



DDA ACTION SUMMARY SHEET

MEETING DATE: April 21, 2026

TOPIC 2026-27 Annual Budget - Receipt and Approval

BACKGROUND BRIEF:

In accord with the adopted policy of the DDA, and state law, the Director is presenting his recommended Budget for the 26-27 Fiscal Year. The report outlines an commitment based approach to maintaining municipal partnerships and acknowledging the need to restructure the organizational structure of the DDA. For reasons outlined in the Directors Recommended Budget Report, this re-organization will result in the termination of the Assistant Director position, with newly defined and salaried reporting positions being adopted to fulfill the organizations TIF responsibilities.

If the Board is ready to approve the newly recommended approach, and the Budget supporting the re-organizational requirements, it must first receive and approve the Budget, then refer the Budget to the Village for consideration of approval, as presented and subject only to approval of the reasonable administrative fee budgeted therein.

The Board may consider whether to terminate the Assistant Director Contract as a part of its approval, with such termination to be effective upon adoption of the proposed Budget by Village Council motion/resolution.

The Attorney Opinion letter outlining the process and requirements in preparing and adopting a budget is attached.

FINANCIAL IMPACT:

As stated in the proposed budget

RECOMMENDED MOTION:

To affect the approval of the 26-27 Budget, there is a series of Motions that may be made:

First, the Budget must be received and sent to the village for consideration:

1. Move that the Downtown Development Authority Board approve the proposed Fiscal Year [2026–2027] Budget, as prepared and submitted by the DDA Director, for the operation of the Authority for the ensuing fiscal year, in accordance with the requirements of MCL 125.4228.

Further, that consistent with statutory procedure, the approved Budget be transmitted to the governing body of the Village of Lake Orion for its review and approval prior to final adoption by this Board.

I further move that the Board acknowledges that any assessment imposed by the governing body pursuant to MCL 125.4228 shall be limited to a reasonable pro rata share of the costs of handling and auditing the funds of the Authority, and that such assessment, if any, shall be incorporated as the proposed line item within the approved Budget.

Finally, I move that the DDA Director is authorized and directed to transmit the approved Budget and all supporting documentation to the Village Council for consideration in accordance with the statutory budget process.

ADDITIONAL POTENTIAL MOTIONS

2. Move that the Downtown Development Authority Board authorize the termination of the existing Assistant Director employment agreement, effective upon Village Council approval of the 26-27 DDA Budget, in accordance with the terms and conditions of that agreement.

I further move that the Executive Director is authorized and directed to take all necessary administrative actions to implement this termination, including providing any required notice, coordinating final compensation and benefits, and ensuring compliance with all contractual and applicable legal obligations.

This action is taken in alignment with the Board's approved organizational structure and budget for Fiscal Year 2026-2027.

3. "I move that the Downtown Development Authority Board authorize the Executive Director to initiate the recruitment process for the newly established positions of Administrative Coordinator and Marketing Coordinator, as reflected in the approved Fiscal Year [20XX–20XX] Budget and organizational structure.

I further move that the Executive Director is authorized to prepare and publish job descriptions, advertise the positions, solicit applications, and take all necessary steps to identify and evaluate qualified candidates for consideration by the Board. This recruitment process shall be conducted in a manner consistent with the Authority's operational needs, budgetary constraints, and applicable employment practices.