

EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

February 18, 2025



I. NEWS AND UPDATES

- a. **VILLAGE CAPITAL FUND.** The entire package is on tonight's agenda. The approach honors the intent of the Resolutions enabling the CIP approach, and the calculations for the determination of set aside is made from the PA 57 Annual reports.
- b. **BUDGET DEVELOPMENT.** A re-work of the budget is in progress that would better appropriate and track promotional and infrastructure expenses. Anticipated Budget Work Schedule is on this Agenda
- c. **SERVICE AGREEMENT.** A new service agreement approach is drafted, and will be made available for review in the Budget Process.
- d. **SNOW REMOVAL.** A new contract for this services was awarded to the Village DPW
- e. **MAIN STREET ACCREDITATION.** The portal has been uploaded and our application for Accreditation was timely submitted. Several of the attachments created for the new portal are attached.

II. TO DO'S AND MORE

1. Leadership Development – Began building structure for town hall, program or event, but we need to start recruiting more committee members, volunteer leadership people and general help in working hands and ideas.
2. SPONSORSHIPS – This must be priority this year, as well as, the build out of the prior authorization to create a non-profit
3. STAFF ANNUAL REVIEW(S). This is in progress and reports will be provided in March, as the annual date for the new staff structure.

Respectfully Submitted,

Matthew Gibb

gibb@downtownlakeorion.org

(248) 464-0307