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## MEMORANDUM

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To: Douglas Downtown Development Authority

From: Rich LaBombard  
City Manager

Date: June 28, 2023

RE: City Manager Update

**Wayfinding** – During the week of June 19<sup>th</sup>, staff met with Praise Sign company of Grandville to discuss the wayfinding project approved by the DDA for wayfinding signage in the downtown and City Council for wayfinding signage on Blue Star corridor. The anticipated timeline to get the signage installed is as follows:

- Two weeks for approval of the design and sign setup (vendor will provide color samples of the signage)
- Six to eight weeks for manufacturing
- Two to three weeks for installation

**Updated TIF Plan** – The DDA recommended the DDA TIF Plan go to the City Council for approval. The plan is tentatively scheduled to be on the July 5<sup>th</sup> agenda. I've received communication from Interurban about whether they can opt out of the TIF plan. I recommended they contact their attorney for direction since all indications are that the 30-day window to opt out has long passed. The simplified process is:

- The City Clerk shall give notice of the time and place of a public hearing by publication at least twice in a newspaper not less than 20 days before the date set for the hearing.
- Notice shall be posted in at least 20 conspicuous and public places.
- Notice shall be mailed to all property taxpayers of record in the downtown district not less than 20 days before the hearing.
- Notice shall be mailed to the governing bodies of each taxing jurisdiction levying taxes not less than 20 days before the hearing.

**Budget** – Attached is the approved budget for FY 23-24 showing the approved expenditures and cost shares agreed to by the City Council.