



Downtown Development Authority Agenda

Friday, April 21, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - [A.](#) 2023 03 17 DDA Board of Directors Minutes
4. **Financial Review**
 - [A.](#) March 2023 Financial Reports
5. **Committee Reports**
6. **Other Business**
 - [A.](#) April 2023 - CED Report
 - [B.](#) March 2023 Code Enforcement Report
7. **Old Business**
8. **New Business**
 - [A.](#) FY 23/24 DDA Budget (draft) discussion
9. **Public Comment (speakers are limited to 3 minutes)**
10. **Adjourn**



Downtown Development Authority Minutes

Friday, March 17, 2023 at 12:00 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

1. Call to Order by Chair Prime at 12:02 pm

Present: Bryan Ford, Kelly Garrett (arrived at 12:11 pm), Charlotte Jones, Bobbi Lovins, Sue Montenegro, Fred Prime, Pam Shermeyer, Dan Sugg

Absent: none

Staff: Bill Diamond, Jr., Brittany Dorsey, Susie Stec

2. Approval of Agenda

Motion to approve the agenda by Lovins, seconded by Montenegro. All in favor.

3. Approval of Minutes

There was a question regarding serving on committees. Stec will send that section of the DDA Bylaws.

Motion to approve the 2023 01 23 DDA Board of Directors Minutes by Ford, seconded by Shermeyer. All in favor.

4. Financial Review

Motion to receive & file the January 2023 Financial Reports by Lovins, seconded by Ford. All in favor.

There was a question about the "miscellaneous revenue". Stec indicated those are typically grants and event vendor fees.

Motion to receive & file the February 2023 Financial Reports by Lovins, seconded by Ford. All in favor.

5. Committee Reports

Dorsey provided an update & informed the board that she is working to increase our social media following and reach.

6. Other Business

- A. March 2023 - CED Report: Stec went through the report and answered questions.
- B. Code Enforcement Update: Diamond provided a verbal update on his activities along the corridor.
- C. 2023 MSOC Main Event: There was consensus among the board that all should be registered.

7. Old Business

None.

8. New Business

- A. IEDC Training Course Registration: Stec explained the training opportunity. The board directed Stec to register for one course and pursue the scholarship opportunity through IEDC.
- B. CY23 Sidewalk Replacement Program: Stec updated the board regarding the final year of the DDA Sidewalk Replacement Program. Work will take place on 11 Mile, 12 Mile, and in Municipal Park. The estimated cost is \$40, 670.

Motion to approve the estimated cost of \$40, 670 for Sidewalk Replacement by Shermeyer, seconded by Lovins. All in favor.

- C. 2025 MDOT Safety Improvement Program: Stec informed the board that HRC, the traffic engineering consultant with whom the DDA has engaged to design the HAWK signal at Margate Ave/Southfield Rd, has identified a grant opportunity to fund this project. HRC indicated that they can put together the grant proposal for \$5,000. HRC has indicated that proposals for HAWK signals are typically success in receiving funding.

There was discussion by the board regarding the cost of preparing the application, and if the data would be applicable to future applications. Concern was expressed that the expense was too much given the uncertainty of receiving funds.

Motion to authorize the DDA Director to contract with Hubbell, Roth & Clark in the amount of \$5,000 to complete an application for MDOT's 2025 Safety Improvement Program fir the purpose of installing additional HAWK signals along the Southfield Road Corridor by Sugg, seconded by Ford.

Ayes: Bryan Ford, Charlotte Jones, Bobbi Lovins, Sue Montenegro, Fred Prime, Pam Shermeyer, Dan Sugg

Nays: Kelly Garrett

Motion carries.

9. Public Comment

None.

10. Adjourn at 1:06 pm

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

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 03/01/2023 TO 03/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-010.000 TRUST ACCOUNT-GENERAL						
Journal GJ: GJ						
131873	03/31/2023	MONTHLY INTEREST POSTING- MARCH	15673	Multiple	4,214.08	
132126	03/31/2023	TRANSFER FROM DDA TO GENERAL	15680	Multiple		300,000.00
Journal Totals					4,214.08	300,000.00
Totals for 494-000.000-010.000					4,214.08	300,000.00

Balance 03/01/23: 1,385,236.90
 Net Change: (295,785.92)
 Balance 03/31/23: 1,089,450.98

494-000.000-202.000 ACCOUNTS PAYABLE						
Journal AP: AP						
131464	03/15/2023	CAFE CLAREVnd: CAFE CL Invoice:238030		494-000.000-955.000		624.00
131500	03/15/2023	MISSIONSQUARE - 803046Vnd: MISSMAR.2023		Multiple		115.22
131507	03/15/2023	OAKLAND COUNTY TREASURERVnd: OCFEB.2023		494-000.000-955.000		11.37
131568	03/16/2023	MISSIONSQUARE - 803046Vnd: MISSRHS PLAN		Multiple		115.22
131684	03/31/2023	CARDMEMBER SERVICEVnd: CARDMEMBJAN2023		Multiple		58.28
131685	03/31/2023	CARDMEMBER SERVICEVnd: CARDMEMBFEB2023		Multiple		1,362.10
131690	03/31/2023	CARDMEMBER SERVICEVnd: CARDMEMBFEB2023		Multiple		14.99
131703	03/31/2023	BLUE CARE NETWORKVnd: BLUECARE 230690000055		Multiple		2,195.22
131723	03/31/2023	GIFFELS-WEBSTER ENG INCVnd: GWE128280		494-000.000-933.000		1,510.17
131724	03/31/2023	GIFFELS-WEBSTER ENG INCVnd: GWE128279		494-000.000-933.000		746.00
131732	03/31/2023	GIFFELS-WEBSTER ENG INCVnd: GWE128282		Multiple		2,102.50
131749	03/31/2023	MICHIGAN ECONOMIC DEVELOPERS AS15776		494-000.000-822.000		325.00
131753	03/31/2023	MISSIONSQUARE - 803046Vnd: MISSMAR 2023		Multiple		115.22
131754	03/31/2023	MISSIONSQUARE - 803046Vnd: MISSJAN 2023		Multiple		115.22
131765	03/31/2023	STANDARD INSURANCE COMPANYVnd: MAR 2023		Multiple		65.16
Journal Totals					0.00	9,475.67

Journal CD: CD						
131531	03/15/2023	Check: NBDC 47532	47532	Multiple	624.00	
131548	03/15/2023	Check: NBDC 47549	47549	Multiple	115.22	
131553	03/15/2023	Check: NBDC 47554	47554	Multiple	11.37	
131577	03/16/2023	Check: NBDC 47570	47570	Multiple	115.22	
131779	03/31/2023	Check: NBDC 47583	47583	Multiple	2,195.22	
131784	03/31/2023	Check: NBDC 47588	47588	Multiple	1,435.37	
131791	03/31/2023	Check: NBDC 47595	47595	Multiple	4,358.67	
131801	03/31/2023	Check: NBDC 47605	47605	Multiple	325.00	
131806	03/31/2023	Check: NBDC 47610	47610	Multiple	230.44	
131816	03/31/2023	Check: NBDC 47620	47620	Multiple	65.16	
Journal Totals					9,475.67	0.00

Totals for 494-000.000-202.000 9,475.67 9,475.67

Balance 03/01/23: 0.00
 Net Change: 0.00
 Balance 03/31/23: 0.00

494-000.000-214.101 DUE TO GENERAL FUND						
Journal CD: CD						
131531	03/15/2023	Check: NBDC 47532	47532	Multiple		624.00
131548	03/15/2023	Check: NBDC 47549	47549	Multiple		115.22
131553	03/15/2023	Check: NBDC 47554	47554	Multiple		11.37
131577	03/16/2023	Check: NBDC 47570	47570	Multiple		115.22
131779	03/31/2023	Check: NBDC 47583	47583	Multiple		2,195.22
131784	03/31/2023	Check: NBDC 47588	47588	Multiple		1,435.37
131791	03/31/2023	Check: NBDC 47595	47595	Multiple		4,358.67
131801	03/31/2023	Check: NBDC 47605	47605	Multiple		325.00
131806	03/31/2023	Check: NBDC 47610	47610	Multiple		230.44
131816	03/31/2023	Check: NBDC 47620	47620	Multiple		65.16
Journal Totals					0.00	9,475.67

Journal GJ: GJ						
132126	03/31/2023	TRANSFER FROM DDA TO GENERAL	15680	Multiple	300,000.00	
Journal Totals					300,000.00	0.00

Journal PR: Payroll						
131586	03/20/2023	PAYROLL REPORT MARCH	15663	Multiple		7,195.81
131675	03/30/2023	PAYROLL REPORT	15672	Multiple		7,195.81
Journal Totals					0.00	14,391.62

Totals for 494-000.000-214.101 300,000.00 23,867.29

Balance 03/01/23: 320,314.50
 Net Change: (276,132.71)
 Balance 03/31/23: 44,181.79

04/19/2023 02:30 PM

ACTIVITY BY GL/JOURNAL REPORT FOR CITY OF LATHRUP VILLAGE

Page:

Item 4A.

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 03/01/2023 TO 03/31/2023

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						
131873	03/31/2023	MONTHLY INTEREST POSTING- MARCH15673		Multiple		4,214.08
		Journal Totals			0.00	4,214.08
Totals for 494-000.000-446.000					0.00	4,214.08

Balance 03/01/23: 22,075.59
 Net Change: 4,214.08
 Balance 03/31/23: 26,289.67

494-000.000-701.000		SALARIES FULL-TIME				
Journal PR: Payroll						
131586	03/20/2023	PAYROLL REPORT MARCH	15663	Multiple	6,717.65	
131675	03/30/2023	PAYROLL REPORT	15672	Multiple	6,717.65	
		Journal Totals			13,435.30	0.00
Totals for 494-000.000-701.000					13,435.30	0.00

Balance 03/01/23: 108,652.20
 Net Change: 13,435.30
 Balance 03/31/23: 122,087.50

494-000.000-703.000		EMPLOYEE TAXES & BENEFITS				
Journal AP: AP						
131500	03/15/2023	MISSIONSQUARE - 803046EMPLOYEE MAR.2023		Multiple	115.22	
131568	03/16/2023	MISSIONSQUARE - 803046EMPLOYEE RHS PLAN		Multiple	115.22	
131703	03/31/2023	BLUE CARE NETWORKEMPLOYEE TAXES230690000055		Multiple	2,195.22	
131753	03/31/2023	MISSIONSQUARE - 803046EMPLOYEE MAR 2023		Multiple	115.22	
131754	03/31/2023	MISSIONSQUARE - 803046EMPLOYEE JAN 2023		Multiple	115.22	
131765	03/31/2023	STANDARD INSURANCE COMPANYEMPLCMAR 2023		Multiple	65.16	
		Journal Totals			2,721.26	0.00
Journal PR: Payroll						
131586	03/20/2023	PAYROLL REPORT MARCH	15663	Multiple	478.16	
131675	03/30/2023	PAYROLL REPORT	15672	Multiple	478.16	
		Journal Totals			956.32	0.00
Totals for 494-000.000-703.000					3,677.58	0.00

Balance 03/01/23: 35,903.97
 Net Change: 3,677.58
 Balance 03/31/23: 39,581.55

494-000.000-726.000		OFFICE SUPPLIES				
Journal AP: AP						
131684	03/31/2023	CARDMEMBER SERVICEOFFICE SUPPLIJAN2023		Multiple	15.89	
131685	03/31/2023	CARDMEMBER SERVICEOFFICE SUPPLIFEB2023		Multiple	15.89	
131685	03/31/2023	CARDMEMBER SERVICEOFFICE SUPPLIFEB2023		Multiple		42.39
131690	03/31/2023	CARDMEMBER SERVICEOFFICE SUPPLIFEB2023		Multiple	14.99	
		Journal Totals			46.77	42.39
Totals for 494-000.000-726.000					46.77	42.39

Balance 03/01/23: 351.12
 Net Change: 4.38
 Balance 03/31/23: 355.50

494-000.000-822.000		TRAINING/MEMBERSHIP				
Journal AP: AP						
131685	03/31/2023	CARDMEMBER SERVICE TRAINING/MEMB FEB2023		Multiple	352.80	
131685	03/31/2023	CARDMEMBER SERVICE TRAINING/MEMB FEB2023		Multiple	455.00	
131685	03/31/2023	CARDMEMBER SERVICE TRAINING/MEMB FEB2023		Multiple	562.80	
131749	03/31/2023	MICHIGAN ECONOMIC DEVELOPERS AS15776		494-000.000-202.000	325.00	
		Journal Totals			1,695.60	0.00
Totals for 494-000.000-822.000					1,695.60	0.00

Balance 03/01/23: 1,524.41
 Net Change: 1,695.60
 Balance 03/31/23: 3,220.01

494-000.000-845.000 STREETSCAPING

04/19/2023 02:30 PM

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

DB: Lathrup

TRANSACTIONS FROM 03/01/2023 TO 03/31/2023

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
131684	03/31/2023	CARDMEMBER SERVICESTREETSCAPINGJAN2023		Multiple	42.39	
131685	03/31/2023	CARDMEMBER SERVICESTREETSCAPINGFEB2023		Multiple	18.00	
Journal Totals					60.39	0.00
Totals for 494-000.000-845.000					60.39	0.00
Balance 03/01/23:				8,694.95		
Net Change:				60.39		
Balance 03/31/23:				8,755.34		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
131723	03/31/2023	GIFFELS-WEBSTER ENG INCREPAIRS 128280		494-000.000-202.000	1,510.17	
131724	03/31/2023	GIFFELS-WEBSTER ENG INCREPAIRS 128279		494-000.000-202.000	746.00	
131732	03/31/2023	GIFFELS-WEBSTER ENG INCREPAIRS 128282		Multiple	2,102.50	
Journal Totals					4,358.67	0.00
Totals for 494-000.000-933.000					4,358.67	0.00
Balance 03/01/23:				44,452.24		
Net Change:				4,358.67		
Balance 03/31/23:				48,810.91		
494-000.000-955.000 MISCELLANEOUS EXPENDITURES						
Journal AP: AP						
131464	03/15/2023	CAFE CLAREMISCELLANEOUS EXPENDI238030		494-000.000-202.000	624.00	
131507	03/15/2023	OAKLAND COUNTY TREASURERMISCELLFEB.2023		494-000.000-202.000	11.37	
Journal Totals					635.37	0.00
Totals for 494-000.000-955.000					635.37	0.00
Balance 03/01/23:				361.91		
Net Change:				635.37		
Balance 03/31/23:				997.28		

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 03/31/2022	PERIOD ENDED 03/31/2023
*** Assets ***			
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,361,507.86	1,089,450.98
494-000.000-028.096	TAXES RECEIVABLE-PERSONAL PROP	25,491.00	23,503.93
494-000.000-084.101	DUE FROM GENERAL FUND	(90,806.28)	25,430.28
494-000.000-141.001	INFRASTRUCTURE	360,289.69	360,289.69
494-000.000-177.001	DEPRECIABLE ASSETS	25,243.25	25,243.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(169,584.22)	(199,302.22)
Total Assets		1,512,141.30	1,324,615.91
*** Liabilities ***			
494-000.000-214.101	DUE TO GENERAL FUND	97,034.91	44,181.79
Total Liabilities		97,034.91	44,181.79
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,611,211.99	1,417,080.33
Total Fund Balance		1,611,211.99	1,417,080.33
Beginning Fund Balance		1,611,211.99	1,417,080.33
Net of Revenues VS Expenditures		(196,105.60)	(136,646.21)
Ending Fund Balance		1,415,106.39	1,280,434.12
Total Liabilities And Fund Balance		1,512,141.30	1,324,615.91

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2023 NORM (ABNORM)	MONTH 03/31/23 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	311,100.00	311,100.00	26,761.25	0.00	284,338.75	8.60
494-000.000-410.000	TAX COLLECTED OTHER	36,676.00	36,676.00	29,860.86	0.00	6,815.14	81.42
494-000.000-415.000	MISCELLANEOUS REVENUE	6,000.00	6,000.00	22,364.11	0.00	(16,364.11)	372.74
494-000.000-446.000	INVESTMENT INTEREST	10,000.00	10,000.00	26,289.67	4,214.08	(16,289.67)	262.90
Total Dept 000.000		363,776.00	363,776.00	105,275.89	4,214.08	258,500.11	28.94
TOTAL REVENUES		363,776.00	363,776.00	105,275.89	4,214.08	258,500.11	28.94
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	157,595.00	157,595.00	122,087.50	13,435.30	35,507.50	77.47
494-000.000-702.000	SALARIES PART-TIME	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	34,000.00	34,000.00	39,581.55	3,677.58	(5,581.55)	116.42
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	3,360.00	3,360.00	355.50	4.38	3,004.50	10.58
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	8,175.00	8,175.00	3,220.01	1,695.60	4,954.99	39.39
494-000.000-844.000	MAIN STREET PROGRAM	22,200.00	22,200.00	860.41	0.00	21,339.59	3.88
494-000.000-845.000	STREETSCAPING	33,300.00	33,300.00	8,755.34	60.39	24,544.66	26.29
494-000.000-882.000	PLANNING/CONSULTING FEES	15,300.00	15,300.00	15,497.00	0.00	(197.00)	101.29
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	956.60	0.00	1,043.40	47.83
494-000.000-901.000	POSTAGE FEES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	505,624.00	505,624.00	48,810.91	4,358.67	456,813.09	9.65
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	8,457.00	8,457.00	997.28	635.37	7,459.72	11.79
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		828,911.00	828,911.00	241,922.10	23,867.29	586,988.90	29.19
TOTAL EXPENDITURES		828,911.00	828,911.00	241,922.10	23,867.29	586,988.90	29.19
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		363,776.00	363,776.00	105,275.89	4,214.08	258,500.11	28.94
TOTAL EXPENDITURES		828,911.00	828,911.00	241,922.10	23,867.29	586,988.90	29.19
NET OF REVENUES & EXPENDITURES		(465,135.00)	(465,135.00)	(136,646.21)	(19,653.21)	(328,488.79)	29.38



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

MEMORANDUM

To: LVDDA Board of Directors

From: Susie Stec, DDA and CED Director

Date: April 14, 2023

RE: Department/Director Report

In an effort to provide consistent updates to the DDA Board of Directors, City Administrator, and City Council the following monthly is submitted for your review.

Upcoming DDA Events

- Informational Meeting: April 15th at 1 pm (immediately following BOD)
- Cash Flow Workshop: April 26th, TBD
 - * In partnership with MSOC, Oak Park & Southfield
- Annie Lathrup Park Cleanup: April 22nd, 9 – 11 am
- Mental Health Awareness Seminar: May 24th, 6 – 8 pm
- Planting Party: June 3rd, 9 – 11 am
- Southfield Road Corridor Cleanup: June 10th, 9 – 11 am
- 3rd Annual Juneteenth Celebration: June 17th, 12 Noon – 4 pm

Past DDA Events

- Diversity, Equity & Inclusion Round table: March 6th (rescheduled)
- Business Planning Seminar: March 15th

Commercial Business/Property Updates

- 277701 Southfield Road (The Event House) – NEW BUSINESS. Seeking site plan and special land use approval, and a variance for hours of operation. Intends to be operational in early June.
- 26727 Southfield Road (BP Gas) – Building is complete & has a Certificate of Occupancy. Seeking sign variance; tentatively on May ZBA agenda
- 27777 Southfield (Panera Bread) –Panera is working to obtain required wrecking clearances
- 18411 W 12 Mile (LOGOS) – Landscaping will be finished in the spring



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

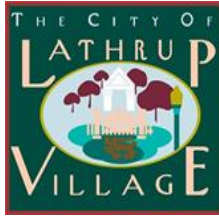
- Several prospective businesses have reached out in the past month seeking information about opening a business in the city and the associated planning & zoning processes.

Infrastructure

- 2023 infrastructure work is scheduled to begin April 17th, with some prep work already started
- DDA infrastructure project work will be on alley & approach improvements, as well as any Sidewalk Replacement Program activities in the district. Affected businesses have been contacted
- HRC has begun preliminary design & engineering work related to installation of a HAWK signal at Margate/Southfield Road
- Staff and consultants will be meeting with representatives from MDOT to discuss their planned work for I-696 between Lahser and Dequindre. A meeting with RCOC is also being scheduled to discuss the project scope and timeline for improvements to Southfield Road between 11 and 12 Mile Roads. Public meetings and outreach will be planned once the administration has information on both projects.

Miscellaneous

- DDA staff attended the National Main Street Conference in Boston, MA, March 26th – 30th
- DDA is partnering with Oak Park, Southfield, Farmington Hills, and Michigan Works! Southfield office to develop and send a survey to the businesses in our respective communities to help identify desired training/workshop topics.



DDA Code Enforcement / Building Department March Monthly Report

3/1/23

- 28237 Southfield – parking block/trash in ROW
 - Letter sent for compliance (resolved)
 - Photos taken
- 28600 Southfield – removed illegal signs in ROW
- 12 Mile/Southfield – removed illegal signs in the SW corner ROW
- Drainage Issues – DPS notified
 - Coral Gables/Southfield – RCOC vac truck and calcium deposit removal
- 26237 Southfield – branches in ROW; RCOC notified & handled

3/2/23

- Tree branches – tagged/door hangar/letter
 - 19200 11 Mile
- Updated BS&A to remove Rami Sweidan on quick violations
- 27800 Southfield – flat bed ruck registered by Tommy Roberts; used by the church

3/3/23

- Building inspections sent to MM
 - 26727 Southfield – temp approved until FM Albo inspection
- 28551 Southfield – property maintenance compliance letter sent
 - Lot, alley, downspouts, gutters
- Wiltshire/Southfield – construction debris
 - DPS removed
- 28901-28927 Southfield – illegal signs & dumpsters
 - Contacted Landsmark Real Estate 248.488.2620

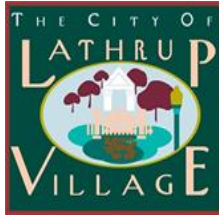
3/6/23

3/7/23

- 28625 Southfield – dumpster compliance letter sent
- Emailed Ashley Young February Permits
- Contractor Pin request for SOS Now
- 28851 Southfield – new business license (Pirates Chicken & Fish)
- Building inspection list sent to MM

3/8/23

- Funeral Leave Day



DDA Code Enforcement / Building Department March Monthly Report

3/9/23

- Building Inspections updated in BS&A (MM)
 - 19370 11 Mile – follow-up on site
 - 28851 Southfield – new business
- Plumbing/mechanical inspections (GB)
 - 17517 12 Mile – schedule for 3/14
- 26727 Southfield – FM Albo emailed list of fire code violations; BS&A updated
- 27041 Southfield – trash complaint from BK
 - Follow-up with photos and warning letter for compliance

3/10/23

- 27800 Southfield – electrical permit application/invoice updated on BS&A
- 26300 Southfield – DXL sign plan review awaiting approval
 - Sent to MM
 - Metro Detroit Signs

3/13/23

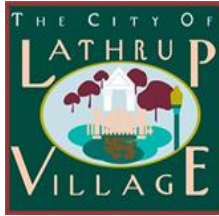
- 26727 Southfield – inspection updates requested from MM-MA-SS
 - Sent to owners
- Spoke with State FM concerning the Southfield contract and threatening of not renewing
 - Relayed info to SM
- 27041 Southfield – trash follow-up call from Norma
 - Will explain to occupants for compliance
- Trees sent to Big Dave's
 - 28305 Southfield (SCF) – private tree/business notified

3/14/23

- Permits updated in BS&A
 - 27701 Southfield – fence(dumpster/enclosure)
 - 27601 Southfield – fence permit (dumpster/enclosure)
- 28780 Sunset – electrical inspection updated on BS&A (PC)
- 27850 San Jose Ct – chains on front door complaint
 - Inspected with Officer Gijsbers
 - Letter sent; photos taken

3/15/23

- Permits updated in BS&A
 - 27710 Evergreen – building
 - 19380 11 Mile – mechanical
 - Anna Spangler (DTE)



DDA Code Enforcement / Building Department March Monthly Report

- Huntington Bank – 17535 12 Mile – cement removal and replacement questions
 - must be ADA compliant; plan review and extra cement permit
- Goldengate & Southfield – standing water in ditches
 - RCOC notified for catch basin vac
- 696 & Southfield (SW corner) Hazardous tree branches – notified and handled by DPS
- Cambridge & Southfield – vehicle front end leftover from accident removed by DPS
- Lathrup Blvd & 696 – illegal sign removed from ROW

3/16/23

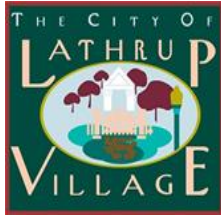
- Rental Inspections updated in BS&A per George Weaver (fill-in inspector)
 - 27324 Evergreen
 - 27820 Evergreen
- 28861 Southfield – non-compliant banner complaint
 - Door hanger left; photo taken
- 26606 Southfield – non-compliant window signs
 - Letter sent; photos taken
- City lots added to list for SS
 - Somerset/Blackstone/Wiltshire triangle
 - Meadowbrook Way/Santa Ann/Arrowhead triangle
- 26300 Southfield – DXL sign permit updates
- Alley/Lot/Encroachment list/pics per BK
 - Copied to SM & SS
- 26710 Southfield – sign permit questions
- Commercial flyer update for DDA
 - Started working on it

3/17/23

- 28861 Southfield – non-compliant sign tagged (2nd notice)
- City lots added to list for SS
 - Rainbow Dr & Goldengate
 - Middlesex dead end
- 18190 Rainbow Dr – yard waste tagged
- Drainage issues/concerns
 - Kilbirnie & Southfield – vac truck needed (RCOC notified)
- 27800 Southfield – concrete quote from APEC Cement per Mike Terrell
- 26606 Southfield – sign compliance resolved; non-windows

3/20/23

- Surnow issues



DDA Code Enforcement / Building Department March Monthly Report

- Panera lease sign removal (no demo permit)
- School clean-up
- Special land use; next to FedEx
- Permits issued – BSA updated
 - 26300 Southfield – electrical reconnect
 - 26710 Southfield – sign/electrical

3/21/23

- Ditch & Culvert letters; all added to BS&A
 - 19 addresses
- 18871 Southfield – dumpster enclosure scheduled per Najah Grasso
 - Address still needed on 18861

3/22/23

- 28820-28880 Southfield – electrical violation questions for PC
- ERC scheduled new installation per Ryan Walsh for April 10th
- Southfield Agenda Meeting
 - ISO Rating; Water System upgrades; Fire service contract renewal
- 26710 Southfield – sign permit approval updated on BS&A

3/23/23

- Voicemails received and follow-up

3/24/23

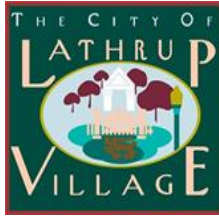
- 28200 Southfield – tree in ROW causing visual impairment from driveway exit
 - Business complained; forwarded concern to RCOC
- 26049 Southfield – backed up manhole complaint
 - Three manholes backed up on private/commercial property – spoke with owners to have inspected by plumbing to clear blockage for proper drainage
- 26727 Southfield – request meeting with building official (MM notified)

3/27/23

- 27777 Southfield – demo permit needed for Panera construction
- 18535 12 Mile – ditch & culvert letter complaint
 - Spoke with Dr Gilbert and explained the process; he disagrees and concerns were forwarded to SS & SR

3/28/23

- 18535 12 Mile – builder questions on ADA cement replacement
 - Forwarded to SS & SR



DDA Code Enforcement / Building Department March Monthly Report

- MACEO meeting registration for 4/11/23 – SM approved
- 28305 Southfield – tree removed from storm; stump will be handled later
- Trash Can violations – follow-up complied
 - 26612 Southfield
- New flag requested in LV Park Memorial – spoke to SM
- 27601 Southfield – PIN request for electrical permit application]

3/29/23

- Pre-Con Meeting for pavement resurfacing
- Electrical permit applications updated on BS&A
 - 26740 Southfield
 - 26732 Southfield
 - 26730 Southfield
- 26727 Southfield meeting with owners & MM

3/30/23

- 2023 Road Construction “cheat-sheet” created for staff
- Signs in ROW removed for violations
 - Southfield @ 11 Mile – NW corner
 - Southfield @ 12 Mile – SW corner
 - 11 Mile @ Rainbow Dr
- 27890 Evergreen – private tree fallen; spoke with owners
-
- 28821-71 Southfield – dumpster enclosure repaired/complied
- Mark Watts operating with-in the lines of ordinance compliance per SB
 - No violation 4.1.1 zoning
 - Uses street for delivery; managing inventory
 - Vehicles are plated and/or removed with-in 48 hrs.
- 26400-26440 Southfield – parking complaints sent to LVPD for tickets

3/31/23

- OFF – flex time used

REVENUES	ACTUAL 21/22	ADOPTED 22/23	AMENDED JAN 22/23	ACTUAL 3/31/2023	BUDGETED 23/34	INCREASE (DECREASE)
TIFA-CAPTURE TAXES	364,258	326,350	326,350	26,761	367,901	41,551
TAX COLLECTED OTHER	37,117	36,676	36,676	29,861	37,488	812
MISC. REVENUES	21,757	12,000	12,000	22,364	21,974	9,974
INVESTMENT INTEREST	4,104	2,700	2,700	26,290	4,145	1,445
FEDERAL/STATE GRANTS	-	-	-	-	-	-
Total Revenues	427,237	377,726	377,726	105,276	431,509	53,783

EXPENDITURES	ACTUAL 21/22	ADOPTED 22/23	AMENDED JAN 22/23	ACTUAL 3/31/2023	BUDGETED 23/34	INCREASE (DECREASE)
SALARIES & WAGES	163,062	157,595	157,595	122,088	172,419	14,824
PART TIME SEASONAL CREW	2,525	5,000	5,000	-	5,000	-
EMPLOYEE TAXES & BENEFITS	50,249	34,000	34,000	39,582	34,000	-
LEGAL SERVICES	-	900	900	-	900	-
OFFICE SUPPLIES	1,072	3,360	3,360	356	1,630	(1,730)
TAX TRIBUNAL RETURNS	13,800	2,000	2,000	-	2,000	-
AUDITING & ACCOUNTING	800	800	800	800	800	-
TRAINING/MEMBERSHIP	2,502	8,175	8,175	3,220	10,050	1,875
MAIN STREET PROGRAM	10,465	22,200	22,200	860	22,500	300
STREETSCAPING	24,035	33,300	33,300	8,755	14,000	(19,300)
PLANNING/CONSULTING FEES	50,646	15,300	15,497	15,497	15,300	(197)
PRINTING/PUBLICATION COSTS	2,145	2,000	2,000	957	2,000	-
POSTAGE FEES	135	200	200	-	200	-
REPAIRS & MAINTENANCE	252,007	505,624	505,624	48,811	515,000	9,376
MISCELLANEOUS EXPENDITURES	2,567	8,457	8,457	997	53,457	45,000
DEPRECIATION INFRASTRUCTURE	29,718	-	-	-	30,000	30,000
SIGN GRANT PROGRAM	4,000	10,000	10,000	-	10,000	-
FAÇADE GRANT PROGRAM	11,640	20,000	20,000	-	20,000	-
TOTAL EXPENDITURES	621,368	828,911	829,108	241,922	909,256	80,148

EXPENDITURES	AMENDED 1/21/2023	BUDGETED 23/24
SALARIES & WAGES	157,595	172,419
DDA Director		82,400
DDA & Special Projects Mgr		45,618
City Administrator & Treasurer		20,000
Code Enforcement		24,401
PART TIME SEASONAL CREW	5,000	5,000
EMPLOYEE TAXES & BENEFITS	34,000	34,000
LEGAL SERVICES	900	900
OFFICE SUPPLIES	3,360	1,630
Adobe Subscription (SS & BD)		360
Technology/Software		970
Office supplies		300
TAX TRIBUNAL RETURNS	2,000	2,000
AUDITING & ACCOUNTING	800	800
TRAINING/MEMBERSHIP	8,175	10,050
MAP		675
MDA		250
National Main Street Center		375
National Main Street Conference		5,000
IEDC Trainings		1,500
MEDA		250
misc. trainings		2,000
MAIN STREET PROGRAM	22,200	22,500
Corrdior Cleanup		500
Artisan Market		5,000
Juneteenth		3,000
Branding/Swag		2,000
End of the Summer Concert		2,000
Business Mini-Grant		10,000
STREETSCAPING	33,300	14,000
Flowers		2,000
Banners		2,000
Holiday Decorations		10,000
Municipal Park Play Structure		20,000
DTE Tree Planting Grant Match		2,000

PLANNING/CONSULTING FEES	15,497	15,300
PRINTING/PUBLICATION COSTS	2,000	2,000
POSTAGE FEES	200	200
REPAIRS & MAINTENANCE	505,624	515,000
Alleys & Approaches		185,000
SRP Yr3		45,000
Excell (696 Mowing & Snow)		5,000
Alley Maintenance		5,000
HAWK Pedestrian Signals		250,000
Electric Vehicle Chargers		15,000
Streetlight/DTE		10,000
MISCELLANEOUS EXPENDITURES	8,457	53,457
Meadowbrook Liability Insurance		4,657
misc. expense		500
Code Enforcement/DDA vehicle		45,000
LVTV -DDA mtg		3,300
DEPRECIATION INFRASTRUCTURE	-	-
CAPITAL EXPENDITURE	-	-
SIGN GRANT PROGRAM	10,000	10,000
FAÇADE GRANT PROGRAM	20,000	20,000
TOTAL EXPENDITURES	829,108	879,256