

TO: Downtown Development Authority Board of Directors

FROM: Andrew Haan, Executive Director

DATE: November 13, 2017

RE: November 2017 Meeting

The next regular meeting of the Kalamazoo Downtown Development Authority is scheduled to take place on Monday, November 20, 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, November 20, 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 – October 16, 2017

- Edits or additions
- Recommended motion: Approve

V. FINANCIAL REPORT –

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

VI. ACTION ITEMS

- A. Ratification of previous board action authorizing execution of KVCC Arcadia Commons deeds to DTI
- B. Modify Resolution 17-04 A Resolution to Call a Public Hearing for the 2018 Budget

VII. DISCUSSION ITEMS

- A. Downtown Report

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

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
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
October 16, 2017**

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

DIRECTORS ABSENT: Mayor Bobby Hopewell, Carl Brown, Stephanie Hinman

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 3:04 p.m.

II. ROLL CALL

Directors Taylor, Owens, Wissner, Breneman, Miller, Fletcher, Lindeman, Green.

**DIRECTOR OWENS 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 – September 18, 2017

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

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

D. Houseman reviewed the financials, and opened for questions. There were no questions.

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

VI. ACTION ITEMS

A. Approve Resolution 17-04- A Resolution To Call A Public Hearing for the 2018 Budget

DIRECTOR WISSNER MOTIONED TO APPROVE RESOLUTION 17-04 TO CALL A PUBLIC HEARING FOR THE 2018 BUDGET. SUPPORTED BY DIRECTOR GREEN. MOTION APPROVED.

Roll Call to Approve: Directors Taylor, Owens, Wissner, Breneman, Miller, Fletcher, Lindeman, Green. No abstaining votes.

B. Sign Grant Application – Adrienne’s Boutique

A.Haan, Executive Director, shared that the Project Review Committee recommends approval of this grant

DIRECTOR GREEN MOTIONED TO APPROVE ADRIENNE’S BOUTIQUE SIGN GRANT APPLICATION. SUPPORTED BY DIRECTOR WISSNER. MOTION APPROVED.

VII. DISCUSSION ITEMS

A. Haan, Executive Director, reviewed report attached to this month’s agenda covering topics of planning and re-organization, infrastructure projects, development projects, and media coverage.

- A. Organizational Restructuring**
- B. Bates Alley Project**
- C. Arcadia Creek Festival Site**
- D. Parking System Assessment**
- E. Business Retention and Recruitment Strategy**

VIII. COMMITTEE REPORTS

A. Transportation, Parking, & Mobility

At the end of 2018 the overall analysis of system and contract will be put out to bid for system operator. Both ramps have been operational, positive feedback on automation.

B. Capital Improvements

By the end of this month, 10 bike racks will be installed south of Lovell that will serve Bronson, their facilities, and the public.

AMC does not have an official opening date. A. Haan suggested that the opening will most likely be in three to four weeks.

C. Project Review

No report given.

D. Citizens Council

No report given.

E. Safety

No report given.

IX. DIRECTOR COMMENTS

Director Miller thanked everyone who was involved with the Western Homecoming celebration. He reported that the student athletes passed out 60 Western Flags downtown. He also gave thanks to P. Halpin for hanging the big Western Flag downtown.

Director Green stated it's great to see a positive capital budget and complimented D. Houseman on doing a great job. He also stated that the DDA needs consider the appropriation of the percentage of dollars that DDA finds in the budget to the beautification of downtown.

X. PUBLIC COMMENTS

No public comments.

XI. ADJOURNMENT

The meeting was adjourned at 3:40 p.m.

APPROVED: _____

Meghan Schulz
Recording Secretary

| 2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM | | | | | | | | | |
|---|--|---------------------|-----------------------|-----------------------|--|--|--|---------------------|--|
| 2 MILL AND TIF - OCTOBER 31, 2017 | | | | | | | | | |
| TPM - SEPTEMBER 30, 2017 | | | | | | | | | |
| TOTAL DDA | | | | | | | | | |
| | | MONTH TO | YEAR TO DATE | | | | | DKI | |
| | | DATE | DATE | 2017 BUDGET | | | | | |
| REVENUES: | | | | | | | | | |
| #1 | 2 MILL LEVY CURRENT YEAR | \$14,103.82 | \$229,077.34 | \$269,237.00 | | | | | |
| #1 | 2 MILL LEVY PRIOR YEAR(S) | \$11.16 | \$4,731.53 | \$1,000.00 | | | | | |
| | INTEREST | \$121.39 | \$1,186.18 | \$620.00 | | | | | |
| #2 | MISC | \$0.00 | \$1,530.21 | \$1,500.00 | | | | | |
| | | | | | | | | | |
| #3 | USEABLE TIF COLLECTIONS | \$3,210.47 | \$464,487.47 | \$922,553.00 | | | | | |
| | 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 | | | | | |
| #4 | BOND REFINANCE SAVINGS FROM TPM | \$0.00 | \$63,861.26 | \$63,861.00 | | | | | |
| | LIQUOR LICENSE APPLICATION FEES | \$0.00 | \$700.00 | \$0.00 | | | | | |
| #5 | ACW LAND PARCELS PROCEEDS | \$0.00 | \$35,000.00 | \$0.00 | | | | | |
| | | | | | | | | | |
| #6 | STREET METERS | \$31,200.86 | \$276,954.43 | \$449,802.00 | | | | | |
| #7 | UNATTENDED | \$27,385.77 | \$326,291.85 | \$433,179.00 | | | | | |
| #8 | ATTENDED | \$103,481.81 | \$1,220,740.40 | \$1,935,836.00 | | | | | |
| #9 | ENFORCEMENT | \$22,950.00 | \$209,667.58 | \$378,423.00 | | | | | |
| | METRO TRANSIT FEE | \$204.00 | \$1,743.75 | \$2,447.00 | | | | | |
| | ARCADIA LAND CONTRACT | \$276.67 | \$2,490.03 | \$3,320.00 | | | | | |
| #10 | RAMP #4 SALE PROCEEDS | \$50,000.00 | \$50,000.00 | \$0.00 | | | | | |
| #11 | 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 | | | | | |
| #12 | REVENUE BOND | \$49,888.99 | \$1,050,373.87 | \$1,705,825.00 | | | | | |
| | | | | | | | | | |
| | TOTAL DDA REVENUES | \$302,834.94 | \$4,474,778.90 | \$7,276,919.00 | | | | | |
| | | | | | | | | | |
| | 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. | |
| | TOTAL DKI REVENUES | | | | | | | \$216,000.00 | |
| | | | | | | | | | |
| | EXPENDITURES: | | | | | | | | |
| | OPERATING EXPENDITURES: | | | | | | | | |
| | D&O INSURANCE | \$0.00 | \$3,300.00 | \$3,500.00 | | | | | |
| #13 | LEGAL SERVICES | \$2,358.00 | \$29,622.25 | \$59,000.00 | | | | | |
| #14 | LEGAL NOTICES | \$337.04 | \$337.04 | \$800.00 | | | | | |
| | AUDIT | \$0.00 | \$21,725.00 | \$26,075.00 | | | | | |
| | DKI SERVICE AGREEMENT | \$32,254.50 | \$315,878.00 | \$387,050.00 | | | | | |
| | MISC | \$0.00 | \$112.71 | \$500.00 | | | | | |
| | LIABILITY INSURANCE | \$0.00 | \$3,953.80 | \$6,630.00 | | | | | |
| #15 | SALARIES & WAGES | \$55,731.65 | \$588,397.04 | \$807,954.00 | | | | | |
| #15 | PAYROLL TAXES | \$9,964.79 | \$101,293.63 | \$144,462.00 | | | | | |
| #15 | WORKERS COMPENSATION | \$2,541.32 | \$25,432.67 | \$40,332.00 | | | | | |
| | HOSPITALIZATION & BENEFITS | \$10,111.21 | \$96,061.26 | \$130,977.00 | | | | | |
| | EMPLOYEE RELATIONS/TRAINING | \$0.00 | \$68.73 | \$1,500.00 | | | | | |
| | PERSONNEL SELECTION | \$0.00 | \$501.31 | \$3,500.00 | | | | | |
| | EQUIPMENT PURCHASE/LEASE | \$373.19 | \$3,713.58 | \$10,100.00 | | | | | |
| | LIABILITY CLAIMS | \$319.15 | \$2,650.29 | \$3,000.00 | | | | | |
| | AUTO & TRUCK EXPENSE | \$476.00 | \$6,676.80 | \$13,825.00 | | | | | |
| | REPAIRS & MAINTENANCE | \$6,983.43 | \$35,927.85 | \$133,976.00 | | | | | |
| | UTILITIES | \$8,900.95 | \$124,372.16 | \$169,000.00 | | | | | |
| | TELEPHONE | \$1,361.97 | \$11,588.70 | \$16,770.00 | | | | | |
| | WEBSITE | \$9.95 | \$181.45 | \$2,050.00 | | | | | |
| | SIGNAGE | \$1,697.40 | \$2,094.08 | \$5,000.00 | | | | | |
| | MATERIALS & OFFICE SUPPLIES | \$941.97 | \$10,757.39 | \$20,167.00 | | | | | |
| | CUSTOMER SERVICE PROGRAM | \$0.00 | \$288.35 | \$1,700.00 | | | | | |
| | POSTAGE | \$665.45 | \$5,928.53 | \$8,350.00 | | | | | |
| | FORMS & PRINTING | \$412.45 | \$12,903.40 | \$28,800.00 | | | | | |
| | OUTSIDE CONTRACT SERVICES | \$21,557.90 | \$191,847.37 | \$337,220.00 | | | | | |
| | OFFICE LEASE | \$2,313.17 | \$20,592.85 | \$27,487.00 | | | | | |
| | RAMP 3 RESERVE | \$0.00 | \$0.00 | \$37,500.00 | | | | | |
| | ABM MGMT FEE | \$14,922.56 | \$138,263.24 | \$187,254.00 | | | | | |

| 2017 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM | | | | | |
|---|---|-----------------------|-----------------------|---------------------|----|
| 2 MILL AND TIF - OCTOBER 31, 2017 | | | | | |
| TPM - SEPTEMBER 30, 2017 | | | | | |
| TOTAL DDA | | | | | |
| | MONTH TO | YEAR TO DATE | | DKI | |
| | DATE | DATE | 2017 BUDGET | | |
| OPERATING CONTINGENCY | \$0.00 | \$0.00 | \$3,019.00 | | |
| | \$0.00 | \$0.00 | \$0.00 | | |
| INITIATIVES/PROGRAMS: | | | | | |
| FESTIVAL SITE MAINTENANCE FEES TO TIF | | | \$0.00 | \$26,000.00 | A. |
| BRAND & ENGAGEMENT | \$4,166.67 | \$41,666.70 | \$50,000.00 | \$50,000.00 | B. |
| #16 BUSINESS RECRUITMENT & RETENTION | \$2,923.30 | \$7,915.30 | \$80,000.00 | \$80,000.00 | C. |
| LIQUOR LICENSE | \$64.89 | \$163.18 | | | |
| MALL ASSESSMENT | \$0.00 | \$0.00 | \$15,000.00 | | |
| BUILDING REVITALIZATION | \$0.00 | \$0.00 | \$15,000.00 | | |
| #17 DOWNTOWN MAINTENANCE | \$10,381.71 | \$163,329.84 | \$250,000.00 | \$60,000.00 | D. |
| #18 SPECIAL PROJECTS | \$73.08 | \$3,298.08 | \$10,000.00 | | |
| DEBT SERVICE/OTHER OBLIGATIONS: | | | | | |
| ARCADIA CREEK BONDS | \$0.00 | \$468,000.00 | \$477,600.00 | | |
| #19 BUILDING AUTHORITY BONDS | \$0.00 | \$12,600.00 | \$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 | | |
| #20 ZOETIS TAX APPEAL | \$0.00 | \$47,610.43 | \$47,611.00 | | |
| #21 REBATED TAXES | \$0.00 | \$48,430.26 | \$120,000.00 | | |
| CITY OF KALAMAZOO LOAN | \$0.00 | \$0.00 | \$76,460.00 | | |
| #22 RAMP #3 DEBT SERVICE | \$0.00 | \$105,221.00 | \$643,253.00 | | |
| #23 TIF CONTRIBUTION | \$0.00 | \$63,861.26 | \$63,861.00 | | |
| #24 5 YEAR TPM DEBT SERVICE | \$0.00 | \$35,350.00 | \$50,000.00 | | |
| 5 YEAR PLAN EXPENDITURES: | | | | | |
| #25 CAPITAL EXPENDITURES | \$0.00 | \$320,908.25 | \$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 | \$1,106.39 | \$4,073.49 | \$20,000.00 | | |
| #26 ACCESS CONTROL EQUIPMENT | \$49,888.99 | \$729,465.62 | \$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 | | |
| TOTAL EXPENDITURES | \$242,839.08 | \$3,941,931.00 | \$6,969,316.00 | \$216,000.00 | |
| ** | \$59,995.86 | \$532,847.90 | \$307,603.00 | \$0.00 | |
| ** POSITIVE # = REVENUES EXCEED EXPENDITURES | | | | | |
| ** NEGATIVE # = EXPENDITURES EXCEED REVENUES | | | | | |
| BUDGET NOTES: | | | | | |
| 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 - OCTOBER 31, 2017 | | | | | | |
| TPM - SEPTEMBER 30, 2017 | | | | | | |
| TOTAL DDA | | | | | | |
| MONTH TO | | YEAR TO DATE | | DKI | | |
| DATE | | DATE | | 2017 BUDGET | | |
| REVENUE NOTES: | | | | | | |
| #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 ARE THE ACCRUED TIF TAXES FOR 2017. | | | | | |
| #4 | 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. | | | | | |
| #5 | ACW LAND PARCELS PROCEEDS - SALE OF THE DDA OWNED PARCELS TO DTI FOR THE ACW DEVELOPMENT. | | | | | |
| #6 | TPM STREET METER REVENUES - YTD IS \$62,991 LESS THAN BUDGETED. THE POKEMON CRAZE THAT TOOK PLACE LAST SUMMER INFLATED THE 2016 REVENUES THAT ARE USED FOR A BASELINE WHEN BUDGETING. IN ADDITION, A REDUCTION OF A MINIMUM OF (32) BAGGED METERS PER FESTIVAL DAY WITH FEWER FESTIVALS TAKING PLACE, AN INCREASE IN LONG TERM VERSUS SHORT TERM METER USEAGE, AND THE DELAY IN EXTENDED ENFORCEMENT THAT WAS SCHEDULED FOR JULY 1, 2017. | | | | | |
| #7 | TPM UNATTENDED REVENUES - \$10,291 LESS THAN THAN BUDGETED DUE TO THE SALE OF LOTS #17, #18, and #30 AND A (2) MONTH DELAY IN MONTHLY RATE INCREASES. | | | | | |
| #8 | TPM ATTENDED FACILITIES - \$190,344 LESS THAN BUDGETED. THE SALE OF RAMP #4 REFLECTS A LOSS OF \$126,938 AND THE CANCELLATION OF (17) PARKERS IN RAMP #2 IS A YTD LOSS OF \$9,180. THE DELAY OF RATE INCREASES IS ALSO AN ESTIMATED LOSS OF \$35,976. | | | | | |
| #9 | TPM ENFORCEMENT - \$55,832 LESS THAN BUDGETED. THE PARKING SYSTEM HAS APPROXIMATELY (65) PARKING SPACES OUT OF USE DUE TO CONSTRUCTION THAT ARE NOT BEING ENFORCED. THE 1ST QUARTER DISTRICT COURT CHECK WAS \$8,000 LESS THAN IN 2016. LAST OF ALL, DUE TO CURB PAINTING AND THE CLOSING OF FARMERS ALLEY, THERE HAVE BEEN (332) LESS HANDICAP TICKETS ISSUED YTD WHICH ACCOUNTS FOR \$24,900 LESS IN REVENUES. | | | | | |
| #10 | RAMP #4 SALE PROCEEDS - August and September payments from the sale of Ramp #4. | | | | | |
| #11 | TIF DEBT SERVICE ASSISTANCE - TIF FUNDS THAT ARE TRANSFERRED TO TPM TO COVER THE BUILDING AUTHORITY BOND PAYMENT. | | | | | |
| #12 | REVENUE BOND - BOND FUNDS USED TO PAY FOR PARCS UPGRADES AND RAMP REPAIRS. | | | | | |
| EXPENDITURE NOTES: | | | | | | |
| #13 | LEGAL SERVICES - MTD IS FOR SALE OF RAMP #4 AND PARKING LEASE AGREEMENTS. YTD INCLUDES SALE OF RAMP #4, SALE OF ARCADIA CREEK PARCELS TO DTI, AND TIF AGREEMENTS. | | | | | |
| #14 | LEGAL NOTICES - SUMMARY TIF REPORT PUBLISHED IN MLIVE. | | | | | |
| #15 | SALARIES & WAGES, PAYROLL TAXES, & WORKERS COMPENSATION - \$11,869 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. | | | | | |
| #16 | BUSINESS RECRUITMENT RETENTION - MTD INCLUDES THE BOB GIBBS WORKSHOP AND THE KELVIN & CO. 2ND DKIP GRANT PAYMENT. YTD ALSO INCLUDES THE WOOD TV GRANT. | | | | | |
| #17 | DOWNTOWN MAINTENANCE - MTD INCLUDES \$4,298 FOR DEVISSER ALLEY ENHANCEMENTS. YTD INCLUDES \$102,652 FOR CREEK MAINTENANCE. | | | | | |
| #18 | SPECIAL PROJECTS - MTD IS FOR ACFP TASK FORCE MATERIALS. YTD INCLUDES BIKE RACKS AND THE ACFP SCULPTURE PAD. | | | | | |
| #19 | BUILDING AUTHORITY BONDS - THE APRIL BOND PAYMENT FOR THE BUILDING AUTHORITY BONDS. | | | | | |
| #20 | ZOETIS TAX APPEAL - THE ANNUAL TAX APPEAL PAYMENT. | | | | | |
| #21 | 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. | | | | | |
| #22 | RAMP #3 DEBT SERVICE - THE RAMP #3 APRIL BOND PAYMENT. | | | | | |
| #23 | TIF CONTRIBUTION - THE RAMP # 3 BOND REFINANCE SAVINGS THAT TPM GIVES TO TIF TO HELP COVER THE ZOETIS TAX APPEAL. | | | | | |
| #24 | 5 YEAR TPM DEBT SERVICE - THE APRIL BOND PAYMENT FOR THE TPM PARCS UPGRADE. | | | | | |
| #25 | CAPITAL EXPENDITURES - RAMP REPAIRS PAID WITH THE REVENUE BONDS. | | | | | |
| #26 | ACCESS CONTROL EQUIPMENT - NEW ACCESS CONTROL EQUIPMENT PAID WITH THE REVENUE BONDS. | | | | | |

**DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF KALAMAZOO
RESOLUTION NO. 17-04**

**A RESOLUTION TO CALL A PUBLIC HEARING
ON THE PROPOSED 2018 BUDGET**

WHEREAS, the Downtown Development Authority Act permits the Downtown Development Authority to adopt a Budget for its operating revenues and expenses; and

WHEREAS, Article VII, Section 31, of the 1963 Constitution of the State of Michigan requires the holding of a hearing on any budget of a local unit of government empowered to prepare budgets of estimated expenditures and revenues.

NOW, THEREFORE, BE IT RESOLVED that a hearing be held on the 2018 Budget of the Downtown Development Authority of the City of Kalamazoo at City Commission Chambers, City Hall, 241 West South Street at 3:00 o'clock p.m. local time on Monday, December 18, 2017.

BE IT FURTHER RESOLVED, that the Executive Director publish a Notice of said hearing once in the Kalamazoo Gazette at least six (6) days prior to such hearing in substantially the following form:

**DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF KALAMAZOO, MICHIGAN**

NOTICE OF BUDGET HEARING

Notice is hereby given that the Downtown Development Authority of the City of Kalamazoo will conduct a public hearing on the proposed 2018 budget of said Downtown Development Authority at City Commission Chambers, City Hall, 241 West South Street, on Monday, December 18, 2017 at 3:00 o'clock p.m. local time, and that a copy of said Budget is available for inspection at the DDA office, 141 East Michigan Avenue, Suite 501.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

The above Resolution was offered by Director _____ and supported by Director _____.

AYES, DIRECTORS:

NAYS, DIRECTORS:

ABSTENTIONS, DIRECTORS:

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 November 20, 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 KALAMAZOO

November 2017

Planning and re-organization

Urban Growth Initiative –Final summary document in drafting phase currently, Advisory Council to meet to review findings early December

Imagine Kalamazoo – Beginning stages of work to extract community priorities from plan to inform design and capital improvement plan/projects.

GVSU Johnson Center for Philanthropy – DKI working on process development and agenda for joint DKI/DDA/DTI retreat to occur 12/1/17

Philanthropic Engagement – Significant operations grant submitted to local partner at request of trustees.

Parking System Analysis/capital improvements plan – DKI working with COK Planning and Development Department to develop RFQ for parking system analysis. This will be coupled with development of a capital improvements plan for downtown.

Downtown Finance Work Group – City, DKI continuing to meet on identified strategies including TIF agreement, Business Improvement District, interlocal agreement between DDA/BRA. Assistance from outside counsel, MEDC legal team.

Budgeting – Andrew and Deb have prepared draft DKI budget for 2018. DDA budget being developed in partnership with City of Kalamazoo administration.

DKI Offices and Downtown Engagement Center – A commitment has been secured for a rent-free co-location with a local non-profit partner. This arrangement will commence June 30, 2018, upon the completion of DKI's existing lease. This location features a ground-floor storefront presence on a high-volume block, just off the primary retail corridor. This will allow for a much more accessible, visible presence for our downtown development organizations, and will also come at an annual savings of \$32,500 savings to the organization, allowing for limited resources to be more impactfully invested.

Arcadia Creek Festival Place Task Force – First public open house is scheduled for 4-7pm December 5 at KVCC's Anna Whitten Hall.

Infrastructure Projects

Bates Alley –Bates Alley project is nearing final phase of online campaign, with website live until November 29. Plantings and other early-stage work continues. Please share with your networks. Website can be viewed at patronicity.com/batesalley

River's Edge Roundabout – The City of Kalamazoo Brownfield Authority completed the construction of the Gull/Harrison Roundabout in the River's Edge District, with access to all businesses restored. Completion coincides with RFQ process COK Economic Development Department is conducting for adjacent parcels.

Bike racks – An additional 10 bike racks, donated by Bronson Healthcare have been installed in the Southtown district.

Development Projects

Exchange Building – Floor plates now being added regularly, as massing of the building emerges.

302 Academy Project – DTI is reviewing current draft of option agreement. One year period to find redevelopment solution does not begin until agreement signed.

Rose/Lovell Project – Andrew continues to meet with project developers, MEDC, COK on evolving scope and designs for 100+ unit mixed-use building being considered for SW corner of Lovell and Rose.

Bronson Park Campaign – Campaign has passed \$2 million mark of \$2.8 million goal.

Business openings

Wightman Associates – Benton Harbor-based Wightman and Associates is moving their 30-person operation from Portage to the former One-Way Products building at 433 E. Ransom in the River's Edge District.

AMC Theaters – DKI put together a ribbon-cutting ceremony for the re-opened AMC Theater in the Portage/South location. The facility underwent a multi-million dollar rehab prior to opening, and is now showing movies daily. DKI is assisting AMC leadership in connecting with assorted community partners to work to ensure a successful venture.

Events

Holiday Parade – For the first time in a number of years, DKI planned and executed the Holiday Parade in-house. In partnership with the City of Kalamazoo Parks and Recreation Department, numerous sponsors and volunteers, and through the generous support of the Irving S. Gilmore Foundation, Sue and her team produced an excellent event, bringing thousands of visitors to downtown Kalamazoo. Feedback from visitors and retailers has been positive. An after assessment is underway to inform the 2018 parade.

Tree lighting and Santa's Workshop – DKI continues to partner with COK Parks and Recreation on the November 24 tree-lighting ceremony. The Holly Jolly Trolley and Santa's Workshop begin operations on November 24 and continue through the holiday season.

Media Coverage

Holiday Parade

8 West- <http://woodtv.com/2017/11/08/eightwest-wed-november-8-2017/>

WWMT News - <http://wwmt.com/news/local/kalamazoo-holiday-parade-2017>

Lori Moore Show - <http://wwmt.com/features/lori-moore-show/110717-greta-faworski-and-sue-huggett-56th-annual-kalamazoo-holiday-parade>

Mlive -

http://www.mlive.com/news/kalamazoo/index.ssf/2017/11/annual_holiday_parade_coming_t.html

AMC Opening

Mlive - http://www.mlive.com/news/kalamazoo/index.ssf/2017/11/amc_theatres_opens_its_10-scre.html

Wood TV - <http://woodtv.com/2017/11/02/kzoo-amc-theatre-set-to-open/>

WWMT - <http://wwmt.com/news/local/amc-theater-opens-in-downtown-kalamazoo>

Grand Rapids Business Journal- <http://www.grbj.com/articles/89275-movie-theater-chain-opens-location>

Exchange Building - http://www.mlive.com/news/kalamazoo/index.ssf/2017/10/15-story_exchange_building_pro.html

Harrison Roundabout -

http://www.mlive.com/news/kalamazoo/index.ssf/2017/11/harrison_street_roundabout_is.html

Wightman Associates opening - <http://www.secondwavemedia.com/southwest-michigan/devnews/Wightman-Associates-Inc-begins-renovation-work-on-new-Kalamazoo-office-1019.aspx>

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