

**Fenton
Downtown
Development
Authority**

City of Fenton – Downtown Development Authority
Board Meeting of June 20, 2023
6:00 p.m. – Council Chambers – City Hall

AGENDA

Call to Order

Roll Call

- 1) Director's Report
- 2) Financial Report
- 3) Consent Agenda
 - a) Accounts Payable - None
 - b) Minutes of DDA Meeting of May 16, 2023

PUBLIC COMMENTS: If you wish to address any agenda item, please identify yourself and you will be called on when that item is reached. Comments on items not on the agenda may be made at the Call to the Audience.

- 4) DDA Development & TIF Plan Update (att)
- 5) Call to the Audience

Next Meeting July 18, 2023

**CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
BALANCE SHEET
6/14/2023**

ASSETS:

CASH IN BANK	\$1,560,372
INVESTMENTS	\$1,000,000
DUE FROM OTHER FUNDS	\$10,465
PREPAID EXPENSES	<u>\$1,508</u>

TOTAL ASSETS	<u><u>\$2,572,346</u></u>
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LIABILITIES:

ACCOUNTS PAYABLE	\$481
DUE TO OTHER FUNDS	\$22,130
DUE TO OTHER UNITS OF GOVT	<u>\$622</u>

TOTAL LIABILITIES	<u><u>\$23,233</u></u>
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FUND EQUITY:

FUND BALANCE	<u>\$2,549,113</u>
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TOTAL LIABILITIES AND EQUITY	<u><u>\$2,572,346</u></u>
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**CITY OF FENTON
DOWNTOWN DEVELOPMENT AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
6/14/2023**

	AMENDED BUDGET	YTD ACTUAL	PERCENT OF BUDGET	VARIANCE FROM BUDGET
REVENUES:				
TAX REVENUES	\$2,568,355	\$2,568,355	100.00%	(\$0)
REVENUE SHARING	(\$350,000)	(\$350,000)	100.00%	\$0
PREVIOUS YEARS CHARGE BACKS	(\$10,000)	\$0	0.00%	\$10,000
DONATIONS	\$0	\$0	#DIV/0!	\$0
MISC REVENUE	\$0	\$829	#DIV/0!	\$829
INTEREST INCOME	\$4,500	\$1,842	40.94%	(\$2,658)
TOTAL REVENUE	\$2,212,855	\$2,221,026	100.37%	\$8,171
DEBT PAYMENTS:				
PRINCIPAL	\$320,000	\$320,000	100.00%	\$0
INTEREST & FEES	\$101,138	\$100,886	99.75%	(\$252)
TOTAL PAYMENTS	\$421,138	\$420,886	99.94%	(\$252)
OPERATING EXPENSES:				
SALARIES	\$245,400	\$227,999	92.91%	(\$17,401)
EMPLOYEE FRINGES	\$60,250	\$65,705	109.05%	\$5,455
PROFESSIONAL SERVICES	\$60,000	\$12,600	21.00%	(\$47,400)
MARKETING	\$30,000	\$22,338	74.46%	(\$7,662)
EVENT MARKETING	\$125,000	\$109,520	87.62%	(\$15,480)
APPRAISALS	\$10,000	\$0	0.00%	(\$10,000)
STREET LIGHTS	\$2,500	\$454	18.18%	(\$2,046)
LEGAL FEES	\$10,000	\$3,420	34.20%	(\$6,580)
CONFERENCES & DUES	\$6,000	\$4,789	79.82%	(\$1,211)
INSURANCE	\$18,182	\$18,247	100.36%	\$65
EQUIPMENT RENTAL	\$75,000	\$44,934	59.91%	(\$30,066)
MISCELLANEOUS	\$7,500	\$6,032	80.42%	(\$1,468)
STRIPING	\$3,000	\$0	0.00%	(\$3,000)
LANDSCAPING MAINTENANCE	\$10,000	\$7,738	77.38%	(\$2,262)
LAWN CARE	\$10,000	\$5,631	56.31%	(\$4,369)
STREETSCAPE MAINTENANCE	\$10,000	\$9,700	97.00%	(\$300)
RIVERSTREET UTILITIES	\$3,500	\$2,328	66.51%	(\$1,172)
WEBSITE	\$5,000	\$7,715	154.29%	\$2,715
HOLIDAY DECORATION	\$12,500	\$11,937	95.50%	(\$563)
SCULPTURE RENTAL	\$20,000	\$25,235	126.18%	\$5,235
SCULPTURE PURCHASE	\$7,500	\$0	0.00%	(\$7,500)
TOTAL OPERATING	\$731,332	\$586,320	80.17%	(\$145,012)
PROJECTS:				
STREETSCAPE	\$15,000	\$7,681	51.21%	(\$7,319)
LAND REDEVELOPMENT	\$514,029	\$514,029	100.00%	(\$0)
MASTER PLAN IMPLEMENTATION	\$150,000	\$30,170	20.11%	(\$119,830)
DOWNTOWN PLANNING	\$5,000	\$0	0.00%	(\$5,000)
DAM IMPROVEMENTS	\$119,179	\$122,679	102.94%	\$3,500
SILVER LK IMPROVEMENTS	\$0	\$0	#DIV/0!	\$0
RIVER ST. IMPROVEMENTS	\$25,000	\$0	0.00%	(\$25,000)
FAÇADE IMPROVEMENTS	\$25,000	\$0	0.00%	(\$25,000)
SILVER PARKWAY IMPROVEMENTS	\$5,000	\$0	0.00%	(\$5,000)
COMMUNITY CENTER RESTORATION	\$30,000	\$0	0.00%	(\$30,000)
DOWNTOWN PARKING LOTS	\$15,000	\$16,816	112.11%	\$1,816
TOTAL PROJECTS	\$903,208	\$691,375	76.55%	(\$211,833)
TOTAL EXPENDITURES	\$2,055,678	\$1,698,581	82.63%	(\$357,097)
TRANSFERS OUT				
CONTRIB TO LADDER TRUCK FUND	\$0	\$50,000	#DIV/0!	\$50,000
CONTRIB TO PARKS	\$0	\$100,000	#DIV/0!	\$100,000
TOTAL TRANSFERS OUT	\$0	\$150,000	#DIV/0!	\$150,000
REVENUES OVER EXPENDITURES	\$157,177	\$372,445		
BEGINNING FUND BALANCE	\$2,176,668	\$2,176,668		
ENDING FUND BALANCE	\$2,333,845	\$2,549,113		

**CITY OF FENTON
DDA BOND CONSTRUCTION FUND
BALANCE SHEET
6/14/2023**

ASSETS:

CASH IN BANK	\$94,609
MISC RECEIVABLES	\$0
DUE FROM OTHER FUNDS	<u>\$0</u>

TOTAL ASSETS	<u><u>\$94,609</u></u>
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LIABILITIES:

ACCOUNTS PAYABLE	\$0
DEFERRED REVENUE	\$0
DUE TO OTHER FUNDS	<u>\$0</u>

TOTAL LIABILITIES	<u><u>\$0</u></u>
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FUND EQUITY:

FUND BALANCE	<u>\$94,609</u>
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TOTAL LIABILITIES AND EQUITY	<u><u>\$94,609</u></u>
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**CITY OF FENTON
 DDA BOND CONSTRUCTION FUND
 STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 6/14/2023**

	AMENDED BUDGET	YTD ACTUAL	VARIANCE FROM BUDGET
REVENUES:			
BOND PROCEEDS	\$0	\$0	\$0
GRANTS	\$0	\$0	\$0
DONATIONS	\$12,000	\$12,000	\$0
INTEREST	\$0	\$0	\$0
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TOTAL REVENUE	\$12,000	\$12,000	\$0
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EXPENDITURES:			
COMMUNITY CENTER RESTORATION	\$0	\$0	\$0
BOND COSTS	\$0	\$0	\$0
CAROLINE ST. IMPROVEMENTS	\$0	\$0	\$0
STREETSCAPE	\$0	\$0	\$0
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TOTAL EXPENDITURES	\$0	\$0	\$0
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TRANSFERS:			
TRANSFERS TO DDA	\$0	\$0	\$0
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REVENUE OVER EXPENDITURES	\$12,000	\$12,000	
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BEGINNING FUND BALANCE	\$82,609	\$82,609	
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ENDING FUND BALANCE	\$94,609	\$94,609	

**2014 DDA BONDS
STREETSCAPE & COMMUNITY CENTER**

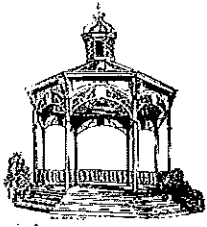
\$3,650,000

FISCAL YEAR ENDED JUNE 30	INTEREST 1-Oct	INTEREST 1-Apr	PRINCIPAL 1-Apr	TOTAL REQUIREMENTS
2024	\$38,291	\$38,291	\$255,000	\$331,582
2025	\$34,466	\$34,466	\$265,000	\$333,932
2026	\$30,491	\$30,491	\$275,000	\$335,982
2027	\$26,365	\$26,365	\$285,000	\$337,730
2028	\$22,091	\$22,091	\$295,000	\$339,182
2029	\$17,666	\$17,666	\$305,000	\$340,332
2030	\$12,900	\$12,900	\$315,000	\$340,800
2031	\$6,600	\$6,600	\$330,000	\$343,200
TOTAL	\$188,870	\$188,870	\$2,325,000	\$2,702,740

**2016 DDA BONDS
CAROLINE STREET EXTENSION**

\$1,000,000

FISCAL YEAR ENDED JUNE 30	INTEREST 1-Oct	INTEREST 1-Apr	PRINCIPAL 1-Apr	TOTAL REQUIREMENTS
2024	\$6,953	\$6,953	\$70,000	\$83,906
2025	\$6,253	\$6,253	\$70,000	\$82,506
2026	\$5,465	\$5,465	\$70,000	\$80,930
2027	\$4,678	\$4,678	\$75,000	\$84,356
2028	\$3,815	\$3,815	\$75,000	\$82,630
2029	\$2,915	\$2,915	\$75,000	\$80,830
2030	\$1,196	\$1,196	\$75,000	\$77,392
2031	\$1,040	\$1,040	\$80,000	\$82,080
TOTAL	\$32,315	\$32,315	\$590,000	\$654,630



**Fenton
Downtown
Development
Authority**

**FENTON DOWNTOWN DEVELOPMENT AUTHORITY
PROCEEDINGS
Tuesday, May 16, 2023**

The meeting was called to order by Chairman Craig Schmidt at 6:00 pm

ROLL CALL:

PRESENT: Green, Henderson, James, Johnson, Penwell, Ricketts, Schmidt, Steffey

ABSENT: Andrysiak(*excused*), Bertschy (*excused*), Osborn (*excused*), Strayer (*excused*)

OTHERS: Michael Hart, DDA Director/Assistant City Manager;
Lynn Markland, City Manager; Jon Satkowiak, Treasurer;
Denise Coole, Recording Secretary

DIRECTOR'S REPORT – None

FINANCIAL REPORT

Satkowiak reviewed the financial report and said investments on balance sheet are due early June, everything else looks standard for this time of year.

CONSENT AGENDA

Craig Schmidt reviewed the consent agenda item of minutes for DDA meeting held April 17, 2023.

Motion by Henderson and Supported by Steffey to approve the Consent Agenda as presented.

YEAS: Green, Henderson, James, Johnson, Penwell, Ricketts, Schmidt, Steffey

NAYS: None

ABSENT: Andrysiak, Bertschy, Osborn, Strayer

Motion was carried by Roll Call Vote

PUBLIC COMMENTS – None

**RECEIPT OF THE CITY COUNCIL APPROVED AMENDED BUDGET FOR FY2022-2023 AND
UPCOMING BUDGET FOR FY2023-2024**

Hart reviewed the process for approving the DDA budget. Hart said the DDA approved the budget, then the City Council approved it, and this vote is to receive the budget as submitted.

Motion by Johnson and Supported by Penwell to approve the receipt of the City Council approved amended budget for FY2022-2023 and the upcoming budget for FY2023-2024.

All Ayes – None Opposed

Motion carried by Voice Vote

LAWN CARE AND LANDSCAPE SERVICES

Hart reviewed the memo. James asked if this company will also take care of the Community Center lawn. Hart said the Community Center was exempted prior, but CJ Callaghan's (ACE Lawn & Landscape) will treat the lawn with fertilizer and weed kill and mow it as well.

Motion by Schmidt and Supported by Steffey to accept the contract as written.

All Ayes – None Opposed

Motion carried by Voice Vote

THE VAULT FAÇADE GRANT APPLICATION UPDATE

Hart updated the Board that a façade grant application has been received from The Vault Downtown, however the submission is not complete. Hart said if it is received back, it will be given to the Design Committee for review and if approved, a recommendation will be brought to the Board. Ricketts asked the framework of the façade agreement. Hart said it can be for aesthetics but also for maintenance on the outside of the building. Markland said the façade program is online and there is a match of \$20,000.00 given by the DDA, and each side of the building can be applied for. Hart said it is an incentive for business owners. Hart said the purpose is to partner with businesses which also strengthens the tax base and valuation of the properties.

CALL TO THE AUDIENCE

Terina Greenway, Owner of Luna's Boutique, is in attendance to speak about Fenton Pride Night and to request a grant for FY2023-2024. Greenway said the event brought between 300 to 400 people to the city last year and sales at least doubled for businesses. Greenway said they have paired with Southern Lakes Park & Recreation (SLPR) for June 15, 2023, and will plan for the 3rd Thursday in June 2024.

Markland updated the Board that there is a long-term plan at the Community Center for a hardscape in front of the building. Markland said the ground has rocks and debris in it and hardscaping will make it look more attractive.

BOARD COMMENTS

Schmidt said he spoke with several people from nearby cities regarding pickleball courts at Bush Park. Their suggestions were to put in at least eight courts because of the high demand for the sport. Markland said they have applied for grants for the pickleball courts and were not selected, but he will resubmit the application. Markland said there will be separate courts with lighting and possibly have pickleball overlay on the tennis courts to add more opportunity to play.

Schmidt asked about repairing the city sidewalk between City Hall and the Police Department. Hart said it will be repaired after the repairs that are already scheduled around the Mill Pond area.

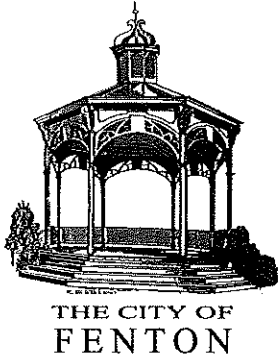
The meeting was adjourned at 6:34 p.m.

Craig Schmidt
DDA Chairman

Denise Coole
Recording Secretary

Date Approved: _____

FENTON DOWNTOWN DEVELOPMENT AUTHORITY
MEMORANDUM



DATE: June 20, 2023

TO: Downtown Development Authority Board of Directors

FROM: Michael A. Hart, Assistant City Manager & DDA Executive Director

RE: DDA Development & TIF Plan Update

The City of Fenton through City Council and in coordination with the DDA Board, last updated the Development and TIF (tax increment finance) plan in 2010 with a required amendment in 2014. Due to the law changes for TIF's (PA 57) throughout the State of Michigan in 2018, coupled with several pending capital (development) and downtown infrastructure improvement projects, we need to update the current Development & TIF Plan.

We have received a proposal from the City Planner, CIB Planning and look forward to working with them to update the current plan. The updating process is very extensive and requires expert knowledge of the process including the in-depth requirements for properly noticed public meetings. The City Planner will be coordinating closely with the City Attorney's Office throughout the updating and adoption process.

The proposed cost is \$13,000 and will update the Development & TIF Plan, make us compliant with PA 57 of 2018, and will extend the time period of the plan by 13 years to account for our bonding obligations into the future due to the upcoming developments and infrastructure improvements within the DDA. The current plan is set to expire in 2040 and it will be extended to 2053, for a 30 year term as allowed under State of Michigan law. *(Please find the attached proposal from CIB Planning dated June 16, 2023).*

I recommend the DDA Board approve the expenditure of \$13,000 for updating the DDA's Development & TIF Plan with CIB Planning, and the DDA's Executive Director to sign the CIB Planning proposal/agreement dated June 16, 2023 including any related or necessary documents.

June 16, 2023

Mr. Michael Hart, Assistant City Manager, Economic Development Director
City of Fenton Downtown Development Authority
301 S. Leroy St.
Fenton, Michigan 48430

Subject: **Downtown Development Authority (DDA) Plan Update Proposal**

Dear Mr. Hart:

It is with much excitement that Community Image Builders (CIB Planning) submits this proposal to update the City of Fenton DDA's Downtown Development and Tax Increment Financing Plan (TIF) Plan. As experts in redevelopment implementation, updating DDA Plans are integral to what we do. TIF financing is one of the more powerful tools a community has at its disposal, yet few know how to do so in the most effective manner. Knowing this, CIB has been at the forefront of tax increment financing strategies and helped communities gain the interest of developers and investors.

Attached are our qualifications and in addition to the plans we have updated over the past few years, we are in the process of updating DDA/TIF Plans for the City of Swartz Creek and Brownstown Township. We are also working with Frenchtown Township to create the Dixie Highway and Telegraph Road Corridor Improvement Authorities (CIA's). We are one of the top planning firms in tax increment financing across Michigan and were retained by the Michigan Association of Planning (MAP) to prepare their TIF training program.

We look forward to discussing this proposal in more detail and if you have any questions, please contact me at 810-335-3800.

Sincerely,

CIB Planning



Carmine P. Avantini, AICP
President

PROJECT SCOPE OF SERVICES

CIB Planning proposes to assist the City of Fenton DDA to update its Development and Tax Increment Financing Plan. Each project is different so while we provide the detailed work plan below, we are flexible and open to changes. The proposed scope of work includes a Development and TIF Plan update based upon working closely with the City staff and input from DDA and the public. Our process includes a total of six meetings as outlined in section IV below. The following is our proposed scope of services:

I. DDA and TIF Plan Update

1. Introduction

- a. **Goals and Objectives.** CIB will review existing Goals and Objectives of the Development and Tax Increment Financing Plan, followed by identification of potential additions or revisions for discussion at a workshop meeting.
- b. **Existing Conditions.** Existing conditions information from the Downtown Plan and the Master Plan will be used to prepare a summary of key demographic and economic data for the DDA.

2. DDA Development Plan

- a. **Information Required to Fulfill All Requirements of the DDA Enabling Legislation (P.A. 57 of 2018).** CIB will review the existing Development Plan and revise necessary sections to ensure compliance with the requirements of P.A. 57.
- b. **Review Previously Identified Projects.** Previously proposed DDA improvements from the current Development and TIF Plan that have not yet been implemented will be reviewed at the first meeting with staff.
- c. **Identify New Projects.** CIB will host a joint workshop with the City Council and DDA to identify and propose potential new projects for the TIFA that support the updated Goals and Objectives. The City's engineer will be responsible for providing cost estimates for proposed engineering projects. Costs for non-engineering items will be general estimates or estimated by others. Types of potential projects may include:

- Project Gap Financing
- Streetscape improvements
- Façade Improvements
- Marketing/Promotion
- DDA Operations
- Utility/Street Improvements
- Land Acquisition
- Public & Private Improvements
- Parking lot consolidation
- Business Recruitment
- Building Demolition

- d. **Text Updates.** CIB will update the present DDA text governing open space, land and developer transactions, zone changes, development costs and financing capabilities, relocation needs, and related information.

3. Tax Increment Finance (TIF) Plan

- a. Information Required to Fulfill All Requirements of TIFA Act (Act 57 of 2018). As with the Development Plan, CIB will review the existing Development Plan and revise necessary sections to ensure compliance with the requirements of Act 57.
- b. Update Pertinent Information. CIB will work with the Assistant City Manager/Economic Development Director and City Assessor to update property valuation data, millage rates, and anticipated capture data.
- c. Revenue Estimates. Using existing millage rates and input from the City Assessor, CIB will project revenue estimates based on captured value within the limits of the TIF area. Estimates will be prepared for the anticipated time span, anticipated to be 30 years. Assumed growth rates, for the purpose of future projections, will be based on historic SEV growth patterns, new Census projections, or an assumed rate of conservative growth (e.g. 3.0%).
- d. Revenue by Jurisdiction. Projected captured revenue by taxing jurisdictions will be estimated.
- e. Captured Revenue Impact. The impact of captured revenue on the various taxing jurisdictions will be identified.
- f. Text Updates. CIB will update the present TIF text governing tax increment procedure, bonded indebtedness, plan duration and related sections.

4. Tables and Maps

- a. Information Required to Fulfill All Requirements of the DDA and TIFA Acts. CIB will prepare required tables and maps such as tax capture tables, a district boundary map, etc. to meet state requirements and make the plans visually attractive and informative to the reader.
- b. Maps. CIB will use maps from the Master Plan including Existing and Future Land Use Maps, a Zoning Map of the TIFA area, and a District Boundary Map, using the City's base GIS map. New mapping will be prepared by City staff, with guidance from the CIB team.

II. Notification and Filing Requirements

CIB will review the City's draft notices for use with public hearings, taxing jurisdiction notifications and adoption resolution/ordinances. The City will be responsible for filing appropriate application forms with the state upon plan completion.

III. Meeting with Taxing Jurisdictions

In concert with DDA/City officials, CIB will attend an informational meeting with applicable taxing jurisdictions to present the draft updated DDA Plan and discuss the importance of TIF as a tool for development within the District.

IV. Project Meetings

Six (6) meetings are programmed on six (6) separate dates including the following:

1. Kick-off/Brainstorming Meetings. One kickoff meeting with the Assistant City Manager/Economic Development Director will be held to coordinate the project, review existing project information, and discuss meeting schedules. This meeting should also include the City Assessor and Treasurer to review the millage rates for the taxing jurisdictions, taxable property values and the duration of tax increment capture.
2. Review of Income Projections. Meeting with the City Treasurer to review the income projection estimates.
3. Review Meeting with the DDA Board. A working meeting will be held with the DDA Board to obtain feedback on the draft plan, including the list of projects and tax capture tables.
4. Meeting with Taxing Jurisdictions. A meeting will be held with representatives of the applicable taxing jurisdictions to present the draft plan updates and discuss new ways to effectively use tax increment financing.
5. Review of the Draft Plan with the DDA Board. A second meeting will be held with the DDA Board to review the draft updated DDA plan and make a recommendation (Resolution) to the City Council to initiate the approval process.
6. Public Hearing and Presentation. CIB will give a final presentation on the plan before the City Council and assist with facilitation of the required public hearing. If needed, CIB can also attend the second required City Council meeting for final adoption.

V. Schedule

The estimated schedule for completion and adoption of the updated Development and TIF Plan is approximately six (6) months from the time of the kick-off meeting, with the following milestone dates anticipated:

1. Kick-off/Brainstorming Meetings (June/July)
2. Review of Income Projections (July)
3. Review Meeting with the DDA Board (August)
4. Meeting with Taxing Jurisdictions
5. Review of the Draft Plan with the DDA Board (September)
6. Public Hearing and Presentation. (October)
7. Final Adoption (November/December)

VI. Deliverables

- Draft and Final Plans (in electronic Word and pdf versions)
- Power Point Presentations (in electronic versions)

The lump sum fee for completion of the TIF and development Plan Updates is \$13,000, which includes normal reimbursable expenses like mileage, postage, etc. To keep costs down, it is anticipated that the DDA would make paper copies of meeting handouts and draft plans. The Final bound copies can be provided at cost to the DDA for printing and delivery.

Note: The above fee does not include any time for the City's engineer, sub-consultants or legal counsel needed to provide input on the plan. This also assumes that the City will be responsible for publication of notices, mailings, etc. and other such associated costs. Additional meetings are extra and will be invoiced based upon time and expenses.

VII. Optional Taxing Jurisdiction Assistance and Unforeseen Tasks

At the present time, taxing jurisdictions could opt out of plan updates, and corresponding tax capture under two circumstances: 1) a change in District boundaries or 2) if an existing agreement is in place and must be amended with a taxing jurisdiction. By State statute libraries also could automatically opt out. We have assisted several communities through this process and are adept at negotiating agreements with taxing jurisdictions, where necessary. CIB can provide this assistance and any unforeseen tasks based upon our regular hourly rates listed below:

2023 Public Fee Schedule

President	\$155.00
Vice President	\$142.00
Director	\$136.00
Planning Manager	\$132.00
Senior Planner	\$112.00
Project Planner III	\$93.00
Project Planner II	\$86.00
Project Planner I	\$78.00
Assistant Planner	\$70.00
Administrative	\$48.00

Professional Classification

- Carmine P. Avantini, AICP, Principal, President*
- Justin Sprague, Principal, Vice President*
- Elena Moeller-Younger, Principal, Director of Marketing & Strategic Planning*
- Kelly McIntyre, Principal, Director of Planning*
- Hannah Smith, Project Planner III*
- Sandy Avantini, Business Manager*

** Hourly rates are subject to increase of up to 3% on an annual basis January 1st.*

VIII. Project Team

The primary person assigned to this project will be Carmine P. Avantini, AICP, with assistance from Elena Moeller Younger, Principal, and Justin Sprague, Vice President/Principal, when necessary.