

**TO:** Downtown Development Authority Board of Directors

**FROM:** Andrew Haan, Executive Director

**DATE:** December 13, 2017

**RE:** December 2017 Meeting

---

The next regular meeting of the Kalamazoo Downtown Development Authority is scheduled to take place on Monday, December 18, 2017 at 3:00 p.m. in the Community Room, City Hall - 241 West South Street.

AH

Attachments

pc: Michael O'Connor  
City Clerk

[Type text]

**The Downtown Development Authority** exists to correct and prevent deterioration in the downtown district; to encourage historical preservation; to create and implement development plans in the district; and to promote the economic growth of the district.

**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS REGULAR MEETING AGENDA**

**DATE:** Monday, December 18, 2017

**TIME:** 3:00 p.m.

**PLACE:** Community Room, City Hall

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. ADOPTION OF AGENDA**

- Changes or additions
- Recommended motion : Adopt

**IV. MINUTES – November 20, 2017**

- Edits or additions
- Recommended motion: Approve

**V. FINANCIAL REPORT –**

- 2 MILL and TIF November 2017
- TPM October 2017
- Discussion and questions
- Recommended motion: Accept

**VI. PUBLIC HEARING/ACTION ITEMS**

1. Review and discuss the 2017 Amended Budgets
  - a. TPM (Parking) Roll Call Vote
  - b. DDA Budget (2 Mill and TIF) Roll Call Vote
2. Open the Public Hearing on the Proposed 2018 Budgets  
Review and discussion
  - a. TPM (Parking)
  - b. DDA Budget
3. Public Comments
4. Board Comments
5. Close Public Hearing
6. Resolution 17-05 – Approve Submission of 2018 DDA Budget to City Commission  
(attachment). Requires a Roll Call Vote.
7. Resolution 17-06 – Requesting the City of Kalamazoo levy not more than two  
two mills of tax. (attachment). Requires a Roll Call Vote.
8. Resolution 17-07 – Resolution for Interim Appropriation. (attachment)  
Requires a Roll Call Vote

**VII. DISCUSSION ITEMS**

- A. Downtown Report

**The Downtown Development Authority** exists to correct and prevent deterioration in the downtown district; to encourage historical preservation; to create and implement development plans in the district; and to promote the economic growth of the district.

**VIII. COMMITTEE REPORTS (Time Permitting)**

- A. Transportation, Parking, & Mobility
- B. Capital Improvements
- C. Project Review
- D. Citizens Council
- E. Safety

**IX. DIRECTOR COMMENTS**

**X. PUBLIC COMMENTS**

**XI. ADJOURNMENT**

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**MEETING PROCEDURES**

1. A person may speak on “Action or Discussion” items on the Downtown Development Authority’s agenda. The Chairperson will ask for people’s comments as each of these agenda items are discussed.
2. To address the Downtown Development Authority, please clearly state your name and business or home address for the record so that a response to your inquiry can be completed if necessary. Please limit your comments to four minutes.
3. Comments on non-agenda items are reserved for “Public Comments” agenda item prior to adjournment of the meeting.
4. Out of respect for business being conducted during the meeting, please turn off all cell phones and pagers prior to the start of the meeting.

**The Downtown Development Authority** exists to correct and prevent deterioration in the downtown district; to encourage historical preservation; to create and implement development plans in the district; and to promote the economic growth of the district.



**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
November 20, 2017**

**DIRECTORS PRESENT:** Jeff Breneman, Bjorn Green, Susan Lindeman, Bob Miller, Patti Owens, Greg Taylor, Derek Wissner, Grant Fletcher, Stephanie Hinman

**DIRECTORS ABSENT:** Mayor Bobby Hopewell, Carl Brown

**STAFF PRESENT:** Andrew Haan, Deb Houseman, Sue Huggett, Patrick Halpin

**OTHER:** Michael O'Connor

**I. CALL TO ORDER**

Director Taylor called the meeting to order at 3:00 p.m.

**II. ROLL CALL**

Director Taylor, Wissner, Miller, Breneman, Lindeman, Green, Fletcher, Hinman, Owens

**DIRECTOR TAYLOR MOVED TO EXCUSE ABSENT BOARD MEMBERS.  
SUPPORTED BY DIRECTOR GREEN. MOTION CARRIED.**

**III. ADOPTION OF AGENDA**

**DIRECTOR FLETCHER MOVED TO ADOPT THE AGENDA AS AMENDED.  
SUPPORTED BY DIRECTOR GREEN. MOTION CARRIED.**

**IV. MINUTES – October 16, 2017**

**DIRECTOR OWENS MOVED TO APPROVE THE BOARD MINUTES.  
SUPPORTED BY DIRECTOR LINDEMAN. MOTION CARRIED.**

**V. FINANCIAL REPORT- 2 MILL and TIF October 2017, TPM September 2017**

D. Houseman reviewed the financials, and opened for questions.

**DIRECTOR OWENS MOVED TO APPROVE THE FINANCIAL STATEMENTS  
AS PRESENTED. SUPPORTED BY DIRECTOR WISSNER. MOTION CARRIED.**

Director Haan commented on foreseeing some financial challenges in the future- based on parcels that were over assessed. Working with the city to address those challenges.

## **VI. ACTION ITEMS**

### **A. Ratification of previous board action authorizing execution of KVCC Arcadia Commons deeds to DTI**

M. O'Connor provided a review of the history of KVCC Arcadia Commons deeds, detailing history of DDA's ownership of parcels associated with Arcadia Commons project. O'Connor noted that environmental law at the time necessitated DDA assuming ownership of parcels due to liability concerns. The parcels were then leased to KVCC, First of America, and others. KVCC is final lease to be bought out. DDA since conveyed these properties to DTI. There were procedural steps missed and deeds not recorded. This needs to be completed for KVCC to finalize purchase.

M. O'Conner suggested that the DDA approve the recreation of two things- (1) DDA authorize Andrew to sign the deed to KVCC Foundation (2) sign a deed to DTI for the same property, in case there was a need to proceed this in this manner.

**DIRECTOR BRENEMAN MOTIONED TO APPROVE TO AUTHORIZE A DEED FROM DDA TO THE KVCC FOUNDATION AND IF NEEDED AN ALTERNATIVE DEED FROM THE DDA TO DTI WHO WILL THEN EXECUTE A DEED TO THE FOUNDATION AND AUTHORIZE AN ACCEPTANCE OF AN EASEMENT IN THE FOUNDATION FOR ARCADIA CREEK. AUTHORIZING ANDREW TO SIGN ANY OTHER MISC PAPERS. SUPPORTED BY DIRECTOR MILLER. APPROVED.**

Director Wissner asked if there are any buildings on the land, Director Haan commented that all buildings on land are owned by KVCC.

### **B. Modify Resolution 17-04 A Resolution to Call a Public Hearing for the 2018 Budget**

Authorization to move the public budget meeting scheduled for today, November 20, 2017 to December 2017.

**DIRECTOR GREEN MOTIONED TO APPROVE MOVING PUBLIC BUDGET MEETING TO DECEMBER 2017. SUPPORTED BY DIRECTOR OWENS. MOTION APPROVED.**

## **VII. DISCUSSION ITEMS**

### **A. Downtown Report**

Director Haan provided an overview of the monthly Downtown Report:  
- Wrapping up final touches with Upjohn Institute,

- Master Plan is adopted.
- Strategic planning retreat scheduled for 12/1/17
- DKI grant request to local foundation for 100,000 in operational support.
- Partnering with City to draft RFP FOR parking planning and management of system.
- Downtown finance work group is exploring new alternatives for public finance.
- July 1, 2018, DKI is moving to a ground floor space, this is an opportunity for more exposure and to show the public the work the organization is working on. \$32,000 savings per year.
- Bates Alley, 9 days left of campaign, confident will reach goal.
- Ransom/Gull Roundabout opened last week, three weeks ahead of schedule.
- P. Halpin installed the last 10 bike racks donated by Bronson Healthcare Group.
- Working on final version of option agreement with DTI for the First Reformed Church.
- AVB/Hinman- project on Rose Street and Lovell moving forward
- Bronson Park campaign has reached 2.1 million of 2.8-million-dollar goal.
- Two new business opened downtown- Wightman and Associates and AMC.
- Thank you to Sue Huggett and team for a successful parade.
- Tree lighting 11/24 Holly Jolly Trolley and Santa's Workshop also begins.
- 600 Foundry Bar and Restaurant due to open beginning of December 2017.

## **IX. COMMITTEE REPORTS**

### **A. Transportation, Parking, & Mobility**

Adding in 4 new 90 min spots on Michigan Ave. Thank you to Director James Baker from public services for the suggestion to add on street meters from Lovell to Walnut.

### **B. Capital Improvements**

No report given.

### **C. Project Review**

No report given.

### **D. Citizens Council**

No report given.

### **E. Safety**

No report given.

Director Breneman asked for an update on the management of ramp 4. Director Haan stated Elis is managing the ramp now. Elis is also installing Amano equipment in the ramp, allowing for mobile app integration.

## **X. DIRECTOR COMMENTS**

Director Fletcher commented that Director Haan and team are doing a great job, looking forward to the December retreat. Director Hinman asked for clarification on print. Director Owens commented that James Baker has provided exceptional customer service.

**XI. PUBLIC COMMENTS**

No public comments.

**XII. ADJOURNMENT**

The meeting was adjourned at 3:44 p.m.

**APPROVED:** \_\_\_\_\_

Meghan Schulz  
Recording Secretary

2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM					
2 MILL AND TIF - NOVEMBER 30, 2017					
TPM - OCTOBER 31, 2017					
TOTAL DDA					
	MONTH TO	YEAR TO DATE		DKI	
	DATE	DATE	2017 BUDGET		
REVENUES:					
#1	2 MILL LEVY CURRENT YEAR	\$13,408.05	\$242,485.39	\$269,237.00	
#1	2 MILL LEVY PRIOR YEAR(S)	\$5.69	\$4,737.22	\$1,000.00	
	INTEREST	\$196.89	\$1,383.07	\$620.00	
#2	MISC	\$0.00	\$1,530.21	\$1,500.00	
#3	USEABLE TIF COLLECTIONS	-\$461,277.00	\$3,210.47	\$922,553.00	
#4	STATE OF MICH PERSONAL PROPERTY TAX REIMB.	\$309,907.87	\$309,907.87	\$0.00	
	DEBT SERVICE TIF COLLECTIONS	\$0.00	\$474,300.00	\$730,800.00	
	FESTIVAL PLACE MAINTENANCE FEES	\$0.00	\$0.00	\$26,000.00	\$26,000.00 A.
	CITY OF KALAMAZOO MALL MAINTENANCE	\$0.00	\$55,343.00	\$55,343.00	
#5	BOND REFINANCE SAVINGS FROM TPM	\$0.00	\$63,861.26	\$63,861.00	
	LIQUOR LICENSE APPLICATION FEES	\$0.00	\$700.00	\$0.00	
#6	ACW LAND PARCELS PROCEEDS	\$0.00	\$35,000.00	\$0.00	
#7	STREET METERS	\$32,010.46	\$308,964.89	\$449,802.00	
#8	UNATTENDED	\$35,630.81	\$361,922.66	\$433,179.00	
#9	ATTENDED	\$110,609.37	\$1,331,349.77	\$1,935,836.00	
#10	ENFORCEMENT	\$27,120.00	\$236,787.58	\$378,423.00	
	METRO TRANSIT FEE	\$200.80	\$1,944.55	\$2,447.00	
	ARCADIA LAND CONTRACT	\$276.67	\$2,766.70	\$3,320.00	
#11	RAMP #4 SALE PROCEEDS	\$25,000.00	\$75,000.00	\$0.00	
#12	TIF DEBT SERVICE ASSISTANCE	\$0.00	\$6,300.00	\$253,200.00	
	TIF RAMP 3 SUBSIDY	\$0.00	\$0.00	\$19,271.00	
	TIF CONTRACTED DOWNTOWN MAINTENANCE	\$0.00	\$0.00	\$40,000.00	
	CONTINGENCY	\$0.00	\$0.00	-\$15,298.00	
#13	REVENUE BOND	\$93,694.97	\$1,144,068.84	\$1,705,825.00	
	<b>TOTAL DDA REVENUES</b>	<b>\$186,784.58</b>	<b>\$4,661,563.48</b>	<b>\$7,276,919.00</b>	
	BRAND AND ENGAGEMENT REVENUES FROM TIF				\$50,000.00 B.
	BUS RECRUITMENT & RETENTION REV FROM TIF				\$80,000.00 C.
	DKI DOWNTOWN MAINTENANCE GRANTS				\$60,000.00 D.
	<b>TOTAL DKI REVENUES</b>				<b>\$216,000.00</b>
<b>EXPENDITURES:</b>					
<b>OPERATING EXPENDITURES:</b>					
	D&O INSURANCE	\$0.00	\$3,300.00	\$3,500.00	
#14	LEGAL SERVICES	\$1,433.00	\$31,055.25	\$59,000.00	
#15	LEGAL NOTICES	\$0.00	\$337.04	\$800.00	
	AUDIT	\$0.00	\$21,725.00	\$26,075.00	
	DKI SERVICE AGREEMENT	\$32,254.50	\$348,132.50	\$387,050.00	
	MISC	\$0.00	\$112.71	\$500.00	
	LIABILITY INSURANCE	\$0.00	\$3,953.80	\$6,630.00	
#16	SALARIES & WAGES	\$71,046.91	\$659,443.95	\$807,954.00	
#16	PAYROLL TAXES	\$10,165.77	\$111,459.40	\$144,462.00	
#16	WORKERS COMPENSATION	\$2,592.60	\$28,025.27	\$40,332.00	
	HOSPITALIZATION & BENEFITS	\$9,274.97	\$105,336.23	\$130,977.00	
	EMPLOYEE RELATIONS/TRAINING	\$48.47	\$117.20	\$1,500.00	
	PERSONNEL SELECTION	\$0.00	\$501.31	\$3,500.00	
	EQUIPMENT PURCHASE/LEASE	\$134.03	\$3,847.61	\$10,100.00	
	LIABILITY CLAIMS	\$319.15	\$2,969.44	\$3,000.00	
	AUTO & TRUCK EXPENSE	\$727.54	\$7,404.34	\$13,825.00	
	REPAIRS & MAINTENANCE	\$5,268.37	\$41,196.22	\$133,976.00	
	UTILITIES	\$7,427.12	\$131,799.28	\$169,000.00	
	TELEPHONE	\$1,603.22	\$13,191.92	\$16,770.00	
	WEBSITE	\$117.35	\$298.80	\$2,050.00	
	SIGNAGE	\$698.69	\$2,792.77	\$5,000.00	
	MATERIALS & OFFICE SUPPLIES	\$1,095.89	\$11,853.28	\$20,167.00	
	CUSTOMER SERVICE PROGRAM	\$0.00	\$288.35	\$1,700.00	
	POSTAGE	\$642.26	\$6,570.79	\$8,350.00	
	FORMS & PRINTING	\$4,867.00	\$17,770.40	\$28,800.00	
	OUTSIDE CONTRACT SERVICES	\$2,923.98	\$194,771.35	\$337,220.00	
	OFFICE LEASE	\$2,313.17	\$22,906.02	\$27,487.00	
	RAMP 3 RESERVE	\$0.00	\$0.00	\$37,500.00	

2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM					
2 MILL AND TIF - NOVEMBER 30, 2017					
TPM - OCTOBER 31, 2017					
TOTAL DDA					
	MONTH TO	YEAR TO DATE		DKI	
	DATE	DATE	2017 BUDGET		
	ABM MGMT FEE	\$14,922.56	\$153,185.80	\$187,254.00	
	OPERATING CONTINGENCY	\$0.00	\$0.00	\$3,019.00	
		\$0.00	\$0.00	\$0.00	
	<b>INITIATIVES/PROGRAMS:</b>				
	FESTIVAL SITE MAINTENANCE FEES TO TIF			\$0.00	\$26,000.00 A.
	BRAND & ENGAGEMENT	\$4,166.67	\$45,833.37	\$50,000.00	\$50,000.00 B.
#17	BUSINESS RECRUITMENT & RETENTION	\$254.40	\$8,169.70	\$80,000.00	\$80,000.00 C.
	LIQUOR LICENSE	\$0.00	\$163.18		
	MALL ASSESSMENT	\$0.00	\$0.00	\$15,000.00	
	BUILDING REVITALIZATION	\$0.00	\$0.00	\$15,000.00	
#18	DOWNTOWN MAINTENANCE	\$4,017.51	\$167,347.35	\$250,000.00	\$60,000.00 D.
#19	SPECIAL PROJECTS	\$0.00	\$3,298.08	\$10,000.00	
	<b>DEBT SERVICE/OTHER OBLIGATIONS:</b>				
#20	ARCADIA CREEK BONDS	\$9,000.00	\$477,000.00	\$477,600.00	
#21	BUILDING AUTHORITY BONDS	\$246,300.00	\$258,900.00	\$506,400.00	
	TIF CAPTURE RAMP 3	\$0.00	\$0.00	\$19,271.00	
	MILLER CANFIELD TIF CAPTURE	\$0.00	\$7,095.65	\$20,793.00	
	PLAZA CORP DEPOT PROJECT	\$0.00	\$0.00	\$2,800.00	
	FESTIVAL PLACE	\$0.00	\$128,472.46	\$128,473.00	
	METROPOLITAN CENTER	\$0.00	\$0.00	\$48,900.00	
#22	ZOETIS TAX APPEAL	\$0.00	\$47,610.43	\$47,611.00	
#23	REBATED TAXES	\$0.00	\$48,430.26	\$120,000.00	
	CITY OF KALAMAZOO LOAN	\$0.00	\$0.00	\$76,460.00	
#24	RAMP #3 DEBT SERVICE	\$561,873.89	\$667,094.89	\$643,253.00	
#25	TIF CONTRIBUTION	\$0.00	\$63,861.26	\$63,861.00	
#26	5 YEAR TPM DEBT SERVICE	\$102,002.78	\$137,352.78	\$50,000.00	
	<b>5 YEAR PLAN EXPENDITURES:</b>				
#27	CAPITAL EXPENDITURES	\$9,570.00	\$330,478.25	\$247,298.00	
	LOT EXPENDITURES	\$0.00	\$0.00	\$50,000.00	
	5 YEAR TPM PLAN CONSULTANT SERVICES	\$0.00	\$0.00	\$25,000.00	
	TECHNOLOGY	\$0.00	\$0.00	\$50,000.00	
	MARKETING	\$0.00	\$4,073.49	\$20,000.00	
#28	ACCESS CONTROL EQUIPMENT	\$84,124.97	\$813,590.59	\$1,274,301.00	
	TRANSPORTATION & MOBILITY	\$0.00	\$0.00	\$30,000.00	
	5 YEAR TPM PLAN CONTINGENCY	\$0.00	\$0.00	\$29,797.00	
				\$0.00	
	<b>TOTAL EXPENDITURES</b>	<b>\$1,191,186.77</b>	<b>\$5,133,117.77</b>	<b>\$6,969,316.00</b>	<b>\$216,000.00</b>
	<b>**</b>	<b>-\$1,004,402.19</b>	<b>-\$471,554.29</b>	<b>\$307,603.00</b>	<b>\$0.00</b>
	** POSITIVE # = REVENUES EXCEED EXPENDITURES				
	** NEGATIVE # = EXPENDITURES EXCEED REVENUES				
	<b>BUDGET NOTES:</b>				
A.	DKI IS FUNDING THIS REVENUE AMOUNT TO TIF TO HELP COVER MAINTENANCE OF THE FESTIVAL SITE. THE AMOUNTS SHOWING UP IN THE IN THE DKI BUDGET ARE THE USER FEES COLLECTED AND THE EXPENSE IS THE TRANSFER OF THOSE FUNDS TO TIF REFLECTED ABOVE. IT IS NOT AN ADDITIONAL MAINTENANCE EXPENSE IN DKI.				
B.	THE TIF BUDGET REFLECTS \$50,000 IN EXPENSE FOR FUNDS BEING TRANSFERRED TO DKI TO HELP FUND BRAND AND ENGAGEMENT. THE TOTAL BRAND AND ENGAGEMENT BUDGET IN DKI REFLECTS THE \$50,000 IN REVENUE RECEIVED FROM TIF AND THE \$187,000 IN EXPENSES BUDGETED. THE REMAINING \$137,000 IN EXPENSE IS FUNDED THROUGH GRANTS AND SPONSORSHIPS RECEIVED BY DKI.				
C.	THE BUSINESS RECRUITMENT AND RETENTION IS BOTH AN \$80,000 REVENUE AND EXPENSE IN DKI. THE \$80,000 IN TIF IS A CONTRIBUTION FROM TIF TO DKI TO FUND THIS ACTIVITY.				
D.	IN DKI THERE IS A LINE ITEM FOR BOTH MAINTENANCE GRANT REVENUES AND DOWNTOWN MAINTENANCE EXPENSE. THIS IS TO COVER ADDITIONAL MAINTENANCE DOWNTOWN OVER AND ABOVE THE AMOUNT BUDGETED IN TIF. IN THE PAST THESE FUNDS HAVE BEEN USED FOR FESTIVAL SITE REPAIRS, LED LIGHTING, AND WAYFINDING SIGNAGE REPAIRS.				
E.	THE BUILDING AUTHORITY BOND PAYMENT IS A BOND PAYMENT THAT RESIDES IN THE TPM BUDGET, BUT IS FUNDED BY TIF. THE TIF BUDGET REFLECTS THE MOVEMENT OF FUNDS OUT OF TIF TO TPM. TPM REFLECTS BOTH THE REVENUE RECEIVED FROM TIF AND THE ACTUAL BOND PAYMENT EXPENSE.				

2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM					
2 MILL AND TIF - NOVEMBER 30, 2017					
TPM - OCTOBER 31, 2017					
TOTAL DDA					
MONTH TO		YEAR TO DATE		DKI	
DATE		DATE		2017 BUDGET	
<b>REVENUE NOTES:</b>					
#1	2 MILL LEVY- 2 MILL LEVY FUNDS RECEIVED.				
#2	MISC - YTD IS PAYMENT IN LIEU OF TAXES FOR THE SKYRISE PILOT \$1,395.75 AND THE RICKMAN HOUSE \$134.46.				
#3	USEABLE TIF COLLECTIONS- YEAR TO DATE IS THE ACTUAL TIF TAX COLLECTION FOR 2017.				
#4	STATE OF MICH PERSONAL PROPERTY TAX - REIMBURSEMENT FROM THE STATE OF MICHIGAN FOR PERSONAL PROPERTY TAX.				
#5	BOND REFINANCE SAVINGS - YTD IS TPM REVENUE FROM THE REFINANCE OF RAMP #3 THAT IS TRANSFERRED TO TIF TO HELP WITH THE PAYMENT OF THE ZOETIS TAX APPEAL.				
#6	ACW LAND PARCELS PROCEEDS - SALE OF THE DDA OWNED PARCELS TO DTI FOR THE ACW DEVELOPMENT.				
#7	TPM STREET METER REVENUES - YTD IS LESS THAN BUDGETED.				
#8	TPM UNATTENDED REVENUES - YTD IS LESS THAN BUDGETED.				
#9	TPM ATTENDED FACILITIES - YTD IS LESS THAN BUDGETED.				
#10	TPM ENFORCEMENT - YTD IS LESS THAN BUDGETED.				
#11	RAMP #4 SALE PROCEEDS - PROCEEDS FROM THE SALE.				
#12	TIF DEBT SERVICE ASSISTANCE - TIF FUNDS THAT ARE TRANSFERRED TO TPM TO COVER THE BUILDING AUTHORITY BOND PAYMENT.				
#13	REVENUE BOND - BOND FUNDS USED TO PAY FOR PARCS UPGRADES AND RAMP REPAIRS.				
<b>EXPENDITURE NOTES:</b>					
#14	LEGAL SERVICES - MTD IS REGARDING THE CCP MGMT CONTRACT. YTD INCLUDES SALE OF RAMP #4, SALE OF ARCADIA CREEK PARCELS TO DTI, AND TIF AGREEMENTS.				
#15	LEGAL NOTICES - SUMMARY TIF REPORT PUBLISHED IN MLIVE.				
#16	SALARIES & WAGES, PAYROLL TAXES, & WORKERS COMPENSATION - YTD IS LESS THAN BUDGETED. THE DIFERENCE IS DUE TO LESS STAFFING FOR EVENTS AND LESS SICK TIME USEAGE. TPM IS ALSO TRANSITIONING TO ITS NEW STAFFING STRUCTURE WITH THE UPGRADED EQUIPMENT AND SOME EXISTING STAFF ARE LEAVING WITH NEW HIRES TAKING PLACE.				
#17	BUSINESS RECRUITMENT RETENTION - MTD IS A DKIP PAYMENT TO ADRIANNE'S BOUTIQUE. YTD ALSO INCLUDES THE KELVIN & CO. & WOOD TV GRANTS.				
#18	DOWNTOWN MAINTENANCE - YTD INCLUDES \$102,652 FOR CREEK MAINTENANCE AND \$4,298 FOR DEVISSER ALLEY ENHANCEMENTS..				
#19	SPECIAL PROJECTS - YTD INCLUDES BIKE RACKS, THE ACFP SCULPTURE PAD, & TASK FORCE MATERIALS.				
#20	ARCADIA CREEK BONDS - MTD IS THE OCTOBER BOND PAYMENT. YTD INCLUDES THE APRIL 2017 PAYMENT.				
#21	BUILDING AUTHORITY BONDS - MTD IS THE OCTOBER BOND PAYMENT. YTD INCLUDES THE APRIL 2017 PAYMENT.				
#22	ZOETIS TAX APPEAL - THE ANNUAL TAX APPEAL PAYMENT.				
#23	REBATED TAXES - YTD IS FOR THE RAMP #3 LLC TAX REBATE \$36,460.82 AND THE PLAZA CORP/ROSE STREET MARKET TAX REBATE \$11,969.44.				
#24	RAMP #3 DEBT SERVICE - MTD IS THE OCTOBER BOND PAYMENT . YTD INCLUDES THE APRIL 2017 PAYMENT.				
#25	TIF CONTRIBUTION - THE RAMP # 3 BOND REFINANCE SAVINGS THAT TPM GIVES TO TIF TO HELP COVER THE ZOETIS TAX APPEAL.				
#26	5 YEAR TPM DEBT SERVICE - MTD IS THE OCTOBER BOND PAYMENT. YTD INCLUDES THE APRIL 2017 PAYMENT.				
#27	CAPITAL EXPENDITURES - RAMP REPAIRS PAID WITH THE REVENUE BONDS.				
#28	ACCESS CONTROL EQUIPMENT - NEW ACCESS CONTROL EQUIPMENT PAID WITH THE REVENUE BONDS.				



**2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM**

<b>REVENUES:</b>	<b>RECOMMENDED</b>		<b>2017</b>		
	<b>2017 BUDGET</b>	<b>REVISIONS</b>		<b>REVISED</b>	
USEABLE TIF COLLECTIONS	\$922,553.00	-\$919,343.00	#1	\$3,210.00	#1 -\$1,258,975.00 TIF
DEBT SERVICE TIF COLLECTIONS	\$730,800.00	-\$256,500.00	#1	\$474,300.00	#2 \$309,908.00 PERSONAL PROPERTY TAX REIMBURSEMENT PA 86
PERSONAL PROPERTY TAX REIMBURSEMENT PA86	\$0.00	\$309,908.00	#2	\$309,908.00	#3 \$25,278.00 OTHER
FESTIVAL PLACE MAINTENANCE FEES	\$26,000.00	-\$26,000.00	#3	\$0.00	#4 -\$272,461.00 DELAYED RATE INCREASES
CITY OF KALAMAZOO MALL MAINTENANCE	\$55,343.00	\$0.00		\$55,343.00	-\$282,924.00 SALE OF RAMP #4 ATTENDED
BOND REFINANCE SAVINGS FROM TPM	\$63,861.00	-\$63,861.00	#1	\$0.00	-\$21,948.00 SALE OF LOTS #17,18,30 UNATTENDED
ACW LAND PARCEL PROCEEDS	\$0.00	\$35,000.00	#3	\$35,000.00	#5 \$142,763.00 SALE OF RAMP #4 PROCEEDS & PLAZA CORP FEE
LIQUOR LICENSE APPLICATION FEES	\$0.00	\$700.00	#3	\$700.00	#6 \$363,510.00 TPM PARCS BONDING
					<b>-\$994,849.00 TOTAL REVENUE REVISIONS</b>
STREET METERS	\$449,802.00	-\$83,537.00	#4	\$366,265.00	
UNATTENDED	\$433,179.00	-\$9,495.00	#4	\$423,684.00	
ATTENDED	\$1,935,836.00	-\$409,858.00	#4	\$1,525,978.00	
ENFORCEMENT	\$378,423.00	-\$74,443.00	#4	\$303,980.00	
METRO TRANSIT FEE	\$2,447.00	\$0.00		\$2,447.00	
ARCADIA LAND CONTRACT	\$3,320.00	\$0.00		\$3,320.00	
TIF DEBT SERVICE ASSISTANCE	\$253,200.00	\$0.00		\$253,200.00	
TIF RAMP 3 SUBSIDY	\$19,271.00	-\$19,271.00	#1	\$0.00	
TIF CONTRACTED DOWNTOWN MAINTENANCE	\$40,000.00	\$0.00		\$40,000.00	
RAMP #4 SALE PROCEEDS	\$0.00	\$125,000.00	#5	\$125,000.00	
PLAZA CORP MONTHLY FEE	\$0.00	\$17,763.00	#5	\$17,763.00	
CONTINGENCY	-\$15,298.00	\$15,298.00	#3	\$0.00	
REVENUE BOND	\$1,705,825.00	\$363,510.00	#6	\$2,069,335.00	
2 MILL LEVY CURRENT YEAR	\$269,237.00	-\$4,000.00		\$265,237.00	
2 MILL LEVY PRIOR YEAR(S)	\$1,000.00	\$4,000.00		\$5,000.00	
INTEREST	\$620.00	\$250.00	#3	\$870.00	
MISC	\$1,500.00	\$30.00	#3	\$1,530.00	
<b>TOTAL DDA REVENUES</b>	<b>\$7,276,919.00</b>	<b>-\$994,849.00</b>		<b>\$6,282,070.00</b>	
<b>EXPENDITURES:</b>					
<b>OPERATING EXPENDITURES:</b>					
D&O INSURANCE	\$3,500.00	-\$200.00	#7	\$3,300.00	#7 -\$1,400.00 OTHER ADJUSTMENTS
LEGAL SERVICES	\$59,000.00	\$0.00		\$59,000.00	
LEGAL NOTICES	\$800.00	\$0.00		\$800.00	
AUDIT	\$26,075.00	\$0.00		\$26,075.00	
DKI SERVICE AGREEMENT	\$387,050.00	\$0.00		\$387,050.00	
MISC	\$500.00	\$0.00		\$500.00	
LIABILITY INSURANCE	\$6,630.00	\$0.00		\$6,630.00	

**2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM**

		<b>RECOMMENDED</b>		<b>2017</b>		
SALARIES & WAGES	\$807,954.00	-\$22,954.00	#8	\$785,000.00	#8	-\$218,163.00 PARCS UPGRADES/SALE OF RAMP #4 AND
PAYROLL TAXES	\$144,462.00	-\$4,104.00	#8	\$140,358.00		LOTS #17, #18, AND #30
WORKERS COMPENSATION	\$40,332.00	-\$1,146.00	#8	\$39,186.00	#9	-\$124,687.00 TIF
HOSPITALIZATION & BENEFITS	\$130,977.00	-\$2,877.00	#8	\$128,100.00		
EMPLOYEE RELATIONS/TRAINING	\$1,500.00	-\$700.00	#8	\$800.00		
PERSONNEL SELECTION	\$3,500.00	-\$2,000.00	#8	\$1,500.00		
EQUIPMENT PURCHASE/LEASE	\$10,100.00	-\$2,000.00	#8	\$8,100.00		
LIABILITY CLAIMS	\$3,000.00	\$600.00	#8	\$3,600.00		
AUTO & TRUCK EXPENSE	\$13,825.00	-\$4,500.00	#8	\$9,325.00		
REPAIRS & MAINTENANCE	\$133,976.00	-\$67,756.00	#8	\$66,220.00		
UTILITIES	\$169,000.00	-\$10,000.00	#8	\$159,000.00		
TELEPHONE	\$16,770.00	\$0.00	#8	\$16,770.00		
WEBSITE	\$2,050.00	-\$1,000.00	#8	\$1,050.00		
SIGNAGE	\$5,000.00	\$0.00	#8	\$5,000.00		
MATERIALS & OFFICE SUPPLIES	\$20,167.00	-\$3,000.00	#8	\$17,167.00		
CUSTOMER SERVICE PROGRAM	\$1,700.00	-\$1,100.00	#8	\$600.00		
POSTAGE	\$8,350.00	\$0.00	#8	\$8,350.00		
FORMS & PRINTING	\$28,800.00	-\$9,800.00	#8	\$19,000.00		
OUTSIDE CONTRACT SERVICES	\$337,220.00	-\$41,084.00	#8	\$296,136.00		
OFFICE LEASE	\$27,487.00	\$0.00	#8	\$27,487.00		
RAMP 3 RESERVE	\$37,500.00	-\$37,500.00	#8	\$0.00		
ABM MGMT FEE	\$187,254.00	-\$4,223.00	#8	\$183,031.00		
OPERATING CONTINGENCY	\$3,019.00	-\$3,019.00	#8	\$0.00		
<b>INITIATIVES/PROGRAMS:</b>						
BRAND & ENGAGEMENT	\$50,000.00	\$0.00		\$50,000.00		
BUSINESS RECRUITMENT & RETENTION	\$80,000.00	\$0.00		\$80,000.00		
LIQUOR LICENSE						
MALL ASSESSMENT	\$15,000.00	\$0.00		\$15,000.00		
BUILDING REVITALIZATION	\$15,000.00	\$0.00		\$15,000.00		
DOWNTOWN MAINTENANCE	\$250,000.00	\$0.00		\$250,000.00		
SPECIAL PROJECTS	\$10,000.00	\$0.00		\$10,000.00		
<b>DEBT SERVICE/OTHER OBLIGATIONS:</b>						
ARCADIA CREEK BONDS	\$477,600.00	-\$600.00	#7	\$477,000.00		
BUILDING AUTHORITY BONDS	\$506,400.00	-\$600.00	#7	\$505,800.00		
TIF CAPTURE RAMP 3	\$19,271.00	-\$19,271.00	#9	\$0.00		
MILLER CANFIELD TIF CAPTURE	\$20,793.00	-\$13,697.00	#9	\$7,096.00		
PLAZA CORP DEPOT PROJECT	\$2,800.00	-\$2,800.00	#9	\$0.00		
FESTIVAL PLACE	\$128,473.00	\$0.00		\$128,473.00		
METROPOLITAN CENTER	\$48,900.00	-\$48,900.00	#9	\$0.00		
ZOETIS TAX APPEAL	\$47,611.00	\$0.00		\$47,611.00		

**2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM**

	<b>RECOMMENDED</b>			<b>2017</b>			
REBATED TAXES	\$120,000.00	-\$70,000.00	<b>#10</b>	\$50,000.00	<b>#10</b>	-\$70,000.00	REBATED TAXES TO ACTUAL
CITY OF KALAMAZOO LOAN	\$76,460.00	-\$76,460.00	<b>#11</b>	\$0.00	<b>#11</b>	-\$76,460.00	CITY LOAN DEFERRED
RAMP #3 DEBT SERVICE	\$643,253.00	\$23,842.00	<b>#9</b>	\$667,095.00	<b>#12</b>	\$87,353.00	5 YEAR TPM BOND PYMT TO INCLUDE 2017 FUNDS
TIF CONTRIBUTION	\$63,861.00	-\$63,861.00	<b>#9</b>	\$0.00			
5 YEAR TPM DEBT SERVICE	\$50,000.00	\$87,353.00	<b>#12</b>	\$137,353.00			
<b>5 YEAR PLAN EXPENDITURES:</b>							
CAPITAL EXPENDITURES	\$247,298.00	\$446,736.00	<b>#13</b>	\$694,034.00	<b>#13</b>	\$342,939.00	PARCS BOND EXPENDITURES
LOT EXPENDITURES	\$50,000.00	-\$49,000.00	<b>#13</b>	\$1,000.00			
5 YEAR TPM PLAN CONSULTANT SERVICES	\$25,000.00	-\$15,000.00	<b>#13</b>	\$10,000.00			
TECHNOLOGY	\$50,000.00	\$0.00	<b>#13</b>	\$50,000.00			
MARKETING	\$20,000.00	-\$10,000.00	<b>#13</b>	\$10,000.00			
ACCESS CONTROL EQUIPMENT	\$1,274,301.00	\$0.00	<b>#13</b>	\$1,274,301.00			
TRANSPORTATION & MOBILITY	\$30,000.00	\$0.00	<b>#13</b>	\$30,000.00			
5 YEAR TPM PLAN CONTINGENCY	\$29,797.00	-\$29,797.00	<b>#13</b>	\$0.00			
<b>TOTAL DDA EXPENDITURES</b>	<b>\$6,969,316.00</b>	<b>-\$60,418.00</b>		<b>\$6,908,898.00</b>		<b>-\$60,418.00</b>	<b>TOTAL EXPENDITURE ADJUSTMENTS</b>
<b>TOTAL DDA REVENUE OVER/UNDER</b>	<b>\$307,603.00</b>	<b>-\$934,431.00</b>		<b>-\$626,828.00</b>			

**DOWNTOWN DEVELOPMENT AUTHORITY  
PROPOSED 2018 BUDGET**

**EXPENDITURES:**

<b>COMBINED ACCOUNTING &amp; AUDIT</b>	<b>\$13,200.00</b>
<b>BUSINESS DEVELOPMENT</b>	<b>\$100,000.00</b>
<b>BRAND &amp; ENGAGEMENT</b>	<b>\$100,000.00</b>
<b>DOWNTOWN ADMINISTRATION</b>	<b>\$232,050.00</b>
<b>LEGAL</b>	<b>\$20,000.00</b>
<b>MALL ASSESSMENT</b>	<b>\$0.00</b>
<b>BUILDING REVITALIZATION PROGRAMS</b>	<b>\$0.00</b>
<b>DOWNTOWN MAINTENANCE</b>	<b>\$59,210.00</b>
<b>CAPITAL IMPROVEMENTS PLANNING &amp; DESIGN</b>	<b>\$100,000.00</b>
<b>DDA ACFP TASK FORCE</b>	<b>\$30,000.00</b>
<b>DEBT SERVICE/OTHER OBLIGATIONS:</b>	
<b>ARCADIA CREEK BONDS</b>	<b>\$459,600.00</b>
<b>TIF CAPTURE RAMP 3</b>	<b>\$0.00</b>
<b>MILLER CANFIELD TIF CAPTURE</b>	<b>\$0.00</b>
<b>PLAZA CORP DEPOT PROJECT (10) YEARS</b>	<b>\$0.00</b>
<b>FESTIVAL PLACE KCF LOAN (6) YEARS 2015-2020</b>	<b>\$128,473.00</b>
<b>METROPOLITAN CENTER</b>	<b>\$0.00</b>
<b>REBATED TAXES</b>	<b>\$35,000.00</b>
<b>FIRST ZOETIS TAX APPEAL (5) YEARS 2015-2019</b>	<b>\$46,300.00</b>
<b>CITY OF KALAMAZOO LOAN (10) YEARS 2015-2024</b>	<b>\$76,460/YEAR (DEFERRED)</b>
<b>D&amp;O INSURANCE - 2 MILL</b>	<b>\$3,500.00</b>
<b>LEGAL NOTICES</b>	<b>\$800.00</b>
<b>MISC</b>	<b>\$500.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,328,633.00</b>

**REVENUES:**

<b>CITY ADMINISTRATION LOAN</b>	<b>\$551,127.00</b>
<b>PERSONAL PROPERTY TAX REIMBURSEMENT PA86</b>	<b>\$245,479.00</b>
<b>DEBT SERVICE TIF COLLECTIONS</b>	<b>\$0.00</b>
<b>FESTIVAL PLACE MAINTENANCE FEES</b>	<b>\$0.00</b>
<b>CITY OF KALAMAZOO MALL MAINTENANCE CONTRACT</b>	<b>\$59,210.00</b>
<b>TWO MILL LEVY</b>	<b>\$270,237.00</b>
<b>INTEREST INCOME</b>	<b>\$1,050.00</b>
<b>MISC</b>	<b>\$1,530.00</b>
<b>TIF RESERVES CONTRIBUTION</b>	<b>\$200,000.00</b>
<b>TOTAL REVENUES</b>	<b>\$1,328,633.00</b>

**BALANCE OVER/UNDER BUDGET** **\$0.00**

12/8/2017

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY OF KALAMAZOO, MICHIGAN  
RESOLUTION 17-05**

***A RESOLUTION APPROVING THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF KALAMAZOO BUDGET FOR 2018, INCLUDING THE TIF BUDGET.***

**WHEREAS**, the Downtown Development Authority Act permits a downtown development authority to adopt a budget for its operating revenues and expenses; and

**WHEREAS**, Kalamazoo City Ordinance No. 1245 establishing the Downtown Development Authority of the City of Kalamazoo provides in pertinent part that the DDA board shall prepare a budget and submit it to the Commission by the same date that the proposed budget for the City is submitted to the Commission; and

**WHEREAS**, the DDA board has prepared a budget for 2018, which includes the TIF budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the proposed 2018 budget is approved by the DDA board for submission to the City Commission for their review and approval.

Director \_\_\_\_\_ moved acceptance of the Resolution to approve the proposed budget for 2018 and submit it to the City Commission for review and approval.

Director \_\_\_\_\_ supported.

**AYES**, Directors:

**NAYS**, Directors:

**ABSTENTIONS**, Directors:

***RESOLUTION DECLARED ADOPTED, \_\_\_\_\_.***

**CERTIFICATE**

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Downtown Development Authority of the City of Kalamazoo at a regular meeting held on December 18, 2017 and that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267 of the Public Acts of 1976, and the minutes of said meeting were kept and will be and have been made available as required by said Act.

\_\_\_\_\_  
Derek Wissner, Secretary

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY OF KALAMAZOO, MICHIGAN  
RESOLUTION 17-06**

*A RESOLUTION REQUESTING THE CITY OF KALAMAZOO TO LEVY NOT MORE THAN TWO MILLS OF TAX ON ALL REAL AND TANGIBLE PERSONAL PROPERTY NOT EXEMPT BY LAW AND AS FINALLY EQUALIZED IN THE DOWNTOWN DEVELOPMENT DISTRICT PURSUANT TO ACT NO. 197 OF THE PUBLIC ACTS OF 1975.*

**WHEREAS**, the Downtown Development Authority Act, being Act No. 197 of the Public Acts of 1975 as amended, authorizes the downtown development authority to levy not more than 2 mills of tax on the real and tangible personal property not exempt by law and as finally equalized in the downtown district; and

**WHEREAS**, the Authority hereby finds and determines that the levying of such tax is necessary to carry out the purposes for which it was created; and

**WHEREAS**, the City of Kalamazoo has approved the levy of said tax for the years immediately preceding to halt property value deterioration and increase property valuation where possible in the business district and to eliminate the cause of that deterioration and to promote economic growth.

**NOW, THEREFORE, BE IT RESOLVED**, that the Downtown Development Authority of Kalamazoo approves the levying of not more than 2 mills of tax on all real and tangible personal property not exempt by law and as finally equalized in the downtown district.

**BE IT FURTHER RESOLVED**, that the Downtown Development Authority of the City of Kalamazoo requests the approval of the City Commission of Kalamazoo to levy the tax for the year 2018.

**BE IT FURTHER RESOLVED**, that all officials and employees of the Downtown Development Authority of Kalamazoo are hereby directed and authorized to take whatever action is necessary and proper to obtain the approval of the City Commission to levy not more than 2 mills for a one-year period.

The above resolution was offered by Director \_\_\_\_\_. Supported by Director \_\_\_\_\_.

**AYES**, Directors:

**NAYS**, Directors:

**ABSTENTIONS**, Directors:

**RESOLUTION DECLARED ADOPTED**, \_\_\_\_\_.

**CERTIFICATE**

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Downtown Development Authority of the City of Kalamazoo at a regular meeting held on December 18, 2017, and that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267 of the Public Acts of 1976, and the minutes of said meeting were kept and will be and have been made available as required by said Act.

\_\_\_\_\_  
Derek Wissner, Secretary

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY OF KALAMAZOO, MICHIGAN  
RESOLUTION 17-07**

***INTERIM APPROPRIATION RESOLUTION.***

**WHEREAS**, the 2018 budget appropriation resolution is not ready for adoption; and

**WHEREAS**, the Kalamazoo Downtown Development Authority should be authorized to continue normal operations, including contracted services and operating expense disbursements.

**NOW, THEREFORE, BE IT RESOLVED** that the Downtown Development Authority is hereby authorized and directed to continue processing and issuing checks for normal services, expenses or commitments which have been approved by the Board of Directors for the operations of the Downtown Development Authority and in accordance with the practices prevailing at the end of 2017.

**BE IT FURTHER RESOLVED** that such sums as may be needed for the above purposes are hereby appropriated.

The above resolution was offered by Director \_\_\_\_\_ and supported by Director \_\_\_\_\_.

**AYES**, Directors:

**NAYS**, Directors:

**ABSTENTIONS**, Directors:

***RESOLUTION DECLARED ADOPTED, \_\_\_\_\_.***

**CERTIFICATE**

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Downtown Development Authority of the City of Kalamazoo at a regular meeting held on December 18, 2017, and that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267 of the Public Acts of 1976, and the minutes of said meeting were kept and will be and have been made available as required by said Act.

\_\_\_\_\_  
Derek Wissner, Secretary