

TO: Downtown Development Authority Board of Directors
FROM: Steven R. Deisler, Executive Director
DATE: April 11, 2016
RE: April Meeting

The next regular meeting of the Kalamazoo Downtown Development Authority is scheduled to take place on Monday, April 18, 2016 at 3:00 p.m. in the Community Room, City Hall - 241 West South Street.

SD
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, April 18, 2016

TIME: 3:00 p.m.

PLACE: Community Room, City Hall

- I. CALL TO ORDER
- II. NEW BOARD MEMBERS SWEAR IN
- III. ADOPTION OF AGENDA
- IV. MINUTES – March 21, 2016
- V. FINANCIAL REPORT – TIF & 2 MILL - March 2016; TPM - December 2015, January 2016, February 2016
- VI. ACTION ITEMS
 - A. TPM Budget Amendment
- VII. DISCUSSION ITEMS
 - A. ACW Update
- 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

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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.

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**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
ANNUAL MEETING MINUTES
March 21, 2016**

DIRECTORS PRESENT: Carl Brown, Jim Escamilla, Grant Fletcher, Bjorn Green, Bobby Hopewell, Bob Miller, Ann Rohrbaugh, John Schmitt, Greg Taylor, Derek Wissner

DIRECTORS ABSENT: Lisa Carriveau

STAFF PRESENT: Steve Deisler, Deb Houseman, Eva Ennis, Sue Huggett, Patrick Halpin

OTHER: Jeff Chamberlain, Leslie Hoffman, Jon Seybold, Chris Shook, Sevilla Mann, Bob Lewis, Emily Monacelli, Tim Graham, Greg Ayers, Chris Shook

I. CALL TO ORDER

Director Escamilla called the meeting to order at 3:01 pm. He introduced Patrick Halpin, the new Planning and Development Coordinator, and Sue Huggett, the new Marketing and Engagement Manager.

II. ADOPTION OF AGENDA

Director Escamilla noted that the agenda date should say Monday, March 21, 2016.

**DIRECTOR SCHMITT MOVED TO ADOPT THE AGENDA AS AMENDED.
SUPPORTED BY DIRECTOR MILLER. MOTION CARRIED.**

III. NOMINATING COMMITTEE REPORT

a. Recognition of Retiring Board Members

Director Escamilla recognized Ann Rohrbaugh and John Schmitt the retiring board members, and shared that Lisa Carriveau has resigned after serving one full term.

b. Election of and Reappointment of Board Members

Director Escamilla shared that Derek Wissner is up for reappointment for a special extension. The recommendation for new board members are Susan Lindemann, Stephanie Hinman, and Patti Owens. S. Deisler shared that the nominating committee reviewed over 18 candidates before selecting these three.

c. Election of Officers

Director Escamilla shared that Greg Taylor and Grant Fletcher are new officers.

d. Appointment of DKI Delegates

Director Escamilla shared that Derek Wissner and Jim Escamilla will be the DKI Delegates.

e. TPM Committee Representation

S. Deisler explained that there are two openings for DDA representation on the TPM Committee.

f. CIP Committee

Director Escamilla shared that Derek Wissner, Bjorn Green, Greg Taylor and Bob Miller will serve on the CIP Committee.

g. Downtown Development Area Citizens Council

S. Deisler explained that the DDACC is looking for one new member.

DIRECTOR MILLER MOVED APPROVAL OF THE SUBMISSION FROM THE NOMINATING COMMITTEE. SUPPORTED BY DIRECTOR BROWN. MOTION CARRIED.

VI. CONFLICT OF INTEREST POLICY (signed in April)

S. Deisler shared that the board will execute the conflict of interest policy at next meeting.

IX. 2015 Annual Report

S. Deisler reviewed the 2015 annual report.

Director Wissner asked what the 12 percent cash reserve is. D. Houseman shared that the 12 percent cash reserve is an amount agreed upon with the city to hold in reserve and it is a percentage of the legal, audit, mall assessment, and downtown maintenance. Mayor Hopewell commented that the Annual Report does not show what the DDA is aspiring to do downtown and its vision. S. Deisler explained that the report has not typically included this because the vision is in our comprehensive downtown plan, but staff could add a summary vision statement in the annual report as well.

DIRECTOR WISSNER MOVED TO APPROVE THE 2015 ANNUAL REPORT WITH THE MODIFICATION OF THE VISION STATEMENT. DIRECTOR TAYLOR SUPPORTED. MOTION CARRIED.

X. DIRECTOR COMMENTS

Director Rohrbaugh shared that she has been pleased to be on board for 10 years and to be a part of downtown development over those years. During those 10 years, almost two million of Kalamazoo Public Library's millage has been captured for downtown projects so she is pleased to have a voice at the DDA table. She added that she is glad the central library is located downtown.

XI. PUBLIC COMMENTS

There were none.

XII. ADJOURNMENT

The meeting was adjourned at 3:15 pm.

APPROVED: _____

Eva Ennis

Recording Secretary

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
March 21, 2016**

DIRECTORS PRESENT: Carl Brown, Jim Escamilla, Grant Fletcher, Bjorn Green, Bobby Hopewell, Bob Miller, Ann Rohrbaugh, John Schmitt, Greg Taylor, Derek Wissner

DIRECTORS ABSENT: Lisa Carriveau

STAFF PRESENT: Steve Deisler, Deb Houseman, Eva Ennis, Patrick Halpin, Sue Huggett

OTHER: Jeff Chamberlain, Leslie Hoffman, Jon Seybold, Chris Shook, Sehvilla Mann, Bob Lewis, Emily Monacelli, Tim Graham, Greg Ayers, Chris Shook

I. CALL TO ORDER

Director Escamilla called the meeting to order at 3:15 pm.

II. ADOPTION OF AGENDA

DIRECTOR ROHRBAUGH MOVED TO ADOPT THE AGENDA AS PRESENTED. SUPPORTED BY DIRECTOR WISSNER. MOTION CARRIED.

III. MINUTES – January 26, 2016

DIRECTOR HOPEWELL MOVED TO APPROVE THE MINUTES OF 1/26/16 AS PRESENTED. SUPPORTED BY DIRECTOR ROHRBAUGH.

A. Vorbrich noted that the minutes note that the discussion was tabled until February 15, but the next meeting was not until March 21. S. Deisler noted that the next meeting was scheduled for February 15, but it was cancelled.

MOTION CARRIED.

IV. FINANCIAL REPORTS – February 2016

D. Houseman reviewed the TIF and 2 MILL of February 29, 2016. She shared that the TPM financial reports will be shared at the next month's meeting. D. Houseman also shared that TIF revenues are received at the end of April.

DIRECTOR WISSNER MOVED TO APPROVE THE FINANCIAL REPORTS OF 2/29/16. SUPPORTED BY DIRECTOR SCHMITT. MOTION CARRIED.

V. ACTION ITEMS

A. Five-Year TPM Plan – Approval of Plan Revisions

S. Deisler reviewed the customer focused initiatives that are included in the plan. He explained that staff met with the TPM Committee, DKRRA, and DDA Board members to discuss some of

the issues and adjusted the plan based on the discussions. S. Deisler reviewed the changes that were made to the plan since the last meeting including removing the implementation of meters in the 90-minute free space. He noted that the most significant impacts on the budget changes were the reduced contingency amount and using 2015 numbers to project the revenue for the next 10 years. He added that at the end of year one there is a shortfall of \$403,000 which is why the DDA approved a bond request at last meeting.

Director Fletcher asked if operating revenue ever increases. L. Hoffman replied that from 2014 to 2015 there was an increase, but in previous years it has fluctuated based on businesses coming and leaving. Director Fletcher commented that downtown traffic should be increasing, so we should be able to realize an increase annually. S. Deisler explained that staff decided to be conservative with estimates to be comfortable with what we need to bond for and need money for. He added that if numbers increase, more money can be distributed into the customer service category.

Director Wissner noted that the other change to the plan is that enforcement hours are extended to 9:00 pm. S. Deisler gave examples from across Michigan of on street enforcement hours extending into later hours. S. Deisler shared that City staff, DDA staff, and TPM Committee recommend approving the five-year plan as amended and the plan will come back to the board every year when the board approves budget items. Director Brown commented that he appreciates the work that has done by committee and noted that DKRRA is in support of the plan as amended. Director Brown asked that if we recognize growth in downtown and we maintain a certain market share of the volume of parking, why is the plan not in alignment with maintaining that volume of market share as the downtown grows. S. Deisler replied that the committee was cautious of predicting growth because of the Blue Ribbon Committee recommendations and the uncertainty of where that decision will take the parking system. He added that the parking system is doing better than previous years and needs to enhance the facilities and look at selling surface lots to add tax base downtown.

Director Miller noted that the spreadsheet is a multiyear projection, but the budget will come back on annual basis to the board which will give an opportunity to make adjustments. He commented that the TPM Committee and staff heard what was said by board and the public. He congratulated and thanked the committee and staff on their work. S. Deisler thanked the TPM Committee and everyone who helped with getting the plan where it is now.

Director Green commented that if there is not an anticipated revenue increase, then there is not motivation to achieve or exceed a target. S. Deisler replied that the plan can be adjusted to include a projected revenue increase. Director Green recommended approving the plan with the recommendation of a revenue goal. Director Wissner explained the budget spreadsheet was not meant to be a visionary statement, but was created to make sure that the plan would work with the different enhancements and expenses.

DIRECTOR WISSNER MOVED APPROVAL OF THE FIVE YEAR TPM PLAN AS PRESENTED. SUPPORTED BY DIRECTOR MILLER.

Mayor Hopewell commented that he hopes staff considers adjusting future revenue projections as was discussed. He added that a piece be added that would address change management such as doing something in the first month of change to help adjust people gradually. He added that this plan is tremendous work on the customer experience perspective.

T. Graham asked if has there been a public vs private ownership financial and operating analysis done to compare the two options. S. Deisler replied that the private vs public analysis is not a part of this plan, but it is something the City is evaluating due to the Blue Ribbon Committee recommendation to privatize the parking system. T. Graham asked if all the recommendations of the plan will be 100 percent financed through bonding. S. Deisler replied that the capital needs in the plan are \$3.1 million. These needs may require addition bonds along the way which will be worked out with City Finance Director. He added that he is unsure if it will be 100 percent debt financed, but the board approved bonding for \$600,000 at the last meeting for the first year needs. J. Seybold noted that not all the costs are deferred maintenance. Director Wissner clarified that according to the 10-year spreadsheet, the parking system ends up with \$1.5 million without any financing at the end of the 10 years. He explained that the bonding is needed to address a cash flow issue in the first year.

MOTION CARRIED.

VI. DIRECTOR COMMENTS

Director Wissner thanked staff and the TPM Committee for their work. Director Taylor thanked Lisa Carriveau, Ann Rohrbaugh and John Schmitt for their work on the board. Director Brown and Director Fletcher both thanked staff and the TPM Committee for their work. Mayor Hopewell commented that he encourages bringing new voices to the board to encourage diverse thinking. He hopes that the new members will bring this to the board and thanked board members for bringing diverse ideas to the discussion. Director Schmitt thanked the board for his time serving and encouraged board members to be visionary not reactionary. He also encouraged board members not to forget the small businesses that are bedrock of downtown.

VII. PUBLIC COMMENTS

C. Shook thanked everyone who participated in helping guide the TPM Committee.

VIII. ADJOURNMENT

The meeting was adjourned at 4:11 pm.

APPROVED: _____

Eva Ennis
Recording Secretary

DOWNTOWN DEVELOPMENT AUTHORITY - 2 MILL
MONTHLY REVENUE AND EXPENDITURE REPORT
MARCH 31, 2016

		ACTUAL		ANNUAL
		MONTH	YEAR TO DATE	BUDGET
REVENUE				
#1	2016 Two Mill Levy	0.00	0.00	250,338.00
	Prior Year(s) Taxes	0.00	0.00	18,843.00
	Interest Income	0.30	0.89	100.00
#2	Miscellaneous	134.16	134.16	1,500.00
	TOTAL REVENUE	134.46	135.05	270,781.00
EXPENDITURES				
	D&O Insurance	0.00	0.00	3,500.00
	Legal Services	0.00	0.00	5,000.00
	Legal Notices	0.00	0.00	600.00
	Audit	0.00	880.00	6,000.00
	Rebated Taxes	0.00	0.00	20,000.00
#3	DKI Service Agreement	18,416.67	55,250.01	221,000.00
	Website	0.00	0.00	5,000.00
#4	Miscellaneous	47.92	94.72	500.00
	TOTAL EXPENDITURES	18,464.59	56,224.73	261,600.00
	REVENUE/OVER(UNDER) EXPENSES	(18,330.13)	(56,089.68)	9,181.00

#1 2016 2 MILL LEVY - Generally receive the majority of these funds in August from the City of Kalamazoo.

#2 MISCELLANEOUS - Rickman House Pilot. Payment in lieu of taxes.

#3 DKI SERVICE AGREEMENT - March

#4 MISCELLANEOUS - Executive Committee and Board Member Orientation.

DOWNTOWN DEVELOPMENT AUTHORITY - TIF
MONTHLY REVENUE AND EXPENDITURE REPORT
MARCH 31, 2016

	ACTUAL MONTH	YEAR TO DATE	ANNUAL BUDGET
REVENUE			
#1 Useable TIF Collections	109,515.23	109,515.23	689,501.00
Debt Service TIF Collections	0.00	0.00	692,388.00
Festival Place Maintenance Fees	0.00	0.00	32,500.00
#2 City of Kalamazoo - Mall Maintenance	59,168.00	59,168.00	59,168.00
Liquor License Application Fees	0.00	0.00	0.00
#3 Bond Refinance Savings	71,377.00	71,377.00	71,377.00
Interest Income	11.57	37.52	400.00
TOTAL REVENUE	240,071.80	240,097.75	1,545,334.00
EXPENDITURES			
#4 Administration/Svc Agreement	2,916.67	8,750.01	35,000.00
Liquor License	0.00	0.00	0.00
#5 Legal	800.00	800.00	20,000.00
Audit	0.00	1,120.00	7,200.00
Brand & Engagement	0.00	0.00	50,000.00
#6 Building Revitalization	(50.00)	(50.00)	10,000.00
Mall Assessment	0.00	0.00	15,000.00
Downtown Maintenance	3,606.39	7,492.70	360,000.00
Special Projects	0.00	0.00	10,000.00
SUB-TOTAL	7,273.06	18,112.71	507,200.00
DEBT SERVICE/OTHER OBLIGATIONS			
Arcadia Creek Bonds	0.00	0.00	463,950.00
Building Authority Bonds	0.00	0.00	228,438.00
TIF Capture Ramp 3	0.00	0.00	36,414.00
TIF Capture-Miller Canfield	0.00	0.00	47,326.00
#7 Festival Place	128,472.46	128,472.46	128,473.00
Metropolitan Center	0.00	0.00	48,900.00
Zoetis Tax Appeal	0.00	0.00	43,679.00
Rebated Taxes	0.00	0.00	25,000.00
City of Kalamazoo Loan	0.00	0.00	76,460.00
SUB-TOTAL	128,472.46	128,472.46	1,098,640.00
TOTAL EXPENDITURES	135,745.52	146,585.17	1,605,840.00
REVENUE/OVER(UNDER)EXPENDITURES	104,326.28	93,512.58	(60,506.00)

- #1 USEABLE TIF REVENUES - Debt loss reimbursement from the State of Michigan.
- #2 CITY OF KALAMAZOO MALL MAINTENANCE - Annual contract with the City of Kalamazoo.
- #3 BOND REFINANCE SAVINGS - Ramp #3 bond refinance savings transferred from TPM.
- #4 ADMINISTRATION/SERVICE AGREEMENT - March.
- #5 LEGAL- Metropolitan Center Agreement.
- #6 BUILDING REVITALIZATION - M. Fabi grant application fee.
- #7 FESTIVAL PLACE- Annual payment.

**TRANSPORTATION, PARKING, & MOBILITY
MONTHLY REVENUE AND EXPENDITURE
December 31, 2015**

	ACTUAL		BUDGET		
	MONTH	YEAR TO DATE	YEAR TO DATE	ANNUAL	
Street Meters	28,426.57	347,924.21	341,302.00	341,302.00	
#1 Unattended	29,753.04	427,289.83	421,211.00	421,211.00	
#2 Attended Lots	144,201.35	1,699,106.41	1,681,438.00	1,681,438.00	
#3 Enforcement	57,064.82	337,993.29	332,930.00	332,930.00	
Metro Transit Fee	194.00	2,344.53	2,330.00	2,330.00	
Arcadia Condo Land Contract	553.34	3,596.71	3,320.00	3,320.00	
TIF - Debt Service Assistance	0.00	217,550.00	217,850.00	217,850.00	
TIF Ramp 3 Subsidy	45,027.00	45,027.00	45,027.00	45,027.00	
TIF - Maintenance	40,000.00	40,000.00	40,000.00	40,000.00	
Ramp 3 Debt Service Reserve	0.00	86,217.00	86,217.00	86,217.00	
Miscellaneous	0.00	0.00	0.00	0.00	
Interest Income	4.67	59.62	55.00	55.00	
TOTAL REVENUE	345,224.79	3,207,108.60	3,171,680.00	3,171,680.00	
EXPENDITURES					
Legal Fees	220.00	5,470.00	10,000.00	10,000.00	
Audit & Accounting Fees	0.00	11,250.00	12,875.00	12,875.00	
DKI Staff Services	5,416.63	65,000.00	65,000.00	65,000.00	
Liability Insurance	0.00	4,581.44	6,630.00	6,630.00	
Salaries & Wages	62,991.72	786,057.18	795,915.00	795,915.00	
Payroll Taxes	11,263.12	138,304.04	142,310.00	142,310.00	
Worker's Compensation	2,872.35	35,441.22	39,732.00	39,732.00	
Hospitalization & Benefits	8,684.13	106,404.24	108,000.00	108,000.00	
Employee Relations	604.12	1,438.09	1,500.00	1,500.00	
Personnel Selection	808.21	1,949.64	2,500.00	2,500.00	
Equipment Purchase/Lease	1,495.61	13,456.09	16,515.00	16,515.00	
Liability Claims	115.05	1,201.85	1,170.00	1,170.00	
Auto & truck Expense	993.99	8,196.16	12,325.00	12,325.00	
#4 Repairs & Maintenance	26,026.24	67,680.01	71,970.00	71,970.00	
Utilities	17,211.18	156,209.09	164,000.00	164,000.00	
Telephone	2,441.75	18,325.51	20,047.00	20,047.00	
Website	215.55	975.85	2,050.00	2,050.00	
Signage	89.04	7,393.96	10,700.00	10,700.00	
Materials & Office Supplies	4,172.93	16,761.25	20,167.00	20,167.00	
Customer Service Program	146.09	1,108.29	1,200.00	1,200.00	
Postage	740.54	8,413.85	8,350.00	8,350.00	
Forms & Printing	4,228.78	25,191.19	28,800.00	28,800.00	
Outside Contract Services	50,915.61	297,266.81	290,628.00	290,628.00	
Office Lease	2,212.50	26,550.00	26,550.00	26,550.00	
Ramp 3 Maintenance Reserve	37,500.00	37,500.00	37,500.00	37,500.00	
Management Fee	15,113.47	181,361.64	181,362.00	181,362.00	
OPERATING EXPENDITURES	256,478.61	2,023,487.40	2,077,796.00	2,077,796.00	
DEBT SERVICE EXPENDITURES					
1998 Refunder	0.00	217,550.00	217,850.00	217,850.00	
2005/2006 Ramp 3 Bond	0.00	674,063.81	674,814.00	674,814.00	
TOTAL DEBT SERVICE EXPENDITURES	0.00	891,613.81	892,664.00	892,664.00	
CONTRIBUTION TO TIF	27,000.00	27,000.00	27,000.00	27,000.00	
CAPITAL IMPROVEMENTS	9,130.00	9,130.00	8,000.00	8,000.00	
#5 FIVE YEAR TPM PLAN	6,275.00	26,397.13	10,000.00	10,000.00	
TOTAL EXPENDITURES	298,883.61	2,977,628.34	3,015,460.00	3,015,460.00	
REVENUE/OVER(UNDER) EXPENDITURES	46,341.18	229,480.26	156,220.00	156,220.00	Accrual Basis
		147,882.19	147,882.19	147,882.00	PY Cash Balance
		377,362.45	304,102.19	304,102.00	Cash Basis

SYSTEM CASH RESERVE	\$132,674.32
RAMP 3 MAINTENANCE RESERVE	\$307,287.49

TRANSPORTATION, PARKING, & MOBILITY
MONTHLY REVENUE AND EXPENDITURE
January 31, 2016

	ACTUAL		BUDGET		
	MONTH	YEAR TO DATE	YEAR TO DATE	ANNUAL	
Street Meters	23,614.95	23,614.95	21,998.00	346,192.00	
#1 Unattended	36,240.20	36,240.20	27,835.00	421,211.00	
#2 Attended Lots	132,038.00	132,038.00	143,215.00	1,845,598.00	
#3 Enforcement	18,755.00	18,755.00	20,050.00	332,930.00	
Metro Transit Fee	194.00	194.00	194.00	2,330.00	
Arcadia Condo Land Contract	0.00	0.00	276.67	3,320.00	
TIF - Debt Service Assistance	0.00	0.00	0.00	228,438.00	
TIF Ramp 3 Subsidy	0.00	0.00	0.00	36,414.00	
TIF - Maintenance	0.00	0.00	0.00	40,000.00	
Miscellaneous	0.00	0.00	0.00	0.00	
Interest Income	4.19	4.19	4.58	55.00	
TOTAL REVENUE	210,846.34	210,846.34	213,573.25	3,256,488.00	
EXPENDITURES					
Legal Fees	0.00	0.00	0.00	10,000.00	
Audit & Accounting Fees	2,000.00	2,000.00	2,000.00	12,875.00	
DKI Staff Services	5,833.34	5,833.34	5,833.33	70,000.00	
Liability Insurance	4,052.20	4,052.20	4,052.00	6,630.00	
Salaries & Wages	61,972.16	61,972.16	70,769.25	849,231.00	
Payroll Taxes	11,080.79	11,080.79	12,653.58	151,843.00	
Worker's Compensation	2,825.96	2,825.96	3,532.75	42,393.00	
Hospitalization & Benefits	10,843.31	10,843.31	9,450.00	113,400.00	
Employee Relations	0.00	0.00	125.00	1,500.00	
Personnel Selection	0.00	0.00	208.33	2,500.00	
Equipment Purchase/Lease	0.00	0.00	1,533.33	18,400.00	
Liability Claims	115.05	115.05	250.00	3,000.00	
Auto & truck Expense	373.19	373.19	1,027.08	12,325.00	
#4 Repairs & Maintenance	36.10	36.10	5,997.50	71,970.00	
Utilities	18,743.14	18,743.14	18,743.00	164,000.00	
Telephone	314.92	314.92	1,397.50	16,770.00	
Website	0.00	0.00	170.83	2,050.00	
Signage	0.00	0.00	0.00	4,000.00	
Materials & Office Supplies	0.00	0.00	1,680.58	20,167.00	
Customer Service Program	0.00	0.00	100.00	1,200.00	
Postage	600.00	600.00	695.83	8,350.00	
Forms & Printing	208.00	208.00	2,400.00	28,800.00	
Outside Contract Services	14,471.63	14,471.63	14,472.00	304,927.00	
Office Lease	2,212.50	2,212.50	2,212.50	26,550.00	
Ramp 3 Maintenance Reserve	0.00	0.00	0.00	37,500.00	
Management Fee	15,223.70	15,223.70	15,491.33	185,896.00	
OPERATING EXPENDITURES	150,905.99	150,905.99	174,795.75	2,166,277.00	
DEBT SERVICE EXPENDITURES					
1998 Refunder	0.00	0.00	0.00	228,438.00	
2005/2006 Ramp 3 Bond	0.00	0.00	0.00	634,166.00	
TOTAL DEBT SERVICE EXPENDITURES	0.00	0.00	0.00	862,604.00	
CONTRIBUTION TO TIF	0.00	0.00	0.00	71,377.00	
CAPITAL IMPROVEMENTS					
#5 FIVE YEAR TPM PLAN	0.00	0.00	0.00	100,000.00	
ACCESS CONTROL DESIGN, ENG,&BIDDING	0.00	0.00	0.00	15,000.00	
TOTAL EXPENDITURES	150,905.99	150,905.99	174,795.75	3,300,258.00	
REVENUE/OVER(UNDER) EXPENDITURES	59,940.35	59,940.35	38,777.50	(43,770.00)	Accrual Basis
		377,362.45	377,362.45	377,362.45	PY Cash Balance
		437,302.80	416,139.95	333,592.45	Cash Basis

SYSTEM CASH RESERVE	\$132,674.32
RAMP 3 MAINTENANCE RESERVE	\$307,287.49

**TRANSPORTATION, PARKING, & MOBILITY
MONTHLY REVENUE AND EXPENDITURE
FEBRUARY 29, 2016**

	ACTUAL		BUDGET		
	MONTH	YEAR TO DATE	YEAR TO DATE	ANNUAL	
#1 Street Meters	28,378.45	51,993.40	41,260.00	346,192.00	
#2 Unattended	43,603.01	79,843.21	65,364.00	421,211.00	
#3 Attended Lots	158,436.99	290,474.99	284,179.00	1,845,598.00	
#4 Enforcement	19,865.00	38,620.00	35,780.00	332,930.00	
Metro Transit Fee	194.00	388.00	388.00	2,330.00	
Arcadia Condo Land Contract	553.34	553.34	553.34	3,320.00	
TIF - Debt Service Assistance	0.00	0.00	0.00	228,438.00	
TIF Ramp 3 Subsidy	0.00	0.00	0.00	36,414.00	
TIF - Maintenance	0.00	0.00	0.00	40,000.00	
Miscellaneous	0.00	0.00	0.00	0.00	
Interest Income	6.07	10.26	9.17	55.00	
TOTAL REVENUE	251,036.86	461,883.20	427,533.51	3,256,488.00	
EXPENDITURES					
Legal Fees	0.00	0.00	0.00	10,000.00	
Audit & Accounting Fees	0.00	2,000.00	2,000.00	12,875.00	
DKI Staff Services	5,833.34	11,666.68	11,666.67	70,000.00	
Liability Insurance	0.00	4,052.20	4,052.00	6,630.00	
Salaries & Wages	62,043.94	124,016.10	141,538.50	849,231.00	
Payroll Taxes	11,093.56	22,174.35	25,307.17	151,843.00	
Worker's Compensation	2,829.35	5,655.31	7,065.50	42,393.00	
#5 Hospitalization & Benefits	10,775.89	21,619.20	18,900.00	113,400.00	
Employee Relations	0.00	0.00	250.00	1,500.00	
Personnel Selection	46.00	46.00	416.67	2,500.00	
#6 Equipment Purchase/Lease	406.00	406.00	3,066.67	18,400.00	
Liability Claims	115.05	230.10	500.00	3,000.00	
Auto & truck Expense	564.98	938.17	2,054.17	12,325.00	
#7 Repairs & Maintenance	632.73	668.83	11,995.00	71,970.00	
Utilities	16,723.48	35,466.62	35,467.00	164,000.00	
Telephone	1,881.64	2,196.56	2,795.00	16,770.00	
Website	155.70	155.70	341.67	2,050.00	
Signage	15.90	15.90	16.00	4,000.00	
Materials & Office Supplies	1,574.20	1,574.20	3,361.17	20,167.00	
Customer Service Program	0.00	0.00	200.00	1,200.00	
Postage	643.39	1,243.39	1,391.67	8,350.00	
Forms & Printing	4,600.90	4,808.90	4,800.00	28,800.00	
Outside Contract Services	53,146.13	67,617.76	67,618.00	304,927.00	
Office Lease	2,212.50	4,425.00	4,425.00	26,550.00	
Ramp 3 Maintenance Reserve	0.00	0.00	0.00	37,500.00	
Management Fee	15,223.70	30,447.40	30,982.67	185,896.00	
OPERATING EXPENDITURES	190,518.38	341,424.37	380,210.50	2,166,277.00	
DEBT SERVICE EXPENDITURES					
1998 Refunder	0.00	0.00	0.00	228,438.00	
2005/2006 Ramp 3 Bond	0.00	0.00	0.00	634,166.00	
TOTAL DEBT SERVICE EXPENDITURES	0.00	0.00	0.00	862,604.00	
CONTRIBUTION TO TIF	0.00	0.00	0.00	71,377.00	
CAPITAL IMPROVEMENTS	0.00	0.00	0.00	100,000.00	
FIVE YEAR TPM PLAN	0.00	0.00	0.00	15,000.00	
ACCESS CONTROL DESIGN, ENG,&BIDDING	0.00	0.00	0.00	85,000.00	
TOTAL EXPENDITURES	190,518.38	341,424.37	380,210.50	3,300,258.00	
REVENUE/OVER(UNDER) EXPENDITURES	60,518.48	120,458.83	47,323.01	(43,770.00)	Accrual Basis
		377,362.45	377,362.45	377,362.45	PY Cash Balance
		497,821.28	424,685.46	333,592.45	Cash Basis

SYSTEM CASH RESERVE	\$132,674.32
RAMP 3 MAINTENANCE RESERVE	\$307,287.49