

# EXECUTIVE DIRECTOR REPORT

Matthew Gibb – Executive Director

October 15, 2024



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## I. NEWS AND UPDATES

### Tracking Prior Work in Progress;

- a. The public parking signs have been replaced at the Front St lot to meet the agreement with Sagebrush, meaning we added “Generously Donated by Sagebrush Cantina” to the sign. .
- b. The watering and management of flowers and décor is ongoing, and we are now consolidating hanging baskets as they die off from the cold weather.
- c. Fall décor was negotiated to below wholesale cost and installed in the downtown.
- d. Effort was made to obtain final signatures on the PUD and Addendum for the West Village project at the Ehman Center, the Village is presently questioning the approval of the PUD from last year, and the language agreements reached in that process, and are withholding signed documents.
- e. Continuing the process of cleaning up the website. Event promotion is now on the home page, and links to event details and Facebook event pages are added. A FOIA section is built, but the page where our reportable records are kept needs updating and our current budget and financials correctly made accessible. We need to pull out the multitude of Save the DDA elements out of the site and make the URL’s work better for search.
- f. Our new staffer, Mackenzie Harwood, is no longer new. The excellent work of pulling and organizing 15 years of content on our shared drives is now falling back on the directors. We are actively seeking a replacement.
- g. DTE invoicing remains in a weekly review. The current delivery of invoices from the Village, a new practice starting when we were sworn in, to thoroughly decipher what’s actually ours and why our utility invoicing is substantially above our historic budgeting for utilities. This is a problem and still needs clarity.
- h. Accounting problems for programs like STRIPE are resolved.
- i. Weekly PO processing has become more clear as we learned that checks are only run on two days in the month from the Village. We are now coordinating all invoicing and payment to those schedules.
- j. Investment tracking is ongoing and we are remaining compliant with our reporting requirements for main street accreditation (present report is attached).
- k. We participated in the State of the Community Luncheon (presentation deck is attached)

## II. TO DO'S AND MORE

There remain three critical working groups that must get started,

1. Leadership Development – this can be a 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. TIF Plan/Capital Plan – There needs to be a group approach to re-learning the TIF plan and what we are obligated to perform, and how we can implement the 75-25 split approved by resolution in the Save the DDA campaign effort.
3. Design/Façade Review – we implemented a newly designed façade grnt program, have applications, we need to get this moving. However, our last two called meetings only one attendee. This needs to be populated with new and additional faces, trained, and accelerated.

We must restart Power Hour

## III. LUMBER YARD

All of the core documents, to date, are in process of being catalogued on our website.

### HIGHLIGHTS:

1. The survey is finally done.
2. 840 yards of surface debris was removed from the site.
3. Next step RFP's are on tonights agenda.

Respectfully Submitted,

Matthew Gibb

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