

**VILLAGE OF ALMONT**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**DIRECTOR'S ANNUAL REPORT OF ACTIVITIES**  
**2018-2019**

**ORGANIZATION**

- 1) Maintained a fully functional business office and DDA presence downtown.
- 2) Developed the annual DDA budget. Coordinated financial statements, tax collection, accounts payables, and DDA audit with the Lapeer Development Corporation and DDA Treasurer. Ensured compliance with all local and state reporting requirements.
- 3) Prepared all agendas, minutes and recordkeeping for the DDA Board of Directors.
- 4) Respond to all phone, mail and personal requests of the DDA.
- 5) Review and prepare all bills for the Treasurer and for the Monthly Agenda
- 6) Maintain and update the website according to the new Recodified Tax Increment Financing Act 57 of 2018.

**MARKETING EFFORTS**

- 1) Maintain an active DDA website. The Almont DDA currently has a presence on active on-line presence which integrates design elements complimenting the DDA graphics and logo. A business directory highlighting all DDA merchants is listed as well as available buildings for sale/lease.
- 2) Maintain an active DDA social networking site utilizing Facebook. Currently Downtown Almont has 2,612 “Fans”. The DDA actively promotes downtown business owners and events through the Facebook community.

**SPECIAL EVENTS**

- 1) Coordinated and co-sponsored several annual DDA and community events including:  
Holly Day Light Parade held 1<sup>st</sup> Saturday in December  
Heritage Festival & Classic Car Show held in September  
Ribbon Cuttings for new local businesses in the CBD  
Buy Near Buy MI  
Merchant Trick or Treat in Downtown

**SPECIAL PROJECTS/INFRASTRUCTURE IMPROVEMENTS**

- 1) Coordinated seasonal planting and maintenance of perennial and annual flowers downtown. Continue to evaluate the maintenance of the trees along Main Street.
- 2) Contracted for and managed holiday decorations.

## **SPECIAL PROJECTS/INFRASTRUCTURE IMPROVEMENTS (cont.)**

- 3) Contracted and oversaw landscaping, snow plowing and downtown maintenance projects including street light repair and fountain maintenance.
- 4) Coordinated with the Almont School Football team to allow Football flowers on the Street post's during Football playoff season.
- 5) Coordinated with Almont School volunteers to allow for hats, gloves, scarves to be tied around the lamp posts for people in the community that may not be able to afford something warm. This has been successful in past years.
- 6) Worked through and completed a grant that was submitted to the USDA for the Almont Downtown Streetscape Project, in which the DDA applied for \$62,885 and was awarded \$56,520, which was ranked the 3<sup>rd</sup> best Grant Report as well as the 3<sup>rd</sup> largest amount of Grant money awarded for that period.
- 7) Streetscape project was put out to bid, but unfortunately it was late in the season and the DDA did not receive any bids. The project will go back out to bid in early January 2020.
- 8) Dumpster enclosure project was completed and the businesses are very happy with the outcome.
- 9) Put a bid out to remove the overgrown Memorial Tree and shrubs on the NW corner of Main St. & W. St. Clair. The project was awarded to American Tree and will start in the fall when the weather is cooler.

## **ECONOMIC DEVELOPMENT ACTIVITIES**

- 1) Successfully worked with new and expanding business owners and entrepreneurs looking to open their businesses downtown. These efforts resulted in the purchase/lease of 3 properties along with 2 apartments within the downtown ("Sippin In The Mitten, Aurora Realty Group and Almont Community Church")
- 2) Maintained working relations and a visible presence with DDA business and property owners. Made regular retention calls to offer DDA assistance in partnership with Lapeer Development Corporation.
- 3) Actively promoted the façade grant program. One new Façade Grant project was funded to Mr. Dan Walker owner of 102 S. Main St. in the amount of \$5,000.
- 4) Maintain working relationships with the Almont Area Chamber of Commerce, Almont Lion's Club, Almont Historical Society, as well as various other churches and service organizations.
- 5) Participated with regional and state wide economic development organizations. Attend meetings of the Michigan Downtown Association. Maintain contact with other DDA and economic development professionals.

## **ECONOMIC DEVELOPMENT ACTIVITIES (cont)**

- 6) Working with the Village Manager and MEDC on the Redevelopment Ready Community (RRC) program.
- 7) Contracted out all CBD Maintenance, snow plowing of 6 parking lots, plowing & salting of sidewalks in front of businesses, maintain the landscaping in the CBD and also in the industrial park to reduce cost.
- 8) Contract out the maintenance of the Pocket Park Fountain to reduce cost.
- 9) Worked with Accunet Web Services to update the DDA Website to a more friendly updated look.