



Memorandum

To: Redevelopment Authority
From: Tara Fitzgerald
CC: Andrea Trane
Date: **June 24, 2021**
Re: Executive Director Expense Threshold

There may be times that an unplanned expense relating to the Redevelopment Authority will arise and require timely payment. Although it is not expected to be a frequent occurrence, it is suggested that a plan be in place to allow for the Executive Director to approve such payments. The most recent incident relating to this sort of situation was the legal fees relating to the trademark concerns of River Point District.

Staff Recommendation: Authorize the Executive Director the right to pay incidental expenses up to \$1000 from the Redevelopment Authority funds, with the stipulation that a report of such expenses is presented at the next meeting of the Redevelopment Authority.

ANDREA TRANE, DIRECTOR OF PLANNING, DEVELOPMENT AND ASSESSMENT
TIM ACKLIN, AICP, PLANNING ADMINISTRATOR
JULIE EMSLIE, ECONOMIC DEVELOPMENT ADMINISTRATOR
LEWIS KUHLMAN, AICP, ENVIRONMENTAL PLANNER
JACK ZABROWSKI, ASSOCIATE PLANNER
ERIN DUFFER, PLANNING & DEVELOPMENT ASSISTANT

DIANE MCGINNIS, COMMUNITY DEVELOPMENT ADMINISTRATOR
DAWN REINHART, NEIGHBORHOOD HOUSING DEVELOPMENT ASSOCIATE
TARA FITZGERALD, EDFP, PROGRAM COORDINATOR
KEVIN CLEMENTS, HOUSING SPECIALIST
KEVIN CONROY, HOUSING REHABILITATION SPECIALIST