



# Bimonthly Board of Directors Meeting

🕒 Fri Sep 26, 2025  
8 - 10 am (EDT)

📍 Location  
Oakland Community College, Room A201  
22322 Rutland Dr, Southfield, MI 48075

Southfield Downtown Development Authority  
Regular Board of Directors Meeting and Informational Presentation  
September 26, 2025, 8am - 10am  
Oakland Community College, Room A201  
22322 Rutland Dr, Southfield, MI 48075

## Meeting Agenda

- I.** Call to Order
- II.** Roll Call and Determination of Quorum
- III.** Presentation
  - 👤 *Molly LaLone*
  - Informational Presentation of SDDA plans and activities
- IV.** Call to the Public
- V.** Previous Meeting’s Minutes
  - Recommended Motion: To approve the Downtown Development Authority Board Regular meeting minutes of Friday July 25, 2025.
  - 📄 [2025-07-25 - Bimonthly Board of Directors Meeting Minutes.pdf](#)
- VI.** 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.*

### A. Revenue and Expenditure Reports

**1. Financial Impact:** In July and August, the DDA spent \$37,009 for regular expenses. In July the DDA’s biggest expense was \$1,748 for Office rent - June 2025 (248-940.9400 RENTAL)

In August the DDA's biggest expense was \$4,054 for Office rent - July and August 2025 (248-940.9400 RENTAL)

In August, the DDA also received and refund from a food truck who cancelled participation for an event. The refund is \$1,006 (248-880.8800 COMMUNITY PROMOTION)

The DDA is in budget.

**Recommended Motion:** To Receive and file the July 2025 and August 2025 Revenue and Expenditure Reports as presented.

[July 2025 Budget.pdf](#)

[August Budget.pdf](#)

**B. Communications (Social Media and E-Newsletter)**

Facebook followers:

June 1st - 85

July 1 - 168

August 1 - 280

September 1- 298

**213 additional FB followers since June 1st**

LinkedIn followers:

June 1st - 24

July 1st - 30

August 1st - 34

September 1st- 35

**11 Additional LinkedIn followers since June 1st**

E-Newsletter Subscribers:

June 1st - 501

July 1st - 511

August 1st - 674

September 1st: 702

**192 Additional subscribers since June 1st**

[July 2025 Greet & Eat Collage.pdf](#)

[June 2025 Greet Eat Greenfield Plaza Photo Collage.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 expenses were: SDDA Office Rent: \$5,801 Covering June - September. In September the rent went from \$1,558 monthly to \$1,623 monthly per our contract.

**Financial Impact:** The following categories have gone over the budget presented: None

Overall SDDA spending is within budget.

**Recommended Motion:** To approve disbursements [7/1/2025-8/31/2025] in the amount of \$6,412.42

- [Distribution july 1- august 31, 2025.pdf](#)
- [City of Southfield 5th Amendment fully executed.pdf](#)

**B. Credit Card Report**

Credit card charges for {5/28/2025- 7/28/2025} total \$7678.25

The highest expenses were: Food Truck-\$1875 and the IEDC Annual Conference-\$1450

**Recommended Motion:** To Receive and file \$7678.25 in credit card charges from 5/28/2025-7/28/2025

- [June Account Statement 052825-062725.pdf](#)
- [July Account Statement 062825-072725.pdf](#)

**IX. New and Old Business**

**A. 2026 DDA Board of Directors Regular Calendar**

2026 DDA Board of Directors Regular Calendar

January 30, 2026 (later in month due to schedule conflicts)

March 27, 2026 (plus Informational Meeting)

May 15, 2026 (Early in month due to schedule conflicts)

July 24, 2026

September 25, 2026 (Plus Informational Meeting)

November 20, 2026 (plus holiday breakfast) (early in month due to holiday schedule)

**Recommended Motion:** To approve the 2026 Regular Meeting schedule for the Southfield Board of Directors as presented. The meetings will be at various locations and will take place 8:30am-10:30am unless otherwise noted.

**B. Benchmarking Trip - Columbus, Indiana**

Main Street Oakland County has offered funds towards a Mid-Century Modern Architecture Benchmarking Trip. The purpose of the visit will be to tour the town with a local who can talk about the ways they've encouraged preservation of Mid Century Modern Architecture. I would also like to talk to leaders there who can talk in more detail about programs, policies, and grants offered.

**Recommended Motion:** To approve the request to MSOC for \$1,500 to help pay for a Benchmarking Trip to Columbus, Indiana for the purpose of researching best practices regarding preservation programs focused on Mid Century Modern architecture.

**X. Executive Director Report**

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

**Motion:** To Receive and File as presented

**XI. Mayor's Comments**

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

**Motion:** To Receive and File as presented

**XII. Board Member Comments**

*The DDA Board Chair will call upon all board members individually and each person can decide if they wish to comment.*

**XIII. Upcoming Meetings**

November 21, 2025, 8am – 10am

SDDA Regular DDA Board Meeting and Holiday Breakfast

18000 W. Nine Mile Road, 1st Floor Conference Room

Southfield, MI 48075

[📄 Breakfast Food Menu \(6\).pdf](#)

**XIV. Adjournment**



- I. Call to Order  
 : *James Ralph, Jr.*
- II. Roll Call and Determination of Quorum  
 : *James Ralph, Jr.*  
 Quorum present 8:10
- III. Call to the Public  
 : *James Ralph, Jr.*
- IV. Previous Meeting's Minutes (Motion for approval must be made by a person who was present at the meeting)  
 : *James Ralph, Jr.*
- Larry Howard moved to approve minutes for May 9, 2025 meeting. Aric Rusk seconded. All approved. Motion carried.
- V. Consent Agenda  
 : *James Ralph, Jr.*
- Aric Rusk moved to Approve all items on the consent Agenda, Receive and File. Michael Wiemann seconded. All approved. Motion carried.
- A. Revenue and Expenditure Reports
1. : In May and June, the DDA spent \$53,930.23 for regular expenses.
- In May, the DDA's biggest expense was \$12,372.50 to McKenna for consulting on the Strategic Plan update.
- In June, the DDA's biggest expense was \$393.00 for Audit Fees.
- These reports show the DDA has spent more than received, but Accounting Department says there is revenue not yet deposited to our account.
- Recommended Motion:** To Receive and file the May and June 2025 Revenue and Expenditure Reports as presented.
- B. Communications (Website, Social Media, and E-Newsletter)
- Communications (Website, Social Media, and E-Newsletter)  
 Facebook: 166 Followers. June 2025 we gained 66 new followers  
 Beehiiv: 503 Subscribers. 39 Newsletters mailed out since July 1, 2024. New subscribers 31.  
 LinkedIn: 28 followers. 2 new followers June 2025  
 Website update is still in progress.  
 Recommended Motion: To Receive and file Communications update.

### C. Events - Greet & Eat Engagement Series

Purpose: To increase engagement with the community, to host ribbon cuttings for work completed in district and to honor city departments, highlighting the work they contribute to this area's revitalization.

Upcoming events:

Tuesday July 29th 11am - 1pm at Providence Hospital Hosting "The Grilled Wrap" and "Auntie Annes" with a VIP reception in Fisher Auditorium prior to event. Senior Hospital Management and City leaders welcome new CEO, Shaina Johnson.

Tuesday August 26th 11am - 1pm at Epicentre Offices hosting "Motown Dogs"

Wednesday September 24th 11am - 1pm at OCC - Southfield Campus with ribbon cutting for Rutland Road completion and honoring first responders. Kites, sponsored by Kenmar Corporation, free while supplies last.

Recommended Motion: To Receive and file Greet & Eat Engagement Series update.

### VI. Approval of the Agenda (Placed after consent agenda to allow for the approval of an item moved from consent to "New and Old Business" if requested by a board member.)

- Steve Craig moved to To Accept Agenda as Presented. Ken Siver seconded. All approved. Motion carried.

### VII. Financial Matters

#### A. Disbursements

⊖ *Molly LaLone*

because we are using public funds to pay for our expenses.

For this time period, the biggest expense was the strategic plan update.

**Financial Impact: \$15,842**

Overall SDDA spending is still within budget, but our revenue has not yet been recorded in the system, making it look like we have spent more than we brought in.

#### B. Credit Card Report

⊖ *Molly LaLone*

Credit card charges from March 27, 2025 to May 23, 2025 total \$7,438.50

The highest expense was for new office chairs for the DDA Conference Room.

### VIII. New and Old Business

#### A. Strategic Plan Update

⊖ *Molly LaLone*

The Southfield Downtown Development Authority (SDDA) Strategic Plan 2025-2030 was adopted at the Regular SDDA Meeting on May 9, 2025. The members of the Board of Directors and the Designated Area Citizen's Council all received a hard copy of the plan today. A digital copy is also available from the SDDA website: <https://southfielddda.com/strategic-plan-tif-plan/>

Main Goals of the plan:

1. Elevate the visibility of Southfield's Historic Cornerstone District through strategic marketing and effective communication.
2. Create a connected, walkable, and accessible district by enhancing transportation networks, integrating green infrastructure, and improving public amenities.
3. Enhance the visual appeal of Southfield's Historic Cornerstone District through cohesive design and artistic enhancements.
4. Stimulate economic growth through business attraction, adaptive reuse, and mixed use development.

Next Step: The City of Southfield will adopt the SDDA Strategic Plan into the City's Master Plan. This is a multistep process through the city council and planning departments.

**Recommended Motion:**

- Michael Wiemann moved to To Receive and File as presented. Ken Siver seconded. 8 in favor. Motion carried.

B. Economic Development Strategies

• *Molly LaLone*

Main Street America evaluates local revitalization programs based on six key standards, focusing on community commitment, leadership, funding, strategy, preservation, and demonstrated impact. These standards are used to assess the effectiveness and progress of local Main Street programs. As part of this evaluation, the SDDA needs to identify 1-2 areas to focus upon that reflect the goals and objectives of our strategic plan. The attached document outlines two proposed ideas. Both ideas reflect the 4-point Main Street approach to revitalization which includes Promotion, Organization, Economic Vitality, and Design.

"Cornerstone Connect" is focused upon engaging people, place and purpose in the district.

"Build the Cornerstone" is focused on laying the groundwork for a walkable, sustainable and investment ready district.

**Recommended Motion:**

- Larry Howard moved to To Adopt the Main Street Economic Development Strategies called "Cornerstone Connect" and "Build the Cornerstone".. Steve Craig seconded. 8 in favor. Motion carried.

C. Historic Preservation Tour - June 18, 2025

• *Molly LaLone*

A team of Historic Preservation professionals recently took a modified version of Mayor Siver's Mid Century Modern tour. The tour included an inside look at the Hudson's Department Store and the Reynold's Building.

Follow up to that meeting includes:

1. Creating property information packages for significant sites
2. A possible Technical assistance benchmarking tour to Columbus Indiana (celebrating Mid Century Modern)
3. Further promotion of the Reynolds Building through historic preservation

Recommended Motion:

- Aric Rusk moved to To Receive and File as presented. Larry Howard seconded. 8 in favor. Motion carried.

#### IX. Executive Director Report

☺ *Molly LaLone*

##### A. District and Property Updates

#### X. Mayor's Comments

☺ *Ken Siver*

#### XI. Board Member Comments

#### XII. Upcoming Meetings

ext Regular DDA Board Meeting will be on September 26, 2025 at 8am. We will meet at OCC - Southfield Campus.

The meeting will include an Informational Presentation at the beginning of the meeting. This is one of two meetings required by law. The purpose of the Informational presentation is informing the public of the goals and direction of the authority, including projects to be undertaken in the coming year.

#### XIII. Adjournment

ACCOUNT	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	07/31/2025	MONTH 07/31/25	BALANCE	
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED FUND
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
404.4034	GENERAL OPERATING LEVY	496,722.00	0.00	0.00	496,722.00	0.00 248
665.6658	INVESTMENT INCOME	12,120.00	0.00	0.00	12,120.00	0.00 248
674.6701	DONATIONS	0.00	0.00	0.00	0.00	0.00 248
675.6960	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00 248
675.6998	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00 248
404.4070	AUTHORITY LEVY	0.00	0.00	0.00	0.00	0.00 248
665.6658	INVESTMENT INCOME	0.00	0.00	0.00	0.00	0.00 248
669.6659	FMV GAIN/(LOSS)	0.00	0.00	0.00	0.00	0.00 248
675.6960	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00 248
<b>TOTAL REVENUES</b>		<b>508,842.00</b>	<b>0.00</b>	<b>0.00</b>	<b>508,842.00</b>	<b>0.00</b>
Expenditures						
701.7010	SALARIES/WAGES-EXEMPT	127,590.00	9,099.14	9,099.14	118,490.86	7.13 248
701.7011	CAR ALLOWANCE-EXEMPT	2,430.00	187.38	187.38	2,242.62	7.71 248
701.7070	SALARIES/WAGES-TEMP SEASONAL	0.00	0.00	0.00	0.00	0.00 248
701.7120	SALARY ADJUSTMENT	0.00	0.00	0.00	0.00	0.00 248
702.7190	WORKER'S COMPENSATION (WC)	0.00	0.00	0.00	0.00	0.00 248
703.7090	OVERTIME	0.00	0.00	0.00	0.00	0.00 248
704.7180	RETIREMENT-GENERAL	5,968.00	1,021.94	1,021.94	4,946.06	17.12 248
704.7183	RETIREMENT SPECIAL	0.00	0.00	0.00	0.00	0.00 248
704.7250	OTHER	0.00	0.00	0.00	0.00	0.00 248
710.7160	HOSPITALIZATION	15,437.00	1,187.44	1,187.44	14,249.56	7.69 248
710.7161	DENTAL INSURANCE	1,054.00	72.64	72.64	981.36	6.89 248
710.7162	OPTICAL INSURANCE	159.00	14.68	14.68	144.32	9.23 248
710.7166	HEALTH SAVINGS PLAN	0.00	100.00	100.00	(100.00)	100.00 248
710.7170	LIFE INSURANCE	1,155.00	32.55	32.55	1,122.45	2.82 248
710.7171	LONG TERM DISABILITY (LTD)	225.00	19.89	19.89	205.11	8.84 248
711.7150	SOCIAL SECURITY	9,365.00	689.25	689.25	8,675.75	7.36 248
711.7191	UNEMPLOYMENT COMPENSATION	48.00	0.00	0.00	48.00	0.00 248
727.7270	OFFICE SUPPLIES	618.00	0.00	0.00	618.00	0.00 248
727.7271	OFFICE & OPERATING SUPPLIES - STAPLES	0.00	0.00	0.00	0.00	0.00 248
727.7300	POSTAGE	100.00	0.00	0.00	100.00	0.00 248
740.7400	OPERATING SUPPLIES	5,150.00	0.00	0.00	5,150.00	0.00 248
801.8010	LEGAL FEES	20,000.00	0.00	0.00	20,000.00	0.00 248
801.8020	AUDIT FEES	3,986.00	334.00	334.00	3,652.00	8.38 248
801.8030	COMPUTER SERVICES	4,288.00	0.00	0.00	4,288.00	0.00 248
801.8171	CONSULTING	10,000.00	0.00	0.00	10,000.00	0.00 248
801.8180	CONTRACTUAL/PROFESSIONAL	200,000.00	0.00	0.00	200,000.00	0.00 248
801.8183	FINANCIAL ACCOUNTING EXPENSE	4,926.00	0.00	0.00	4,926.00	0.00 248
850.8500	TELEPHONE	1,096.00	95.00	95.00	1,001.00	8.67 248
880.8800	COMMUNITY PROMOTION	52,000.00	1,560.50	1,560.50	50,439.50	3.00 248
900.9000	PRINTING & ADVERTISING	0.00	0.00	0.00	0.00	0.00 248
930.9300	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00 248
940.9400	RENTAL	20,140.00	1,747.56	1,747.56	18,392.44	8.68 248
955.8600	MILEAGE	2,500.00	0.00	0.00	2,500.00	0.00 248
955.9100	INSURANCE & BONDS	1,540.00	132.00	132.00	1,408.00	8.57 248
955.9501	BANK FEES	0.00	0.00	0.00	0.00	0.00 248
955.9560	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00 248
955.9580	MEMBERSHIP DUES	4,385.00	0.00	0.00	4,385.00	0.00 248
955.9600	EDUCATION & TRAINING	13,306.00	0.00	0.00	13,306.00	0.00 248
955.9690	CONTINGENCY	1,376.00	0.00	0.00	1,376.00	0.00 248
964.9640	REFUNDS & REBATES	0.00	0.00	0.00	0.00	0.00 248
991.9910	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00 248
993.9950	LOAN INTEREST	0.00	0.00	0.00	0.00	0.00 248

REVENUE AND EXPENDITURE REPORT FOR CITY OF SOUTHFIELD  
 PERIOD ENDING 07/31/2025  
 % Fiscal Year Completed: 8.49

ACCOUNT	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	07/31/2025 NORM (ABNORM)	MONTH 07/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
995.9412	FUEL/MILEAGE	0.00	0.00	0.00	0.00	0.00 248
995.9561	REIMB-REIMB	0.00	0.00	0.00	0.00	0.00 248
955.8600	MILEAGE	0.00	0.00	0.00	0.00	0.00 248
955.9501	BANK FEES	0.00	0.00	0.00	0.00	0.00 248
955.9560	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00 248
964.9640	REFUNDS & REBATES	0.00	0.00	0.00	0.00	0.00 248
968.9680	DEPRECIATION	0.00	0.00	0.00	0.00	0.00 248
971.9740	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00 248
995.9561	REIMB-REIMB	0.00	0.00	0.00	0.00	0.00 248
TOTAL EXPENDITURES		508,842.00	16,293.97	16,293.97	492,548.03	3.20
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		508,842.00	0.00	0.00	508,842.00	0.00
TOTAL EXPENDITURES		508,842.00	16,293.97	16,293.97	492,548.03	3.20
NET OF REVENUES & EXPENDITURES		0.00	(16,293.97)	(16,293.97)	16,293.97	100.00

ACCOUNT	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	08/31/2025	MONTH 08/31/25	BALANCE	
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED FUND
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
404.4034	GENERAL OPERATING LEVY	496,722.00	0.00	0.00	496,722.00	0.00 248
665.6658	INVESTMENT INCOME	12,120.00	0.00	0.00	12,120.00	0.00 248
674.6701	DONATIONS	0.00	1,595.50	1,595.50	(1,595.50)	100.00 248
675.6960	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00 248
675.6998	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00 248
404.4070	AUTHORITY LEVY	0.00	0.00	0.00	0.00	0.00 248
665.6658	INVESTMENT INCOME	0.00	0.00	0.00	0.00	0.00 248
669.6659	FMV GAIN/(LOSS)	0.00	0.00	0.00	0.00	0.00 248
675.6960	USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00 248
<b>TOTAL REVENUES</b>		<b>508,842.00</b>	<b>1,595.50</b>	<b>1,595.50</b>	<b>507,246.50</b>	<b>0.31</b>
Expenditures						
701.7010	SALARIES/WAGES-EXEMPT	127,590.00	23,011.21	13,912.07	104,578.79	18.04 248
701.7011	CAR ALLOWANCE-EXEMPT	2,430.00	468.45	281.07	1,961.55	19.28 248
701.7070	SALARIES/WAGES-TEMP SEASONAL	0.00	0.00	0.00	0.00	0.00 248
701.7120	SALARY ADJUSTMENT	0.00	0.00	0.00	0.00	0.00 248
702.7190	WORKER'S COMPENSATION (WC)	0.00	0.00	0.00	0.00	0.00 248
703.7090	OVERTIME	0.00	0.00	0.00	0.00	0.00 248
704.7180	RETIREMENT-GENERAL	5,968.00	2,050.36	1,028.42	3,917.64	34.36 248
704.7183	RETIREMENT SPECIAL	0.00	0.00	0.00	0.00	0.00 248
704.7250	OTHER	0.00	0.00	0.00	0.00	0.00 248
710.7160	HOSPITALIZATION	15,437.00	2,968.60	1,781.16	12,468.40	19.23 248
710.7161	DENTAL INSURANCE	1,054.00	181.60	108.96	872.40	17.23 248
710.7162	OPTICAL INSURANCE	159.00	36.70	22.02	122.30	23.08 248
710.7166	HEALTH SAVINGS PLAN	0.00	250.00	150.00	(250.00)	100.00 248
710.7170	LIFE INSURANCE	1,155.00	65.45	32.90	1,089.55	5.67 248
710.7171	LONG TERM DISABILITY (LTD)	225.00	40.38	20.49	184.62	17.95 248
711.7150	SOCIAL SECURITY	9,365.00	1,743.15	1,053.90	7,621.85	18.61 248
711.7191	UNEMPLOYMENT COMPENSATION	48.00	0.00	0.00	48.00	0.00 248
727.7270	OFFICE SUPPLIES	618.00	56.10	56.10	561.90	9.08 248
727.7271	OFFICE & OPERATING SUPPLIES - STAPLES	0.00	0.00	0.00	0.00	0.00 248
727.7300	POSTAGE	100.00	0.00	0.00	100.00	0.00 248
740.7400	OPERATING SUPPLIES	5,150.00	0.00	0.00	5,150.00	0.00 248
801.8010	LEGAL FEES	20,000.00	0.00	0.00	20,000.00	0.00 248
801.8020	AUDIT FEES	3,986.00	666.00	332.00	3,320.00	16.71 248
801.8030	COMPUTER SERVICES	4,288.00	0.00	0.00	4,288.00	0.00 248
801.8171	CONSULTING	10,000.00	0.00	0.00	10,000.00	0.00 248
801.8180	CONTRACTUAL/PROFESSIONAL	200,000.00	0.00	0.00	200,000.00	0.00 248
801.8183	FINANCIAL ACCOUNTING EXPENSE	4,926.00	0.00	0.00	4,926.00	0.00 248
850.8500	TELEPHONE	1,096.00	186.00	91.00	910.00	16.97 248
880.8800	COMMUNITY PROMOTION	52,000.00	555.00	(1,005.50)	51,445.00	1.07 248
900.9000	PRINTING & ADVERTISING	0.00	0.00	0.00	0.00	0.00 248
930.9300	REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00 248
940.9400	RENTAL	20,140.00	5,801.32	4,053.76	14,338.68	28.80 248
955.8600	MILEAGE	2,500.00	263.69	263.69	2,236.31	10.55 248
955.9100	INSURANCE & BONDS	1,540.00	260.00	128.00	1,280.00	16.88 248
955.9501	BANK FEES	0.00	0.00	0.00	0.00	0.00 248
955.9560	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00 248
955.9580	MEMBERSHIP DUES	4,385.00	0.00	0.00	4,385.00	0.00 248
955.9600	EDUCATION & TRAINING	13,306.00	0.00	0.00	13,306.00	0.00 248
955.9690	CONTINGENCY	1,376.00	0.00	0.00	1,376.00	0.00 248
964.9640	REFUNDS & REBATES	0.00	0.00	0.00	0.00	0.00 248
991.9910	LOAN PRINCIPAL	0.00	0.00	0.00	0.00	0.00 248
993.9950	LOAN INTEREST	0.00	0.00	0.00	0.00	0.00 248

REVENUE AND EXPENDITURE REPORT FOR CITY OF SOUTHFIELD  
 PERIOD ENDING 08/31/2025  
 % Fiscal Year Completed: 16.99

ACCOUNT	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	08/31/2025 NORM (ABNORM)	MONTH 08/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
995.9412	FUEL/MILEAGE	0.00	0.00	0.00	0.00	0.00 248
995.9561	REIMB-REIMB	0.00	0.00	0.00	0.00	0.00 248
955.8600	MILEAGE	0.00	0.00	0.00	0.00	0.00 248
955.9501	BANK FEES	0.00	0.00	0.00	0.00	0.00 248
955.9560	OTHER EXPENSE	0.00	0.00	0.00	0.00	0.00 248
964.9640	REFUNDS & REBATES	0.00	0.00	0.00	0.00	0.00 248
968.9680	DEPRECIATION	0.00	0.00	0.00	0.00	0.00 248
971.9740	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00 248
995.9561	REIMB-REIMB	0.00	0.00	0.00	0.00	0.00 248
TOTAL EXPENDITURES		508,842.00	38,604.01	22,310.04	470,237.99	7.59
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		508,842.00	1,595.50	1,595.50	507,246.50	0.31
TOTAL EXPENDITURES		508,842.00	38,604.01	22,310.04	470,237.99	7.59
NET OF REVENUES & EXPENDITURES		0.00	(37,008.51)	(20,714.54)	37,008.51	100.00



Hosted by: **Southfield**  
DOWNTOWN DEVELOPMENT AUTHORITY

Monthly: June 2025 - September 2025  
in Southfield's Historic Cornerstone District -  
different location each month

**Greet & Eat**  
ENGAGEMENT SERIES  
Southfield

July 29, 2025 11am - 1pm  
HFHS Providence Hospital with Eggroll Diva and Auntie Anne's

**Engagement**  
*Since June 1, 2025*

- 195 new SDDA Facebook Page followers
- 33 new E-newsletter subscribers
- 10 new LinkedIn followers
- 2 Food trucks served lunch to 305 hospital employees and visitors total
- VIP Reception held in Fisher Auditorium to welcome Shanna Johnson, new Hospital CEO

**Southfield**  
DOWNTOWN DEVELOPMENT AUTHORITY





Hosted by: **Southfield**  
DOWNTOWN DEVELOPMENT AUTHORITY

Monthly: June 2025 - September 2025  
in Southfield's Historic **Colerstone** District -  
different location each month

# Greet & Eat

## ENGAGEMENT SERIES

### Southfield

June 25, 2025 11am - 1pm  
Greenfield Plaza with Egg Roll Diva



### Engagement

71 new followers to the SDDA  
Facebook Page

31 new subscribers for the  
E-newsletter

Served lunch to **40+** DPW and city  
employees and **150pp** total



INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTHFIELD  
 POST DATES 07/01/2025 - 08/31/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 PAID

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					
Dept 729.2440 COMMUNITY & ECONOMIC DEVELOPMENT adminst					
248-729.2440-727.7270	OFFICE DEPOT	FILE BOX (2) RECD 7/14/25	430497358001	08/13/25	27.01
248-729.2440-727.7270	OFFICE DEPOT	REFRESHMENTS FOR OFFICE POPCORNERS 28CT REC	430522876001	08/16/25	29.09
248-729.2440-880.8800	EXCLUSIVE ENDEAVORS LLC	DEPOSIT FOR DJ FOR 7/29/2025 FOOD TRUCK EVE	INV0002	07/29/25	315.00
248-729.2440-880.8800	EXCLUSIVE ENDEAVORS LLC	FOOD TRUCK EVENTS REMAINING BALANCE 8/26/25	00002	08/22/25	240.00
248-729.2440-940.9400	EPICENTRE LLC	7/1/2025-7/31/2025 RENT FOR DDA OFFICE	3572	07/31/25	1,558.00
248-729.2440-940.9400	EPICENTRE LLC	DDA OFFICE ELE CTRIC PER CONTRACT 7/1/25-7/3	571	07/31/25	189.56
248-729.2440-940.9400	EPICENTRE LLC	DDA AUGUST 1-31, 2025 OFFICE RENT PER CONTR	3672	08/31/25	189.56
248-729.2440-940.9400	EPICENTRE LLC	DDA OFFICE RENT AUGUST 1-31,2025 PER CONTR	3673	08/31/25	1,558.00
248-729.2440-940.9400	EPICENTRE LLC	DDA OFFICE RENT PER CONTRACT 8/1/2025-8/31/	3674	08/31/25	243.07
248-729.2440-940.9400	EPICENTRE LLC	DDA OFFICE RENT PER CONTRACT SEPTEMBER 1-30	3782	10/01/25	1,622.92
248-729.2440-940.9400	EPICENTRE LLC	DDA OFFICE ELECTRIC BILL SEPTEMBER 1-30, 20	3781	10/01/25	197.14
248-729.2440-940.9400	EPICENTRE LLC	DDA OFFICE BUILDING CAM CHARGES PER CONTRAC	3783	10/01/25	243.07
Total For Dept 729.2440 COMMUNITY & ECONOMIC DEVELOPMENT adr					6,412.42
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY					6,412.42

09/03/2025 10:41 AM  
User: CZYLA  
DB: Southfield

INVOICE GL DISTRIBUTION REPORT FOR CITY OF SOUTHFIELD  
POST DATES 07/01/2025 - 08/31/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
		Fund Totals:			
		Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			6,412.42
		Total For All Funds:			<u>6,412.42</u>
--- TOTALS BY GL DISTRIBUTION ---					
	248-729.2440-727.7270	OFFICE SUPPLIES FILE BOX (2)			56.10
	248-729.2440-880.8800	DEPOSIT FOR DJ FOR EVENT 7/29/25			555.00
	248-729.2440-940.9400	ELECTRIC			5,801.32

**FIFTH AMENDMENT TO LEASE**

This Fifth Amendment (this "Amendment") is executed as of this 31 day of March, 2024, by and between **City of Southfield Downtown Development Authority**, a corporate body established and existing pursuant to Michigan P.A. 197 of 1975 ("Tenant"), and **Epicentre, LLC** a Michigan limited liability company, whose address is 18000 W. Nine Mile Road, Suite 700, Southfield, MI 48075 ("Landlord").

**RECITAL**

Landlord and Tenant are parties to that certain Lease Agreement dated July 10, 2010, as amended by a First Amendment to Lease dated February 28, 2014, a Second Amendment to Lease dated October 30, 2016, a Third Amendment to Lease dated August 31, 2020, and a Fourth Amendment to Lease dated April 18, 2022 (the "Lease"), whereby Landlord leases to Tenant and Tenant leases from Landlord, in the building known as the Epicentre, located at 18000 W Nine Mile Rd, Suite 320, Southfield, MI, 48075 (the "Building"), containing approximately 1,558 rentable square feet (the "Premises").

- A. Tenant desires to extend the term of the Lease for three (3) years, commencing September 1, 2024 and expiring August 31, 2027.
- B. Tenant desires to extend the term of the License Agreement dated February 28, 2015 utilizing Unit 170B (170 rentable square feet) to run coterminous with this Amendment

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants, terms and conditions contained herein, the parties hereby agree as follows:

- 1. The term of the Lease will hereby be extended for an additional three (3) years, commencing September 1, 2024 and expiring August 31, 2027.

- 2. The fixed minimum rent Tenant shall pay to Landlord will be:

Period	RSF	\$/RSF	Monthly Base Rent	Suite Electric	Total
September 1, 2024 – August 31, 2025	1,558	12.00	\$1,558.00	\$189.56	\$1,747.56
September 1, 2025 – August 31, 2026	1,558	12.50	\$1,622.92	\$197.14	\$1,820.06
September 1, 2026 – August 31, 2027	1,558	13.00	\$1,687.83	\$205.03	\$1,892.86

- 3. The term of the License Agreement for 170B is hereby extended and will run coterminous with this Lease Amendment, subject to the terms and conditions of the License Agreement. There will be no fee.

**ALL OTHER TERMS OF THE LEASE TO REMAIN UNCHANGED**

TENANT: City of Southfield Downtown Development Authority

By: Molly K. Lalone  
 Print: Molly K. Lalone  
 Executive Director

LANDLORD: Epicentre, LLC

By: [Signature]  
 Its: Authorized Signer

**Account Statement**

Run Date: 06/30/2025  
Report ID: sd10002

Posting Date: 05/28/2025 - 06/27/2025

**Note: If you find transactions missing from this period, please note them on this worksheet. Thanks !!**

LALONE,MOLLY W, CITY OF SOUTHFIELD  
XX -04414362  
26000 EVERGREEN RD, PO BOX 2055  
SOUTHFIELD, MI 48037-2055 USA

Transaction Date	Posting Date	Acquirer Reference Number	Description	Address	Amount	GL Expenditure	Business Purpose
05/27/2025	05/28/2025	55432865147207921986769	APPLE.COM/BILL	866-712-7753 CA USA	0.99	248-729.2440-740.7400	data storage
05/29/2025	05/30/2025	55436875150731507118066	ASCN PROV FOUNDATION	WARREN MI USA	1,000.00	248-729.2440-880.8800	Providence Golf Classic Charity Donation 6/2/2025
05/30/2025	05/31/2025	55432865150209144769836	AMAZON MKTPL*NN5W976V0	AMZN.COM/BILL WA USA	170.19	248-729.2440-880.8800	supplies for ribbon cutting event 6/25/2025
06/04/2025	06/05/2025	12302025155000407124064	CANVA* 04537-71304251	KENT DE USA	178.00	248-729.2440-880.8800	supplies for ribbon cutting event 6/25/2025
06/04/2025	06/05/2025	55432865155200706487771	AMAZON PRIME*N69EN0B1	AMZN.COM/BILL WA USA	15.89	248-729.2440-740.7400	free shipping for supplies for upcoming events
06/04/2025	06/05/2025	87021305155500014734237	CRAINS DETROIT BUS	DETROIT MI USA	189.00	248-729.2440-740.7400	year subscription local news
06/06/2025	06/08/2025	57540245157742753095211	EB *MAIN EVENT 2025	8014137200 CA USA	35.00	248-729.2440-880.8800	MDA main event 6/12/2025
06/09/2025	06/10/2025	55432865161202699582883	TST*THE ORIGINAL PANCA	SOUTHFIELD MI USA	43.68	248-729.2440-740.7400	working lunch meeting
06/12/2025	06/12/2025	55432865163203346489561	AMAZON MKTPL*NH5227751	AMZN.COM/BILL WA USA	40.37	248-729.2440-880.8800	supplies for ribbon cutting event 6/25/2025
06/12/2025	06/13/2025	75418235163231408767832	DRI*PRINTPLACE	VAN NUYS CA USA	232.06	248-729.2440-880.8800	supplies for ribbon cutting event 6/25/2025
06/18/2025	06/19/2025	05436845169300249150659	KROGER #751	OAK PARK MI USA	28.77	248-729.2440-880.8800	supplies for ribbon cutting event 6/25/2025
06/20/2025	06/22/2025	82711165172500007475593	BUFFER PLAN	SAN FRANCISCO CA USA	12.00	248-729.2440-880.8800	scheduled social media post
06/24/2025	06/24/2025	55432865175207424557807	AMAZON MKTPL*NQ1ZH7VZ2	AMZN.COM/BILL WA USA	60.41	248-729.2440-880.8800	supplies for ribbon cutting event 6/25/2025
06/25/2025	06/26/2025	05436845177000405300326	FAMILY DOLLAR	SOUTHFIELD MI USA	12.95	248-729.2440-880.8800	supplies for ribbon cutting event 6/25/2025
<b>Total Amount:</b>					<b>2,019.31</b>		

**Account Statement**

Run Date: 07/31/2025  
Report ID: sd10002

Posting Date: 06/28/2025 - 07/27/2025

**Note: If you find transactions missing from this period, please note them on this worksheet. Thanks !!**

LALONE, MOLLY W, CITY OF SOUTHFIELD  
XX -04414362  
26000 EVERGREEN RD, PO BOX 2055  
SOUTHFIELD, MI 48037-2055 USA

Transaction Date	Posting Date	Acquirer Reference Number	Description	Address	Amount	GL Expenditure	Business Purpose
06/27/2025	06/29/2025	55432865178208550429156	APPLE.COM/BILL	866-712-7753 CA USA	0.99	248-729.2440-740.7400	data storage
06/30/2025	07/01/2025	15270215181002300711084	FACEBK *E8MUKT4PH2	MENLO PARK CA USA	203.59	248-729.2440-880.8800	advertisement for food truck event 7/29/2025
07/01/2025	07/02/2025	55432865182200100551419	SQ *KIMCHI BOX MADISON	MADISON HEIGH MI USA	18.55	248-729.2440-740.7400	working lunch
07/04/2025	07/06/2025	55432865185201113414154	AMAZON PRIME*NL6OD3L92	AMZN.COM/BILL WA USA	15.89	248-729.2440-740.7400	prime membership free shipping
07/07/2025	07/08/2025	55432865188202189834645	AMAZON MKTPL*NL5NL2LT0	AMZN.COM/BILL WA USA	148.39	248-729.2440-880.8800	chairs for event 7/29/2025
07/08/2025	07/08/2025	55432865189202297933908	AMAZON MKTPL*NL1EN5FP1	AMZN.COM/BILL WA USA	16.95	248-729.2440-880.8800	tableclothes for event 7/29/2025
07/08/2025	07/08/2025	55432865189202327156660	AMAZON MKTPL*NL0CV76Z2	AMZN.COM/BILL WA USA	95.67	248-729.2440-727.7270	office supplies
07/09/2025	07/10/2025	55432865190202873258172	AMAZON MKTPL*NL5OS2PR1	AMZN.COM/BILL WA USA	8.47	248-729.2440-740.7400	name plate
07/14/2025	07/15/2025	55639955196012918328730	EXXON WEST 9 MILE LLC	SOUTHFIELD MI USA	8.38	248-729.2440-880.8800	supplies for event 7/29/2025
07/15/2025	07/16/2025	55131585197408640670935	DNH*GODADDY*3818523188	TEMPE AZ USA	44.38	248-729.2440-740.7400	godadday SSL certificate
07/17/2025	07/18/2025	02305375198200117331183	TST* MIDDLE EATS - LAT	LATHRUP VILLA MI USA	40.48	248-729.2440-740.7400	lunch meeting
07/17/2025	07/18/2025	87021305198500029986599	MICHIGAN E* MI	LANSING MI USA	370.00	248-729.2440-955.9580	membership mainstreet
07/17/2025	07/18/2025	87021305198500030108936	MICHIGAN E* MI	LANSING MI USA	660.00	248-729.2440-955.9600	annual conference mainstreet
07/18/2025	07/20/2025	51043235199067573541723	ICMA ONLINE	2029623542 DC USA	275.00	248-729.2440-955.9600	conference
07/18/2025	07/20/2025	55417345200872002703684	DELTA	DELTA.COM CA USA	336.96	248-729.2440-740.7400	flight for brownfield conference
07/20/2025	07/21/2025	82711165202500004983379	BUFFER PLAN	SAN FRANCISCO CA USA	12.00	248-729.2440-880.8800	social media posting
07/21/2025	07/22/2025	55417345203872032800192	DELTA	DELTA.COM CA USA	15.00	248-729.2440-740.7400	seating
07/24/2025	07/25/2025	55432865205208219323995	IN *EGG ROLL DIVA	248-5795795 MI USA	1,875.00	248-729.2440-880.8800	food truck event 7/29/2025
07/24/2025	07/25/2025	55432865206208282392462	MEIJER # 057	ROCHESTER HLS MI USA	43.26	248-729.2440-880.8800	supplies for event 7/29/2025
07/23/2025	07/25/2025	55436875206132067228250	IEDC ONLINE	WASHINGTON DC USA	1,450.00	248-729.2440-955.9600	IEDC Annual Conference
07/26/2025	07/27/2025	02305375208500424509456	TRADER JOE S #668	ROCHESTER HIL MI USA	19.98	248-729.2440-727.7270	office supplies
<b>Total Amount:</b>					<b>5,658.94</b>		

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*An officer or employee using a credit card issued to the City shall submit documentation, as required by the financial review processes of the City, to validate the official City business purpose of all such expenditures. The cardholder is responsible for timely reconciling the monthly credit card statement and for providing adequate documentation for expenditures incurred prior to submitting for financial review and payment. An officer or employee using a credit card issued to the City shall submit documentation, Documentation must include a copy of the invoice or receipt that includes the payee name, date and amount of expenditure, and proof of payment, and must be accompanied by the business purpose for the expenditure. Expenditures for meals, meetings, training and education, travel or similar expenses must identify those involved in accordance with Internal Revenue Service guidelines.*

YOUR NAME:

# BREAKFAST

## PLEASE CHOOSE 1

### Souffle

Spinach and Bacon [ ]

Four Cheese [ ]

or

### Croissant Sandwich

Egg & Cheese [ ]

Sausage Egg & Cheese [ ]

Bacon Egg & Cheese [ ]



## BREAKFAST MENU

### COFFEE

### SWEET TREATS

Fruit & Yogurt Parfait

Orange Scones



## BAGELS & CREAM CHEESE

Assorted Bagels

Cream Cheese: Lite and Chive,  
Plain

