




Bimonthly Board of Directors Meeting








 Fri Mar 28, 2025
8 - 10 am (EDT)

 Location
Oakland Community College - Southfield
Campus, Room A201


Southfield Downtown Development Authority Regular Board of Directors Meeting

and Public Information Meeting featuring Strategic Plan 2025 - Draft presentation by McKenna and Annual Financial Report by Plante Moran

Meeting Agenda

- I. Call to Order**
 -  Steve Craig
- II. Roll Call and Determination of Quorum**
 -  Christine Zyla
- III. Presentations**
 - A. SDDA Semi-Annual Informational Presentation**
 -  Molly LaLone
 - B. 2024 Annual Financial Report**
 -  [Southfield DDA-0624-Draft Financial Report.pdf](#)
 - C. SDDA Strategic Plan 2025 - Draft Presentation**
 -  Jane Dixon
 -  [DDA_March_28_2025_First_Draft.pdf](#)
 -  [Strategic Plan 2025 2030 DRAFT 03.14.2025 for Client.pdf](#)
- IV. Call to the Public**
- V. Minutes**

To approve the Downtown Development Authority Board Regular meeting minutes of Friday, January 31, 2025.

 -  [SDDA Board Minutes 31jan25.pdf](#)
- VI. Consent Agenda**

Consent Agenda – All items on the consent agenda are approved with one vote. A Board Member may request to remove an item from Consent Agenda. If the Board agrees to remove the item, the item will be moved to Item 9. New and

Old business, unless otherwise specified.

Consent Agenda Recommended Motion: To approve all items on the consent agenda as presented

1. To Receive and file the January 2025 Revenue and Expenditure Report
2. To receive and file the February 2025 Revenue and Expenditure Report

[■ january financials.pdf](#)

[■ February Financials.pdf](#)

VII. Approval of the Agenda

Recommended Motion: To accept the agenda as presented

VIII. Financial Matters

All financial matters are approved by roll call vote

A. Disbursements

This report shows non-payroll related expenses for which we paid by check. The disbursements are approved by the DDA Board because we are using public funds to pay for our expenses.

For this time period, the biggest expense was: McKenna \$6,370.00 per contract for the new SDDA Strategic Plan.

Financial Impact: Overall SDDA spending is still within budget. Overall revenue collected is less than the expenses, but additional revenue has been collected just not yet recorded.

Recommended Motion: To approve disbursements January 1, 2025 – February 28, 2025 in the amount of \$11,277.57

[■ expenditures.pdf](#)

B. Credit Card Reports

Credit card charges for this time period November 28, 2024 to January 27, 2025 total \$1826.21.

The highest expenses was: 1261.14 for ICSC Las Vegas Conference Flight and Hotel Deposit.

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Recommended Motion: To Receive and file \$1826.71 in credit card charges from November 28, 2024 to January 27, 2025.

[■ Huntington December Account Statement 11-28 thru 12-27.pdf](#)

[■ Huntington January Account Statement 122824-12725 \(1\).pdf](#)

C. Proposed 2025-2026 Budget

The Proposed 2025-2026 Budget reflects a \$1,065 reduction in revenue. This is due to a re-valuation of some properties within the district. This happens when there is a tribunal and the judge agrees to lower a property value or when the assessing office adjusts a property value projection that does not reflect current status or progress. Neither of these situations is common. The total revenue expected for 2025-2026 is \$539,185.

The Finance Committee has reviewed the budget and recommends the DDA Board Adopt the 2025-2026 Budget as presented.

Expenditures reflect the activities and projects expected for the coming fiscal year. The budget is balanced.

Recommended Motion: To accept the SDDA finance committee's recommendation and adopt the SDDA 2025-2026 budget as presented.

- [DDA revenue calculations 2025-2026 jp.pdf](#)
- [2025-2026 SDDA Budget Proposed final.pdf](#)
- [2020-2029 SDDA Budget summary final.pdf](#)

IX. New and Old Business

A. Summer Events Workplan

Recommended Motion: To approve the SDDA summer event workplan as presented. 2024-2025 summer events not to exceed \$6,900 from 248-729.2440-880.8800 Community Promotions and 2025-2026 summer events not to exceed \$12,300 from 248-729.2440-880.8800 Community Promotions.

- [summer events workplan 2025.pdf](#)

B. The New Foster Care

Recommended motion: to recommend approval by city council of adaptive reuse and rehabilitation by The New Foster Care project of 16400 JL Hudson Drive.

- [letter of support TFNC.pdf](#)
- [16400 JL Hudson - Project Summary_Housing - 20240701.pdf](#)
- [TNFC Housing Project - 5.28.24.pdf](#)

X. Executive Director Report

👤 *Molly LaLone*

All items in the Executive Director Report are approved with one vote.

Recommended Motion: To Receive and File as presented

XI. Mayor's Comments

👤 *Ken Siver*

All items in the Mayor's Comments are approved with one vote.

Motion: To Receive and File as presented

XII. Board Member Comments

XIII. Upcoming Meeting

The next regular DDA Board meeting will be May 9, 2025, 8am – 10am in Epicentre 1st Floor Conference Room, 18000 W. Nine Mile Road, Southfield, MI 48075

Immediately following the meeting: Small Business Friends Tour - 10am - 2pm

XIV. Adjournment