

Board of Directors Regular Meeting Agenda

November 18, 2019 3 p.m. | City Hall – Community Room

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES – October 21, 2019 Regular Meeting
- V. FINANCIAL REPORT
 - A. 2 MILL and TIF October 2019
 - B. TPM September 2019
- VI. PRESENTATION – 2020 Program Planning and Initiatives
- VII. PUBLIC HEARING/ACTION ITEMS
 - A. Open public hearing on 2020 budgets
 - i. Review and Discuss
 - a. DDA 2 mill
 - b. TPM
 - ii. Public Comments
 - iii. Board Comments
 - iv. Close Public Hearing
 - a. Resolution 19-07 – Approve submission of 2020 budgets to City Commission
 - b. Resolution 19-08 – 2 Mill Levy
- VIII. DISCUSSION ITEMS
 - A. Alleyway Activation
 - B. Downtown Report
- IX. DIRECTOR COMMENTS
- X. PUBLIC COMMENTS
- XI. ADJOURNMENT

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PRESENT: Patti Owens, Susan Lindemann, Bob Miller, Ryan Wieber, Jeff Breneman,
Mayor Hopewell

ABSENT: Carl Brown, Grant Fletcher, Stephanie Hinman

STAFF: Andrew Haan, Jennifer Jelenek, Meghan Behymer, Sue Huggett

I. CALL TO ORDER

DIRECTOR LINDEMANN CALLED THE MEETING TO ORDER AT 3 P.M.

II. ROLL CALL

PRESENT: Patti Owens, Susan Lindemann, Bob Miller, Ryan Wieber, Jeff Breneman,
Mayor Hopewell

ABSENT: Carl Brown, Grant Fletcher, Stephanie Hinman

III. ADOPTION OF AGENDA

DIRECTOR OWENS MOVED TO ADOPT THE AGENDA. DIRECTOR MILLER
SECONDED. MOTION CARRIED.

IV. APPROVAL OF MINUTES – September 16, 2019 Regular Meeting

DIRECTOR BRENEMAN MOVED TO APPROVE THE SEPTEMBER 16, 2019
MINUTES. DIRECTOR MAYOR HOPEWELL SECONDED. MOTION CARRIED.

V. FINANCIAL REPORT

- A. 2 MILL and TIF September 2019
- B. TPM August 2019

Deb Houseman presented the financial reports.

DIRECTOR MAYOR HOPEWELL MOVED TO APPROVE THE 2 MILL AND TIF
SEPTEMBER 2019 FINANCIAL REPORT AND THE TPM AUGUST 2019 FINANCIAL
REPORT. DIRECTOR WIEBER SECONDED. MOTION CARRIED.

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VI. ACTION ITEMS

- A. Resolution No. 19-06: A Resolution to Call a Public Hearing on the Proposed 2020 Budget

Motion: Approve Resolution No. 19-06 to call a public hearing on the proposed Downtown Development Authority 2020 budget.

DIRECTOR MAYOR HOPEWELL MOVED TO APPROVE RESOLUTION NO. 19-06 TO CALL A PUBLIC HEARING ON THE PROPOSED 2020 BUDGET. DIRECTOR OWENS SECONDED. MOTION CARRIED.

VII. DISCUSSION ITEMS

- A. Downtown Report

Kalamazoo Downtown Partnership staff reviewed past and upcoming winter/holiday events.

VIII. DIRECTOR COMMENTS

Directors congratulated Kalamazoo Downtown Partnership staff on their efforts.

IX. PUBLIC COMMENTS

No public comments.

X. ADJOURNMENT

DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 3:21 P.M.

Approved: _____
Bob Miller, Secretary

2019 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM							
2 MILL AND TIF - OCTOBER 31, 2019							
TPM - SEPTEMBER 30, 2019							
TOTAL DDA							
	MONTH TO	MONTHLY	MONTHLY	YTD	YEAR TO	YTD	
	DATE ACTUAL	BUDGET	VARIANCE	ACTUAL	DATE BUDGET	VARIANCE	2019 BUDGET
REVENUES:			A			A	
2 MILL LEVY CURRENT YEAR	\$15,621.01	\$22,083.33	6,462.32	\$234,237.09	\$220,833.33	(13,403.76)	\$265,000.00
2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$166.67	166.67	\$2,276.12	\$1,666.67	(609.45)	\$2,000.00
INTEREST	\$4,694.61	\$262.08	(4,432.53)	\$34,806.31	\$2,615.00	(32,191.26)	\$3,145.00
MISC	\$0.00	\$135.00	135.00	\$1,813.83	\$1,350.00	(463.83)	\$1,620.00
STREET METERS	\$36,580.32	\$32,606.33	(3,973.99)	\$328,534.00	\$293,457.00	(35,077.00)	\$391,276.00
LOTS	\$17,925.55	\$13,158.50	(4,767.05)	\$145,597.58	\$118,426.50	(27,171.08)	\$157,902.00
RAMPS	\$104,528.34	\$102,846.58	(1,681.76)	\$941,456.28	\$925,619.25	(15,837.03)	\$1,234,159.00
ENFORCEMENT	\$19,295.00	\$25,331.67	6,036.67	\$213,921.26	\$227,985.00	14,063.74	\$303,980.00
METRO TRANSIT FEE	\$149.20	\$203.92	54.72	\$1,623.80	\$1,835.25	211.45	\$2,447.00
RAMP #4 SALES PROCEEDS	\$25,000.00	\$25,000.00	0.00	\$225,000.00	\$225,000.00	0.00	\$300,000.00
TIF CONTRACTED DOWNTOWN MAINTENANCE	\$0.00	\$3,333.33	3,333.33	\$0.00	\$30,000.00	30,000.00	\$40,000.00
TOTAL DDA REVENUES	\$223,794.03	\$225,127.42	1,333.39	\$2,129,266.27	\$2,048,788.00	(80,478.22)	\$2,701,529.00
			A			A	
EXPENDITURES:			A			A	
OPERATING EXPENDITURES:							
D&O INSURANCE	\$0.00	\$275.00	275.00	\$3,345.00	\$2,750.00	(595.00)	\$3,300.00
LEGAL SERVICES	\$0.00	\$2,083.33	2,083.33	\$0.00	\$19,166.67	19,166.67	\$25,000.00
LEGAL NOTICES	\$0.00	\$66.67	66.67	\$0.00	\$666.67	666.67	\$800.00
AUDIT	\$0.00	\$1,489.58	1,489.58	\$15,480.00	\$13,822.92	(1,657.08)	\$17,875.00
DOWNTOWN ADMINISTRATION	\$29,333.34	\$29,333.33	(0.01)	\$284,166.73	\$284,166.67	(0.06)	\$352,000.00
MISC	\$0.00	\$41.67	41.67	\$5.22	\$416.67	411.45	\$500.00
LIABILITY INSURANCE	\$0.00	\$469.17	469.17	\$3,781.05	\$4,222.50	441.45	\$5,630.00
SALARIES & WAGES	\$44,897.06	\$54,933.50	10,036.44	\$435,641.78	\$494,401.50	58,759.72	\$659,202.00
PAYROLL TAXES	\$7,308.19	\$9,832.17	2,523.98	\$74,986.18	\$88,489.50	13,503.32	\$117,986.00
OPERATED EXPENDITURES CONTINUED:			A			A	
WORKERS COMPENSATION	\$1,863.90	\$2,731.92	868.02	\$19,594.73	\$24,587.25	4,992.52	\$32,783.00
HOSPITALIZATION & BENEFITS	\$10,395.33	\$10,606.50	211.17	\$88,925.31	\$95,458.50	6,533.19	\$127,278.00
EMPLOYEE RELATIONS/TRAINING	\$200.45	\$125.00	(75.45)	\$341.22	\$1,125.00	783.78	\$1,500.00
PERSONNEL SELECTION	\$55.71	\$208.33	152.62	\$851.99	\$1,875.00	1,023.01	\$2,500.00
EQUIPMENT PURCHASE/LEASE	\$735.12	\$730.00	(5.12)	\$5,149.78	\$6,570.00	1,420.22	\$8,760.00
LIABILITY CLAIMS	\$222.06	\$222.08	0.02	\$1,998.54	\$1,998.75	0.21	\$2,665.00
AUTO & TRUCK EXPENSE	\$871.16	\$943.75	72.59	\$7,104.56	\$8,493.75	1,389.19	\$11,325.00
REPAIRS & MAINTENANCE	\$6,232.28	\$4,715.83	(1,516.45)	\$40,571.32	\$42,442.50	1,871.18	\$56,590.00
UTILITIES	\$6,729.60	\$10,622.42	3,892.82	\$82,663.90	\$95,601.75	12,937.85	\$127,469.00

2019 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM								
2 MILL AND TIF - OCTOBER 31, 2019								
TPM - SEPTEMBER 30, 2019								
TOTAL DDA								
	MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD	
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	2019 BUDGET
TELEPHONE	\$2,099.92	\$1,397.50	(702.42)		\$12,635.94	\$12,577.50	(58.44)	\$16,770.00
WEBSITE	\$255.70	\$170.83	(84.87)		\$924.70	\$1,537.50	612.80	\$2,050.00
SIGNAGE	\$53.00	\$416.67	363.67		\$1,953.06	\$3,750.00	1,796.94	\$5,000.00
MATERIALS & OFFICE SUPPLIES	\$899.75	\$1,513.92	614.17		\$11,276.72	\$13,625.25	2,348.53	\$18,167.00
CUSTOMER SERVICE PROGRAM	\$0.00	\$58.33	58.33		\$0.00	\$525.00	525.00	\$700.00
POSTAGE	\$679.00	\$695.83	16.83		\$6,043.30	\$6,262.50	219.20	\$8,350.00
FORMS & PRINTING	\$1,009.10	\$1,500.00	490.90		\$14,163.57	\$13,500.00	(663.57)	\$18,000.00
OUTSIDE CONTRACT SERVICES	\$10,762.66	\$21,444.58	10,681.92		\$215,889.60	\$193,001.25	(22,888.35)	\$257,335.00
OFFICE LEASE	\$0.00	\$2,359.42	2,359.42		\$21,485.64	\$21,234.75	(250.89)	\$28,313.00
ABM MGMT FEE	\$14,987.29	\$14,987.42	0.13		\$134,885.61	\$134,886.75	1.14	\$179,849.00
DOWNTOWN MAINTENANCE	\$0.00	\$0.00	0.00		\$9,864.17	\$0.00	(9,864.17)	\$0.00
INITIATIVES/PROGRAMS:								
FUND BALANCE TO DEGA	\$0.00	\$12,500.00	12,500.00		\$150,000.00	\$125,000.00	(25,000.00)	\$150,000.00
CAPITAL IMPROVEMENTS	\$0.00	\$0.00	0.00		\$0.00	\$0.00	0.00	\$0.00
PARKING PLAN:								
PKG PLAN ROLLOUT, MKTING, & COMMUNICATIONS	\$0.00	\$2,500.00	2,500.00		\$0.00	\$22,500.00	22,500.00	\$30,000.00
PARKING SYSTEM BRANDING	\$0.00	\$1,666.67	1,666.67		\$0.00	\$15,000.00	15,000.00	\$20,000.00
VENDOR SELECTION RFP & SELECTION PROCESS	\$0.00	\$2,083.33	2,083.33		\$80.00	\$18,750.00	18,670.00	\$25,000.00
DEBT SERVICE/OTHER OBLIGATIONS:								
ZOETIS TAX APPEAL	\$0.00	\$0.00	0.00		\$44,989.67	\$0.00	(44,989.67)	\$0.00
REBATED TAXES	\$0.00	\$833.33	833.33		\$0.00	\$8,333.33	8,333.33	\$10,000.00
DEBT SERVICE/OTHER OBLIGATIONS CONTINUED:								
CITY OF KALAMAZOO LOAN	\$0.00	\$0.00	0.00	A	\$0.00	\$0.00	0.00	\$0.00
RAMP #3 DEBT SERVICE	\$0.00	\$57,383.67	57,383.67		\$89,745.03	\$516,453.00	426,707.97	\$688,604.00
5 YEAR TPM DEBT SERVICE	\$0.00	\$15,658.33	15,658.33		\$69,750.00	\$140,925.00	71,175.00	\$187,900.00
TOTAL EXPENDITURES								
	\$139,590.62	\$266,600.08	127,009.46		\$1,848,294.32	\$2,434,117.43	585,823.11	\$3,199,201.00
A								
TOTAL REVENUES OVER/UNDER TOTAL EXPENDITURES								
	84,203.41	(41,472.67)	125,676.08		280,971.95	(385,329.44)	666,301.39	(497,672.00)
C C B C C B								

FINANCIAL STATEMENT FORMAT AND FOOTNOTES:

EXPLANATION OF NUMBER FORMATTING:

A MONTHLY AND YTD VARIANCE COLUMNS THAT INCLUDE VARIANCES FOR EACH LINE ITEM AS WELL AS VARIANCES FOR BOTH THE REVENUE AND EXPENDITURE TOTALS:

- *A POSITIVE LINE ITEM AMOUNT FOR EITHER A REVENUE OR EXPENDITURE MEANS THAT LINE ITEM IS UNDER THE BUDGETED AMOUNT.**
- *A NEGATIVE LINE ITEM AMOUNT NOTED BY () FOR EITHER A REVENUE OR EXPENDITURE MEANS THAT THE LINE ITEM IS OVER THE BUDGETED AMOUNT.**
- *A POSITIVE REVENUE OR EXPENSE TOTAL MEANS THAT THE REVENUE OR EXPENSE TOTAL IS UNDER THE BUDGET AMOUNT.**
- *A NEGATIVE REVENUE OR EXPENSE TOTAL NOTED BY () MEANS THAT THE REVENUE OR EXPENSE TOTAL IS OVER THE BUDGETED AMOUNT.**

B THE TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURE LINE CONTAINING TOTALS FOR THE MONTHLY AND YEAR TO DATE VARIANCES THAT NET THE REVENUES WITH THE EXPENDITURES:

- *A POSITIVE COLUMN TOTAL MEANS THAT THE NET OF BOTH REVENUES & EXPENDITURES IS UNDER BUDGET.**
- *A NEGATIVE COLUMN TOTAL NOTED BY () MEANS THAT THE NET OF BOTH REVENUES & EXPENDITURES IS OVER BUDGET.**

C THE TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURE LINE CONTAINING TOTALS FOR MONTH TO DATE ACTUAL, MONTHLY BUDGET, YEAR TO DATE ACTUAL AND YEAR TO DATE BUDGET:

- *A POSITIVE COLUMN TOTAL AMOUNT MEANS REVENUES EXCEED EXPENDITURES.**
- *A NEGATIVE COLUMN TOTAL AMOUNT NOTED BY () MEANS EXPENDITURES EXCEED REVENUES.**

EXPLANATION OF FINANCIAL STATEMENT BUDGET FIGURES:

THE FINANCIAL STATEMENT IS A COMPILATION OF 2 MILL, TIF, AND TPM. THE 2 MILL AND TIF FINANCIALS ARE ALWAYS (1) MONTH AHEAD OF TPM FINANCIALS DUE TO THE TIMING OF COMPLETION OF ACCOUNTING. THEREFORE, THE BUDGET FIGURES USED IN THE FINANCIAL STATEMENT WILL INCLUDE (1) ADDITIONAL MONTH FOR 2 MILL AND TIF OVER TPM. ALSO, MOST REVENUES AND EXPENDITURES DO NOT FLOW THROUGH 1/12 EACH MONTH, THEREFORE THERE WILL LIKELY ALWAYS BE VARIANCES IN MOST LINE ITEMS.

KALAMAZOO DOWNTOWN PARTNERSHIP PROJECTED BUDGET

REVENUES

SERVICE AGREEMENTS	
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) 2 MILL	\$ 242,000.00
DOWNTOWN ECONOMIC GROWTH AUTHORITY (DEGA)	\$ 58,767.00
DTI SERVICE AGREEMENT	\$ 10,000.00
TPM SERVICE AGREEMENT	\$ 140,000.00
CITY OF KALAMAZOO SUPPORT	
OPERATIONS LOAN	\$ 700,000.00
KALAMAZOO MALL MAINTENANCE	\$ 59,210.00
STATE SUPPORT	
DEGA CONTRIBUTION FUNDS	\$ 35,850.00
PHILANTHROPY & GRANTS	
HOLIDAY GRANT	\$ 70,000.00
OPERATIONAL GRANT	\$ 100,000.00
AMBASSADOR PROGRAM GRANTS	
CONSUMERS ENERGY	\$ 33,000.00
FFE	\$ 50,000.00
CCTA	\$ 12,500.00
TPM CONTRIBUTION	\$ 10,000.00
BATES ALLEY MAINTENANCE	
ARCADIA CREEK FESTIVAL PLACE COMPREHENSIVE PLAN	\$ 65,000.00
ALLEYWAY ACTIVATION GRANTS	\$ 88,800.00
CAMERAS/PEDESTRIAN COUNT TECHNOLOGY	\$ 32,000.00
SPONSORSHIPS	
HOLIDAY SPONSORSHIPS	\$ 35,000.00
SKELETON SPONSORS	\$ 15,000.00
AUTOS + EATS	\$ 2,000.00
OTHER	
DDA FUND BALANCE CONTRIBUTION	\$ 100,000.00
INTEREST INCOME	\$ 1,200.00
FESTIVAL PLACE USER FEES	\$ 8,000.00
DOWNTOWN DOLLARS	\$ 1,000.00
FAÇADE AND SIGNAGE GRANTS	\$ 10,000.00
TPM MOBILITY	\$ 25,000.00
TOTAL REVENUES	\$ 1,907,327.00

EXPENDITURES

PEOPLE	\$ 243,447.00
CLEAN AND SAFE INITIATIVES	
Ambassador Program	
Mall Maintenance	
ENGAGEMENT, SURVEYS & FEEDBACK	
Community Engagement	
State of the Downtown + Annual Report	
Community Perception Survey + Report	
ADMINISTRATIVE SUPPORT	
PEOPLE SUBTOTAL	

PLACE	\$ 385,537.00
PUBLIC SPACE INVESTMENT	
Arcadia Creek Festival Place Comprehensive Plan	
Alleyway Activation	
STREETSCAPE IMPROVEMENTS (Mall + N. Mall)	
Planters	
Street Trees	
Lighting	
Furniture	
MOBILITY/STREET INTERVENTIONS	
Bike infrastructure	
Crosswalks	
MAINTENANCE + BEAUTIFICATION	
Spring Spruce UP DOWNtown	
Arcadia Creek Festival Site Maintenance	
Arcadia Creek Maintenance (\$50,000 Annually)	
Bates Alley Maintenance (Power wash, painting, etc)	
Public restroom maintenance	
General Maintenance + Utilities (Repairs & Utility Bills)	
ADMINISTRATIVE SUPPORT	
PLACE SUBTOTAL	

EXPERIENCE	\$ 498,718.00
MARKETING/COMMUNICATIONS	
PUBLIC ART INSTALLATIONS	
WINTER EVENTS	
Chili Cook-off	
Winter Festival	
SPRING/SUMMER EVENTS	
Autos & Eats (Spring + Fall)	
Workout Wednesdays	
Beats on Bates	
June Jubilee	
FALL EVENTS	
SkeleTour	
WINTER HOLIDAY EVENTS	
Holiday Lighting	
Holiday Parade	
Holly Jolly Trolley	
Santa's Workshop	
Holiday Marketing	
Holiday Decorations	
Shopping Bag Design Contest	
Window Decorating Contest	
Tree Lighting	

ADMINISTRATIVE SUPPORT

EXPERIENCE SUBTOTAL

GROWTH	\$	114,652.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES		
Real Estate + Market Data Development		
Cameras/Pedestrian Count Technology		
BID Formation		
Façade + Signage Grants		
Pop-up Entrepreneurship Opportunities		
Downtown Dollars Program		
BUSINESS DEVELOPMENT EVENTS		
Downtown Retail Initiative/Events		
Small Business Saturday		
Business Development Workshops		
ADMINISTRATIVE SUPPORT		
GROWTH SUBTOTAL		
ADMINISTRATION	\$	616,073.00
PERSONNEL & OPERATIONS		
Insurance - events		
ADMINISTRATION SUBTOTAL		
DEBT & PROJECT OBLIGATIONS	\$	48,900.00
PROJECTS		
TOTAL DEBT OBLIGATIONS		
	\$	1,907,327.00

DOWNTOWN DEVELOPMENT AUTHORITY 2 MILL PROPOSED BUDGET

REVENUES	2020
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) 2 MILL	\$ 267,000.00
PILOT INCOME	\$ 1,620.00
INTEREST INCOME	\$ 75.00
TOTAL REVENUES	\$ 268,695.00
EXPENDITURES	
ADMINISTRATION	
PERSONNEL & OPERATIONS	\$ 250,845.00
AUDIT	\$ 5,000.00
LEGAL	\$ 10,800.00
TOTAL EXPENSES	\$ 266,645.00
REVENUE/OVER(UNDER) EXPENDITURES	\$ 2,050.00

TPM 2019 REVISED AND PROPOSED 2020 BUDGETS

REVENUE	2019 Approved	2019 Proposed Amendment	2020 PROPOSED
PARKING SYSTEM OPERATING REVENUES	\$2,089,764	\$2,179,541	\$2,399,537
OTHER PARKING REVENUES (FACILITY SALES, INTEREST INCOME, & CONTRACT SERVICES)	\$592,837	\$511,880	\$482,769
TOTAL REVENUES	\$2,682,601	\$2,691,421	\$2,882,306
OPERATING EXPENSES	\$1,806,097	\$1,739,917	\$1,828,080
NEW PARKING PLAN ROLLOUT, MARKETING, COMMUNICATIONS, BRANDING, VENDOR SELECTION	\$0	\$75,000	\$65,000
LOT 9 PARCS EQUIPMENT	\$0	\$0	\$103,116
DEBT SERVICE (RAMP #3 AND EQUIPMENT BONDS)	\$876,504	\$876,504	\$886,110
TOTAL EXPENSES	\$2,682,601	\$2,691,421	\$2,882,306
REV. OVER/(UNDER) EXP. W/O FUND BALANCE	\$0	\$0	\$0
PRIOR YEAR FUND BALANCE	\$596,275	\$715,002	\$715,002
ENDING FUND BALANCE	\$596,275	\$715,002	\$715,002
RESERVE BALANCES AT THE END OF THE YEAR			
SYSTEM CASH RESERVE	\$132,674	\$132,674	\$132,674
ESTIMATED RAMP #3 RESERVE	\$344,787	\$343,137	\$343,137
LOT #9 AND LOT #2 SALE PROCEEDS RESERVE	\$993,250	\$1,116,794	\$1,016,682