



City of Garden City
DOWNTOWN DEVELOPMENT AUTHORITY
Board of Trustees

REGULAR MEETING AGENDA April 18, 2023

A. Call to Order 5:00 PM

- 1) Roll Call
- 2) Introduction
- 3) Approval of Agenda

B. Consent Agenda Items: (*motion as a whole*)

- 1) Approval of Minutes – Reg Bd Mtg: Mar 21, 2023
- 2) Acceptance of Accounts Payable as listed: To date – Apr 2023
- 3) Acceptance of Finance Report as listed for Mar 2023

C. Action Items

- 1) CGE Energy – Gary Zaplitny
- 2) Budget Approval 2023-2024
- 3) City / Com Dev Director proposal

D. Information Items

- 1) DDA Board appointment

E. Committee Reports

- 1) **Promotion Committee**
 - a. Lucky Squirrels – May 20, July 22, Sept 16
Accepting applications now.
- 2) **Design Committee**
 - a.
- 3) **Maintenance Committee**
 - a.
- 4) **Marketing Committee**
 - a.

F. Open Discussion/Call to the Audience

G. Adjournment

The City of Garden City will provide necessary auxiliary aids and services (such as signers and audio tapes) to individuals with disabilities attending meetings or hearings. A two-week notice is required.
For assistance, contact the DDA office at 734-261-2830.

John Fleming, DDA Chairman



City of Garden City
DOWNTOWN DEVELOPMENT AUTHORITY
Board of Trustees

REGULAR MEETING AGENDA March 21, 2023

A. Call to Order 5:00 PM

- 1) Roll Call

Member Present: Mayor Mark Jacobs, Chair John Fleming, John Santeiu, Charlotte Lawrie, Denise Stabley, Mike Berry

Absent: Dr. Malik Hider, Alex Beydoun, Lore Walkonis (EX)

Others Present: Gary Zaplitny CGE, Director J Prosch, John Murray

- 2) Introduction
- 3) Approval of Agenda

Motion to approve the Agenda by Mayor Jacobs, supported by D Stabley
Motion passed unanimously

B. Consent Agenda Items: (motion as a whole)

- 1) Approval of Minutes – Reg Bd Mtg: Feb 21, 2023
- 2) Acceptance of Accounts Payable as listed: To date – Mar 2023
- 3) Acceptance of Finance Report as listed for February 2023

Motion to approve the Agenda by J Santeiu, supported by Mayor Jacobs
Motion passed unanimously

C. Action Items

- 1) Board elections

Motion to approve elected officials J Fleming CHAIR, D Stabley VCHAIR, L Walkonis SECRETARY C Lawrie TREASURER by D Stabley, supported by C Lawrie

Motion passed unanimously

- 2) CGE Energy – Gary Zaplitny

Motion to approve Option 1 from the list of options by D Stabley, supported by Mayor Jacobs.

Motion passed unanimously

D. Information Items

- 1) Economic Dev Director- City
- 2) DDA Director Position
- 3) New business applications

E. Committee Reports

1) **Promotion Committee**

- a. Lucky Squirrels – May 20, July 22, Sept 16
Accepting applications now.

2) **Design Committee**

- a.

3) **Maintenance Committee**

- a.

4) **Marketing Committee**

- a.

F. Open Discussion/Call to the Audience

G. Adjournment



**CITY OF GARDEN CITY
MICHIGAN**

FINANCIAL REPORT

MONTH ENDING MARCH 2023

4/12/23

PERIOD ENDING 3/31/23
 % Fiscal Year Completed: 75.07

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

| GL NUMBER | DESCRIPTION | ORIGINAL | AMEND | CURRENT | YTD BALANCE | AVAILABLE | % BDGT |
|--|----------------------------------|-------------|-------------|-----------|-------------|-------------|----------|
| | | BUDGET | BUDGET | MONTH | | | |
| | | 2022-2023 | 2022-2023 | 3/31/2023 | 3/31/2023 | BALANCE | USED |
| Fund 729 - DOWNTOWN DEVELOPMENT AUTH | | | | | | | |
| Revenues | | | | | | | |
| Dept 587 - GRANTS FROM LOCAL UNITS | | | | | | | |
| 729-587-595.001 | LOCAL COMMUNITY STABILIZATION / | 35,000 | 70,000 | - | 25,019 | 44,981 | 35.74 |
| Total Dept 587 - GRANTS FROM LOCAL UNITS | | 35,000 | 70,000 | - | 25,019 | 44,981 | 35.74 |
| Dept 660 - MISC. REVENUES | | | | | | | |
| 729-660-664.000 | INTEREST | 100 | 200 | 3,118 | 11,622 | (11,422) | 5,810.92 |
| Total Dept 660 - MISC. REVENUES | | 100 | 200 | 3,118 | 11,622 | (11,422) | 5,810.92 |
| Dept 729 - DOWNTOWN DEVELOPMENT AUTH | | | | | | | |
| 729-729-161.006 | REVENUE-S.A.C REPAYMENTS | 12,000 | 24,000 | - | 5,000 | 19,000 | 20.83 |
| 729-729-161.090 | SPECIAL ASSESSMENT REVENUE - PEN | 800 | 1,600 | - | - | 1,600 | 0.00 |
| 729-729-191.000 | REVENUE - PROPERTY TAX | 462,900 | 925,800 | - | 491,623 | 434,177 | 53.10 |
| 729-729-695.000 | MISCELLANEOUS REVENUE | 30,000 | 60,000 | 2,856 | 23,198 | 36,802 | 38.66 |
| Total Dept 729 - DOWNTOWN DEVELOPMENT AUTH | | 505,700 | 1,011,400 | 2,856 | 519,821 | 491,579 | 51.40 |
| TOTAL REVENUES | | 540,800 | 1,081,600 | 5,974 | 556,461 | 525,139 | 51.45 |
| Expenditures | | | | | | | |
| Dept 729 - DOWNTOWN DEVELOPMENT AUTH | | | | | | | |
| 729-729-702.000 | SALARIES & WAGES | 83,779 | 167,558 | 1,563 | 29,667 | 137,891 | 17.71 |
| 729-729-715.000 | SOCIAL SECURITY | 6,869 | 13,738 | 120 | 2,462 | 11,276 | 17.92 |
| 729-729-717.000 | LIFE INSURANCE | 1,648 | 3,296 | - | 466 | 2,830 | 14.14 |
| 729-729-718.300 | RETIREMENT- DDA 457B | 5,061 | 10,122 | - | 2,515 | 7,607 | 24.85 |
| 729-729-721.000 | WORKERS COMPENSATION | 997 | 1,994 | 19 | 353 | 1,641 | 17.71 |
| 729-729-722.000 | UNEMPLOYMENT COMPENSATION | 29 | 58 | 2 | 2 | 56 | 3.43 |
| 729-729-726.100 | OFFICE SUPPLIES | 3,000 | 6,000 | 97 | 330 | 5,670 | 5.50 |
| 729-729-726.200 | POSTAGE | 100 | 200 | - | 211 | (11) | 105.45 |
| 729-729-775.100 | EQUIPMENT MAINTENANCE | 2,500 | 5,000 | - | 1,567 | 3,433 | 31.34 |
| 729-729-775.200 | BUILDING MAINT/REPAIRS | 1,000 | 2,000 | - | - | 2,000 | 0.00 |
| 729-729-775.250 | STREETSCAPE REPAIRS | 31,617 | 63,234 | 988 | 27,134 | 36,100 | 42.91 |
| 729-729-801.300 | LEGAL SERVICES | 7,000 | 14,000 | 374 | 752 | 13,248 | 5.37 |
| 729-729-801.400 | CONTRACTUAL-PROFESSIONAL | 15,000 | 30,000 | - | 41,158 | (11,158) | 137.19 |
| 729-729-813.000 | ADMINISTRATION FEE-DDA | 12,000 | 24,000 | 1,000 | 9,000 | 15,000 | 37.50 |
| 729-729-850.100 | TELEPHONE | 2,000 | 4,000 | 119 | 1,115 | 2,885 | 27.87 |
| 729-729-860.100 | MEETINGS/CONF/WORKSHOPS | 3,000 | 6,000 | - | 22 | 5,978 | 0.37 |
| 729-729-860.200 | TRANSPORTATION | 1,500 | 3,000 | - | 1,241 | 1,759 | 41.37 |
| 729-729-900.000 | PRINTING & PUBLISHING | 250 | 500 | - | 203 | 297 | 40.58 |
| 729-729-910.000 | INSURANCE | 12,000 | 24,000 | 1,000 | 9,000 | 15,000 | 37.50 |
| 729-729-920.150 | STREETSCAPE UTILITIES | 23,000 | 46,000 | 513 | 5,950 | 40,050 | 12.94 |
| 729-729-933.000 | MAINTENANCE/DDA IMPROVE | 95,000 | 190,000 | 4,500 | 78,703 | 111,297 | 41.42 |
| 729-729-940.200 | RENT | 10,800 | 21,600 | 900 | 9,000 | 12,600 | 41.67 |
| 729-729-956.000 | MISCELLANEOUS | 250 | 500 | - | 125 | 375 | 24.98 |
| 729-729-958.000 | MEMBERSHIP & DUES | 1,400 | 2,800 | - | 625 | 2,175 | 22.32 |
| 729-729-963.000 | PUBLICITY PROMOTION | 50,000 | 100,000 | 369 | 47,938 | 52,062 | 47.94 |
| 729-729-977.100 | CAP OUTLAY OFFICE EQUIP & SOFTW | 1,000 | 2,000 | - | - | 2,000 | 0.00 |
| 729-729-987.000 | FACADE IMPROVEMENTS | 40,000 | 80,000 | - | 1,000 | 79,000 | 1.25 |
| 729-729-987.100 | PARKING IMPROVEMENTS | 20,000 | 40,000 | - | - | 40,000 | 0.00 |
| 729-729-987.200 | NEW DEVELOPMENT PROJECTS | 100,000 | 200,000 | - | - | 200,000 | 0.00 |
| 729-729-987.300 | ARCHITECTURAL ASSISTANCE | 10,000 | 20,000 | - | - | 20,000 | 0.00 |
| Total Dept 729 - DOWNTOWN DEVELOPMENT AUTH | | 540,800 | 1,081,600 | 11,563 | 270,540 | 811,060 | 25.01 |
| TOTAL EXPENDITURES | | 540,800 | 1,081,600 | 11,563 | 270,540 | 811,060 | 25.01 |
| Fund 729 - DOWNTOWN DEVELOPMENT AUTH: | | | | | | | |
| TOTAL REVENUES | | 540,800 | 1,081,600 | 5,974 | 556,461 | 525,139 | 51.45 |
| TOTAL EXPENDITURES | | 540,800 | 1,081,600 | 11,563 | 270,540 | 811,060 | 25.01 |
| NET OF REVENUES & EXPENDITURES | | - | - | (5,589) | 285,921 | (285,921) | 100.00 |
| TOTAL REVENUES - ALL FUNDS | | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 44,291,800 | 44,832,600 | 2,932,012 | 33,319,899 | 11,512,701 | 74.32 |
| TOTAL EXPENDITURES - ALL FUNDS | | | | | | | |
| TOTAL EXPENDITURES - ALL FUNDS | | 45,889,900 | 46,430,700 | 3,799,667 | 31,682,322 | 14,748,378 | 68.24 |
| NET OF REVENUES & EXPENDITURES | | (1,598,100) | (1,598,100) | (867,655) | 1,637,577 | (3,235,677) | 102.47 |

Economic Development Position Proposal

Attached is a draft copy of a job description for the Community Development Director.

The position's responsibilities would include:

- *Acting as the Garden City DDA Director*
- *Overseeing the City's Building Department*
- *Leading city-wide economic development*

None of the above responsibilities entail a 40-hour work week alone, therefore the compounding of the tasks will attract an even more educated and qualified applicant.

As the current Garden City Clerk oversees the City Hall Building Department, with very little time commitment, this new position would have more than enough time to commit as the DDA Director and the City's Economic Development Director. With such diversity in the position, the City and the DDA will be assured of hiring a certified professional with urban planning and development experience.

Since the DDA District is where all economic development activities should begin, the main focus of the position would be the development of the downtown corridor.

If the position is advertised at \$100,000, this would include an overall cost of \$205,000 due to additional benefits such as healthcare and pension.

At an annual commitment of \$70,000 from the DDA, the City would take on the additional cost of \$135,000.

Shared costs:

| | |
|--------|------------------|
| DDA = | \$ 70,000 |
| City = | <u>\$135,000</u> |
| | \$205,000 |

JOB DESCRIPTION

Garden City Director of Community Development \$100,000/per year

PROFESSIONAL RESPONSIBILITIES TO INCLUDE:

- *DDA Director*
- *Director of the City Building Department*
- *City-Wide Economic Development*

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Overall responsibility of the City Building Department. Assume full management responsibility for all Community Development Department services and activities including all City planning, inspection services, and the development, administration, and implementation of the City's general plan.
- Lead the administration and activities of the Garden City Downtown Development Agency (DDA) is to enhance the quality of life for Garden City residents through revitalization of the downtown district.
- Directs all economic development initiatives of the City and act as a catalyst to introduce new businesses to Garden City.
- Plan, direct, coordinate, and implement a city-wide economic development work plan with goals and objectives.
- Development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.
- Provides professional economic development advice, assists in the application and permitting process, and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals as established by the City and the DDA.

- Is a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. *Wayne County Economic Development Department, Michigan State Department of Economic and Community Development, HUD, and the Regional Planning Commission, etc.*
- Confer with engineers, developers, architects, other agencies, and the general public in acquiring information and coordinating planning, zoning, environmental, and related activities.
- Oversee and administer contracts with outside engineers, planners, and consultants; review the work of consulting staff for compliance with City standards and goals and direct the negotiation and the management of professional service contracts in the DDA Corridor.
- Provides information and/or makes presentations to City Council, DDA Board of Trustees, City Commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Develops a detailed report and becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.
- Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.
- Administers the DDA's micro loan program.
- Formulates and implements marketing and business attraction strategies for city-wide economic development success.
- Act as liaison to the Garden City Business Alliance and other community groups as available.
- Coordinate the efforts of other departments relative to the City's economic development activities.
- Serves as a member of economic development groups or task force that promote economic and community development at the local, State or Federal level, as deemed necessary or appropriate.
- Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties, i.e. the City Council, DDA Board of Trustees, City Manager, etc.

- Attends professional development workshops and conferences to keep abreast of new trends and developments in the fields of redevelopment and economic development, and to represent the interest of the City of Garden City on matters related to economic development.
- Maintains strong working relationships with the general public, area businesses, clients, the media, and others.
- Develop plans for improved communications with the public, including working with the City Communications Department, regarding the coordination of economic development activities and public information including but not limited to news releases, newsletters, and other publications.
- Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

MINIMUM QUALIFICATIONS

EDUCATION, TRAINING, AND EXPERIENCE GUIDELINES:

Graduation from an accredited college or university with a degree in Urban Planning, Public Administration, Business Administration, or a related field; AND seven (7) years of comprehensive management level experience in municipal planning, building, economic development, or redevelopment, including two (2) years as a department head.

- A master's degree in a related field is preferred.
- AICP Certification is preferred.

KNOWLEDGE OF:

- City and DDA organization, operations, policies, and procedures.
- Applicable Federal, State, and City codes, laws, statutes, and ordinances.
- Principles and practices of planning, redevelopment, economic development, and land use, real estate acquisition, and development processes.
- Regulations and standards governing public policy development and Michigan redevelopment and land use law.
- Principles of the planning and design of redevelopment projects, affordable community housing and public/private development and infrastructure projects.
- Principles and practices of administrative management, including procurement, contract management, and risk management.

- Strategic planning and management principles and techniques.
- Record keeping and file maintenance principles and procedures.

SKILL IN:

- Analyzing complex community development issues, evaluating alternatives, and making creative recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines.
- Facilitating and building community, business, and organizational consensus in the visioning, planning, design and implementation of the City's planning, development, and economic development activities.
- Interpreting complex regulations, laws, and guidelines.
- Organizing, evaluating, analyzing, and presenting data and information.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Planning, organizing, and coordinating the work of volunteers.
- Establishing and maintaining cooperative working relationships with elected officials, appointed board members, public service providers, and representatives from other local, State and Federal agencies.
- Operating a personal computer utilizing a variety of standard and specialized software.
- Effective verbal and written communication.