



Portland Downtown Development Authority Meeting Agenda

Monday JULY 28, 2025 7:00 P.M.

Council Chambers, Portland City Hall, 259 Kent St.



7:00pm	I. Call to Order – Chairperson: Dr. Jason Williamson		
	II. Attendance		
7:08pm	IV. Approval of Agenda	Motion	2:
	V. Public Comment		
	VI. Approval of Minutes	Motion	2:
	VII. Approval Treasurer Report	Motion	2:
7:11pm	VIII. Team Reports -Progress on Projects & Work Plans - Plaza updates – Andrew TEAMwork Members update – Jason & Tina TEAM Portland option Brews & Pours – Sign up Sheet being passed to board members		
7:20pm	IX. OLD BUSINESS		
	A. DDA Job Description	Motion	2:
	B. Funding Initiatives (sponsorships / donations) Require Board Approval	Motion	2:
7:30pm	X. NEW BUSINESS		
	A. Election of Board Officers Chair Vice-Chair Secretary Treasurer		
	B. BREWs & POURs update – Cut Brewery / Interim Checks Motion		2:
	C. Bi-Annual DDA-TIF Public Meeting – 7pm, Board Meeting to follow. September 22, 2025 (after Aug. Budget Review)		
	D. Form a By-Laws Review Group for recommendations of updates Nominees (2): and DDA Director	Motion	2:
7:45pm	XI. Director Report		
	A. By the Numbers		
	B. Stakeholder Outreach		
	C. Operations & Projects		
	D. Communications & Other Info / Events		
7:48pm	XII. Board Member Comments / Announcements		
8:00pm	Motion to Adjourn	Motion	2:
TEAMwork Meeting Tues August 5, 2024 @ confluxcity – Prior to Event			
Next regular DDA Board Meeting: 7pm Monday August 25, 2025			

**Minutes of the Downtown Development Authority
City of Portland**

Held on Monday, June 30, 2025
In the Council Chambers at City Hall

Members Present: Williamson, Mayor Barnes, City Manager Dymczyk, Schneider, Vogl, Briggs, Ward

Members Absent: None

Staff: Director ConnerWellman, City Clerk Miller

Guests: Mary Teachout and Laurie Reeves of Scrappy Divas and Portland Civic Players, Shannon Cunningham of Cunningham Insurance, Bobbie Hoskins

Chair Williamson called the meeting to order at 7:09 P.M.

Motion by Barnes, supported by Briggs, to approve the agenda with the addition of DDA Director Job Description under Old Business, and parking at the fireworks under New Business.
All in favor. Adopted.

Under Public Comment, Mary Sandborn followed up on comments she made several months ago at a DDA meeting about DDA support of new businesses.

Motion by Schneider, supported by Barnes, to approve the minutes of the June 3, 2025, regular meeting.
All in favor. Adopted.

Member Schneider inquired about the mileage reimbursement.

There was discussion.

Motion by Briggs, supported by Vogl, to approve the Treasurer's Report.
All in favor. Adopted.

Under Team Reports, Chair Williamson stated the fireworks went very well. He has received good feedback on the event.

Director ConnerWellman thanked Chair Williamson and his team for their efforts in coordinating the event.

City Manager Dymczyk proved an update on the Looking Glass Plaza Project. The river crossings as part of the wastewater portion of the project have been completed. The next step will be to tie in the new infrastructure at the manhole located at Kent St. and Grand River Ave. This work is expected to be completed mid-July and then the intersection will be open. The plaza is expected

to be finished in August. The dumpster for the River House Grill will be in the originally planned area, in the plaza.

Director ConnerWellman stated that due to the weather and construction activities at Two Rivers Park, related to the wastewater infrastructure work, the attendance at Sounds of Summer has been sluggish. She suggested changing the location to the Red Mill until the construction activities are done.

Mary Teachout suggested the Portland Civic Players theatre could be used as a backup location.

Under Old Business, Director ConnerWellman noted Member Sandborn submitted his resignation from the DDA effective 06/23/25. She further noted Member Ward's term is expiring but she has applied to Council for reappointment.

Member Williamson presented his memo outlining the recommendations from the DDA subcommittee regarding the evaluation of the DDA Director Job Description and proposed Communication Policy.

City Manager Dymczyk provided information on the review process and rationale for the need for a Communication Policy. He cited the example about the Facebook communication of misinterpretation related to the ongoing issue of vehicle key fobs intermittently not working. There were originally some questions by the public about whether the issue was caused by Automated Meter Infrastructure (AMI) recently installed by the Electric Department. The City did reach out to its AMI vendor as it was related to radio frequency waves to provide guidance. There was no singular solution. He noted his feeling there should be transparency through communication. The proposed Communication Policy outlines the efforts to outline expectations as a board.

There was discussion.

Director ConnerWellman thanked the subcommittee for their due diligence in their review and stated she will happily move forward with their desired recommendations. There was a misunderstanding regarding the key fob issue, what was paid for, who was helping, etc. When the issue came up on the Facebook Portland Community Page she was called so responded in what she felt was effective information except that one sentence.

Director ConnerWellman stated she was informed by the Subcommittee that in relation to the communication goals they are things she is already doing effectively. She further stated that no other board in the City has a Communication Policy. The practice has been that the DDA follow City standards. In reaching out to other DDA's throughout the State she found that no other similar size community has a Communication Policy, communication is considered part of the job description.

Regarding the recommendation by the subcommittee for an annual review, Director ConnerWellman noted she hasn't had a review since 2019. She has been told in the past that a review has not been needed because the board has been happy with her work, but she is happy to have one. If the board decides to move forward with reviews, she would prefer to have one immediately and then on an agreed upon timeline.

Mayor Barnes stated he has been involved with the DDA since 2003. Communication has been an issue with past DDA Directors, before social media. At one point, the DDA Director didn't issue any statements without review by some of the board members. He further stated that when the DDA Director issues a statement it represents the entire Board so when a statement is made it is important that it is accurate. This is not the same situation with other City boards.

Motion by Dymczyk, supported by Barnes to adopt the DDA Director Communications Policy.

There was discussion about whether to move forward with voting tonight or at the next DDA meeting.

Member Schneider asked about the recommendation in the memo to move the DDA Team meetings from regularly established dates to meet on an "as needed" basis with a focus on event planning.

City Manager Dymczyk explained the motion on the floor is only for the Communication Policy, not for the other recommendations outlined in the memo.

Member Briggs asked about the requirement in the proposed Communication Policy under Social Media & Website Management to, "Regularly update the DDA and/or City website with meeting minutes, upcoming projects, and community resources." Her understanding was that this requirement is something the City Clerk does.

City Manager Dymczyk noted there is a team that does various things in the City. Ultimately, the DDA Director is responsible for the communication/message.

There was discussion.

Chair Williamson held the vote for the motion on the floor.
All in favor. Adopted.

City Manager Dymczyk provided a review of the proposed DDA Director job description, which has not been updated since 2017 when the City was a part of the Michigan Main Street Program. The salary range was removed, the minimum qualifications were changed, and language was added to require monitoring of legislation and trends and providing strategic response to both.

Mayor Barnes suggested looking into what types of oversight other DDA's have. He wondered if it is fair to have the DDA Chair handle the oversight of the DDA Director. He also noted in his feeling it is unfair to the DDA Director or other staff to require oversight of projects.

Director ConnerWellman noted that in her experience, she has not overseen any projects, including the Donation Agreement for 103 E. Grand River, or the TIF Amendment. The practice has been to collaborate with the City Manager, sit in on planning meetings, and share valid insights. She further stated she does not want the implication she is responsible for things she wasn't responsible for.

City Manager Dymczyk stated he would like to see how other entities have this issue structured.

There was discussion.

Motion by Dymczyk, supported by Williamson, to table consideration of the DDA Job Description until the July DDA Meeting.

All in favor. Adopted.

City Manager Dymczyk suggested that Team Meetings be moved from regularly scheduled to an as needed basis. He stated he doesn't see the value in regular meetings.

Director ConnerWellman that planning for events begins several months ahead of time.

Director ConnerWellman stated for many years efforts have been made to engage with the community and recently there have been community members who want to be involved and found the Team Meetings are a good way to engage them. Community members have stated they do not prefer to come to a DDA meeting and sit in the audience and have discussions with the entire board. They prefer the Team Meetings where there is more open dialogue.

Member Briggs noted her thought the Team Meetings were intended to allow more open discussion on certain projects and events. The DDA is not the same type of meeting.

There was discussion.

Motion by Dymczyk, supported by Vogl, to table further discussion and a decision on the need for monthly Team Meetings.

All in favor. Adopted.

City Manager Dymczyk outlined the next steps. The review that Director ConnerWellman has asked for should be done soon as well as a survey of the business owners in the DDA District.

Under New Business, Director ConnerWellman presented the board members with the Board Member Agreement and Conflict of Interest Policy to be reviewed and signed annually by the board members.

Director ConnerWellman presented information related to a potential budget amendment for the Plaza construction project. Information was not received in time to present the budget amendment for consideration at this meeting.

City Manager Dymczyk stated the fundraising effort to offer VIP parking for the fireworks for a \$100 fee was not approved by the DDA and feels that it should have been. He further noted his feeling this was an exorbitant fee.

City Manager Dymczyk made a motion all charges for service on behalf of the DDA District should be approved by the DDA body.

Director ConnerWellman stated that two parking spaces were sold. The idea came out of a Teams Meeting where many DDA members were present. Sponsorships for the fireworks have been lacking. Sponsors who donated \$100 were offered a VIP parking spot and the idea was well received. The offer was then extended to the public. She apologized if the board feels she made the offer to the public too soon without board approval.

There was discussion.

Member Schneider asked if any request for sponsorship should be approved by the DDA.

City Manager Dymczyk stated his feeling that should be the case.

Director ConnerWellman stated City Treasurer Tolan has stated the schedule of fees is very clearly defined and sponsorships do not fall under those. She further stated she has been operating as she always has in terms of fundraising citing the example of fundraising for the splash pad. Fundraising would be slowed considerably if it must go through the DDA for approval.

Motion by Barnes, supported by Dymczyk, to table discussion regarding the motion all charges for service on behalf of the DDA District should be approved by the DDA body.
All in favor. Adopted.

Director ConnerWellman provided the Director's Report and takeaways from conferences she has recently attended.

Under Board Member Comments, City Manager Dymczyk noted the 4th of July Parade will be held at 10:00 AM on July 4, 2025, and will follow the Homecoming Parade route.

Member Schneider asked if the bylaws have been updated to reflect change in quorum. If not, he asked that this issue be moved forward.

Motion by Williamson, supported by Dymczyk, to adjourn the meeting at 8:47 P.M.
All in favor. Adopted

Respectfully submitted,

Margery Briggs, Secretary

DRAFT



Date: July 28, 2025

REPORT OF FUNDS IN DDA AS OF: May 31, 2025

PRINCIPAL & INTEREST ACCOUNT

PREVIOUS BALANCE:	<u>5/31/2025</u>	<u>AMOUNTS</u>	\$ 501.78
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NEW BALANCE:	<u>6/30/2025</u>		<u>\$ 501.78</u>
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PRIME ACCOUNT

PREVIOUS BALANCE:	<u>5/31/2025</u>	\$ 25,418.79
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DEPOSITS:		\$ -
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Due to customers:		\$ (1,015.57)
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NEW BALANCE:	<u>6/30/2025</u>	<u>\$ 24,403.22</u>
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REGULAR ACCOUNT

PREVIOUS BALANCE:	<u>5/31/2025</u>	\$ 570,580.19
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INTEREST EARNED:		\$ 120.43
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DEPOSITS:		
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Misc Reimb.	\$ 257.94
Donation -Plaza	\$ 1,500.00
Fireworks	\$ 3,325.00
Beers & Pours	\$ 2,850.00
HolidayFest	\$ 850.00
Bandshell music	\$ 2,000.00

TRANSFERS:	Kent Street Project	Total:	3898.31	\$ -
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CHECKS WRITTEN:

Ck No.	Payee:	<u>AMOUNTS</u>
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Admin charge	\$ 2,000.00
Bank fee - Fraud Protection	\$ 30.00

2674	City of Portland, Credit Card Reimbursement, Postage	\$ 2,166.68
2672	A.L.T. Printing, T-shirts	\$ 1,349.00
2673	American Rental, Portable toilet	\$ 900.30
2675	EcTownUSA, LLC, Advertiser, Webhosting & Support	\$ 273.95
2676	F & V Engineering- 103. E Grand River Plaza	\$ 1,360.00
2677	ICEA, MIPitch Even Sponsorship	\$ 500.00
2679	Noble Creative LLC, Social Media Brews on the Bridge	\$ 1,000.00
2680	PE Office Solutions, Sponsor banners & card stock	\$ 1,271.32
2684	Tina Conner-Wellman, phone & mileage reimbursement	\$ 123.30
2678, 2681, 2682, 2683	Sounds of Summer Bands	\$ 1,150.00

\$ (12,124.55)

TRANSFER FOR DDA PAYROLL AND FRINGE BENEFITS FROM 6/1/2025 - 06/30/2025	\$ (6,837.59)
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TOTAL EXPENSES:	<u>\$ (18,962.14)</u>
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NEW BALANCE:	<u>6/30/2025</u>	<u>\$ 562,521.42</u>
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"The City of Portland is an equal opportunity provider and employer."

INVOICE JOURNAL PROOF REPORT FOR CITY OF PORTLAND

BANK CODE: DDA

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

07/15/2025 12:29 PM

User: WINDY

DB: Portland

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/08/2025	AP	A.L.T. PRINTING CO. OPERATING SUPPLIES - BEER FEST Vnd: MISC Invoice: 1363	Invoice: 1363 Ref#: 44497 (T-SHIRTS) 248-267-740.008 248-000-202.000	1,349.00	1,349.00
		Expected Check Run: 07/28/2025		1,349.00	1,349.00
07/14/2025	AP	AMERICAN RENTALS, INC. OPERATING SUPPLIES - BEER FEST Vnd: 00017 Invoice: 579039	Invoice: 579039 Ref#: 44498 (PORTABLE TOILET RENTAL - DDA) 248-267-740.008 248-000-202.000	900.30	900.30
		Expected Check Run: 07/28/2025		900.30	900.30
06/30/2025	AP	CITY OF PORTLAND OPERATING SUPPLIES-MAIN ST BOARD OPERATING SUPPLIES-DESIGN COMMITTEE MISCELLANEOUS EXPENSES CAPITAL OUTLAY-LOOKINGGLASS PLAZA OPERATING SUPPLIES - BEER FEST EDUCATION & TRAINING OPERATING SUPPLIES - BANDSHELL MUSIC OPERATING SUPPLIES-P&M COMMITTEE POSTAGE Vnd: 00701 Invoice: STATEMENT	Invoice: STATEMENT Ref#: 44509 (CREDIT CARD AND POSTAGE REIMBURSEMENT) 248-267-740.001 248-267-740.003 248-267-956.000 248-267-982.002 248-267-740.008 248-267-960.000 248-267-740.012 248-267-740.006 248-267-730.000 248-000-202.000	94.86 423.99 46.17 769.58 45.00 112.35 295.38 308.23 71.12	2,166.68
		Expected Check Run: 07/28/2025		2,166.68	2,166.68
07/15/2025	AP	ECTOWNUSA, LLC CONTRACTUAL SERVICE Vnd: MISC Invoice: 167303	Invoice: 167303 Ref#: 44499 (MEMBER ADVERTISER WEBSITE HOSTING) 248-267-804.000 248-000-202.000	273.95	273.95
		Expected Check Run: 07/28/2025		273.95	273.95
04/26/2025	AP	FLEIS & VANDENBRINK CAPITAL OUTLAY-LOOKINGGLASS PLAZA Vnd: 00153 Invoice: 73441	Invoice: 73441 Ref#: 44500 (PLAZA ENGINEERING) 248-267-982.002 248-000-202.000	1,360.00	1,360.00
		Expected Check Run: 07/28/2025		1,360.00	1,360.00
06/30/2025	AP	IONIA COUNTY ECONOMIC ALLIANCE OPERATING SUPPLIES-P&M COMMITTEE Vnd: 00205 Invoice: STATEMENT	Invoice: STATEMENT Ref#: 44502 (MIPITCH EVEN SPONSORSHIP) 248-267-740.006 248-000-202.000	500.00	500.00
		Expected Check Run: 07/28/2025		500.00	500.00

INVOICE JOURNAL PROOF REPORT FOR CITY OF PORTLAND

07/15/2025 12:29 PM
User: MINDY
DB: Portland

BANK CODE: DDA

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/10/2025	AP	JAMES VANGOOR OPERATING SUPPLIES - BANDSHELL MUSIC Vnd: MISC Invoice: STATEMENT	Invoice: STATEMENT Ref#: 44505 (SOUNDS OF SUMMER) 248-267-740.012 248-000-202.000	150.00	150.00
		Expected Check Run: 07/28/2025		150.00	150.00
07/08/2025	AP	NOBLE CREATIVE LLC OPERATING SUPPLIES - BEER FEST Vnd: MISC Invoice: 1091	Invoice: 1091 Ref#: 44501 (SOCIAL MEDIA BREWS ON THE BRIDGE) 248-267-740.008 248-000-202.000	1,000.00	1,000.00
		Expected Check Run: 07/28/2025		1,000.00	1,000.00
07/07/2025	AP	PE OFFICE SOLUTIONS OPERATING SUPPLIES - BEER FEST Vnd: 02639 Invoice: 95095	Invoice: 95095 Ref#: 44503 (SPONSOR BANNERS) 248-267-740.008 248-000-202.000	1,271.32	1,271.32
		Expected Check Run: 07/28/2025		1,271.32	1,271.32
07/11/2025	AP	PORTLAND PUBLIC SCHOOLS OPERATING SUPPLIES - BANDSHELL MUSIC Vnd: MISC Invoice: STATEMENT	Invoice: STATEMENT Ref#: 44506 (SOUNDS OF SUMMER) 248-267-740.012 248-000-202.000	250.00	250.00
		Expected Check Run: 07/28/2025		250.00	250.00
07/11/2025	AP	RACHEL HELINSKI OPERATING SUPPLIES - BANDSHELL MUSIC Vnd: MISC Invoice: STATEMENT	Invoice: STATEMENT Ref#: 44507 (SOUNDS OF SUMMER) 248-267-740.012 248-000-202.000	300.00	300.00
		Expected Check Run: 07/28/2025		300.00	300.00
07/11/2025	AP	SUSAN HARRISON OPERATING SUPPLIES - BANDSHELL MUSIC Vnd: MISC Invoice: STATEMENT	Invoice: STATEMENT Ref#: 44508 (SOUNDS OF SUMMER) 248-267-740.012 248-000-202.000	450.00	450.00
		Expected Check Run: 07/28/2025		450.00	450.00
06/30/2025	AP	TINA CONNER WELLMAN EDUCATION & TRAINING TELEPHONE SERVICE Vnd: 02453 Invoice: STATEMENT	Invoice: STATEMENT Ref#: 44504 (PHONE REIMB & MILEAGE REIMBURSEMENT) 248-267-960.000 248-267-851.000 248-000-202.000	83.30 40.00	123.30
		Expected Check Run: 07/28/2025		123.30	123.30
				10,094.55	10,094.55

Cash/Payable Account Totals:

INVOICE JOURNAL PROOF REPORT FOR CITY OF PORTLAND

07/15/2025 12:29 PM User: MINDY DB: Portland PROOF ONLY - JOURNAL ENTRIES NOT CREATED GL Number DR Amount CR Amount

248-000-202.000				10,094.55	
TOTAL INCREASE IN PAYABLE:				10,094.55	

ACCOUNTS PAYABLE

Proposed

Portland DDA Director Job Description

Suggested Edits



Terms used in this document:

- **Board:** DDA
- **DDA:** Downtown Development Authority
- **Director:** DDA Director

Position Overview: Under the direction of the Portland Downtown Development Authority, the DDA Director performs administrative, professional, and supervisory work to coordinate activities and support the Downtown Development Authority. He/she serves as facilitator and coordinator of activities that are consistent with the DDA's targeted goals.

Consider word Change
from 'activities' to
Projects.

Activities has event
implications-
DDA is Project focused
and includes some
events

Chain of Command: Position is at-will and is employed by the Portland DDA. The Director reports to and is supervised by the DDA Chair/Board in all related DDA responsibilities. The Director has a working relationship with the City of Portland, both by oversight as well as City administrative supervision. The Director administratively reports and adheres to all City policies, procedures, recordkeeping, timekeeping, and accounting practices. Works independently and exercises judgment, integrity, and discretion in completion of duties.

Conflict of Interest: The position will sign and adhere to the Conflict of Interest policy to ensure the integrity of the position.

Hours: The Director must devote full-time energies, abilities, and talents to this position and must be available or otherwise conducting DDA business during established business hours. As a rule, the Director must be present in downtown Portland for promotional events, many of which occur during evenings and weekends. The Director must also be present for all DDA Board meetings. All adjustment of regular weekday hours to accommodate duties will be done in adherence to City policies, procedures, recordkeeping, timekeeping, and accounting practices.

Licensing & Certifications:

- A valid Michigan driver's license is required.



Portland DDA Director Job Description

Suggested Edits

Minimum Qualifications:

Education & Experience: Bachelor's degree and 3 years work experience is required in one or more of the following areas: commercial district management, economic and/or community development, public relations, land use planning, business administration, public administration, DDA management, real estate development, volunteer or non-profit administration, small business development, other related areas.

Would recommend '2 years in a leadership role desired' under experience.

Essential Knowledge, Skills, Abilities

Knowledge and Skills:

- Basic business-management procedures and practices to effectively control the DDA and financial operations within budget and policy guidelines
- Skill in the use of commonly used software for word processing, spreadsheet, desktop publishing, and presentation purposes
- Public-relations and community-promotion skills
- Public Speaking, oral and written communication skills, with the ability to provide clear, concise, and accurate reports and presentations to a variety of audiences
- Interpersonal skills, with the ability to build and maintain effective working relationships with public officials, business owners, landlords, various professionals, community groups, and the general public
- Consensus-building skills, with the ability to influence others to work cooperatively for larger goals and the common good of the City
- Time-management skills, with the ability to consistently meet deadlines

Would add City Department Heads

Physical Demands and Work Environment

The physical demands and work environment characteristics in this Job Description represent what may be encountered performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Director is routinely required to communicate with others, on the telephone, and via email. The Director is frequently required to create and review computer documents and sit for long periods of time at a computer. The Director is frequently required to travel to other locations, drive a car, stand, walk, and climb stairs. The Director is occasionally required to stoop, kneel, crouch and must occasionally lift or move items of light to moderate weight. While performing the duties of this position, the Director works primarily in an office-type setting. Other settings include various business settings from retail to service to street-side. The noise level in the work environment is typically low but can range from moderate to high depending on location.

(Occasionally)Lift and move items up to 40# for as much as 2 hours at a time (set up and take down of events).

Ability to walk at a quick pace for up to 375 yards.



Portland DDA Director Job Description

Suggested Edits

Position Description:

General Duties: The Director oversees the activities associated with the Portland DDA. The Director functions with considerable independence and is held accountable for results. The DDA Director carries out responsibilities and duties as directed by the DDA Board including activities related to the DDA TIF plan, as well as within a downtown revitalization program that utilizes historic preservation as an integral foundation for downtown economic development. The Director is the principal onsite staff person responsible for coordinating all program activities and volunteers, as well as representing the community regionally and nationally as appropriate. In addition, the Director should help guide the organization as its objectives evolve.

Represent the
community
and DDA
Locally,
regionally,
statewide,
and nationally

Representative Duties and Responsibilities include:

1. Be responsible for all administrative aspects of managing and operating the DDA office. This includes: adherence to DDA mandates, goals, reporting requirements, compliance with grant awards and reporting requirements; adherence with all City policies and procedures; adherence with Michigan Open Meetings Act; etc. This duty may include working with the following people:
 - a. the DDA Board Chair on the preparation of DDA Board meeting agendas, etc.
 - b. the City Treasurer on the preparation of DDA financial reports, DDA Budget, etc.
 - c. the City Manager on all permits, applications, etc required for event sign placement, street closures, and conducting downtown events, etc.
 - d. The City Clerk in preparation of DDA documents, DDA minutes, newsletters, etc.

There is no clerical position to support the Director in carrying out these responsibilities.

2. Verbal and written report and preparation of all materials for DDA Board once a month for regular meetings as well as special meetings.
3. Verbal reporting of DDA status/activities once per month to City Council.
4. Establishes strong working relationships with community businesses through personal contact. Creates and implements a program for regular, monthly contacts with existing and new members of the DDA district businesses in order to foster relationships and provide information/communication as identified about applicable DDA planning, events, initiatives, grants, or incentives. This includes regular, monthly contacts with downtown businesses about the applicable planning, events, initiatives, grants, or incentives.

Add:
Verbal and printed
bi-annual report
of DDA status/activities
for public presentation
as mandated by the
State.

Proposed

Portland DDA Director Job Description

Suggested Edits

5. Facilitates strong and productive relationships with appropriate public agencies at the local and state levels as well as state and local associations and organizations.
6. Monitor legislation and trends impacting downtown development and provide strategic responses.
7. Maintains website and coordinates use and posting via social media such as Facebook, Twitter, etc. in order to communicate and promote DDA events, plans, program, initiatives, incentives, etc.
And ensure Grant milestones and reporting requirements are met.
8. Implement capital-improvement projects that have been approved by the DDA Board; or the City Council, as appropriate; including preparing and issuing Requests for Proposals (RFPs) and Requests for Quotes/Qualifications (RFQs), writing grant applications, and managing the project through completion including receipt of "as built" plans as appropriate.
Manage project... In coordination with (or by providing relevant assistance to) City Manager through completion including...:
9. Manage, coordinate, and facilitate DDA program activities including ongoing communication and oversight of program committees of Organization and Finance, Design, Economic Revitalization, and Promotions and Marketing to assist in responsibilities for development, implementation, monitoring of work plan goals, and assisting in resources including training, budgetary, recruitment of volunteers, etc.
We no longer have these committees
10. Other duties as assigned.
There is currently consideration modifying or evolving TEAMwork meetings.

Would add at a higher level of responsibilities, at least in #5 position (didn't have this in 2017)

Manage and coordinate all reporting to the State of Michigan;

- **Bi-annual financial reports that secure TIF funding.**
- **State Licensing required for any event or other purposes that support DDA desired outcomes**