



DOWNTOWN DEVELOPMENT AUTHORITY

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City of East Lansing
DEPARTMENT OF
PLANNING &
COMMUNITY
DEVELOPMENT

410 Abbot Road
East Lansing, MI 48823

(517) 319-6930

www.cityofeastlansing.com

REQUEST FOR PROFESSIONAL FACILITATOR SERVICES

City of East Lansing

Downtown Development Authority

Project Background and Goals

The East Lansing Downtown Development Authority (DDA) is seeking the professional services of a facilitator to help assess the current organizational structure of the DDA. Over the past year the DDA has heard presentations from downtown managers and the MEDC's Community Assistance Team about various DDA organizational models. Subsequent discussions have led to the DDA considering hiring their own staff, which would be a departure from the current city-supported staffing model. The DDA is seeking support to determine what type of organizational structure will best support the board's strategic priorities, goals, and objectives.

Scope of Services

The DDA board is interested in working with a facilitator to reach consensus around the optimal organization approach. The board envisions a facilitated process that will take place over three or four sessions, (2-4 hours each) beginning in July or August 2023, with the full DDA board. The consultant's experience with other organizational models and best practices will be critical to informing session design. However, the DDA and city staff will work closely with the selected consultant in designing sessions that are relevant and effective in developing a path forward. Following the conclusion of the final meeting with the Board, a detailed report outlining the results of the assessment and recommendations shall be provided to the DDA within 21 days. A presentation on the results of the assessment shall be presented at the DDA October 26, 2023, board meeting. This is the anticipated schedule and may change due to availability of the full DDA Board.

Budget For Professional Services of a Facilitator

The DDA has authorized up to \$10,000 for this service.

DDA Background Information

The DDA was established in 1985 pursuant to Public Act 197 of 1975. The DDA Board has 11 members, a majority of whom must have an interest in property downtown, one member of local government, and one member who is a resident of the DDA District. Since its formation in 1985, the DDA has been instrumental in attracting significant new development and redevelopment in the downtown, including nearly \$330 million of investment since 2017. This was leveraged by a DDA capital investment of over \$22 million for new infrastructure, including new parking facilities, streetscape improvements, and amenities.

Below is the current DDA Board representation:

- Six Property Owner/Interests
- Three At Large Members
- Mayor of East Lansing
- One resident of the DDA District

Current Organizational Structure

The DDA does not have its own employees. Staff support is provided through the Community and Economic Development division of the Department of Planning, Building Development. The DDA, as part of their annual budget, provides funding to the City of East Lansing for staff wages and benefits.

For FY23, the DDA allocated \$116,300 in wages and \$38,530 in benefits for staff support for the following positions. There are certain positions that have a set amount of DDA funds allocated.

Planning, Building & Development

- Director of Planning, Building and Development
- Department Operations Manager

Community & Economic Development Division

- Community & Economic Development Administrator
- Community Development Administrative Assistant
- Community Development Specialist
- Community Development Specialist
- Artist Specialist (Part-Time)

Parking Department

- Parking Dept. (20 hours bi-weekly)

Other Staff Providing Support

- Finance Director
- Payroll and Purchasing
- City Treasurer
- City Assessor
- DPW Staff (as needed)

The DDA also contracts with the East Lansing City Attorney for legal services and is billed monthly for these services.

DDA Budget

The DDA's revenues are derived from the incremental tax revenues that result from increased development and redevelopment in the downtown, a separate real property operating millage tax levy of two mills (reduced to 1.7007 mills due to Headlee restrictions), rental income from the Evergreen properties, and grants/donations. Total revenue in FY 2023 is projected to be \$1,390,360, with a majority of expenditures paying for debt on public improvements, Albert El Fresco, and maintenance of the downtown.

Questions

Questions should be submitted by May 31, 2023, to Heather Pope at hpope@cityofeastlansing.com. Responses to questions will be provided by June 5, 2023.

Submission

Consultants should provide the following information:

- Brief description of approach to the scope of work
- Project team and relevant experience with similar projects
- Proposed project timeline to meet stated deadlines
- Total cost proposal and hourly rates
- Any other relevant background information

Proposals are due by 5 p.m. Friday, June 16, 2023, and should be submitted electronically to Heather Pope at hpope@cityofeastlansing.com

