

	<b>TOTAL</b>	<b>\$69,237.65</b>
Equipment Operator -(Includes fringes)	\$38.91	
Equipment Rental/Oakland County (truck & plow)	\$26.20	
Sidewalk Machine	\$19.85	

Snow Removal	Hours	Wages	Material (salt)	Equipment Rental
Upper Municipal (old whiskey's)	1	\$38.91	\$22.00	\$26.20
DDA Office (Drive and sidewalk)	0.5	\$19.46	9.925	
Sidewalk Snow/Ice Control	4	\$155.64	79.4	
Slater St. Lot (and sidewalk)	0.5	\$19.46	\$11.00	\$13.10
Fork and Pint	0.5	\$19.46	\$22.00	\$13.10
DDA parking Lot	0.5	\$19.46	\$22.00	\$13.10
54 North	0.5	\$19.46	\$22.00	\$13.10
<b>Sub Totals</b>		<b>\$291.83</b>	<b>\$188.33</b>	<b>\$78.60</b>
Snow events per year	20		<b>TOTAL</b>	<b>\$8,381.25</b>

Equipment rental (backhoe)	\$77.12
Equipment rental (5yd Dump)	\$56.15
sidewalk machine	\$19.85

Snow Hauling	Hours	Wages	# of Employees	Equipment Rental
Pull Snow off Sidewalks, Haul away	5	\$389.10	2	\$561.50
pulling and loading snow	5	\$194.55	1	\$385.60
pushing snow sidewalk machine	5	\$194.55	1	\$99.25
<b>Sub Totals</b>		<b>\$778.20</b>	<b>4</b>	<b>\$1,046.35</b>
10 snow events / year			<b>TOTAL</b>	<b>\$13,684.13</b>

Equipment rental (truck)	\$13.41
Equipment operator (includes fringe)	\$38.91

Street Light & Outlet	Hours	Wages	# of Employees	Equipment Rental
Diagnostics	2	\$155.64	2	\$12.75
Replace Bulb	0.5	\$38.91	2	\$6.71
Replace Ballast	2	\$155.64	2	\$26.82
Replace outlet	3	\$233.46	2	\$40.23
reset breakers	3	\$116.73	1	\$40.23
Sub Totals		\$700.38		
			TOTAL	\$827.12

Equipment rental (truck) \$13.41  
 Equipment operator (includes fringe) \$38.91

Garbage Pickup	Hours/week	Wages	# of employees	Equipment Rental
	4	\$155.64	1	\$53.64
			Sub total	\$209.28
		x 48 weeks =	TOTAL	\$10,045.44

Equipment operator (includes fringe) \$38.91  
 equipment rental (atv) \$14.43

De weeding Flower Gardens	Hours	Wages	Materials	Equipment Rental
Weed Killer (spray atv)	16	\$622.56		\$230.88
2 bottles of weed killer @159.99 EA.			\$319.98	
Includes Childrens Park (Broadway), Flint & Broadway, New parking lot.				
new areas since last worksheet				
Parking Lots- Slater St., Lot across from DDA, Fork and pint Lot,				

**TOTAL**

**\$1,173.42**

Equipment operator (includes fringe) \$38.91  
Equipment rental (truck) \$13.41

Christmas Decorations	Hours	Wages	Equipment Rental
Light Pole Garland (2 employees)	60	\$4,669.20	\$804.60
Cutting garland, testing lights, hanging and removing			
Tree Lights (2 employees)	40	\$3,112.80	\$536.40
Testing and Hanging			
Removing (2 employees)	20	\$1,556.40	\$268.20
Christmas Tree (3 employees)	15	\$1,750.95	\$402.30
Retrival, installation, decoration, removal, disposal			
<i>Sub Totals</i>		<b>\$11,089.35</b>	<b>\$2,011.50</b>

**TOTAL**

**\$13,100.85**

Equipment operator (includes fringe) \$38.91  
Equipment rental (truck) \$13.41  
Equipment rental (chainsaw) \$6.19  
Equipment rental (wood chipper) \$36.21

Tree Trimming	Hours	Wages	Equipment Rental
2x year (1 employee)	40	\$1,556.40	\$3,788.80
5 year plan until trees mature then this will be routine maintenance			

**TOTAL**

**\$5,345.20**

Equipment operator (includes fringe) \$38.91

Equipment rental (truck) \$13.41

Banner Installation	Hours	Wages	Equipment Rental
24 Banners (2 people)			
Installation	8	\$622.56	\$107.28
Removal	8	\$622.56	\$107.28
Misc. Repairs	4	\$311.28	\$53.64
Sub Totals		\$1,556.40	\$268.20
TOTAL			\$1,824.60

Entry Sign Rotation	Hours	Wages	Equipment Rental
Entry signs are no longer there			

Equipment operator (includes fringe) \$38.91

Equipment rental (truck) \$13.41

Downtown Cleaning	Hours	Wages	Equipment Rental
Every Other Week	80	\$6,225.60	\$1,072.80
2 People			
TOTAL			\$7,298.40

Equipment operator (includes fringe) \$38.91

Equipment rental (truck) \$13.41

Equipment rental (air compressor) \$14.48



Sprinkler System	Hours	Wages	Materials	Equipment Rental
Charge System	4	\$311.28		\$53.64
Make Repairs (heads & fittings)	16	\$1,245.12	\$100.00	\$214.56
Winterize System	3	\$233.46		\$43.44
<i>Subtotal</i>		<i>\$1,789.86</i>	<i>\$100.00</i>	<i>\$311.64</i>
(x2 employees)				
			<b>TOTAL</b>	<b>\$2,201.50</b>

Equipment operator (includes fringe) \$38.91  
 Equipment rental (truck) \$13.41

Flower Baskets	Hours	Wages	Equipment Rental
Preparation (1 Person)	2	\$77.82	
Installation (2 People)	8	\$622.56	\$107.28
Removal & Emptying (2 People)	10	\$778.20	\$134.10
<i>Sub Total</i>		<i>\$1,478.58</i>	<i>\$241.38</i>
			<b>TOTAL</b>
			<b>\$1,719.96</b>

Equipment operator (includes fringe) \$38.91  
 Equipment rental (truck) \$13.41

Special Events	Hours	Wages	Equipment Rental
Flower Fair (2 People)	16	\$1,245.12	\$214.56
Resolution Run (2 people)	8	\$622.56	\$107.28
Halloween Parade (2 people)	2	\$155.64	\$26.82
Ice fest (2 people)	2	\$155.64	\$26.82
During Event Work (1 Person)	6	\$233.46	\$13.41
<i>Sub Total</i>		<i>\$2,412.42</i>	<i>\$388.89</i>
			<b>TOTAL</b>
			<b>\$2,801.31</b>
Barricades, Clean-up (before and			

after), Set-up, break down.

Equipment operator (includes fringe) \$38.91  
Equipment rental (truck) \$13.41

Mulch	Hours	Wages	Equipment Rental
Four Corners (2 People)	4	\$311.28	\$53.64
Childrens Park (2 people)	4	\$311.28	\$53.64
Upper Municipal Lot (new)	2	\$77.82	\$26.82
	<i>Sub Total</i>	<i>\$700.38</i>	<i>\$134.10</i>
			<b>TOTAL</b>
Remove Old (When Necessary)			\$834.48
Add New Mulch	Price does not include cost of mulch		

TOTALS

\$69,237.65

## **Services provided in the DDA District at no additional cost to the DDA**

### Road and street maintenance

- Striping of streets
- Patching potholes
- Curb repair
- Repaving of streets

### Parking maintenance

- Striping of non DDA lots
- Striping of streetside parking

Tree trimming of trees on village easements in the district.

Weed control

Wildlife rescue or removal from public areas including paint creek

Snow plowing and salting

Leaf collection

Sign maintenance

Bridge repairs

Public sidewalk repairs

Dam maintenance and monitoring

Repairs of dumpster enclosures

Graffiti removal

Bench repairs or replacement

Park maintenance of all parks in the district

Street sweeping including street sweeping of parking lots

Storm drain maintenance and cleaning

Paint creek trail maintenance

Lawnmowing and weed whipping of all public areas

Mulching of public areas including parking lots

Tree planting

This is just a small list of services the Village provides to the DDA District without additional cost to the DDA from a DPW standpoint.



## Darwin McClary

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**From:** Darwin McClary  
**Sent:** Friday, July 26, 2024 9:40 AM  
**To:** Matthew Gibb; Sonja Stout; Lynsey Blough; Wesley Sanchez; Mark Amundson (amundsonm@lakeorionpolice.org)  
**Subject:** DDA/Village Administrative Services Proposal  
**Attachments:** DDA Village Services Cost Analysis Notes 2024.pdf; FY 2024-25 General Fund Budget as of 7-26-2024.pdf

Matt:

Following is the proposal of the Village for administrative services. We will handle public works, parking enforcement, and police services as separate topics of discussion at later dates.

**VILLAGE MANAGER:** The Village Manager will be available for up to two (2) hours per week for general consultation, budget preparation assistance, and attendance at DDA Board meetings at a cost of 5% of the total personnel cost for the Village Manager (salary and fringe benefits). Current year's cost is **\$6,787. yes**

**VILLAGE CLERK:** The Village Clerk's office will provide the same routine clerk services to the DDA up to four (4) hours per week, including attendance at DDA Board meetings and preparation of meeting notices and minutes, as are provided to other departments of the Village generally, except FOIA request management. The Clerk's office will not prepare meeting agendas or provide secretarial, research, special project, or any other administrative tasks that the director or staff of another department are generally expected to perform. The cost for these services is 10% of the total budget of the Village Clerk, currently **\$12,170. yes**

**VILLAGE TREASURER:** The Village Treasurer/Finance office will provide the same routine treasury/finance services to the DDA up to four (4) hours per week as are provided to other departments of the Village generally. The cost for these services is 10% of the total budget of the Village Treasurer, currently **\$18,432. yes**

**INFORMATION TECHNOLOGY:** The Village will provide necessary information technology services, software, and equipment, including maintenance, upgrade, and replacement, as are necessary to perform the administrative services under the contract for the DDA. The cost for these services is 10% of the total budget for such services, currently **\$9,355. \$5400 yes**

**GENERAL ACTIVITIES:** The Village's general support services costs are contained within the General Activities Department of the General Fund, including Village Hall operation, maintenance, and repair costs. The Village will provide Village Hall facilities for DDA Board regular and special meetings as part of these costs. The cost for these services will be 10% of the budget of the General Activities Department of the Village (excluding health insurance-retiree, retiree 115 trust, postage, copier lease, solid waste collection, telephone, and tax tribunal refund costs), currently **\$36,842**. The DDA will be responsible for performing its own copying, printing, telephone, and mailing services at the DDA office.

### OFFERING A ROOM RENTAL FEE

**INSURANCE/BOND, ENGINEERING, AND LEGAL SERVICES:** The DDA will be responsible for 100% of all such costs. If the DDA requires the Village to invoice for these services, an additional 10% administrative fee will apply to all such costs. The DDA will be responsible for 100% of the cost of special audits or other special services allocable solely to the DDA.

**TOTAL FY 2024-25 COST OF ADMINISTRATIVE SERVICES** (retroactive to July 1, 2024): **\$83,586**.