, Mr. Colson spent a decade in various roles at the Suburban Mobility Authority for Regional Transportation (SMART).

If confirmed, Mr. Colson’s anticipated start date would be Monday, June 3rd, 2024.

Previous Action: April 19, 2024 – Formation of hiring committee.

Economic Impact: Below is the estimated cost (salary + insurance/retirement benefits) of this employee working for the City of Lathrup Village.

Table with 4 columns: Department, Cost Split, Proposed Salary, Benefits. Rows include DDA (90%, \$72,000, \$15,750), General (10%, \$8,000, \$1,750), and Total (100%, \$80,000, \$17,500).

Recommendation: It is my recommendation to confirm Austin Colson as the Community & Economic Development Director for the City of Lathrup Village.

Recommended Motion: Moved by Board Member _____ seconded by Board Member _____ to confirm Austin Colson as the Community & Economic Development Director for the City of Lathrup Village.

Kelly Garrett Mayor, Bruce Kantor Mayor Pro-Tem, Jalen Jennings Council Member, Dalton Barksdale Council Member, Jason Hammond Council Member

To Whom It May Concern:

I am writing to express my interest in the Community and Economic Development Director position at the City of Lathrup Village, as advertised on the Michigan Municipal League job board. With a comprehensive background in public sector program management and a commitment to fostering community growth, I am excited about the opportunity to contribute to the continued advancement of Lathrup Village. My skills in regulatory compliance monitoring, partnership development, and public policy implementation make me well-equipped to handle the diverse challenges associated with the position.

In my current role as Assistant Community and Economic Development Manager with the City of Hamtramck this time has equipped me with invaluable experience in evaluating site plans, zoning administration, and presenting information to local regulatory bodies. I have demonstrated success in identifying and implementing best practices in city planning and rehabilitation, aligning projects with zoning ordinances and community goals. This past winter I participated in the Michigan Economic Development Corporation's *Redevelopment Ready Communities (RRC) Virtual Academy* for local officials.

At the Suburban Mobility Authority for Regional Transportation (SMART), I managed federally regulated programs, requiring me to collaborate with both local and federal government agencies, and coached small businesses on government contracting. My ability to navigate complex regulatory landscapes and implement policies effectively were instrumental in driving program success. As a Grant Analyst at SMART, it equipped me with the skills to secure funding for projects and manage grant administration efficiently.

While earning a Bachelor of Science in Urban and Regional Planning from Michigan State University I was fortunate enough to travel with MSU's School of Planning, Design, and Construction to both Europe and Asia, to visit and learn onsite about cities at different stages of growth. We met with local planners and developers providing us with a greater insight into successful economic development strategies. My educational background, coupled with my hands-on experience in municipal administration, positions me well to contribute to the strategic goals and objectives of Lathrup Village.

Thank you for considering my application. I am eager to further discuss how my skills and experiences align with the needs of the Community and Economic Development Director role.

Austin Colson



Detroit, Michigan

PROFESSIONAL SUMMARY

Experienced Public Sector Program Manager who is skilled at bringing together all aspects of federally funded programs to generate **connected value creation**. Federally funded programs are often burdened by regulatory requirements and require multiple partners to deliver and meet goals. Driving cross-program alignment and compliance is where I excel. This requires a foundational knowledge of how grant programs work, bringing together diverse stakeholders against a common goal and managing projects for on-time, on-budget delivery. Understanding and implementing public policy is my specialty.

SKILLS

- Regulatory Compliance Monitoring
- Sourcing Public Funding
- GIS
- Public Policy Implementation
- Partnership Development/Management
- Problem Solving

EXPERIENCE

Assistant Community and Economic Development (CED)/DDA Manager

July 2023 - Present

City of Hamtramck

- Evaluate residential, commercial, and industrial site plans based on city zoning ordinance and Michigan Planning Enabling Act.
- Zoning administrator for commercial, residential, and industrial stakeholders.
- Presents applications and develop supporting documents for Zoning Board of Appeals and Planning Commission.
- Identify and utilize best practices in city planning and rehabilitation.

Supervisor/Safety Officer

July 2022 – July 2023

Emerald Mountain Labs

- Understanding of economic development would not be complete without private sector experience gained during this chapter.
- Learning the beginning stages of a start-up by working alongside managing partners.

Civil Rights & External Drug and Alcohol Programs Manager

January 2019 – February 2022

DBE/EEO & External Drug and Alcohol Programs Coordinator

March 2014 – January 2019

Suburban Mobility Authority for Regional Transportation (SMART) | Metro Detroit, MI

- Managed three (3) public programs mandated by federal regulations.
- Accomplished at engaging with federal and state agencies to ensure programs meet regulatory requirements.
- Coached small and disadvantaged businesses on government contracting process.
- Successful track-record at policy implementation through a stage gate approach including: 1) defining the policymakers' intent, 2) establish internal policies/procedures, 3) keeping current on regulatory updates, and 4) delivering on project objectives.
- Adept at contract reviews and revising internal SOPs to drive regulatory compliance.

Board Member

City of Ferndale – Board of Zoning Appeal

- Interpret unclear provisions of the city's land use and zoning ordinances.
- Review applications for variances of existing ordinances submitted by residential property and business owners.

June 2017 - Au
2023

Item 8A.

Grant Analyst

Suburban Mobility Authority for Regional Transportation (SMART) | Metro Detroit, MI

- Served as liaison for federal, state, local agencies, and internally for grants.
- Coordinated with numerous internal departments to develop SMART's applications for federal and state grant funding.
- Applied and was awarded competitive grant from U.S. Department of Veterans Affairs.

January 2012 - March 2014

EDUCATION

Masters - Public Administration

December 2021

Wayne State University, Detroit, MI

Concentration in Economic Development

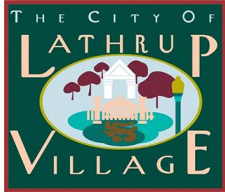
Course work in GIS

Bachelor of Science - Urban and Regional Planning

May 2011

Michigan State University, East Lansing, MI

Specialization in Environmental Economics



City of Lathrup Village
27400 Southfield Road
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www.lathrupvillage.org | (248) 557-2600

TO: DDA Board of Directors
FROM: Mike Greene – City Administrator
DATE: May 17, 2024
RE: Community & Economic Development Director Computer Purchase

Background Brief: Based on feedback from our previous director, once a new Community & Economic Development Director is confirmed, a new computer should be purchased as the current director's computer has exceeded its useful life and requires continuous IT support for basic functions.

The City works with our IT provider (VC3) to purchase computers based on specifications provided by staff and a quote for a previously purchased computer is included as a reference.

Previous Action: N/A

Economic Impact: The DDA had \$4,000 dedicated to computers (under Office Supplies) based on the FY 23-24 budget. The estimated cost for a new computer is ~\$1,350.


Recommendation: It is my recommendation to approve the computer purchase from VC3.

Recommended Motion:

Moved by Board Member _____ seconded by Board Member _____ to confirm a computer purchase from VC3 for the new Community and Economic Development Director.

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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- Hardware/Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Dell Latitude 3540 15.6" Touchscreen Notebook - Full HD - Intel Core i7 13th Gen i7-1355U - 16 GB - 512 GB SSD - Gray - Intel Chip - 1920 x 1080 - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Technology - English (US) Keyboard - Fron		\$1,301.16	1	\$1,301.16

Subtotal: **\$1,301.16**

- Shipping

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Shipping and Handling		\$14.00	1	\$14.00

Subtotal: **\$14.00**

Ticket #2136470 - 2024.04 - TSA - Laptop for Alisa Emaneul

<p>Prepared by: VC3 Hillary Pennell quotes.hillary.pennell@vc3.com</p>	<p>Prepared for: City of Lathrup Village, MI 27400 Southfield Road Lathrup Village, MI 48076 Mike Greene +12485572600 mgreene@lathrupvillage.org</p>	<p>Quote Information: Quote #: HP000720 Version: 1 Delivery Date: 04/16/2024 Expiration Date: 05/13/2024</p>
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Quote Summary

Description	Amount
- Hardware/Software	\$1,301.16
- Shipping	\$14.00
Total:	\$1,315.16

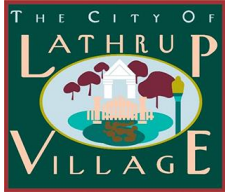
- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.
- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes the responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- Returns:
 - No returns will be accepted unless first approved by VC3 Inc.
 - Approved returns are subject to a 20% restocking fee.
 - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise if unopened and packaging is undamaged.
 - Open box items are not returnable
 - Approved defective returns must be shipped to VC3 within 10 business days of said approval

VC3

City of Lathrup Village, MI

Name: Hillary Pennell
Title: Client Solutions Specialist
Date: 04/16/2024

Name: Mike Greene
Initials: MG
Date: 4/16/2024 2:05:04 PM
IP Address: 96.92.51.141
Email Address: mgreene@lathrupvillage.org
PO Number: _____



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

TO: DDA Board of Directors
FROM: Mike Greene – City Administrator
DATE: May 17, 2024
RE: LVMF Proposals

Background Brief: This memo will cover both LVMF proposals for the May 17, 2024, DDA meeting.

1. The LVMF Committee is seeking approval to sign Terrence Parker to a DJ performance agreement for the LVMF. The all-inclusive fee is \$5,000 (\$2,500 due upon signing, \$2,500 due one week before the event).
2. The LVMF Committee is seeking approval for light, stage, and sound services with Robert Jenson. The total fee is \$5,700 (\$2,850 deposit, \$2,850 due show day).

Previous Action: N/A

Economic Impact:

FY 23-24: \$5,350 for both services (deposits)
FY 24-25: \$5,350 both services rendered

Recommendation: It is the LVMF Committee's recommendation to approve Terrence Parker and Robert Jenson for DJ Services and light, stage, and sound services.

Recommended Motion:

1. Moved by Board Member _____ seconded by Board Member _____ to approve the signing of Terrence Parker to a DJ performance agreement for the LVMF for an all-inclusive fee of \$5,000; \$2,500 due upon signing, and \$2,500 due one week before the event.
2. Moved by Board Member _____ seconded by Board Member _____ to approve Robert Jenson to provide light, stage, and sound services for the LVMF for a total fee of \$5,700; \$2,850 due upon signing, and \$2,850 due show day.

Kelly Garrett Mayor	Bruce Kantor Mayor Pro-Tem	Jalen Jennings Council Member	Dalton Barksdale Council Member	Jason Hammond Council Member
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DJ Contract - August 10, 2024

Terrence Parker Performance Agreement

This agreement, made and entered into on April 13, 2024, by and between Terrence Parker of Southfield, Michigan 48017 USA (hereinafter referred to as "Artist") and, Adam Laurie c/o Lathrup Village Music Festival (hereinafter referred to as "Promoter")

Whereas upon the signing of this contract it is agreed between us as follows:

1. Promoter hereby guarantees to be a reputable business-person and, will commit to represent Artist in a positive manner throughout the promotion of the event.
2. Artist will give a DJing performance at the following event: Lathrup Village Music Festival
3. Date of performance: Saturday August 10, 2024
4. Promoter will pay Artist an all inclusive DJ Fee (which includes flights, hotel, ground transportation, dinner) of \$5000 USD (Five Thousand US Dollars) of which a deposit of \$2500 USD is due immediately upon signing this agreement. The remaining balance of \$2500 USD is due by August 3, 2024 (1 week before the event). The DJ Fee may be paid by CREDIT/ DEBIT CARD, PAYPAL, ZELLE or BANK WIRE. BOOKINGS ARE ONLY CONFIRMED WHEN THE DEPOSIT HAS BEEN RECEIVED. IF ARTIST HAS NOT RECEIVED THE DEPOSIT AND THIS SIGNED AGREEMENT BY MAY 21, 2024, THE TERMS OF THIS AGREEMENT WILL EXPIRE AND WILL BE CONSIDERED VOID.
5. Artist will perform for 2 Hours.
6. Omitted on purpose (no flights needed)
7. Omitted on purpose (no hotel needed)
8. Artist will pay for all ground transportation to and from the venue.
9. Refreshments will be provided on the night of the event at no extra cost to Artist.
10. Promoter guarantees to supply for Artist's use a maximum of four (4) / minimum of two (2) Pioneer CDJ 3000 CD Players (or CDJ 2000 NXS2 Players), one (1) Pioneer DJM 900 NXS2 Mixer (or similar), and adequate PA monitors in the DJ booth. (see tech rider options for set



up).

11. The artistic presentation of the performance is the sole responsibility of the Artist. Furthermore, Artist shall have full creative control over the music and performance during his DJ set.
12. Artist's performance may be recorded by Promoter with permission on VIDEO, DVD (HD), DAT, MP3, MP4, CD, or other methods whether now known or hereinafter devised and, may be broadcast over FM radio or Internet via stream.
13. Artist's name and/or likeness may be used on any printed media (flyers, magazines, video, television, radio, internet, etc.) by Promoter. Artist shall be billed on all printed material as follows: Terrence Parker
14. Promoter agrees to provide a safe and secure area for Artist and his possessions before, during, and after the performance.
15. If Artist cancels due to personal emergency, personal injury, health emergency, or other reasons not considered a material breach of this contract, Artist agrees to reschedule another date of performance in agreement of both Promoter and Artist. If no convenient date can be found, Artist shall return the deposit to Promoter with 30 days of the cancellation as a final resolution.
16. FORCE MAJEURE: Neither party will be liable for any failure or delay in performing an obligation under this agreement due to any of the following causes to the extent beyond its reasonable control: Acts of GOD, accidents, riots, bad weather, terrorist act (or threat of), war (or threat of), civil disturbance (or threat of), violent protest (or threat of), covid outbreak (or threat of), infectious disease outbreak (or threat of), pandemic (or threat of), epidemic (or threat of), quarantine (or threat of), natural catastrophes (or threat of), government acts or omissions (or threat of), changes in laws or regulations, national strikes, fire, or explosion. FOR THE AVOIDANCE OF DOUBT, Force Majeure shall not include financial distress nor the inability of either party to make a profit or avoid a financial loss, changes in market prices or conditions, or a party's financial inability to perform its obligations hereunder.
17. Artist has the right to refuse performance if for any reason Promoter has failed to meet any of the obligations in this agreement (which include but are not limited to: non-payment of DJ Fee balance, unsafe performance environment). Failure to meet these obligations will be considered a material breach of this agreement by the Promoter, in such case, Artist shall not be required to any future performances for Promoter. Furthermore, Artist is not required to refund the deposit, or be liable for any financial responsibilities hereunder.



Agreed, Understood, and Accepted,



Artist, or it's representative

Promoter, or its representative

Invoice Lathrup Village Music Festival

TERRENCE PARKER

Southfield, Michigan. 48075 (USA)

Invoice No. 032094-21922024-0426A

Invoiced to: Lathrup Village Downtown Development Authority

Attention: Adam Laurie c/o Lathrup Village Music Festival

Address: Lathrup Village, Michigan. 48076

Phone: (248) 877-7733

Mobile: (248) 877-7733

Email: lvmfest@gmail.com

Invoice Date: April 26, 2024 (Due by May 21, 2024)

Amount Due: \$2500 USD (Two Thousand Five Hundred US Dollars)

Description: Deposit (50% of \$5000 USD DJing Fee) for Terrence Parker 2 hour DJ set at Lathrup Village Music Festival on August 10, 2024. The remaining balance of \$2500 USD is due by August 3, 2024 (1 week before the event).

Please pay using the info below:

PayPal: www.paypal.me/VeeVinylCeramics/2500usd

Bank Wire to:

Receiving Bank Name: Chase Bank

Swift address: CHASUS33

Beneficiary Name: Terrence Parker

Beneficiary Account Number: 752208725

Routing Number:

072000326

Bank Address:

18100 W Eleven Mile Road, Lathrup Village, Michigan. 48076

Terrence Parker

18321 Stratford

Southfield, Michigan. 48075

mobile: +1 586 215 4504

TERRENCE PARKER DJ EQUIPMENT RIDER 2021

The following are requirements for Terrence Parker’s DJ Performance.

- 4 Pioneer CDJ 3000s or 2000s NX2
- 1 Pioneer DJM 900 NX2 Mixer
- Adequate PA monitors (no specific brand or model)
- Please NO SMOKING or people (aside from staff) in the DJ Booth during the performance

The mixer should be placed in the center with 2 CDJs on each side of the mixer (see diagram below). The PA monitors should be place in the DJ booth area.

CDJ

CDJ

Mixer

CDJ

CDJ



Robert Jensen

2210 E. Lincoln
Royal Oak, MI 48067

2024

RENTAL DEPARTMENT SALES ORDER

ORDER NUMBER:	R09334
DATE:	9-May-24
INVOICE DATE:	
INVOICE NUMBER:	

BILL TO:

COMPANY:	Lathrup Village DDA		
ATTENTION:	Adam Laurie		
ADDRESS:	27400 Southfield Road		
CITY:	Lathrup Village		
STATE:	MI	ZIP:	48076
PHONE:	248-557-2600	FAX:	
OTHER NUMBER:	Lvmfest@gmail.com		

SHIP TO:

COMPANY:	Same		
ATTENTION:			
ADDRESS:	At Gazebo		
CITY:			
STATE:		ZIP:	
PHONE:		FAX:	
OTHER NUMBER:			

SALESPERSON:	Neil Sever
DEPT:	10050
DATE REQ'D:	10-Aug-24
PO NUMBER:	
TERMS:	50% Deposit
	50% Show

SALE:	
SERVICE:	
INSTALL:	
RENTAL:	X
EVALUATION:	

WILL CALL:	
DELIVERY:	X
SHIP VIA:	Truck
DATE SHIPPED:	9-Aug-24
SHIPPING CHRGS:	

QTY ORDERED	DAYS	DESCRIPTION	PRICE	PER	EXTENDED
1	1	Didital Mixing Console Yamaha QL5-32 with IPAD remote control		1	
12	1	DOS 210E Line Array FOH Speakers/ 6-per side		1	
4	1	JBL VRX 932 Line Array Speakers 4 stands/side speakers		1	
8	1	8-DOS Powered Dual18" Subs on carts		1	
4	1	FOH x2, Monitor, and Sub Amp Racks, + extras		1	
10	1	EAW/ JBL SRX stage monitors		1	
2	1	EAW side Fills		1	
2	1	Shure Urs Wireless Handhelds 400 mhz		1	
22	1	Boom mic stands tall///8 short booms		1	
1	1	200 amp Distro box///AC Box///Cam Locks 50ft/100ft cable and pigtail		1	
10	1	Radial Direct boxes		1	
2	1	50ft drop box and drum snake		1	
1	1	200ft FOH 48x8 Splitter Snake		1	
2	1	EV top and Sub for Drum Fill and 1- cue monitor		1	
1	1	Standard Concert Instrument Microphone package		1	
2	1	JBL VRX Front Fills and Out Fills w/ stands		1	
3	1	Clearcom Basestation with beltacks		1	
1	1	24'x20'x32" Stage wind break side hangs with Roof 8x8 drum riser		1	
		Lathrup Village to Supply		1	
		12-20amp Stage breakout circuits at gazebo/w covers		1	
		Drums/bass amp/Guitar amps/ cables		1	
20	1	LED Stage wash Package + Moving Lights Package, Truss Hang		1	

REMARKS: Show 12- 11-pm Tearout after
3 Techs on site for show
Setup day before/ Tear out after show completion

Check payable to Robert Jensen

MATERIAL TOTAL	
LABOR	
Shipping/Trucks	
TOTAL \$	5,700.00

CUSTOMER SIGNATURE _____ Date _____

Lan and Fiber Optic Cabling - Broadband - CCTV - Production Monitoring - Public Address Equipment - Voice Paging
Intercom Systems - Industrial - Commercial - Church - School Sound Systems - Professional A/V Rental Department