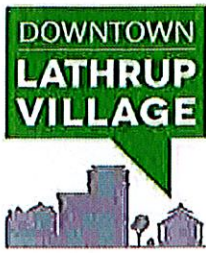


# LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY

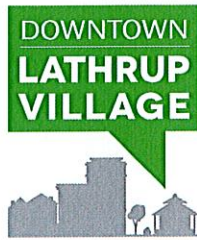


DDA Board of Directors  
Bobbi Lovins, Chairperson  
Jet Dhaliwahi  
Kelly Garrett, Mayor  
Ryan Hertz  
Sheryl Mitchell  
Fred Prime  
Dan Sugg  
Sam Surnow  
Dan Verderbar

**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS REGULAR MEETING  
FRIDAY, JANUARY 10, 2020– 12 Noon**  
City Hall – 2<sup>nd</sup> Floor, Meeting Place  
27400 Southfield Road, Lathrup Village, MI 48076

## AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approval of Minutes from September 13, 2019
4. Financial Review
  - a. Sept. 2019: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet
  - b. Oct. 2019: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet
  - c. Nov. 2019: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet
  - d. Dec. 2019: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet
5. Committee Reports
  - a. Director Report
    - i. Effective Boards Trainings: Wednesday, Jan. 22<sup>nd</sup>, 6 – 8 pm, OC Conference Center
    - ii. New Manager’s Training: Monday, Jan. 27<sup>th</sup>, 9:30 am – 3:00pm, The Meeting Place
6. Other Business
7. New Business
  - a. 2019 Annual Report
  - b. Operational & Bylaw Amendments discussion
8. Public Comment
9. Adjourn



**DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF THE BOARD OF DIRECTORS  
REGULAR MEETING OF SEPTEMBER 13, 2019**

**1. Call to Order:** By Chairperson Bobbi Lovins at 12:28 p.m.

Present: Kelly Garrett (Mayor), Bobbi Lovins (Chair), Sheryl Mitchell (City Administrator), Fred Prime, Dan Sugg (Vice Chair), Dan Verderbar

Excused Absence: Jet Dhaliwahl, Ryan Hertz, Sam Surnow

Absent without Notice: Vernon English

Other present: Susie Stec (DDA Director)

**2. Approval of the Agenda:**

*Motion by Garrett, second by Verderbar; approved unanimously on voice vote.*

**3. Approval of Minutes from June 14, 2019**

*Motion by Prime, second by Sugg; approved unanimously on voice vote.*

**4. Financial Review**

a. April 2019: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet

b. May 2019: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet

*Motion to receive and file financial reports for June, July, & August 2019 by Sugg, second by Prime. Approved unanimously on a voice vote.*

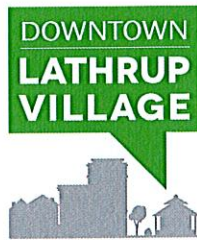
**5. New Business:**

a. **Sign Grant Application – 28601 Southfield Road (Jagged Fork):** Stec reminded the board that they voted via email on July 12, 2019 to award the maximum sign grant (\$2,000.00) to The Jagged Fork. That vote needed to reaffirmed at a formal board meeting.

*Motion to reaffirm Sign Grant award in the amount of \$2,000.00 to The Jagged Fork by Verderbar, second by Prime. Approved unanimously on a voice vote.*

**6. Other Business**

a. **Director Update:** Stec provided business/planning related updates. Jagged Fork has hosted a few soft opening events. A formal grand opening/ribbon cutting will be scheduled for October. Staff is waiting for a date from the owner. The BP Gas Station has submitted engineering & building plans, and hopes to begin demolition in the next month. Also, Ferris



State seniors are working on a design studio project to include redevelopment concepts for the school and City Hall. The project will be completed this semester.

**7. Public Comment:** None

**8. Adjourn**

*Motion to adjourn by Sugg, second by Prime. Adjourned at 1:10 p.m.*

User: FAM  
DB: Lathrup

PERIOD ENDING 09/30/2019

| GL NUMBER                                  | DESCRIPTION                | 2019-20            |                           | YTD BALANCE<br>09/30/2019<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 09/30/19<br>INCR (DECR) | AVAILABLE  |           | % BDGT<br>USED |
|--|----------------------------|--------------------|---------------------------|--|---|------------|-----------|----------------|
|  |                            | ORIGINAL<br>BUDGET | 2019-20<br>AMENDED BUDGET |  |   | NORM       | ABNORM    |                |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY  |                            |                    |                           |  |   |            |           |                |
| Revenues                                   |                            |                    |                           |  |   |            |           |                |
| Dept 000.000                               |                            |                    |                           |  |   |            |           |                |
| 494-000.000-407.000                        | TIFA-CAPTURE TAXES         | 92,837.00          | 92,837.00                 | 0.00                                       | 0.00  | 92,837.00  | 0.00      | 0.00           |
| 494-000.000-410.000                        | TAX COLLECTED OTHER        | 45,000.00          | 45,000.00                 | 0.00                                       | 0.00  | 45,000.00  | 0.00      | 0.00           |
| 494-000.000-410.002                        | SPEC ASSESSMENT - REVENUE  | 1,800.00           | 1,800.00                  | 0.00                                       | 0.00  | 1,800.00   | 0.00      | 0.00           |
| 494-000.000-415.000                        | MISCELLANEOUS REVENUE      | 6,000.00           | 6,000.00                  | 0.00                                       | 0.00  | 6,000.00   | 0.00      | 0.00           |
| 494-000.000-446.000                        | INVESTMENT INTEREST        | 10,000.00          | 10,000.00                 | 2,550.38                                   | 0.00  | 7,449.62   | 25.50     | (16.67)        |
| 494-000.000-614.000                        | FARMERS MARKET             | 1,500.00           | 1,500.00                  | (100.00)                                   | 0.00  | 1,600.00   | (6.67)    | 0.00           |
| 494-000.000-615.000                        | MAIN STREET REVENUES       | 1,100.00           | 1,100.00                  | 0.00                                       | 0.00  | 1,100.00   | 0.00      | 0.00           |
| Total Dept 000.000                         |                            | 158,237.00         | 158,237.00                | 2,450.38                                   | 0.00  | 155,786.62 | 1.55      | 1.55           |
| TOTAL REVENUES                             |                            |                    |                           |  |   |            |           |                |
| TOTAL REVENUES                             |                            | 158,237.00         | 158,237.00                | 2,450.38                                   | 0.00  | 155,786.62 | 1.55      | 1.55           |
| Expenditures                               |                            |                    |                           |  |   |            |           |                |
| Dept 000.000                               |                            |                    |                           |  |   |            |           |                |
| 494-000.000-701.000                        | SALARIES FULL-TIME         | 56,136.00          | 56,136.00                 | 14,051.21                                  | 4,685.82                                      | 42,084.79  | 25.03     | 0.11           |
| 494-000.000-702.000                        | SALARIES PART-TIME         | 9,250.00           | 9,250.00                  | 10.00                                      | 0.00  | 9,240.00   | 0.11      | 29.86          |
| 494-000.000-703.000                        | EMPLOYEE TAXES & BENEFITS  | 22,000.00          | 22,000.00                 | 6,568.89                                   | 2,315.65                                      | 15,431.11  | 900.00    | 0.00           |
| 494-000.000-722.000                        | LEGAL SERVICES             | 900.00             | 900.00                    | 0.00                                       | 0.00  | 900.00     | 0.00      | 15.89          |
| 494-000.000-726.000                        | OFFICE SUPPLIES            | 200.00             | 200.00                    | 31.78                                      | 31.78   | 168.22     | 2,000.00  | 0.00           |
| 494-000.000-802.000                        | TAX TRIBUNAL RETURNS       | 2,000.00           | 2,000.00                  | 0.00                                       | 0.00  | 2,000.00   | 0.00      | 100.00         |
| 494-000.000-810.000                        | AUDITING & ACCOUNTING      | 800.00             | 800.00                    | 800.00                                     | 800.00  | 0.00       | 1,489.77  | 25.51          |
| 494-000.000-822.000                        | TRAINING/MEMBERSHIP        | 2,000.00           | 2,000.00                  | 510.23                                     | 510.23  | 1,489.77   | 2,251.82  | 64.26          |
| 494-000.000-844.000                        | MAIN STREET PROGRAM        | 6,300.00           | 6,300.00                  | 4,048.18                                   | 408.18  | 2,251.82   | 90.00     | 97.00          |
| 494-000.000-845.000                        | STREETSCAPING              | 3,000.00           | 3,000.00                  | 2,910.00                                   | 0.00  | 90.00      | 31,775.00 | 9.21           |
| 494-000.000-882.000                        | PLANNING/CONSULTING FEES   | 35,000.00          | 35,000.00                 | 3,225.00                                   | 1,745.00                                      | 913.80     | 9,805.11  | 48.93          |
| 494-000.000-887.000                        | FARMERS MARKET             | 19,200.00          | 19,200.00                 | 9,394.89                                   | 913.80  | 9,805.11   | 1,125.00  | 43.75          |
| 494-000.000-900.000                        | PRINTING/PUBLICATION COSTS | 2,000.00           | 2,000.00                  | 875.00                                     | 875.00  | 1,125.00   | 200.00    | 0.00           |
| 494-000.000-901.000                        | POSTAGE FEES               | 200.00             | 200.00                    | 0.00                                       | 0.00  | 200.00     | 4,711.45  | 47.06          |
| 494-000.000-933.000                        | REPAIRS & MAINTENANCE      | 8,900.00           | 8,900.00                  | 4,188.55                                   | 2,407.58                                      | 4,711.45   | 884.09    | 31.99          |
| 494-000.000-955.000                        | MISCELLANEOUS EXPENDITURES | 1,300.00           | 1,300.00                  | 415.91                                     | 0.00  | 884.09     | 1,500.00  | 0.00           |
| 494-000.000-970.000                        | CAPITAL EXPENDITURE        | 1,500.00           | 1,500.00                  | 0.00                                       | 0.00  | 1,500.00   | 10,000.00 | 0.00           |
| 494-000.000-971.000                        | SIGN GRANT PROGRAM         | 10,000.00          | 10,000.00                 | 0.00                                       | 0.00  | 10,000.00  | 20,000.00 | 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      | 0.00           |
| Total Dept 000.000                         |                            | 200,686.00         | 200,686.00                | 47,029.64                                  | 14,693.04                                     | 153,656.36 | 23.43     | 23.43          |
| TOTAL EXPENDITURES                         |                            |                    |                           |  |   |            |           |                |
| TOTAL EXPENDITURES                         |                            | 200,686.00         | 200,686.00                | 47,029.64                                  | 14,693.04                                     | 153,656.36 | 23.43     | 23.43          |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY: |                            |                    |                           |  |   |            |           |                |
| TOTAL REVENUES                             |                            | 158,237.00         | 158,237.00                | 2,450.38                                   | 0.00  | 155,786.62 | 1.55      | 1.55           |
| TOTAL EXPENDITURES                         |                            | 200,686.00         | 200,686.00                | 47,029.64                                  | 14,693.04                                     | 153,656.36 | 23.43     | 23.43          |
| NET OF REVENUES & EXPENDITURES             |                            | (42,449.00)        | (42,449.00)               | (44,579.26)                                | (14,693.04)                                   | 2,130.26   | 105.02    | 105.02         |

User: PAM      FROM 494-000.000-702.000 TO 494-000.000-971.001  
 DB: Lathrup      TRANSACTIONS FROM 09/01/2019 TO 09/30/2019

| JE #  | Date       | Description                                   | Reference # | OFFSETTING GL | DEBIT    | CREDIT |
|---|------------|---|-------------|---------------|----------|--------|
| 494-000.000-703.000 EMPLOYEE TAXES & BENEFITS |            |   |             |               |          |        |
| Journal AP: AP                                |            |   |             |               |          |        |
| 108303  | 09/12/2019 | VANTAGEPOINT TRANSFEREMPLOYEE T803046 FOR RHS |             | PMultiple     | 43.18    |        |
| 108412  | 09/17/2019 | BLUE CARE NETWORKEMPLOYEE TAXES91719          |             | Multiple      | 1,107.32 |        |
| 108555  | 09/25/2019 | STANDARD INSURANCE COMPANYEMPLC92519          |             | Multiple      | 31.96    |        |
| 108578  | 09/26/2019 | VANTAGEPOINT TRANSFEREMPLOYEE T803046 FOR RHS |             | PMultiple     | 43.18    |        |
| Journal Totals                                |            |   |             |               | 1,225.64 | 0.00   |
| Journal GJ: GJ                                |            |   |             |               |          |        |
| 107983  | 09/20/2019 | MERS POSTING                                  | 14265       | Multiple      | 419.65   |        |
| 108454  | 09/20/2019 |   | 14269       | Multiple      | 311.94   |        |
| Journal Totals                                |            |   |             |               | 731.59   | 0.00   |
| Journal PR: Payroll                           |            |   |             |               |          |        |
| 108409  | 09/19/2019 | PAYROLL-SEE PAYROLL REPORT                    | 14266       | Multiple      | 179.21   |        |
| 108721  | 09/30/2019 | PAYROLL-SEE PAYROLL REPORT                    | 14295       | Multiple      | 179.21   |        |
| Journal Totals                                |            |   |             |               | 358.42   | 0.00   |
| Totals for 494-000.000-703.000                |            |   |             |               | 2,315.65 | 0.00   |
| Balance 09/01/19:                             |            |   |             |               | 4,253.24 |        |
| Net Change:                                   |            |   |             |               | 2,315.65 |        |
| Balance 09/30/19:                             |            |   |             |               | 6,568.89 |        |

|                                     |            |                                      |  |          |       |      |
|-------------------------------------|------------|--------------------------------------|--|----------|-------|------|
| 494-000.000-726.000 OFFICE SUPPLIES |            |                                      |  |          |       |      |
| Journal AP: AP                      |            |                                      |  |          |       |      |
| 107995                              | 09/10/2019 | CARDMEMBER SERVICEOFFICE SUPPLI91019 |  | Multiple | 31.78 |      |
| Journal Totals                      |            |                                      |  |          | 31.78 | 0.00 |
| Totals for 494-000.000-726.000      |            |                                      |  |          | 31.78 | 0.00 |
| Balance 09/01/19:                   |            |                                      |  |          | 0.00  |      |
| Net Change:                         |            |                                      |  |          | 31.78 |      |
| Balance 09/30/19:                   |            |                                      |  |          | 31.78 |      |

|   |            |  |  |          |        |      |
|---|------------|--|--|----------|--------|------|
| 494-000.000-810.000 AUDITING & ACCOUNTING |            |  |  |          |        |      |
| Journal AP: AP                            |            |  |  |          |        |      |
| 108567                                    | 09/25/2019 | PLANTE & MORANAUDITING & ACCOUN1736179 |  | Multiple | 800.00 |      |
| Journal Totals                            |            |  |  |          | 800.00 | 0.00 |
| Totals for 494-000.000-810.000            |            |  |  |          | 800.00 | 0.00 |
| Balance 09/01/19:                         |            |  |  |          | 0.00   |      |
| Net Change:                               |            |  |  |          | 800.00 |      |
| Balance 09/30/19:                         |            |  |  |          | 800.00 |      |

|   |            |                                       |  |                     |        |      |
|---|------------|---------------------------------------|--|---------------------|--------|------|
| 494-000.000-822.000 TRAINING/MEMBERSHIP |            |                                       |  |                     |        |      |
| Journal AP: AP                          |            |                                       |  |                     |        |      |
| 107995                                  | 09/10/2019 | CARDMEMBER SERVICE TRAINING/MEMB91019 |  | Multiple            | 411.85 |      |
| 108283                                  | 09/11/2019 | SUSIE STECTRaining/MEMBERSHIP 91119   |  | 494-000.000-202.000 | 98.38  |      |
| Journal Totals                          |            |                                       |  |                     | 510.23 | 0.00 |
| Totals for 494-000.000-822.000          |            |                                       |  |                     | 510.23 | 0.00 |
| Balance 09/01/19:                       |            |                                       |  |                     | 0.00   |      |
| Net Change:                             |            |                                       |  |                     | 510.23 |      |
| Balance 09/30/19:                       |            |                                       |  |                     | 510.23 |      |

|   |            |                                       |  |          |          |      |
|---|------------|---------------------------------------|--|----------|----------|------|
| 494-000.000-844.000 MAIN STREET PROGRAM |            |                                       |  |          |          |      |
| Journal AP: AP                          |            |                                       |  |          |          |      |
| 107995                                  | 09/10/2019 | CARDMEMBER SERVICE MAIN STREET F91019 |  | Multiple | 408.18   |      |
| Journal Totals                          |            |                                       |  |          | 408.18   | 0.00 |
| Totals for 494-000.000-844.000          |            |                                       |  |          | 408.18   | 0.00 |
| Balance 09/01/19:                       |            |                                       |  |          | 3,640.00 |      |
| Net Change:                             |            |                                       |  |          | 408.18   |      |
| Balance 09/30/19:                       |            |                                       |  |          | 4,048.18 |      |

|  |            |                                       |  |                     |          |      |
|--|------------|---------------------------------------|--|---------------------|----------|------|
| 494-000.000-882.000 PLANNING/CONSULTING FEES |            |                                       |  |                     |          |      |
| Journal AP: AP                               |            |                                       |  |                     |          |      |
| 108274                                       | 09/11/2019 | GIFFELS-WEBSTER ENG INCPLANNING119637 |  | 494-000.000-202.000 | 1,745.00 |      |
| Journal Totals                               |            |                                       |  |                     | 1,745.00 | 0.00 |

User: PAM

FROM 494-000.000-702.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 09/01/2019 TO 09/30/2019

| JE #   | Date       | Description                                     | Reference # | OFFSETTING GL       | DEBIT    | CREDIT |
|--|------------|---|-------------|---------------------|----------|--------|
| 494-000.000-882.000 PLANNING/CONSULTING FEES   |            |   |             |                     |          |        |
| Totals for 494-000.000-882.000                 |            |   |             |                     | 1,745.00 | 0.00   |
| Balance 09/01/19:                              |            |   |             |                     | 1,480.00 |        |
| Net Change:                                    |            |   |             |                     | 1,745.00 |        |
| Balance 09/30/19:                              |            |   |             |                     | 3,225.00 |        |
| <hr/>  |            |   |             |                     |          |        |
| 494-000.000-887.000 FARMERS MARKET             |            |   |             |                     |          |        |
| Journal AP: AP                                 |            |   |             |                     |          |        |
| 108303   | 09/12/2019 | VANTAGEPOINT TRANSFERFARMERS MA803046 FOR RHS P | Multiple    |                     | 8.33     |        |
| 108578   | 09/26/2019 | VANTAGEPOINT TRANSFERFARMERS MA803046 FOR RHS P | Multiple    |                     | 8.33     |        |
| Journal Totals                                 |            |   |             |                     | 16.66    | 0.00   |
| Journal PR: Payroll                            |            |   |             |                     |          |        |
| 108409   | 09/19/2019 | PAYROLL-SEE PAYROLL REPORT                      | 14266       | Multiple            | 448.57   |        |
| 108721   | 09/30/2019 | PAYROLL-SEE PAYROLL REPORT                      | 14295       | Multiple            | 448.57   |        |
| Journal Totals                                 |            |   |             |                     | 897.14   | 0.00   |
| Totals for 494-000.000-887.000                 |            |   |             |                     | 913.80   | 0.00   |
| Balance 09/01/19:                              |            |   |             |                     | 8,481.09 |        |
| Net Change:                                    |            |   |             |                     | 913.80   |        |
| Balance 09/30/19:                              |            |   |             |                     | 9,394.89 |        |
| <hr/>  |            |   |             |                     |          |        |
| 494-000.000-900.000 PRINTING/PUBLICATION COSTS |            |   |             |                     |          |        |
| Journal AP: AP                                 |            |   |             |                     |          |        |
| 108584   | 09/30/2019 | HOURLY MEDIAPRINTING/PUBLICATION 09-19-22784    |             | Multiple            | 875.00   |        |
| Journal Totals                                 |            |   |             |                     | 875.00   | 0.00   |
| Totals for 494-000.000-900.000                 |            |   |             |                     | 875.00   | 0.00   |
| Balance 09/01/19:                              |            |   |             |                     | 0.00     |        |
| Net Change:                                    |            |   |             |                     | 875.00   |        |
| Balance 09/30/19:                              |            |   |             |                     | 875.00   |        |
| <hr/>  |            |   |             |                     |          |        |
| 494-000.000-933.000 REPAIRS & MAINTENANCE      |            |   |             |                     |          |        |
| Journal AP: AP                                 |            |   |             |                     |          |        |
| 108229   | 09/09/2019 | HORTULUS GARDENSREPAIRS & MAINT19-0827LATD      |             | 494-000.000-202.000 | 611.76   |        |
| 108243   | 09/09/2019 | DTE ENERGYREPAIRS & MAINTENANCE9919             |             | 494-000.000-202.000 | 1,795.82 |        |
| Journal Totals                                 |            |   |             |                     | 2,407.58 | 0.00   |
| Totals for 494-000.000-933.000                 |            |   |             |                     | 2,407.58 | 0.00   |
| Balance 09/01/19:                              |            |   |             |                     | 1,780.97 |        |
| Net Change:                                    |            |   |             |                     | 2,407.58 |        |
| Balance 09/30/19:                              |            |   |             |                     | 4,188.55 |        |

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number                                      | Description                    | PERIOD ENDED<br>09/30/2018 | PERIOD ENDED<br>09/30/2019 |
|--|--------------------------------|----------------------------|----------------------------|
| *** Assets ***                                 |                                |                            |                            |
| 494-000.000-001.000                            | CASH CHECKING                  | 1,656.00                   | 0.00                       |
| 494-000.000-010.000                            | TRUST ACCOUNT-GENERAL          | 1,068,372.53               | 1,082,081.63               |
| 494-000.000-040.000                            | ACCOUNTS RECEIVABLE-OTHERS     | 10,000.00                  | 10,000.00                  |
| 494-000.000-042.000                            | ACCOUNTS RECEIVABLE-SPEC ASSES | 12,600.00                  | 12,600.00                  |
| 494-000.000-084.101                            | DUE FROM GENERAL FUND          | (46,695.71)                | (12,903.64)                |
| 494-000.000-141.001                            | INFRASTRUCTURE                 | 360,289.69                 | 360,289.69                 |
| 494-000.000-149.001                            | ALLOWANCE FOR DOUBTFUL DEBT    | (10,000.00)                | (10,000.00)                |
| 494-000.000-177.001                            | DEPRECIABLE ASSETS             | 16,280.25                  | 16,280.25                  |
| 494-000.000-193.000                            | ACCUMULATED DEPRECIATION       | (77,362.22)                | (106,909.22)               |
| <b>Total Assets</b>                            |                                | <b>1,335,140.54</b>        | <b>1,351,438.71</b>        |
| *** Liabilities ***                            |                                |                            |                            |
| 494-000.000-214.101                            | DUE TO GENERAL FUND            | 0.00                       | 55,968.22                  |
| <b>Total Liabilities</b>                       |                                | <b>0.00</b>                | <b>55,968.22</b>           |
| *** Fund Balance ***                           |                                |                            |                            |
| 494-000.000-390.000                            | FUND BALANCE                   | 1,329,994.02               | 1,329,994.02               |
| <b>Total Fund Balance</b>                      |                                | <b>1,329,994.02</b>        | <b>1,329,994.02</b>        |
| <b>Beginning Fund Balance</b>                  |                                | <b>1,329,994.02</b>        | <b>1,329,994.02</b>        |
| <b>Net of Revenues VS Expenditures - 18-19</b> |                                |                            | <b>10,055.73</b>           |
| *18-19 End FB/19-20 Beg FB                     |                                | 1,340,049.75               |                            |
| Net of Revenues VS Expenditures - Current Year |                                | 5,146.52                   | (44,579.26)                |
| Ending Fund Balance                            |                                | 1,335,140.54               | 1,295,470.49               |
| <b>Total Liabilities And Fund Balance</b>      |                                | <b>1,335,140.54</b>        | <b>1,351,438.71</b>        |

\* Year Not Closed

User: PAM  
DB: Lathrup

PERIOD ENDING 10/31/2019

| GL NUMBER                                  | DESCRIPTION                | 2019-20            |                           | YTD BALANCE<br>10/31/2019<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 10/31/19<br>INCR (DECR) | AVAILABLE<br>BALANCE<br>NORM (ABNORM) | % BGD<br>USED |
|--|----------------------------|--------------------|---------------------------|--|---|---------------------------------------|---------------|
|  |                            | ORIGINAL<br>BUDGET | 2019-20<br>AMENDED BUDGET |  |   |                                       |               |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY  |                            |                    |                           |  |   |                                       |               |
| Revenues                                   |                            |                    |                           |  |   |                                       |               |
| Dept 000.000                               |                            |                    |                           |  |   |                                       |               |
| 494-000.000-407.000                        | TIFA-CAPTURE TAXES         | 92,837.00          | 92,837.00                 | 0.00                                       | 0.00  | 92,837.00                             | 0.00          |
| 494-000.000-410.000                        | TAX COLLECTED OTHER        | 45,000.00          | 45,000.00                 | 0.00                                       | 0.00  | 45,000.00                             | 0.00          |
| 494-000.000-410.002                        | SPEC ASSESSEMENT - REVENUE | 1,800.00           | 1,800.00                  | 0.00                                       | 0.00  | 1,800.00                              | 0.00          |
| 494-000.000-415.000                        | MISCELLANEOUS REVENUE      | 6,000.00           | 6,000.00                  | 0.00                                       | 0.00  | 6,000.00                              | 0.00          |
| 494-000.000-446.000                        | INVESTMENT INTEREST        | 10,000.00          | 3,786.62                  | 0.00                                       | 0.00  | 6,213.38                              | 37.87         |
| 494-000.000-614.000                        | FARMERS MARKET             | 1,500.00           | (100.00)                  | 0.00                                       | 0.00  | 1,600.00                              | (6.67)        |
| 494-000.000-615.000                        | MAIN STREET REVENUES       | 1,100.00           | 1,100.00                  | 0.00                                       | 0.00  | 1,100.00                              | 0.00          |
| Total Dept 000.000                         |                            | 158,237.00         | 158,237.00                | 3,686.62                                   | 0.00  | 154,550.38                            | 2.33          |
| TOTAL REVENUES                             |                            |                    |                           |  |   |                                       |               |
|  |                            | 158,237.00         | 158,237.00                | 3,686.62                                   | 0.00  | 154,550.38                            | 2.33          |
| Expenditures                               |                            |                    |                           |  |   |                                       |               |
| Dept 000.000                               |                            |                    |                           |  |   |                                       |               |
| 494-000.000-701.000                        | SALARIES FULL-TIME         | 56,136.00          | 56,136.00                 | 18,737.03                                  | 4,685.82                                      | 37,398.97                             | 33.38         |
| 494-000.000-702.000                        | SALARIES PART-TIME         | 9,250.00           | 9,250.00                  | 2,140.00                                   | 2,130.00                                      | 7,110.00                              | 23.14         |
| 494-000.000-703.000                        | EMPLOYEE TAXES & BENEFITS  | 22,000.00          | 22,000.00                 | 8,160.13                                   | 1,591.24                                      | 13,839.87                             | 37.09         |
| 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            | 200.00             | 200.00                    | 31.78                                      | 0.00  | 168.22                                | 15.89         |
| 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        | 2,000.00           | 2,000.00                  | 624.72                                     | 114.49  | 1,375.28                              | 31.24         |
| 494-000.000-844.000                        | MAIN STREET PROGRAM        | 6,300.00           | 6,300.00                  | 4,115.87                                   | 67.69   | 2,184.13                              | 65.33         |
| 494-000.000-845.000                        | STREETSCAPING              | 3,000.00           | 3,000.00                  | 2,910.00                                   | 0.00  | 90.00                                 | 97.00         |
| 494-000.000-882.000                        | PLANNING/CONSULTING FEES   | 35,000.00          | 35,000.00                 | 4,800.00                                   | 1,575.00                                      | 30,200.00                             | 13.71         |
| 494-000.000-887.000                        | FARMERS MARKET             | 19,200.00          | 19,200.00                 | 10,404.45                                  | 1,009.56                                      | 8,795.55                              | 54.19         |
| 494-000.000-900.000                        | PRINTING/PUBLICATION COSTS | 2,000.00           | 2,000.00                  | 884.00                                     | 9.00  | 1,116.00                              | 44.20         |
| 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      | 8,900.00           | 8,900.00                  | 6,748.11                                   | 2,559.56                                      | 2,151.89                              | 75.82         |
| 494-000.000-955.000                        | MISCELLANEOUS EXPENDITURES | 1,300.00           | 1,300.00                  | 516.10                                     | 100.19  | 783.90                                | 39.70         |
| 494-000.000-970.000                        | CAPITAL EXPENDITURE        | 1,500.00           | 1,500.00                  | 0.00                                       | 0.00  | 1,500.00                              | 0.00          |
| 494-000.000-971.000                        | SIGN GRANT PROGRAM         | 10,000.00          | 10,000.00                 | 2,000.00                                   | 2,000.00                                      | 8,000.00                              | 20.00         |
| 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                         |                            | 200,686.00         | 200,686.00                | 62,872.19                                  | 15,842.55                                     | 137,813.81                            | 31.33         |
| TOTAL EXPENDITURES                         |                            |                    |                           |  |   |                                       |               |
|  |                            | 200,686.00         | 200,686.00                | 62,872.19                                  | 15,842.55                                     | 137,813.81                            | 31.33         |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY: |                            |                    |                           |  |   |                                       |               |
| TOTAL REVENUES                             |                            | 158,237.00         | 158,237.00                | 3,686.62                                   | 0.00  | 154,550.38                            | 2.33          |
| TOTAL EXPENDITURES                         |                            | 200,686.00         | 200,686.00                | 62,872.19                                  | 15,842.55                                     | 137,813.81                            | 31.33         |
| NET OF REVENUES & EXPENDITURES             |                            | (42,449.00)        | (42,449.00)               | (59,185.57)                                | (15,842.55)                                   | 16,736.57                             | 139.43        |



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FROM 494-000.000-701.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 10/01/2019 TO 10/31/2019

| JE #                                   | Date       | Description                | Reference # | OFFSETTING GL | DEBIT    | CREDIT |
|--|------------|----------------------------|-------------|---------------|----------|--------|
| 494-000.000-701.000 SALARIES FULL-TIME |            |                            |             |               |          |        |
| Journal PR: Payroll                    |            |                            |             |               |          |        |
| 109012                                 | 10/15/2019 | PAYROLL-SEE PAYROLL REPORT | 14304       | Multiple      | 2,342.91 |        |
| 109344                                 | 10/30/2019 | PAYROLL-SEE PAYROLL REPORT | 14314       | Multiple      | 2,342.91 |        |
| Journal Totals                         |            |                            |             |               | 4,685.82 | 0.00   |
| Totals for 494-000.000-701.000         |            |                            |             |               | 4,685.82 | 0.00   |
| Balance 10/01/19:                      |            |                            |             | 14,051.21     |          |        |
| Net Change:                            |            |                            |             | 4,685.82      |          |        |
| Balance 10/31/19:                      |            |                            |             | 18,737.03     |          |        |

|  |            |                                      |  |                     |          |      |
|--|------------|--------------------------------------|--|---------------------|----------|------|
| 494-000.000-702.000 SALARIES PART-TIME |            |                                      |  |                     |          |      |
| Journal AP: AP                         |            |                                      |  |                     |          |      |
| 108701                                 | 10/01/2019 | CLIFTON GRANTSALARIES PART-TIME10119 |  | 494-000.000-202.000 | 375.00   |      |
| 108702                                 | 10/01/2019 | RAYMONDO JACKSONSALARIES PART-T10119 |  | 494-000.000-202.000 | 240.00   |      |
| 108703                                 | 10/01/2019 | THOMAS ROSHSALARIES PART-TIME 10119  |  | 494-000.000-202.000 | 435.00   |      |
| 108704                                 | 10/01/2019 | RANALDO GRANTSALARIES PART-TIME10119 |  | 494-000.000-202.000 | 525.00   |      |
| 108713                                 | 10/02/2019 | TERRANCE WILLIAMSSALARIES PART-10219 |  | 494-000.000-202.000 | 465.00   |      |
| 108766                                 | 10/08/2019 | THOMAS ROSHSALARIES PART-TIME 10819  |  | 494-000.000-202.000 | 90.00    |      |
| Journal Totals                         |            |                                      |  |                     | 2,130.00 | 0.00 |
| Totals for 494-000.000-702.000         |            |                                      |  |                     | 2,130.00 | 0.00 |
| Balance 10/01/19:                      |            |                                      |  | 10.00               |          |      |
| Net Change:                            |            |                                      |  | 2,130.00            |          |      |
| Balance 10/31/19:                      |            |                                      |  | 2,140.00            |          |      |

|   |            |   |       |          |          |      |
|---|------------|---|-------|----------|----------|------|
| 494-000.000-703.000 EMPLOYEE TAXES & BENEFITS |            |   |       |          |          |      |
| Journal AP: AP                                |            |   |       |          |          |      |
| 108839  | 10/09/2019 | VANTAGEPOINT TRANSFEREMPLOYEE T803046 FOR RHS |       | Multiple | 43.18    |      |
| 109003  | 10/17/2019 | BLUE CARE NETWORKEMPLOYEE TAXES101719         |       | Multiple | 1,107.32 |      |
| 109224  | 10/29/2019 | STANDARD INSURANCE COMPANYEMPLC102919         |       | Multiple | 31.96    |      |
| 109234  | 10/29/2019 | VANTAGEPOINT TRANSFEREMPLOYEE T803046 FOR RHS |       | Multiple | 43.18    |      |
| Journal Totals                                |            |   |       |          | 1,225.64 | 0.00 |
| Journal PR: Payroll                           |            |   |       |          |          |      |
| 109012  | 10/15/2019 | PAYROLL-SEE PAYROLL REPORT                    | 14304 | Multiple | 182.80   |      |
| 109344  | 10/30/2019 | PAYROLL-SEE PAYROLL REPORT                    | 14314 | Multiple | 182.80   |      |
| Journal Totals                                |            |   |       |          | 365.60   | 0.00 |
| Totals for 494-000.000-703.000                |            |   |       |          | 1,591.24 | 0.00 |
| Balance 10/01/19:                             |            |   |       | 6,568.89 |          |      |
| Net Change:                                   |            |   |       | 1,591.24 |          |      |
| Balance 10/31/19:                             |            |   |       | 8,160.13 |          |      |

|   |            |                                       |  |                     |        |      |
|---|------------|---------------------------------------|--|---------------------|--------|------|
| 494-000.000-822.000 TRAINING/MEMBERSHIP |            |                                       |  |                     |        |      |
| Journal AP: AP                          |            |                                       |  |                     |        |      |
| 108847                                  | 10/10/2019 | SUSIE STECTRAINING/MEMBERSHIP 101019  |  | 494-000.000-202.000 | 102.49 |      |
| 108866                                  | 10/11/2019 | CARDMEMBER SERVICETRAINING/MEME101119 |  | Multiple            | 12.00  |      |
| Journal Totals                          |            |                                       |  |                     | 114.49 | 0.00 |
| Totals for 494-000.000-822.000          |            |                                       |  |                     | 114.49 | 0.00 |
| Balance 10/01/19:                       |            |                                       |  | 510.23              |        |      |
| Net Change:                             |            |                                       |  | 114.49              |        |      |
| Balance 10/31/19:                       |            |                                       |  | 624.72              |        |      |

|   |            |                                       |  |          |       |      |
|---|------------|---------------------------------------|--|----------|-------|------|
| 494-000.000-844.000 MAIN STREET PROGRAM |            |                                       |  |          |       |      |
| Journal AP: AP                          |            |                                       |  |          |       |      |
| 108866                                  | 10/11/2019 | CARDMEMBER SERVICEMAIN STREET F101119 |  | Multiple | 67.69 |      |
| Journal Totals                          |            |                                       |  |          | 67.69 | 0.00 |
| Totals for 494-000.000-844.000          |            |                                       |  |          | 67.69 | 0.00 |
| Balance 10/01/19:                       |            |                                       |  | 4,048.18 |       |      |
| Net Change:                             |            |                                       |  | 67.69    |       |      |
| Balance 10/31/19:                       |            |                                       |  | 4,115.87 |       |      |

|  |            |                                       |  |                     |          |      |
|--|------------|---------------------------------------|--|---------------------|----------|------|
| 494-000.000-882.000 PLANNING/CONSULTING FEES |            |                                       |  |                     |          |      |
| Journal AP: AP                               |            |                                       |  |                     |          |      |
| 108811                                       | 10/09/2019 | GIFFELS-WEBSTER ENG INCPLANNING119858 |  | 494-000.000-202.000 | 1,575.00 |      |
| Journal Totals                               |            |                                       |  |                     | 1,575.00 | 0.00 |

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FROM 494-000.000-701.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 10/01/2019 TO 10/31/2019

| JE #   | Date       | Description                                     | Reference # | OFFSETTING GL       | DEBIT     | CREDIT |
|--|------------|---|-------------|---------------------|-----------|--------|
| 494-000.000-882.000 PLANNING/CONSULTING FEES   |            |   |             |                     |           |        |
| Totals for 494-000.000-882.000                 |            |   |             |                     | 1,575.00  | 0.00   |
|  |            | Balance 10/01/19:                               |             |                     | 3,225.00  |        |
|  |            | Net Change:                                     |             |                     | 1,575.00  |        |
|  |            | Balance 10/31/19:                               |             |                     | 4,800.00  |        |
| 494-000.000-887.000 FARMERS MARKET             |            |   |             |                     |           |        |
| Journal AP: AP                                 |            |   |             |                     |           |        |
| 108839   | 10/09/2019 | VANTAGEPOINT TRANSFERFARMERS MA803046 FOR RHS P |             | Multiple            | 9.27      |        |
| 109234   | 10/29/2019 | VANTAGEPOINT TRANSFERFARMERS MA803046 FOR RHS P |             | Multiple            | 9.27      |        |
| Journal Totals                                 |            |   |             |                     | 18.54     | 0.00   |
| Journal PR: Payroll                            |            |   |             |                     |           |        |
| 109012   | 10/15/2019 | PAYROLL-SEE PAYROLL REPORT                      | 14304       | Multiple            | 495.51    |        |
| 109344   | 10/30/2019 | PAYROLL-SEE PAYROLL REPORT                      | 14314       | Multiple            | 495.51    |        |
| Journal Totals                                 |            |   |             |                     | 991.02    | 0.00   |
| Totals for 494-000.000-887.000                 |            |   |             |                     | 1,009.56  | 0.00   |
|  |            | Balance 10/01/19:                               |             |                     | 9,394.89  |        |
|  |            | Net Change:                                     |             |                     | 1,009.56  |        |
|  |            | Balance 10/31/19:                               |             |                     | 10,404.45 |        |
| 494-000.000-900.000 PRINTING/PUBLICATION COSTS |            |   |             |                     |           |        |
| Journal AP: AP                                 |            |   |             |                     |           |        |
| 108866   | 10/11/2019 | CARDMEMBER SERVICEPRINTING/PUBI101119           |             | Multiple            | 9.00      |        |
| Journal Totals                                 |            |   |             |                     | 9.00      | 0.00   |
| Totals for 494-000.000-900.000                 |            |   |             |                     | 9.00      | 0.00   |
|  |            | Balance 10/01/19:                               |             |                     | 875.00    |        |
|  |            | Net Change:                                     |             |                     | 9.00      |        |
|  |            | Balance 10/31/19:                               |             |                     | 884.00    |        |
| 494-000.000-933.000 REPAIRS & MAINTENANCE      |            |   |             |                     |           |        |
| Journal AP: AP                                 |            |   |             |                     |           |        |
| 108787   | 10/09/2019 | DTE ENERGYREPAIRS & MAINTENANCE10919            |             | 494-000.000-202.000 | 1,809.66  |        |
| 108803   | 10/09/2019 | WEINGARTZREPAIRS & MAINTENANCE 20292308-00      |             | 494-000.000-202.000 | 749.90    |        |
| Journal Totals                                 |            |   |             |                     | 2,559.56  | 0.00   |
| Totals for 494-000.000-933.000                 |            |   |             |                     | 2,559.56  | 0.00   |
|  |            | Balance 10/01/19:                               |             |                     | 4,188.55  |        |
|  |            | Net Change:                                     |             |                     | 2,559.56  |        |
|  |            | Balance 10/31/19:                               |             |                     | 6,748.11  |        |
| 494-000.000-955.000 MISCELLANEOUS EXPENDITURES |            |   |             |                     |           |        |
| Journal AP: AP                                 |            |   |             |                     |           |        |
| 108862   | 10/11/2019 | HOME DEPOT CREDIT SERVICESMISCE101119           |             | 494-000.000-202.000 | 100.19    |        |
| Journal Totals                                 |            |   |             |                     | 100.19    | 0.00   |
| Totals for 494-000.000-955.000                 |            |   |             |                     | 100.19    | 0.00   |
|  |            | Balance 10/01/19:                               |             |                     | 415.91    |        |
|  |            | Net Change:                                     |             |                     | 100.19    |        |
|  |            | Balance 10/31/19:                               |             |                     | 516.10    |        |
| 494-000.000-971.000 SIGN GRANT PROGRAM         |            |   |             |                     |           |        |
| Journal AP: AP                                 |            |   |             |                     |           |        |
| 108824   | 10/09/2019 | JAGGED FORKSIGN GRANT PROGRAM 10919             |             | 494-000.000-202.000 | 2,000.00  |        |
| Journal Totals                                 |            |   |             |                     | 2,000.00  | 0.00   |
| Totals for 494-000.000-971.000                 |            |   |             |                     | 2,000.00  | 0.00   |
|  |            | Balance 10/01/19:                               |             |                     | 0.00      |        |
|  |            | Net Change:                                     |             |                     | 2,000.00  |        |
|  |            | Balance 10/31/19:                               |             |                     | 2,000.00  |        |

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number   | Description                    | PERIOD ENDED<br>10/31/2018 | PERIOD ENDED<br>10/31/2019 |
|---|--------------------------------|----------------------------|----------------------------|
| *** Assets ***  |                                |                            |                            |
| 494-000.000-001.000                                   | CASH CHECKING                  | 1,656.00                   | 0.00                       |
| 494-000.000-010.000                                   | TRUST ACCOUNT-GENERAL          | 1,069,633.80               | 1,083,317.87               |
| 494-000.000-040.000                                   | ACCOUNTS RECEIVABLE-OTHERS     | 10,000.00                  | 10,000.00                  |
| 494-000.000-042.000                                   | ACCOUNTS RECEIVABLE-SPEC ASSES | 12,600.00                  | 12,600.00                  |
| 494-000.000-084.101                                   | DUE FROM GENERAL FUND          | (56,152.83)                | (12,903.64)                |
| 494-000.000-141.001                                   | INFRASTRUCTURE                 | 360,289.69                 | 360,289.69                 |
| 494-000.000-149.001                                   | ALLOWANCE FOR DOUBTFUL DEBT    | (10,000.00)                | (10,000.00)                |
| 494-000.000-177.001                                   | DEPRECIABLE ASSETS             | 16,280.25                  | 16,280.25                  |
| 494-000.000-193.000                                   | ACCUMULATED DEPRECIATION       | (77,362.22)                | (106,909.22)               |
| <b>Total Assets</b>                                   |                                | <b>1,326,944.69</b>        | <b>1,352,674.95</b>        |
| *** Liabilities ***                                   |                                |                            |                            |
| 494-000.000-214.101                                   | DUE TO GENERAL FUND            | 0.00                       | 71,810.77                  |
| <b>Total Liabilities</b>                              |                                | <b>0.00</b>                | <b>71,810.77</b>           |
| *** Fund Balance ***                                  |                                |                            |                            |
| 494-000.000-390.000                                   | FUND BALANCE                   | 1,329,994.02               | 1,329,994.02               |
| <b>Total Fund Balance</b>                             |                                | <b>1,329,994.02</b>        | <b>1,329,994.02</b>        |
| <b>Beginning Fund Balance</b>                         |                                | <b>1,329,994.02</b>        | <b>1,329,994.02</b>        |
| <b>Net of Revenues VS Expenditures - 18-19</b>        |                                |                            | <b>10,055.73</b>           |
| *18-19 End FB/19-20 Beg FB                            |                                | 1,340,049.75               |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                | <b>(3,049.33)</b>          | <b>(59,185.57)</b>         |
| <b>Ending Fund Balance</b>                            |                                | <b>1,326,944.69</b>        | <b>1,280,864.18</b>        |
| <b>Total Liabilities And Fund Balance</b>             |                                | <b>1,326,944.69</b>        | <b>1,352,674.95</b>        |

\* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF LATHRUP VILLAGE

12/09/2019 11:17 AM

PERIOD ENDING 11/30/2019

User: PAM  
DB: Lathrup

| GL NUMBER                                  | DESCRIPTION                | 2019-20         |                | 2019-20                              |  | ACTIVITY FOR MONTH 11/30/19 INCR (DECR) | AVAILABLE BALANCE NORM (ABNORM) | % BGDG USED |
|--|----------------------------|-----------------|----------------|--------------------------------------|--|---|---------------------------------|-------------|
|  |                            | ORIGINAL BUDGET | AMENDED BUDGET | YTD BALANCE 11/30/2019 NORM (ABNORM) |  |   |                                 |             |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY  |                            |                 |                |                                      |  |   |                                 |             |
| Revenues                                   |                            |                 |                |                                      |  |   |                                 |             |
| Dept 000.000                               |                            | 92,837.00       | 92,837.00      | 0.00                                 |  | 0.00                                    | 92,837.00                       | 0.00        |
| 494-000.000-407.000                        | TIFA-CAPTURE TAXES         | 45,000.00       | 45,000.00      | 0.00                                 |  | 0.00                                    | 45,000.00                       | 0.00        |
| 494-000.000-410.000                        | TAX COLLECTED OTHER        | 1,800.00        | 1,800.00       | 0.00                                 |  | 0.00                                    | 1,800.00                        | 0.00        |
| 494-000.000-410.002                        | SPEC ASSESMENT - REVENUE   | 6,000.00        | 6,000.00       | 11,444.66                            |  | 0.00                                    | (5,444.66)                      | 190.74      |
| 494-000.000-415.000                        | MISCELLANEOUS REVENUE      | 10,000.00       | 10,000.00      | 6,215.50                             |  | 1,149.97                                | 3,784.50                        | 62.16       |
| 494-000.000-446.000                        | INVESTMENT INTEREST        | 1,500.00        | 1,500.00       | (100.00)                             |  | 0.00                                    | 1,600.00                        | (6.67)      |
| 494-000.000-614.000                        | FARMERS MARKET             | 1,100.00        | 1,100.00       | 0.00                                 |  | 0.00                                    | 1,100.00                        | 0.00        |
| 494-000.000-615.000                        | MAIN STREET REVENUES       |                 |                |                                      |  |   |                                 |             |
| Total Dept 000.000                         |                            | 158,237.00      | 158,237.00     | 17,560.16                            |  | 1,149.97                                | 140,676.84                      | 11.10       |
| TOTAL REVENUES                             |                            |                 |                |                                      |  |   |                                 |             |
|  |                            | 158,237.00      | 158,237.00     | 17,560.16                            |  | 1,149.97                                | 140,676.84                      | 11.10       |
| Expenditures                               |                            |                 |                |                                      |  |   |                                 |             |
| Dept 000.000                               |                            | 56,136.00       | 56,136.00      | 23,422.85                            |  | 4,685.82                                | 32,713.15                       | 41.73       |
| 494-000.000-701.000                        | SALARIES FULL-TIME         | 9,250.00        | 9,250.00       | 2,140.00                             |  | 0.00                                    | 7,110.00                        | 23.14       |
| 494-000.000-702.000                        | SALARIES PART-TIME         | 22,000.00       | 22,000.00      | 9,751.37                             |  | 1,591.24                                | 12,248.63                       | 44.32       |
| 494-000.000-703.000                        | EMPLOYEE TAXES & BENEFITS  | 900.00          | 900.00         | 0.00                                 |  | 0.00                                    | 900.00                          | 0.00        |
| 494-000.000-722.000                        | LEGAL SERVICES             | 200.00          | 200.00         | 31.78                                |  | 0.00                                    | 168.22                          | 15.89       |
| 494-000.000-726.000                        | OFFICE SUPPLIES            | 2,000.00        | 2,000.00       | 0.00                                 |  | 0.00                                    | 2,000.00                        | 0.00        |
| 494-000.000-802.000                        | TAX TRIBUNAL RETURNS       | 800.00          | 800.00         | 800.00                               |  | 0.00                                    | 0.00                            | 100.00      |
| 494-000.000-810.000                        | AUDITING & ACCOUNTING      | 2,000.00        | 2,000.00       | 982.86                               |  | 358.14                                  | 1,017.14                        | 49.14       |
| 494-000.000-822.000                        | TRAINING/MEMBERSHIP        | 6,300.00        | 6,300.00       | 4,115.87                             |  | 0.00                                    | 2,184.13                        | 65.33       |
| 494-000.000-844.000                        | MAIN STREET PROGRAM        | 3,000.00        | 3,000.00       | 4,715.40                             |  | 1,805.40                                | (1,715.40)                      | 157.18      |
| 494-000.000-845.000                        | STREETSCAPING              | 35,000.00       | 35,000.00      | 6,075.00                             |  | 1,275.00                                | 28,925.00                       | 17.36       |
| 494-000.000-882.000                        | PLANNING/CONSULTING FEES   | 19,200.00       | 19,200.00      | 12,463.07                            |  | 2,058.62                                | 6,736.93                        | 64.91       |
| 494-000.000-887.000                        | FARMERS MARKET             | 2,000.00        | 2,000.00       | 884.00                               |  | 0.00                                    | 1,116.00                        | 44.20       |
| 494-000.000-900.000                        | PRINTING/PUBLICATION COSTS | 200.00          | 200.00         | 0.00                                 |  | 0.00                                    | 200.00                          | 0.00        |
| 494-000.000-901.000                        | POSTAGE FEES               | 8,900.00        | 8,900.00       | 8,577.32                             |  | 1,829.21                                | 322.68                          | 96.37       |
| 494-000.000-933.000                        | REPAIRS & MAINTENANCE      | 1,300.00        | 1,300.00       | 533.17                               |  | 17.07                                   | 766.83                          | 41.01       |
| 494-000.000-955.000                        | MISCELLANEOUS EXPENDITURES | 1,500.00        | 1,500.00       | 0.00                                 |  | 0.00                                    | 1,500.00                        | 0.00        |
| 494-000.000-970.000                        | CAPITAL EXPENDITURE        | 10,000.00       | 10,000.00      | 2,000.00                             |  | 0.00                                    | 8,000.00                        | 20.00       |
| 494-000.000-971.000                        | SIGN GRANT PROGRAM         | 20,000.00       | 20,000.00      | 0.00                                 |  | 0.00                                    | 20,000.00                       | 0.00        |
| 494-000.000-971.001                        | FACADE GRANT PROGRAM       |                 |                |                                      |  |   |                                 |             |
| Total Dept 000.000                         |                            | 200,686.00      | 200,686.00     | 76,492.69                            |  | 13,620.50                               | 124,193.31                      | 38.12       |
| TOTAL EXPENDITURES                         |                            |                 |                |                                      |  |   |                                 |             |
|  |                            | 200,686.00      | 200,686.00     | 76,492.69                            |  | 13,620.50                               | 124,193.31                      | 38.12       |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY: |                            |                 |                |                                      |  |   |                                 |             |
| TOTAL REVENUES                             |                            |                 |                |                                      |  |   |                                 |             |
|  |                            | 158,237.00      | 158,237.00     | 17,560.16                            |  | 1,149.97                                | 140,676.84                      | 11.10       |
| TOTAL EXPENDITURES                         |                            |                 |                |                                      |  |   |                                 |             |
|  |                            | 200,686.00      | 200,686.00     | 76,492.69                            |  | 13,620.50                               | 124,193.31                      | 38.12       |
| NET OF REVENUES & EXPENDITURES             |                            |                 |                |                                      |  |   |                                 |             |
|  |                            | (42,449.00)     | (42,449.00)    | (58,932.53)                          |  | (12,470.53)                             | 16,483.53                       | 138.83      |

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FROM 494-000.000-701.000 TO 494-000.000-971.001

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TRANSACTIONS FROM 11/01/2019 TO 11/30/2019

| JE #                                   | Date       | Description                     | Reference # | OFFSETTING GL | DEBIT     | CREDIT |
|--|------------|---------------------------------|-------------|---------------|-----------|--------|
| 494-000.000-701.000 SALARIES FULL-TIME |            |                                 |             |               |           |        |
| Journal PR: Payroll                    |            |                                 |             |               |           |        |
| 103506                                 | 11/04/2019 | PAYROLL-SEE PAYROLL REPORT      | 13904       | Multiple      | 395.83    |        |
| 109691                                 | 11/18/2019 | PAYROLL-SEE PAYROLL REPORT      | 14327       | Multiple      | 2,342.91  |        |
| 103794                                 | 11/30/2019 | TO REVERSE MANUAL JOURNAL ENTRY | 13953       | Multiple      |           | 395.83 |
| 109889                                 | 11/30/2019 | PAYROLL-SEE PAYROLL REPORT      | 14330       | Multiple      | 2,342.91  |        |
| Journal Totals                         |            |                                 |             |               | 5,081.65  | 395.83 |
| Totals for 494-000.000-701.000         |            |                                 |             |               | 5,081.65  | 395.83 |
| Balance 11/01/19:                      |            |                                 |             |               | 18,737.03 |        |
| Net Change:                            |            |                                 |             |               | 4,685.82  |        |
| Balance 11/30/19:                      |            |                                 |             |               | 23,422.85 |        |

|   |            |   |       |          |          |       |
|---|------------|---|-------|----------|----------|-------|
| 494-000.000-703.000 EMPLOYEE TAXES & BENEFITS |            |   |       |          |          |       |
| Journal AP: AP                                |            |   |       |          |          |       |
| 109502  | 11/13/2019 | VANTAGEPOINT TRANSFEREMPLOYEE T803046 FOR RHS P |       | Multiple | 43.18    |       |
| 109692  | 11/18/2019 | BLUE CARE NETWORKEMPLOYEE TAXES111819           |       | Multiple | 1,107.32 |       |
| 109800  | 11/26/2019 | STANDARD INSURANCE COMPANYEMPLC112619           |       | Multiple | 31.96    |       |
| 109813  | 11/26/2019 | VANTAGEPOINT TRANSFEREMPLOYEE T803046 FOR RHS P |       | Multiple | 43.18    |       |
| Journal Totals                                |            |   |       |          | 1,225.64 | 0.00  |
| Journal PR: Payroll                           |            |   |       |          |          |       |
| 103506  | 11/04/2019 | PAYROLL-SEE PAYROLL REPORT                      | 13904 | Multiple | 30.28    |       |
| 109691  | 11/18/2019 | PAYROLL-SEE PAYROLL REPORT                      | 14327 | Multiple | 182.80   |       |
| 103794  | 11/30/2019 | TO REVERSE MANUAL JOURNAL ENTRY                 | 13953 | Multiple |          | 30.28 |
| 109889  | 11/30/2019 | PAYROLL-SEE PAYROLL REPORT                      | 14330 | Multiple | 182.80   |       |
| Journal Totals                                |            |   |       |          | 395.88   | 30.28 |
| Totals for 494-000.000-703.000                |            |   |       |          | 1,621.52 | 30.28 |
| Balance 11/01/19:                             |            |   |       |          | 8,160.13 |       |
| Net Change:                                   |            |   |       |          | 1,591.24 |       |
| Balance 11/30/19:                             |            |   |       |          | 9,751.37 |       |

|   |            |  |  |          |        |      |
|---|------------|--|--|----------|--------|------|
| 494-000.000-822.000 TRAINING/MEMBERSHIP |            |  |  |          |        |      |
| Journal AP: AP                          |            |  |  |          |        |      |
| 109689                                  | 11/15/2019 | CARDMEMBER SERVICE TRAINING/MEMB111519 |  | Multiple | 358.14 |      |
| Journal Totals                          |            |  |  |          | 358.14 | 0.00 |
| Totals for 494-000.000-822.000          |            |  |  |          | 358.14 | 0.00 |
| Balance 11/01/19:                       |            |  |  |          | 624.72 |      |
| Net Change:                             |            |  |  |          | 358.14 |      |
| Balance 11/30/19:                       |            |  |  |          | 982.86 |      |

|                                    |            |   |  |                     |          |      |
|------------------------------------|------------|---|--|---------------------|----------|------|
| 494-000.000-845.000 STREETS CAPING |            |   |  |                     |          |      |
| Journal AP: AP                     |            |   |  |                     |          |      |
| 109514                             | 11/14/2019 | HORTULUS GARDENS STREET SCAPING 19-1015LATD |  | 494-000.000-202.000 | 1,805.40 |      |
| Journal Totals                     |            |   |  |                     | 1,805.40 | 0.00 |
| Totals for 494-000.000-845.000     |            |   |  |                     | 1,805.40 | 0.00 |
| Balance 11/01/19:                  |            |   |  |                     | 2,910.00 |      |
| Net Change:                        |            |   |  |                     | 1,805.40 |      |
| Balance 11/30/19:                  |            |   |  |                     | 4,715.40 |      |

|  |            |   |  |                     |          |      |
|--|------------|---|--|---------------------|----------|------|
| 494-000.000-882.000 PLANNING/CONSULTING FEES |            |   |  |                     |          |      |
| Journal AP: AP                               |            |   |  |                     |          |      |
| 109464                                       | 11/12/2019 | GIFFELS-WEBSTER ENG INC PLANNING 120102 |  | 494-000.000-202.000 | 1,275.00 |      |
| Journal Totals                               |            |   |  |                     | 1,275.00 | 0.00 |
| Totals for 494-000.000-882.000               |            |   |  |                     | 1,275.00 | 0.00 |
| Balance 11/01/19:                            |            |   |  |                     | 4,800.00 |      |
| Net Change:                                  |            |   |  |                     | 1,275.00 |      |
| Balance 11/30/19:                            |            |   |  |                     | 6,075.00 |      |

|                                    |            |  |  |                     |        |  |
|------------------------------------|------------|--|--|---------------------|--------|--|
| 494-000.000-887.000 FARMERS MARKET |            |  |  |                     |        |  |
| Journal AP: AP                     |            |  |  |                     |        |  |
| 109502                             | 11/13/2019 | VANTAGEPOINT TRANSFER FARMERS MA803046 FOR RHS P |  | Multiple            | 9.27   |  |
| 109689                             | 11/15/2019 | CARDMEMBER SERVICE FARMERS MARKET 111519         |  | Multiple            | 155.06 |  |
| 109783                             | 11/26/2019 | C & G NEWSPAPERS FARMERS MARKET 0744221-IN       |  | 494-000.000-202.000 | 447.00 |  |
| 109784                             | 11/26/2019 | C & G NEWSPAPERS FARMERS MARKET 0744220-IN       |  | 494-000.000-202.000 | 447.00 |  |

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FROM 494-000.000-701.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 11/01/2019 TO 11/30/2019

| JE #                               | Date       | Description                                     | Reference # | OFFSETTING GL | DEBIT     | CREDIT |
|------------------------------------|------------|---|-------------|---------------|-----------|--------|
| 494-000.000-887.000 FARMERS MARKET |            |   |             |               |           |        |
| Journal AP: AP                     |            |   |             |               |           |        |
| 109813                             | 11/26/2019 | VANTAGEPOINT TRANSFERFARMERS MA803046 FOR RHS P |             | Multiple      | 9.27      |        |
| Journal Totals                     |            |   |             |               | 1,067.60  | 0.00   |
| Journal PR: Payroll                |            |   |             |               |           |        |
| 109691                             | 11/18/2019 | PAYROLL-SEE PAYROLL REPORT                      | 14327       | Multiple      | 495.51    |        |
| 109889                             | 11/30/2019 | PAYROLL-SEE PAYROLL REPORT                      | 14330       | Multiple      | 495.51    |        |
| Journal Totals                     |            |   |             |               | 991.02    | 0.00   |
| Totals for 494-000.000-887.000     |            |   |             |               | 2,058.62  | 0.00   |
| Balance 11/01/19:                  |            |   |             |               | 10,404.45 |        |
| Net Change:                        |            |   |             |               | 2,058.62  |        |
| Balance 11/30/19:                  |            |   |             |               | 12,463.07 |        |

|   |            |                                       |  |                     |          |      |
|---|------------|---------------------------------------|--|---------------------|----------|------|
| 494-000.000-933.000 REPAIRS & MAINTENANCE |            |                                       |  |                     |          |      |
| Journal AP: AP                            |            |                                       |  |                     |          |      |
| 109484                                    | 11/12/2019 | DTE ENERGYREPAIRS & MAINTENANCE111219 |  | 494-000.000-202.000 | 1,829.21 |      |
| Journal Totals                            |            |                                       |  |                     | 1,829.21 | 0.00 |
| Totals for 494-000.000-933.000            |            |                                       |  |                     | 1,829.21 | 0.00 |
| Balance 11/01/19:                         |            |                                       |  |                     | 6,748.11 |      |
| Net Change:                               |            |                                       |  |                     | 1,829.21 |      |
| Balance 11/30/19:                         |            |                                       |  |                     | 8,577.32 |      |

|  |            |                                       |  |          |        |      |
|--|------------|---------------------------------------|--|----------|--------|------|
| 494-000.000-955.000 MISCELLANEOUS EXPENDITURES |            |                                       |  |          |        |      |
| Journal AP: AP                                 |            |                                       |  |          |        |      |
| 109689   | 11/15/2019 | CARDMEMBER SERVICEMISCELLANEOUS111519 |  | Multiple | 17.07  |      |
| Journal Totals                                 |            |                                       |  |          | 17.07  | 0.00 |
| Totals for 494-000.000-955.000                 |            |                                       |  |          | 17.07  | 0.00 |
| Balance 11/01/19:                              |            |                                       |  |          | 516.10 |      |
| Net Change:                                    |            |                                       |  |          | 17.07  |      |
| Balance 11/30/19:                              |            |                                       |  |          | 533.17 |      |

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number                                 | Description                    | PERIOD ENDED<br>11/30/2018 | PERIOD ENDED<br>11/30/2019 |
|---|--------------------------------|----------------------------|----------------------------|
| *** Assets ***                            |                                |                            |                            |
| 494-000.000-001.000                       | CASH CHECKING                  | 1,656.00                   | 0.00                       |
| 494-000.000-010.000                       | TRUST ACCOUNT-GENERAL          | 1,070,855.82               | 1,085,746.75               |
| 494-000.000-040.000                       | ACCOUNTS RECEIVABLE-OTHERS     | 10,000.00                  | 10,000.00                  |
| 494-000.000-042.000                       | ACCOUNTS RECEIVABLE-SPEC ASSES | 12,600.00                  | 12,600.00                  |
| 494-000.000-084.101                       | DUE FROM GENERAL FUND          | (62,294.67)                | (1,458.98)                 |
| 494-000.000-141.001                       | INFRASTRUCTURE                 | 360,289.69                 | 360,289.69                 |
| 494-000.000-149.001                       | ALLOWANCE FOR DOUBTFUL DEBT    | (10,000.00)                | (10,000.00)                |
| 494-000.000-177.001                       | DEPRECIABLE ASSETS             | 16,280.25                  | 16,280.25                  |
| 494-000.000-193.000                       | ACCUMULATED DEPRECIATION       | (77,362.22)                | (106,909.22)               |
| <b>Total Assets</b>                       |                                | <b>1,322,024.87</b>        | <b>1,366,548.49</b>        |
| *** Liabilities ***                       |                                |                            |                            |
| 494-000.000-214.101                       | DUE TO GENERAL FUND            | 0.00                       | 85,431.27                  |
| <b>Total Liabilities</b>                  |                                | <b>0.00</b>                | <b>85,431.27</b>           |
| *** Fund Balance ***                      |                                |                            |                            |
| 494-000.000-390.000                       | FUND BALANCE                   | 1,329,994.02               | 1,340,049.75               |
| <b>Total Fund Balance</b>                 |                                | <b>1,329,994.02</b>        | <b>1,340,049.75</b>        |
| <b>Beginning Fund Balance</b>             |                                | <b>1,329,994.02</b>        | <b>1,340,049.75</b>        |
| <b>Net of Revenues VS Expenditures</b>    |                                | <b>(7,969.15)</b>          | <b>(58,932.53)</b>         |
| <b>Fund Balance Adjustments</b>           |                                | <b>1.00</b>                | <b>0.00</b>                |
| <b>Ending Fund Balance</b>                |                                | <b>1,322,025.87</b>        | <b>1,281,117.22</b>        |
| <b>Total Liabilities And Fund Balance</b> |                                | <b>1,322,024.87</b>        | <b>1,366,548.49</b>        |

PERIOD ENDING 12/31/2019

| GL NUMBER                                  | DESCRIPTION                | 2019-20            |                           | YTD BALANCE<br>12/31/2019<br>NORM (ABNORM) | ACTIVITY FOR<br>MONTH 12/31/19<br>INCR (DECR) | AVAILABLE                |                |
|--|----------------------------|--------------------|---------------------------|--|---|--------------------------|----------------|
|  |                            | ORIGINAL<br>BUDGET | 2019-20<br>AMENDED BUDGET |  |   | BALANCE<br>NORM (ABNORM) | % BCGT<br>USED |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY  |                            |                    |                           |  |   |                          |                |
| Revenues                                   |                            |                    |                           |  |   |                          |                |
| Dept 000.000                               |                            |                    |                           |  |   |                          |                |
| 494-000.000-407.000                        | TIFA-CAPTURE TAXES         | 92,837.00          | 92,837.00                 | 0.00                                       | 0.00  | 92,837.00                | 0.00           |
| 494-000.000-410.000                        | TAX COLLECTED OTHER        | 45,000.00          | 45,000.00                 | 0.00                                       | 0.00  | 45,000.00                | 0.00           |
| 494-000.000-410.002                        | SPEC ASSESSEMENT - REVENUE | 1,800.00           | 1,800.00                  | 0.00                                       | 0.00  | 1,800.00                 | 0.00           |
| 494-000.000-415.000                        | MISCELLANEOUS REVENUE      | 6,000.00           | 6,000.00                  | 11,444.66                                  | 0.00  | (5,444.66)               | 190.74         |
| 494-000.000-445.000                        | INVESTMENT INTEREST        | 10,000.00          | 10,000.00                 | 6,215.50                                   | 0.00  | 3,784.50                 | 62.16          |
| 494-000.000-614.000                        | FARMERS MARKET             | 1,500.00           | 1,500.00                  | (100.00)                                   | 0.00  | 1,600.00                 | (6.67)         |
| 494-000.000-615.000                        | MAIN STREET REVENUES       | 1,100.00           | 1,100.00                  | 0.00                                       | 0.00  | 1,100.00                 | 0.00           |
| Total Dept 000.000                         |                            | 158,237.00         | 158,237.00                | 17,560.16                                  | 0.00  | 140,676.84               | 11.10          |
| TOTAL REVENUES                             |                            |                    |                           |  |   |                          |                |
| 158,237.00                                 |                            | 158,237.00         | 158,237.00                | 17,560.16                                  | 0.00  | 140,676.84               | 11.10          |
| Expenditures                               |                            |                    |                           |  |   |                          |                |
| Dept 000.000                               |                            |                    |                           |  |   |                          |                |
| 494-000.000-701.000                        | SALARIES FULL-TIME         | 56,136.00          | 56,136.00                 | 23,422.85                                  | 0.00  | 32,713.15                | 41.73          |
| 494-000.000-702.000                        | SALARIES PART-TIME         | 9,250.00           | 9,250.00                  | 2,140.00                                   | 0.00  | 7,110.00                 | 23.14          |
| 494-000.000-703.000                        | EMPLOYEE TAXES & BENEFITS  | 22,000.00          | 22,000.00                 | 12,444.89                                  | 1,225.64                                      | 9,555.11                 | 56.57          |
| 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            | 200.00             | 200.00                    | 31.78                                      | 0.00  | 168.22                   | 15.89          |
| 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        | 2,000.00           | 2,000.00                  | 982.86                                     | 0.00  | 1,017.14                 | 49.14          |
| 494-000.000-844.000                        | MAIN STREET PROGRAM        | 6,300.00           | 6,300.00                  | 4,115.87                                   | 0.00  | 2,184.13                 | 65.33          |
| 494-000.000-845.000                        | STREETSCAPING              | 3,000.00           | 3,000.00                  | 4,715.40                                   | 0.00  | (1,715.40)               | 157.18         |
| 494-000.000-882.000                        | PLANNING/CONSULTING FEES   | 35,000.00          | 35,000.00                 | 6,551.12                                   | 476.12  | 28,448.88                | 18.72          |
| 494-000.000-887.000                        | FARMERS MARKET             | 19,200.00          | 19,200.00                 | 12,481.61                                  | 18.54   | 6,718.39                 | 65.01          |
| 494-000.000-900.000                        | PRINTING/PUBLICATION COSTS | 2,000.00           | 2,000.00                  | 884.00                                     | 0.00  | 1,116.00                 | 44.20          |
| 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      | 8,900.00           | 8,900.00                  | 10,582.26                                  | 2,004.94                                      | (1,682.26)               | 118.90         |
| 494-000.000-955.000                        | MISCELLANEOUS EXPENDITURES | 1,300.00           | 1,300.00                  | 533.17                                     | 0.00  | 766.83                   | 41.01          |
| 494-000.000-970.000                        | CAPITAL EXPENDITURE        | 1,500.00           | 1,500.00                  | 0.00                                       | 0.00  | 1,500.00                 | 0.00           |
| 494-000.000-971.000                        | SIGN GRANT PROGRAM         | 10,000.00          | 10,000.00                 | 2,000.00                                   | 0.00  | 8,000.00                 | 20.00          |
| 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                         |                            | 200,686.00         | 200,686.00                | 81,685.81                                  | 3,725.24                                      | 119,000.19               | 40.70          |
| TOTAL EXPENDITURES                         |                            |                    |                           |  |   |                          |                |
| 200,686.00                                 |                            | 200,686.00         | 200,686.00                | 81,685.81                                  | 3,725.24                                      | 119,000.19               | 40.70          |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY: |                            |                    |                           |  |   |                          |                |
| TOTAL REVENUES                             |                            | 158,237.00         | 158,237.00                | 17,560.16                                  | 0.00  | 140,676.84               | 11.10          |
| TOTAL EXPENDITURES                         |                            | 200,686.00         | 200,686.00                | 81,685.81                                  | 3,725.24                                      | 119,000.19               | 40.70          |
| NET OF REVENUES & EXPENDITURES             |                            | (42,449.00)        | (42,449.00)               | (64,125.65)                                | (3,725.24)                                    | 21,676.65                | 151.07         |



User: PAM

FROM 494-000.000-701.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 12/01/2019 TO 12/31/2019

| JE #  | Date       | Description                           | Reference # | OFFSETTING GL       | DEBIT    | CREDIT |
|---|------------|---------------------------------------|-------------|---------------------|----------|--------|
| 494-000.000-703.000 EMPLOYEE TAXES & BENEFITS |            |                                       |             |                     |          |        |
| Journal AP: AP                                |            |                                       |             |                     |          |        |
| 110047  | 12/12/2019 | VANTAGEPOINT TRANSFEREMPLOYEE T803046 | RHS PLAN    | Multiple            | 43.18    |        |
| 110294  | 12/27/2019 | STANDARD INSURANCE COMPANYEMPLC122719 |             | Multiple            | 31.96    |        |
| 110302  | 12/27/2019 | VANTAGEPOINT TRANSFEREMPLOYEE T803046 | FOR RHS     | PMultiple           | 43.18    |        |
| 110307  | 12/30/2019 | BLUE CARE NETWORKEMPLOYEE TAXES123019 |             | Multiple            | 1,107.32 |        |
| Journal Totals                                |            |                                       |             |                     | 1,225.64 | 0.00   |
| Totals for 494-000.000-703.000                |            |                                       |             |                     | 1,225.64 | 0.00   |
| Balance 12/01/19:                             |            |                                       |             | 11,219.25           |          |        |
| Net Change:                                   |            |                                       |             | 1,225.64            |          |        |
| Balance 12/31/19:                             |            |                                       |             | 12,444.89           |          |        |
| 494-000.000-882.000 PLANNING/CONSULTING FEES  |            |                                       |             |                     |          |        |
| Journal AP: AP                                |            |                                       |             |                     |          |        |
| 110277  | 12/26/2019 | GIFFELS-WEBSTER ENG INCPLANNING120350 |             | 494-000.000-202.000 | 476.12   |        |
| Journal Totals                                |            |                                       |             |                     | 476.12   | 0.00   |
| Totals for 494-000.000-882.000                |            |                                       |             |                     | 476.12   | 0.00   |
| Balance 12/01/19:                             |            |                                       |             | 6,075.00            |          |        |
| Net Change:                                   |            |                                       |             | 476.12              |          |        |
| Balance 12/31/19:                             |            |                                       |             | 6,551.12            |          |        |
| 494-000.000-887.000 FARMERS MARKET            |            |                                       |             |                     |          |        |
| Journal AP: AP                                |            |                                       |             |                     |          |        |
| 110047  | 12/12/2019 | VANTAGEPOINT TRANSFERFARMERS MA803046 | RHS PLAN    | Multiple            | 9.27     |        |
| 110302  | 12/27/2019 | VANTAGEPOINT TRANSFERFARMERS MA803046 | FOR RHS     | PMultiple           | 9.27     |        |
| Journal Totals                                |            |                                       |             |                     | 18.54    | 0.00   |
| Totals for 494-000.000-887.000                |            |                                       |             |                     | 18.54    | 0.00   |
| Balance 12/01/19:                             |            |                                       |             | 12,463.07           |          |        |
| Net Change:                                   |            |                                       |             | 18.54               |          |        |
| Balance 12/31/19:                             |            |                                       |             | 12,481.61           |          |        |
| 494-000.000-933.000 REPAIRS & MAINTENANCE     |            |                                       |             |                     |          |        |
| Journal AP: AP                                |            |                                       |             |                     |          |        |
| 109982  | 12/09/2019 | DTE ENERGYREPAIRS & MAINTENANCE12919  |             | 494-000.000-202.000 | 2,004.94 |        |
| Journal Totals                                |            |                                       |             |                     | 2,004.94 | 0.00   |
| Totals for 494-000.000-933.000                |            |                                       |             |                     | 2,004.94 | 0.00   |
| Balance 12/01/19:                             |            |                                       |             | 8,577.32            |          |        |
| Net Change:                                   |            |                                       |             | 2,004.94            |          |        |
| Balance 12/31/19:                             |            |                                       |             | 10,582.26           |          |        |

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number                                 | Description                    | PERIOD ENDED<br>12/31/2018 | PERIOD ENDED<br>12/31/2019 |
|---|--------------------------------|----------------------------|----------------------------|
| *** Assets ***                            |                                |                            |                            |
| 494-000.000-001.000                       | CASH CHECKING                  | 1,656.00                   | 0.00                       |
| 494-000.000-010.000                       | TRUST ACCOUNT-GENERAL          | 1,072,120.02               | 1,085,746.75               |
| 494-000.000-040.000                       | ACCOUNTS RECEIVABLE-OTHERS     | 10,000.00                  | 10,000.00                  |
| 494-000.000-042.000                       | ACCOUNTS RECEIVABLE-SPEC ASSES | 12,600.00                  | 12,600.00                  |
| 494-000.000-084.101                       | DUE FROM GENERAL FUND          | (63,298.10)                | (1,458.98)                 |
| 494-000.000-141.001                       | INFRASTRUCTURE                 | 360,289.69                 | 360,289.69                 |
| 494-000.000-149.001                       | ALLOWANCE FOR DOUBTFUL DEBT    | (10,000.00)                | (10,000.00)                |
| 494-000.000-177.001                       | DEPRECIABLE ASSETS             | 16,280.25                  | 16,280.25                  |
| 494-000.000-193.000                       | ACCUMULATED DEPRECIATION       | (77,362.22)                | (106,909.22)               |
| <b>Total Assets</b>                       |                                | <b>1,322,285.64</b>        | <b>1,366,548.49</b>        |
| *** Liabilities ***                       |                                |                            |                            |
| 494-000.000-214.101                       | DUE TO GENERAL FUND            | 0.00                       | 90,624.39                  |
| <b>Total Liabilities</b>                  |                                | <b>0.00</b>                | <b>90,624.39</b>           |
| *** Fund Balance ***                      |                                |                            |                            |
| 494-000.000-390.000                       | FUND BALANCE                   | 1,329,994.02               | 1,340,049.75               |
| <b>Total Fund Balance</b>                 |                                | <b>1,329,994.02</b>        | <b>1,340,049.75</b>        |
| <b>Beginning Fund Balance</b>             |                                | <b>1,329,994.02</b>        | <b>1,340,049.75</b>        |
| <b>Net of Revenues VS Expenditures</b>    |                                | <b>(7,708.38)</b>          | <b>(64,125.65)</b>         |
| <b>Fund Balance Adjustments</b>           |                                | <b>1.00</b>                | <b>0.00</b>                |
| <b>Ending Fund Balance</b>                |                                | <b>1,322,286.64</b>        | <b>1,275,924.10</b>        |
| <b>Total Liabilities And Fund Balance</b> |                                | <b>1,322,285.64</b>        | <b>1,366,548.49</b>        |



WORKSHOP

# EFFECTIVE BOARDS AREN'T BUILT IN A DAY

HONE YOUR SKILLS AND BE THE TEAM YOUR DOWNTOWN NEEDS TO THRIVE

# JAN 22 2020

6 - 8:30 p.m.

Oakland County | L. Brooks Patterson Building – 41 West Conference Center | 2100 Pontiac Lake Road Waterford, MI 48328

Register Today:  
[AdvantageOakland.EventBrite.com](http://AdvantageOakland.EventBrite.com)

Cost: Free | Registration required by January 19  
Light dinner provided

## Learn how to build and maintain an effective Downtown Board of Directors.

Successful downtown development programs start at home—with a strong board that is proactive and engaged. As a board member, you must fully develop and utilize your leadership skills. The board has a variety of critical functions, including:

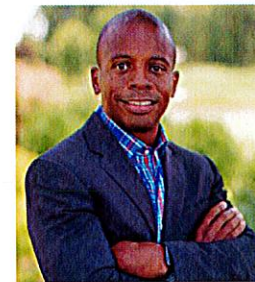
- Setting policy
- Managing the budget and staff
- Raising funds
- Serving as advocate and ambassador for your downtown
- Listening and responding to your community's needs
- Approving the direction and plan for downtown transformation

Without a strong board, local success in your downtown development may never come.

Whether you represent a DDA or a non-profit, you will learn how to create and maintain an effective Board during this fast-paced workshop that takes a deep dive into developing a good board to lead your Main Street program to success.

### Who Should Attend

- DDA and Main Street board members
- Local elected and appointed officials
- DDA and Main Street Staff

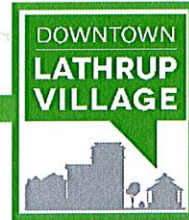


### Presenter

Robert Bull, *President,*  
*The Compass Group, Baltimore, Maryland*

Questions? Contact Joe Frost  
frostj@oakgov.com | (248) 858-1099





27400 Southfield Road  
Lathrup Village, MI 48076

## MEMORANDUM

**To:** Lathrup Village Downtown Development Authority Board of Directors

**From:** Susie Stec, Manager – Community & Economic Development / DDA Director

**Date:** December 16, 2019

**Re:** 2019 Year in Review

In accordance with PA 57 of 2018, the Lathrup Village Downtown Development Authority (LVDDA) submits the following information to fulfill the reporting requirements of the aforementioned act.

### History & Mission

The LVDDA was formed and established in 1998 and expanded in 1999. Its 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 LVDDA is dedicated to combining public and private resources for the physical and economic development of properties located within the district borders. LVDDA is active in the Main Street Oakland County program and is at the Associate Level.

The Board of Directors is comprised of eleven members consisting of the Mayor and ten appointees who are confirmed by City Council for four-year terms. These members have a vested interest in the district as a property owner, business owner/interest, and/or resident.

| Name                               | Office     | Stake in District        | Term Ends |
|------------------------------------|------------|--------------------------|-----------|
| Kelly Garrett                      | Mayor      |                          | n/a       |
| Sheryl Mitchell                    | Secretary  | City Administrator       | n/a       |
| Jet Dhaliwahl                      |            | Property Owner           | 2/1/2023  |
| Cory Fortson ( <i>alternate</i> )  |            | Business                 | 2/1/2023  |
| Fred Prime                         |            | Resident                 | 2/1/2022  |
| Dan Sugg                           | Vice Chair | Business                 | 2/1/2022  |
| Dan Verderbar                      |            | Realtor                  | 2/1/2022  |
| Ryan Hertz                         |            | Non-profit administrator | 2/1/2021  |
| Vernon English ( <i>resigned</i> ) |            | Resident                 | 2/1/2021  |
| Bobbi Lovins                       | Chair      | Business                 | 2/1/2020  |
| Sam Surnow                         |            | Property Owner           | 2/1/2020  |

The LVDDA activities are supported by following City of Lathrup Village staff:

| DDA Staff    | Title   |
|--------------|---|
| Susie Stec   | DDA Director / Manager - Community & Economic Development |
| Pam Bratschi | Treasurer   |

In 2019, the LVDDA Board of Directors met four times, formally canceled two meetings, and had six meetings canceled due to a lack of quorum. See Appendix A for a complete attendance roster.

The LVDDA runs on a June/July fiscal year, which mirrors that of the City of Lathrup Village. The LVDDA has budgeted revenues for Fiscal Year 2019/20 of \$156,737 and expenses of \$200,686. There is a fund balance of \$1,281,117 which has been accruing over the course of many years. The intent is to use the funds as the local match when the reconstruction of Southfield Road is underway, including related streetscaping, lighting, and placemaking projects. This is a multi-jurisdictional project that includes the cities Lathrup Village, Beverly Hills, and Southfield, as well as the Road Commission for Oakland County (RCOC). While the Southfield Road Project has been in the planning states for several years, work is now being done to finalize the required Environmental Assessment with a submission goal of Spring 2020. The project partners are optimistic that approvals and funding may be secured to allow for construction to commence in five years.

### **Synopsis of LVDDA Activities, Accomplishments, & Events**

2019 has been a year of transition for the LVDDA. The DDA Director position had been vacant since August 2018 and a new director was brought on in February 2019. Filling this position has allowed the LVDDA to undertake the following:

#### **Accomplishments**

- **Streetscaping**  
New banners were designed and installed throughout the district. Additional hardware is needed to replace broken/rusted hardware on twelve poles.
- **Sign Grant Award**  
LVDDA reestablished both the Façade Improvement Program and Sign Grant in 2018, and allocated funds for FY 18/19 and FY 19/20 budgets. The LVDDA received one Sign Grant application in the 2010 calendar year.
- **Informational Meetings/Open House**  
Per the requirements set forth in PA 57 of 2018, LVDDA held informational meetings on August 8<sup>th</sup> and November 19<sup>th</sup>. Approximately 20 individuals attended these meetings.

- **Planning-Related Activity**

- Won the “Program on the Rise” award from Main Street Oakland County (MSOC).
- Joint Meetings between the LVDDA, City Council, & Planning Commission were established. Meetings were held in August and November.
- The city is currently updating its master plan, downtown plan, and recreation plan. They will be combined into a Comprehensive Plan, which is expected to be complete by the middle of 2020.
- Ferris State University representatives approached the city about providing civic center design concepts. LVDDA leapt at the chance have final architectural design projects which focused on redeveloping the Village Center area, as identified in the Development & TIF Plans.
- LVDDA is working with MSOC to enhance board training and engagement.

### **Events & Promotional Campaigns**

In previous years, LVDDA & the city’s Parks & Recreation Department worked closely to host a weekly Farmers Market. Unfortunately, due to competition with other local farmers markets and difficult securing vendors, it was decided to reprogram funds that were allocated to the Farmers Market. New programming is marked with an asterisk\*.

- **Southfield Road Corridor Clean-Up**

Approximately 20 volunteers came out on Sat., June 1<sup>st</sup> to participate in cleaning up the ditches along Southfield Road from Lincoln to 12 Mile Roads.

- **Shop Small Artisan Fair\***

Working closely with the city’ Parks & Recreation Coordinator, LVDDA We hosted a very successful Artisan Fair & Shop Small event on Sat., Nov. 30th. Approximately 25 vendors were at City Hall. An additional 16 city-businesses participated in a LV Business Bingo. Out of the 50 Oakland Count communities that logged sales for the county’s initiative, Lathrup Village ranked 19<sup>th</sup> in total receipts received.

- **Live in LV**

The LVDDA Promotions Committee wanted to find a way to highlight businesses and events happening in the community, thus was “Live in LV” was created! The promotional campaign was kicked off at the Shop Small Artisan Fair. Businesses will be highlighted in a Facebook Live interviews throughout the year.

## Appendix A: 2019 LVDDA Attendance Roster

| Last Name | First Name | 1/11 | 2/8 | 3/8 | 4/12 | 5/10 | 6/14 | 7/12  | 8/9      | 9/13 | 10/11 | 11/8 | 12/13 | Total Unexcused Absences | Total EXCUSED Absences |
|-----------|------------|------|-----|-----|------|------|------|-------|----------|------|-------|------|-------|--------------------------|------------------------|
| Lovins    | Bobbi      | x    |     | x   | x    | x    | x    | x     |          | x    | x     | x    | x     | 0                        | 0                      |
| Prime     | Fred       | awn  |     | x   | x    | x    | x    |       |          | x    | awn   | awn  | awn   | 0                        | 4                      |
| Garrett   | Kelly      | x    |     | awn | x    | x    | x    | awn   |          | x    | awn   | awn  | maybe | 0                        | 4                      |
| Dhaliwahl | Jet        | x    |     | A   | A    | awn  | x    | awn   |          | awn  | awn   | awn  | awn   | 2                        | 6                      |
| Hertz     | Ryan       | x    |     | awn | x    | awn  | awn  | awn   |          | awn  | awn   | awn  | awn   | 0                        | 8                      |
| Mitchell  | Sheryl     | x    |     | x   | awn  | x    | x    | x     | canceled | x    | x     | awn  | awn   | 0                        | 3                      |
| Surnow    | Sam        | A    |     | A   | awn  | awn  | awn  | awn   |          | awn  | awn   | awn  | maybe | 2                        | 7                      |
| English*  | Vernon     | awn  |     | x   | A    | A    | awn  | A     |          | A    | A     | n/a  | n/a   | 5                        | 2                      |
| Sugg      | Dan        | x    |     | x   | x    | awn  | x    | awn   |          | x    | x     | x    | x     | 0                        | 2                      |
| Verderbar | Dan        | x    |     | awn | x    | awn  | awn  | maybe |          | x    | x     | -    | maybe | 0                        | 3                      |
| Fortson** | Cory       | n/a  |     | n/a | n/a  | n/a  | n/a  | A     |          | A    | awn   | A    | A     | 4                        | 1                      |

**Key**

X – Attended/rsvp yes

Awn – Absent with Notice

A – Absent/no notice

**Canceled – No Quorum**

Canceled – Workshop/No Quorum

\*Vernon English resigned on 10/14/19

\*\*Cory Fortson was appointed as an alternate board member on 6/17/19



## MEMORANDUM

TO: LVDDA Board of Directors

FROM: Susie Stec, DDA Director

DATE: December 19, 2019

RE: Proposed LVDDA operational and bylaw amendments

Over the course of the past 10 months as the DDA Director, I've learned that there is a desire to see Lathrup Village businesses succeed, to provide programs and services that will support our new & existing businesses (i.e. façade & signage grants, LV Business Bingo, "Live in LV" Facebook Live event), and elevating the LVDDA to the Main Street Oakland County Select-level. These are all wonderful, broad-based goals that we should be working towards!

I've also learned that there's a great deal of uncertainty and frustration regarding the future of Southfield Road. This puts us all into state of limbo and breeds apathy. Nowhere is this apathy more present than on the LVDDA Board of Directors. For example, of the twelve (12) regularly scheduled meetings for 2019, six (6) have been cancelled due to a lack of quorum. As your DDA Director, I find this incredibly discouraging, particularly since by most accounts, this is not a new issue for this body.

It has been suggested to me that perhaps the Board is disengaged or disinterested because there's no action to take at our meetings; there are only updates; but I don't fully buy this justification. Yes, it's true to an extent; we have not *done* a lot this year but we have accomplished many things. We had a Southfield Road Corridor Clean-Up, banners were designed and installed, and informational meetings were held. University students sought us out for their final architectural design projects. We hosted a very successful Artisan Fair & Shop Small event. We won the "Program on the Rise" award from Main Street Oakland County! So, I would argue that being dissatisfied with a lack of actionable agenda items should encourage us to take the bull by the horns and make positive progress where we can, not continue to sit on the sidelines waiting for someone else to do something.

As an optimistic and positive person by nature, I'm not totally dissuaded by all this. I believe that some significant changes need to take place at the board level and real work needs to happen if the LVDDA is going to be successful now and in the future. That said, I propose the Board consider the following changes to its operational procedures and bylaws.



**1. Change the regularly scheduled meeting days and times.**

We discussed this at our June meeting and it was agreed to maintain our schedule to meet on the 2<sup>nd</sup> Friday of the month at 12 Noon. We have met once since that time which indicates to me that the LVDDA Board of Directors is not meeting at the optimal time.

*Suggested Solutions:*

- Change monthly meeting day/time to the morning of Tuesday, Wednesday, Thursday so there is not a midday disruption to businesses
- Meet less frequently: every other month or quarterly
- Identify best practices that will allow us to take advantage of 21<sup>st</sup> Century technology (i.e. Skype for Business, Zoom meetings, etc)

**2. Reduce the number of board seats.**

Currently the LVDDA has an eleven (11) person board. It is comprised of the Mayor, nine (9) members (a single seat is vacant), and one (1) alternate. Per PA 57 of 2018, the minimum is the Mayor and eight (8) members. While it would not be a huge shift in numbers, it would put the Board on better footing to having a quorum, as it would reduce the number of members needed from six (6) to five (5). There are currently three (3) seats in jeopardy due to unexcused absences.

*Suggested Solutions*

- Do not fill expired terms and/or take action to remove members
- Extend the unexcused absence clause to board members missing committee meetings

**3. Add “board alternate” language.**

Currently, there is no language in the LVDDA Bylaws that speaks to having “alternates” serve or what the expectations may be for members serving as alternates. This is a housekeeping issue that should be addressed.

*Suggested Solutions*

- Add language to allow for alternate members
- Outline expectations for those appointed as alternates.

**4. Evaluate attendance policy/expectations**

Per the LVDDA Bylaws, members may have three (3) unexcused absences from regular meetings. It does not apply to committees.

*Suggested Solutions*

- Extend the unexcused absence clause to board members missing committee meetings
- Consider having a maximum on excused absences
- Ensure this provision is applied to alternate members

## 5. Increase committee participation.

Per the LVDDA Bylaws all members are expected to serve on one of the [four] auxiliary Main Street Committees. If there is dissatisfaction on the lack of action taking place, this is a good place to start. Also, if the board isn't willing to do the work and lead by example, then committees shouldn't be expected to pick-up the slack.

### *Suggested Solutions:*

- Every board member needs to choose a committee on which to serve

While the above enumerated list is related to improving the board's ability to achieve a quorum, here are a few additional suggestions that will not require amendments to the Bylaws. They will; however, have a profound effect.

### 1. Commit yourself to being an active board member.

The LVDDA Board of Directors is a *public body* that is responsible for managing tax dollars. It requires a commitment. Furthermore, if LVDDA is going to be successful now and in the future, your commitment must include being an active participant. Know that this goes beyond attending board meetings. This includes volunteering for Corridor Cleanups, attending trainings and events. It is embarrassing to host DDA events and not have board members attend.

### 2. Be professional and respect your colleagues.

Life happens, things come up, and sometimes it's necessary to miss meetings to which you've already committed. Please communicate if you can't attend, don't make it habit, and please stop making me hunt you down to figure out if the LVDDA Board of Directors will have a quorum. While I understand this is a volunteer position for all of you, it is my job. Not only is it not fair to me, but it's not fair to those on this Board who have made plans to attend the meetings, only to have their days disrupted because of last minute cancellations.

### 3. Do a self-evaluation/soul searching.

Truly do yourself a favor and put deep thought into whether serving on the LVDDA Board of Directors is really right for you. It is a time commitment, and if you can't or are unwilling to make the time, then maybe someone else should have an opportunity to sit on the board. It is entirely possible to remain engaged with the LVDDA as a committee member, all-purpose volunteer, in-kind vendor, or some other way to contribute your time and talent!

I do appreciate your interest in serving the business community of Lathrup Village and I have every confidence that the LVDDA can and will be successful, but to quote the great Amy Winehouse, "I can't help you, if you won't help yourself". It is my expectation that the board has a thoughtful discussion about the items brought up in this memo at the meeting scheduled for Friday, January 10, 2020 at 12 Noon. This discussion should result in a change of meeting date/time, as well as amendments to our Bylaws which are made at that meeting. Please keep in mind that any changes to the Bylaws will require a super majority of seven (7) members. Additionally, this would be the perfect for each member to choose a committee on which to serve.