



AGENDA - Tax Increment Finance Authority

DATE: February 5, 2026 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - I. Approval of December 11, 2025 Meeting Minutes
- IV. Public Comment (Agenda Items)
- V. Unfinished Business
 - I. Charlevoix Streetscape Update
- VI. New Business
 - I. Intergovernmental Contract City of Grosse Pointe Park and TIFA
- VII. Public Comment (Non-Agenda Items)
- VIII. Director/Boardmember Comments
- IX. Adjournment

Public Comment: Public Comments are limited to three minutes.

Live Stream: The meeting will be livestreamed to the Official City of Grosse Pointe Park YouTube Channel.

Tax Increment Finance Authority Meeting – December 11, 2025
7:00 PM

CALL TO ORDER

Chairman Ralstrom called the meeting to order at 7:02 PM.

ROLL CALL

MEMBERS PRESENT: Mullen, Cousineau, Robson, Ralstrom, King-Piepenbrok, Anton, Czerny, Tompkins, Distel and Secord

MEMBERS ABSENT: Chamberlain

PRESENT: Nick Sizeland, City Manager, Assistant City Manager Cindy Paparelli and TIFA Attorney Kevin Kilby

MINUTES

Motion by Tompkins, seconded by Mullen to approve the September 4, 2025 Meeting Minutes
The motion passed unanimously by voice vote.

PUBLIC COMMENT

No public comments were given.

UNFINISHED BUSINESS

NEW BUSINESS

Set 2026 Meeting Dates

Motion by Mullen, seconded by Ralstrom to approve the 2026 Meeting Dates with an amendment to the August 14th date to August 13th. The motion passed unanimously by voice vote.

1167 Maryland Option Agreement Consideration

Motion by Mullen supported by Robson to table the Option Agreement. The motion passed unanimously by voice vote.

CLOSED SESSION

Motion by Robson, seconded by Tompkins to enter into closed session. The motion passed unanimously by voice vote.

POSSIBLE ACTION ON SESSION ITEM

Motion by Cousineau, seconded by Robson to authorize TIFA Director Sizeland to enter into a transaction as discussed in closed session with a limit not to exceed. The motion passed unanimously by voice vote.

ADJOURNMENT

Motion by Tompkins and Seconded by Cousineau. The motion passed unanimously by voice vote.

The Meeting was adjourned at 8:17 PM



TAX INCREMENT FINANCE AUTHORITY MEETING

DATE: February 5, 2026

SUBJECT: Intergovernmental Contract City of Grosse Pointe Park and TIFA

SUMMARY:

This proposed intergovernmental agreement formalizes a shared-services arrangement between the City of Grosse Pointe Park and the City of Grosse Pointe Park Tax Increment Financing Authority (TIFA). Under the contract, the City's Assistant City Manager, Cindy Paparelli, would also serve as the TIFA Director, performing the full statutory and administrative duties of both roles. The City remains her sole employer, retains authority over her City position, and provides office space and support staff, while the TIFA Board provides direction and oversight when she is acting in the TIFA Director capacity. The agreement is authorized under state law and requires approval by both the City Council and the TIFA Board before taking effect.

Financially, the TIFA would reimburse the City \$59,000 annually for FY 2025–2026, representing the estimated share of personnel costs, benefits, and administrative expenses attributable to TIFA-related work. This amount and the allocation of time may be reviewed and adjusted annually with approval of both governing bodies. The contract includes provisions for insurance, indemnification, supervision, dispute resolution, and termination with 90 days' notice, ensuring clear governance, accountability, and risk management while allowing the City and TIFA to efficiently share professional expertise.

FINANCIAL IMPACT: Not Applicable

RECOMMENDATION: Motion to Approve the Intergovernmental Agreement

PREPARED BY: Nick Sizeland, City Manager
Cindy Paparelli, Assistant City Manager

INTERGOVERNMENTAL CONTRACT
ENTERED INTO PURSUANT TO 1951 PA 35 BY AND BETWEEN THE CITY OF GROSSE POINTE PARK, A MICHIGAN HOME RULE CITY, AND THE CITY OF GROSSE POINTE PARK TAX INCREMENT FINANCING AUTHORITY, A PUBLIC BODY CORPORATE PURSUANT TO 2018 PA 57

This **INTERGOVERNMENTAL CONTRACT** (the “Contract”) made and entered into as of the 5th day of February, 2026 (the “Contract Date”), by and between the **CITY OF GROSSE POINTE PARK, A MICHIGAN HOME RULE CITY**, (hereinafter the “City”), whose address is 15115 East Jefferson Avenue, Grosse Pointe Park, Michigan 48230, and the **CITY OF GROSSE POINTE PARK TAX INCREMENT FINANCING AUTHORITY, A PUBLIC BODY CORPORATE PURSUANT TO 2018 PA 57** (hereinafter the “TIFA”), whose address is 15115 East Jefferson Avenue, Grosse Pointe Park, Michigan 48230.

RECITALS

WHEREAS, the TIFA desires to employ a TIFA Director, which is authorized pursuant to Section 305 of 2018 PA 57 (hereinafter “Act 57”), being MCL § 125.4305; and

WHEREAS, pursuant to Section 302 of Act 57, being MCL § 125.4302, the TIFA is a public body corporate and an authority; and

WHEREAS, the City is a Home Rule City governed by 1909 PA 279, being MCL § 117.1 *et seq.*; and

WHEREAS, Act No. 35 of the Michigan Public Acts of 1951 (hereinafter “Act 35”), provides that a municipal corporation may join with any other municipal corporation by contract for the ownership, operation, or performance, jointly of any property, facility or service which each would have the power to own, operate or perform separately; and

WHEREAS, the definition of municipal corporation in Section 1(a) of the Act 35 includes both a city and an authority; and

WHEREAS, the TIFA and City are hereby authorized pursuant to Act 35 to enter into this Contract for the purposes stated herein; and

WHEREAS, the City has appointed Cindy Paparelli as its Assistant City Manager to assist the City Manager in the day-to-day operations and administration of the City; and

WHEREAS, the TIFA desires to have Cindy Paparelli, the current Assistant City Manager (hereinafter “Employee”), function as the TIFA Director to handle the day-to-day operations and administration of the TIFA; and

WHEREAS, the City Council and TIFA Board have determined that the Employee can fulfill the responsibilities of both Assistant City Manager and TIFA Director.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the City and the TIFA agree as follows:

ARTICLE I
INTRODUCTORY PROVISIONS

Section 1.01. Adoption of Recitals. All of the matters stated in the Recitals of this Contract are true and correct and are hereby incorporated into the body of this Contract as through fully set forth in their entirety herein, provided that in cases of conflict, the matters set forth in the Articles and Sections of this Contract shall control over the matters stated in the Recitals.

Section 1.02. No effect on Current Contracts. The parties hereto agree that the prior contracts involving the TIFA and City shall not be affected by the execution of this Contract, unless expressly set forth herein. This Contract is being entered into for the sole purpose of the City providing the TIFA with an individual to perform the functions and responsibilities of the TIFA Director during the term of this Contract.

ARTICLE II
INDIVIDUAL TO PERFORM THE FUNCTIONS AND RESPONSIBILITIES OF TIF DIRECTOR

Section 2.01. TIFA DIRECTOR. The TIFA and the City agree that the Employee currently employed by the City as the Assistant City Manager shall also be the individual that performs the functions and responsibilities of the TIFA Director on behalf of the TIFA.

Section 2.02. DOCUMENTS. By executing this Contract, the parties hereto agree that the Employee's scope of employment with the City may change and any documents that require modifying or adopting by either party hereto shall be modified or adopted within a timely manner.

ARTICLE III
FUNCTIONS AND RESPONSIBILITIES OF JOINT ASSISTANT CITY MANAGER AND TIFA DIRECTOR

Section 3.01. Assistant City Manager Functions and Responsibilities. Employee shall be responsible for the performance of all of the functions and responsibilities commonly associated with the position of Assistant City Manager, whether set forth in statute, law, charter, ordinance, or administrative rule or regulations or as directed by the City Council.

Section 3.02. TIFA Director Functions and Responsibilities. The Employee shall perform all of the functions and responsibilities commonly associated with the position of TIFA Director, whether set forth in statute, law, ordinance, or administrative rule or regulation or as directed by the TIFA Board.

ARTICLE IV

EFFECTIVE DATE OF THIS CONTRACT

This Contract shall only be effective upon the completion of the following events:

1. This Contract shall be approved by the City Council; and
2. This Contract shall be approved by the TIFA Board; and
3. The terms of this Contract shall be entered into the journal or minutes of the City Council; and
4. The terms of this Contract shall be entered into the journal or minutes of the TIFA Board; and
5. This Contract shall be published to the TIFA webpage.

ARTICLE V
TERM OF OPERATION OF THIS CONTRACT

This Contract shall remain in effect unless terminated by joint action of the TIFA and City, or unless terminated by the City or TIFA not less than ninety (90) days after providing written notice of intent to terminate to the other party as set forth in ARTICLE XII, Section 12.14 of this Contract. Such termination shall not be effective until both parties hereto have received notice pursuant to this Article and all debts, property, and all other matters to this Contract have been resolved by the parties; however, the Employee shall not perform any duties or responsibilities on behalf of the TIFA after the termination date provided in the notice pursuant to this Article with the exception of the City Manager

ARTICLE VI
EMPLOYER OF PERSONNEL

The City is currently and shall be the employer of the Employee. If the TIFA terminates this contract as provided in Article V above, the Employee shall and will at all times remain an employee of the City. The TIFA shall not have the authority to terminate the Employee from their position at the City or request that the City Council terminate their position at the City. The City shall provide adequate support staff to the individual responsible for performing the functions and responsibilities of the TIFA Director. The adequate support staff shall be employees or contractors of the City. For specialized work, engineers, etc., the TIFA shall reimburse the City for the actual expense incurred by the City for work performed for the TIFA.

ARTICLE VII
**REAL PROPERTY, FACILITIES, EQUIPMENT, OR OTHER PERSONAL PROPERTY
REQUIRED IN THE EXECUTION OF THIS CONTRACT**

The TIFA and City do not anticipate that any real property, equipment, or other personnel property required in the execution of this Contract will need to be transferred, sold, or otherwise disposed of between the City and the TIFA.

The TIFA and City agree that because the Employee shall be performing both the duties of TIFA Director and Assistant City Manager, the City shall provide the Employee with office space at City Hall for the purpose of conducting both TIFA and City business.

Upon this Contract terminating on its terms or if this Contract is terminated by the City and the TIFA or by the City or TIFA, the City agrees to provide office space at City Hall for the TIFA until such time as the TIFA locates a new independent office, but in no case longer than six (6) months.

ARTICLE VIII
METHOD OF FINANCING TO BE USED AND THE AMOUNT TO BE PAID BY THE TIFA TO THE CITY

The **City Manager and Finance Director/Treasurer** as set forth in ARTICLE IX, Section 9.03.e of this Contract has estimated the amount of time that the Employee will be performing TIFA related functions and responsibilities. The percentage of time the Employee spends performing TIFA related functions shall be reviewed annually by the TIFA and the dollar amount paid by the TIFA to the City set forth herein may be modified if approved by both the City Council and TIFA Board at a meeting that complies with the Michigan Open Meetings Act and recorded in the minutes of both the City and the TIFA.

The Employee shall continue to be paid pursuant to the terms of their employment with the City. The TIFA shall reimburse the City a total of \$59,000.00 for fiscal year 2025-2026, which is the estimated time that the Employee will be performing the duties and responsibilities of TIFA Director and all associated administrative expenses set forth in Section 9.02.a of this Contract. This amount paid by the TIFA to the City includes the TIFA share of all personnel cost associated with the employment of the Employee, which shall include, but not be limited to, wages, taxes, benefits, retirement cost, vacation, sick time, PTO time, holiday pay, cellular telephone, and other employment related costs. The \$59,000.00 shall be paid by the TIFA to the City (annually).

ARTICLE IX
LEGAL, FINANCIAL, AND ADMINISTRATIVE ARRANGEMENTS

Section 9.01 Legal Arrangements.

a. Insurance. Both the City and TIFA shall provide adequate insurance so that in the event of a claim, the City, the TIFA, and the Employee shall have coverage. The City and the TIFA agree to have the City and TIFA's insurance agent review the current policies of the City and the TIFA and provide a recommendation on any additional coverage needed to ensure that there is adequate insurance coverage of the City, the TIFA, and the Employee regarding the execution and the performance of this Contract.

b. Bonding. If it is determined by the TIFA or City's insurance carrier or law that a bond shall be required for the Employee, the City and/or the TIFA, whichever or

both as determined by the insurance risk management department or law shall provide said bond and cover any costs associated therewith.

Section 9.02 Financial Arrangements.

a. Day-to-Day Costs. The amount paid by the TIFA to the City as set forth in ARTICLE VIII of this Contract includes an amount for the day-to-day costs of the TIFA. These costs include, but are not limited to, copy costs, paper costs, computer costs, pens, general office supplies, and other items typically used in an office setting.

b. Credit Card. The City and TIFA shall each provide the Employee with a credit card for business use only regarding her duties as Assistant City Manager and TIFA Director. The Employee shall comply with the TIFA and the City's credit card use policy.

Section 9.03 Administrative Arrangements.

a. Direct Supervisor. While working in the capacity of Assistant City Manager, the Employee shall answer to the City Manager as her immediate supervisor. The Employee specifically understands that the City Manager shall have the final authority and the power to direct, control or supervise the manner in which the Employee's performs her duties as Assistant City Manager.

While working in the capacity of TIFA Director, the Employee shall answer to the TIFA Chairperson as their immediate supervisor. The Employee specifically understands that the TIFA Board shall have the final authority and the power to direct, control or supervise the manner in which the Employee's performs her duties as TIFA Director.

b. Performance Reviews. The City Manager shall perform its performance review of the Employee annually.

c. Working Hours. The City and TIFA understand and agree that in performing the duties and functions as the TIFA Director, the Employee will be required to work evenings, weekends, and other times outside of a normal business week. As such, the amount paid by the TIFA to the City includes adequate compensation for the Employee to work the hours associated with the position of TIFA Director.

d. City Personnel or Employee Manual. The City and TIFA agree that the Employee shall be governed by the terms of his employment agreement with the City with respect to personnel benefits. While serving in the capacity of Assistant City Manager, Employee shall observe the job responsibilities and employee policies as provided in the City's Personnel or Employee Manual. The Employee shall not receive any additional benefits from the TIFA and the TIFA's cost associated with the Employee's benefits are included in the amount paid by the TIFA to the City that are set forth in ARTICLE VIII of this Contract.

e. Contract Committee. There shall be a Contract Committee comprised of two (2) appointees by the TIFA Board and the City Manager and the City Mayor, or his or her

designee. This committee shall meet on an as needed basis. The Contract Committee shall not have any legislative authority. The Contract Committee shall only be authorized to make a recommendation to the TIFA Board and the City Council. The purpose of the Contract Committee is to discuss any proposed amendments to this Contract, make recommendations on how matters of controversy involving this Contract should be resolved, to recommend whether this Contract should be extended or terminated, or to discuss any other matters that arise out of the execution of this Contract.

If the Contract Committee set forth in this Section of this Contract is meeting for the purpose of resolving a conflict or disagreement between the City and the TIFA, and the Contract Committee is split on a recommendation to resolve the conflict or disagreement, the Contract Committee is authorized to have a mutually agreed upon individual that is familiar with the area of conflict or disagreement assist with the preparation of a proposed recommendation to resolve the conflict or disagreement. By way of example, the term familiar with the area of conflict or disagreement means if the conflict or disagreement involves financing, someone with municipal financing experience.

ARTICLE X
MEDIATION AND LITIGATION

As a condition precedent to mediation or litigation, the City and the TIFA shall submit all conflicts or disagreements between the City and the TIFA that involve this Contract to the Contract Committee set forth in ARTICLE IX, Section 9.03.e of this Contract. If either the City Council or the TIFA Board rejects the recommendation of the Contract Committee to resolve the conflict or disagreement, then the parties agree that, upon written demand of either party, such dispute shall be submitted to mediation prior to the commencement of any legal action in a court of competent jurisdiction.

ARTICLE XI
INDEMNIFICATION

The TIFA will defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of her duties as TIFA Director. Indemnification shall extend beyond her employment and the termination or expiration of this Contract, to provide full and complete protection of Employee by the TIFA, as described herein, for any acts undertaken or committed in her capacity as TIFA Director, regardless of whether the notice or filing of a lawsuit for such tort, claim, demand, or other legal action occurs during or following her employment or termination or expiration of this Contract.

ARTICLE XII
GENERAL PROVISIONS

Section 12.01. Force Majeure. If by reason of force majeure either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Contract, then if

such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and any such party shall endeavor to remove or overcome such inability with all reasonable dispatch. Force Majeure shall mean the disability or death of the Employee, acts of God, strikes, lockouts or other industrial disturbances, acts of public enemy, orders of any kind of the Government of the United States or the State, or any civil or military authority, insurrection, riots, epidemics, pandemics, endemics, landslides, lightning, earthquake, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, or on account of any other causes not reasonably within the control of the party claiming such inability.

Section 12.02. Plural Terms. A term or phrase in this Contract importing the singular number only may extend to the embrace the plural number and every term or phrase importing the plural number may be applied and limited to the singular number.

Section 12.03. Terminology. All terms and words used in this Contract, regardless of the number or gender in which they are used, are deemed to include any other number and any other gender as the context may require.

Section 12.04. Severability. The parties hereto specifically agree that in case any one or more of the sections, subsections, provisions, clauses or words of this Contract or the application of such sections, subsections, provisions, clauses or words to any situation or circumstance should be, or should be held to be, for any reason, invalid or unconstitutional, under the laws or constitutions of the State or the United States of America, or in contravention of any such laws or constitutions, such invalidity, unconstitutionality or contravention shall not affect any other sections, subsections, provisions, clauses or words of this Contract or the application of such sections, subsections, provisions, clauses or words to any other situation or circumstance, and it is intended that this Contract shall be severable and shall be construed and applied as if any such invalid or unconstitutional section, subsection, provision, clause or word had not been included herein, and the rights and obligations of the parties hereto shall be construed and remain in force accordingly.

Section 12.05. Venue. All amounts due under this Contract, including, but not limited to, payments due under this Contract or damages for the breach of this Contract, shall be paid and be due at the location of the principal administrative offices of the City. It is specifically agreed among the parties to this Contract that Wayne County, State of Michigan is the place of performance of this Contract. In the event that any legal proceeding is brought to enforce this Contract or any provision hereof, the same shall be brought in the Wayne County Circuit Court.

Section 12.06. Assignability and Successor Interest. This Contract may not be assigned or transferred by either party, except to a duly formed successor of the TIFA or the City, provided that no obligations of the City or the TIFA set forth in this Contract shall be affected by any such assignment or transfer. If either party desires to make such transfer or

assignment, they shall first provide thirty (30) days written notice to the other party to provide opportunity for comments.

Section 12.07. Interpretation. For purposes of interpretation of this Contract, neither the City nor the TIFA shall be deemed to have been the drafter of this Contract.

Section 12.08. Construction. This Contract has been prepared and negotiations have occurred in connection with said preparation pursuant to the joint efforts of the parties hereto. This Contract therefore shall not be construed against any party to this Contract.

Section 12.09. Modification. This Contract shall not be modified, altered, or amended except through a written amendment signed by the City and the TIFA, which shall not be effective until it complies with ARTICLE IV of this Contract.

Section 12.10. No Third-Party Beneficiaries. This Contract is not intended to confer upon any person or entity, other than the parties hereto, any rights or remedies of any kind or nature whatsoever.

Section 12.11. Counterparts. This Contract may be executed in several counterparts each of which shall be deemed one and the same Contract. It shall be binding upon and inure to the benefit of the parties to it and their respective successors and assigns.

Section 12.12. Captions and Bylines. The captions and bylines used in this Contract are for the convenience of reference only and in no way define, limit or describe the scope of intent of any provision of this Contract.

Section 12.13. Exhibits. The following Exhibits are attached hereto and incorporated herein by reference:

- Exhibit 1 – TIFA Director Job Description

Section 12.14. Addresses and Notice. Unless otherwise provided herein, any notice, communication, request, reply or advice (herein severally and collectively, for convenience, called “Notice”) herein provided or permitted to be given, made or accepted by any party to any other party must be in writing and may be given or be served by depositing the same in the United States mail postpaid and registered or certified and addressed to the party to be notified, with return receipt requested, or by delivering the same to an officer of such party, or by overnight courier when appropriate, addressed to the party to be notified. Notice deposited in the mail in the manner described above shall be conclusively deemed to be effective, unless otherwise stated herein, from and after the expiration of three (3) days after it is so deposited. Notice given in any other manner shall be effective only if and when received by the party to be notified. For the purposes of notice, the addresses of the parties shall, until changed as hereinafter provided, be as follows:

If to City, to:

City of Grosse Pointe Park
ATTN: City Manager
15115 East Jefferson Avenue
Grosse Pointe Park, Michigan 48230

With Copy to:

City of Grosse Pointe Park City Council
15115 East Jefferson Avenue
Grosse Pointe Park, Michigan 48230

If to TIFA, to:

City of Grosse Pointe Park Tax Increment Financing Authority
ATTN: Chairperson
15115 East Jefferson Avenue
Grosse Pointe Park, Michigan 48230

With copy to:

McGraw Morris P.C.
ATTN: Attorney Kevin Kilby
2075 West Big Beaver Road
Suite 750
Troy, Michigan 48084

The parties hereto shall have the right from time to time and at any time to change their respective addresses and each shall have the right to specify as its address any other address by at least fifteen (15) days written notice to the other party hereto.

IN WITNESS WHEREOF, the parties hereto acting under the authority of their respective governing bodies have caused this Contract to be duly executed in several counterparts, each of which shall constitute an original, all as of the day and year first above written, which is the Contract Date.

THE CITY

By: _____

_____, Mayor

ATTEST:

_____, Clerk

(OFFICIAL SEAL)

APPROVED AS TO FORM AND LEGALITY:

By: _____
_____, General Counsel for the City

TIFA

By: _____
_____, Chairperson

ATTEST:

_____, Secretary

(OFFICIAL SEAL)

APPROVED AS TO FORM:

By: _____
_____, General Counsel for the TIFA

This Contract was prepared by:
Mcgraw Morris P.C.
Attorney Kevin Kilby (P68599)
2075 West Big Beaver Road
Suite 750
Troy, Michigan 48084
(248) 502-4000
kkilby@mcgrawmorris.com

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EXHIBIT 1
TIFA Director Job Description

TIFA DIRECTOR
JOB DESCRIPTION

GENERAL PURPOSE: To provide the individual with high level projects focused on the growth and promotion of City of Grosse Pointe Park Tax Increment Financing Authority (“TIFA”) District.

SUPERVISION RECEIVED: Reports to and works under supervision of the TIFA Board.

SUPERVISION EXERCISED: None. Will work cooperatively with public, business owners, City of Grosse Pointe Park (the “City”) staff, colleagues, members of committees, commissions, boards, staff and volunteers of the Chamber of Commerce and the Grosse Pointe Park Business Association, and other constituencies throughout the community. May exercise supervision over projects but not necessarily staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends TIFA meetings, records and produces meeting minutes, and activities related to producing memos and reports for the TIFA Board’s consideration.
- Assists in activities sponsored by the TIFA in the City which includes, but is not limited to, all promotional activities related to the TIFA district and economic development programs for the TIFA district.
- Works regularly with community relation firms, when necessary, to promote related initiatives.
- Monitors and updates promotional materials, website postings, etc., related to the TIFA and its activities.
- Assists in the coordination of the TIFA grant programs and works with applicants and contractors on requirements for grant submittal.
- Assists in the development of notices, flyers, brochures, media releases, news articles and other informational materials pertaining to the TIFA.
- Assists in the development of inter-departmental planning; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
- Oversee or participates in all aspects of TIFA operations, including real estate transactions, infrastructure planning, annual budgeting, meeting material preparation, meeting attendance, and the like.
- Communicates official plans, policies and procedures to staff and the general public on behalf of the TIFA.
- Participates and interacts with a variety of community organizations and departments.

- Provides administrative services to the TIFA in meeting management; assembles background materials, prepares agendas for the TIFA Board and records action items for the TIFA Board meetings. Works with consultants and attorneys to prepares drafts of speeches, presentations, resolutions, contracts, administrative polices, etc., as assigned.
- Analyze budgetary matters and develop a recommended annual operating budget for presentation to the TIFA Board for approval.
- Develop and facilitate joint activities such as community events, promotional events, advertising, marketing, special events, and business recruitment.
- Maintain TIFA section on City website.
- Manage and administer contracts for goods and services.
- Act as liaison between the TIFA and the Grosse Pointe Park Business Association and the Grosse Pointe Chamber of Commerce.
- Investigates and follows-up on citizen requests for service, complaints and information.
- Schedules, coordinates and assists in groundbreaking and other media events.
- Performs clerical and administrative work, including answering phones and emails, receiving and providing assistance to the public.
- Composes, types and edits a variety of correspondence, reports, memoranda and other material requiring judgement as to content, accuracy and completeness.
- Coordinates informational meetings that are required by 2018 PA 57.
- Ensures compliance with 2018 PA 57 and all other applicable laws and regulations, including, but not limited to, all required reporting to the State of Michigan.
- Assists/provides documents as requested by the TIFA auditors.
- Inputs data on State of Michigan forms; compiles data for various reports.
- Establishes and maintains filing system, controls records and indexes using moderate independent judgement.
- Other duties as assigned.

PERIPHERAL DUTIES

- Assists other City departments in performing duties related to the TIFA.
- Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a minimum of a bachelor's degree preferred, in public administration, political science, communications, business management, marketing or a related field; and
- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and progressively responsible experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Working knowledge of the principles and practices of modern office operations; along with a record of experience in positive public interaction;
- (B) Skill in operation of listed tools and equipment;
- (C) Solid written and verbal communication skills. A professional appearance and the confidence to interact with the public at all levels are beneficial;
- (D) Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS

A proven advanced level of written and oral communication skills. Ability to multi-task and manage multiple projects at one time. Experience working with municipal boards and commissions, especially a tax increment financing authority are preferred, but not required.

Travel to various sites within the City is required, including exposure to inclement weather and work around vehicle traffic. Must possess a valid Michigan Driver's License during employment.

TOOLS AND EQUIPMENT USED

Laptop and/or desktop computer, including digital meeting broadcasting (YouTube or similar format), work processing, spreadsheet and data base software; phone; copy machine; facsimile machine.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and talk to hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk or stand for long periods of time.

The employee must occasionally lift, pull, carry, and/or move light to moderate objects. Manual dexterity and audiovisual/linguistic acuity are required. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The noise level in the work environment is usually quiet to moderate but fast paced at times. Employee is expected from time to time to visit worksites that may include construction sites. The employee may be asked from time to time to dress in clothing appropriate for the specific work duties associated with a specific activity. Normal daily attire is business casual and the typical daily work environment is professional office.