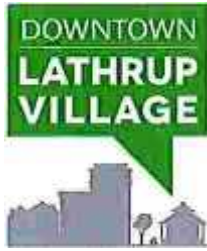


# LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY



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

## **DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS REGULAR MEETING**

**Friday, December 14, 2018 – 12 Noon**

City Hall - Second 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 October 12, 2018**
4. **Financial Review**
  - a. Revenue and Expense Report – October & November 2018
  - b. Activity/Journal Report – October & November 2018
  - c. Comparative Balance Sheet
5. **New Business**
  - a. Nomination and Election of Officers – Terms Ending April 2019
    - i. Chairperson, Vice Chairperson, Secretary, Treasurer
  - b. Approval of DDA Meeting Dates 2019
  - c. Economic Vitality Committee – no meeting in December
6. **Unfinished Business**
  - a. Streetlight Installation (tabled)
  - b. Update - DDA Director Position
7. **Other Business**
  - a. Upcoming Events
  - b. Update – Sign and Façade Grants
8. **Public Comment**
9. **Adjourn**

Next DDA Board meeting is scheduled for noon Friday, January 11, 2019

User: PAM

DB: Lathrup

PERIOD ENDING 10/31/2018

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2018 NORM (ABNORM)	MONTH 10/31/18 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	80,000.00	80,000.00	16,977.30	0.00	63,022.70	21.22
494-000.000-410.000	TAX COLLECTED OTHER	40,000.00	40,000.00	19,181.67	0.00	20,818.33	47.95
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	8,500.00	8,500.00	3,620.75	0.00	4,879.25	42.60
494-000.000-614.000	FARMERS MARKET	1,910.00	1,910.00	0.00	0.00	1,910.00	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
Total Dept 000.000		133,310.00	133,310.00	39,779.72	0.00	93,530.28	29.84
TOTAL REVENUES		133,310.00	133,310.00	39,779.72	0.00	93,530.28	29.84
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	55,469.00	55,469.00	17,029.72	1,115.83	38,439.28	30.70
494-000.000-702.000	SALARIES PART-TIME	9,250.00	9,250.00	0.00	0.00	9,250.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	22,000.00	5,171.07	(1,044.70)	16,828.93	23.50
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	0.00	0.00	200.00	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
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	210.00	0.00	1,790.00	10.50
494-000.000-844.000	MAIN STREET PROGRAM	7,600.00	7,600.00	450.00	75.00	7,150.00	5.92
494-000.000-845.000	STREETSCAPING	3,000.00	3,000.00	320.00	140.00	2,680.00	10.67
494-000.000-882.000	PLANNING/CONSULTING FEES	16,000.00	16,000.00	5,896.64	1,891.00	10,103.36	36.85
494-000.000-887.000	FARMERS MARKET	19,270.00	19,270.00	7,366.04	3,750.03	11,903.96	38.23
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	971.00	971.00	1,029.00	48.55
494-000.000-901.000	POSTAGE FEES	300.00	300.00	0.00	0.00	300.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	8,100.00	8,100.00	5,401.24	1,762.71	2,698.76	66.68
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
494-000.000-970.000	CAPITAL EXPENDITURE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		183,189.00	183,189.00	43,615.71	8,660.87	139,573.29	23.81
TOTAL EXPENDITURES		183,189.00	183,189.00	43,615.71	8,660.87	139,573.29	23.81
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		133,310.00	133,310.00	39,779.72	0.00	93,530.28	29.84
TOTAL EXPENDITURES		183,189.00	183,189.00	43,615.71	8,660.87	139,573.29	23.81
NET OF REVENUES & EXPENDITURES		(49,879.00)	(49,879.00)	(3,835.99)	(8,660.87)	(46,043.01)	7.69

User: PAM

DB: Lathrup

PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 11/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/18 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	80,000.00	80,000.00	16,977.30	0.00	63,022.70		21.22
494-000.000-410.000	TAX COLLECTED OTHER	40,000.00	40,000.00	19,181.67	0.00	20,818.33		47.95
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00		0.00
494-000.000-446.000	INVESTMENT INTEREST	8,500.00	8,500.00	3,620.75	0.00	4,879.25		42.60
494-000.000-614.000	FARMERS MARKET	1,910.00	1,910.00	0.00	0.00	1,910.00		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
Total Dept 000.000		133,310.00	133,310.00	39,779.72	0.00	93,530.28		29.84
TOTAL REVENUES		133,310.00	133,310.00	39,779.72	0.00	93,530.28		29.84
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	55,469.00	55,469.00	18,217.21	791.66	37,251.79		32.84
494-000.000-702.000	SALARIES PART-TIME	9,250.00	9,250.00	0.00	0.00	9,250.00		0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	22,000.00	5,357.70	156.37	16,642.30		24.35
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	0.00	0.00	200.00		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
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	321.48	111.48	1,678.52		16.07
494-000.000-844.000	MAIN STREET PROGRAM	7,600.00	7,600.00	450.00	0.00	7,150.00		5.92
494-000.000-845.000	STREETSCAPING	3,000.00	3,000.00	320.00	0.00	2,680.00		10.67
494-000.000-882.000	PLANNING/CONSULTING FEES	16,000.00	16,000.00	7,808.64	1,912.00	8,191.36		48.80
494-000.000-887.000	FARMERS MARKET	19,270.00	19,270.00	8,728.41	913.80	10,541.59		45.30
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	971.00	0.00	1,029.00		48.55
494-000.000-901.000	POSTAGE FEES	300.00	300.00	0.00	0.00	300.00		0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	8,100.00	8,100.00	7,189.61	1,788.37	910.39		88.76
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	0.00	0.00	1,300.00		0.00
494-000.000-970.000	CAPITAL EXPENDITURE	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00		0.00
Total Dept 000.000		183,189.00	183,189.00	50,164.05	5,673.68	133,024.95		27.38
TOTAL EXPENDITURES		183,189.00	183,189.00	50,164.05	5,673.68	133,024.95		27.38
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		133,310.00	133,310.00	39,779.72	0.00	93,530.28		29.84
TOTAL EXPENDITURES		183,189.00	183,189.00	50,164.05	5,673.68	133,024.95		27.38
NET OF REVENUES & EXPENDITURES		(49,879.00)	(49,879.00)	(10,384.33)	(5,673.68)	(39,494.67)		20.82

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 10/31/2017	PERIOD ENDED 10/31/2018
<b>*** Assets ***</b>			
494-000.000-001.000	CASH CHECKING	4,019.00	4,019.00
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,354,350.45	1,068,372.53
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	7.60	(6,658.33)
494-000.000-141.001	INFRASTRUCTURE	359,389.32	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	8,129.00	16,280.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(46,914.00)	(77,362.22)
<b>Total Assets</b>		<b>1,691,581.37</b>	<b>1,377,540.92</b>
<b>*** Liabilities ***</b>			
494-000.000-202.000	ACCOUNTS PAYABLE	4,019.00	0.00
494-000.000-214.101	DUE TO GENERAL FUND	373,328.69	44,647.89
494-000.000-214.203	DUE TO LOCAL ROADS	(899.00)	0.00
<b>Total Liabilities</b>		<b>376,448.69</b>	<b>44,647.89</b>
<b>*** Fund Balance ***</b>			
494-000.000-390.000	FUND BALANCE	1,355,039.00	1,355,039.00
<b>Total Fund Balance</b>		<b>1,355,039.00</b>	<b>1,355,039.00</b>
<b>Beginning Fund Balance</b>		<b>1,355,039.00</b>	<b>1,355,039.00</b>
<b>Net of Revenues VS Expenditures - 17-18</b>			<b>(18,309.98)</b>
<b>*17-18 End FB/18-19 Beg FB</b>		<b>1,336,729.02</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(39,906.32)</b>	<b>(3,835.99)</b>
<b>Ending Fund Balance</b>		<b>1,315,132.68</b>	<b>1,332,893.03</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,691,581.37</b>	<b>1,377,540.92</b>

\* Year Not Closed

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 11/30/2017	PERIOD ENDED 11/30/2018
<b>*** Assets ***</b>			
494-000.000-001.000	CASH CHECKING	4,019.00	1,656.00
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,355,574.93	1,068,372.53
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	69.18	(6,658.33)
494-000.000-141.001	INFRASTRUCTURE	359,389.32	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	8,129.00	16,280.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(46,914.00)	(77,362.22)
<b>Total Assets</b>		<b>1,692,867.43</b>	<b>1,375,177.92</b>
<b>*** Liabilities ***</b>			
494-000.000-202.000	ACCOUNTS PAYABLE	4,019.00	0.00
494-000.000-214.101	DUE TO GENERAL FUND	384,830.91	55,568.23
494-000.000-214.203	DUE TO LOCAL ROADS	(899.00)	0.00
<b>Total Liabilities</b>		<b>387,950.91</b>	<b>55,568.23</b>
<b>*** Fund Balance ***</b>			
494-000.000-390.000	FUND BALANCE	1,355,039.00	1,329,994.02
<b>Total Fund Balance</b>		<b>1,355,039.00</b>	<b>1,329,994.02</b>
<b>Beginning Fund Balance</b>		<b>1,355,039.00</b>	<b>1,329,994.02</b>
<b>Net of Revenues VS Expenditures</b>		<b>(50,122.48)</b>	<b>(10,384.33)</b>
<b>Ending Fund Balance</b>		<b>1,304,916.52</b>	<b>1,319,609.69</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,692,867.43</b>	<b>1,375,177.92</b>

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2018 TO 10/31/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
101621	10/16/2018	PAYROLL-SEE PAYROLL REPORT	13831	Multiple	1,115.83	
Journal Totals					1,115.83	0.00
Totals for 494-000.000-701.000					1,115.83	0.00
Balance 10/01/18:				15,913.89		
Net Change:				1,115.83		
Balance 10/31/18:				17,029.72		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
101611	10/15/2018	BLUE CARE NETWORKHEALTH INSURAN101518		Multiple		1,159.75
101837	10/31/2018	STANDARD INSURANCE COMPANYINSUR103118		Multiple	29.71	
Journal Totals					29.71	1,159.75
Journal PR: Payroll						
101621	10/16/2018	PAYROLL-SEE PAYROLL REPORT	13831	Multiple	85.34	
Journal Totals					85.34	0.00
Totals for 494-000.000-703.000					115.05	1,159.75
Balance 10/01/18:				6,215.77		
Net Change:				(1,044.70)		
Balance 10/31/18:				5,171.07		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
101520	10/12/2018	BARBARA BARRETT OATLEYPERFORMAN101218		494-000.000-202.000	75.00	
Journal Totals					75.00	0.00
Totals for 494-000.000-844.000					75.00	0.00
Balance 10/01/18:				375.00		
Net Change:				75.00		
Balance 10/31/18:				450.00		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
101510	10/12/2018	HORTULUS GARDENSGATEWAY MAINTEN18-0930LVDDA		494-000.000-202.000	140.00	
Journal Totals					140.00	0.00
Totals for 494-000.000-845.000					140.00	0.00
Balance 10/01/18:				180.00		
Net Change:				140.00		
Balance 10/31/18:				320.00		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
101495	10/12/2018	GIFFELS-WEBSTER ENG INCPLANNING117400		494-000.000-202.000	1,891.00	
Journal Totals					1,891.00	0.00
Totals for 494-000.000-882.000					1,891.00	0.00
Balance 10/01/18:				4,005.64		
Net Change:				1,891.00		
Balance 10/31/18:				5,896.64		
494-000.000-887.000 FARMERS MARKET						
Journal AP: AP						
101488	10/12/2018	VANTAGEPOINT TRANSFERHEALTH SAV803046 FOR RHS P		Multiple	8.33	
101524	10/12/2018	C & G NEWSPAPERSADVERTISMENT FC101218		494-000.000-202.000	3,284.80	
101829	10/31/2018	VANTAGEPOINT TRANSFERHEALTH SAV803046		Multiple	8.33	
Journal Totals					3,301.46	0.00
Journal PR: Payroll						
101621	10/16/2018	PAYROLL-SEE PAYROLL REPORT	13831	Multiple	448.57	
Journal Totals					448.57	0.00

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 10/01/2018 TO 10/31/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-887.000 FARMERS MARKET						
Totals for 494-000.000-887.000					3,750.03	0.00
Balance 10/01/18:				3,616.01		
Net Change:				3,750.03		
Balance 10/31/18:				7,366.04		

494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
101470	10/12/2018	HOURLY MEDIA ADVERTISING IN THE	209-18-OAK20132	Multiple	875.00	
101477	10/12/2018	FASTSIGNS BIRMINGHAM BANNERS	212-53570	494-000.000-202.000	96.00	
Journal Totals					971.00	0.00
Totals for 494-000.000-900.000					971.00	0.00
Balance 10/01/18:				0.00		
Net Change:				971.00		
Balance 10/31/18:				971.00		

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
101442	10/12/2018	DTE ENERGY STREET LIGHTS	101218	494-000.000-202.000	1,762.71	
Journal Totals					1,762.71	0.00
Totals for 494-000.000-933.000					1,762.71	0.00
Balance 10/01/18:				3,638.53		
Net Change:				1,762.71		
Balance 10/31/18:				5,401.24		

User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 11/01/2018 TO 11/30/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
102240	11/15/2018	PAYROLL-SEE PAYROLL REPORT	13859	Multiple	395.83	
102542	11/30/2018	PAYROLL-SEE PAYROLL REPORT	13876	Multiple	395.83	
Journal Totals					791.66	0.00
Totals for 494-000.000-701.000					791.66	0.00
Balance 11/01/18:				17,425.55		
Net Change:				791.66		
Balance 11/30/18:				18,217.21		

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
102131	11/14/2018	BLUE CARE NETWORKHEALTH INSURAN111418		Multiple	67.93	
102360	11/28/2018	STANDARD INSURANCE COMPANYINSUR112818		Multiple	27.92	
Journal Totals					95.85	0.00
Journal PR: Payroll						
102240	11/15/2018	PAYROLL-SEE PAYROLL REPORT	13859	Multiple	30.26	
102542	11/30/2018	PAYROLL-SEE PAYROLL REPORT	13876	Multiple	30.26	
Journal Totals					60.52	0.00
Totals for 494-000.000-703.000					156.37	0.00
Balance 11/01/18:				5,201.33		
Net Change:				156.37		
Balance 11/30/18:				5,357.70		

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
102376	11/29/2018	MICHIGAN MUNICIPAL LEAGUECASSIF18313		494-000.000-202.000	111.48	
Journal Totals					111.48	0.00
Totals for 494-000.000-822.000					111.48	0.00
Balance 11/01/18:				210.00		
Net Change:				111.48		
Balance 11/30/18:				321.48		

494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
102058	11/07/2018	GIFFELS-WEBSTER ENG INCPLANING 117654		494-000.000-202.000	1,912.00	
Journal Totals					1,912.00	0.00
Totals for 494-000.000-882.000					1,912.00	0.00
Balance 11/01/18:				5,896.64		
Net Change:				1,912.00		
Balance 11/30/18:				7,808.64		

494-000.000-887.000 FARMERS MARKET						
Journal AP: AP						
102144	11/14/2018	VANTAGEPOINT TRANSFERHEALTH SAV803046 FOR RHS P		Multiple	8.33	
102371	11/29/2018	VANTAGEPOINT TRANSFERHEALTH SAV803046 FOR RHS P		Multiple	8.33	
Journal Totals					16.66	0.00
Journal PR: Payroll						
102240	11/15/2018	PAYROLL-SEE PAYROLL REPORT	13859	Multiple	448.57	
102542	11/30/2018	PAYROLL-SEE PAYROLL REPORT	13876	Multiple	448.57	
Journal Totals					897.14	0.00
Totals for 494-000.000-887.000					913.80	0.00
Balance 11/01/18:				7,814.61		
Net Change:				913.80		
Balance 11/30/18:				8,728.41		

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
102103	11/13/2018	DTE ENERGYSTREET LIGHTS	111318	494-000.000-202.000	1,788.37	
Journal Totals					1,788.37	0.00



User: PAM

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

DB: Lathrup

TRANSACTIONS FROM 11/01/2018 TO 11/30/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
		494-000.000-933.000 REPAIRS & MAINTENANCE				
Totals for 494-000.000-933.000					1,788.37	0.00
		Balance 11/01/18:		5,401.24		
		Net Change:		1,788.37		
		Balance 11/30/18:		7,189.61		

## MEMO

TO: DDA Board of Directors  
FR: Sheryl L. Mitchell  
RE: Election of Officers  
DA: November 9, 2018

The DDA Bylaws provide for the election of Officers in April of each year. The Board needs to elect officers to fill the positions of: Chairperson, Vice Chairperson, Secretary, and Treasury for the term ending April 2019. Below is language from the bylaws.

### ARTICLE IV: OFFICERS

#### Section 1

The officers of the Board of Directors shall be:

A Chairperson, who shall preside at all meetings and shall have such other duties as further described in the Bylaws, and shall have authority to preside at all Adjourned Meetings and call and preside at all Special Meetings.

A Vice Chairperson, who shall, in the absence of the Chairperson or his/her inability to act, preside at all Adjourned Meetings, public hearings and committee meetings of the Board of Directors and shall have the power to function in the same capacity as the Chairperson.

A Secretary, who shall have the authority to execute documents in the name of the Board of Directors and shall perform such other duties as the Board of Directors may from time to time, determine.

A Treasurer, (who need not be a member of the Board of Directors), who shall distribute the funds of the Downtown Development Authority as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the Board, at the regular meetings of the Board, or whenever they may require, an account of all his/her transactions as Treasurer and of the financial condition of the Authority. The Treasurer shall give the Authority a bond if required by the Board in a sum, and with one or more sureties satisfactory to the Board, for the faithful performance of the duties of the office, and for the restoration to the Authority in case of his/her death, resignation, retirement, or removal from office of all books, papers, vouchers, money and other property of kind on his/her possession under his/her control belonging to the Authority.

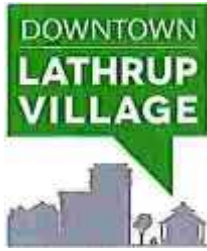
#### Section 2

The officers of the Board of Directors shall be elected each year for a one year term by the Board of Directors at their first meeting in April, and shall hold office until their successors are elected and assume office.

#### Section 3

Delegation of Duties to Officers: In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any director, provided a majority of the Board then in office concurs.

# LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY



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

## DDA Communication

TO: DDA Directors  
FR: Sheryl L. Mitchell, City Manager  
RE: 2019 Meeting Dates

For your consideration, below are the proposed meeting dates for the 2019 calendar year. Each date represents the **second Friday of the month**. Meetings begin at **12 noon**.

- January 11
- February 8
- March 8
- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13

## **Public Act 57 Consolidation of Tax Increment Authorities**

Public Act 57 of 2018, otherwise known as The Recodified Tax Increment Financing Act (the "Act") will go into effect January 1, 2019. This Act will consolidate the ability to create and operate Tax Increment Authorities (other than Brownfield Redevelopment Authorities) into a single statute. All previously created Authorities will remain, however the following acts will be repealed and the corresponding Authorities will now operate under the new Act:

- ) Downtown Development Authority Act (PA 197 of 1975)
- ) Tax Increment Finance Authority Act (PA 450 of 1980)
- ) Local Development Finance Authority Act (PA 281 of 1986)
- ) Nonprofit Street Railway Act (PA 35 of 1867)
- ) Corridor Improvement Authority Act (PA 280 of 2005)
- ) Water Resource Improvement Tax Increment Finance Authority Act (PA 94 of 2008)
- ) Neighborhood Improvement Authority Act (PA 61 of 2007)

Note that the above acts were repealed and recodified into the new Act. The Acts listed below were repealed, however they were not recodified.

- ) Historical Neighborhood Tax Increment Finance Authority Act (PA 530 of 2004)
- ) Private Investment Infrastructure Funding Act (PA 250 of 2010)

Any obligation, or refunding of an obligation, that was issued by an Authority or by the municipality that created the Authority, under a statute that was repealed by Public Act 57 will continue in effect under its original terms under the corresponding part of this Act.

## **Transparency and Reporting Requirements**

1. By April 1, 2019, each Authority must submit its currently adopted development plan or tax increment finance plan to the Department of Treasury.
2. Annually, after January 1, 2019, each Authority must submit a comprehensive annual report to Treasury, the governing bodies of its related municipality, and each taxing unit levying taxes that are captured by the Authority. This report must contain detailed information on the capture and use of tax increment revenues and is due concurrent with the Authority's audit report due date (typically six months after the fiscal year end).
3. Within 180 days after the Authority's fiscal year end, subsequent to January 1, 2019, the municipality which created the Authority must give public access (either on their website or at a physical location within the municipality) to the following documents:
  - o Minutes of all Authority Board meetings
  - o Current Authority staff contact information
  - o Authority's approved budgets and annual audits
  - o Currently adopted development and/or tax increment financing plans
  - o Current contracts with descriptions
  - o Annual synopsis of the Authority's activity, which includes the following:
    - For any tax increment revenues not expended within 5 years of receipt, include the reasoning for accumulating the funds, their expected uses, and a timeframe of when they will be expended.

- For any tax increment revenues not expended within 10 years of receipt, include the amount of those funds, along with a written explanation for the reason the funds have not been expended.
  - For the immediately preceding fiscal year, a list of the Authority's accomplishments, projects, investments, events, and promotional campaigns
4. The Authority must hold, at a minimum, two informational meetings each year, and give a 14-day advance notice to the public and to the governing body of each taxing unit. These meetings may be held in conjunction with other public meetings of the Authority or municipality.

Any Authority not in compliance with the above reporting requirements will receive a notice from the Department of Treasury. If the Authority is still in noncompliance status after 60 days from receipt of the notice, the Authority will be prohibited from capturing tax increment revenues in excess of the amounts needed to pay bonded indebtedness and other obligations of the Authority during this period of noncompliance.

#### **Additional Information**

To view Public Act 57 of 2018, regarding the consolidation of Tax Increment Authorities and additional reporting requirements, visit the State of Michigan's website: [http://www.legislature.mi.gov/\(S\(nhboq4doz1h4bwbqb0gcxqim\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-57-of-2018](http://www.legislature.mi.gov/(S(nhboq4doz1h4bwbqb0gcxqim))/mileg.aspx?page=GetObject&objectname=mcl-Act-57-of-2018)

# The Community is Invited to the Retirement Celebration!



COUNCIL MEMBER  
**FRANK BROCK, JR.**

MONDAY, DECEMBER, 17, 2018

Time: 5:00 p.m. – 7:00 p.m.

Location: City of Lathrup Village  
Community Room,  
27400 Southfield Rd., MI 48076

City of Lathrup  
Village  
Presents:

A Celebration  
For

Council Member &  
Former Mayor  
Frank Brock, Jr.

For his many Years of  
Service

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Monday,

December 17, 2018  
5:00 p.m – 7:00 p.m.

In the Community  
Room  
City of Lathrup  
Village

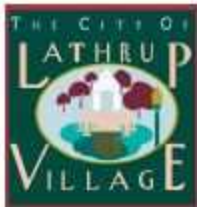
27400 Southfield Rd.

Lathrup Village, MI  
48076

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City Council  
Meeting will follow  
the celebration and  
will be held in the  
Community Room at  
7:00 p.m.

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A HERITAGE OF GOOD LIVING

The City of Lathrup Village  
*invites you to the afternoon celebration of*  
**Rev. Dr. Martin Luther King, Jr.'s  
Birthday!**



## THE CITY OF LATHRUP VILLAGE

CONGRATULATES THE DR. MARTIN LUTHER  
KING JR. TASK FORCE, INC. ON THEIR 34<sup>TH</sup>  
ANNUAL PEACE WALK AND PROGRAM!

Following the Southfield Event  
Everyone is invited to a **FREE PROGRAM**  
at Lathrup Village City Hall in honor of  
Dr. Martin Luther King Jr.'s Birthday

Come Join the City  
of Lathrup Village  
for:

Light Refreshments

Music

Entertainment

Day of Service

In honor of  
Dr. King's Birthday  
on

**Monday**

**January 21<sup>st</sup>, 2019**

**2:00pm- 4:00pm**



Accepting Donations of  
Canned or Dry Food for  
Families in Need

**FOR ADDITIONAL INFORMATION:**

**City of Lathrup Village  
Community Room  
27400 Southfield Road, Lathrup Village, MI  
248.557.2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)**