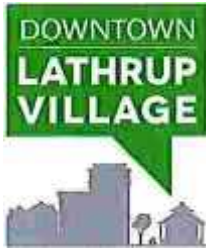


LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY



DDA Board of Directors
Ryan Hertz, Chairperson
Vernon English
Kelly Garrett, Mayor
Jet Khaliwahl
Bobbi Lovins
Sheryl Mitchell
Fred Prime
Dan Sugg
Sam Surnow
Dan Verderbar

DOWNTOWN DEVELOPMENT AUTHORITY BOARD OF DIRECTORS REGULAR MEETING

Friday, January 11, 2019 – 12 Noon

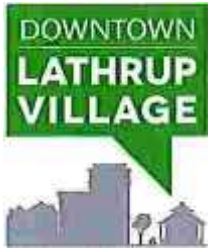
City Hall - Second Floor Meeting Place
27400 Southfield Road, Lathrup Village, MI 48076

AGENDA

1. **Call to Order**
2. **Approval of the Agenda**
3. **Approval of Minutes from October 12, 2018**
4. **Financial Review**
 - a. Oct. 2018: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet
 - b. Nov. 2018: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet
 - c. Dec. 2018: Revenue & Expense, Activity/Journal Report; Comparative Balance Sheet
5. **New Business**
 - a. Nomination and Election of Officers – Terms Ending April 2019
 - i. Chairperson, Vice Chairperson, Secretary, Treasurer
 - b. Approval of DDA Meeting Dates 2019
 - c. Economic Vitality Committee (1st Friday at 9:00am)
 - i. Membership; Chair
 - ii. Meeting Schedule
 - d. Design Committee (2nd Thursday at 5:30pm)
 - i. Membership; Chair
 - ii. Meeting Schedule
 - e. Promotions Committee (2nd Monday at 9:00am)
 - i. Membership; Chair
 - ii. Meeting Schedule

Next DDA Board meeting is scheduled for noon Friday, January 11, 2019

LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY



DDA Board of Directors
Ryan Hertz, Chairperson
Vernon English
Kelly Garrett, Mayor
Jet Khaliwahl
Bobbi Lovins
Sheryl Mitchell
Fred Prime
Dan Sugg
Sam Surnow
Dan Verderbar

6. Unfinished Business

- a. Streetlight Installation (tabled)
- b. Update - DDA Director Position

7. Other Business

- a. Upcoming Events
- b. Update – Sign and Façade Grants

8. Public Comment

9. Adjourn

Next DDA Board meeting is scheduled for noon Friday, January 11, 2019



-
**DOWNTOWN DEVELOPMENT AUTHORITY
 MINUTES OF THE BOARD OF DIRECTORS
 REGULAR MEETING OF OCTOBER 12, 2018**

1. **Call to Order:** By Vice Chairperson Bobbi Lovins at 12:26 p.m. at Lathrup Village City Hall, 2nd Floor The Meeting Place, 27400 Southfield Road, Lathrup Village, MI 48076

DDA DIRECTORS - ATTENDANCE – 07.13.2018			
X	Ryan Hertz, Chairperson	X	Sheryl Mitchell, City Administrator
X	Bobbi Lovins, Vice Chairperson	X	Fred Prime
X	Vernon English	A*	Dan Sugg
X	Kelly Garret, Mayor	A	Sam Surnow
X	Jet Khaliwahl	A*	Dan Verderbar

(* Absent with notice)

2. **Approval of the Agenda:** Motion by English, second by Khaliwahl; approved unanimously.
3. **Approval of Minutes from October 12, 2018.** Motion by English, second by Khaliwahl; approved unanimously.
4. **Motion to Receive and File Financial Reports:**
 - a. Revenue and Expenditure Report – Period Ending Sept. 30, 2018
 - b. Activity by General Ledger/Journal Report
 - c. Treasurer comments
5. **New Business**
 - a. **Approval – Lathrup Village 65th Birthday Celebration Sponsorship.** Motions by Khaliwahl, second by English to authorized \$500 sponsorship. Approved Unanimously.
 - b. **Approval – Fiscal Year 2018-19 Façade Grant Program & Application Forms** – Motion by Garret, second by Khaliwahl to approve \$20,000 budgeted for program. Applicants may receive a maximum reimbursement grant of 50% of the total sign cost, not to exceed \$10,000. Approved Unanimously.



- c. **Approval – Fiscal Year 2018-19 Sign Grant Program & Application Forms -** Motion by Garret, second by Khaliwahl to approve FY 2018-19: \$10,000 budgeted for the program. Applicants may receive up to a maximum reimbursement grant of \$2,000. Approved Unanimously.
 - d. **Discussion - Election of Officers** – to be on the November agenda.
 - e. **Discussion - DDA Director Position – Interview panel representative** – Mitchell provided an update and noted that the deadline for applications is November 5, 2018.
 - f. **Discussion - DDA Reporting Requirements** – Mitchell shared information on the new State of Michigan reporting requirements for DDAs.
6. **Old Business**
- a. Streetlight Installation (tabled)
 - b. DDA Street Crew – Mitchell provided an update. Contracting with DPS crew. Mention was made that Birmingham is using a method of shaving the sidewalks to smooth the uneven surfaces.
7. **Other Business**
- a. Upcoming Events – Mitchell shared information on the Oct. 26th Fall Fest.
 - b. District News – Mitchell shared that the plans are underway to move forward with achieving “Select” Main Street status. Announced that the Economic Vitality Committee is scheduled to meet on Nov. 2nd at 9am.
 - c. Garrett request a discussion about adding a sign and address to the front of city hall.
 - d. Inquiry was made about the lights and flags being installed for the holidays.
8. **Public Comment - None**
9. **Adjourn** – Motion by Hertz; Support by English. Motion Passed on a unanimous vote.
10. **Adjourn:** 1:45 p.m.

User: PAM

DB: Lathrup

PERIOD ENDING 10/31/2018

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 10/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/18 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	80,000.00	80,000.00	16,977.30	0.00	63,022.70		21.22
494-000.000-410.000	TAX COLLECTED OTHER	40,000.00	40,000.00	19,181.67	0.00	20,818.33		47.95
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00		0.00
494-000.000-446.000	INVESTMENT INTEREST	8,500.00	8,500.00	3,620.75	0.00	4,879.25		42.60
494-000.000-614.000	FARMERS MARKET	1,910.00	1,910.00	0.00	0.00	1,910.00		0.00
494-000.000-615.000	MAIN STREET REVENUES	1,100.00	1,100.00	0.00	0.00	1,100.00		0.00
Total Dept 000.000		133,310.00	133,310.00	39,779.72	0.00	93,530.28		29.84
TOTAL REVENUES		133,310.00	133,310.00	39,779.72	0.00	93,530.28		29.84
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	55,469.00	55,469.00	17,029.72	1,115.83	38,439.28		30.70
494-000.000-702.000	SALARIES PART-TIME	9,250.00	9,250.00	0.00	0.00	9,250.00		0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	22,000.00	5,171.07	(1,044.70)	16,828.93		23.50
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00		0.00
494-000.000-726.000	OFFICE SUPPLIES	200.00	200.00	0.00	0.00	200.00		0.00
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00		100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	2,000.00	2,000.00	210.00	0.00	1,790.00		10.50
494-000.000-844.000	MAIN STREET PROGRAM	7,600.00	7,600.00	450.00	75.00	7,150.00		5.92
494-000.000-845.000	STREETSCAPING	3,000.00	3,000.00	320.00	140.00	2,680.00		10.67
494-000.000-882.000	PLANNING/CONSULTING FEES	16,000.00	16,000.00	5,896.64	1,891.00	10,103.36		36.85
494-000.000-887.000	FARMERS MARKET	19,270.00	19,270.00	7,366.04	3,750.03	11,903.96		38.23
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	971.00	971.00	1,029.00		48.55
494-000.000-901.000	POSTAGE FEES	300.00	300.00	0.00	0.00	300.00		0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	8,100.00	8,100.00	5,401.24	1,762.71	2,698.76		66.68
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	0.00	0.00	1,300.00		0.00
494-000.000-970.000	CAPITAL EXPENDITURE	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00		0.00
Total Dept 000.000		183,189.00	183,189.00	43,615.71	8,660.87	139,573.29		23.81
TOTAL EXPENDITURES		183,189.00	183,189.00	43,615.71	8,660.87	139,573.29		23.81
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		133,310.00	133,310.00	39,779.72	0.00	93,530.28		29.84
TOTAL EXPENDITURES		183,189.00	183,189.00	43,615.71	8,660.87	139,573.29		23.81
NET OF REVENUES & EXPENDITURES		(49,879.00)	(49,879.00)	(3,835.99)	(8,660.87)	(46,043.01)		7.69

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 10/31/2017	PERIOD ENDED 10/31/2018
*** Assets ***			
494-000.000-001.000	CASH CHECKING	4,019.00	4,019.00
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,354,350.45	1,068,372.53
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	10,000.00	10,000.00
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	12,600.00
494-000.000-084.101	DUE FROM GENERAL FUND	7.60	(6,658.33)
494-000.000-141.001	INFRASTRUCTURE	359,389.32	360,289.69
494-000.000-149.001	ALLOWANCE FOR DOUBTFUL DEBT	(10,000.00)	(10,000.00)
494-000.000-177.001	DEPRECIABLE ASSETS	8,129.00	16,280.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(46,914.00)	(77,362.22)
Total Assets		1,691,581.37	1,377,540.92
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	4,019.00	0.00
494-000.000-214.101	DUE TO GENERAL FUND	373,328.69	44,647.89
494-000.000-214.203	DUE TO LOCAL ROADS	(899.00)	0.00
Total Liabilities		376,448.69	44,647.89
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,355,039.00	1,355,039.00
Total Fund Balance		1,355,039.00	1,355,039.00
Beginning Fund Balance		1,355,039.00	1,355,039.00
Net of Revenues VS Expenditures - 17-18			(18,309.98)
*17-18 End FB/18-19 Beg FB		1,336,729.02	
Net of Revenues VS Expenditures - Current Year		(39,906.32)	(3,835.99)
Ending Fund Balance		1,315,132.68	1,332,893.03
Total Liabilities And Fund Balance		1,691,581.37	1,377,540.92

* Year Not Closed

User: PAM

FROM 494-000.000-701.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 10/01/2018 TO 10/31/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
101621	10/16/2018	PAYROLL-SEE PAYROLL REPORT	13831	Multiple	1,115.83	
Journal Totals					1,115.83	0.00
Totals for 494-000.000-701.000					1,115.83	0.00
Balance 10/01/18:				15,913.89		
Net Change:				1,115.83		
Balance 10/31/18:				17,029.72		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
101611	10/15/2018	BLUE CARE NETWORKHEALTH INSURAN101518		Multiple		1,159.75
101837	10/31/2018	STANDARD INSURANCE COMPANYINSUR103118		Multiple	29.71	
Journal Totals					29.71	1,159.75
Journal PR: Payroll						
101621	10/16/2018	PAYROLL-SEE PAYROLL REPORT	13831	Multiple	85.34	
Journal Totals					85.34	0.00
Totals for 494-000.000-703.000					115.05	1,159.75
Balance 10/01/18:				6,215.77		
Net Change:				(1,044.70)		
Balance 10/31/18:				5,171.07		
494-000.000-844.000 MAIN STREET PROGRAM						
Journal AP: AP						
101520	10/12/2018	BARBARA BARRETT OATLEYPERFORMAN101218		494-000.000-202.000	75.00	
Journal Totals					75.00	0.00
Totals for 494-000.000-844.000					75.00	0.00
Balance 10/01/18:				375.00		
Net Change:				75.00		
Balance 10/31/18:				450.00		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
101510	10/12/2018	HORTULUS GARDENSGATEWAY MAINTEN18-0930LVDDA		494-000.000-202.000	140.00	
Journal Totals					140.00	0.00
Totals for 494-000.000-845.000					140.00	0.00
Balance 10/01/18:				180.00		
Net Change:				140.00		
Balance 10/31/18:				320.00		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
101495	10/12/2018	GIFFELS-WEBSTER ENG INCPLANNING117400		494-000.000-202.000	1,891.00	
Journal Totals					1,891.00	0.00
Totals for 494-000.000-882.000					1,891.00	0.00
Balance 10/01/18:				4,005.64		
Net Change:				1,891.00		
Balance 10/31/18:				5,896.64		
494-000.000-887.000 FARMERS MARKET						
Journal AP: AP						
101488	10/12/2018	VANTAGEPOINT TRANSFERHEALTH SAV803046 FOR RHS P		Multiple	8.33	
101524	10/12/2018	C & G NEWSPAPERSADVERTISMENT FC101218		494-000.000-202.000	3,284.80	
101829	10/31/2018	VANTAGEPOINT TRANSFERHEALTH SAV803046		Multiple	8.33	
Journal Totals					3,301.46	0.00
Journal PR: Payroll						
101621	10/16/2018	PAYROLL-SEE PAYROLL REPORT	13831	Multiple	448.57	
Journal Totals					448.57	0.00

User: PAM

FROM 494-000.000-701.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 10/01/2018 TO 10/31/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-887.000 FARMERS MARKET						
Totals for 494-000.000-887.000					3,750.03	0.00
Balance 10/01/18:				3,616.01		
Net Change:				3,750.03		
Balance 10/31/18:				7,366.04		

494-000.000-900.000 PRINTING/PUBLICATION COSTS						
Journal AP: AP						
101470	10/12/2018	HOURLY MEDIA ADVERTISING IN THE	209-18-OAK20132	Multiple	875.00	
101477	10/12/2018	FASTSIGNS BIRMINGHAM BANNERS	212-53570	494-000.000-202.000	96.00	
Journal Totals					971.00	0.00
Totals for 494-000.000-900.000					971.00	0.00
Balance 10/01/18:				0.00		
Net Change:				971.00		
Balance 10/31/18:				971.00		

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
101442	10/12/2018	DTE ENERGY STREET LIGHTS	101218	494-000.000-202.000	1,762.71	
Journal Totals					1,762.71	0.00
Totals for 494-000.000-933.000					1,762.71	0.00
Balance 10/01/18:				3,638.53		
Net Change:				1,762.71		
Balance 10/31/18:				5,401.24		

User: PAM

DB: Lathrup

PERIOD ENDING 11/30/2018

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2018 NORM (ABNORM)	MONTH 11/30/18 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
494-000.000-407.000	TIFA-CAPTURE TAXES	80,000.00	80,000.00	16,977.30	0.00	63,022.70	21.22
494-000.000-410.000	TAX COLLECTED OTHER	40,000.00	40,000.00	19,181.67	0.00	20,818.33	47.95
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
494-000.000-446.000	INVESTMENT INTEREST	8,500.00	8,500.00	3,620.75	0.00	4,879.25	42.60
494-000.000-614.000	FARMERS MARKET	1,910.00	1,910.00	0.00	0.00	1,910.00	0.00
494-000.000-615.000	MAIN STREET REVENUES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
Total Dept 000.000		133,310.00	133,310.00	39,779.72	0.00	93,530.28	29.84
TOTAL REVENUES		133,310.00	133,310.00	39,779.72	0.00	93,530.28	29.84
Expenditures							
Dept 000.000							
494-000.000-701.000	SALARIES FULL-TIME	55,469.00	55,469.00	18,217.21	791.66	37,251.79	32.84
494-000.000-702.000	SALARIES PART-TIME	9,250.00	9,250.00	0.00	0.00	9,250.00	0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	22,000.00	5,357.70	156.37	16,642.30	24.35
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00	0.00
494-000.000-726.000	OFFICE SUPPLIES	200.00	200.00	0.00	0.00	200.00	0.00
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00	100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	2,000.00	2,000.00	321.48	111.48	1,678.52	16.07
494-000.000-844.000	MAIN STREET PROGRAM	7,600.00	7,600.00	450.00	0.00	7,150.00	5.92
494-000.000-845.000	STREETSCAPING	3,000.00	3,000.00	320.00	0.00	2,680.00	10.67
494-000.000-882.000	PLANNING/CONSULTING FEES	16,000.00	16,000.00	7,808.64	1,912.00	8,191.36	48.80
494-000.000-887.000	FARMERS MARKET	19,270.00	19,270.00	8,728.41	913.80	10,541.59	45.30
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	971.00	0.00	1,029.00	48.55
494-000.000-901.000	POSTAGE FEES	300.00	300.00	0.00	0.00	300.00	0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	8,100.00	8,100.00	7,189.61	1,788.37	910.39	88.76
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
494-000.000-970.000	CAPITAL EXPENDITURE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000.000		183,189.00	183,189.00	50,164.05	5,673.68	133,024.95	27.38
TOTAL EXPENDITURES		183,189.00	183,189.00	50,164.05	5,673.68	133,024.95	27.38
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		133,310.00	133,310.00	39,779.72	0.00	93,530.28	29.84
TOTAL EXPENDITURES		183,189.00	183,189.00	50,164.05	5,673.68	133,024.95	27.38
NET OF REVENUES & EXPENDITURES		(49,879.00)	(49,879.00)	(10,384.33)	(5,673.68)	(39,494.67)	20.82

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 11/30/2017	PERIOD ENDED 11/30/2018
*** Assets ***			
494-000.000-001.000	CASH CHECKING	4,019.00	1,656.00
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,355,574.93	1,068,372.53
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	10,000.00	10,000.00
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	12,600.00
494-000.000-084.101	DUE FROM GENERAL FUND	69.18	(6,658.33)
494-000.000-141.001	INFRASTRUCTURE	359,389.32	360,289.69
494-000.000-149.001	ALLOWANCE FOR DOUBTFUL DEBT	(10,000.00)	(10,000.00)
494-000.000-177.001	DEPRECIABLE ASSETS	8,129.00	16,280.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(46,914.00)	(77,362.22)
Total Assets		1,692,867.43	1,375,177.92
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	4,019.00	0.00
494-000.000-214.101	DUE TO GENERAL FUND	384,830.91	55,568.23
494-000.000-214.203	DUE TO LOCAL ROADS	(899.00)	0.00
Total Liabilities		387,950.91	55,568.23
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,355,039.00	1,329,994.02
Total Fund Balance		1,355,039.00	1,329,994.02
Beginning Fund Balance		1,355,039.00	1,329,994.02
Net of Revenues VS Expenditures		(50,122.48)	(10,384.33)
Ending Fund Balance		1,304,916.52	1,319,609.69
Total Liabilities And Fund Balance		1,692,867.43	1,375,177.92

User: PAM

FROM 494-000.000-701.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 11/01/2018 TO 11/30/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
102240	11/15/2018	PAYROLL-SEE PAYROLL REPORT	13859	Multiple	395.83	
102542	11/30/2018	PAYROLL-SEE PAYROLL REPORT	13876	Multiple	395.83	
Journal Totals					791.66	0.00
Totals for 494-000.000-701.000					791.66	0.00
Balance 11/01/18:				17,425.55		
Net Change:				791.66		
Balance 11/30/18:				18,217.21		

494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
102131	11/14/2018	BLUE CARE NETWORKHEALTH INSURAN111418		Multiple	67.93	
102360	11/28/2018	STANDARD INSURANCE COMPANYINSUR112818		Multiple	27.92	
Journal Totals					95.85	0.00
Journal PR: Payroll						
102240	11/15/2018	PAYROLL-SEE PAYROLL REPORT	13859	Multiple	30.26	
102542	11/30/2018	PAYROLL-SEE PAYROLL REPORT	13876	Multiple	30.26	
Journal Totals					60.52	0.00
Totals for 494-000.000-703.000					156.37	0.00
Balance 11/01/18:				5,201.33		
Net Change:				156.37		
Balance 11/30/18:				5,357.70		

494-000.000-822.000 TRAINING/MEMBERSHIP						
Journal AP: AP						
102376	11/29/2018	MICHIGAN MUNICIPAL LEAGUECASSIF18313		494-000.000-202.000	111.48	
Journal Totals					111.48	0.00
Totals for 494-000.000-822.000					111.48	0.00
Balance 11/01/18:				210.00		
Net Change:				111.48		
Balance 11/30/18:				321.48		

494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
102058	11/07/2018	GIFFELS-WEBSTER ENG INCPLANING 117654		494-000.000-202.000	1,912.00	
Journal Totals					1,912.00	0.00
Totals for 494-000.000-882.000					1,912.00	0.00
Balance 11/01/18:				5,896.64		
Net Change:				1,912.00		
Balance 11/30/18:				7,808.64		

494-000.000-887.000 FARMERS MARKET						
Journal AP: AP						
102144	11/14/2018	VANTAGEPOINT TRANSFERHEALTH SAV803046 FOR RHS P		Multiple	8.33	
102371	11/29/2018	VANTAGEPOINT TRANSFERHEALTH SAV803046 FOR RHS P		Multiple	8.33	
Journal Totals					16.66	0.00
Journal PR: Payroll						
102240	11/15/2018	PAYROLL-SEE PAYROLL REPORT	13859	Multiple	448.57	
102542	11/30/2018	PAYROLL-SEE PAYROLL REPORT	13876	Multiple	448.57	
Journal Totals					897.14	0.00
Totals for 494-000.000-887.000					913.80	0.00
Balance 11/01/18:				7,814.61		
Net Change:				913.80		
Balance 11/30/18:				8,728.41		

494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
102103	11/13/2018	DTE ENERGYSTREET LIGHTS	111318	494-000.000-202.000	1,788.37	
Journal Totals					1,788.37	0.00

User: PAM

FROM 494-000.000-701.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 11/01/2018 TO 11/30/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
		494-000.000-933.000 REPAIRS & MAINTENANCE				
Totals for 494-000.000-933.000					1,788.37	0.00
		Balance 11/01/18:		5,401.24		
		Net Change:		1,788.37		
		Balance 11/30/18:		7,189.61		

User: PAM

DB: Lathrup

PERIOD ENDING 12/31/2018

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 12/31/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/18 INCR (DECR)	AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000.000								
494-000.000-407.000	TIFA-CAPTURE TAXES	80,000.00	80,000.00	16,977.30	0.00	63,022.70		21.22
494-000.000-410.000	TAX COLLECTED OTHER	40,000.00	40,000.00	19,181.67	0.00	20,818.33		47.95
494-000.000-410.002	SPEC ASSESSEMENT - REVENUE	1,800.00	1,800.00	0.00	0.00	1,800.00		0.00
494-000.000-415.000	MISCELLANEOUS REVENUE	0.00	0.00	4,927.34	0.00	(4,927.34)		100.00
494-000.000-446.000	INVESTMENT INTEREST	8,500.00	8,500.00	3,620.75	0.00	4,879.25		42.60
494-000.000-614.000	FARMERS MARKET	1,910.00	1,910.00	0.00	0.00	1,910.00		0.00
494-000.000-615.000	MAIN STREET REVENUES	1,100.00	1,100.00	0.00	0.00	1,100.00		0.00
Total Dept 000.000		133,310.00	133,310.00	44,707.06	0.00	88,602.94		33.54
TOTAL REVENUES		133,310.00	133,310.00	44,707.06	0.00	88,602.94		33.54
Expenditures								
Dept 000.000								
494-000.000-701.000	SALARIES FULL-TIME	55,469.00	55,469.00	18,776.51	559.30	36,692.49		33.85
494-000.000-702.000	SALARIES PART-TIME	9,250.00	9,250.00	0.00	0.00	9,250.00		0.00
494-000.000-703.000	EMPLOYEE TAXES & BENEFITS	22,000.00	22,000.00	5,495.55	137.85	16,504.45		24.98
494-000.000-722.000	LEGAL SERVICES	900.00	900.00	0.00	0.00	900.00		0.00
494-000.000-726.000	OFFICE SUPPLIES	200.00	200.00	0.00	0.00	200.00		0.00
494-000.000-802.000	TAX TRIBUNAL RETURNS	2,000.00	2,000.00	0.00	0.00	2,000.00		0.00
494-000.000-810.000	AUDITING & ACCOUNTING	800.00	800.00	800.00	0.00	0.00		100.00
494-000.000-822.000	TRAINING/MEMBERSHIP	2,000.00	2,000.00	321.48	0.00	1,678.52		16.07
494-000.000-844.000	MAIN STREET PROGRAM	7,600.00	7,600.00	450.00	0.00	7,150.00		5.92
494-000.000-845.000	STREETSCAPING	3,000.00	3,000.00	750.00	430.00	2,250.00		25.00
494-000.000-882.000	PLANNING/CONSULTING FEES	16,000.00	16,000.00	9,983.64	2,175.00	6,016.36		62.40
494-000.000-887.000	FARMERS MARKET	19,270.00	19,270.00	8,728.41	0.00	10,541.59		45.30
494-000.000-900.000	PRINTING/PUBLICATION COSTS	2,000.00	2,000.00	971.00	0.00	1,029.00		48.55
494-000.000-901.000	POSTAGE FEES	300.00	300.00	0.00	0.00	300.00		0.00
494-000.000-933.000	REPAIRS & MAINTENANCE	8,100.00	8,100.00	8,987.49	1,797.88	(887.49)		110.96
494-000.000-955.000	MISCELLANEOUS EXPENDITURES	1,300.00	1,300.00	0.00	0.00	1,300.00		0.00
494-000.000-970.000	CAPITAL EXPENDITURE	3,000.00	3,000.00	0.00	0.00	3,000.00		0.00
494-000.000-971.000	SIGN GRANT PROGRAM	10,000.00	10,000.00	0.00	0.00	10,000.00		0.00
494-000.000-971.001	FACADE GRANT PROGRAM	20,000.00	20,000.00	0.00	0.00	20,000.00		0.00
Total Dept 000.000		183,189.00	183,189.00	55,264.08	5,100.03	127,924.92		30.17
TOTAL EXPENDITURES		183,189.00	183,189.00	55,264.08	5,100.03	127,924.92		30.17
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		133,310.00	133,310.00	44,707.06	0.00	88,602.94		33.54
TOTAL EXPENDITURES		183,189.00	183,189.00	55,264.08	5,100.03	127,924.92		30.17
NET OF REVENUES & EXPENDITURES		(49,879.00)	(49,879.00)	(10,557.02)	(5,100.03)	(39,321.98)		21.17

User: PAM

FROM 494-000.000-701.000 TO 494-000.000-971.001

DB: Lathrup

TRANSACTIONS FROM 12/01/2018 TO 12/31/2018

JE #	Date	Description	Reference #	OFFSETTING GL	DEBIT	CREDIT
494-000.000-701.000 SALARIES FULL-TIME						
Journal PR: Payroll						
102953	12/14/2018	PAYROLL- SEE PAYROLL REPORT	13883	Multiple	559.30	
Journal Totals					559.30	0.00
Totals for 494-000.000-701.000					559.30	0.00
Balance 12/01/18:				18,217.21		
Net Change:				559.30		
Balance 12/31/18:				18,776.51		
494-000.000-703.000 EMPLOYEE TAXES & BENEFITS						
Journal AP: AP						
102647	12/13/2018	BLUE CARE NETWORKINSURANCE	121318.	Multiple	67.93	
102855	12/28/2018	STANDARD INSURANCE COMPANYINSUR122818		Multiple	27.13	
Journal Totals					95.06	0.00
Journal PR: Payroll						
102953	12/14/2018	PAYROLL- SEE PAYROLL REPORT	13883	Multiple	42.79	
Journal Totals					42.79	0.00
Totals for 494-000.000-703.000					137.85	0.00
Balance 12/01/18:				5,357.70		
Net Change:				137.85		
Balance 12/31/18:				5,495.55		
494-000.000-845.000 STREETSCAPING						
Journal AP: AP						
102626	12/11/2018	HORTULUS GARDENS FALL GARDEN MAI18-1103LVDDA		494-000.000-202.000	430.00	
Journal Totals					430.00	0.00
Totals for 494-000.000-845.000					430.00	0.00
Balance 12/01/18:				320.00		
Net Change:				430.00		
Balance 12/31/18:				750.00		
494-000.000-882.000 PLANNING/CONSULTING FEES						
Journal AP: AP						
102807	12/26/2018	GIFFELS-WEBSTER ENG INCPLANNING1907500		494-000.000-202.000	2,175.00	
Journal Totals					2,175.00	0.00
Totals for 494-000.000-882.000					2,175.00	0.00
Balance 12/01/18:				7,808.64		
Net Change:				2,175.00		
Balance 12/31/18:				9,983.64		
494-000.000-933.000 REPAIRS & MAINTENANCE						
Journal AP: AP						
102588	12/10/2018	DTE ENERGY STREET LIGHTS	121018	494-000.000-202.000	1,797.88	
Journal Totals					1,797.88	0.00
Totals for 494-000.000-933.000					1,797.88	0.00
Balance 12/01/18:				7,189.61		
Net Change:				1,797.88		
Balance 12/31/18:				8,987.49		

Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 12/31/2017	PERIOD ENDED 12/31/2018
*** Assets ***			
494-000.000-001.000	CASH CHECKING	4,019.00	1,656.00
494-000.000-010.000	TRUST ACCOUNT-GENERAL	1,356,841.37	1,068,372.53
494-000.000-040.000	ACCOUNTS RECEIVABLE-OTHERS	10,000.00	10,000.00
494-000.000-042.000	ACCOUNTS RECEIVABLE-SPEC ASSES	12,600.00	12,600.00
494-000.000-084.101	DUE FROM GENERAL FUND	69.18	(1,730.99)
494-000.000-141.001	INFRASTRUCTURE	359,389.32	360,289.69
494-000.000-149.001	ALLOWANCE FOR DOUBTFUL DEBT	(10,000.00)	(10,000.00)
494-000.000-177.001	DEPRECIABLE ASSETS	8,129.00	16,280.25
494-000.000-193.000	ACCUMULATED DEPRECIATION	(46,914.00)	(77,362.22)
Total Assets		1,694,133.87	1,380,105.26
*** Liabilities ***			
494-000.000-202.000	ACCOUNTS PAYABLE	4,019.00	0.00
494-000.000-214.101	DUE TO GENERAL FUND	397,489.93	60,668.26
494-000.000-214.203	DUE TO LOCAL ROADS	(899.00)	0.00
Total Liabilities		400,609.93	60,668.26
*** Fund Balance ***			
494-000.000-390.000	FUND BALANCE	1,355,039.00	1,329,994.02
Total Fund Balance		1,355,039.00	1,329,994.02
Beginning Fund Balance		1,355,039.00	1,329,994.02
Net of Revenues VS Expenditures		(61,515.06)	(10,557.02)
Ending Fund Balance		1,293,523.94	1,319,437.00
Total Liabilities And Fund Balance		1,694,133.87	1,380,105.26

MEMO

TO: DDA Board of Directors
FR: Sheryl L. Mitchell
RE: Election of Officers
DA: November 9, 2018

The DDA Bylaws provide for the election of Officers in April of each year. The Board needs to elect officers to fill the positions of: Chairperson, Vice Chairperson, Secretary, and Treasury for the term ending April 2019. Below is language from the bylaws.

ARTICLE IV: OFFICERS

Section 1

The officers of the Board of Directors shall be:

A Chairperson, who shall preside at all meetings and shall have such other duties as further described in the Bylaws, and shall have authority to preside at all Adjourned Meetings and call and preside at all Special Meetings.

A Vice Chairperson, who shall, in the absence of the Chairperson or his/her inability to act, preside at all Adjourned Meetings, public hearings and committee meetings of the Board of Directors and shall have the power to function in the same capacity as the Chairperson.

A Secretary, who shall have the authority to execute documents in the name of the Board of Directors and shall perform such other duties as the Board of Directors may from time to time, determine.

A Treasurer, (who need not be a member of the Board of Directors), who shall distribute the funds of the Downtown Development Authority as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the Board, at the regular meetings of the Board, or whenever they may require, an account of all his/her transactions as Treasurer and of the financial condition of the Authority. The Treasurer shall give the Authority a bond if required by the Board in a sum, and with one or more sureties satisfactory to the Board, for the faithful performance of the duties of the office, and for the restoration to the Authority in case of his/her death, resignation, retirement, or removal from office of all books, papers, vouchers, money and other property of kind on his/her possession under his/her control belonging to the Authority.

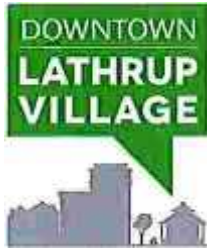
Section 2

The officers of the Board of Directors shall be elected each year for a one year term by the Board of Directors at their first meeting in April, and shall hold office until their successors are elected and assume office.

Section 3

Delegation of Duties to Officers: In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any director, provided a majority of the Board then in office concurs.

LATHRUP VILLAGE DOWNTOWN DEVELOPMENT AUTHORITY



DDA Board of Directors
Ryan Hertz, Chairperson
Vernon English
Kelly Garrett, Mayor
Jet Khaliwahl
Bobbi Lovins
Sheryl Mitchell
Fred Prime
Dan Sugg
Sam Surnow
Dan Verderbar

DDA Communication

TO: DDA Directors
FR: Sheryl L. Mitchell, City Manager
RE: 2019 Meeting Dates

For your consideration, below are the proposed meeting dates for the 2019 calendar year. Each date represents the **second Friday of the month**. Meetings begin at **12 noon**.

- January 11
- February 8
- March 8
- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13

Public Act 57 Consolidation of Tax Increment Authorities

Public Act 57 of 2018, otherwise known as The Recodified Tax Increment Financing Act (the “Act”) will go into effect January 1, 2019. This Act will consolidate the ability to create and operate Tax Increment Authorities (other than Brownfield Redevelopment Authorities) into a single statute. All previously created Authorities will remain, however the following acts will be repealed and the corresponding Authorities will now operate under the new Act:

-) Downtown Development Authority Act (PA 197 of 1975)
-) Tax Increment Finance Authority Act (PA 450 of 1980)
-) Local Development Finance Authority Act (PA 281 of 1986)
-) Nonprofit Street Railway Act (PA 35 of 1867)
-) Corridor Improvement Authority Act (PA 280 of 2005)
-) Water Resource Improvement Tax Increment Finance Authority Act (PA 94 of 2008)
-) Neighborhood Improvement Authority Act (PA 61 of 2007)

Note that the above acts were repealed and recodified into the new Act. The Acts listed below were repealed, however they were not recodified.

-) Historical Neighborhood Tax Increment Finance Authority Act (PA 530 of 2004)
-) Private Investment Infrastructure Funding Act (PA 250 of 2010)

Any obligation, or refunding of an obligation, that was issued by an Authority or by the municipality that created the Authority, under a statute that was repealed by Public Act 57 will continue in effect under its original terms under the corresponding part of this Act.

Transparency and Reporting Requirements

1. By April 1, 2019, each Authority must submit its currently adopted development plan or tax increment finance plan to the Department of Treasury.
2. Annually, after January 1, 2019, each Authority must submit a comprehensive annual report to Treasury, the governing bodies of its related municipality, and each taxing unit levying taxes that are captured by the Authority. This report must contain detailed information on the capture and use of tax increment revenues and is due concurrent with the Authority’s audit report due date (typically six months after the fiscal year end).
3. Within 180 days after the Authority’s fiscal year end, subsequent to January 1, 2019, the municipality which created the Authority must give public access (either on their website or at a physical location within the municipality) to the following documents:
 - o Minutes of all Authority Board meetings
 - o Current Authority staff contact information
 - o Authority’s approved budgets and annual audits
 - o Currently adopted development and/or tax increment financing plans
 - o Current contracts with descriptions
 - o Annual synopsis of the Authority’s activity, which includes the following:
 - For any tax increment revenues not expended within 5 years of receipt, include the reasoning for accumulating the funds, their expected uses, and a timeframe of when they will be expended.

- For any tax increment revenues not expended within 10 years of receipt, include the amount of those funds, along with a written explanation for the reason the funds have not been expended.
 - For the immediately preceding fiscal year, a list of the Authority's accomplishments, projects, investments, events, and promotional campaigns
4. The Authority must hold, at a minimum, two informational meetings each year, and give a 14-day advance notice to the public and to the governing body of each taxing unit. These meetings may be held in conjunction with other public meetings of the Authority or municipality.

Any Authority not in compliance with the above reporting requirements will receive a notice from the Department of Treasury. If the Authority is still in noncompliance status after 60 days from receipt of the notice, the Authority will be prohibited from capturing tax increment revenues in excess of the amounts needed to pay bonded indebtedness and other obligations of the Authority during this period of noncompliance.

Additional Information

To view Public Act 57 of 2018, regarding the consolidation of Tax Increment Authorities and additional reporting requirements, visit the State of Michigan's website: [http://www.legislature.mi.gov/\(S\(nhboq4doz1h4bwbqb0gcxqim\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-57-of-2018](http://www.legislature.mi.gov/(S(nhboq4doz1h4bwbqb0gcxqim))/mileg.aspx?page=GetObject&objectname=mcl-Act-57-of-2018)

October 17, 2018

Ms. Yvette Talley
City Clerk
City of Lathrup Village
27400 Southfield Rd.
Lathrup Village, MI 48076

Dear Ms. Talley,

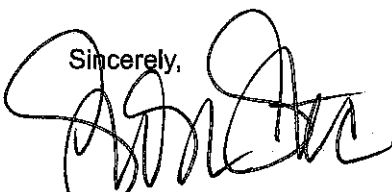
I am pleased to express my interest in the Community & Economic Development Manager position for the City of Lathrup Village. Throughout my career, I have embodied the cliché of wearing many hats- a background that has enabled me to fully understand how economic development, planning, and zoning work together.

As the Economic Development Coordinator in both Hamtramck and now Clawson, I have been involved in an array of projects and programs. My time in Hamtramck was focused on revitalization of the city through planning and community development initiatives. This included working closely with creative entrepreneurs, community stakeholders, small business support groups, and developers. A key responsibility was administering CDBG funds, including application development, project tracking, and compliance. Additionally, I worked with a team to administer \$12.5M in NSP2 funds, which were used to resolve a 40-year housing discrimination lawsuit- building 52 housing units.

Currently, my role with the City of Clawson is akin to a planning and economic development manager. I act as a business liaison with a focus on creating a predictable and business-friendly planning and (re)development process. I walk business and property owners through the approval process from start to finish, and beyond. I established a Clawson "Development Team" to provide upfront feedback from City departments by way of pre-application meetings, and established a tracking system for applicants going through the development process. I spearheaded the City's engagement in both Redevelopment Ready Communities and Oakland County's One Stop Ready program as a way to further refine our processes. I have been involved in every facet of planning and economic development, from master planning and policy development, to the interpretation, implementation, and drafting of ordinances. At times serving as the department supervisor for the Building and Planning Department, I am comfortable supervising administrative and clerical staff, and engaging with the public on a wide range of building, planning, and economic development topics.

These projects, and many others, have afforded me the opportunity to engage with the community in a meaningful way. I am confident that my experience makes me an ideal and well-rounded candidate for your position. I look forward to the opportunity to speak with you and to elaborate upon what I might bring to it.

Sincerely,



Susie Stec

Susan Elizabeth Stec
3084 Judah Road, Orion Twp., MI 48359
810.923.9334 / susie.stec@gmail.com

Education

Master of Urban Planning, 2007, Wayne State University, Detroit, Michigan

Bachelor of Arts (Anthropology, International Development), 2001, McGill University, Montreal, Canada

Professional Training and Workshops

- ArcGIS Online Training (Oakland County/ESRI)
- Capital Improvements Program (MAP)
- Managing Economic Development Organizations (IEDC)
- Business Retention and Expansion (IEDC)
- Economic Development Basic Course (MEDA/IEDC)
- Cornerstone Program XVIII (Leadership Oakland)

Work Experience

Economic Development Coordinator
City of Clawson, Clawson, MI

January 2014 – Current

- Project management and tracking from start to finish
- Serve as a primary point-of-contact for businesses seeking to expand/relocate/redevelop
- Promote a business-friendly atmosphere by taking active measures to implement appropriate Redevelopment Ready Communities and Oakland County One Stop Ready Best Practices to streamline the (re)development process
- Educate and encourage utilization of business development and assistance programs offered by County/State agencies for new and expanding businesses
- Draft and implement assistance programs and/or initiatives that may be utilized throughout the city for new and existing businesses, including city-wide incentive policy
- Assist in editing (“cleaning up”) of Chapter 34 of the Land Development Regulations to remove inconsistencies, identifying areas of improvement (i.e. rezoning, permitted uses). Draft new ordinances as needed.
- Participate in the updates to both city-wide and Downtown Master Plans, and their associated zoning amendments
- Provide staff support to Planning Commission and attend monthly meetings. Attend Zoning Board of Appeals, DDA and City Council meetings as necessary
- Coordinate joint meetings between Planning Commission, City Council & Zoning Board of Appeals. Identify relevant training opportunities for these groups
- Assist individuals at the Building Counter with questions related to planning, zoning, economic development and other related topics
- Research and write grant proposals; explore state and national programs that may be beneficial to the city. Identify appropriate partnerships for those opportunities
- Monitor and update the list of Available Commercial Properties; assist in site selection
- Develop branding and marketing materials to more effectively promote “the little city with a big heart”. Publish Clawson Development Guide to be distributed in meetings, at the Building Department and online

- Official Department Proofreader. Draft written communication that clearly and effectively conveys the pertinent information in a pleasant tone
- Attend networking and training events
- Supervise Building Department staff

Community & Economic Development Coordinator
City of Hamtramck, Hamtramck, MI

April 2010 – June 2013

- Administer CDBG, NSP2 and MSHDA program funds including maintaining detailed project files and financial records, process reimbursement requests, develop program guidelines and policies, and compile reports
- Provide staff support to Zoning Board of Appeals and Plan Commission
- Review site plans for compliance with zoning ordinance, prepare planning reports and recommendations
- Administer city's Zoning Ordinance and Master Plan
- Assist prospective businesses identify suitable locations and economic incentives
- Serve as a liaison with city, county, regional, and state economic development agencies and organizations
- Design economic development initiatives and housing related programs to improve the quality of life for residents
- Work hand-in-hand with DDA on redevelopment and revitalization initiatives
- Develop marketing materials and online media presence
- Participate on local agency committees and community groups
- Interface with residents on a range of city-related matters
- Intake and review departmental permits; coordinate film permitting between multiple departments
- Maintain an inventory of the available commercial properties in the city
- Work within a team on housing development activities to resolve the country's longest standing housing discrimination lawsuit
- Research and write federal and foundation grant proposals; manage awarded grants
- Mentor student interns, assigning projects and providing daily oversight
- Conduct community outreach
- Draft requests for proposals and requests for qualifications
- Assist Director on special projects, preparing reports, conducting research, drafting office correspondence, etc.

Regional Energy Intern

August 2009 – March 2010

Southeast Michigan Regional Energy Office, Michigan Suburbs Alliance, Ferndale, MI

- Researched grant funding opportunities to facilitate energy efficiency
- Worked independently and within a team to write and prepare multiple grant application

Program Manager

October 2004 – June 2009

Eight Mile Boulevard Association, Detroit, MI

- Planned, organized and executed annual fundraisers; secured sponsorship funding for these events
- Served as a liaison between local businesses, residents and communities

- Managed and coordinated association programs including clean up initiatives, economic development activities, and special projects
- Facilitated collaboration between 13 local municipalities, 3 counties and MDOT
- Implemented façade improvement program & multi-jurisdictional code compliance and education program
- Prepared correspondence, meeting materials and minutes for Board of Directors and Committees
- Researched and wrote grant proposals; administered grants and followed reporting protocols
- Authored print newsletter, *The Baseline Report*, and e-newsletter, *The Corridor Connection*
- Draft marketing brochures and promotional materials
- Recruited and coordinated volunteers
- Trained and supervised association interns
- Established partnerships with other local non-profits and community development associations
- Maintain an inventory of the available commercial properties along the corridor

Skills and Knowledge

- Preparing clear and concise written materials
- Strong understanding of planning and economic development principles
- Maintain accurate programmatic records
- Familiarity with state financing incentives
- Conversational French

Professional Memberships

- Michigan Association of Planning
- Michigan Economic Developers Association
- Clawson Chamber of Commerce, Board of Directors