



MEMORANDUM

To: Douglas Downtown Development Authority

From: Rich LaBombard
City Manager

Date: August 23, 2023

RE: Budget Amendment for Wayfinding Project

In fiscal year 22-23, the budget for the wayfinding project was unspent as the design and bidding process took some time to complete. With the wayfinding project now awarded to Praise Sign of Grandville, Michigan, the DDA should consider recommending to City Council an amendment to the DDA budget for fiscal year 23-24 to ensure the unspent funds are available for the completion of the wayfinding project. The DDA budgeted \$34,000 for wayfinding in fiscal year 22-23.

Funds for this activity are available in the DDA fund balance.

Sample Motion – I move to recommend City Council amend the fiscal year 23-24 budget in the amount of \$34,000 for the Downtown Development Authority wayfinding project.