



DDA ACTION SUMMARY SHEET

MEETING DATE: November 19, 2024

TOPIC Administrative Fee(s) – Budget Discussion

BACKGROUND BRIEF:

The DDA Budget is presently in a state of budgetary “Status Quo” with the Village of Lake Orion. This was intended to continue the exercise of pass through funding from our budget into the Village budget by means of several admin fund GL numbers (the actual itemization of this will be presented at the Board meeting).

The historic issue of the revenue/spending contradiction between the DDA Board and the Council is fairly simply to characterize. There has not been a mechanism of tracking or itemizing the service, material, infrastructure, or time elements of transactional budget matters between the DDA and the Village. These numbers have always been cooperatively administered, but always debated at budget time.

The executive staff have been verbally presented information that certain of the admin funds, e.g. the DPW Admin, has been charged internal to the Village substantially above our budgeted amount in the first few months of the budget year already. Staff has asked for detail, but none has been provided. That leaves our direction being, “how can we build a more collaborative working environment with our Village partners, and have a basis of detailed reporting that would show expense, charge and time by month?

A primary concept is to engage a software that would allow the DDA to input a request for service/material, the receiving department to respond with a cost estimate and time, and the DDA to approve. Work would be done, logged, paid and thereafter reportable to each Board/Council. How would we do that?

The DDA has explored various options and includes a cost proposal from a company called FMX who can configure the programming to our direct needs. We are also attaching a cost proposal from the Township as an example of a service item, as we would want to include them. We are also aware that the Village DPW already uses a program called SilverSmith as part of the asset mapping and their maintenance obligations.

Is this a system approach the DDA Board wants to explore further?

QUESTIONS:

1. Can the Village/Township/DDA fairly and openly identify the assets, parks, places and things each is responsible for both in man power, budget and time?
2. If a system of requisition and work order is implemented, will non-identified needs go unchecked and unattended?
3. Should this possibility be through a separate program, or one already sued bt the Village or Township?

FINANCIAL IMPACT:

If the Board is inclined to move forward, there will be an expense to configuring the application to meet the concept and need. That cost is anticipated to not exceed \$5,600.00

RECOMMENDED MOTION:

Alternate Motions

Option 1 – Move to refer this concept and information to the Budget Task force for review and input from the Village and Township with the proposal to be brought back for consideration at the December 17, 2024 DDA Board Meeting.

Option2 – Move to approve implementing a requisition/work order based system for all service, event, work, materials or other budget charge outside of general administration fees of the DDA TIF, at a cost not to exceed \$5,600, directing the Executive Director to affirm a mutually agreeable platform with he Village and Township.