

Agreement for Administrative Services: July 1, 2018 - June 30, 2023
Bay City, Michigan Downtown Development Authority & Downtown Management Boards

Administrative Services shall be provided to the Bay City Downtown Development Authority (DDA) by the Bay City Downtown Management Board (DMB) from July 1, 2018 through June 30, 2023. The services are provided in exchange for a portion of revenue generated annually by the two (2) mill levy of the DDA. The specific yearly amount will be determined in each Board's budget preparations, approved by each Board, and presented to the City Commission. Payment shall be made on or before the last day of the established DDA fiscal Year (June 30).

It is understood that the DMB Executive Director will provide the described services as well as other activities mutually agreed to by the DDA and DMB; and it is further understood that the intent of the contract is to provide common staffing services for the duration of the DMB, as authorized by the City of Bay City. Prescribed services include, but are not limited to:

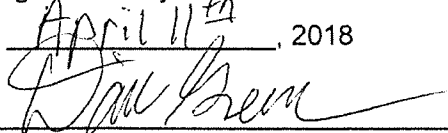
1. Provide administrative services to the DDA, including meeting notices, agendas, minutes, and correspondence as assigned by the Chairman or by resolution of the full board. The DMB/DDA office location will be available for DDA functions, including meetings and conferences;
2. Work with the DDA to implement special projects and to implement DDA plans, such as implementing strategies identified in DMB/DDA strategy sessions, and encouraging and funding public improvements;
3. Be the spokesperson for DDA positions, articulating its viewpoint and representing its perspective to such groups as the City Commission, County Commission or Chamber of Commerce;
4. Prepare recommendations to the DDA by which to foster development, including preparation or coordination of tax increment finance plans, if deemed necessary;
5. Work with City staff to plan for public improvements necessary to encourage private development;
6. Seek private, federal or state funds for fostering new development, redevelopment and adaptive reuse.
7. Complete special projects assigned by the DDA, consistent with the intent of this agreement;
8. Continue to implement a business recruitment and retention program for Downtown Bay City;
9. Assist developers to implement investment plans.

The DMB shall provide the DDA their monthly financial reports, and the annual audit financial report.

This contract may be canceled by either the DDA or DMB with 30 days written notice. In the event of termination of the contract, the DDA or DMB shall reimburse either party for the pro rata share of that fiscal year.

In agreement by board resolution

on April 11th, 2018

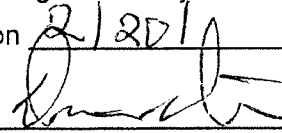


David Green, Chairperson
Downtown Development Authority

Suzanne Maxwell
4/11/18, Interim Executive Director
Witness

In agreement by board resolution

on 2/20/18, 2018



Dennis Dinauer, Chairperson
Downtown Management Board

Suzanne Maxwell
2/20/18, Interim Executive Director
Witness